# Downloading a PDF Report

As of May 2019, TRU faculty and Chairs can 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.

Starting in June 2023 dashboards were updated so that only one export step is needed to create a PDF report that includes all multiple-choice questions and student comments for a course evaluation, regardless of the number of responses. When a PDF is created all the student comments to each open-ended question will be included in the one export step.

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 (specific section of a course), 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.
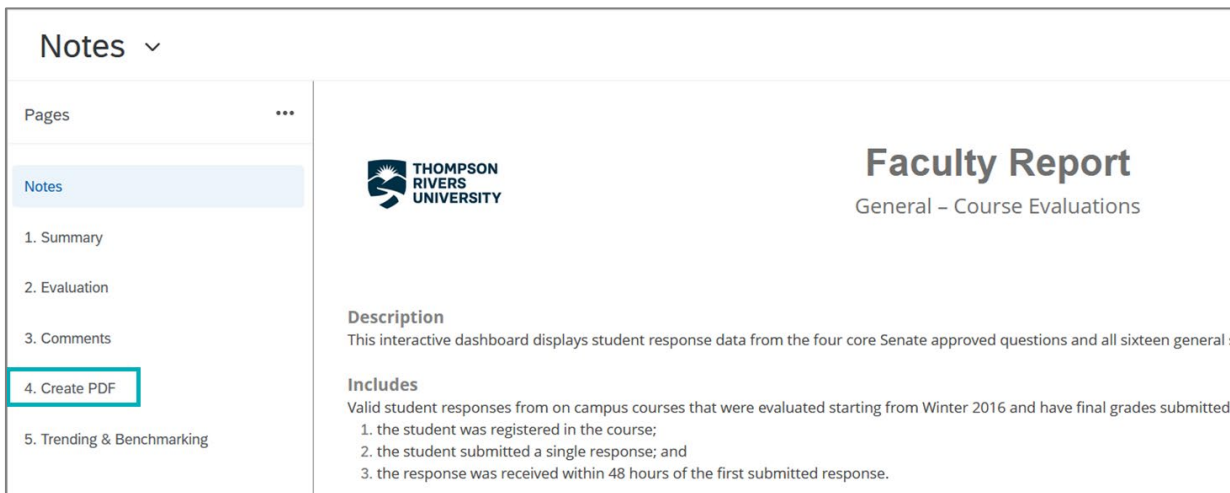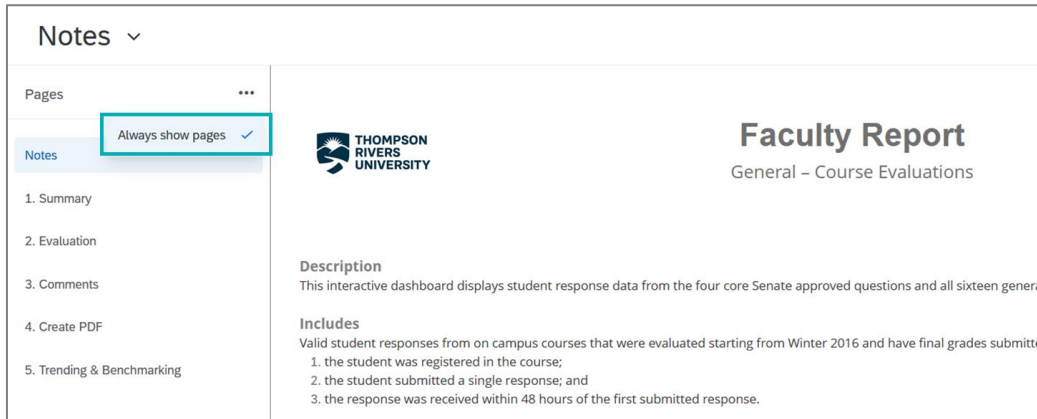

