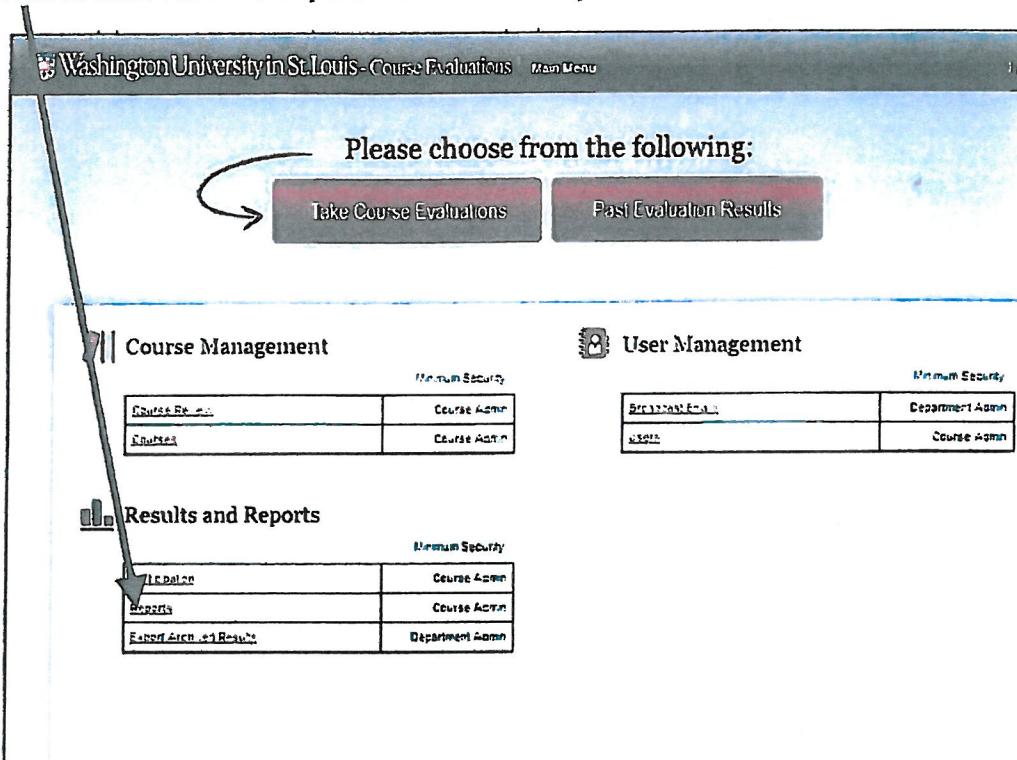


Arts & Sciences Course Evaluations

To pull course evaluation reports for tenure dossiers please follow the following steps.

Login with your WUSTL Key at <http://evals.wustl.edu>

From the Main Menu select "Reports" in the Results and Reports section.



select Tenure Report



On the Report page, enter the range of semesters required for the dossier and enter the name of the faculty member. Select **search**.

1. Select semester(s) to print

Starting: Ending:

Note: If a semester has not been archived the results will not be included in the report.

2. Search for an individual instructor by name

First Name: Last Name:

Check the correct faculty member's name and hit the **Run Report** button.

1. Select semester(s) to print

Starting: Ending:

Note: If a semester has not been archived the results will not be included in the report.

2. Search for an individual instructor by name

First Name: Last Name:

4. Choose from the following instructors and click Run Report or search again (steps 1-3)

| Select | Last Name | First Name |
|-----------------------|-----------|------------|
| <input type="radio"/> | Biggs | Henry |

Save the report as a PDF file for dossier submission. Print one copy for the paper dossier.