

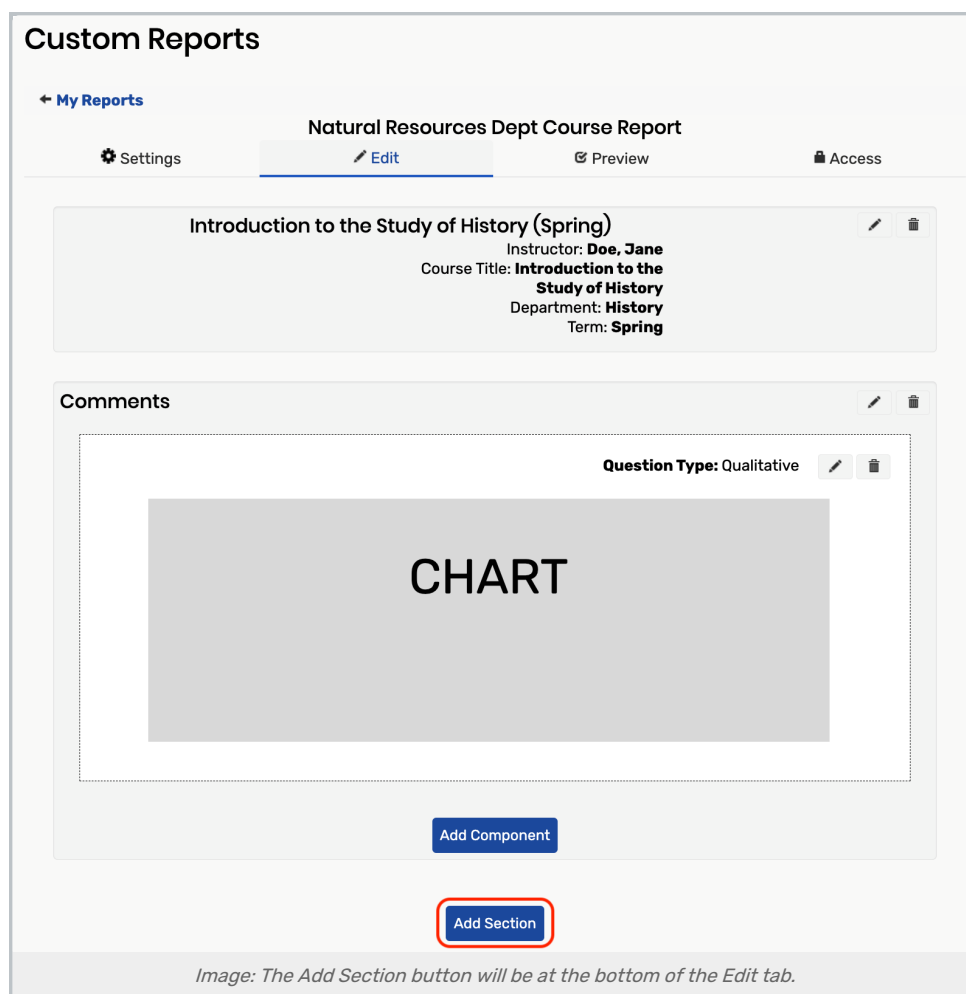
## Adding Report Sections and Components in Eval25

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In Eval25, reports contain sections, and sections contain components—such as charts (Bar, Bar Mean, Stacked Bar, Pie Column, table) and HTML-based components, such as formatted text and graphics.

### Add Sections to a Report

#### 1. Click Add Section



#### 2. (Optional) Enter a Name for the Section in the Section Title Field

- The name can be changed by selecting the edit button to the right, or the section can be deleted by selecting the **Delete** button to the right.

A screenshot of a form titled "Section Title" with a text input field. To the right of the input field are two buttons: "Save" (in blue) and "Cancel" (in light gray). Below the form, a caption reads: "Image: If desired, you can add a Section Title when creating a new report section."

