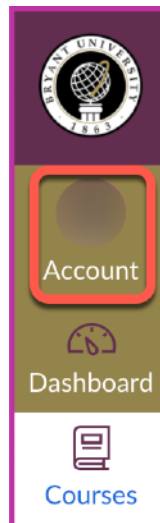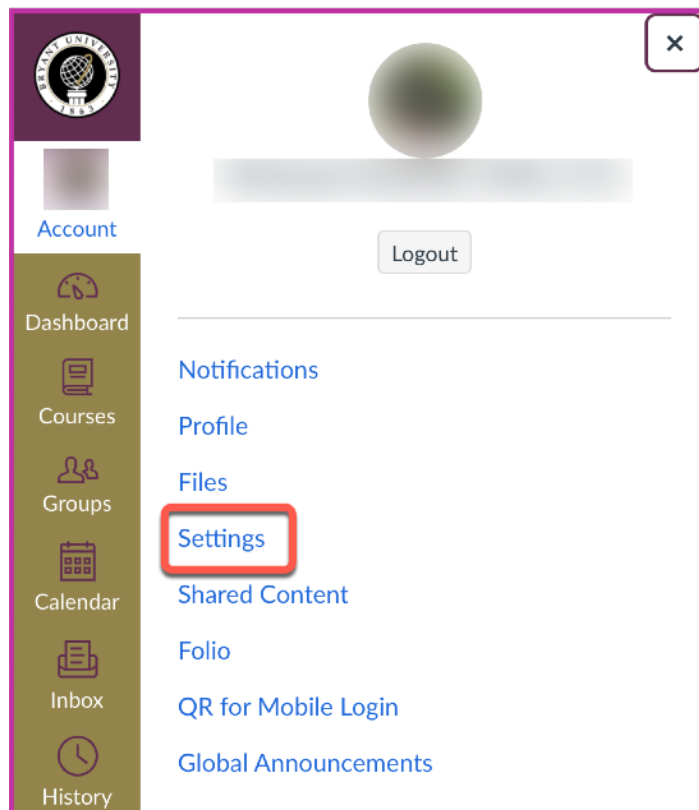# Accessing Course Evaluation Results (Admin)

This document will show you as an administrator for your department, college or university, how to access surveys that fall under your review.
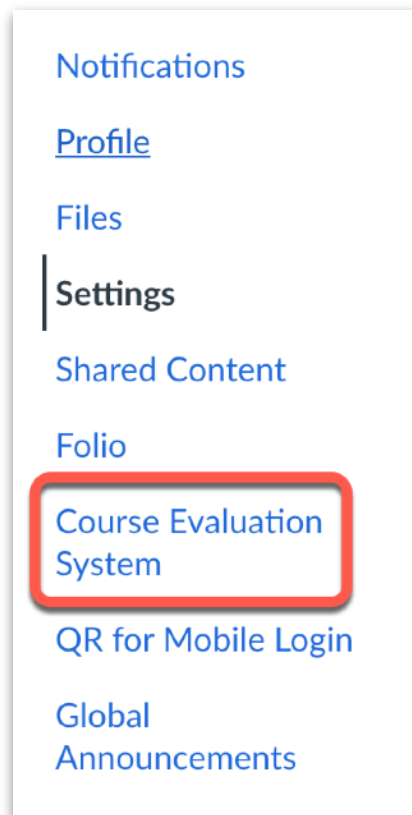
- Log into Canvas (https://canvas.bryant.edu)
- Click on Account from the Global Navigation menu
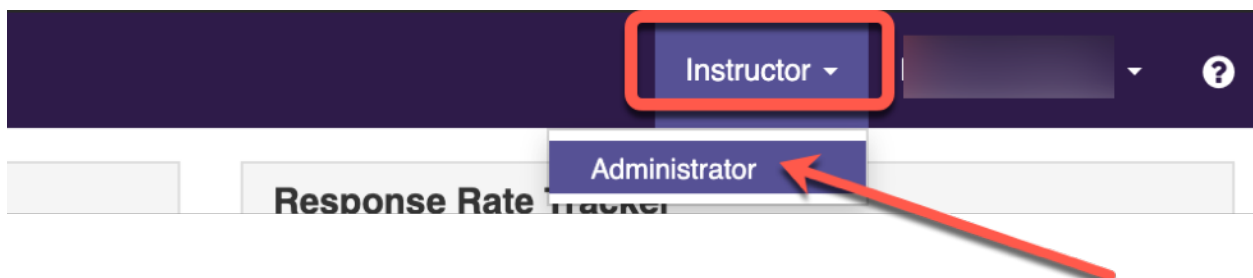

- Click Settings

- Click "Course Evaluation System"

If you are an instructor as well as a department chair, dean or associate dean, you'll need to change your role to Administrator to see results for your assigned department.

