

**INSTRUCTIONS FOR
DEANS, DEPARTMENT CHAIRS, &
GRADUATE PROGRAM DIRECTORS**

Electronic Course Evaluation Basic Training

A quick step-by-step guide to accessing
your department's
evaluation results through Canvas.

Institutional Research
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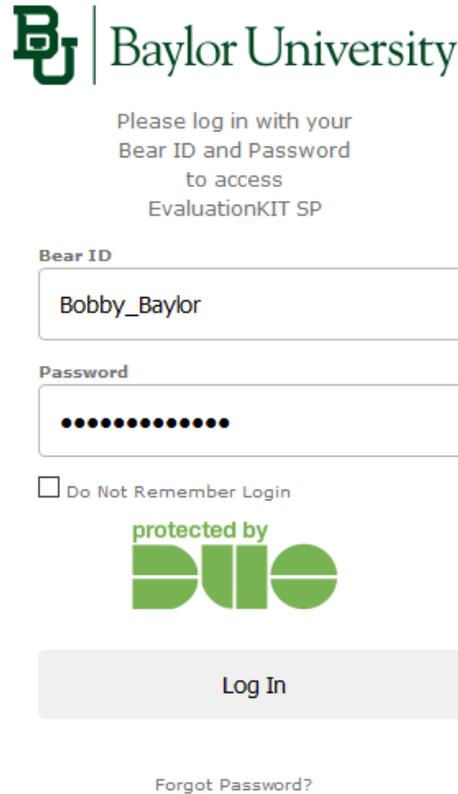
Updated: 3/17/2020

Select any of the topics below:

- [Accessing Course Evaluations](#)
- [Viewing Response Rates](#)
- [Viewing Evaluation Results](#)
- [Creating Custom Reports](#)
- [Questions?](#)

Accessing Course Evaluations

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



 Baylor University

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

Bear ID

Password

Do Not Remember Login

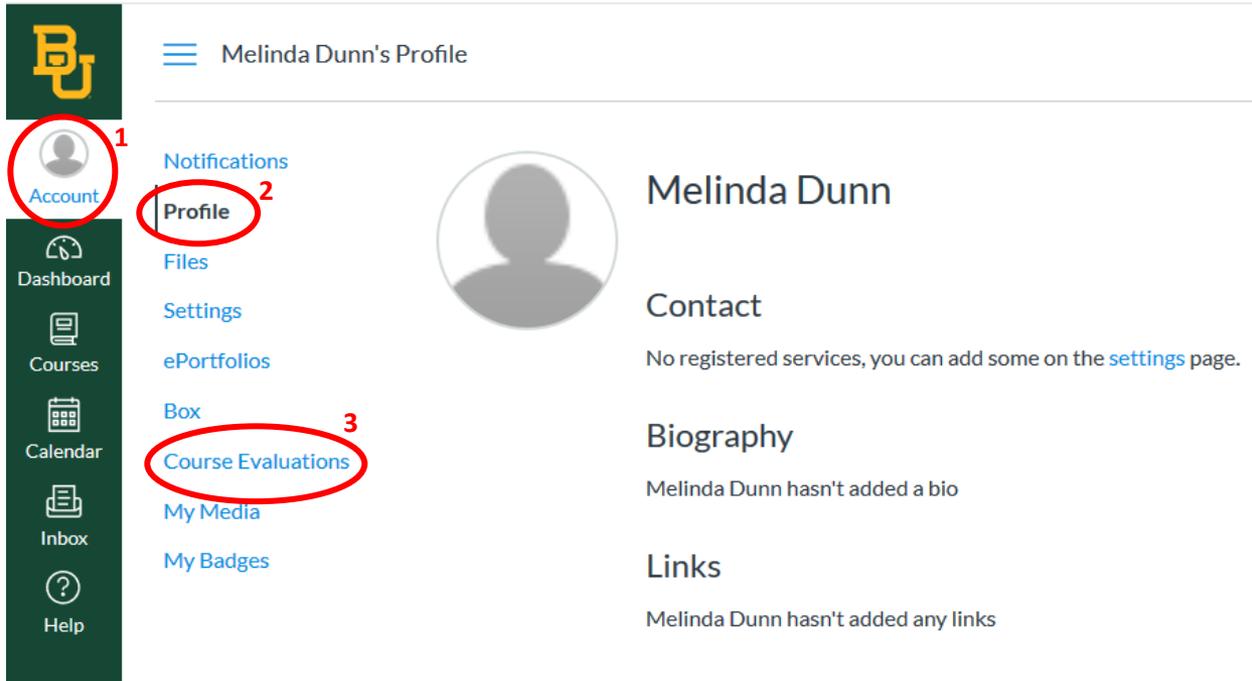
protected by


Log In

[Forgot Password?](#)

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.



Melinda Dunn's Profile

Account 1

- Notifications
- Profile** 2
 - Files
 - Settings
 - ePortfolios
 - Box
 - Course Evaluations** 3
 - My Media
 - My Badges

