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Electronic Course Evaluation Basic Training

A quick step-by-step guide to accessing your evaluation results.

Institutional Research
(254) 710-2061 · www.baylor.edu/ir

Updated: 3/17/2020

Select any of the topics below:

- Accessing Course Evaluations
- Viewing Response Rates
- Viewing Evaluation Results
- Questions?

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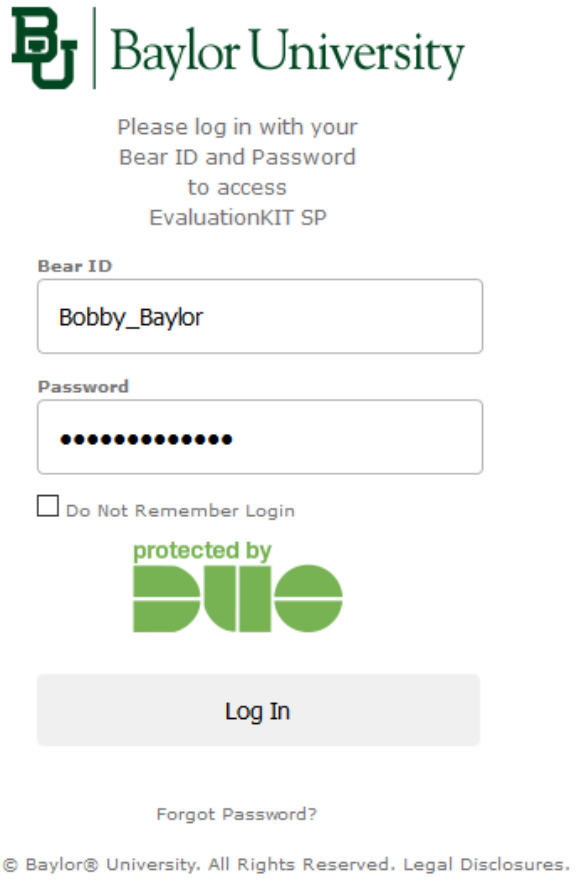
Accessing Course Evaluations

- Login to the course evaluation website (http://www.baylor.edu/course_evaluations) using your BearID and password.



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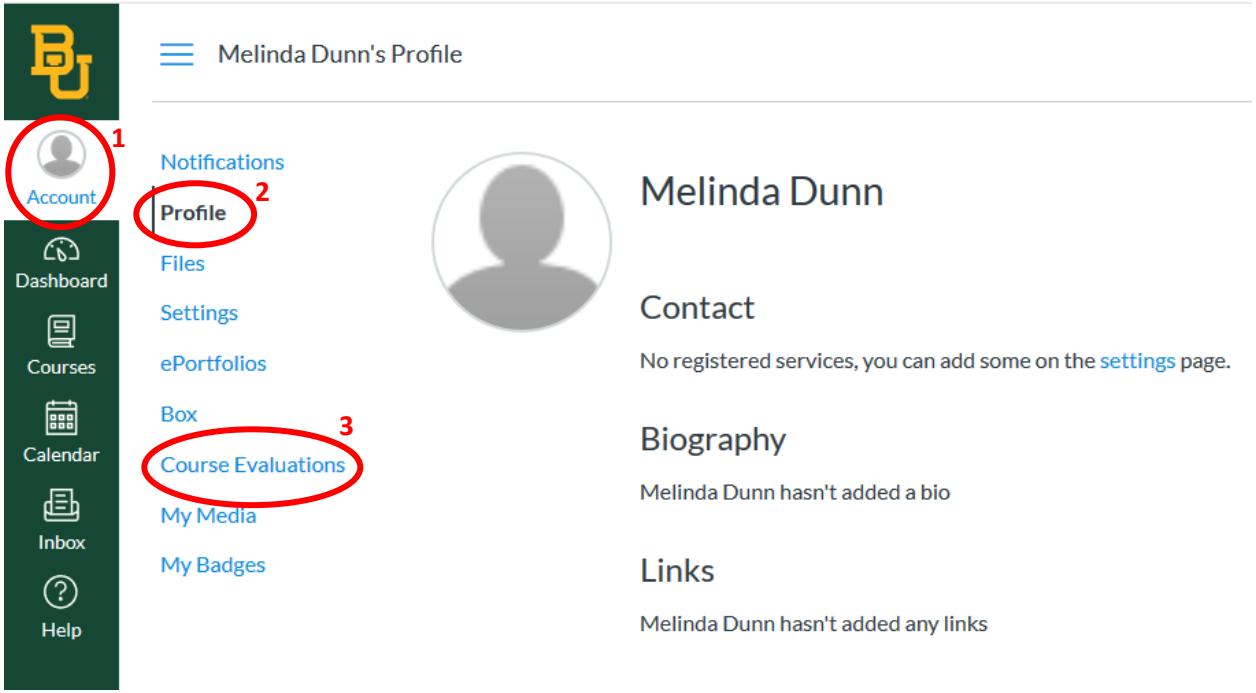
Accessing Course Evaluations

