

## **Viewing Course Evaluation Results and Response Rates (Instructors)**

Log in to Moodle

The reports will download as a PDF. Please ensure your pop-up blocker is not preventing the PDF from downloading (see page 4 for steps on how to disable pop-up blockers if need).

Additionally, there are other menu items to view from the Results menu.



## Response Rate Tracker

View response rates of evaluations in real time, including number of respondents out of total enrollments and response rate percentage.

After selecting Project Response Rates from the Results menu, while the survey evaluation period is open, real-time In-Progress can be viewed. After the evaluation period is over, change the Status to "Ended" and click on Search, final statistics will be viewable.

