

# Information Technology: Class Climate

## Class Climate

Survey results are available immediately after the first response is submitted and are produced in real time.

### Download Batch Survey Results in Class Climate:

1. Login to Class Climate.
2. Click the **Batch Events** item in the Central Evaluation menu along the left side of the subunits page.
3. Select the radio button for Print PDF reports.
4. You may wish to un-select the box for the setting to “hide surveys with documents which have already been sent.”
5. Select the appropriate subunit, then the term/survey period(s), course type(s), relevant questionnaire(s), and then course(s).
6. Select the type of PDF report you wish to produce.

**NOTE:** Generally, the standard Class Climate PDF report will suffice, but if you’ve created a specialized report, you may choose that one from the drop-down menu.

7. Finally, select whether to create a single PDF with all reports or individual reports in a packaged (ZIP) file.
8. Click the **Proceed** button to start the process. The PDF or ZIP should download automatically.

**NOTE:** Depending on your operating system settings, you may need to choose whether to save or open the downloaded file.