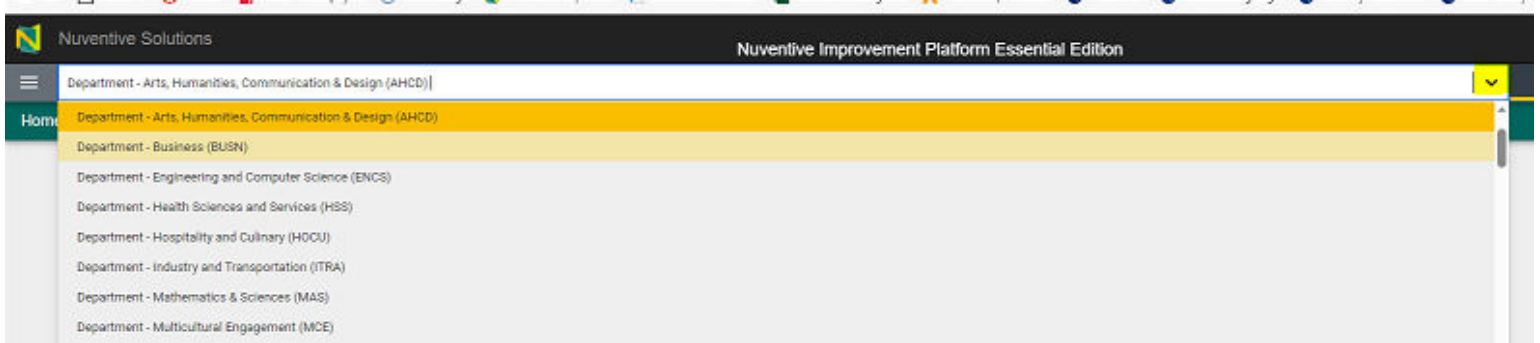
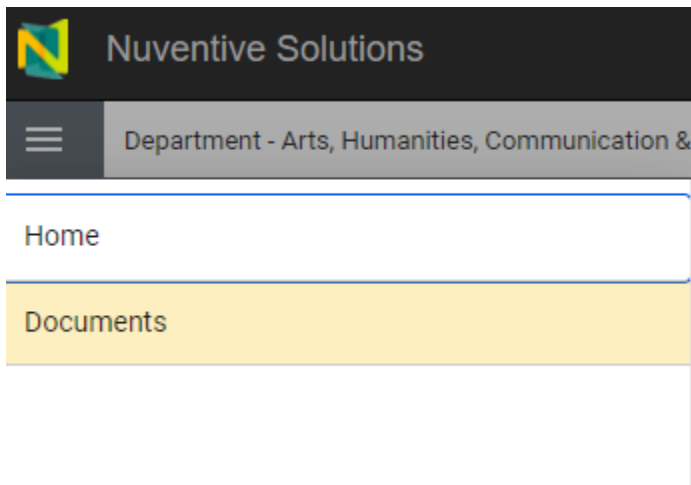
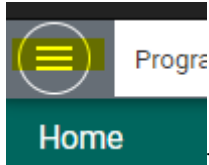


# Accessing Course Evaluations in Improve

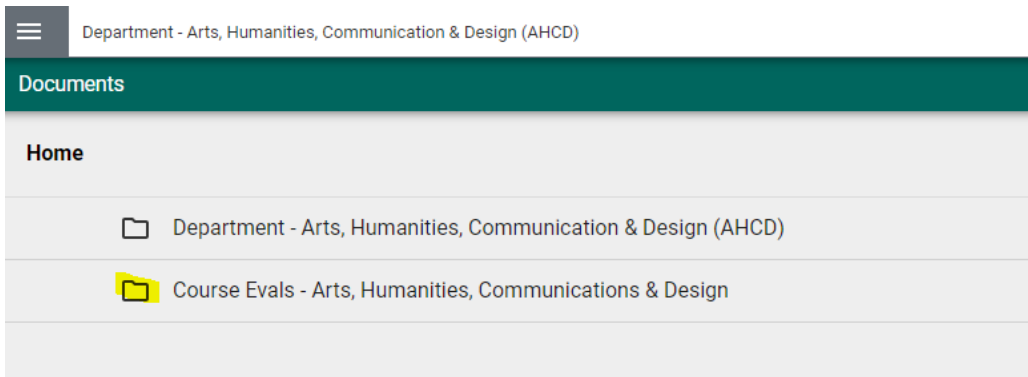
1. After signing in click on **drop down arrow** to the right of the white box and choose your Department.



