**Course Evaluations – Reports**

1. Log into ONCE by visiting courseevaluations.yorku.ca
2. Click on the reports heading
3. Select: Section Level Evaluation Results



**Section Level Evaluation Results**

Select:

1. Faculty
2. Department
3. Course Number
4. Start Term and End Term
5. Click **Filter Results**



Downloading Numeric Results Report

1. Find the section that you would like to retrieve results
2. In the Results Column, select Numeric
3. Select Instructor
4. Filter Results
5. Download Results as: PDF
6. Rename file
7. Save file

Downloading Essay Results Report

1. Find the section that you would like to retrieve results
2. In the Results Column, select Essay
3. Select Instructor
4. Filter Results
5. Download Results as: PDF
6. Rename file
7. Save file

Results cannot be retrieved until final grades are released.