

EVALUATIONKIT: ACCESSING COURSE EVALUATION RESULTS FROM CANVAS

[Link](https://www.mesacc.edu/intranet/course-survey) to Standard Student Course Survey (SSCS) Intranet page:
<https://www.mesacc.edu/intranet/course-survey>

Monitoring, Viewing, and Using SSCS Evaluation Results

Results can be accessed from your Canvas courses through “[Instructor Course Evaluations](#)” in the course navigation bar. **Note:** “[Instructor Course Evaluations](#)” will appear and remain in the navigation bar once the MCC college-wide Standard Student Course Survey (SSCS) is in progress for a course. Another Canvas SSCS evaluation results access avenue is to go to: Account - Profile - Course Evaluations.

In addition, results can be accessed via email. Faculty will receive two emails, one when the evaluation project is launched and another when the results are available for viewing in the system. These messages will be sent to the primary email address listed in Canvas. If you are not receiving these emails, check your Canvas settings to ensure that your correct email address is listed as your preferred (primary) method of contact for Canvas notifications.

Note: Results for courses with five or fewer responses will not be available.

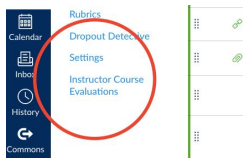
Monitoring Student Evaluation Response Rates

Faculty can monitor the response rate to encourage student participation throughout the response period, but will be unable to see the results until they are released (**2 weeks after the class is over**).

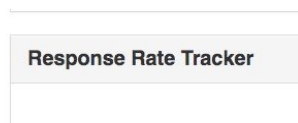
Important Note: If a student has not taken the survey 3 days prior to culmination, access to the Canvas course will be blocked until they take/submit the survey.

Best practice: inform and incentivise students to take the survey the first week it is available.

Step 1: Access EvaluationKIT by clicking on “[Instructor Course Evaluations](#)” in the navigation bar of one of your Canvas courses.

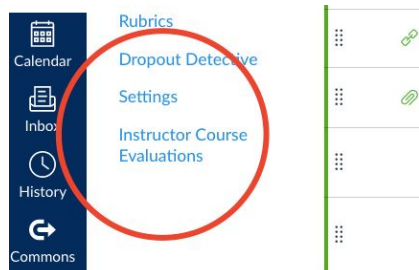


Step 2: View response rates for each of your courses via the tracker.



Viewing Student Evaluation Results

Step 1: Access EvaluationKIT by clicking on “[Instructor Course Evaluations](#)” in the navigation bar of one of your Canvas courses.



Step 2: You will see all of your course evaluation results organized by semester/year.

Note: Short-term evaluations are unique from their full-term counterparts. These results are denoted by “_Short Term” following the term name.

EvaluationKIT by Watermark™		
Project Results		
MCC Course Evaluation Spring 2020		
SCT10027403	MC 2020 SPRING-SCT100 27403	MCC.2020.SPRING.27403_MCC.2020.SPRING.27403
MCC Course Evaluation Spring 2019		
SCT10032835	MC 2019 SPRING-SCT100 32835	MCC.2019.SPRING.32835_MCC.2019.SPRING.32835
MCC Course Evaluation Spring 2018		
SCT10023489	MC 2018 SPRING-SCT100 23489	MCC.2018.SPRING.23489_MCC.2018.SPRING.23489
MCC Course Evaluation Spring 2017		
SCT10037608	MC 2017 SPRING-SCT100 37608	MCC.2017.SPRING.37608_MCC.2017.SPRING.37608
Response Rate Tracker		
No Project Found		

Step 3: Select the semester/year you want to view or download a report

Batch Report Options






Courses can be combined into one larger “batch” or compiled report. This allows Residential Faculty to batch all student evaluations for a semester into one PDF file for their Individual Development Plan (IDP).

In general, courses can be batched for different sections of the same course, etc.

Step 4: Click on the Report icon shown below and select Detailed Report + Comments

Project Results MCC Course Evaluation Spring 2020

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
SCT10027403	MC 2020 SPRING-SCT100 27403	MCC.2020.SPRING.27403_MCC.2020.SPRING.274	
Total 1	Records per page 1000	<div>  Detailed Report  Detailed Report + Comments  Raw Data</div>	

Step 5: Download your report


The report will download to your computer desktop or download folder. Check the browser download settings for location details/preferences. **Note:** The batched report may also be sent to your email. During peak times this can take a few hours.