- You can also access course evaluations through Canvas. Login to Canvas (http://canvas.baylor.edu) using your BearID and password.
- Select "Account" from the menu on the left of the page, then select "Profile". Select "Course Evaluations" from the menu in your profile.



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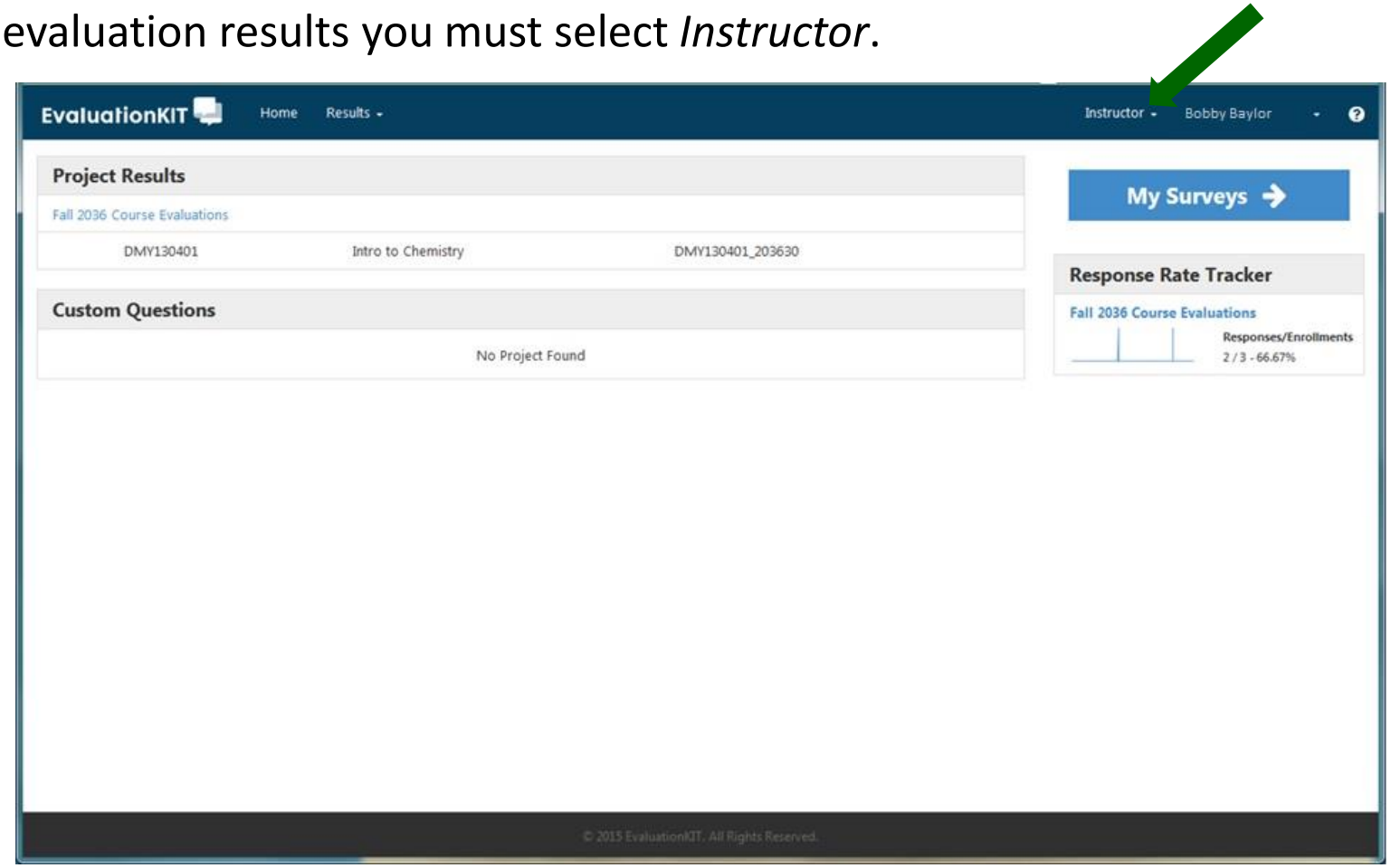
Accessing Course Evaluations

