EvaluationKIT Report Builder Instructions to Compare Quarter Averages

These instructions allow administrators and instructors to create custom reports across multiple quarters in order to compare averages and assess progress.

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.

7. Click *Continue*

8. Select the questions that you would like to view in this report... *Continue*.

9. Build Query:

    You do not need to do anything in this section and can simply continue or if you teach in multiple departments and just want results from a specific department under Areas check the department you want results from and click Add Selected Areas.

10. Click *Continue*

11. Select Template 3 for your report.

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