

# EvaluationKIT: A Quick Guide for Instructors

Office of Planning and Institutional Effectiveness (PIE)

October 22, 2018



**MARYMOUNT**  
UNIVERSITY

# Course Evaluations: Communication and timeline

**One week before start of course evaluation period:**

- Early notice to faculty instructors
- Early notice to students

**The day course evaluations start:**

- Email notification to faculty instructors
- Email notification to students

**While course evaluations are running (three-week period ending last day of classes):**

- Faculty track real-time response rates through EvaluationKIT.
- Students receive email reminders and popup windows on Canvas until all evaluations are completed

**After course evaluations close:**

- Reports are available on EvaluationKIT within one week after Registrar's deadline for submission of grades
- Instructors receive notification email with links to reports, can also access through Canvas.

# How do I log in to EvaluationKIT and see my results?

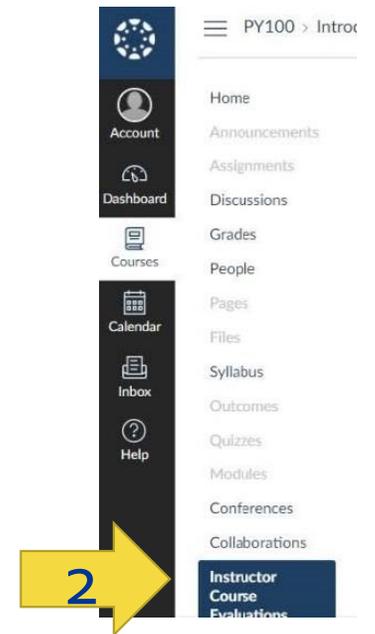
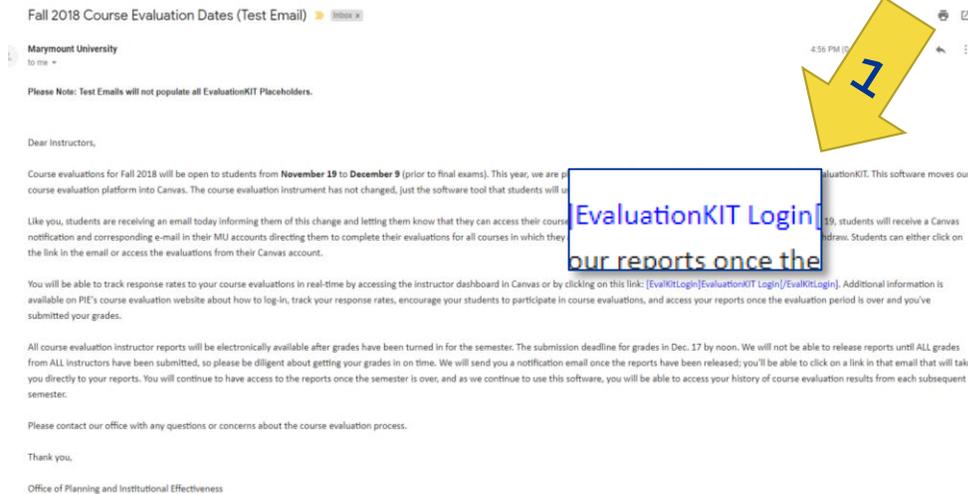
A quick-start guide for faculty

# Step 1: Log in to EvaluationKIT through Canvas

You'll receive a notification email **one week prior** to course evaluation period and another email **the day the course evaluation period starts**

You can:

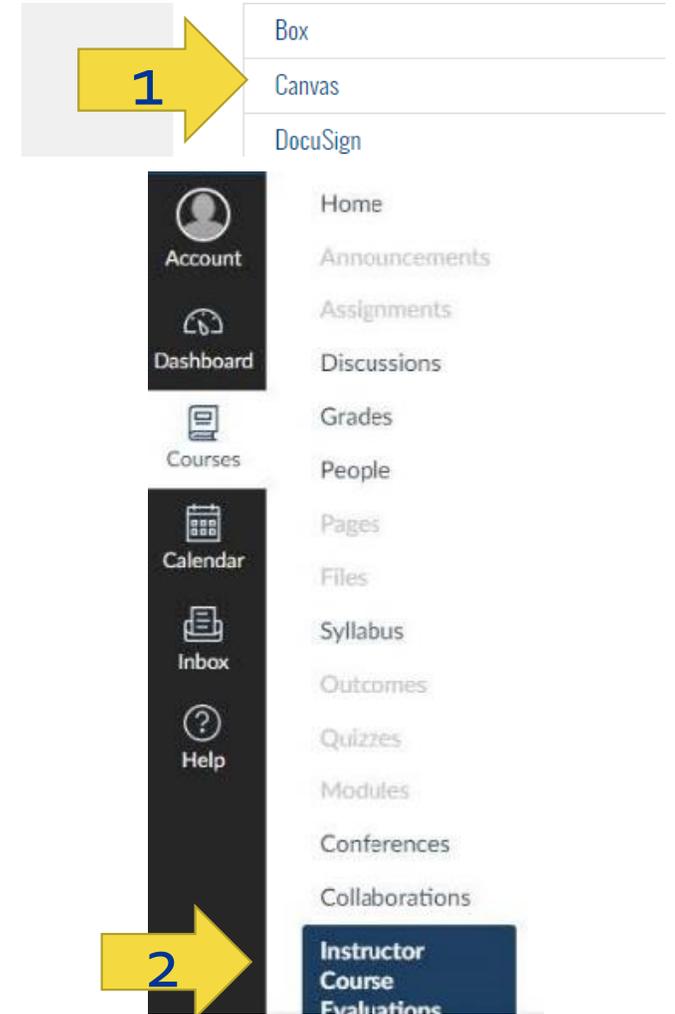
1. Click on the unique login link in the email or
2. Access your dashboard through Canvas.



# 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.



## Step 2: Go to your EvaluationKIT dashboard

From your dashboard, you can:

1. Monitor your real-time response rates for each course
2. View tutorials
3. Access your course evaluation results once they're released after grades are submitted

The screenshot displays the EvaluationKIT dashboard for course PY100. The interface includes a sidebar with navigation options: Home, Account, Dashboard, Courses, Calendar, and Inbox. The main content area shows the course name 'PY100 > Introduction to Psychology' and a navigation bar with 'Evaluations' and 'Home' tabs. The 'Evaluations' tab is active, showing a 'Response Rate Tracker' with two charts: '2018 Winter Course Evaluations' (33.33% Responses / Enrollments, 2 / 6) and '2017 Fall Course Evaluations' (74.6% Responses / Enrollments, 47 / 63). A 'Project Results' section is also visible, containing links for '2017 Fall Course Evaluations', 'Cost Management', and 'Managing Business Processes'. Three yellow arrows with numbers 1, 2, and 3 point to the 'Evaluations' tab, the 'Project Results' section, and the 'Managing Business Processes' link respectively.

From your dashboard, you can:

The screenshot shows the EvaluationKIT dashboard for a course titled 'Introduction to Psychology'. The dashboard includes sections for 'Response Rate Tracker' and 'Project Results'. A yellow arrow points from the 'Project Results' section to the 'Course Response Rates' page. The 'Course Response Rates' page displays a search bar and a table of courses.

**Course Response Rates** Copy of Fall 2018 Course Evaluation

Search

Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
	EX-101-A	18/FA Example Course EX-101-A	11532	Michael Anuskiewicz	2	1	50%	0	0%	1	50%	
	IS-101-A	Interdisciplinary Studies Example Course F2F	99999	Michael Anuskiewicz	4	0	0%	0	0%	0	0%	
	IS-101-OL	Interdisciplinary Studies Example Course OL	99998	Michael Anuskiewicz	4	0	0%	0	0%	0	0%	

