Administrators: How to Access Course Evaluation Results

Step 1: Log in to EvaluationKIT through Canvas

To log in from Canvas:

1. Log in to the myMarymount portal, click on "Quick Links," and then click on Canvas
2. Access EvaluationKIT from the left-side navigation pane.
3. If your **pop-up blocker** is on, you will need to turn it **off** as it will block access to your evaluations.
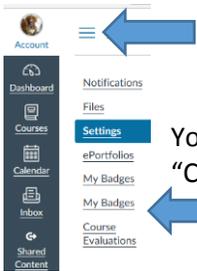
You can also log in to EvaluationKIT by clicking on "Account" in the upper left > Settings, and you will see a "Course Evaluations" link, which will log you into EvaluationKIT.
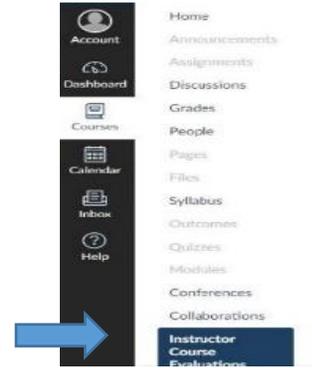
Step 2: Go to your EvaluationKIT dashboard

From your dashboard, you may have the option to choose between Administrator and Instructor roles. Click on the dropdown arrow to switch between these roles.

Step 3: Access results

Response Rate Tracker

Fall 2018 Course Evaluation
Responses / Enrollments   Daily Responses
79.13%   493 / 623

Copy2 of Fall 2018 Course Evaluation
Responses / Enrollments   Daily Responses
60%   18 / 30

Copy1 of Fall 2018 Course Evaluation
Responses / Enrollments   Daily Responses
0%   0 / 8

Results menu:
- Response Rate Tracker
- Project Results
- Instructor Results
- Report Builder
- Instructor Means Reporting
- Results Feedback

You can access reports by clicking on "Results > Project Results" in the top navigation bar.

1. Click on the **Results** tab.
2. Select **Project Results**. Each semester's course evaluation results are a separate "project" in EvaluationKIT.
3. **Select** the **project** from the project results list.

Once you click on the project, you'll see a screen that looks like this:

You can see your results by any subset of the hierarchy that you are responsible for (e.g. by instructor, program, department, school, etc.). Choose how you'd like to group results.

You can look at results by hierarchy level (school, department, program), by course section, and by instructor:

To look at aggregated results (by school, department, or program):
1. Click on the **Results** tab.
2. Select **Project Results**.
3. **Select** the **project** from the project results list.
4. **Select desired level** from your **hierarchy**.
5. **Select the desired report format.**

To see results by instructor, click on the **By Instructors** tab.

Click here for a drop-down list and select the format for your report. You can save each report to your desktop.

You can then **select the desired report format.**

You can download results as:

1. **A detailed report** -- this is a typical pdf report of your course evaluation results
2. **A detailed report with comments** -- this is the same report as the detailed report but includes student comments
3. **A short report** -- this includes your results without bar charts or as detailed comparison information and without student comments
4. **A short report with comments** -- this includes your results without bar charts or as detailed comparison information and includes student comments
5. **Raw data** -- this is a spreadsheet of your results by individual student response

