

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?](#)

Accessing Course Evaluations

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




Please log in with your
Bear ID and Password
to access
EvaluationKIT SP

Bear ID

Password

☐ Do Not Remember Login

protected by


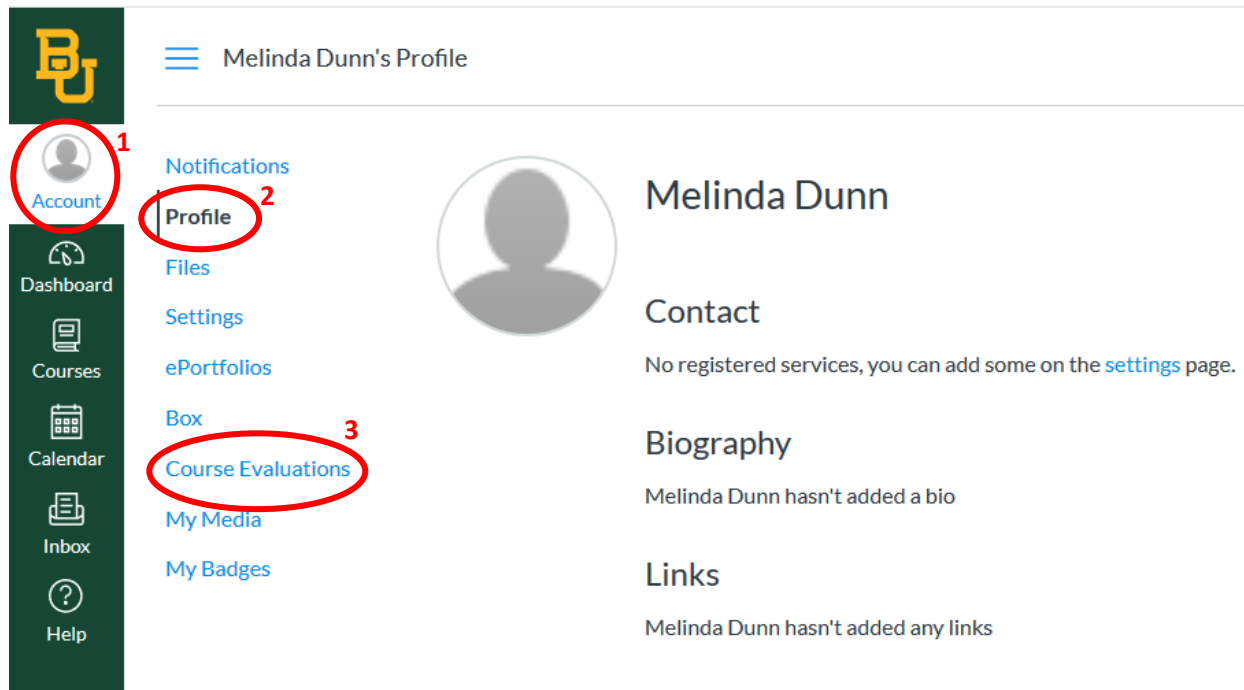
Log In

[Forgot Password?](#)

Copyright © Baylor® University. All Rights Reserved. Legal Disclosures.