Melinda Dunn

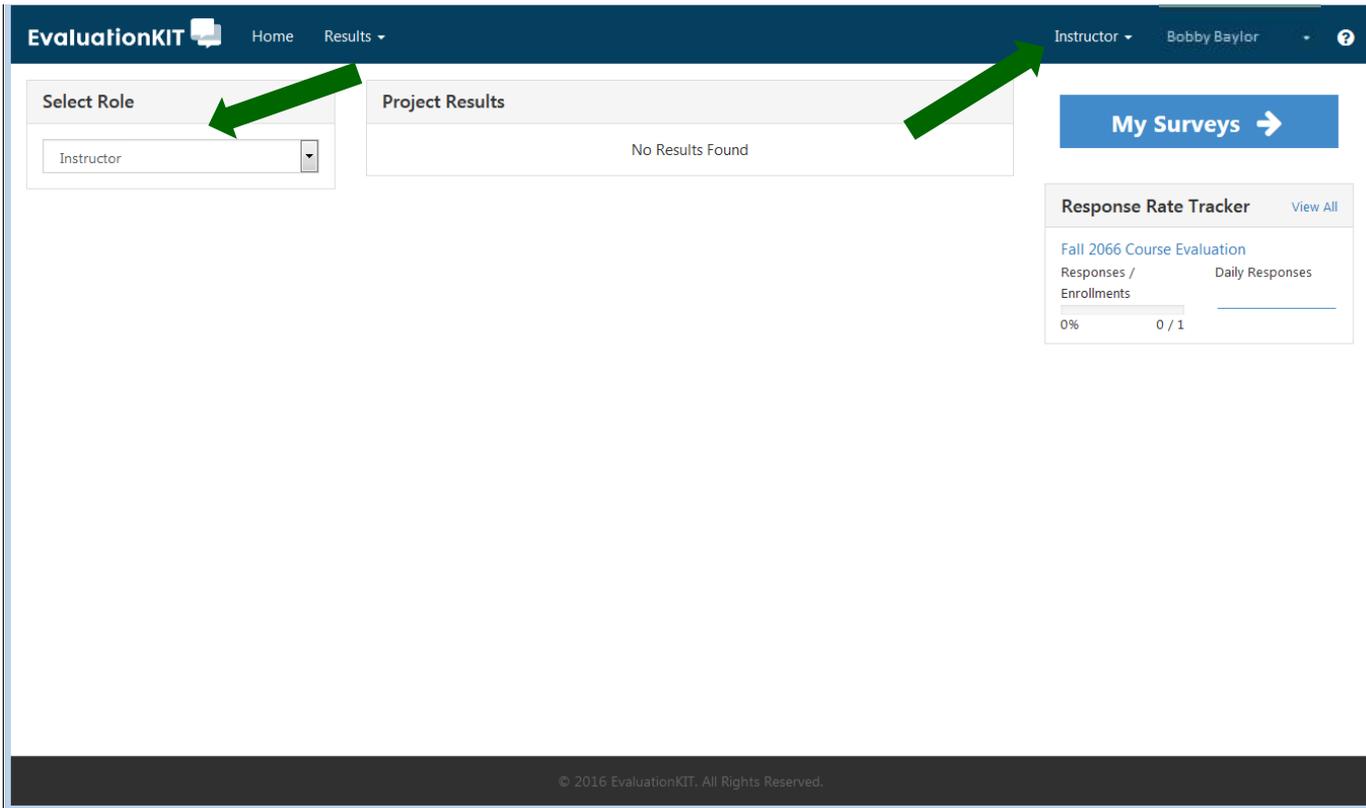
Contact
No registered services, you can add some on the [settings](#) page.

Biography
Melinda Dunn hasn't added a bio

Links
Melinda Dunn hasn't added any links

Accessing Course Evaluations

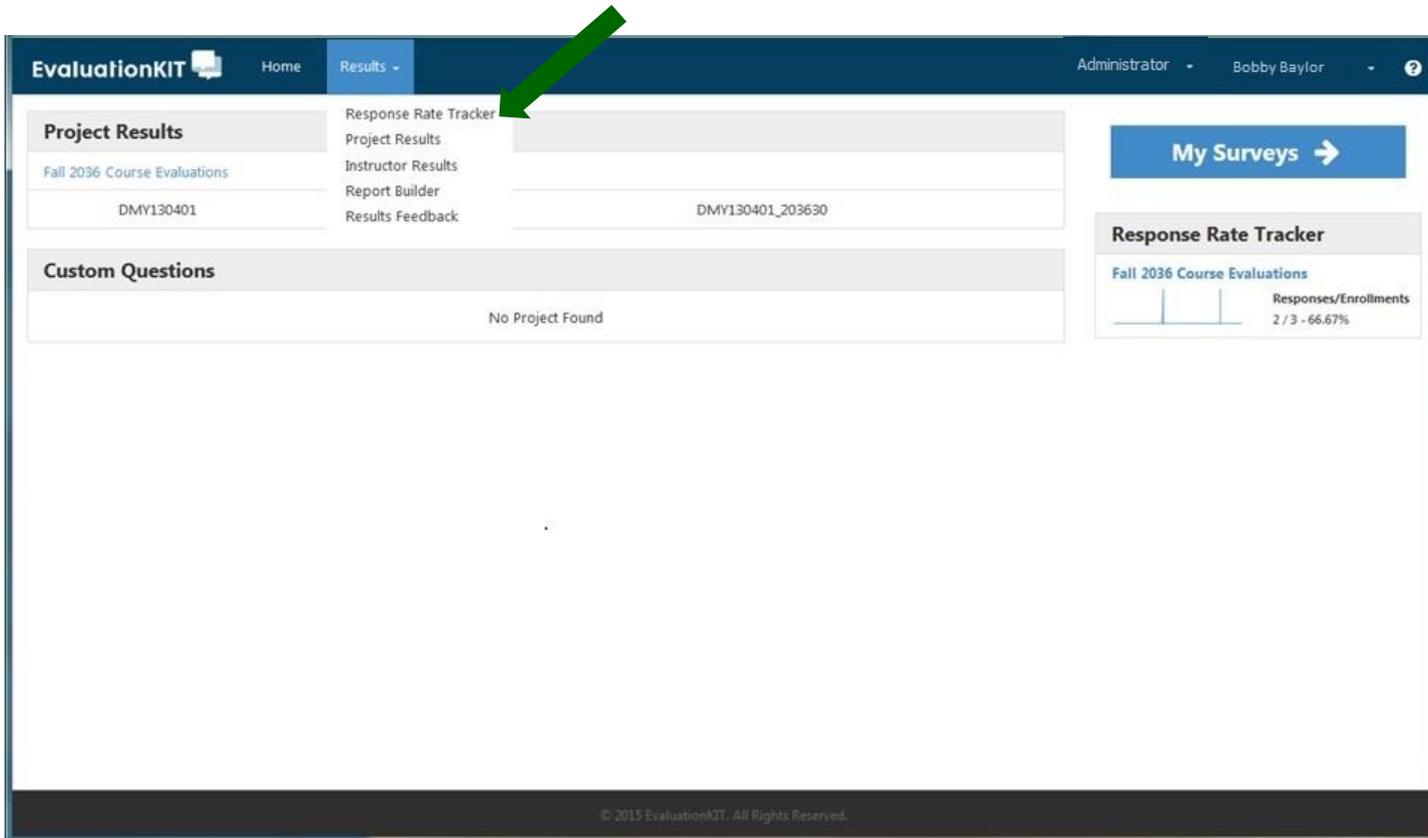
- You are now at the EvaluationKIT dashboard.
- If you are both an administrator AND an Instructor, you can change your role by clicking on the drop-down box in the upper right-hand corner, or from the “Select Role” menu on the left side of the screen. To view evaluation results for your department, you must select *Administrator*.



The screenshot displays the EvaluationKIT dashboard interface. At the top, there is a navigation bar with 'EvaluationKIT', 'Home', and 'Results' menus. On the right side of the navigation bar, the user's role is set to 'Instructor' and the name 'Bobby Baylor' is displayed. A green arrow points to the 'Instructor' role dropdown menu. On the left side of the dashboard, there is a 'Select Role' section with a dropdown menu currently set to 'Instructor'. Another green arrow points to this dropdown menu. The main content area shows 'Project Results' with 'No Results Found'. On the right side, there is a 'My Surveys' button and a 'Response Rate Tracker' section for 'Fall 2066 Course Evaluation' showing 'Responses / Enrollments' at 0% and 'Daily Responses' at 0 / 1.

