Project Results

After grades are turned into Gulfline for the semester, reporting becomes available. There are two ways to access Project Results. SPoI access begins from any course shell within Canvas:

First, Select any of your courses from the course list.

Next, Scroll down until you find the SPoI link on the left side of the page.

To access Project Results using the Dashboard (recommended), follow these steps:

Dashboard Instructions

Individual Project Reports

1. From the Dashboard, select the Project from the term Project Results box on the center of the screen. This link takes you to a list of your courses for the term you selected.

A tracker will only be present if there is a survey underway.

2. Using the link under the Report heading on the right side of the page, you can choose to run a PDF report or a PDF report that will include any student comments. When you select to run the report, you will see a "generating report" message upon your screen.

3. Once the report is done generating, click **Open** to open the PDF document or **Save** to save a copy.
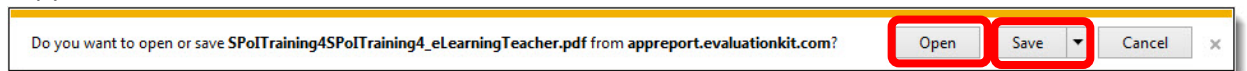
Batch Project Reports

1. Select more than one course section under Course Code
2. Click on Batch Report

Naming and Running the Batch Report

1. Enter a Report Name
   Select of the following options:
      a. Merge Multiple PDF Reports into one PDF for Selected Course
      b. Download Multiple PDF Reports/Batch as ZIP File for Selected Courses
      c. Aggregate Data for Selected Items into One Report
   Select or deselect option to include responses to write-in questions on report
2. Click the **GO** button – results are sent to your email

Toolbar Instructions

To access Project Results using the toolbar, follow these steps:

1. Click the **Results** tab from the menu
2. Select **Project Results**
3. Select the project from the project results list
4. Click on the View icon by course information and select desired report.

Follow the steps outlined above in Dashboard Instructions to run Individual Project Reports and Batch Project Reports

For additional assistance, please contact SPoIAdmin@fgcu.edu