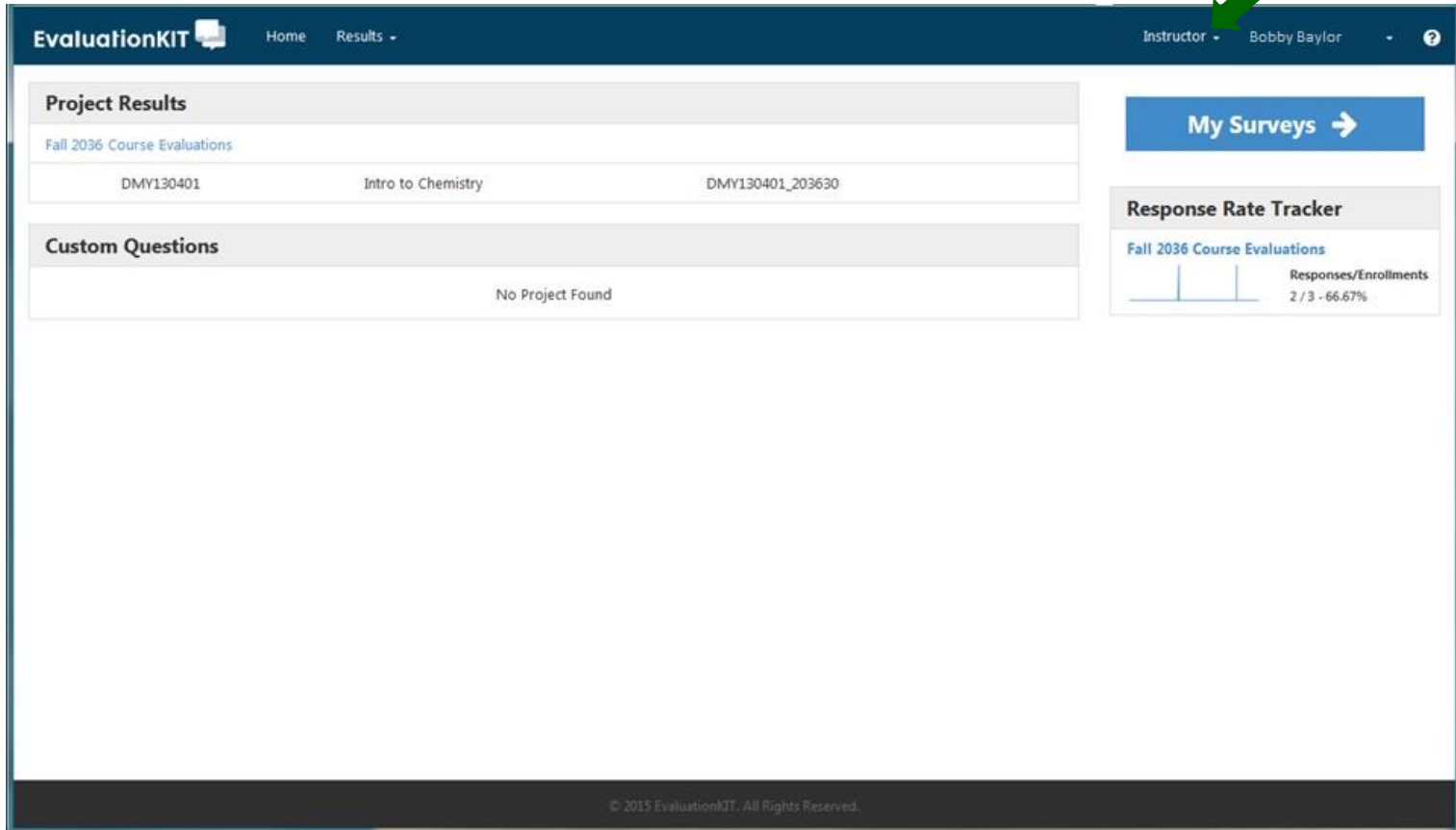
Accessing Course Evaluations

- 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.



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*.



The screenshot shows the EvaluationKIT dashboard. In the top right corner, there is a user profile section with a dropdown menu currently set to "Instructor". A green arrow points to this dropdown menu. The dashboard includes sections for "Project Results", "Custom Questions", and a "Response Rate Tracker".

