

## Downloading a PDF Report

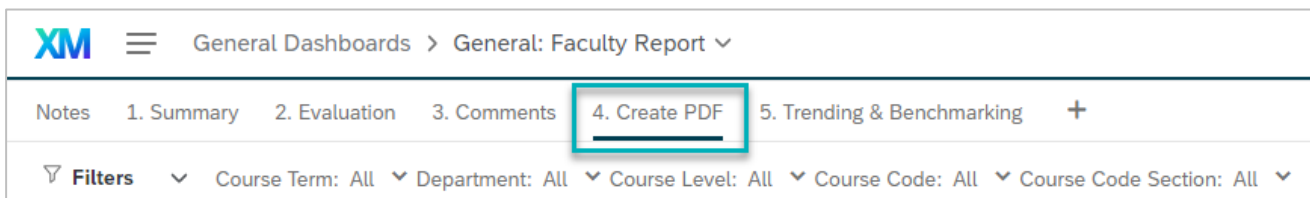
As of May 2019, TRU faculty and Chairs are able to download and PDF their own course evaluation reports. Instructions on how to download a standard course evaluation report are provided below. The standard course evaluation PDF report consists of overall scores for all multiple-choice questions, and all open-ended responses.

### **IMPORTANT - Please note:**

For courses that have 25 or less responses, your PDF export can be completed by following section 1 below. **But for courses that have over 25 responses, the open-ended comments will need to be exported individually to get all the comments in the PDF report.** Instructions for downloading the open-ended comments are in section 2.

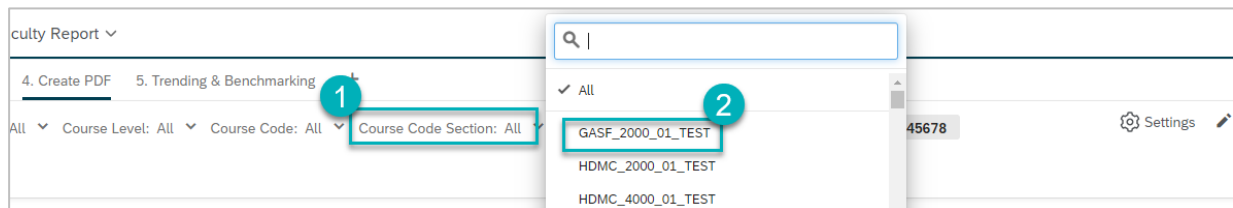
### 1. How to download and PDF your results for a course code section evaluation

In order to export a course evaluation report for a selected course code section, select the 'Create PDF' sheet in your dashboard. This sheet consists of overall scores and response distributions to all multiple-choice questions and all open-ended responses.

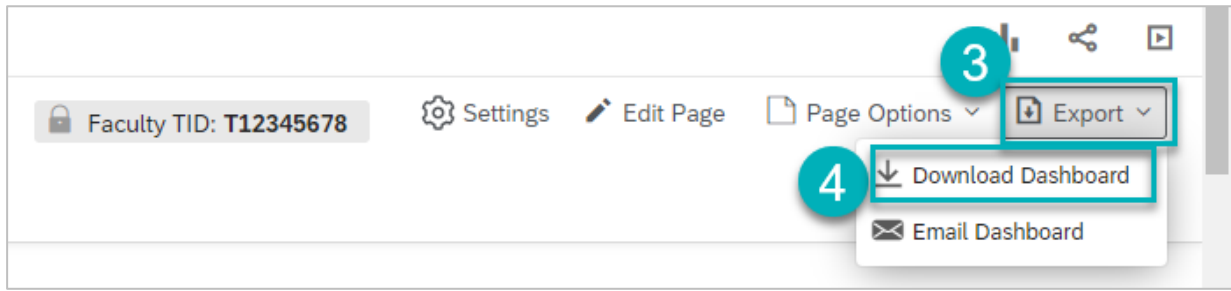


To export a course code section report on the 'Create PDF' sheet, follow the instructions below:

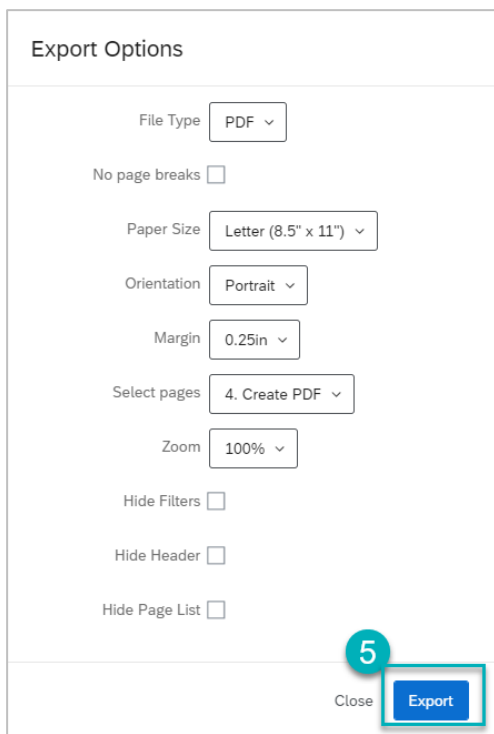
1. Select the course code section by setting your filters at the top of the page.
2. Choose the course code section you would like to create a PDF report for.