- 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*.



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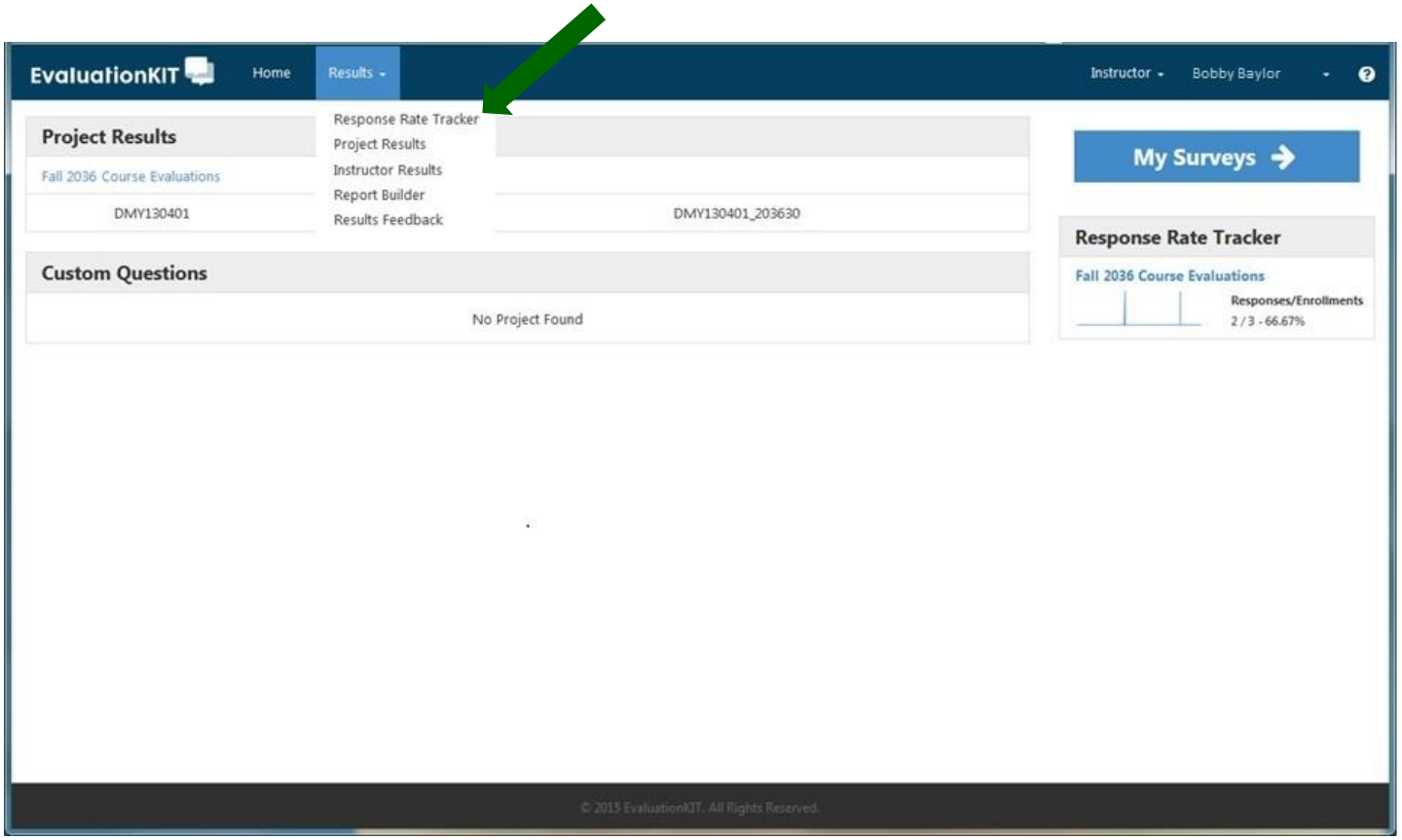
Viewing Response Rates

