Electronic Course Evaluation
Basic Training

A quick step-by-step guide to accessing your evaluation results through Canvas.
Select any of the topics below:

• **Accessing Course Evaluations**
• **Viewing Response Rates**
• **Viewing Evaluation Results**
• **Questions?**
Accessing Course Evaluations

- Login to Canvas (http://canvas.baylor.edu) using your BearID and password.
- Select your name at the top right of the page. Then, select “Course Evaluations” on the left side of the page.
Accessing Course Evaluations

- You are now at the EvaluationKIT dashboard.
- If you are both an Instructor AND a student, you can change your role by clicking on the drop-down box in the upper right-hand corner. To view evaluation results you must select *Instructor*.
Viewing Response Rates

• When evaluations are open, the Response Rate Tracker on the right side of the page will show the current average response rate for all courses combined.
• After evaluations have closed, you can view response rates by clicking Results > Response Rate Tracker from the menu bar. Then select the project name (Fall 2036 Course Evaluations in this example) to view response rates for courses in the project.
Viewing Response Rates

- You can now view response rates for individual courses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Enrollments</th>
<th>Responded</th>
<th>Response Rate</th>
<th>Opted-Out</th>
<th>% of Enrollments Opted Out</th>
<th>Responded With Opted-Out Removed</th>
<th>Response Rate With Opted-Out Removed</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMY130401</td>
<td>Intro to Chemistry</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>DMY1301A</td>
<td>Intro to Psychometrics</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Total 3 records per page.
Viewing Evaluation Results

- Once the course evaluation period has ended, you can view results for each course by selecting *Results > Project Results* from the menu bar. Then select the project name (*Fall 2036 Course Evaluations* in this example) to view results for courses in the project.
Viewing Evaluation Results

- From here, you can choose between two different formats for results:
  - *BU Report*: a PDF report with results from the course and the comparison group
  - *RAW DATA*: an Excel spreadsheet with one record for each response (no identifying information is included), which you can use to match open-ended comments with evaluation responses

![Evaluation Kit Interface](image-url)
Viewing Evaluation Results

- If you have multiple courses in a project, you can select a group of courses and generate a Batch Report. This produces either one PDF file containing individual course reports or multiple PDF files, one for each course, in a ZIP file. You can also choose to include or exclude the written comments.
Questions?

- Tutorials for accessing results and building reports are provided by EvaluationKit in the Help Center.
Questions?

If you have any questions about accessing electronic course evaluations, please contact:

Meaghann Wheelis
Institutional Research & Testing
Meaghann_Wheelis@baylor.edu
(254) 710-8860

For more details about electronic course evaluations at Baylor, please refer to the IRT website at www.baylor.edu/irt