Viewing and Downloading Course Evaluations

Log into <u>myCharger</u> with your University of New Haven network username and password. Go to the Faculty Resources page and under the Faculty Tools section, click on the Explorance Blue icon (or go directly to the system at https://newhaven.bluera.com/newhaven/).



<u>Faculty</u>: Select UNH_Faculty from the dropdown list <u>OR</u>, if you need to access information from Spring 2016 or prior, select Spring 2016 and Prior.

Deans, chairs, and program coordinators: Select UNH_Supervisor to access aggregated and comparative reports.

You will land on the	University of New Haven	[Dasł
presented in two sections:	Welcome First Name Last Name Tue, Nov 22, 2016	Task Type No Task Y Task Status All Y Category All Y Language All Project Not Available Y	
In the top section, labelled " <u>Tasks</u> ", you can view the response	My Space Home Dashboard Response Rate	Subject All v Search For Project Title v Find Clear Search Results: 0 - 0 of 0 Item(s)	
rates of your on-going	Hy Preferences	Subject Category Subcategory	
evaluations.	🖒 Sign Out	There are no tasks assigned to you at the moment.	
The bottom section contains the <u>Reports</u> to which you have access.		View Current v Category All v Subcategory All v Language All v Project Not Available v Search For Report Title v Find Clear Search	
<u>Click on the PDF icon</u>		Category Subcategory Project Title	
to download the			
report to your computer.	<u>.</u>		

Contact Lisa Scranton <u>lscranton@newhaven.edu</u> 203.932.7485 for additional assistance using any UNH system. Contact Greg Sanzone <u>gsanszone@newhaven.edu</u> 203-932-2992 for information about course evaluation data.

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