

How to Print or Save Your Course Evaluation Reports

Anthology Evaluate | Western Michigan University

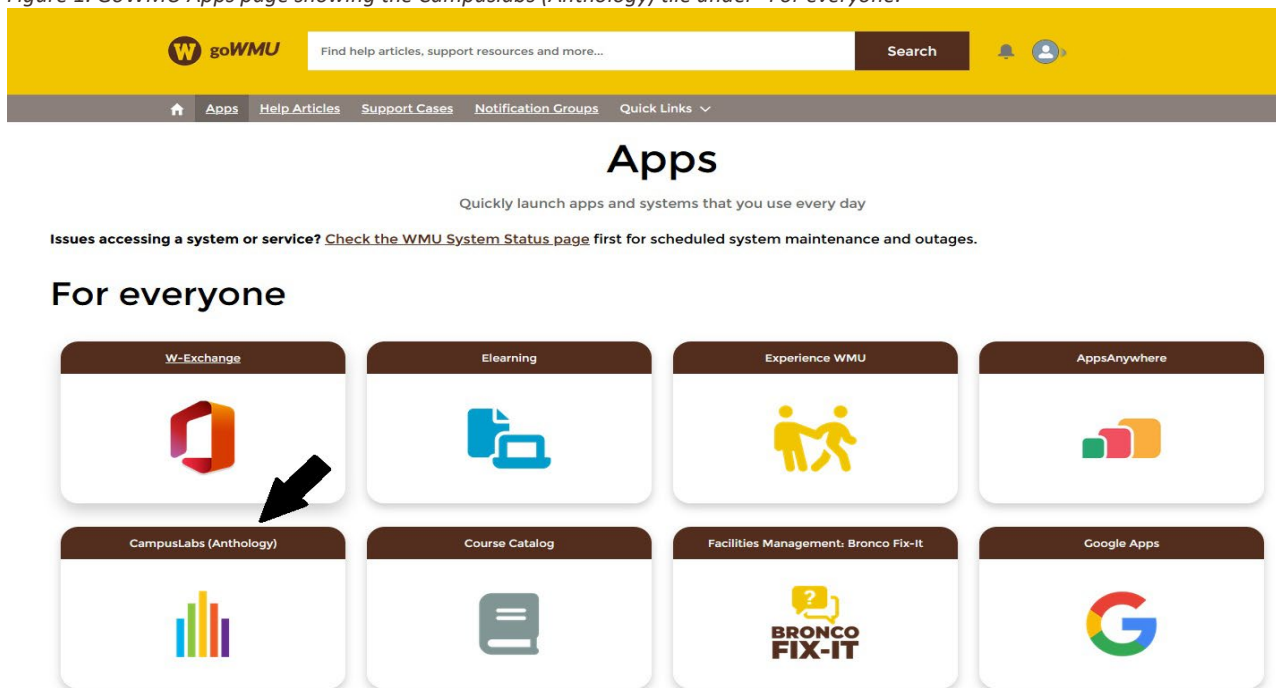
Use these instructions to save a personal PDF copy of your course evaluation reports for future reference.

Step 1: Sign in to Anthology Evaluate

Access your course evaluation reports through GoWMU or directly through the Anthology Evaluate faculty portal. Choose either option below.

Option 1 – GoWMU: Sign in at <https://go.wmich.edu/s/> using your Bronco NetID. Select Apps, then choose Campuslabs (Anthology) under “For everyone” [Figure 1].

Figure 1. GoWMU Apps page showing the Campuslabs (Anthology) tile under “For everyone.”