Viewing Response Rates

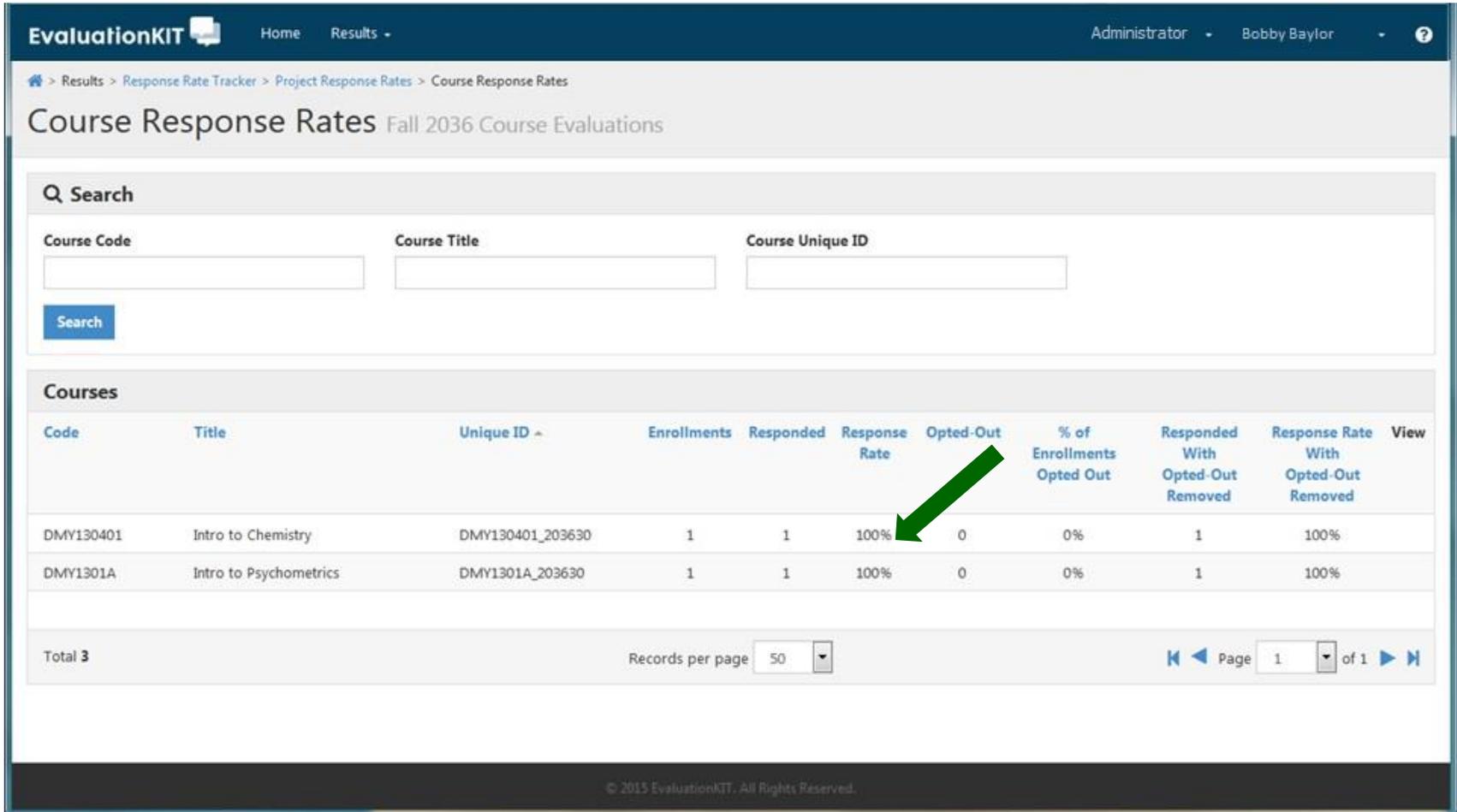
- When evaluations are open, the *Response Rate* Tracker on the right side of the page will show the current average response rate for all courses combined.
- You can also view response rates for individual courses by clicking *Results* > *Response Rate Tracker* from the menu bar. Then select the project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



The screenshot displays the EvaluationKIT interface. At the top, the navigation bar includes 'EvaluationKIT', 'Home', 'Results', and user information 'Administrator - Bobby Baylor'. A green arrow points to the 'Response Rate Tracker' option in the 'Results' dropdown menu. The main content area is divided into three sections: 'Project Results' (listing 'Fall 2036 Course Evaluations' with ID 'DMY130401'), 'Custom Questions' (showing 'No Project Found'), and a 'Response Rate Tracker' widget on the right. The widget shows 'Fall 2036 Course Evaluations' with a bar chart and the text 'Responses/Enrollments 2 / 3 - 66.67%'. A 'My Surveys' button is also visible in the top right.

Viewing Response Rates

- You can now view response rates for individual courses.



The screenshot shows the EvaluationKIT interface for viewing course response rates. The breadcrumb trail is: Results > Response Rate Tracker > Project Response Rates > Course Response Rates. The page title is "Course Response Rates Fall 2036 Course Evaluations".

There is a search section with three input fields: "Course Code", "Course Title", and "Course Unique ID", and a "Search" button.

Below the search section is a table titled "Courses" with the following data:

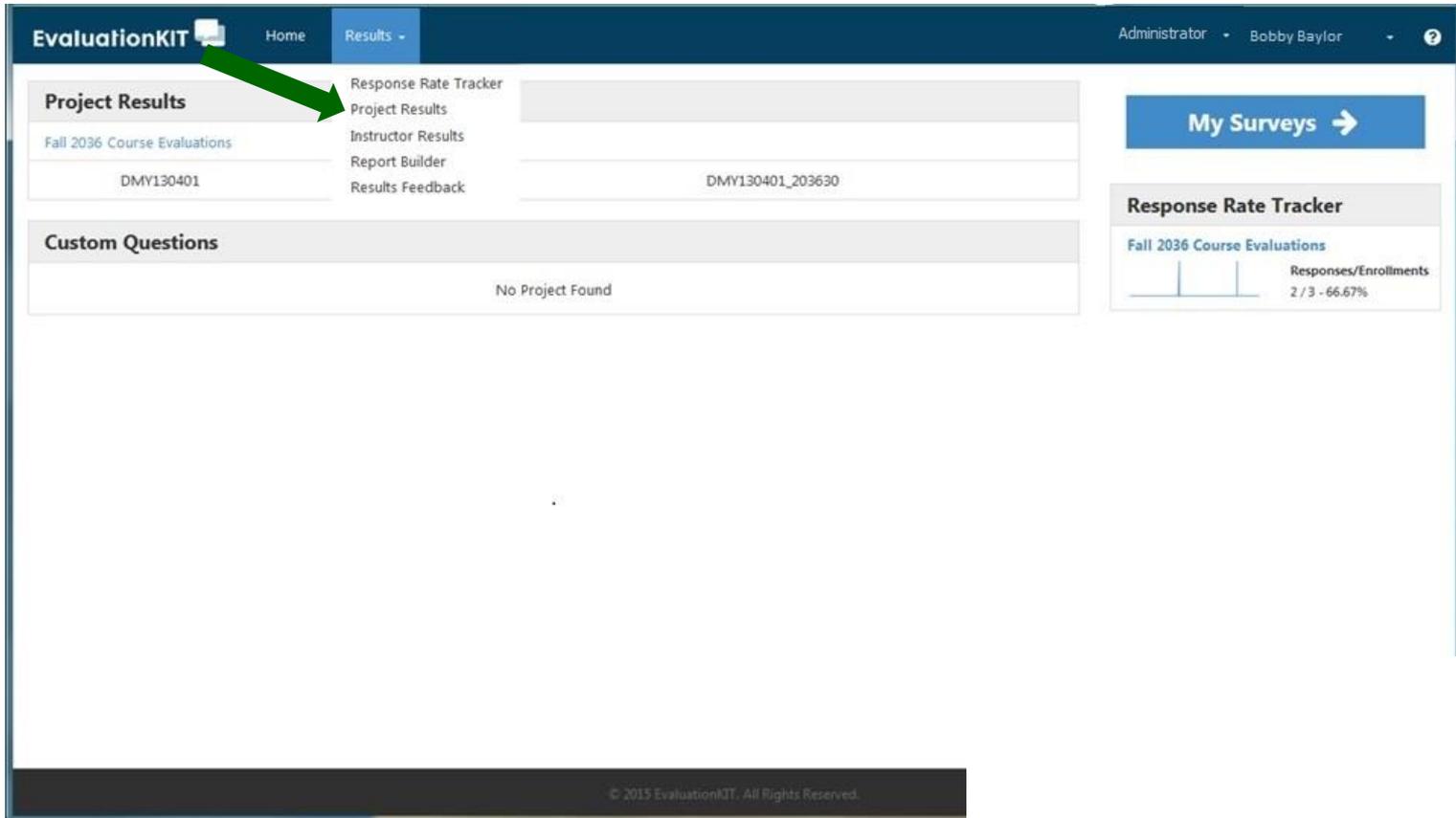
Code	Title	Unique ID	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
DMY130401	Intro to Chemistry	DMY130401_203630	1	1	100%	0	0%	1	100%	
DMY1301A	Intro to Psychometrics	DMY1301A_203630	1	1	100%	0	0%	1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

At the bottom of the table, it shows "Total 3", "Records per page 50", and "Page 1 of 1". A green arrow points to the "Response Rate" column in the table.

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Viewing Evaluation Results

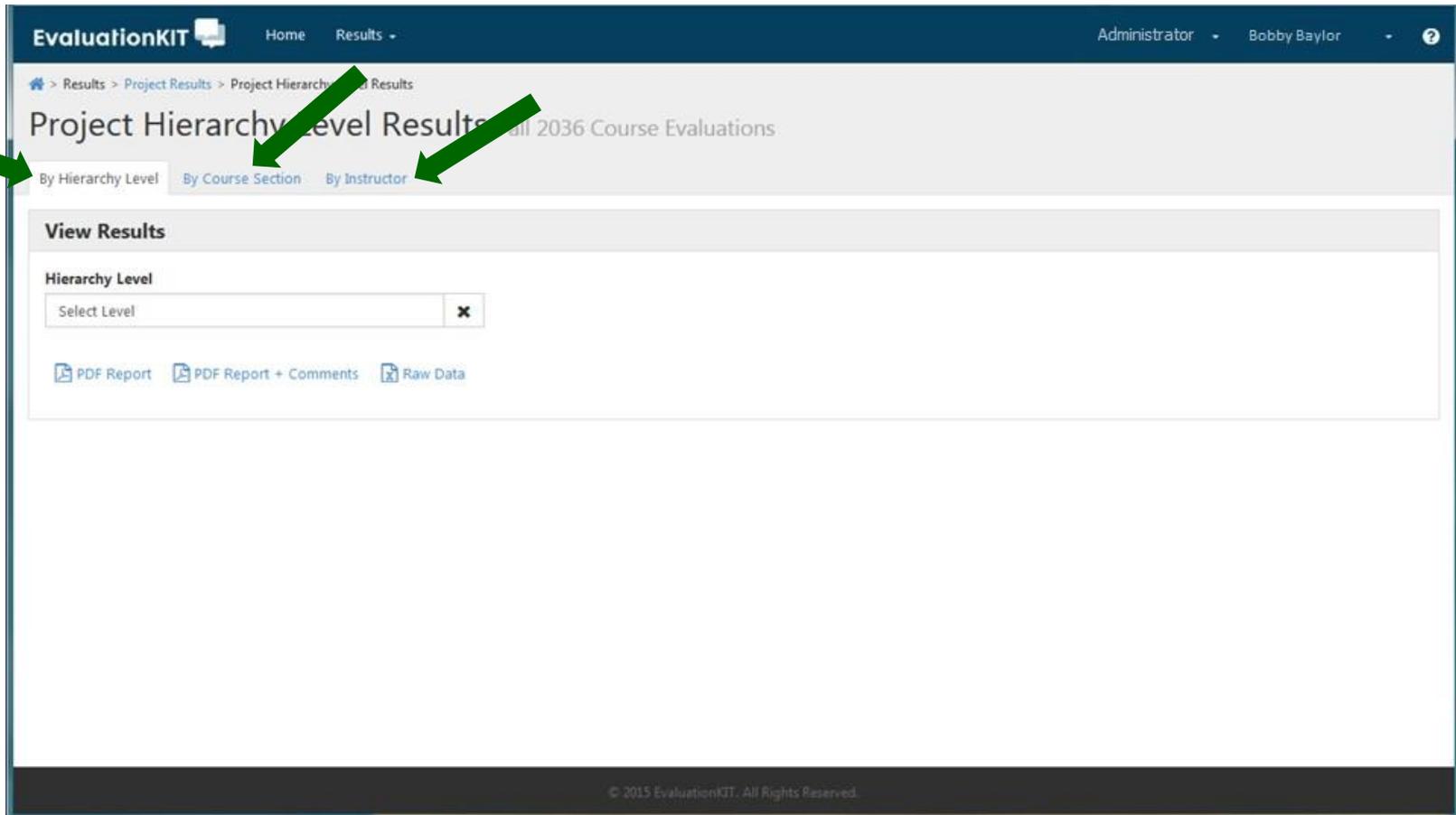
- Once the course evaluation period has ended and reports are available, you can view results for each course by selecting *Results > Project Results* from the menu bar. Then select the project name (*Fall 2036 Course Evaluations* in this example) to view results for courses in the project.



