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.)

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.
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.
   d.