

## Setting Report Access in Eval25

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### Security Note

In order to set access on a report for students and/or instructors to **Yes**, the corresponding **Access Reports** settings in the Institution Settings must be set to **Yes**.

Email [support@collegenet.com](mailto:support@collegenet.com) to request a change to report access.

## Set Report Access Levels

### 1. Within Your Custom Report, Click the Access tab

The screenshot shows the 'Custom Reports' interface. At the top is a navigation bar with links: Home, Reports, My Questions, Configuration, and Survey. Below this is the 'Custom Reports' section. On the left, there's a 'My Reports' link. The main area is titled 'Business Department Course Report'. Below the title are four tabs: Settings, Edit, Preview, and Access. The 'Access' tab is selected and highlighted. Under the 'Access' tab, there are four sections: 'Students', 'Instructors', 'Permitted Users', and 'Admins'. Each section has radio buttons for 'Yes' and 'No'. 'Students' has 'No' selected. 'Instructors' has 'Own Courses' selected. 'Permitted Users' has 'Yes' selected. 'Admins' has 'Yes' selected. At the bottom left of the form is a 'Save' button. At the bottom right, there is a caption: 'Image: Custom Reports Access tab.'

### 2. Set the Access Levels:

- **Students**
  - Yes

- No
- **Instructors**
  - Yes
  - No
  - Own Courses
  - Own + Associated Courses
- **Permitted Users**
  - Yes
  - No
- **Admins**
  - Yes
  - No

### 3. Tap Save



#### Note

Please be aware that reports do not have to be published upon saving. Reports are visible to you only until they are published from the Custom Reports list page.