Project Results

Fall 2036 Course Evaluations		
DMY130401	Intro to Chemistry	DMY130401_203630

Custom Questions

No Project Found

Response Rate Tracker

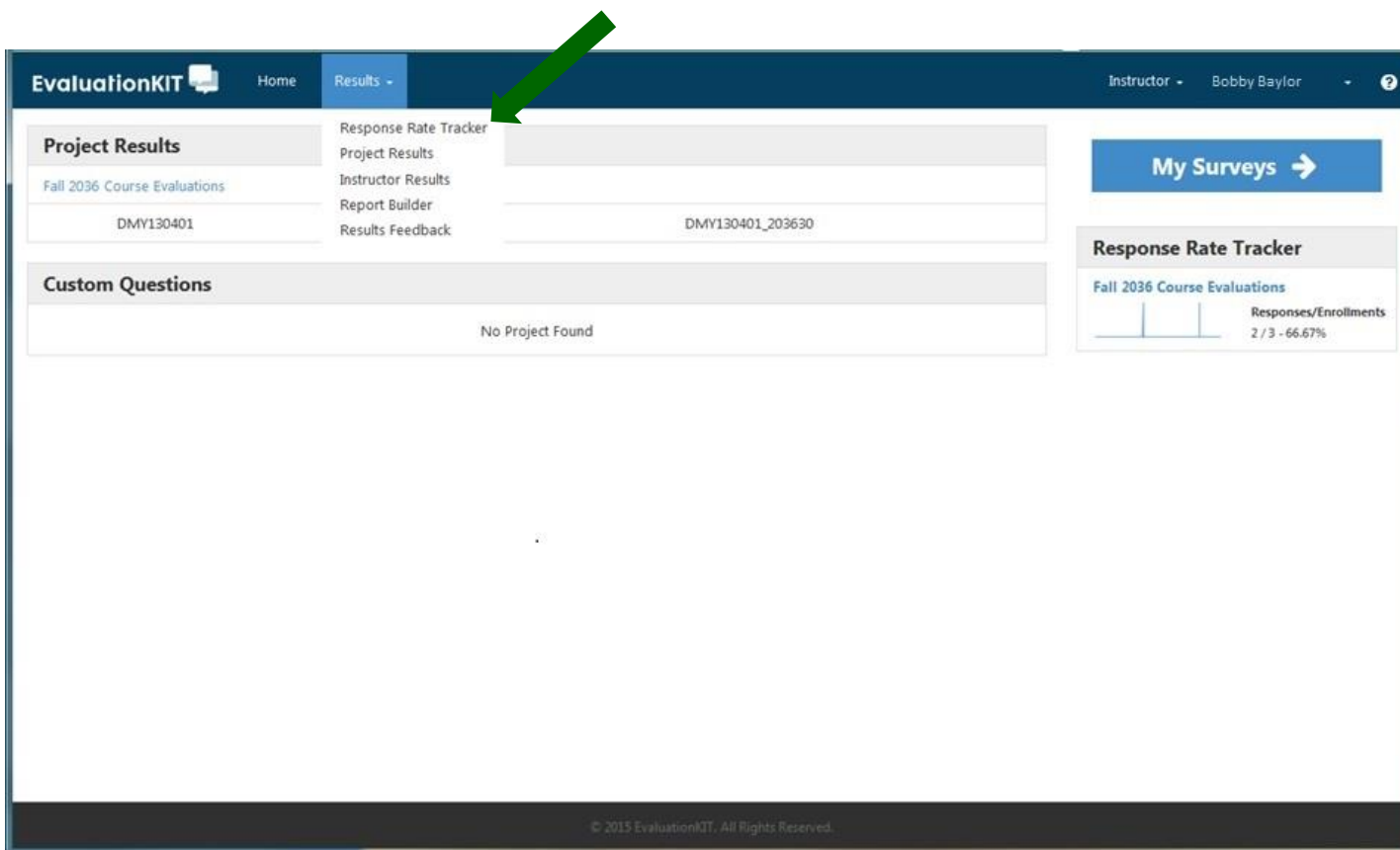
Fall 2036 Course Evaluations

Responses/Enrollments
2 / 3 - 66.67%

© 2015 EvaluationKIT. All Rights Reserved.

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.



The screenshot displays the EvaluationKIT web application interface. At the top, a dark blue navigation bar contains the 'EvaluationKIT' logo, a 'Home' link, and a 'Results' dropdown menu. A green arrow points to the 'Results' menu, which is open, showing a list of options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', and 'Results Feedback'. The 'Response Rate Tracker' option is highlighted. Below the navigation bar, the main content area is divided into three sections. The left section, titled 'Project Results', lists 'Fall 2036 Course Evaluations' with a project ID of 'DMV130401'. The middle section, titled 'Custom Questions', displays 'No Project Found'. The right section, titled 'Response Rate Tracker', shows a bar chart for 'Fall 2036 Course Evaluations' with the text 'Responses/Enrollments 2 / 3 - 66.67%'. A 'My Surveys' button with a right arrow is located above the 'Response Rate Tracker' section. The footer of the page contains the copyright notice '© 2015 EvaluationKIT. All Rights Reserved.'