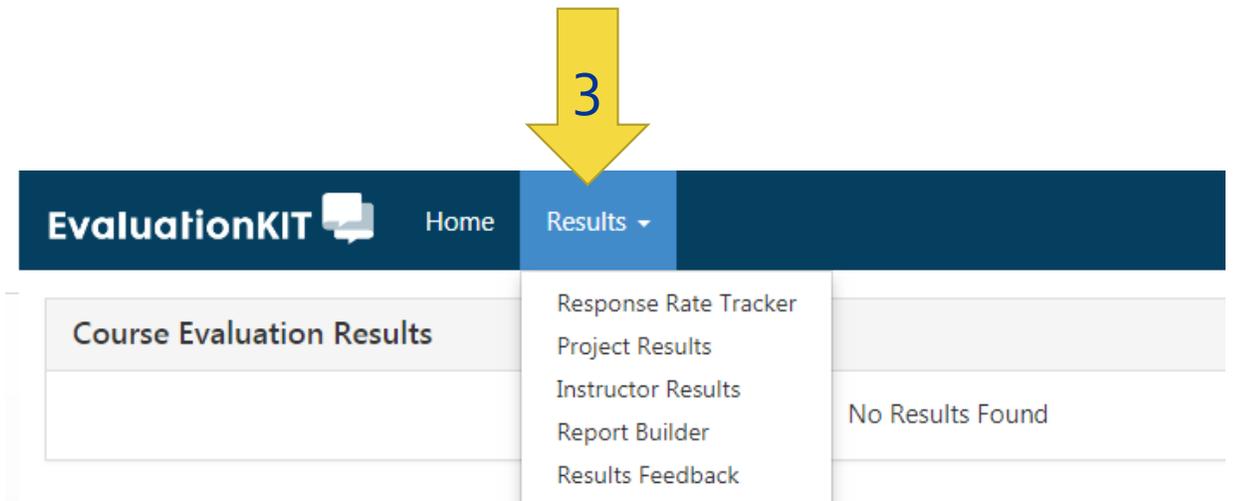
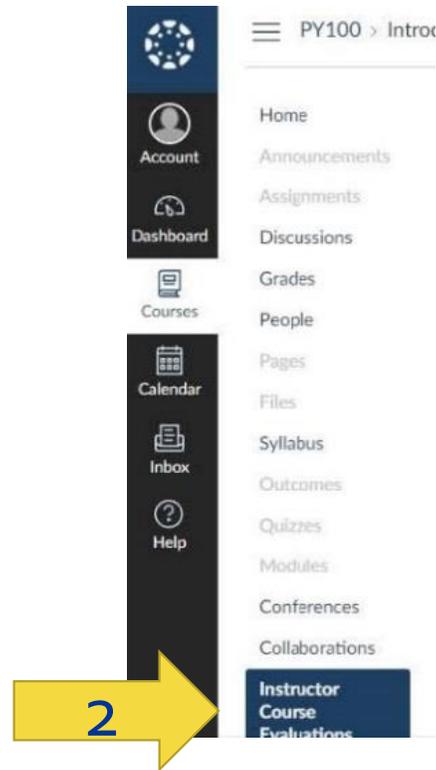
Total 3 Records per page 50 Page 1 of 1

Step 2:  
Go to your  
EvaluationKIT  
dashboard

## Step 3: Access your results

You'll receive a notification email when reports are available. You can:

1. Click on the link in the email or
2. Access reports through Canvas.
3. From this drop-down list, you can access your response rate trackers and results, create custom reports, and provide feedback on your results.



# Step 3: Access your results – *What will you see?*

You can view and download your results as a pdf report, pdf + comments, or as raw data. You can also send feedback to your dept. chair.

Navigation sidebar:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Help

Course navigation:

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Instructor Course

Page header: PY100 > Introduction to Psychology

EvaluationKIT Home Instructor Lois Instructor

Results / Project Results / Project Results

### Project Results 2017 Fall Course Evaluations

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

Batch Report

Course Code	Title	Unique ID	Report
ACCT-3320	Cost Management	ACCT-3320-2	
MGMT-4120	Managing Business Processes	MGMT-4120-6	
Total 2			

Records per page: 25 Page

Report options:

- PDF
- PDF + Comments
- Raw Data
- Feedback

# Sample PDF report:

Click on "PDF" or "PDF + Comments"

**Report**

- PDF
- PDF + Comments
- Raw Data
- Feedback

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Instructor Course Evaluations**

ACCT-3320CostManagement\_Lois nstructor (6).pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools ACCT-3320CustIMa... x

1 / 2 -22%

### Demonstration University 2017 Fall Course Evaluations

**Course:** ACCT-3320: Cost Management  
**Instructor:** Lois Instructor \*

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**1 - Overall I was satisfied with the instructor of this course:**

Lois Instructor

Response Option	Weight	Frequency	Percent	Percent Responses			Means		
Strongly Agree	(5)	0	0%	[Bar]					
Somewhat Agree	(4)	10	41.67%	[Bar]			3.42	3.50	3.41
Neither Agree nor Disagree	(3)	14	58.33%	[Bar]					
Somewhat Disagree	(2)	0	0%	[Bar]					
Strongly Disagree	(1)	0	0%	[Bar]					

