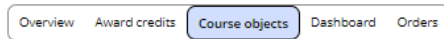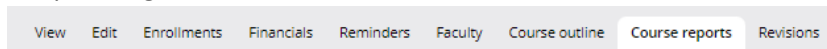Accessing an Evaluation Summary in Ethos

Open the Course in Ethos

Select the Course Reports Tab

If a course has a **Faculty Evaluation**, select one of the following depending on your needs:

1. Analysis – this will give you an overview of all responses. This report is helpful for a debrief with the planning committee.

2. Select Download if you are preparing individual reports for faculty.

Select the Microsoft Excel format, Show label.

From the select list of options select Full, human-readable, and separate.

From the Included export components:

Uncheck Include all components.

Select:

Course Title

Scroll down to select the Title of the speaker's session and the two questions that follow. (This may vary depending on the evaluation format.

Select Download.

Repeat these steps to produce a report for each speaker.

Course Evaluation Summary

Open the Course in Ethos

Select the **Course Reports** Tab

Under the **Conference Evaluation** heading, select **Analysis** for a summary report that will work well for an overview of the responses to save in the activity file and share with the planning committee. Select **Download** if you want a report of all of the raw data and/or if you want a report of specific data. This report will be an excel file.

(Note if you offered an assessment, you can use the same process to access the reports.)