EvaluationKIT Report Builder Instructions to Create Comment Reports

These instructions allow administrators and instructors to create custom reports that contain only the comments given by students.

1. Login to *EvaluationKIT*

2. Click on the *Results* tab

3. Select *Report Builder* - After clicking on *Report Builder*, you can view your most recent reports, shared reports from other users or create a new report by following the below steps.

4. Click *Create New Report*

5. Name your report (Description Optional)... *Continue*.

6. Select the project(s) for this report and click *Add Selected Projects* - **Note:** This is where you choose which quarters you would like the report to be about. Only choose one type of form. Click *Continue*.

7. Click *Continue*

8. Select the questions that you would like to view in this report. This is the important part for creating this report. Scroll to the bottom of the page. Check the boxes next to all of the write in questions. Also, check the box next to question 3. Click *Continue*.

   Build Query:

   You do not need to do anything in this section and can simply *continue*.

9. Click *Continue*

10. You can choose any template for your report. Template 5 is good for comparing courses, while template 7 is good for comparing teachers.

11. After selecting correct template, click on *Generate*.

12. After the report comes up. Click *Select Questions*, check the boxes next to the last two questions. Then, click *Apply*.