To export a course code section report on the 'Create PDF' sheet, follow the instructions below:
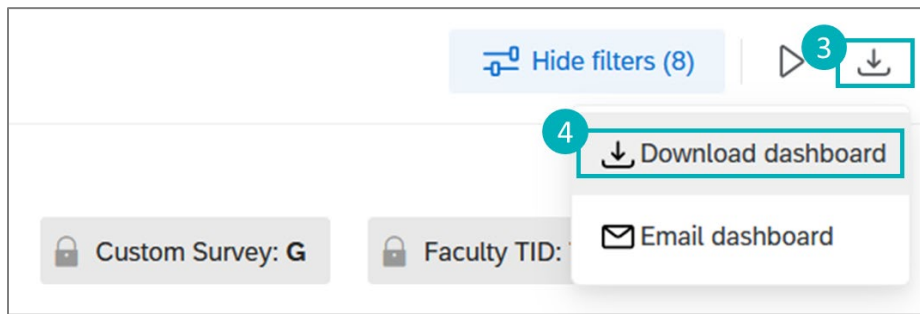
1. Select the course code section by setting your filters at the top of the page.
2. Choose the course code section you would like to create a PDF report for.
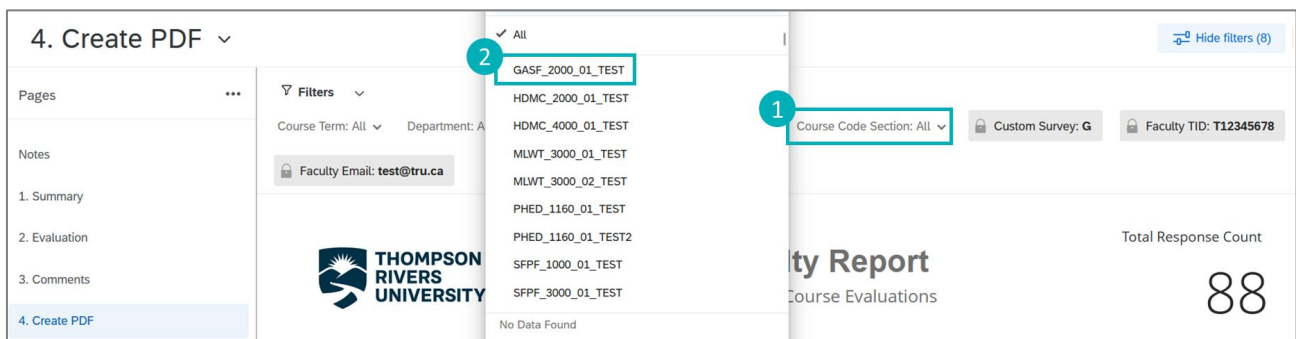
Note: if you want to always show the menu, click on the three-dot next to "Pages", choose "Always show Page".

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

5. Choose the PDF file type to export.
6. Check the box "include all widgets content".
7. Select either the option "Automatically download file" or "Retrieve file in the notification center".
8. Click on "Export" to generate the PDF report.

- With "Automatically download file", you will get your file in your computer's "Downloads" or from the "Display the progress of ongoing download" icon at the top right.
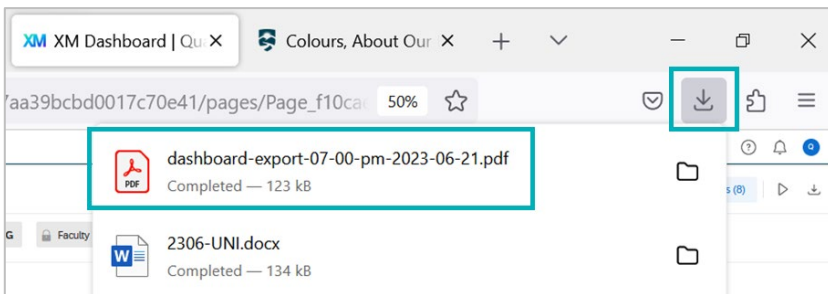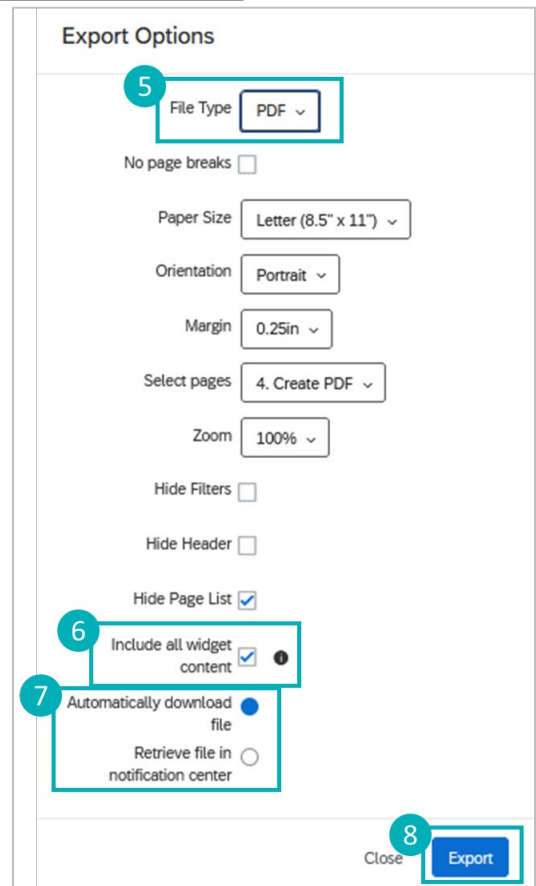