- 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.
- You can view response rates for individual courses 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.



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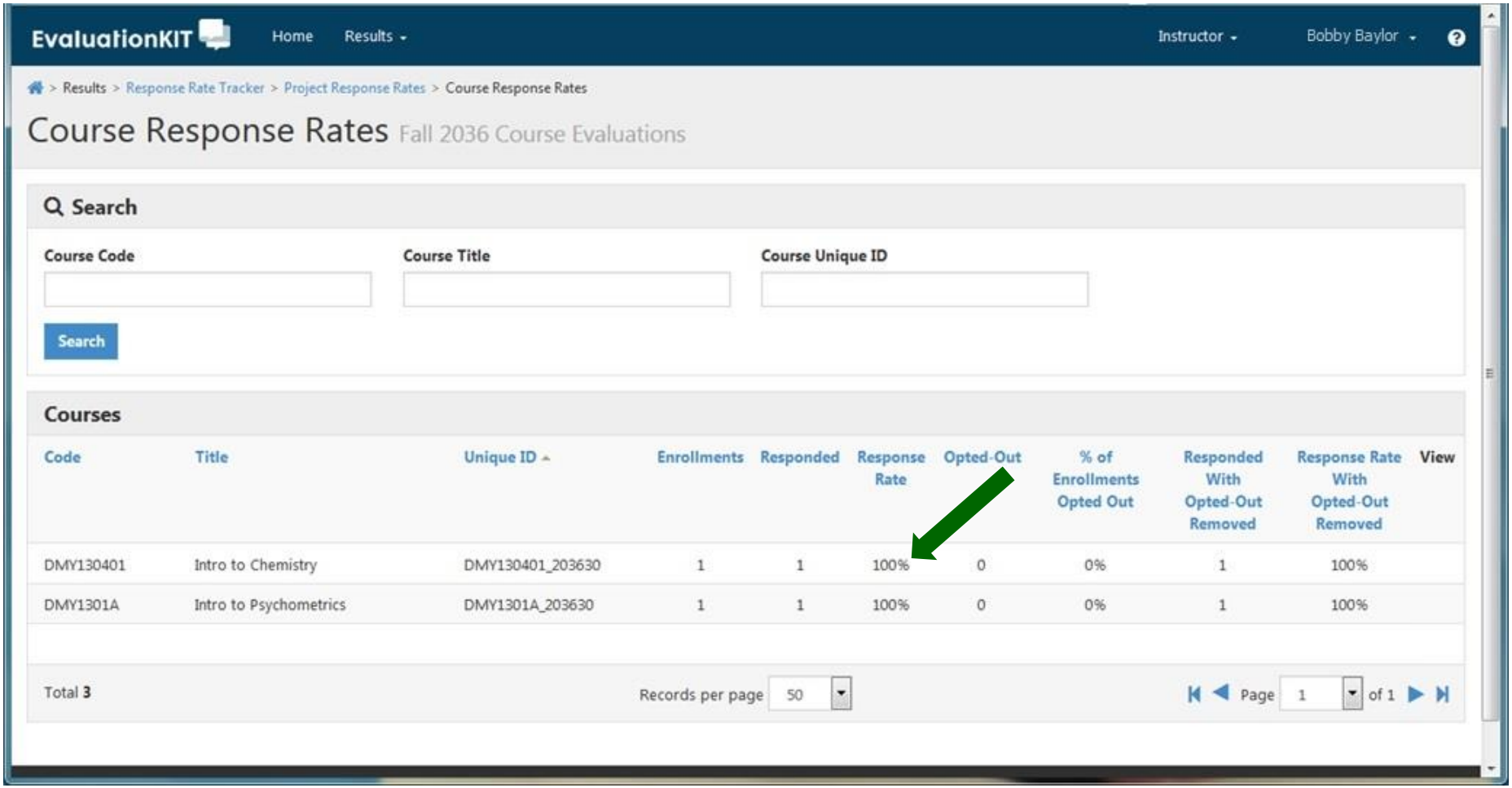
Viewing Response Rates

- You can now view response rates for individual courses.