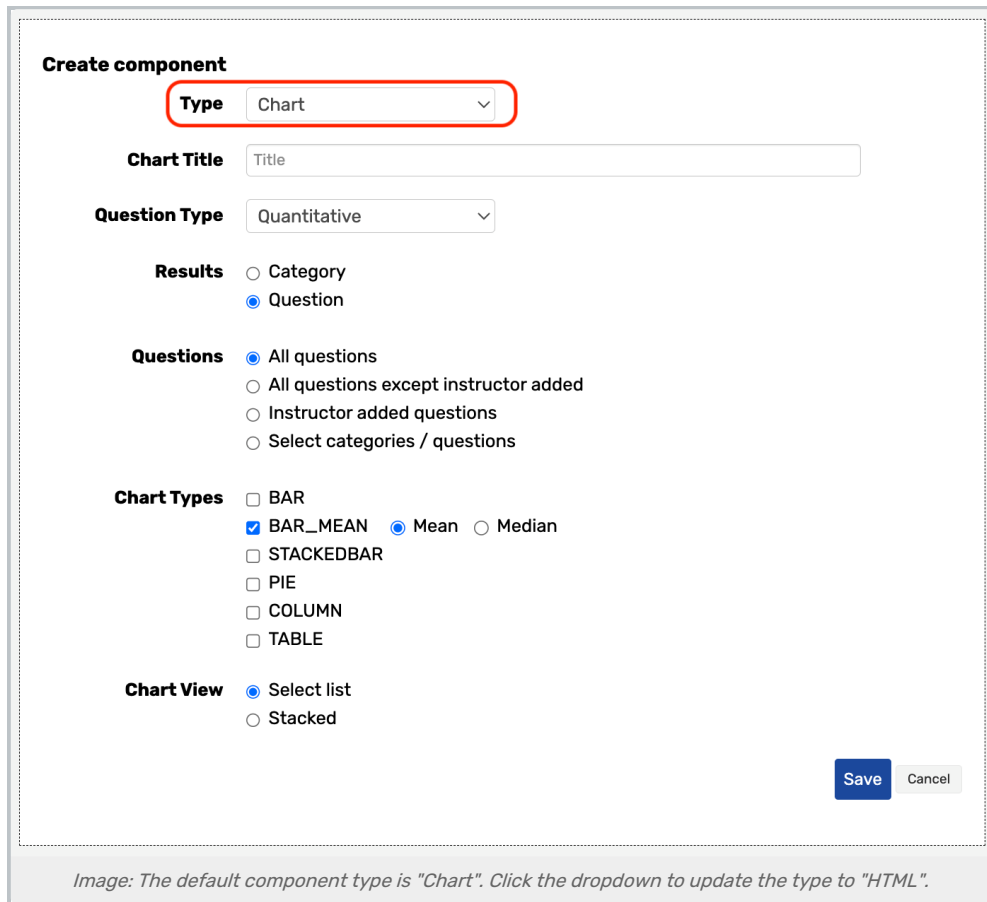
### 3. Click Save

## Add Components to a Custom Report Section

### 1. From the Edit tab of Your Report, Click Add Component

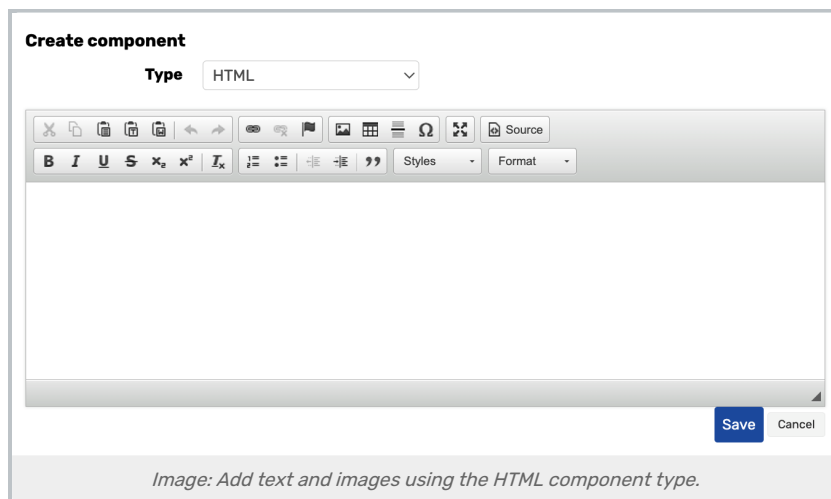
A screenshot of the "Custom Reports" interface. At the top, there's a header "Custom Reports" and a navigation bar with "My Reports" (active), "Settings", "Edit" (active), "Preview", and "Access". Below this, the report title "Introduction to the Study of History (Spring)" is displayed, along with instructor and course details. A "Comments" section is visible, containing a large gray box labeled "CHART". At the bottom of the "Comments" section, there is a blue "Add Component" button, which is highlighted with a red rectangle. Below this button is another blue "Add Section" button. A caption at the bottom reads: "Image: The Add Component button will be at the bottom of the Edit tab, above the Add Section button."

### 2. Select HTML From the Type Dropdown box



The screenshot shows the 'Create component' dialog box. The 'Type' dropdown is set to 'Chart' and is highlighted with a red rectangle. Below it, the 'Chart Title' field contains the text 'Title'. The 'Question Type' dropdown is set to 'Quantitative'. Under 'Results', the 'Question' radio button is selected. Under 'Questions', the 'All questions' radio button is selected. Under 'Chart Types', the 'BAR\_MEAN' checkbox is checked, and the 'Mean' radio button is selected. Other options like 'BAR', 'STACKEDBAR', 'PIE', 'COLUMN', and 'TABLE' are unchecked. Under 'Chart View', the 'Select list' radio button is selected. At the bottom right, there are 'Save' and 'Cancel' buttons. A caption at the bottom of the dialog reads: 'Image: The default component type is "Chart". Click the dropdown to update the type to "HTML".'

- Within the HTML editor, you can add all the text and graphic images you need for your report. You could, for example, add your institution's logo and any desired explanatory text before adding charts to the report.