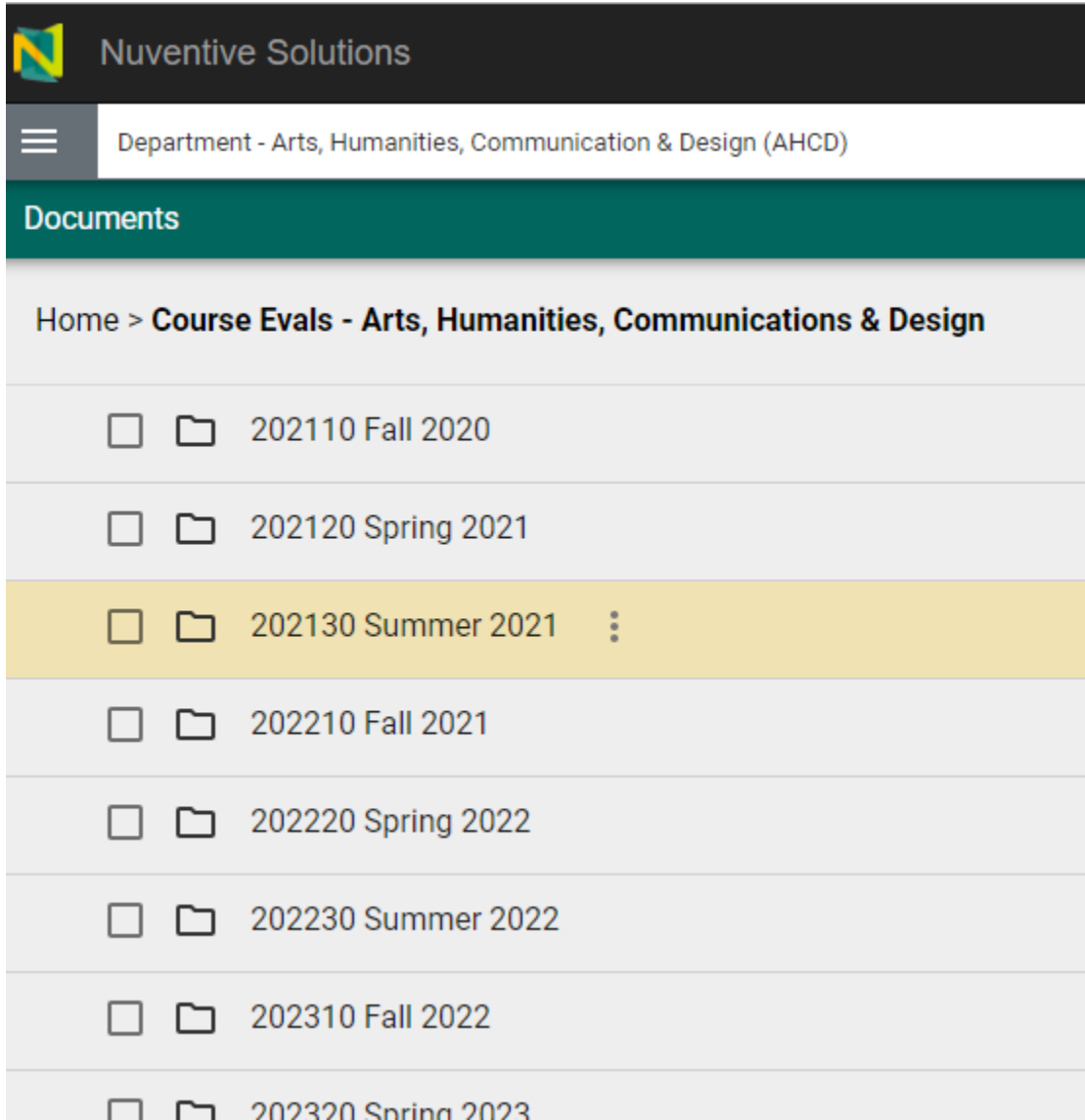
2. Next click on the **Home** to the left of the white box choose Documents.



3. Then click on Course Evals folder to expand it. and view subfolders



4. Click on the semester folder you wish to view



The screenshot shows the Nuventive Solutions interface. At the top, there is a dark header with the Nuventive Solutions logo and name. Below this is a navigation bar with a hamburger menu icon and the text "Department - Arts, Humanities, Communication & Design (AHCD)". A teal banner below the navigation bar reads "Documents". The main content area shows a breadcrumb trail: "Home > **Course Evals - Arts, Humanities, Communications & Design**". Below this is a list of semester folders, each with a checkbox, a folder icon, and the semester name. The folder "202130 Summer 2021" is highlighted in yellow and has a three-dot menu icon to its right. The other folders are: "202110 Fall 2020", "202120 Spring 2021", "202210 Fall 2021", "202220 Spring 2022", "202230 Summer 2022", "202310 Fall 2022", and "202320 Spring 2023".

Folder Name	Selection	More Options
202110 Fall 2020	<input type="checkbox"/>	
202120 Spring 2021	<input type="checkbox"/>	
202130 Summer 2021	<input type="checkbox"/>	⋮
202210 Fall 2021	<input type="checkbox"/>	
202220 Spring 2022	<input type="checkbox"/>	
202230 Summer 2022	<input type="checkbox"/>	
202310 Fall 2022	<input type="checkbox"/>	
202320 Spring 2023	<input type="checkbox"/>	