

# Viewing Evaluation Forms for Current and Past Terms in Eval25

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You can use Eval25 configuration tools to view evaluation forms as they appear for the current evaluation term and as they appeared in past terms.

## Viewing an Evaluation Form

### 1. Choose Form Viewer From the Configuration Menu

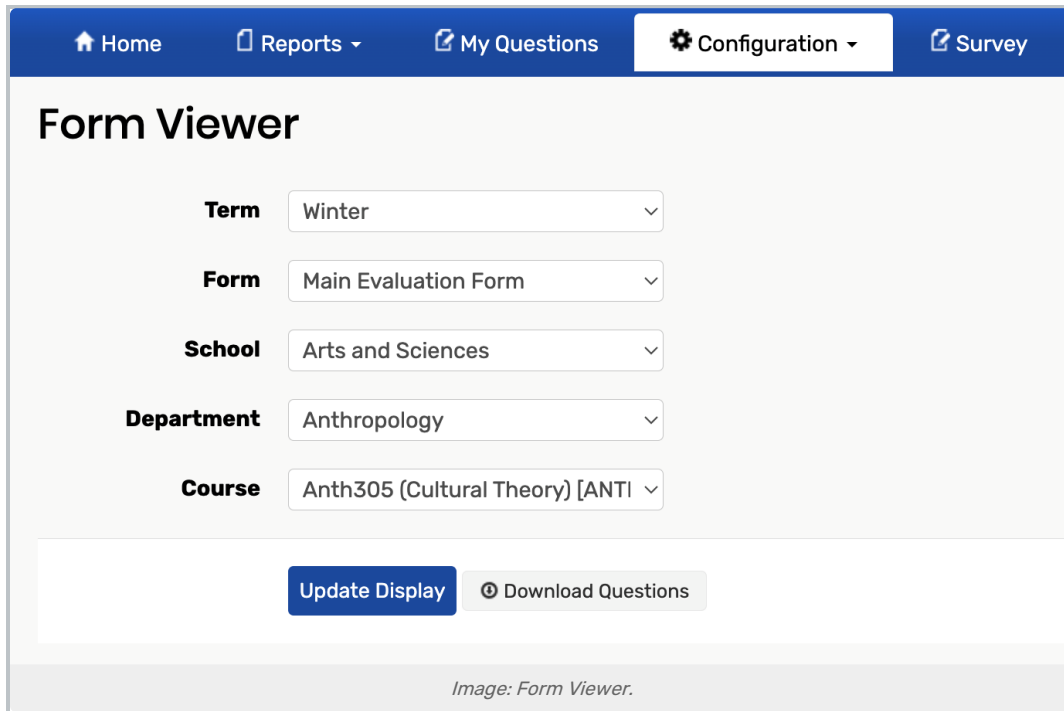
### 2. Select the Form and Term you Want to View

### 3. If Needed, Make Dropdown Selections

If the form questions have been customized for a particular school, department, course, and/or instructor, choose the appropriate information from those dropdown lists.

### 4. Click Update Display

The form is displayed below.



The screenshot shows the 'Form Viewer' interface. At the top is a navigation bar with links: Home, Reports, My Questions, Configuration, and Survey. The main content area is titled 'Form Viewer'. It contains five dropdown menus for filtering: Term (Winter), Form (Main Evaluation Form), School (Arts and Sciences), Department (Anthropology), and Course (Anth305 (Cultural Theory) [ANTI]). Below these filters are two buttons: 'Update Display' and 'Download Questions'. The 'Download Questions' button has a download icon. At the bottom of the interface, there is a caption: 'Image: Form Viewer.'

If you want to download all questions for the displayed form in Excel format, click **Download Questions**.