Viewing Response Rates

- You can now view response rates for individual courses.

EvaluationKIT
Home
Results ▾
Instructor ▾
Bobby Baylor ▾
?

> Results
> Response Rate Tracker
> Project Response Rates
> Course Response Rates

Course Response Rates Fall 2036 Course Evaluations

Q Search

Course Code

Course Title

Course Unique ID

Search

Courses

Code	Title	Unique ID ▾	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
DMY130401	Intro to Chemistry	DMY130401_203630	1	1	100%	0	0%	1	100%	
DMY1301A	Intro to Psychometrics	DMY1301A_203630	1	1	100%	0	0%	1	100%	

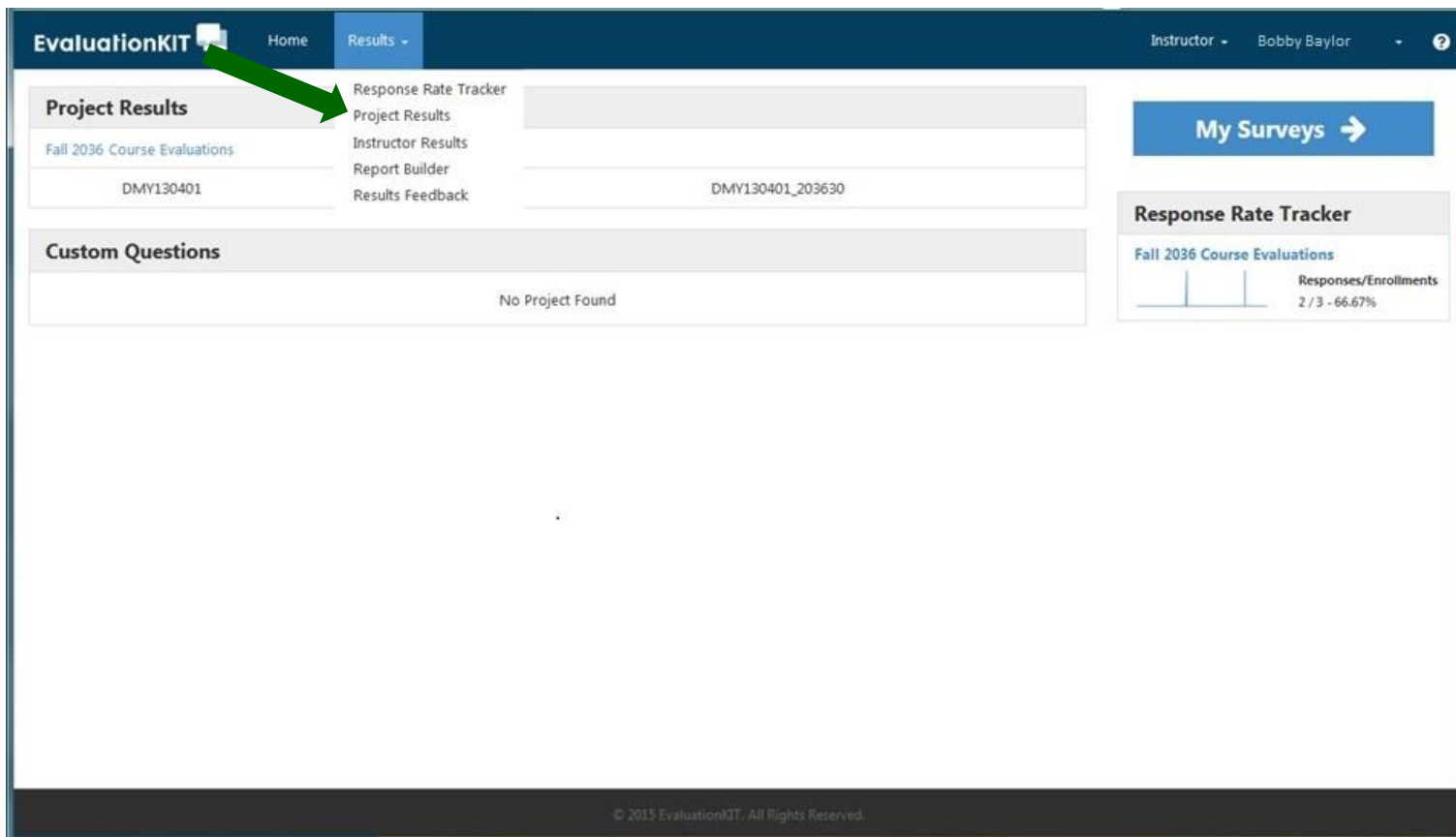
Total 3

Records per page 50 ▾

⏪
⏩
