Viewing Evaluation Completion Compliance

1. Select Evaluations from the top menu ribbon
2. Select Student Reports from the submenu ribbon
3. Select Completion Compliance
4. Enter the **Start Date** and **End Date** for the semester
5. Make sure **Compliance Rate** is set to **Less than or equal to 100%**
6. Select the appropriate **Evaluation Type** (Final Evaluation of Instructor and/or Student Feedback on Course)
7. Select **Next**
A. **Evaluations Assigned**: Total number of evaluations assigned

B. **Evaluations Completed**: Total number of evaluations completed

C. **Evaluations Completed, Pending Review/Release**: Total number of evaluations that are pending review/release. This number should be zero for all Course and Instructor evaluations. Only evaluations of preceptors and sites go through the review/release process.

D. **Evaluations Not Completed**: Total number of evaluations that nothing has been done with – this number does not include the number of evaluations that have been suspended.

E. **Suspended and Deleted**: Total number of evaluations that have been suspended and then deleted due to their age.

F. **Evaluations Suspended**: Total number of evaluations that have been suspended

G. **% Complete**: This percentage counts suspended evaluations as being complete. The College of Pharmacy does not use this number to determine evaluation completion compliance.

To determine your completion percentage, divide the number of **Evaluations Completed** (B) by the number of **Evaluations Assigned** (A).