The screenshot shows the 'Create component' dialog box with the 'Type' dropdown set to 'HTML'. Below the dropdown is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), list creation, indentation, and alignment. There are also 'Styles' and 'Format' dropdown menus. The main area of the editor is empty. At the bottom right, there are 'Save' and 'Cancel' buttons. A caption at the bottom of the dialog reads: 'Image: Add text and images using the HTML component type.'

### 3. Select Chart from the Type Dropdown box

### 4. Enter the Following Information per Your Needs

**Note:** These fields can change depending on the selections you make. Also, none of the following, besides Type, are

available when HTML is selected as the Type.

- **Type:**
  - Chart: Offers a variety of chart types (see below).
  - HTML: Allows the use of HTML text and graphics via a HTML editor.
- **Chart Title:** Enter a logical name for the chart.
- **Question Type:** Options are based on the question types produced for class evaluations:
  - Quantitative
  - Demographic
  - Qualitative
  - Number
- **Results:** Results are shown per one of the following:
  - Category
  - Question
- **Questions/Category:** Options for both the Category and Question result:
  - All categories/questions
  - All categories/questions except instructor added
  - Instructor added questions
  - Select categories/questions: When this is selected, categories/questions display and can be selected.
- **Chart Types:** The selections available are based on the Question Type and Results you select:
  - Bar
  - Bar Mean
    - Mean
    - Median
  - Stacked Bar
  - Pie
  - Column
  - Table
    - *(Optional columns:)*
      - Mean
      - Median
      - Standard deviation
      - Answer distribution
- **Chart View:** Options are Select list (lets users select a view via a dropdown icon and toggle between charts) and Stacked (shows all selected charts, from top to bottom).

## 5. Continue to add Sections by Clicking the Add Section Button

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Add components to any section by clicking the **Add Component** button.

## 6. Tap Save

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