Page 1 ▾ of 1
⏪
⏩

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.



The screenshot displays the EvaluationKIT web application interface. The top navigation bar includes the 'EvaluationKIT' logo, 'Home', and 'Results' (highlighted with a green arrow). The 'Results' dropdown menu is open, showing options: 'Response Rate Tracker', 'Project Results' (highlighted with a green arrow), 'Instructor Results', 'Report Builder', and 'Results Feedback'. The 'Project Results' section is active, displaying a table with the following data:

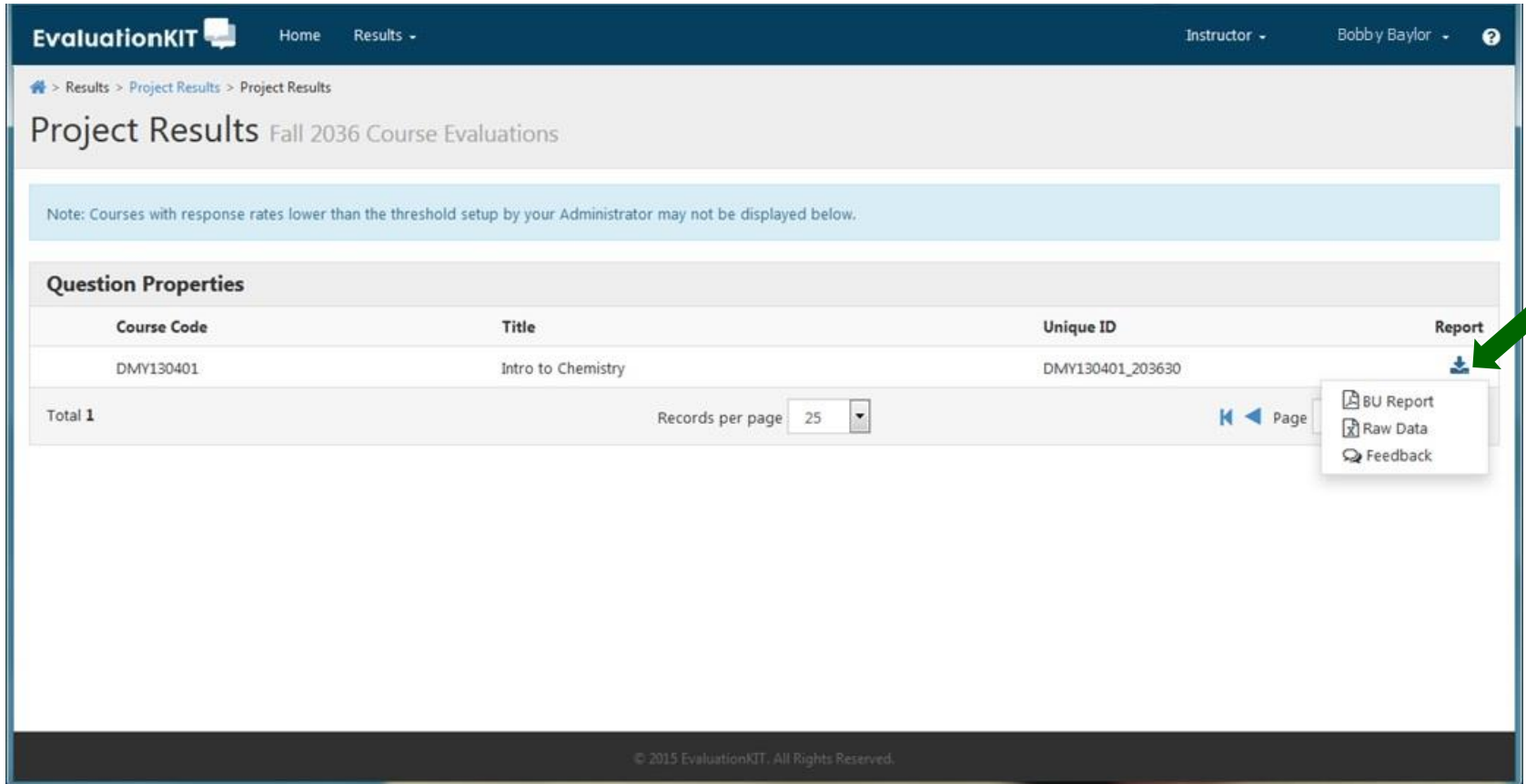
Project Results	
Fall 2036 Course Evaluations	
DMY130401	DMY130401_203630

