Electronic Course Evaluation
Basic Training

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

• You can also access course evaluations through Canvas. Login to Canvas ([http://canvas.baylor.edu](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.
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.
Viewing Response Rates

- You can now view response rates for individual courses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Unique ID</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>
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<tbody>
<tr>
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<td>DMY130401_203630</td>
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<td>0%</td>
<td>1</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
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.
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
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.
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 IRT website at www.baylor.edu/irt