The screenshot displays the EvaluationKIT web application interface. At the top, the navigation bar includes the 'EvaluationKIT' logo, 'Home', and 'Results' (highlighted in blue). The user is logged in as 'Administrator Bobby Baylor'. A green arrow points to the 'Project Results' option in the 'Results' dropdown menu. Below the menu, the 'Project Results' section shows a table with one entry: 'Fall 2036 Course Evaluations' with ID 'DMY130401'. To the right, a 'Response Rate Tracker' widget shows 'Fall 2036 Course Evaluations' with 'Responses/Enrollments' of '2 / 3 - 66.67%'. A 'My Surveys' button is also visible. The footer contains the copyright notice: '© 2015 EvaluationKIT. All Rights Reserved.'

Viewing Evaluation Results

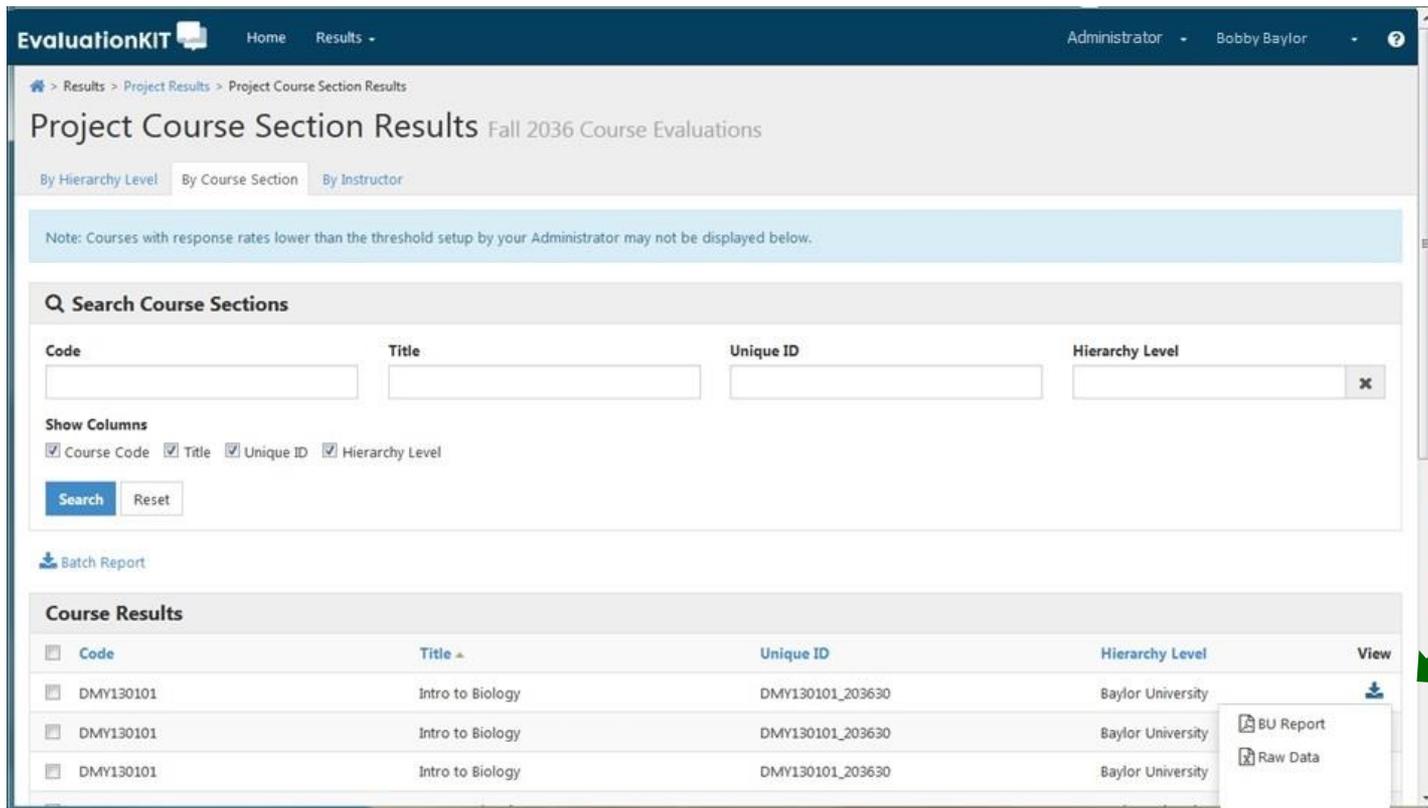
- From here, you can choose to view results in one of three ways:
 - *By Hierarchy Level*, which allows you to view reports for a specific area.
 - *By Course Section*, which allows you to view reports for each course.
 - *By Instructor*, which allows you to view reports for each instructor.



The screenshot displays the EvaluationKIT interface. The top navigation bar includes 'Home' and 'Results' menus. The user is identified as 'Administrator Bobby Bayler'. The main heading is 'Project Hierarchy Level Results', with a breadcrumb trail indicating the path: 'Results > Project Results > Project Hierarchy Level Results'. Below the heading, there are three tabs: 'By Hierarchy Level', 'By Course Section', and 'By Instructor'. The 'By Hierarchy Level' tab is selected. Underneath the tabs, there is a 'View Results' section containing a 'Hierarchy Level' dropdown menu with the text 'Select Level' and a close button. Below the dropdown are three links: 'PDF Report', 'PDF Report + Comments', and 'Raw Data'. The footer of the page reads '© 2015 EvaluationKIT. All Rights Reserved.'

