Accessing Your Course Evaluation Reports

About 2 weeks after final grades have been released to the students, faculty will receive an email(s) with a hotlink to the course evaluation report(s).

Reports for the current or previous semesters can be accessed through Highlander Pipeline, Canvas (https://canvas.njit.edu/) or the *NJIT GO* application. Authentication is required (UCID and UCID password).

Accessing Your Reports through Canvas

Log in to your course in Canvas, click Faculty Evaluation Course Reports on the menu on the left side of the screen.

Click on the report that you want to view. If prompted for a data source, choose **Supervisors**, view report dashboard, select report(s) and download. (look for download button).
It is best to download your report(s) to a secured drive.

IT IS BEST TO ACCESS YOUR REPORTS USING CAMPUS PIPELINE.

Reports also can be accessed via Highlander Pipeline.

At the NJIT home page, click on MyNJIT Login to access Highlander Pipeline using your ucid and ucid password:

1- Click on Faculty/Staff services (on left side of screen)
2- Scroll down to **Academic & Faculty Services** block, click on Course Evaluation service –by Explorance Blue (hotlink),
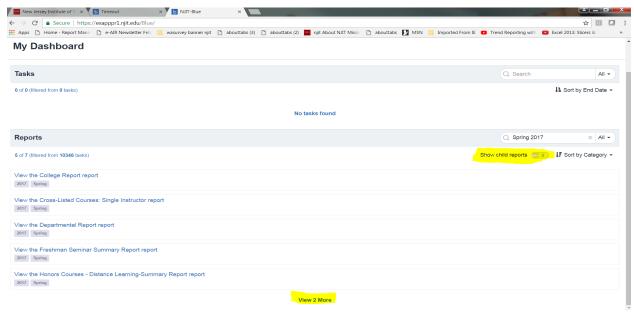
Academic & Faculty Services

- Activity Insight for Faculty | Information - by Digital Measures
- Course Evaluation Service - by Explorance Blue
- Grade Change Request Service **
- Moodle Learning Mangement System (LMS) - by Blackboard
- Faculty and Instructor Banner Quick Links: by Ellucian
  - Course List (Summary/Detailed) *
  - Final Grades *
  - Verification of Presence

3-At the Explorance screen, when prompted for a data source, choose **Supervisors**.

Method 1
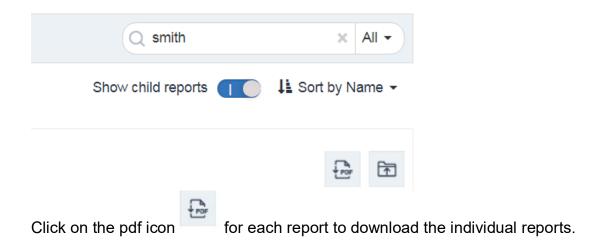**At the Reports header, click off show child reports. See yellow highlight.**
Type the semester and year (e.g. Spring 2018) that you want to view in the search window. If you don't see the report you want, scroll down and click on view more. **See yellow highlight.**

Click on report title (e.g. View the Individual Report). View reports, select (all) report(s) and download (look for download button). Un-zip pdf.

Method 2

If you want to see all the reports for a specific individual, type their last name in the search window with All selection showing. **Be sure that the show child reports is switched on.**

Click on the pdf icon for each report to download the individual reports.

Issue: Cannot see the pdf reports.
Reconfigure your browser to work with Acrobat or Reader plug-in.
Visit: https://helpx.adobe.com/acrobat/kb/pdf-browser-plugin-configuration.html