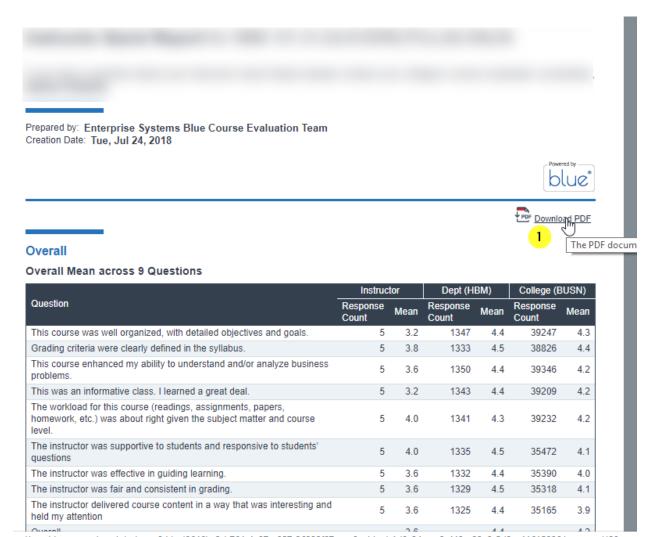# BLUE - Print PDF of Reports

Issue: How does an instructor print the pdf of their Blue reports?

Solution: Sign into Blue and follow the instructions below.

1.) When the user opens a report inside of Blue, there is a PDF download link on the upper right side. Click this link to download a pdf version of the report.

Prepared by: **Enterprise Systems Blue Course Evaluation Team**
Creation Date: **Tue, Jul 24, 2018**

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The PDF docum

Overall

Overall Mean across 9 Questions

Question	Instructor		Dept (HBM)		College (BUSN)	
	Response Count	Mean	Response Count	Mean	Response Count	Mean
This course was well organized, with detailed objectives and goals.	5	3.2	1347	4.4	39247	4.3
Grading criteria were clearly defined in the syllabus.	5	3.8	1333	4.5	38826	4.4
This course enhanced my ability to understand and/or analyze business problems.	5	3.6	1350	4.4	39346	4.2
This was an informative class. I learned a great deal.	5	3.2	1343	4.4	39209	4.2
The workload for this course (readings, assignments, papers, homework, etc.) was about right given the subject matter and course level.	5	4.0	1341	4.3	39232	4.2
The instructor was supportive to students and responsive to students' questions	5	4.0	1335	4.5	35472	4.1
The instructor was effective in guiding learning.	5	3.6	1332	4.4	35390	4.0
The instructor was fair and consistent in grading.	5	3.6	1329	4.5	35318	4.1
The instructor delivered course content in a way that was interesting and held my attention	5	3.6	1325	4.4	35165	3.9
Overall		3.6		4.4		4.2

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🌐 2018 Spring Instru....pdf ⌃   **2**

2.) Once the report is downloaded, click on the file. If you are using Chrome, it will open up in a new window.

3.) In the upper left corner, there is a printer Icon. Click this to print with your computer default settings.

WASHINGTON STATE UNIVERSITY

Report Comments

This Quick Report for Instructors gives a summary of student responses in the course above for each question from the college's Course Evaluation in Blue. If a course has multiple sections, each section has a separate Quick Report. Student comments are provided at the end of the report or at the end of each question group on the report.