EVALUATIONKIT: ACCESSING COURSE EVALUATION RESULTS

Link to Standard Student Course Survey Intranet page:
https://www.mesacc.edu/intranet/course-survey

Monitoring & Viewing Evaluation Results

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.

Review how notification preferences can be set and managed in Canvas. (http://bit.ly/lmsnotices)

Note: It is important to save these notices to have ongoing access to monitor the response rate and ultimately view and download the results.

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 **(approximately 3-4 weeks after the class is over)**.

Step 1: Access the EvaluationKIT Log-in from the Deployment Notification Email

- Click the login weblink provided in the evaluation deployment notification email that will be sent **approximately 2 weeks before the end of classes each semester** to the primary email address listed in Canvas.
- The link will automatically open the EvaluationKIT website and log-in to the faculty personal dashboard.

Viewing Evaluation Results

Step 1: Access the EvaluationKIT Log-in from the Results Notification Email

- Click the login weblink provided in the results notification email that will be sent **approximately 2 weeks after the end of classes each semester** to the preferred email address listed in Canvas. .
- The link will automatically take you to the EvaluationKIT website and log you in to your personal dashboard.

Example email notice from EvaluationKIT.
This will be the only method to access the survey response rates and results.

Note: the link provided in the email notification is unique to your courses and should not be shared with others.

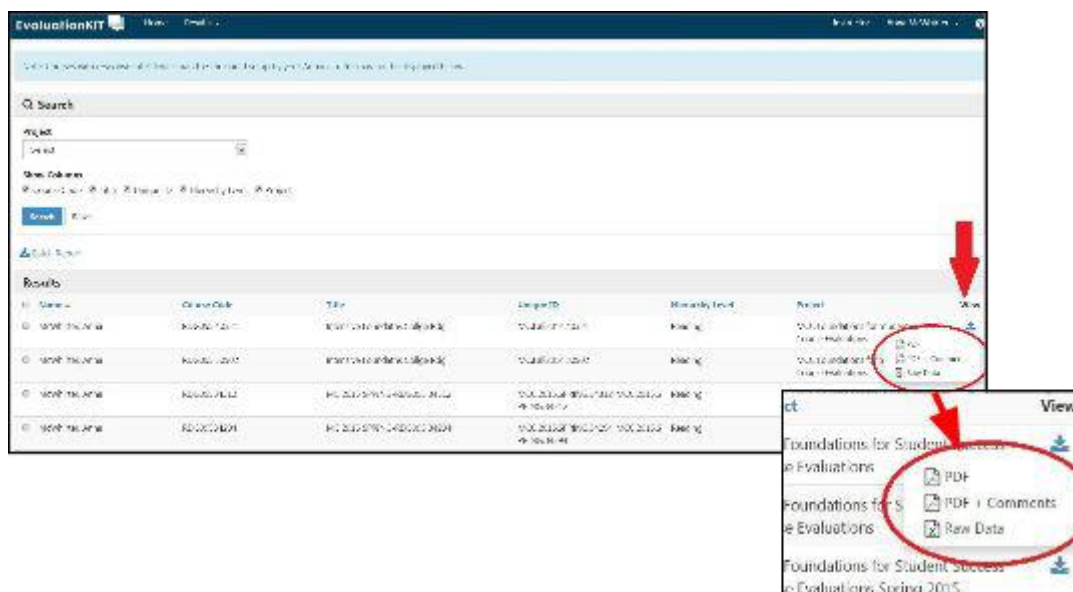## Step 2: Locate the Results Area in the EvaluationKIT Dashboard

- Click on the **'Results'** tab on the blue navigation bar.
- Select **'Instructor Results'**.

EvaluationKIT Dashboard and results menu.

Step 3: Select a Class to View

- From the **'Instructor Results'** area, locate the Class in the Course Code column.
- Click on **'View'** under the Report column.

EvaluationKIT Report download options menu.

Step 4: Download the Report

- From the **View** menu select a report type to download for the course that was evaluated. The report type options are:
    - **PDF -** displays results of scale and multiple choice type questions.
    - **PDF + Comments (this is the suggested format) -** displays results of scale and multiple choice type questions AND comment (text)-based written student feedback. Includes the questions and the responses in both graphical and table/numerical display within the report.
    - **Raw Data -** results of all data in a raw CSV file format (accessible in MS Excel).
- Click to open the selected report file on the computer.

    Note: The report will download to the computer desktop or download folder. Check the browser download settings for location details/preferences.