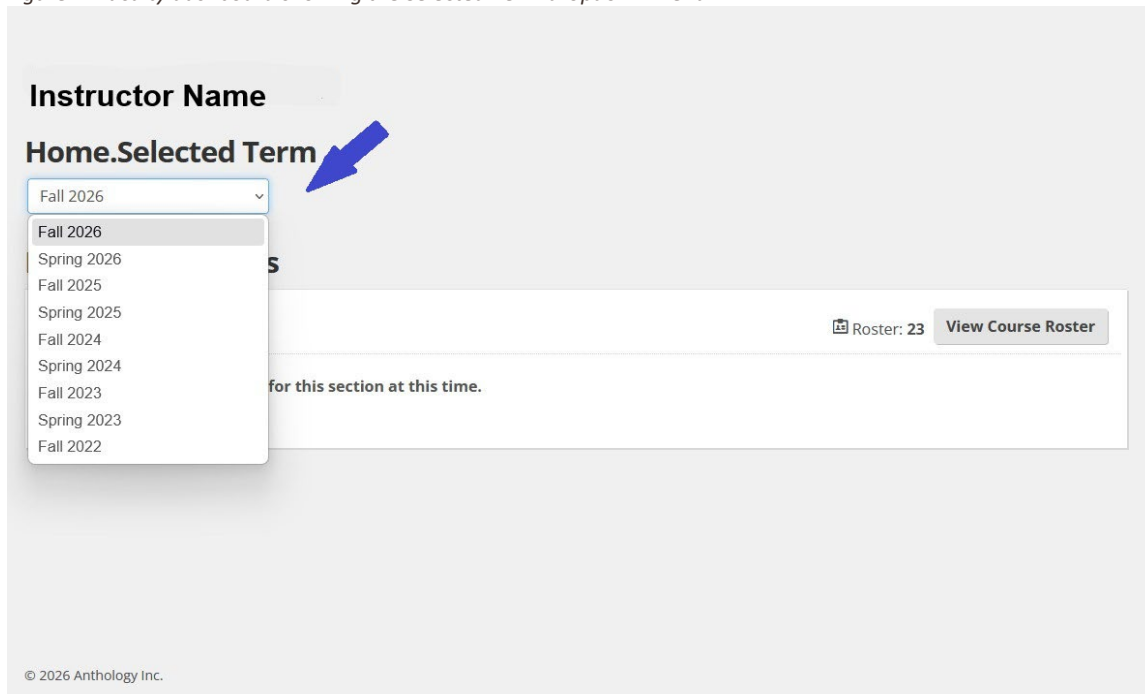


OR

Option 2 – Faculty portal: Visit <https://wmich.campuslabs.com/faculty> and sign in with your Bronco NetID.

After signing in, your faculty dashboard will appear. The Selected Term menu is shown in [Figure 2].

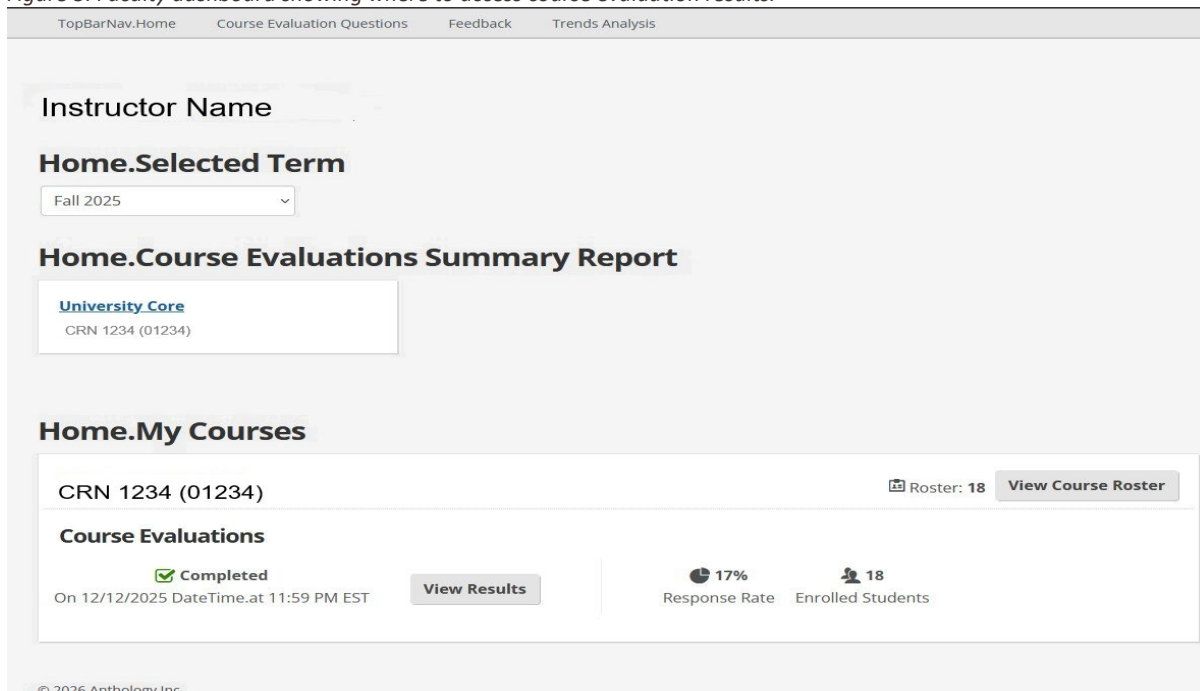
Figure 2. Faculty dashboard showing the Selected Term dropdown menu.