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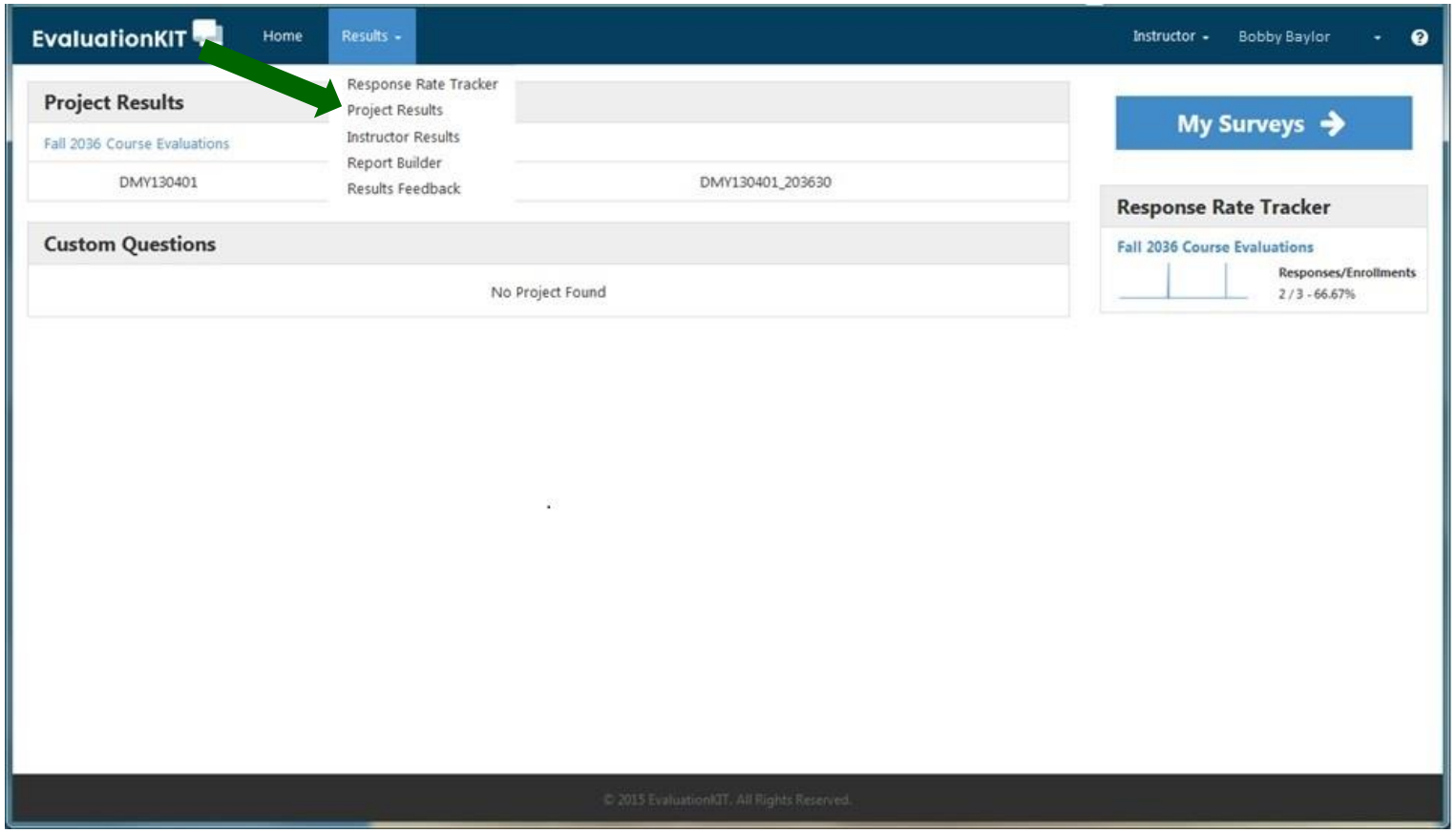
Viewing Evaluation Results

- Once the course evaluation period has ended and reports are available, 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.



