

# 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 in Eval25. At the top, there is a navigation bar with 'Home', 'Reports', 'My Questions', 'Configuration', and 'Survey'. Below this, the 'Custom Reports' section is displayed. A breadcrumb trail shows 'My Reports' and 'Business Department Course Report'. The 'Access' tab is selected, showing settings for 'Students', 'Instructors', 'Permitted Users', and 'Admins'. The 'Students' setting is set to 'No'. The 'Instructors' setting is set to 'Own Courses'. The 'Permitted Users' setting is set to 'Yes'. The 'Admins' setting is set to 'Yes'. A 'Save' button is located at the bottom of the settings area. A caption at the bottom of the screenshot reads '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.