

Course Evaluations – Reports

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



Online Course Evaluations (ONCE)

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Reports

Percent of Evaluations by Faculty	Displays the overall number of students who have responded to evaluations, and is visible to Admins only
Percent of Evaluations by Department	Displays the overall number of students who have responded to evaluations, and is visible to Admins only but filtered by their viewable departments
Course Level Evaluation Results	Displays the overall course results, and is visible to Course Directors only
Section Level Evaluation Results	Displays the individual section level results, and is visible to section directors for individual sections and course directors

Need Help? Please visit the [course evaluation support site](#).

Section Level Evaluation Results

Select:

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

Section Level Evaluation Results

Faculty	LA&PS	▼
Department:	ADMINISTRATIVE STUDIES	▼
Subject:	-- Select Subject --	▼
Course Number:	1000	
Instructor:		
Start Term:	F	▼
End Term:	F	▼
Academic Year	2017	▼
Period Type:	--- Select Period Type ---	▼
Period:		▼

[Filter Results](#) [Section Level Stats](#)

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.