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.
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](http://www.baylor.edu/course_evaluations)) using your BearID and password.
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 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.
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.
Viewing Response Rates

- You can now view response rates for individual courses.
Viewing Evaluation Results

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