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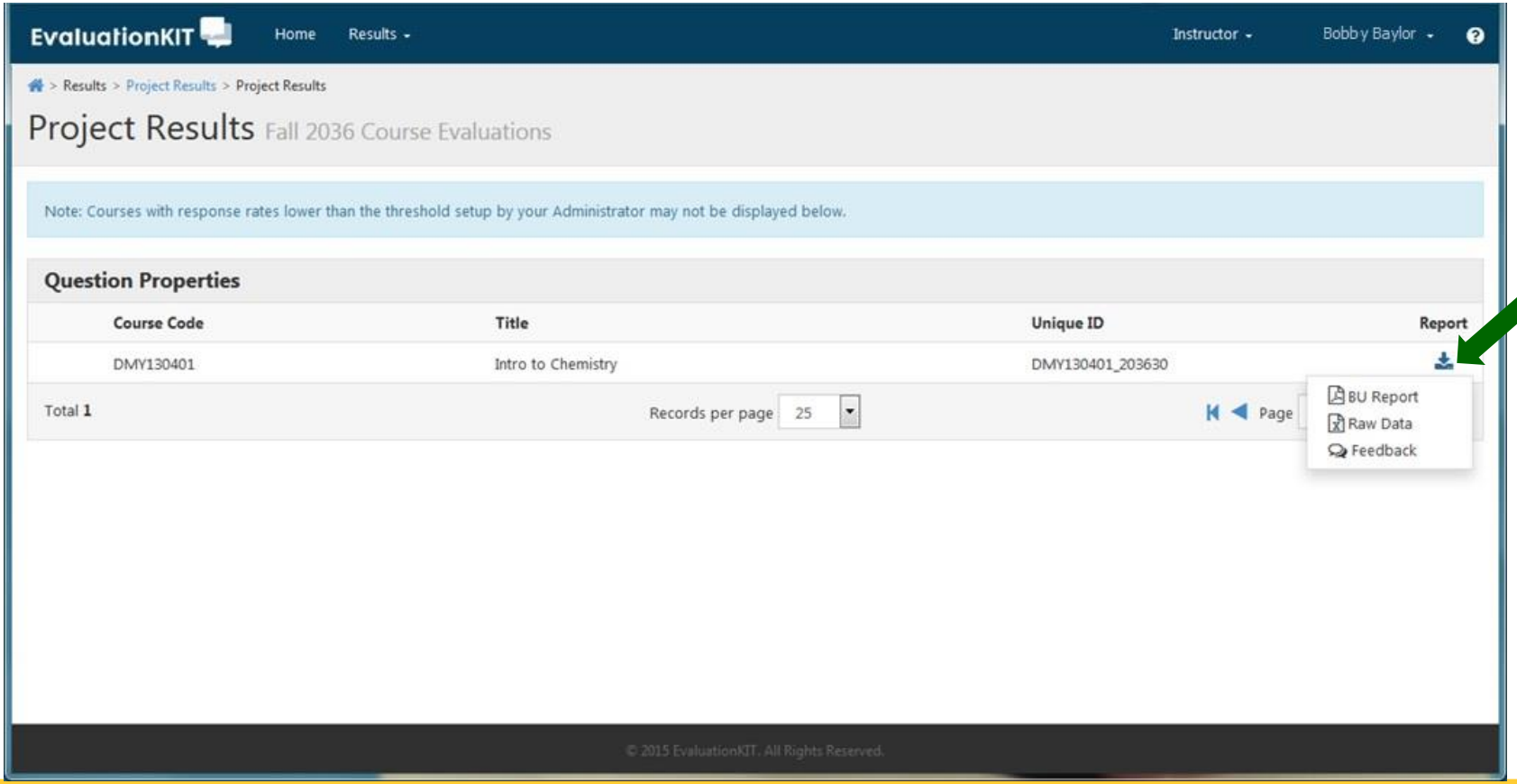
Viewing Evaluation Results

