# Settings for Saving All Reports for an Individual Instructor in One Batch

1. Please go to [courseval.valpo.edu](courseval.valpo.edu) and log into the system through the MyCoursEval portal.

2. Please click on "Evaluation Reports" by hovering over the "Reports" icon on the upper left hand corner of the web page.

3. Please check to ensure that the Year, Period, and Survey drop down boxes are set to "Show All."  Also, please check that Type = "Standard," and Status = "Closed."

4. Please select "Individual (All)" from the View drop down box.

5. Type the faculty member's last name in the Search box.

6. Please select "100" in the Show number of entries box on the right side of the page.

7. Click on the "Include" box to select all the desired reports.

8. You may either click on the blue View, PDF, or Print  buttons to save your reports.  If you click on the blue View or Print button and save as a PDF from those screens, the formatting of the reports looks "cleaner."

   Please be patient. It may take a few minutes for the system to create the file depending on its size.

9. The Office of Information Technology has created a folder on the S:\ drive for evaluation results by department. Please contact Kevin Ledbetter at kevin.ledbetter@valpo.edu if you, your department chair, or dean would like to have access to this folder.