Step 2: Find and open your course evaluation report

On your faculty dashboard, choose the semester from the Selected Term dropdown [Figure 2]. Open the Course Evaluations Summary Report, if available, or select View Results for the individual course section [Figure 3].

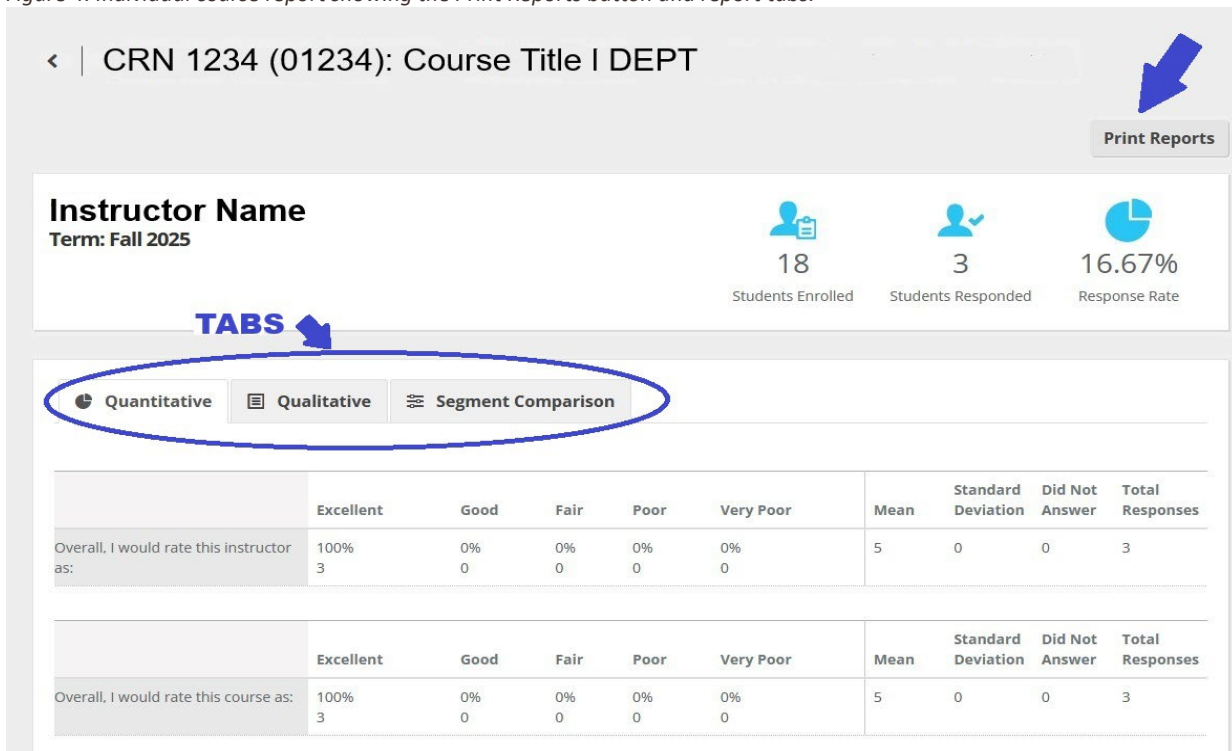
Figure 3. Faculty dashboard showing where to access course evaluation results.



Step 3: Open the print view

On the individual course report, select Print Reports in the upper-right corner [Figure 4]. A print-friendly report may open in a new browser tab. Review the available Quantitative and Qualitative tabs to identify the results and comments you want to retain.

Figure 4. Individual course report showing the Print Reports button and report tabs.



Step 4: Save your report as a PDF

In the browser print window, choose Save as PDF (Chrome or Edge) or Microsoft Print to PDF (Windows). Adjust the layout or margins, if necessary, then select Save or Print. Choose a secure location and a descriptive filename, such as CourseEvaluation_Fall2025_CRN.pdf.

Helpful tips

- Open the saved PDF to confirm that all pages and any applicable written comments are included.
- If the report does not display a Print Reports button, try your browser's print command: Ctrl+P (Windows) or Command+P (Mac).
- Repeat these steps for each term or course report you want to keep.
- Course evaluation reports may contain sensitive information. Store and share them in accordance with WMU requirements.
- For additional information, consult WMU's Student Course Ratings System resources at [Course Evaluate](#)