3. In the top right corner, select the 'Export' button.
4. Choose 'Download Dashboard'.



5. Accept the default export settings (keep the boxes unchecked) and proceed with 'Export' to download your report.

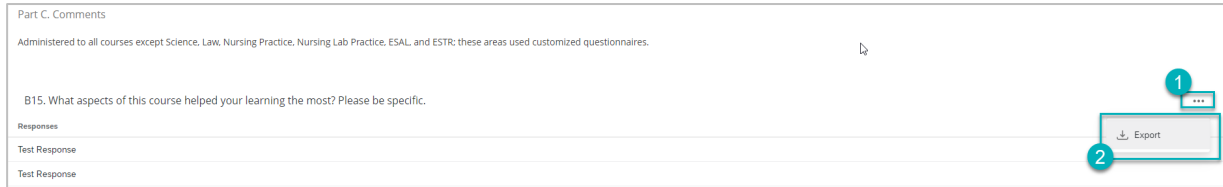


**IMPORTANT - Please note:**

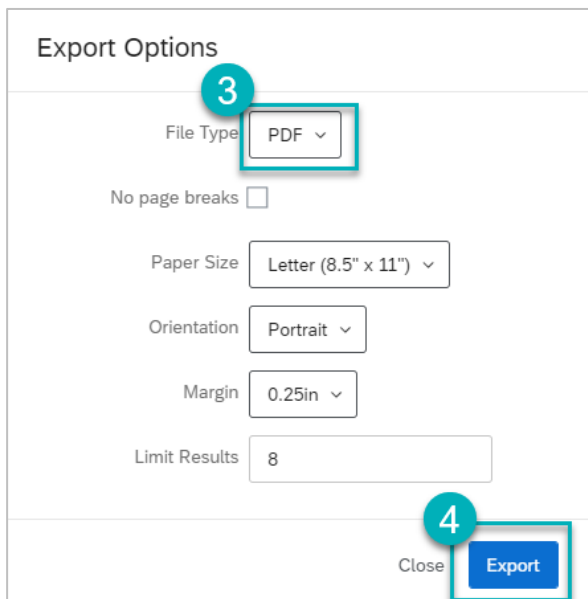
For courses that have 25 or less responses, your PDF export will be complete. **But for courses that have over 25 responses, the open-ended comments will need to be exported individually to get all the comments in the PDF report.** Instructions for downloading the open-ended comments are in the next section.

## 2. How to download and PDF open-ended comments for a course code section that has more than 25 open-ended responses

1. In the 'Create PDF' sheet scroll down to 'Part C. Comments' and select the three little dots in the right corner.
2. Select the 'Export' button in the corner of the first open-ended question.



3. By default the file type in the export options menu is JPG. Click on the arrow to select PDF file type from the drop-down menu.
4. Accept all default settings and click export.



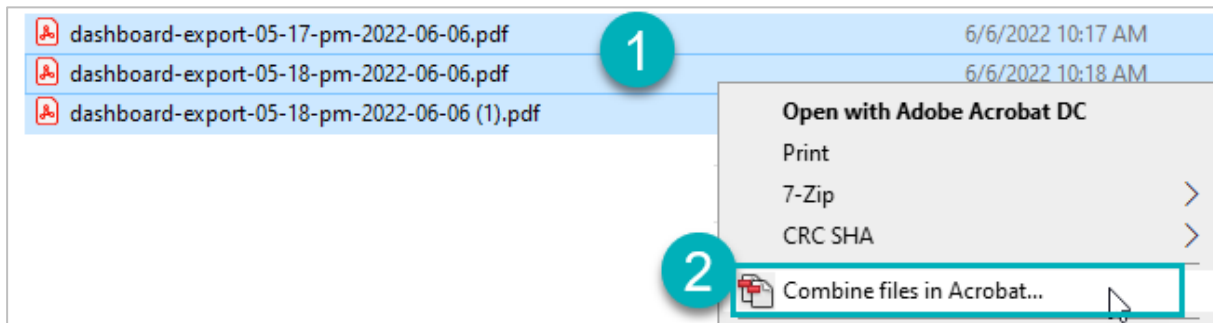
Once you have saved exports from each of your open-ended questions separately as a PDF document, you will need to use Adobe Acrobat to combine all PDFs.