Below the table, the 'Custom Questions' section shows 'No Project Found'. On the right side, there is a 'My Surveys' button and a 'Response Rate Tracker' section for 'Fall 2036 Course Evaluations' showing 'Responses/Enrollments' as '2 / 3 - 66.67%'.

© 2015 EvaluationKIT. All Rights Reserved.

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




EvaluationKIT Home Results ▾ Instructor ▾ Bobby Baylor ▾ ?

> Results > Project Results > Project Results

Project Results Fall 2036 Course Evaluations

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

Question Properties			
Course Code	Title	Unique ID	Report
DMY130401	Intro to Chemistry	DMY130401_203630	

Total 1 Records per page 25 ▾ Page 1

- BU Report
- Raw Data
- Feedback

© 2015 EvaluationKIT. All Rights Reserved.

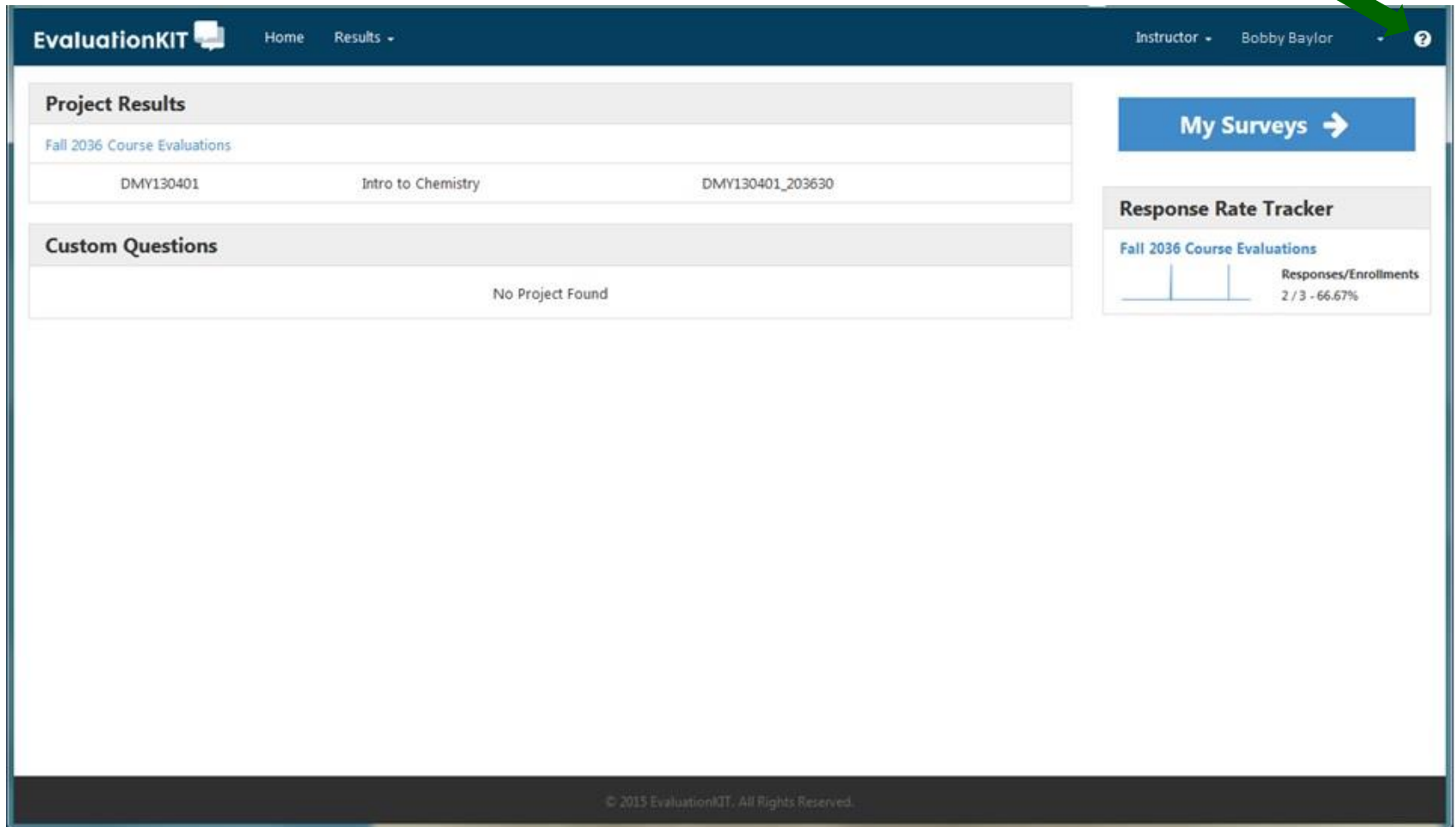
Viewing Evaluation Results

- 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.

The screenshot displays the EvaluationKIT web application interface. At the top, the navigation bar includes 'Home', 'Results', 'Instructor', and the user name 'Bobby Baylor'. The main content area is titled 'Project Results' and 'Fall 2036 Course Evaluations'. A green arrow points to the 'Batch Report' link in the left sidebar. A modal dialog box titled 'Batch Report' is open in the center, featuring a 'Report Name' input field and several options: 'Merge Multiple PDF Reports into one PDF for Selected Courses' (selected), 'Download Multiple PDF Reports/Batch as ZIP File for Selected Courses', 'Aggregate Data for Selected Items into One Report', 'Include Write-in Questions' (checked), and 