- 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



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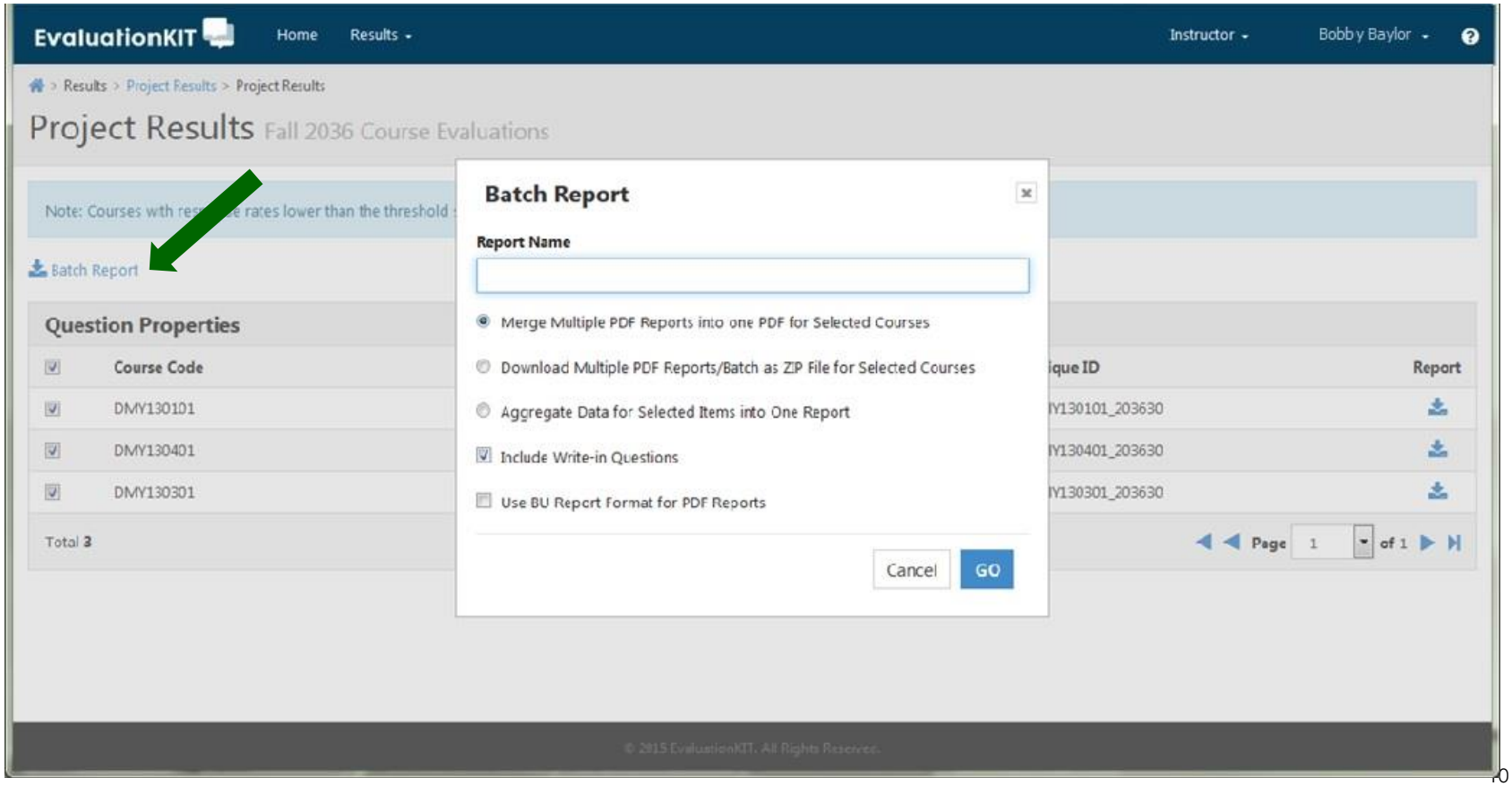
Viewing Evaluation Results

- 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 choose to include or exclude the written comments.