## 3. How to combine your PDF reports using Adobe Acrobat

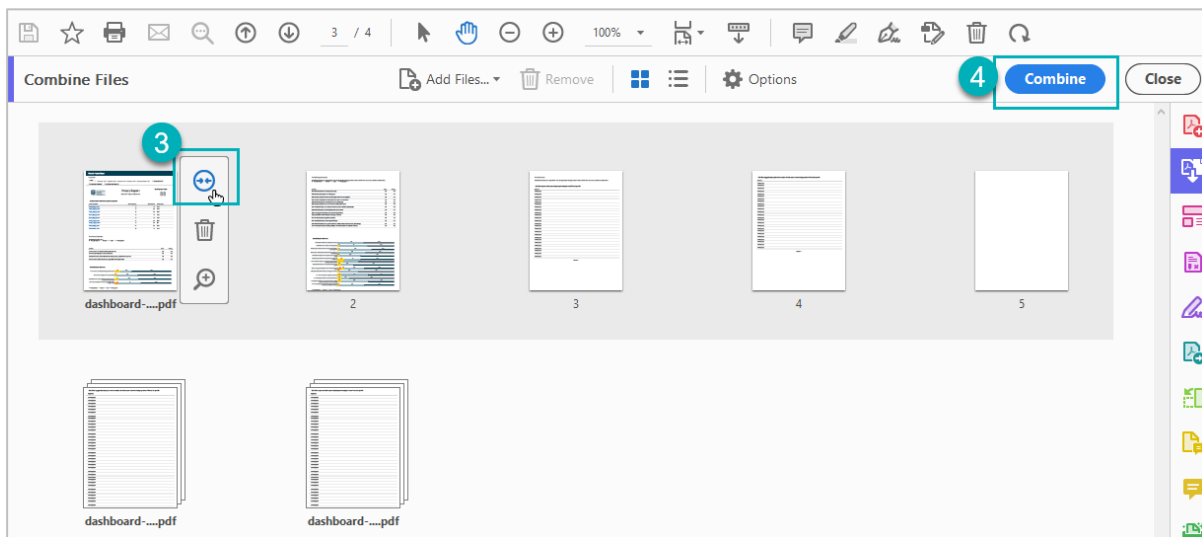
You will need to have Adobe Acrobat installed on your computer, you can download Adobe Acrobat Reader for free from TRU IT Services website.

Once you have downloaded and saved each of your PDF reports, you can combine them using the following steps:

1. Highlight the PDF reports you would like to combine.
2. Right click and select 'Combine files in Acrobat'.

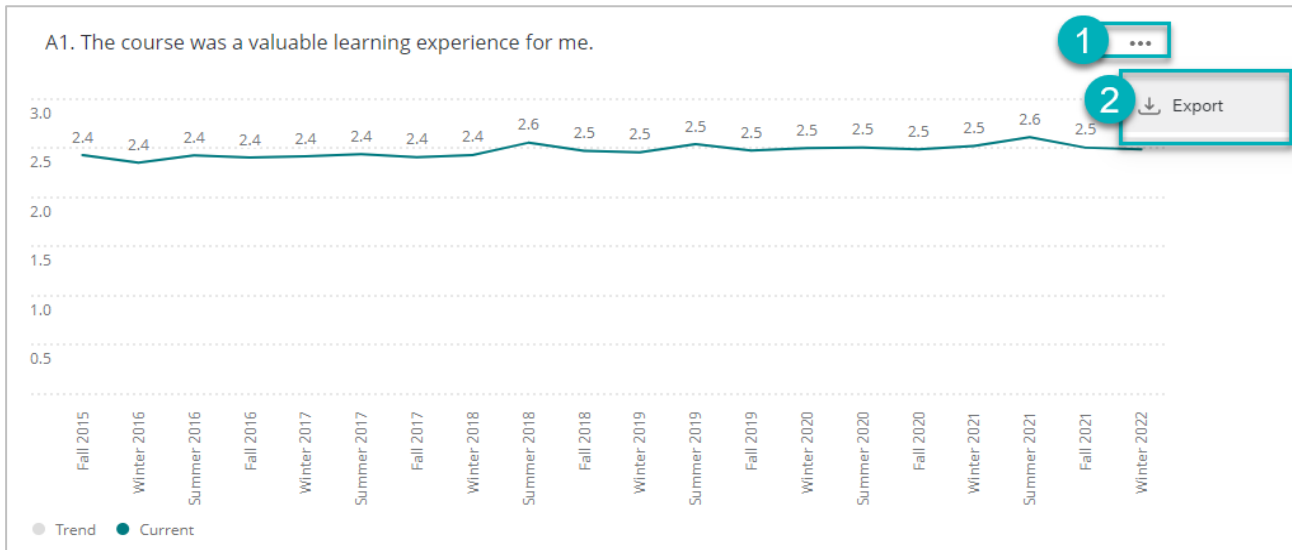


3. The Acrobat 'Combine Files' window will open up and here you can re-organize the page order by hovering your cursor over the file and selecting the arrow button. This is also where you can delete blank pages and delete the incomplete open-ended questions from the main PDF file.
4. Once you're done organizing pages, click on the 'Combine Files' button in the bottom right corner and save as a new PDF document.



#### 4. How to download and PDF individual figures

Individual graphs and tables can also be exported by clicking on the 'Export' icon at the top right corner of each figure.



For more assistance with downloading a PDF report, please contact [crsevaladmin@tru.ca](mailto:crsevaladmin@tru.ca)