'Use BU Report Format for PDF Reports' (unchecked). The background shows a table with columns for 'Question ID' and 'Report', listing three courses: DMY130101, DMY130401, and DMY130301. A footer note states: '© 2015 EvaluationKIT. All Rights Reserved.'

Questions?

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



The screenshot shows the EvaluationKIT web application interface. At the top, a dark blue header bar contains the 'EvaluationKIT' logo, navigation links for 'Home' and 'Results', and user information for 'Instructor Bobby Baylor'. A green arrow points to a circular help icon (a question mark) in the top right corner of the header. Below the header, the main content area is divided into two columns. The left column has two sections: 'Project Results' and 'Custom Questions'. The 'Project Results' section displays a table with the following data:

Fall 2036 Course Evaluations		
DMY130401	Intro to Chemistry	DMY130401_203630

The 'Custom Questions' section below it shows the message 'No Project Found'. The right column contains a blue button labeled 'My Surveys' with a right-pointing arrow, and a 'Response Rate Tracker' section. The tracker shows 'Fall 2036 Course Evaluations' with a bar chart and the text 'Responses/Enrollments 2 / 3 - 66.67%'. The footer of the page is dark grey and contains the copyright notice '© 2015 EvaluationKIT. All Rights Reserved.'

Questions?

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

Melinda Dunn
Institutional Research
Melinda_Dunn@baylor.edu
(254) 710-8834

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