		0			25			50			75			100					
		Instructor			Department			University			Instructor			Department			University		
Return Rate	Mean	STD	Median	Department	Mean	STD	Median	University	Mean	STD	Median	University	Mean	STD	Median				
24/28 (85.71%)	3.42	0.50	3.00	3.673	3.50	0.00	4.00	13.345	3.41	0.71	3.00								

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**2 - My instructor explained concepts clearly:**

Lois Instructor

Response Option	Weight	Frequency	Percent	Percent Responses			Means		
Strongly Agree	(5)	3	12.11%	[Bar]					
Somewhat Agree	(4)	5	20.83%	[Bar]			3.45	3.80	3.41

**Step 3:**  
Access your results – *What will you see?*

Sample raw data:

Click on "Raw Data"

Report

- PDF
- PDF + Comments
- Raw Data
- Feedback

Step 3:  
Access your  
results – *What  
will you see?*

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Help

PY100 > Introduction to Psychology

2017FallCourseEvaluations\_Accounting (1) - Excel

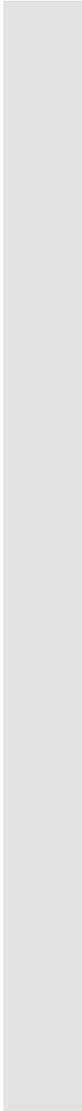
CourseCode	CourseTitle	UniqueID	InstructorName	Enrollmer	Question	Question	Question	Question	Question	Question	Question
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	4		4	Good Cou	4	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	3		4	Good Insti	5	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	4		4	Great clas	5	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	3		4		4	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	3		4		4	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	4		4		4	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	4		4		4	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	4	5		4		5	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	3		4		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	3		4		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	5		5		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	3		4		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	3		3		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	5		5		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	3		3		3	
ACCT-3320	Cost Management	ACCT-3320-2	Lois Instructor	28	3	3		3		3	

# Step 3: Access your results – *What will you see?*

## Sample feedback to/from department chair:

- Chairs and directors can review results for those instructors they oversee and then provide feedback to each. After reviewing results, instructors can send comments to their department chair or program director.

The screenshot shows the EvaluationKIT interface. At the top, there is a navigation bar with 'EvaluationKIT', 'Home', and 'Results'. A dropdown menu is open under 'Results', showing options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', and 'Results Feedback'. A yellow arrow points to 'Results Feedback'. Below this, a 'Course Evaluation Results' section shows 'No Results Found'. To the right, a 'Report' dropdown menu is open, showing options: 'PDF', 'PDF + Comments', 'Raw Data', and 'Feedback'. A yellow arrow points to 'Feedback'. The main content area shows the 'Results Feedback' page for 'PY100 > Introduction to Psychology'. It displays course details: 'Project: 2017 Fall Course Evaluations', 'Course: ACCT-3320 - Cost Management', and 'Instructor(s): Lois Instructor'. Below this, it says 'Feedback (0)' and 'There is not any feedback at this time.' There is a text box for 'Add Feedback' with the text 'Overall students reported positive feedback regarding the course this term. I plan to update the following items...'. At the bottom, it says 'Your feedback will be emailed to 1 person. (Change)' and a 'Submit' button.



