

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.

The screenshot shows the 'Reports' dashboard with a search bar containing 'Cowell'. The results show 2 reports out of 4488 tasks. The first report is for 'View the Cowell Glynis - SPAN 101-002 2173 CAS Individual Report Summer I & Maymester 2017 report' with filters for '2017 Summer' and 'CAS'. The second report is for 'View the COWELL GLYNIS - SPAN 102-03W 2172 CAS Individual Report Spring 2017 report' with filters for '2017 Spring' and 'Spring'. The 'Show child reports' toggle is turned on, and the 'Current' tab is selected.

b.

The screenshot shows the 'Reports' dashboard with a search bar containing 'CHEM 101'. The results show 10 reports out of 4488 tasks. The first report is for 'View the Austell Todd - CHEM 101L-401 2173 CAS Individual Report Summer I & Maymester 2017 report' with filters for '2017 Summer' and 'CAS'. The second report is for 'View the Austell Todd - CHEM 101L-402 2173 CAS Individual Report Summer I & Maymester 2017 report' with filters for '2017 Summer' and 'CAS'. The 'Show child reports' toggle is turned on, and the 'Current' tab is selected.

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.)

Reports

7 of 7 (filtered from 4488 tasks) 0 **Current** Archived

- View the 2017 Maymester & Summer I College of Arts and Sciences Individual Report report
2017 Summer CAS
- View the 2017 Maymester & Summer I College of Arts and Sciences Individual Report - Low Enrollment Courses report
2017 Summer CAS
- View the 2017 Spring College of Arts and Sciences Individual Report report
2017 Spring Spring
- View the 2017 Spring College of Arts and Sciences Individual Report - Low Enrollment Courses report
2017 Spring Spring

c.

3) Current and Archived reports

- 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.
- You can easily switch between Current and Archived reports by clicking on the word next to the show child reports toggle.
- 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.

Reports

8 of 8 (filtered from 315 tasks) 0 Current **Archived**

- View the 2016 Fall College of Arts and Sciences Department Report report
2016 Course Evaluation
- View the 2016 Fall College of Arts and Sciences Individual Report report
2016 Course Evaluation
- View the 2016 Fall College of Arts and Sciences Individual Report - Low Enrollment Courses report
2016 Course Evaluation

d.