Reporting Access Tips

Below are three quick tricks for finding reports in the system. These are available when users login directly via ConectCarolina or https://blueeval.unc.edu/Blue/. These tips can be used by anyone who has access to reports in the system, but some will be most helpful for department chairs and others who have department or program level reporting access.

1) Search by course or Instructor name
   a. You can easily pull up the reports of just the instructor or course number you are looking for by using the search bar to the right of “Reports” on your dashboard.
   b. 
   c. 

2) Toggle the “Show child reports” option to find a specific report set
   a. The default view lists individual reports. This toggle allows you to see report groups (Department Summary, Individual Course, etc by term).
   b. You can combine this with a search for part of the report name as well, such as individual, summary, 2018, or spring. (Search terms do not have to appear together or in order in the report titles.)
3) Current and Archived reports
   a. Now that we’re in our second year with the Blue System, we’ve begun moving past years into the archived reports list so that it will be easier to find the most recent reports.
   b. You can easily switch between Current and Archived reports by clicking on the word next to the show child reports toggle.
   c. One full academic year (fall, spring, and two summer sessions) will be available in current reports at any given time. For example, Spring 2017 will be moving to archived once Spring 2018 is available.