**What will the course  
evaluation process be  
like for students?**

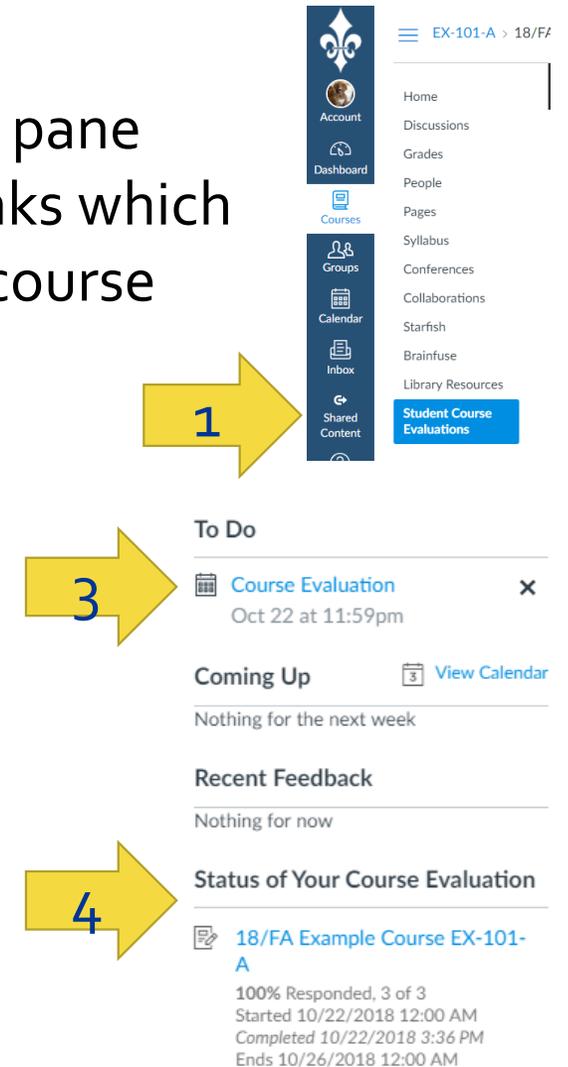
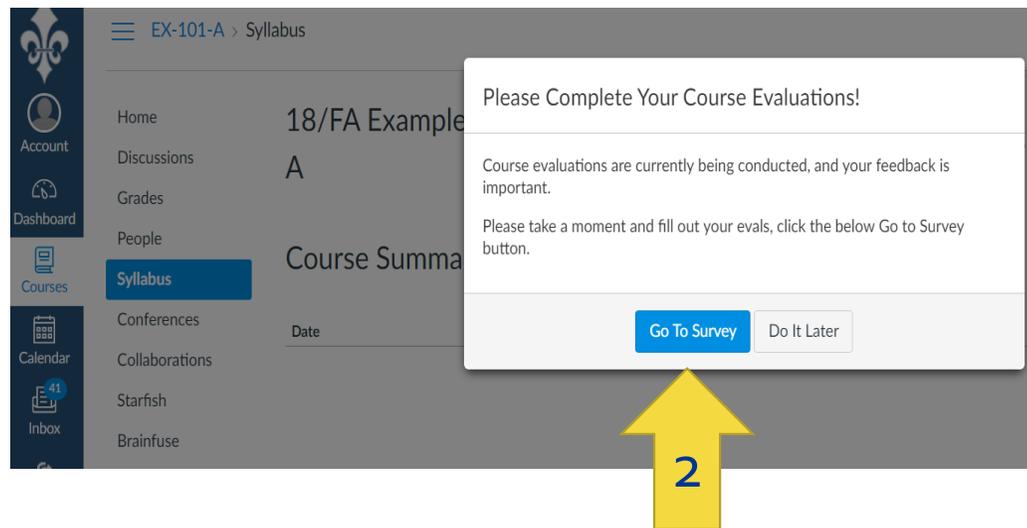
**This is what  
students will  
see:** *Email  
notifications*

- One week prior to the course evaluation period, students will receive an early notice by email.
- Once the course evaluation period begins, students will:
  - Receive an email with a link that will take them to their Canvas homepage.
  - Access evaluations directly from Canvas
  - Students will receive periodic reminders and pop-up reminders in Canvas until they complete all evaluations.

# This is what students will see: *Course evaluation notifications in Canvas*

In Canvas, they'll see the following:

1. An option on their left-hand navigation pane
2. Pop-up windows with reminders and links which will appear until students complete all course evaluations
3. A calendar notification
4. A widget on the right side of the page



This is what  
students will  
see: *Course  
evaluation*

There has been no change in the course evaluation instrument.  
To view the full survey, [click here](#).

/FA Example Course EX-101-A

EX-101-A : 18/FA Example Course EX-101-A  
Michael Anuszkiewicz

Welcome to the student course evaluation! Your candid and thoughtful responses will help your instructor improve the course and his or her teaching. Your participation is voluntary, and you will not be asked for identifying information. Your instructor will not review the results until after course grades have been submitted.

Please contact [assess@marymount.edu](mailto:assess@marymount.edu) or call 703-284-5748 if you have difficulty with the survey or other concerns.

#### Academic Level/Standing

What is your classification at Marymount?

- Freshman
- Sophomore
- Junior
- Senior
- Masters (MA, MBA, MEd,, MS, MSN)
- Doctoral (DNP, DPT, EdD)

# This is what students will see: *Course evaluations for online and team-taught courses*

- Each course evaluation is divided into three segments:
  - Overall learning experience
  - Student learning and workload
  - Instructor responsiveness and method
  - Student engagement
  - Grading and feedback
  - Grading policies
  - Open-ended questions
- For team-taught courses, students will answer questions on instructor responsiveness and method (only) for **each instructor**.

