Instructor: How to Access Your 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.
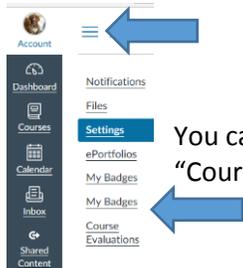
You can also log in to EvaluationKIT by clicking on "Account" in the upper left > Settings, and you will see a "Course Evaluations" link, which will log you into EvaluationKIT.

Step 2: Go to your EvaluationKIT dashboard

From your dashboard, you can click into response rates by term or course evaluation results by term.

Step 3: Access your results

From here, you can access your reports by clicking on "Results > Project Results" in the top navigation bar:

Click here for a drop-down list and select the format for your report. You can save each report to your desktop.
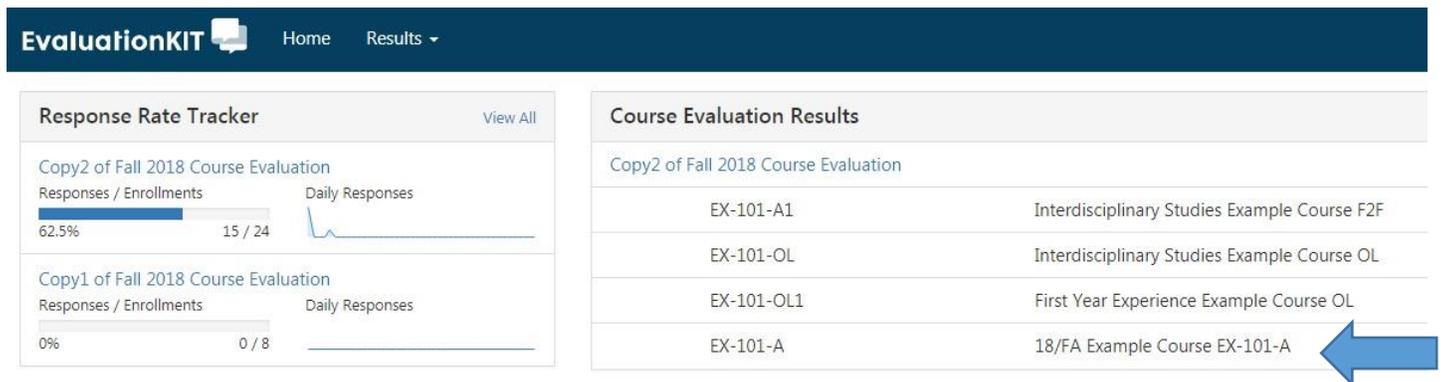
Project Results Copy of Fall 2018 Course Evaluation

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

Project Results

Course Code	Title	Unique ID	Report
EX-101-A	18/FA Example Course EX-101-A	11532	

Total **1**   Records per page 1000 ▾

📄 Detailed Report
📄 Detailed Report + Comments
📄 Short Report
📄 Short Report + Comments
📄 Response Report
📄 Raw Data
💬 Feedback

You can download your 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

You can also send feedback to your department chair, if requested, by clicking on "Results > Results Feedback" in the top navigation bar:

EvaluationKIT | Home | Results ▾

Course Evaluation Results

Response Rate Tracker
Project Results
Instructor Results
Report Builder
Results Feedback

No Results Found
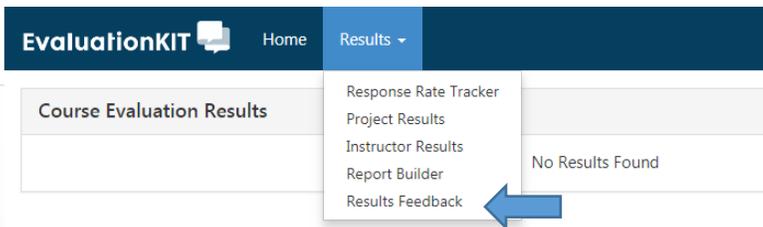
Or by clicking on "Feedback" in the dropdown menu in Project Results:

📄 Detailed Report
📄 Detailed Report + Comments
📄 Short Report
📄 Short Report + Comments
📄 Response Report
📄 Raw Data
💬 Feedback
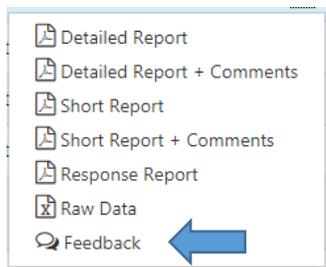
If you are experiencing any difficulty in accessing your course evaluation reports, please contact Planning and Institutional Effectiveness at any of the following emails:

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.