Batch Report Options

Evaluations for individual courses can be combined into one larger "batch" or compiled report. This allows for faculty to view:

- disaggregated evaluation results for different sections of the same course, for some or for all courses taught in a single report, OR
- aggregate evaluation results for different sections of the same course, for some or for all courses taught.

Step 1: Access the EvaluationKIT Log-in from the Results Notification Email

- Click the login weblink provided in the results notification email that will be sent **approximately 2 weeks after the end of classes each semester** to the primary email address listed in Canvas..

- The link will automatically take you to the EvaluationKIT website and log you in to your personal dashboard.

Step 2: Locate the Results Area in the EvaluationKIT Dashboard

- Click on the **'Results'** tab on the blue navigation bar.
- Select **'Project Results'**.

From the EvaluationKIT Results Area select multiple courses to generate a batch report.

Step 3: Create a Batch Report

- Select more than one course section from the results list.
- Click on the **'Batch Report'** icon.
- Enter a **name** for the Batch Report.
- Select a Batch Report Format:
  - **Merge Multiple PDF Reports into one PDF for Selected Courses -** in this format the individual course section evaluation reports will be compiled into a single PDF report, but the data is not aggregated.
  - **Download Multiple PDF Reports/Batch as ZIP File for Selected Courses -** in this format course section evaluation reports will be downloaded as individual PDF files into a ZIP (compressed) file, but data is not aggregated.
  - **Aggregate Data for Selected Items into One Report -** in this report results for all selected course section evaluations will be aggregated into one single PDF report.
- Choose the **Select or Deselect option to include evaluation responses to write-in (text)** questions on the batch report.

EvaluationKIT Batch Report options.

- Click **'GO'**. The file will download on the computer.

Note: The report will download to the computer desktop or download folder. Check the browser download settings for location details/preferences.

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. PAR Faculty can use evaluation results from one class in their IDP (Individualized Development Plan).

Institutional Uses

Appointive Faculty: Only the appointive faculty member of the course being evaluated will see the individual results. Department Chairs and Deans will be able to see ONLY aggregate results for their departments.

PAR, Adjunct, One Semester Only (OSO), One Year Only (OYO), and Duel Enrollment (DE) Faculty: The faculty member of the course and Department Chair will see individual results. Deans will be able to see ONLY aggregate results for their department.

The department and 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:
- Click the login weblink provided in the initial notification email (sent when the course evaluations begin) or the results notification email **(sent approximately 2 weeks after the end of classes each semester)** to the primary email address listed in Canvas..
- The link will automatically take you to the EvaluationKIT website and log you in to your personal dashboard.
- Click on the round **'Question Mark [Help Center] Icon'**.
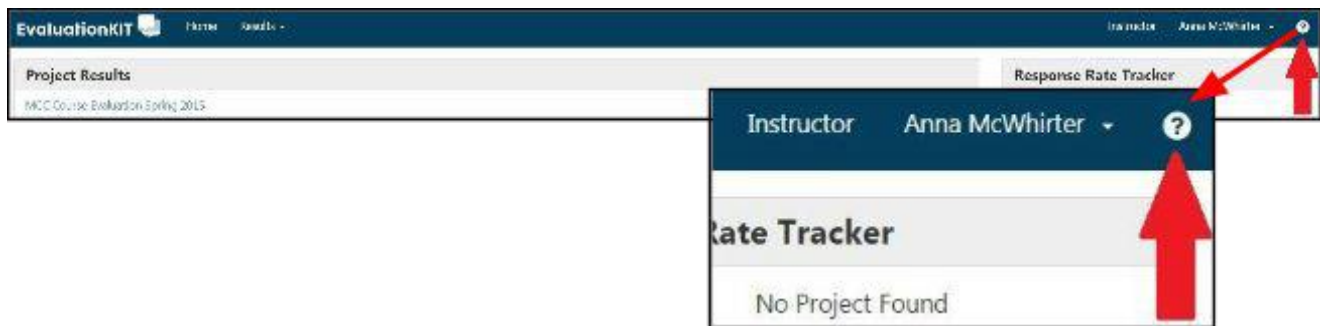
The EvaluationKIT Help Center contains valuable "how-to" documents and videos.

MCC Support

For questions or concerns about the evaluation process, contact your Department Chair.

For technical questions related to EvaluationKIT (e.g. how to access results, problems logging in, etc.) contact Dennis Mitchell in the MCC Office of Institutional Effectiveness at dennis.mitchell@mesacc.edu or (480) 461-7213.