EvaluationKIT®
Student Feedback Made Simple

Instructions - Faculty

Preparing Summaries for Tenure/Promotion File

Candidates are required to submit five years of teaching and course feedback as part of their tenure/promotion file.
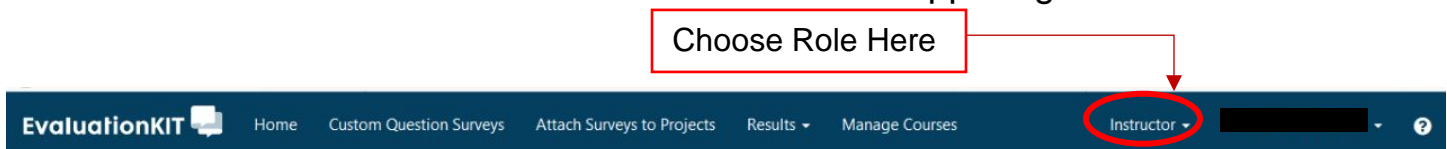
- As of May 2018, the Rank and Tenure Committee requests PDF versions of:
  - ➢ 1) Quantitative and qualitative summaries for each course
  - ➢ 2) Quantitative summaries for each academic year (fall, January, and spring)
    *Please note: summer courses should be reported separately from the academic year. Prepare a quantitative and qualitative summary for each summer course. If multiple summer courses are taught in the same academic year, use the instructions on pg.9 to create a "batch" summary.

- Login to **EvaluationKIT**. Choose one of the following options for accessing EvaluationKIT:
  - ➢ Click the login link provided in any of your notification emails.

    OR

  - ➢ Click the **"Access EvaluationKIT Here"** button located on the Faculty Page of the Provost – Course Evaluations website at:
    https://www.plu.edu/faculty-resources/course-evaluations/faculty/.
    - o This link will take you to the PLU EvaluationKIT login page where you will be asked to enter PLU ePass credentials.

EvaluationKIT
Login
Button

Faculty Resources

Access EvaluationKIT Here
EvaluationKIT login will require your
PLU e-Pass login credentials

LOGIN

- