VIEWING RESPONSE RATES

1. Log onto evaluations.ufl.edu
2. Click on the View Evaluations & Results link
3. Select the term you would like to review
4. Click on the GET EVALUATIONS button
5. See the “Response %” column for the response rate

VIEWING RESULTS

1. Log onto evaluations.ufl.edu
2. Click on the View Evaluations & Results link
3. Select the term and status
4. Click on the GET EVALUATIONS button
5. Click on the ‘Details’ link located to the left of the course
6. You will have four options:
   - Class Roll, Results, Individual Responses, and Preview

PROMOTION AND TENURE PACKETS

1. Log onto evaluations.ufl.edu
2. Click on the Instructor Summary for Tenure, Promotion, & Professional Dossiers link
3. Select which term(s) should be included in the report
4. Click the GENERATE REPORT button
5. Click the EXPORT TO WORD button