

## How to export multiple evaluations at once Tip Sheet

1. Leave the sessions, evaluators and subjects filter boxes set to all
2. Click view all evaluations

printing evaluations, no m  
| [List ALL Evaluations](#)

3. When the list of evaluations loads below place a check mark in the evaluation matches you want to view
4. Select the view selected evaluations link

Count: 50  
[View selected evaluations](#) |

5. A new window will open up with the completed evaluations you requested.
6. You can save them as a pdf or print them by right clicking on the page