Optional: Request feedback

EvaluationKIT also offers deans, chairs, and directors the opportunity to review results for those instructors they oversee and then provide feedback to each. To do this, click on "Results > Results Feedback" in the top navigation bar.
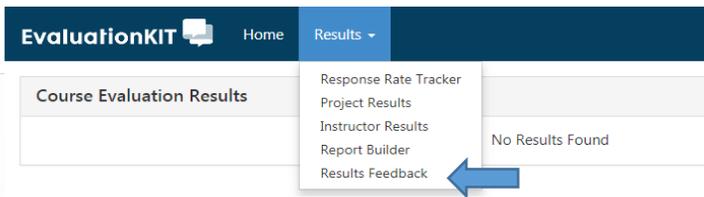
Or by clicking on "Feedback" in the dropdown menu in Project Results:
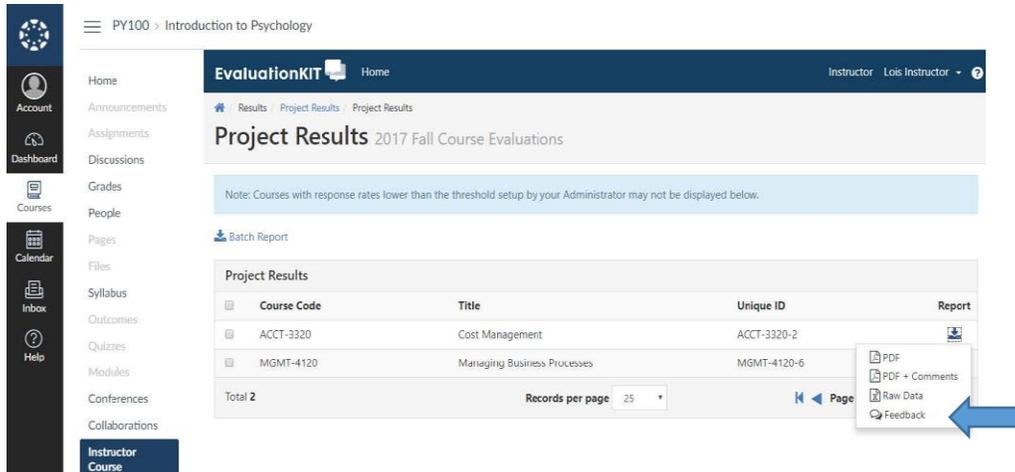
1. Click on the **Results** tab and select **Results Feedback**.
2. Use project, course or hierarchy level search criteria to search for feedback. Click **Search**.
3. View instructor's feedback for course(s) based on your search criteria.
4. Click on the **Reply** link to respond to feedback (4000 character limit, with spaces). Type feedback into text box (4000 character limit, with spaces) and click **Submit**. Feedback will appear in feedback window with user's name and time stamp.
5. Click **Export to PDF** to export the feedback to PDF.
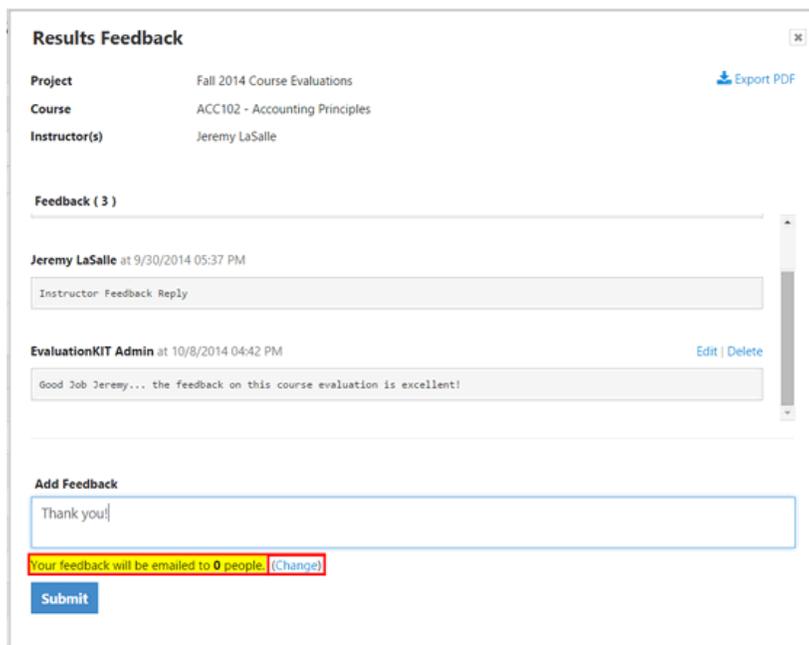
⟳ Export to PDF

Results Feedback

Sender Name	SenderEmail	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text	Reply
Annie Shay	annie.shay@evaluationkit.com	10/28/2013 07:29 PM	Summer 2013 Session C Course Evaluations	History Department	HIS201	American History 1945 - Present		Great Job on this course, Cory! There is a little concern about the responses to Question #5. Please take a look and let me know your thoughts.	Reply
Cory Klein		10/28/2013 07:38 PM	Summer 2013 Session C Course Evaluations	History Department	HIS201	American History 1945 - Present	Cory Klein	Thank you. I believe updating my supplemental materials would address the issues with #5. I will plan to do this next semester.	Reply
EvaluationKIT Admin	support@evaluationkit.com	11/1/2013 09:56 PM	Summer 2013 Session C Course Evaluations	Finance Department	FIN201	Corporate Finance		Great Job!	Reply

If you are experiencing any difficulty in accessing your course evaluation reports, please contact Planning and Institutional Effectiveness at any of the following emails:

assess@marymount.edu -- aboudino@marymount.edu -- manuszki@marymount.edu

Or by calling us during regular office hours at 703-284-5748 or 703-284-3809.