Question 5

Instructor Responsiveness and Method					
Please indicate the extent of your agreement with the following statements regarding [InstructorName].					
	(1) Strongly disagree	(2) Disagree	(3) Neutral	(4) Agree	(5) Strongly agree
The instructor was responsive when students had questions or needed assistance.	<input type="radio"/>				
The instructor explained course content in a way I could understand.	<input type="radio"/>				
The instructor used teaching methods that helped me learn.	<input type="radio"/>				

• Team Taught Question

- For online courses, students receive additional questions (unchanged)

This is what students will see: *Survey completion*

Once students complete the evaluation for a course, they'll see a confirmation of that completion when they click on the evaluation link.

8/FA Example Course EX-101-A

My Surveys Student/Respondent ?

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Copy of Fall 2018 Course Evaluation

EX-101-A : 18/FA Example Course EX-101-A  
Marymount University

Starts 10/22/2018 12:00 AM - Ends 10/26/2018 12:00 AM

**Completed on 10/22/2018 3:36 PM**

Students will also be emailed a certificate of completion that can be printed or emailed, as needed.

Course Evaluation Certificate of Completion  
1 message

Marymount University <assess@marymount.edu>  
To: Ann Boudinot <aboudino@marymount.edu>

Marymount University : Survey Certificate of Completion

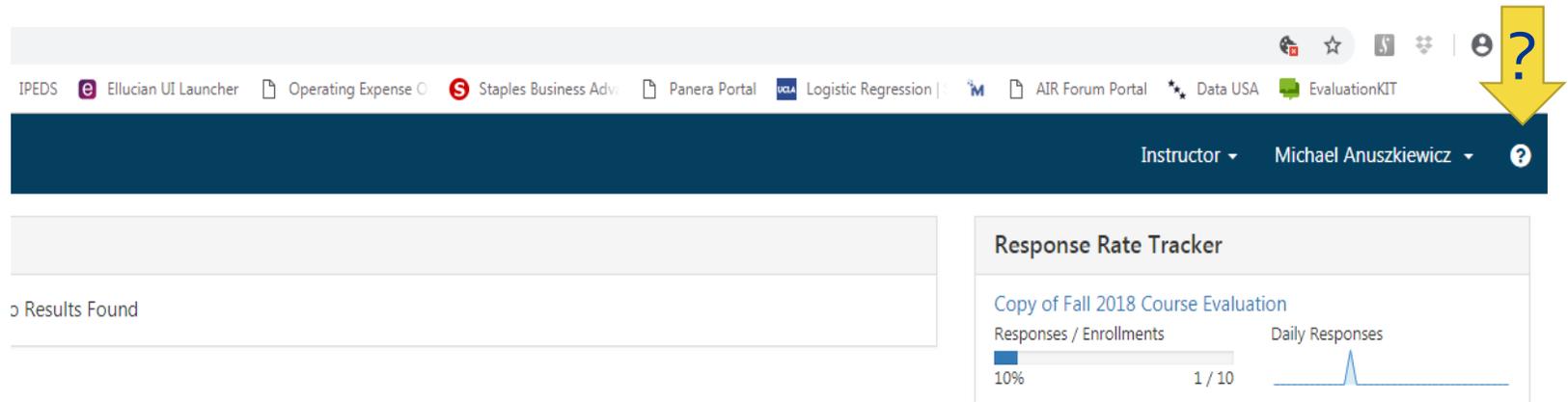


Course: EX-101-A : 18/FA Example Course EX-101-A  
Instructor: Michael Anuszkiewicz

Submitted: 10/22/2018  
Student: Ann Boudinot

Need more  
information?

- Contact the Office of Planning and Institutional Effectiveness (PIE) at [assess@marymount.edu](mailto:assess@marymount.edu) or 703-284-5748.
- Find answers on the [PIE website](#).
- Click on EvaluationKIT **Help** to find resources on best practices, instructional guides, sample documents, and video tutorials.



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** IPEDS, Ellucian UI Launcher, Operating Expense, Staples Business Adv, Panera Portal, UCLA Logistic Regression, AIR Forum Portal, Data USA, EvaluationKIT.
- User Interface:** Instructor Michael Anuszkiewicz, a help icon (question mark), and a search bar.
- Response Rate Tracker:** A widget titled "Response Rate Tracker" for "Copy of Fall 2018 Course Evaluation". It shows "Responses / Enrollments" at 10% (1 / 10) and a "Daily Responses" line graph.