

Downloading Evaluation Reports

1. Enroll yourself in the session:

- Navigate to the session you need to enroll in
- From the menu bar below the session title, click **Enrollments**



- Click **Search and Enroll**



- Enter your information in the search bar and click **Apply**

A search form with four input fields: Username, User: E-mail, First name, and Last name. The "Last name" field contains the text "Welch". To the right of the fields is an "Apply" button, which is highlighted with a red box.

- Check the box next to the correct name/account, then click **Enroll User**

A screenshot of a table titled "Operations" with a sub-header "Enroll user" and "1 row selected (1/180)". The table has columns for Username, E-mail, First name, and Last name. The first row is selected, indicated by a checked checkbox in the first column. The data in the first row is: Username: ew233@partners.org, E-mail: EWELCH2@PARTNERS.ORG, First name: Emily, Last name: Welch.

- On the next page, click **Confirm**

You selected the following *item*:

- Emily Welch

Two buttons: "Confirm" (highlighted with a red box) and "Cancel".

2. Once you're enrolled in the session, navigate back to the session's main page

3. Click **Take Course** towards the bottom of the page (below location)

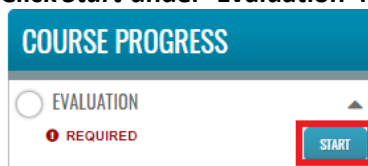
LOCATION:

Brigham and Women's Hospital
Boston, MA 02115
United States
See map: [Google Maps](#)

1.00 Participation

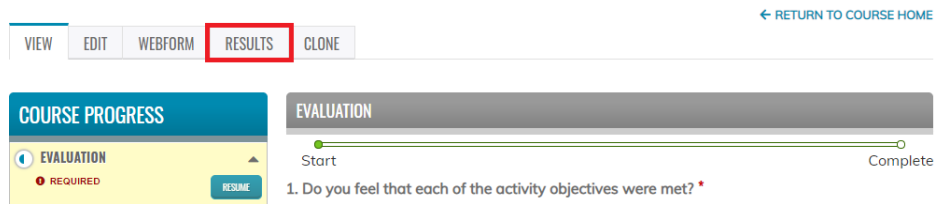


4. Click **Start** under 'Evaluation' in the menu on the left-side of the page



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5. Click *Results*



← RETURN TO COURSE HOME

VIEW EDIT WEBFORM **RESULTS** CLONE

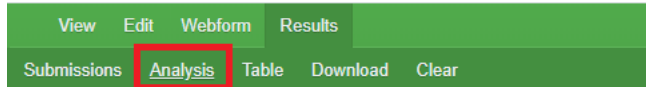
COURSE PROGRESS

EVALUATION
REQUIRED RESUME

EVALUATION
Start Complete

1. Do you feel that each of the activity objectives were met? *

6. From the top menu, click *Analysis*



View Edit Webform Results

Submissions **Analysis** Table Download Clear

7. Above the pie charts, click *Download PDF*

