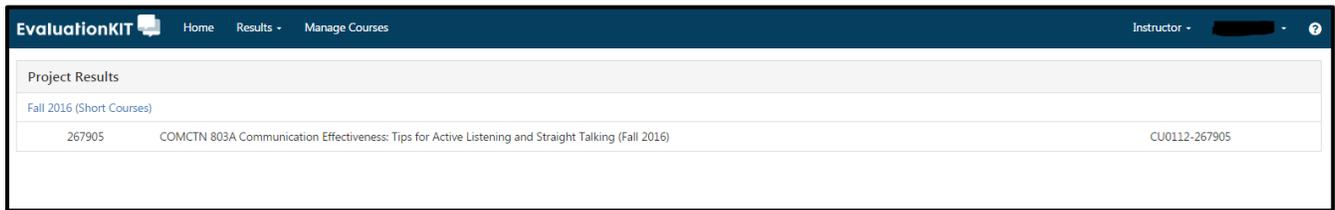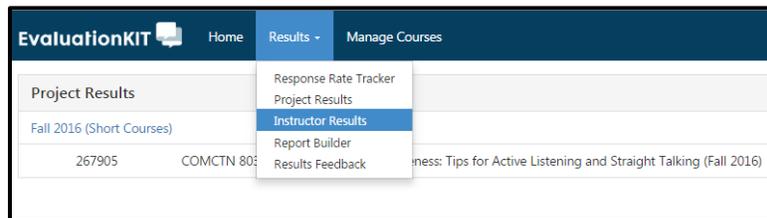# Accessing Course Evaluation Reports in EvaluationKit

1. Access your account in EvaluationKIT (UCLA Extension's new online evaluation system) by clicking on the link provided in the results announcement email.

> Click here to view evaluation results *(Note: This link should not be shared with others; it is unique to you.)*

2. In EvaluationKIT, you will see your courses. Please note that the evaluation results will not be visible to you until you have entered all grades in the Instructor Portal.

3. Click on "Results" and then on "Instructor Results"

4. This page will contain all of your courses. If evaluation results are available, the ⬇ icon will appear under the "View" column.

5. Click on the ⬇ icon and then on "PDF + Comments" to download a report of evaluation results.