Viewing Evaluation Results

- If you have selected *By Course Section*, you will see a list of all courses for the department. You can view results in two formats:
 - *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

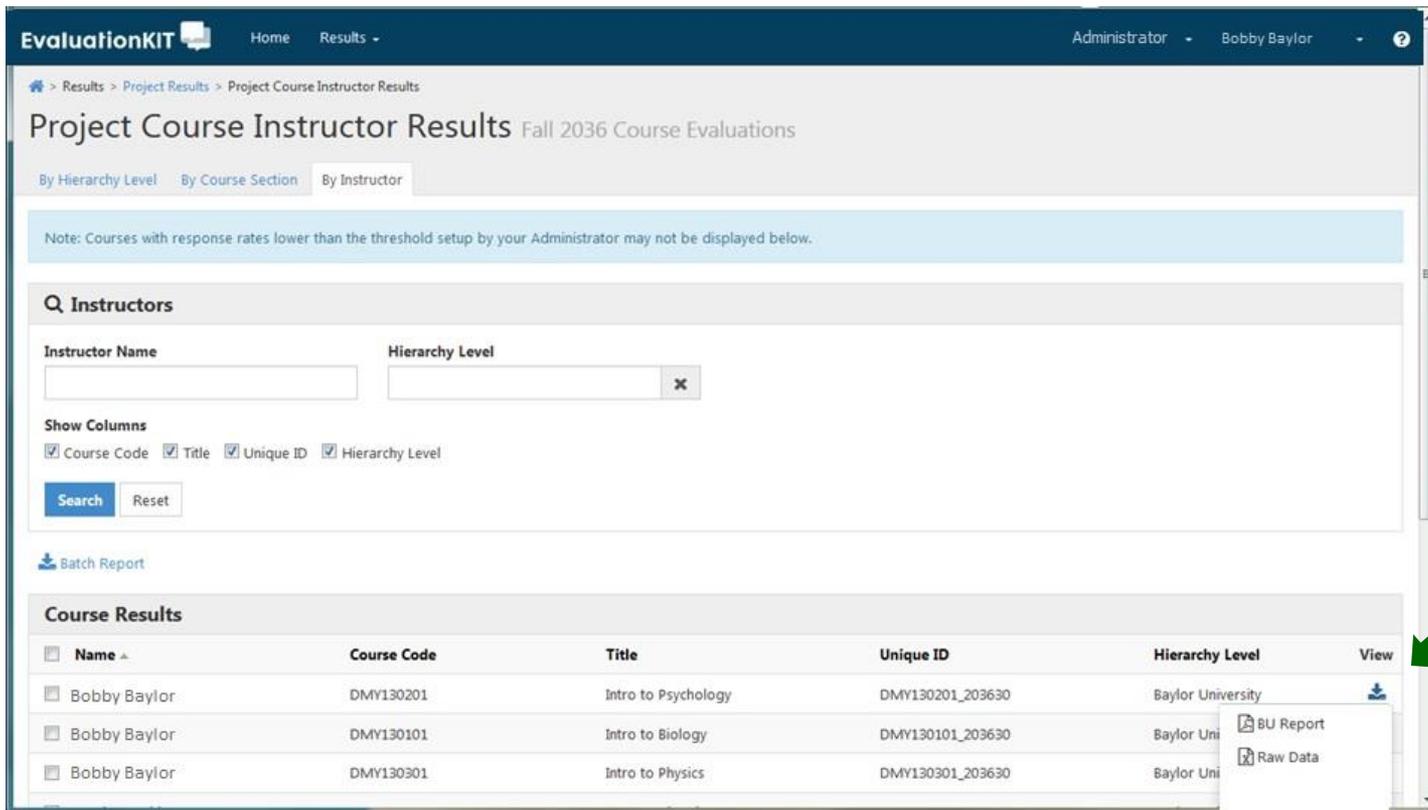


The screenshot displays the EvaluationKIT interface. At the top, there is a navigation bar with 'Home' and 'Results' menus. The main header shows 'Project Course Section Results' for 'Fall 2036 Course Evaluations'. Below the header, there are tabs for 'By Hierarchy Level', 'By Course Section' (which is selected), and 'By Instructor'. A note indicates that courses with response rates lower than the threshold may not be displayed. A search section titled 'Search Course Sections' includes input fields for 'Code', 'Title', 'Unique ID', and 'Hierarchy Level', along with 'Show Columns' checkboxes for 'Course Code', 'Title', 'Unique ID', and 'Hierarchy Level'. Below the search section is a 'Batch Report' link. The 'Course Results' table has columns for 'Code', 'Title', 'Unique ID', 'Hierarchy Level', and 'View'. The table contains three rows of data for 'DMY130101' and 'Intro to Biology'. A green arrow points to the 'View' dropdown menu, which is open and shows options for 'BU Report' and 'Raw Data'.

Code	Title	Unique ID	Hierarchy Level	View
DMY130101	Intro to Biology	DMY130101_203630	Baylor University	
DMY130101	Intro to Biology	DMY130101_203630	Baylor University	
DMY130101	Intro to Biology	DMY130101_203630	Baylor University	

Viewing Evaluation Results

- If you have selected *By Instructor*, you will see a list of all courses for each instructor in the department. You can view results in two formats:
 - *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 Administrator Bobby Baylor

