



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”.

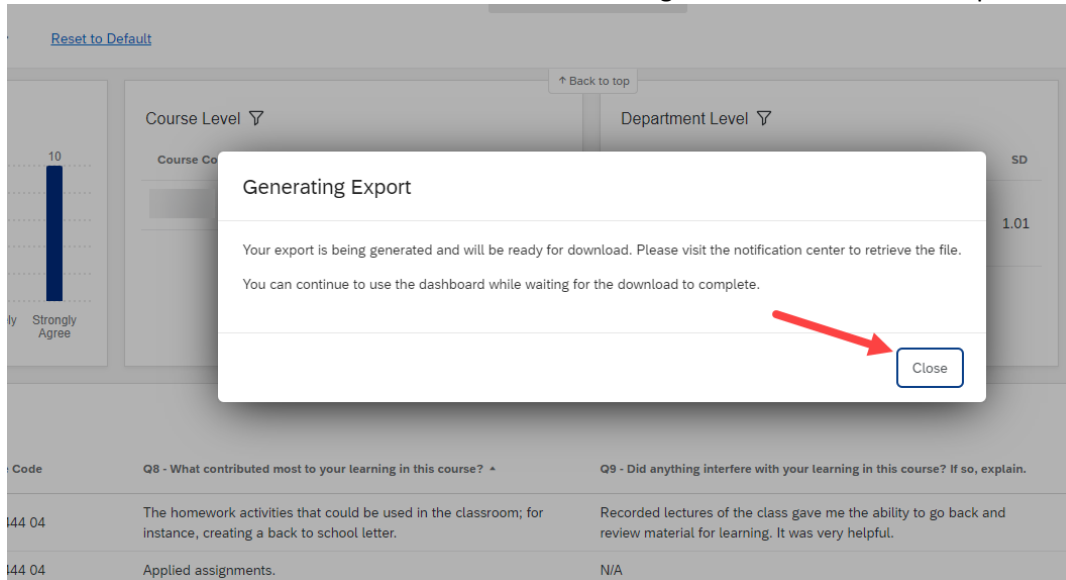
The screenshot shows the SPOT Course Evaluations Dashboard. On the left is a bar chart showing the distribution of responses for a specific question. The x-axis represents response categories from 'Strongly Disagree' to 'Strongly Agree', and the y-axis represents the number of responses. The 'Strongly Agree' category has the highest count at 10. To the right of the chart are three summary tables for Course Level, Department Level, and College Level, each showing statistics like N, Med, Mean, and SD. Below these is the 'Comments' section, which contains a table of student feedback. The table has columns for Semester, Instructor, Course Code, and three question-specific columns. The 'Comments' section is highlighted with a red box, and the 'Export' button in the top right corner of the comments table is also highlighted with a red box and a red arrow pointing to it.

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

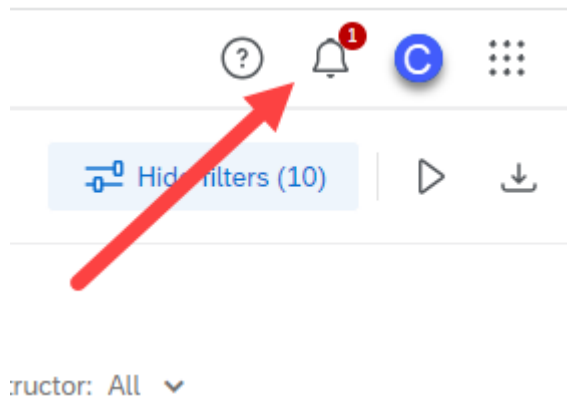
The screenshot shows the 'Export Options' dialog box. It contains several settings for the export: 'File Type' is set to 'PDF', 'No page breaks' is unchecked, 'Paper Size' is 'Letter (8.5" x 11")', 'Orientation' is 'Portrait', 'Margin' is '0.25in', and 'Limit Results' is '35'. There are two radio buttons for 'Automatically download file' (unchecked) and 'Retrieve file in notification center' (checked). At the bottom right, there is a blue 'Export' button, which is circled in red.



- 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.



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



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