- With "Retrieve file in the notification center", when you export is ready to download, you will be notified in the top right corner with a red number located on the notification bell icon 🔔

- Once you see the red number, click on the notification bell and you can see all your notifications and that your dashboard is ready for download, click on 'Dashboard ready for download', then "See more" and the PDF will appear in the next tab of your window or be saved to your 'Downloads' folder on your computer.
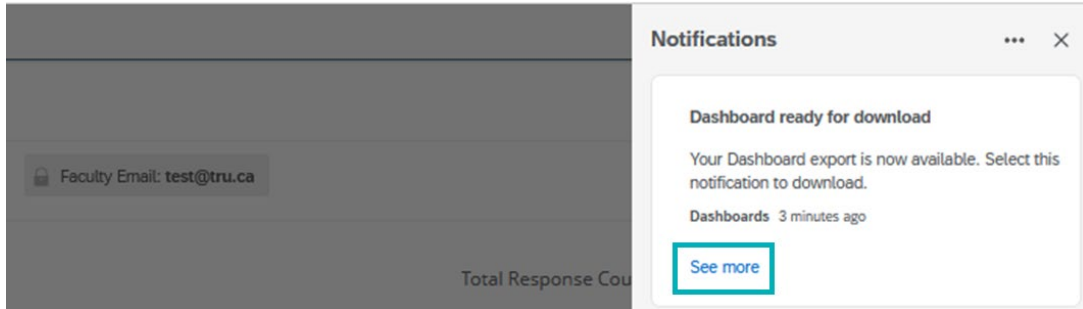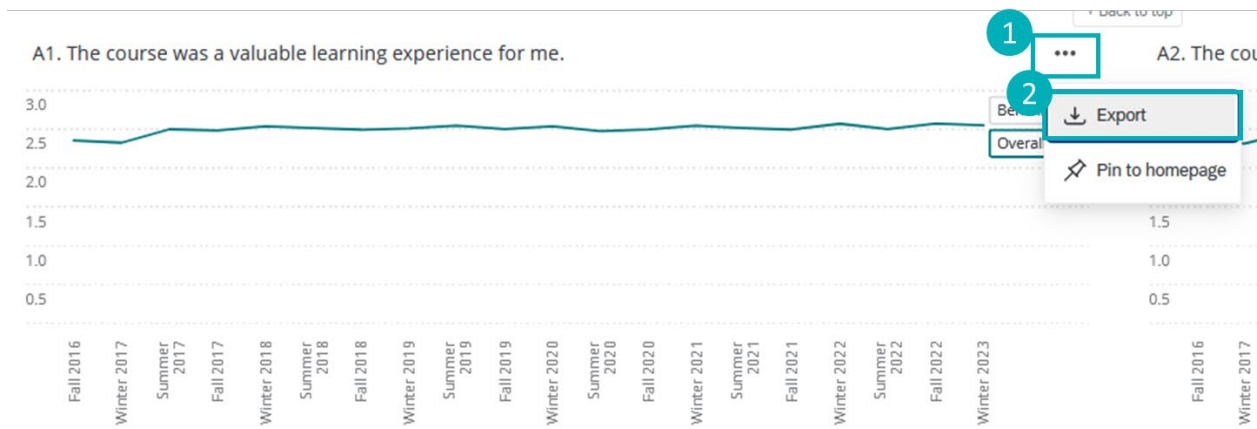

9. The Generating Export window will appear to let you know your PDF report is being generated. You can click on close and then you will be notified once the file is ready for download.
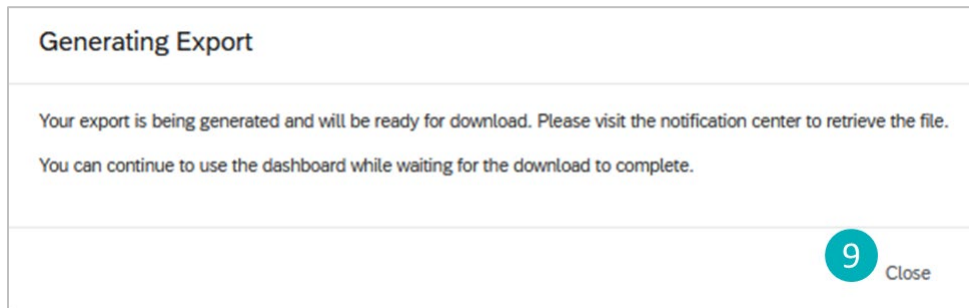
2. How to download a PDF of individual figures

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