Results > Project Results > Project Course Instructor Results

Project Course Instructor Results Fall 2036 Course Evaluations

By Hierarchy Level By Course Section **By Instructor**

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

Q Instructors

Instructor Name Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

Search Reset

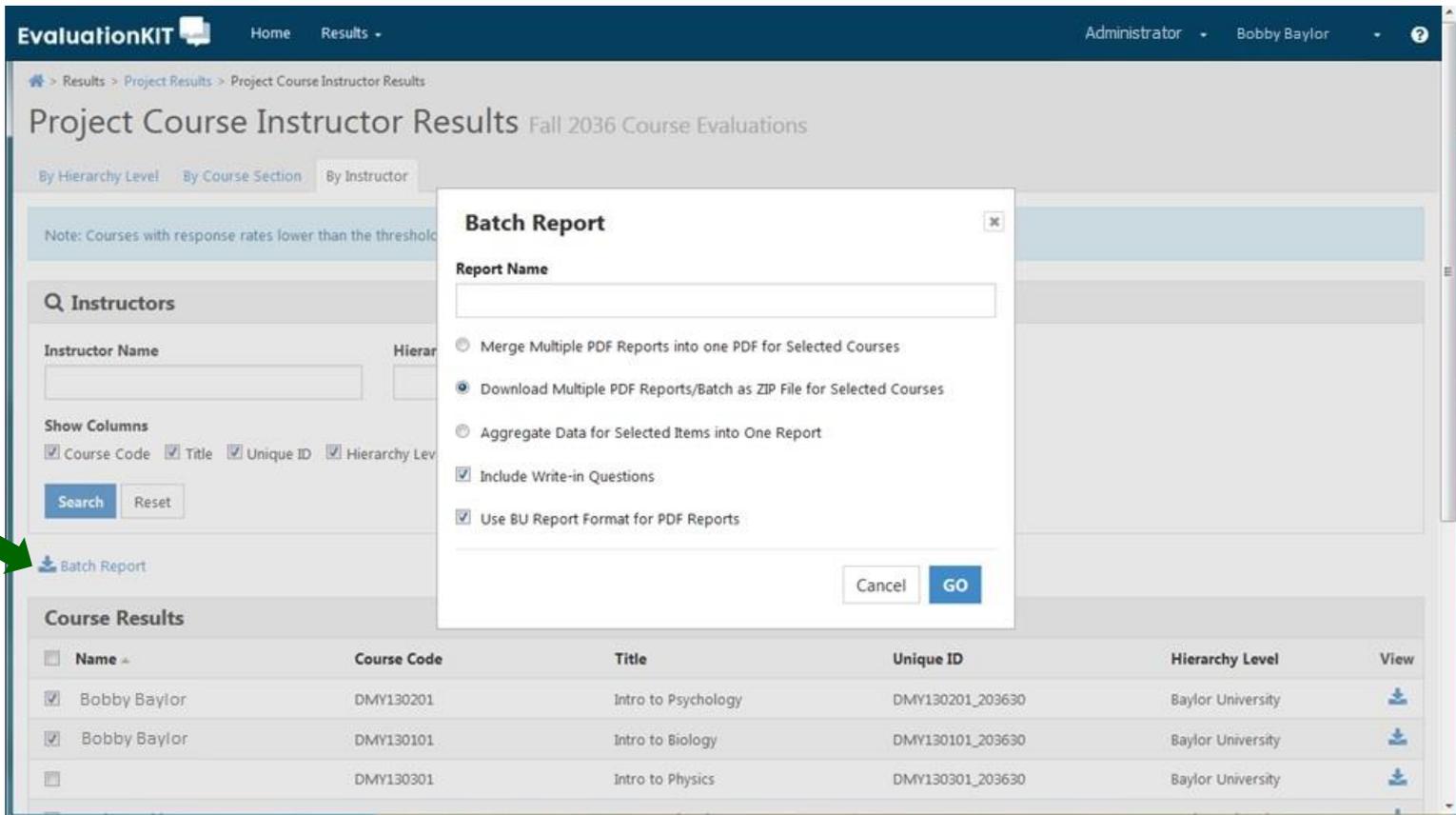
Batch Report

Course Results

Name	Course Code	Title	Unique ID	Hierarchy Level	View
Bobby Baylor	DMY130201	Intro to Psychology	DMY130201_203630	Baylor University	
Bobby Baylor	DMY130101	Intro to Biology	DMY130101_203630	Baylor Uni	 BU Report  Raw Data
Bobby Baylor	DMY130301	Intro to Physics	DMY130301_203630	Baylor Uni	

Viewing Evaluation Results

- You can also select multiple 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.

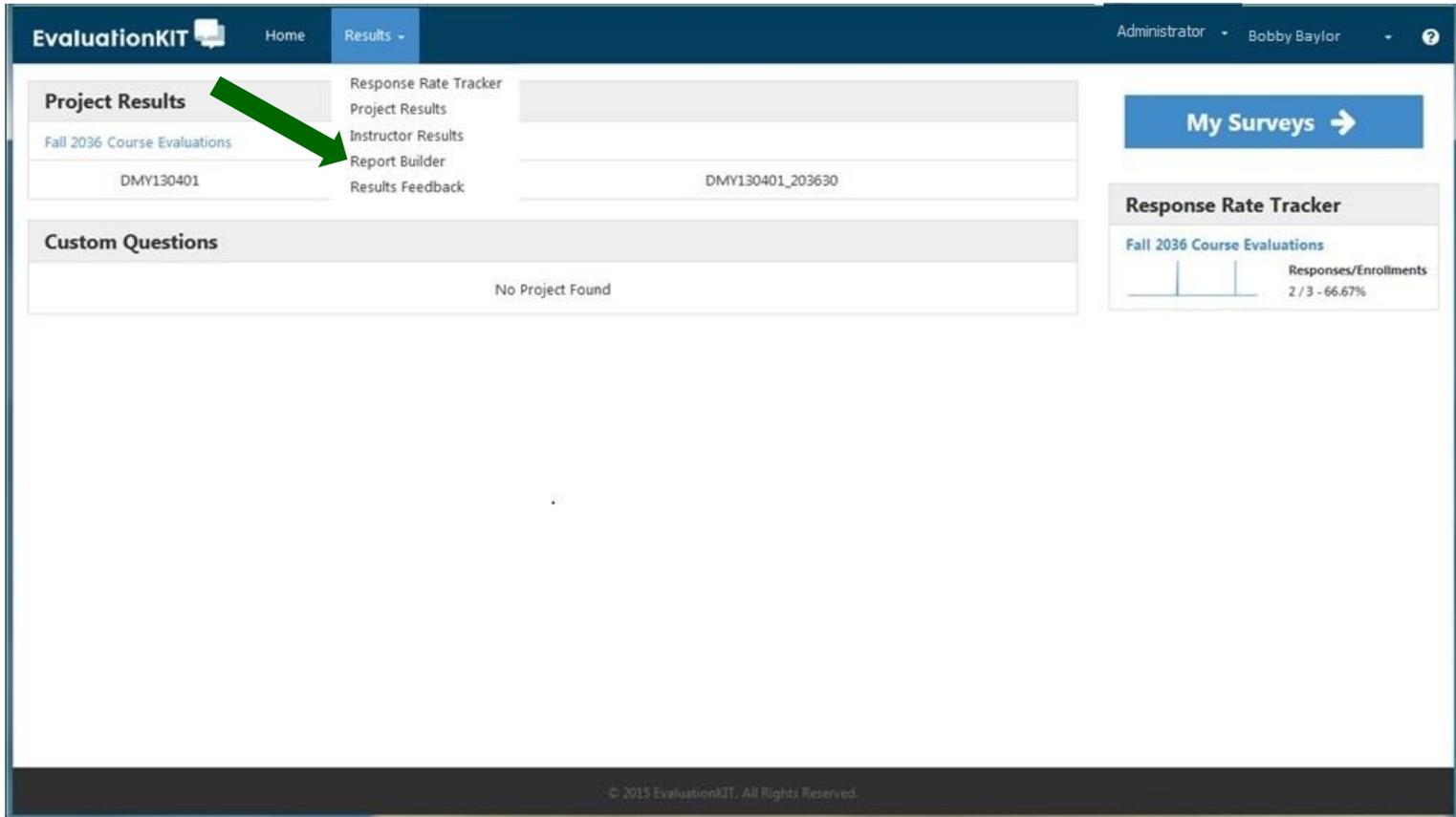


The screenshot shows the EvaluationKIT interface for viewing evaluation results. The main heading is "Project Course Instructor Results" for "Fall 2036 Course Evaluations". The interface includes a search bar for instructors, a "Show Columns" section with checkboxes for "Course Code", "Title", "Unique ID", and "Hierarchy Level", and a "Batch Report" button. A green arrow points to this button. A "Batch Report" dialog box is open, allowing the user to specify a "Report Name" and choose between three report options: "Merge Multiple PDF Reports into one PDF for Selected Courses", "Download Multiple PDF Reports/Batch as ZIP File for Selected Courses" (which is selected), and "Aggregate Data for Selected Items into One Report". There are also checkboxes for "Include Write-in Questions" and "Use BU Report Format for PDF Reports". The dialog box has "Cancel" and "GO" buttons.

