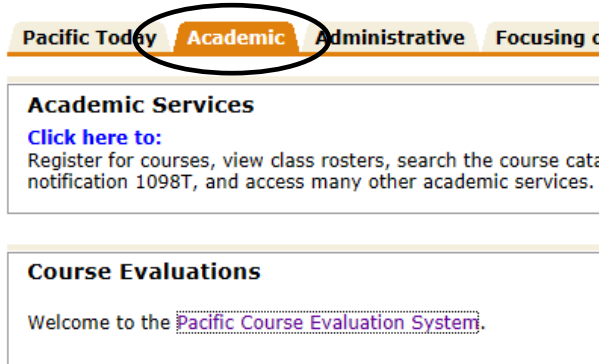


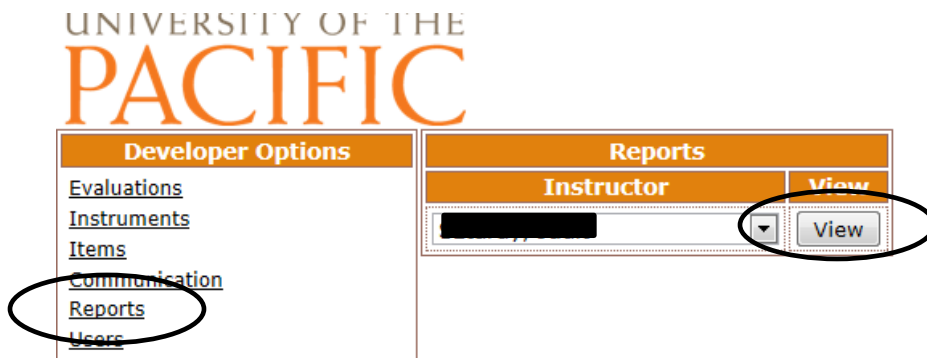
Pacific Online Course Evaluation System Faculty Reports

HOW TO ACCESS YOUR FACULTY REPORTS:

1. Log in to **insidePacific** and click on the **Academic** tab to find Pacific Course Evaluation System.



2. Click on **Reports**. Then your name should appear in the **Instructor** field. Click on **View**; a list of your courses should appear.



3. Find the course(s) you would like and click on the **View** button located on the far right-hand side of the screen to view a summary report in HTML. To **Save the HTML version** of your Course Evaluation Report.
 - a. **WINDOWS:** From the **View** screen, right click and select "*Convert to Adobe PDF,*" then save the file to the appropriate location on your computer. OR, right click on your screen, select **Print**, and then select print as Adobe PDF.
 - b. **MAC:** Click the **File** menu and select "*Print,*" or hit Command +P. Look for the PDF button in the lower left corner, click on the pull-down menu and select "*Save as PDF.*" Click "Save" in the save dialogue box, and save the file to the appropriate location on your computer.

CSV	TXT	View
CSV	TXT	View
CSV	TXT	View
CSV	TXT	View
CSV	TXT	View

4. Course evaluation data can be downloaded into Excel for further analysis, if desired. Click on **CSV** to download quantitative data (i.e., scaled or ranked question items) and click on **TXT** to download qualitative data (i.e., open-ended text responses).

CSV	TXT	View
CSV	TXT	View
CSV	TXT	View
CSV	TXT	View
CSV	TXT	View