

**Downloading Reports from SmartEvals**

**Sign in**

Follow the link to the SmartEvals website: <https://info.smartevals.com/>

Click the blue “Sign In” button on the top right

You will enter your CBU email address to get to the right portal.

A sign in box will appear. Be sure to click the “Staff” tab on the top to login to the correct section.

Enter your CBU email and login credentials that you normally use to sign in on your computer.

**Reports**

You should automatically load onto the reports screen. If you see a tutorial pop up, simply click “Skip”

You will see a list of all of your courses, listed in order from most recent to oldest. To get a report, look on the second-from-right column and click “Reports.”

To download and save the report:

* Click “Export” in the top right corner of the screen
* Be sure the drop down menu is set on “PDF”
* Click “Export”
	+ A report will download at the bottom of your screen.
	+ Click on the PDF
	+ In the PDF, hover your cursor over the top of the document
	+ Select the arrow that is pointing down
	+ Save the PDF in the appropriate file on your computer.