Name	Course Code	Title	Unique ID	Hierarchy Level	View
<input checked="" type="checkbox"/> Bobby Baylor	DMY130201	Intro to Psychology	DMY130201_203630	Baylor University	
<input checked="" type="checkbox"/> Bobby Baylor	DMY130101	Intro to Biology	DMY130101_203630	Baylor University	
<input type="checkbox"/>	DMY130301	Intro to Physics	DMY130301_203630	Baylor University	

Creating Custom Reports

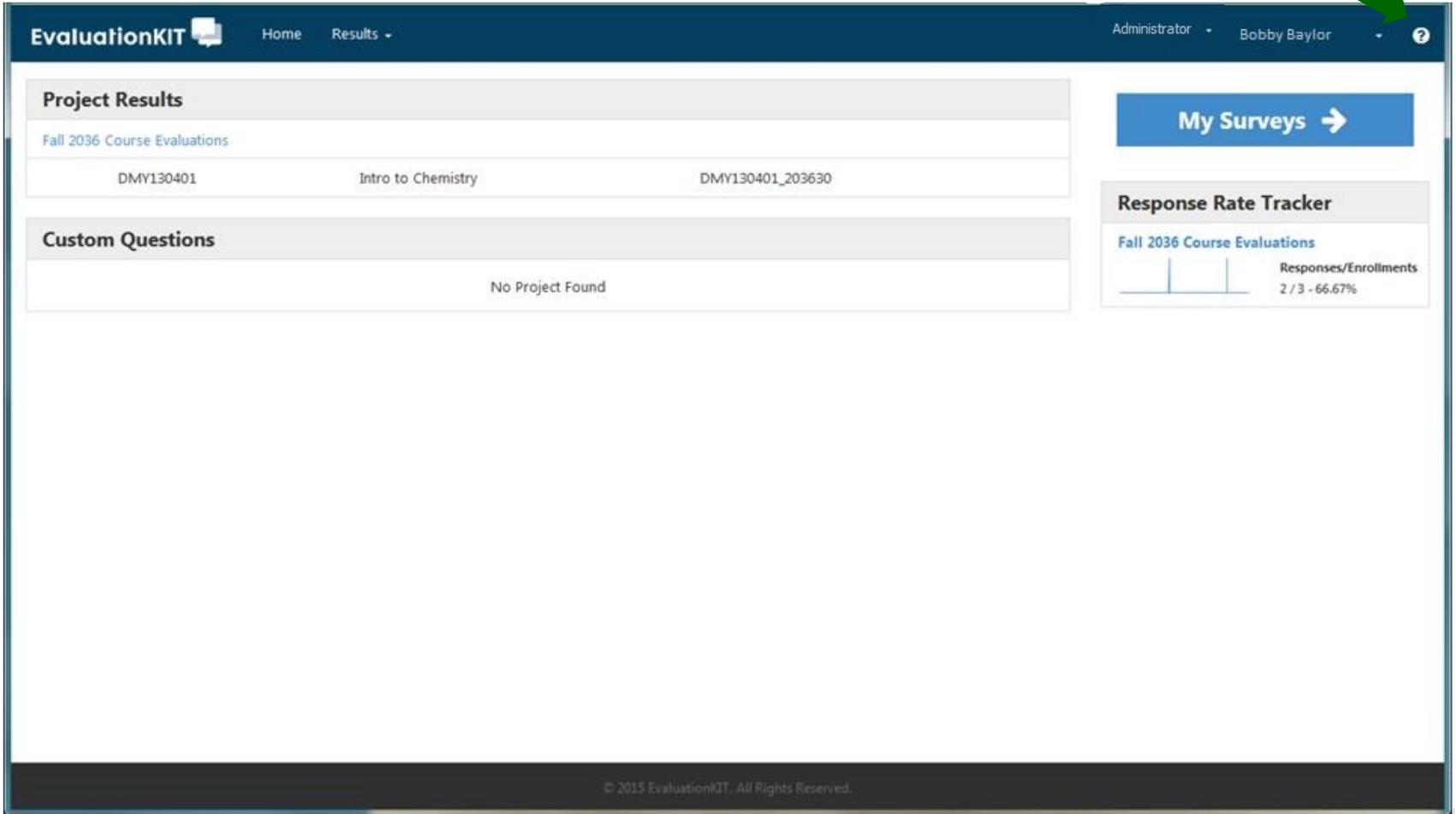
- You also have the option of building reports using pre-defined templates. To access this feature, select *Results* > *Report Builder* from the menu bar. You can choose from eight different report templates and can export to a PDF or Excel file.



The screenshot displays the EvaluationKIT web application interface. At the top, the navigation bar includes 'EvaluationKIT', 'Home', and 'Results'. The 'Results' menu is expanded, showing options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', and 'Results Feedback'. A green arrow points to the 'Report Builder' option. Below the menu, there are sections for 'Project Results' (listing 'Fall 2036 Course Evaluations' with ID 'DMY130401') and 'Custom Questions' (showing 'No Project Found'). On the right, there is a 'My Surveys' button and a 'Response Rate Tracker' widget for 'Fall 2036 Course Evaluations' showing 'Responses/Enrollments 2 / 3 - 66.67%'. The footer contains the copyright notice: '© 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 interface. The top navigation bar includes the EvaluationKIT logo, 'Home', 'Results', 'Administrator', and 'Bobby Baylor'. A green arrow points to a question mark icon in the top right corner of the navigation bar. The main content area is divided into two columns. The left column has a 'Project Results' section with a table for 'Fall 2036 Course Evaluations' containing one row with columns for course ID, name, and ID. Below it is a 'Custom Questions' section with the text 'No Project Found'. The right column has a 'My Surveys' button and a 'Response Rate Tracker' section for 'Fall 2036 Course Evaluations' showing a bar chart and the text 'Responses/Enrollments 2 / 3 - 66.67%'. The footer contains the copyright notice '© 2015 EvaluationKIT. All Rights Reserved.'

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%

Questions?

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

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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