- In the top right hand corner next to your name, click the dropdown and choose Administrator

- Click the **Results menu option** at the top of the screen
- Click **Project Results to** view ALL projects
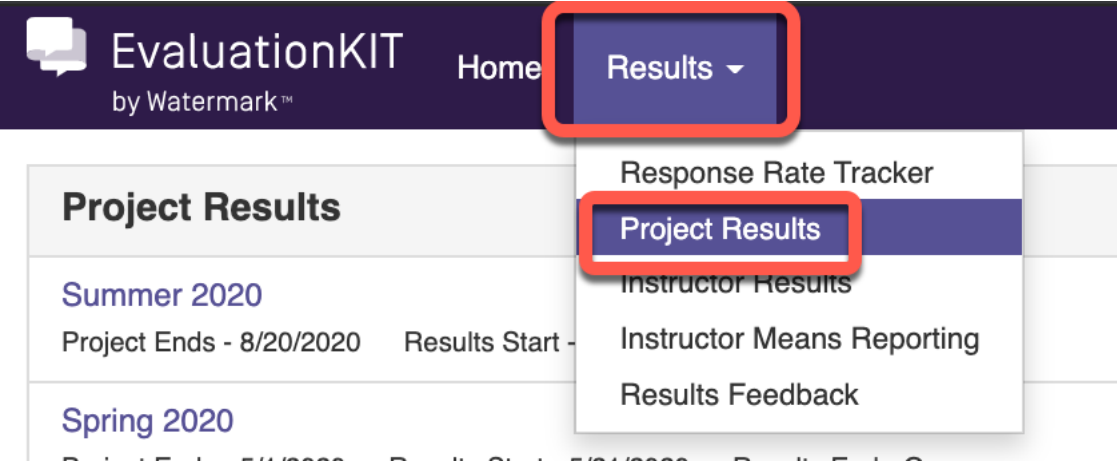
You will see a listing of projects (terms) where **evaluation results are available** to be viewed. To access the results for a project (term), click the **magnifying glass** for that project (term)

As an administrator, you can view results via **Hierarchy Level, Course Section, or By Instructor.** EvaluationKit provides a number of report options, including a Raw Data option.
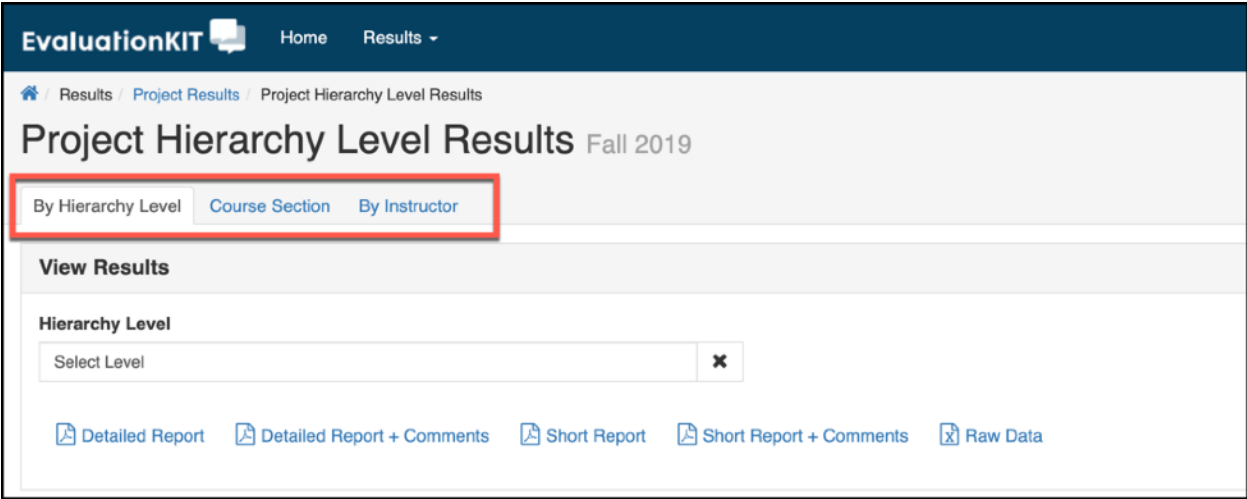
After clicking the report you want, you'll see a **Generating Report** status window.

After the report is generated, you'll be prompted to save it to your computer. Depending on your browser and your system, your save window option maybe different than the one pictured above.