

Flagging Comments in Eval25

Comment flagging can be done only for reports where a student leaves comments, such as the Comments Report and Instructor Report. With the proper permissions, Instructors, perform the following tasks to flag a comment.

Flagging Comments

1. Navigate to the Report Browser

- Choose **Report Browser** from the **Reports** menu.

2. Make the Appropriate Selections

- Select the term, and if needed, the school, department, instructor, and course you're interested in by choosing the appropriate entries from the selection menus. These lists have been customized for your school.
- Locate a course whose evaluation information you want to view. Use the navigation controls above the list as needed to locate the course in the list.

3. Go to the Ratings Summary

- Click the course's **View** link to go to the **Ratings Summary** page for the course.
- From the report type dropdown box, select either **Comments Report** or **Instructor Report**. The following example is the Comments Report.

The screenshot displays the Eval25 interface for a 'Comments Report'. At the top, there's a navigation bar with links like Home, Reports, My Questions, Configuration, and Survey. Below this, a dropdown menu is set to 'Comments Report', with options to 'View as PDF' or 'Delete PDF'. The course information section shows 'Instructor: Smith, Timothy', 'Subject: Allied Health', 'Catalog & Section: 111 04', and 'Course ID: 22360'. On the right, enrollment statistics are listed: 'Enrollment: 27', 'Responses Incl: 12', and 'Declines: 0'. A message states: 'COMMENTS: Your written comments are especially helpful. The comments you make are completely ANONYMOUS and will be returned to the instructor only after final grades for this course have been recorded. (29 comments)'. Below this is a table of comments. The first comment is: 'Q: Overall, the moment(s) in this course when I was most engaged, excited, and involved as a learner included...'. The table lists six specific moments. A red box highlights the 'Flag for Review' checkbox next to the first comment.

Q: Overall, the moment(s) in this course when I was most engaged, excited, and involved as a learner included...	Flag for Review
1 Getting test results back that were good	<input type="checkbox"/>
2 When I was studying. I legitimately enjoyed learning the material. I was able to learn a lot of material while I was studying.	<input type="checkbox"/>
3 I never felt engaged, or like I was learning during class time. I always felt rushed and overwhelmed.	<input type="checkbox"/>
4 when learning games were played in class, and the instructor went through the presentations ...I really liked this class even with all of the work involved this was due to the instructors knowledge and enthusiasm	<input type="checkbox"/>
5 When we were doing worksheets on our own, getting the answers from the book. or when we were doing group work.	<input type="checkbox"/>
6 I was most involved in this course when studying for the tests. The way the course was set up made it difficult to become engaged or excited in the class.	<input type="checkbox"/>

Image: Mark the Flag for Review checkbox associated with a question to flag it.

4. Review and Flag Comments

- If a comment needs to be reviewed, select the **Flag for Review** check box to the right of the comment.
- You will see a message at the top of the screen letting you know the comment has been flagged. Click the **X** to the right of this message to dismiss it.

For more information, please see [Reviewing Flagged Comments in Eval25 & Granting Users Flagged Comment Review Permissions in Eval25](#).
