

Reporting Access Tips

Below are three quick tricks for finding reports in the system. These are available when users login directly at <https://blueeval.unc.edu/Blue/> or via the link in ConnectCarolina. 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) Toggle the “Show child reports” option off to find a specific report set, or on to show individual reports
 - a. The default view lists report sets. This toggle allows you to see report sets (Department Summary, Individual Course, etc by term).
 - b. Toggling this on allows you to see individual course instructor reports.
 - c. You can combine either option with other search terms such as summary, 2021, or spring. (Search terms do not have to appear together or in order in the report titles.)

The screenshot shows the 'Reports' dashboard. At the top, there is a search bar with 'individual' entered, a dropdown menu set to 'All', and a 'Reset' button. Below the search bar, it says 'Sort by Name'. The main area shows '7 of 7 (filtered from 4488 tasks)'. On the right, there is a 'Show child reports' toggle set to '0' (off), and two tabs: 'Current' (selected) and 'Archived'. Below this, there are four report entries, each with a title, a list of tags (e.g., '2017 Summer', 'CAS'), and a 'View' button.

- d.
- 2) 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.

The screenshot shows the 'Reports' dashboard with the search bar containing 'Cowell'. It shows '2 of 2 (filtered from 4488 tasks)'. The 'Show child reports' toggle is set to '1' (on). The 'Current' tab is selected. Two report entries are visible, each with a title, tags, and a 'View' button.

b.

The screenshot shows the 'Reports' dashboard with the search bar containing 'CHEM 101'. It shows '10 of 30 (filtered from 4488 tasks)'. The 'Show child reports' toggle is set to '1' (on). The 'Current' tab is selected. Two report entries are visible, each with a title, tags, and a 'View' button.

c.

3) Current and Archived reports

- a. We move 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 three summer sessions) will be available in current reports at any given time. For example, Fall 2021 will be moving to archived once Fall 2022 is available.

The screenshot displays a web interface for 'Reports'. At the top, there is a search bar with the text 'Search', a dropdown menu set to 'All', and a 'Reset' button. Below the search bar, there is a 'Sort by Name' dropdown menu. The main content area shows a list of reports. The first report is 'View the 2016 Fall College of Arts and Sciences Department Report report', with a '2016' tag and a 'Course Evaluation' tag. The second report is 'View the 2016 Fall College of Arts and Sciences Individual Report report', also with a '2016' tag and a 'Course Evaluation' tag. The third report is 'View the 2016 Fall College of Arts and Sciences Individual Report - Low Enrollment Courses report', with a '2016' tag and a 'Course Evaluation' tag. Each report entry has a document icon on the right. At the top of the report list, there is a status bar that says '8 of 8 (filtered from 315 tasks)'. To the right of this bar, there is a 'Show child reports' toggle switch set to '0', and two tabs: 'Current' and 'Archived', with 'Archived' being the active tab.

d.