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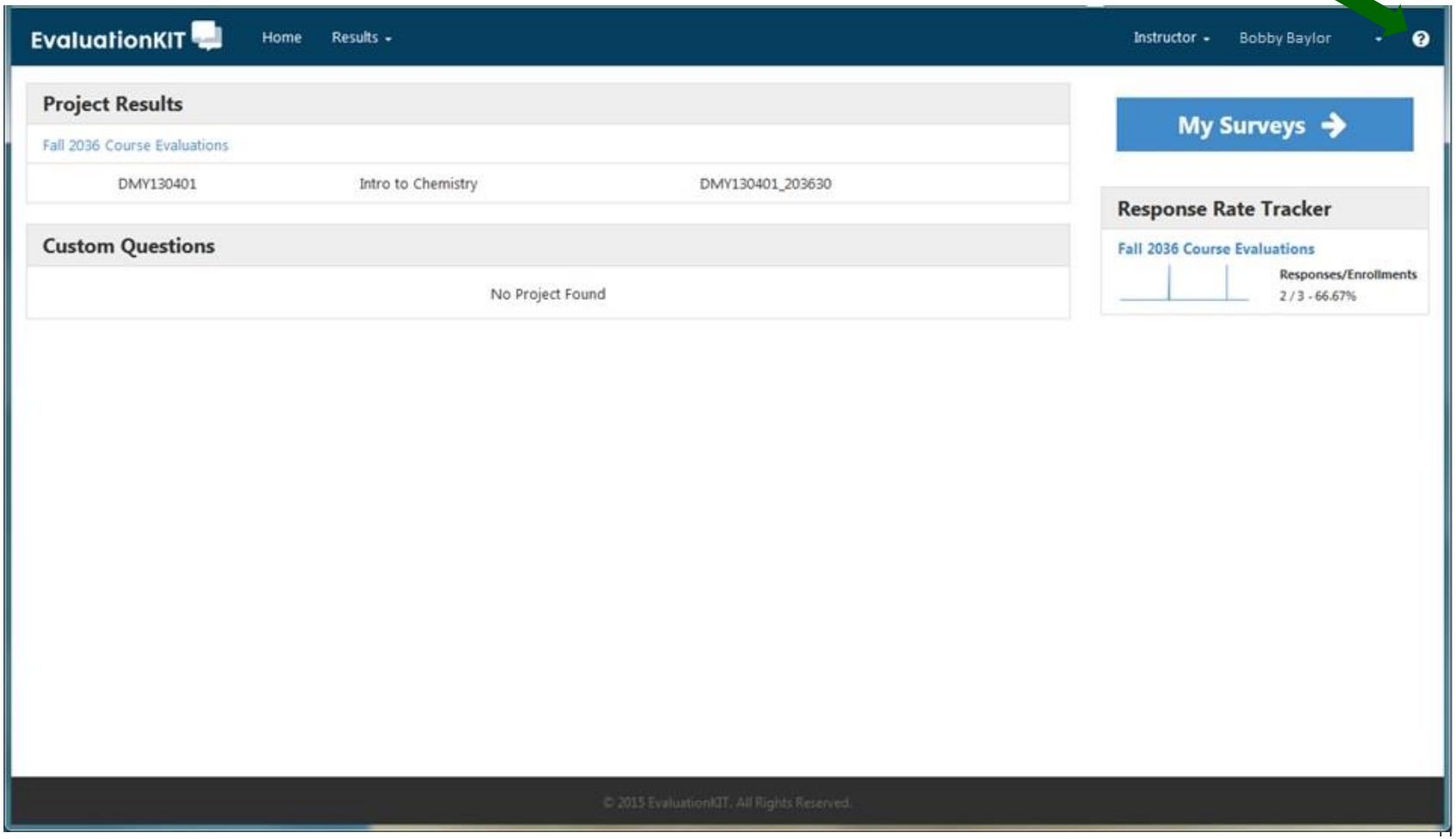
Questions?

- 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:

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For more details about course evaluations at Baylor, please refer to the IR website at www.baylor.edu/ir