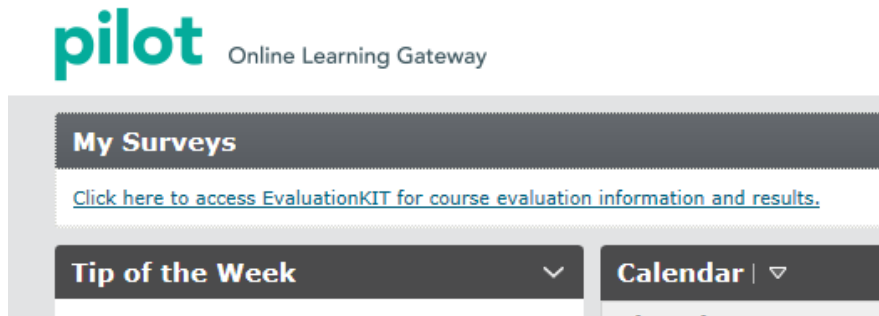
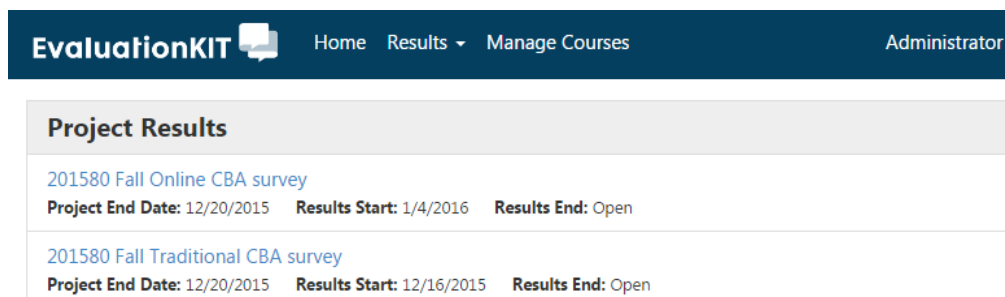


1. Log into Pilot, or use the link to Pilot from Wings.
2. At the top of the page, click the link in the “My Surveys” block.



Alternative log in option: Use the “Wright State Course Evaluations” link provided in the Wings portal under the Services section on the right.

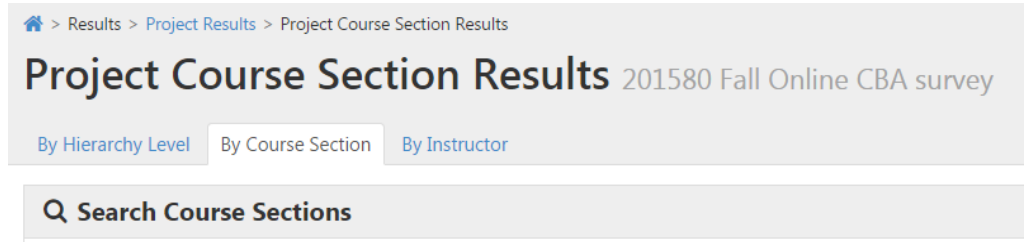
3. Click the Project name in blue; in our example the link is named “201580 Fall Traditional CBA Survey”. The Fall Online CBA survey link you see below includes courses reported as distance learning.



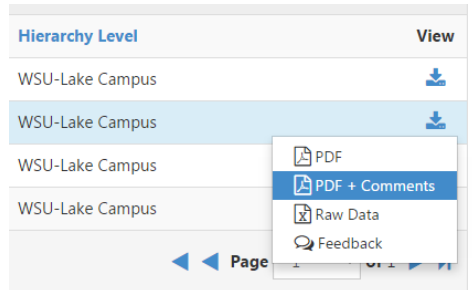
See something else? You might be a student in someone else’s course or an instructor who participated. Be sure the role listed to the left of your name (top right corner) says “Administrator”. If it isn’t, change it to “Administrator”.

4. You have options when retrieving the evaluation results.
 - a. The first is download/review the report for an entire hierarchy level. Hierarchy level means department or college; we do not recommend using this view results method. The result is a PDF where all answers are grouped together by question with no differentiation of course or instructor.
 - b. By Course Section:

- i. Click the By Course Section tab



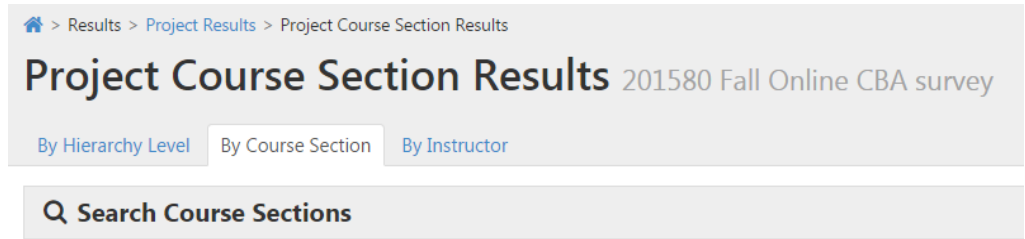
- ii. Click the down arrow icon to the right of the course name. Highlight and choose “PDF + Comments”.



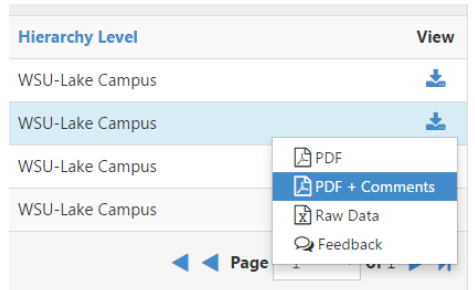
- iii. If you’d prefer to retrieve the semester’s information in one file, click the box to the left of Course Code, selecting all courses. Click the “Batch Report” link. You’ll receive an email with a link to retrieve the file. Recommendation: Sort by title first; to do this, click the Title column.

- c. By Instructor:

- i. Click the By Instructor tab



- ii. Click the down arrow icon to the right of the course name. Highlight and choose “PDF + Comments”.



- iii. If you’d prefer to retrieve the semester’s information in one file, click the box to the left of Name, selecting all courses. Click the “Batch Report” link. You’ll receive an email with a link to retrieve the file. Recommendation: Sort by name first; to do this, click the Name column.