



SPOT Course Evaluations How to Export Course Comments

Follow steps below:

The SPOT Course Evaluations Dashboard is limited to downloading only 25 rows of data (“comments”) per page. To export comments, follow the steps below.

1. While still viewing your course, scroll down to the “Comments” section. Click the ellipses (3 dots) on the right-side of the screen and select “Export”.

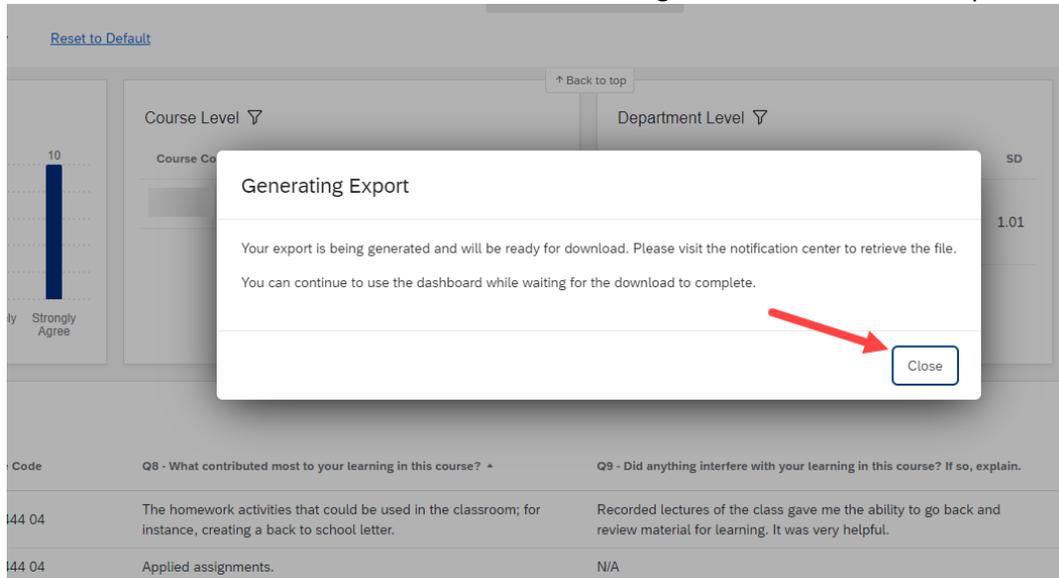
The screenshot shows the SPOT Course Evaluations Dashboard. At the top, there is a bar chart showing the distribution of responses across five categories: Strongly Disagree (3), Moderately Disagree (0), Slightly Disagree (0), Slightly Agree (0), Moderately Agree (1), and Strongly Agree (10). Below the chart are three summary tables for Course Level, Department Level, and College Level. The 'Comments' section is highlighted with a red box, showing a table with columns for Semester, Instructor, Course Code, and three questions. The 'Export' button is also highlighted with a red box and a red arrow pointing to it.

2. Select File Type “PDF” and click “Export”.

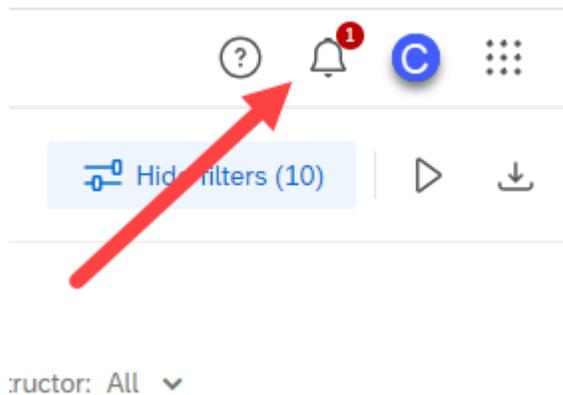
The screenshot shows the 'Export Options' dialog box. It has a 'File Type' dropdown menu set to 'PDF'. Other options include 'No page breaks' (unchecked), 'Paper Size' (Letter (8.5" x 11")), 'Orientation' (Portrait), 'Margin' (0.25in), and 'Limit Results' (35). There are two radio buttons for 'Automatically download file' (unchecked) and 'Retrieve file in notification center' (checked). The 'Export' button is circled in red.



3. Click "Close" and wait for a minute or two.
Your export is being generated and you will be notified once the file is ready for download.
You can continue to use the dashboard while waiting for the download to complete.



4. Once the file is ready to download, you will receive a notification "bell" on the top right corner. Click the notification.



5. Click "Dashboard Ready for Download" and save your PDF "Comments" report.

