

# Guide for Faculty Members

Topic: Access / Save Evaluation Reports

*These steps only pertain to evaluations which have occurred since the Spring 2014 Term.*

## STEPS:

1. Go to the **Your Input Matters! Online Student Course and Faculty Evaluation** system site at <https://baruch.cuny.edu/evaluations>.
2. Click the **“Login to the Student Course and Faculty Evaluation System”** button
3. Click **“Staff”**
4. Enter your **Baruch College credentials**, these are the same as your Baruch Email, Campus Computers and WiFi.
5. You will be presented with your **myEvalCenter**.
6. Surveys will be grouped in up to five different categories:
  - a. **Open Surveys** – These are evaluations that are currently underway
  - b. **Surveys Waiting to Be Opened** – These are evaluations that have been scheduled
  - c. **Results Ready for Viewing** – These are evaluation reports that are available
  - d. **Closed Surveys Awaiting Release** – These are evaluation reports that are being processed.
  - e. **Results Are Hidden Due to Insufficient Responses** – Sections with 5 or fewer student responses.
7. Scroll down to the **Results Ready for Viewing** section.
8. Select **See Reports** for the course section you wish to view/download/print.
  - a. There are two report types available – **Standard (Custom) Report** and the **Percentile Rank**
9. By default, you will be presented with the **Standard Report**.
  - a. To save the **standard report**, click the **Export** button.
  - b. **Do not make changes** in Export Options, and click **Export**
  - c. You will be given a PDF with the quantitative data summary followed by the comments.  
(Please note that the bar graph is not included in the PDF file.)
10. To view and save the **Percentile Rank** report
  - a. Click the **Percentile Rank** tab
  - b. Use the **compare your results to** dropdown menu to identify your selection criteria (School, School by Semester, School Course Level, Division, Division by Semester, Division Course Level, Division by Semester Course Level, Department, Department by Semester)
    - i. *Please note that in the system “School” refers to all of Baruch College and Division represents the individual schools (Marxe, Weissman, Zicklin and Independent Units) within the College.*
  - c. To save this Percentile Rank report, click the **Export** button.
  - d. **Do not make changes** in Export Options, and click **Export**
  - e. You will be given a PDF file of the report
11. To view and save additional reports, click the **EvalCenter** link in the top navigation bar.