Batch report screenshot below:

Mesa Community College
MCC Course Evaluation Spring 2020

Course: SCT10027403: MC 2020 SPRING-SCT100 27403
Instructor: Janice Dawson *
Response Rate: 15/17 (88.24 %)


1 - For the items below, please indicate your level of agreement or disagreement with each statement.
The instructor knows the course content well.
Janice Dawson

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Strongly Agree	(5)	15	100.00%		5.00
Agree	(4)	0	0.00%		
No Opinion	(3)	0	0.00%		
Disagree	(2)	0	0.00%		
Strongly Disagree	(1)	0	0.00%		

Response Rate: 15/17 (88.24%)

Mean: 5.00 STD: 0.00 Median: 5.00

1 - For the items below, please indicate your level of agreement or disagreement with each statement.
The instructor presents information clearly.
Janice Dawson

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Strongly Agree	(5)	13	86.67%		4.87
Agree	(4)	2	13.33%		
No Opinion	(3)	0	0.00%		
Disagree	(2)	0	0.00%		
Strongly Disagree	(1)	0	0.00%		

Response Rate: 15/17 (88.24%)

Mean: 4.87 STD: 0.35 Median: 5.00

1 - For the items below, please indicate your level of agreement or disagreement with each statement.
The instructor responds to student questions clearly.
Janice Dawson

For Probationary Residential Faculty Only

Step 6: For your IDP (Individual Development Plan), rename your batched report file:
StudentEvaluations [space] your last name, your first name initial [space] semester year
Example: StudentEvaluations Dawson, J Fall2020.pdf

Using the Evaluation Results

Faculty/Instructional Uses

Faculty are encouraged to use evaluation results to guide their instruction. Evaluation data contains valuable information from students about their experience and perceptions of the course and instruction. This information can be used by the faculty member to set instructional goals, revise the course material

and/or design to improve the teaching and learning experience in the course. Probationary Residential Faculty MUST use evaluation results when writing their Overall Instructional Narrative in their IDP. Appointive Residential Faculty can use evaluation results when writing their FEP (Faculty Evaluation Plan). To opt-in to the MCC college-wide Standard Student Course Survey, fill out the opt-in [Google Form](#). **Note:** Appointive Residential Faculty must opt into the survey by the first Friday in September for the Fall semester and the first Friday in February for the Spring semester.

Who Has Access to the Evaluation Results

Adjunct, One-Semester-Only, One-Year-Only, Dual Enrollment, and Probationary Residential Faculty: Only the faculty member of the course being evaluated and their Department Chair will see the individual results. **Note:** Program Directors: can request individual results of the faculty they supervise from their Department Chair.

Appointive Residential Faculty: Only the faculty member of the course being evaluated will see the individual results.

Instructional Deans: Only view aggregate results for their departments.

Institutional Uses

The college will use the evaluation results to inform improvement efforts related to strategic priorities, accreditation, and other institutional goals. The acceptable use of data is covered in the college's [Data Governance Standards](#).

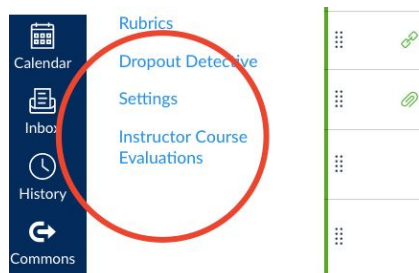
Support & Additional Resources

EvaluationKIT Help Center

EvaluationKIT has an extensive Help Center that includes 'how-to' documents and videos to assist users in accessing and generating project results.

To access the EvaluationKIT Help Center:

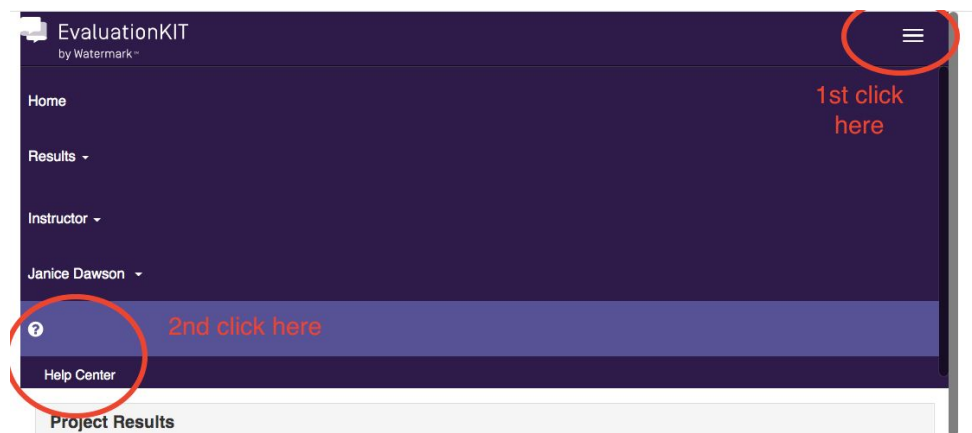
Step 1: Access EvaluationKIT by clicking on “[Instructor Course Evaluations](#)” in the navigation bar of one of your Canvas courses.



Step 2: Click on the “hamburger” 3 lines upper right corner

Step 3: Click on the “?”

Step 4: Click on “Help Center”



The EvaluationKIT Help Center contains valuable “how-to” documents and videos.

MCC Support

For questions or concerns about the evaluation process, contact Janice Dawson, Faculty Developer janice.dawson@mesacc.edu.

For technical questions related to EvaluationKIT (e.g. how to access results, problems logging in, etc.) contact Nathan Smith in the MCC Office of Institutional Effectiveness at nathan.a.smith@mesacc.edu.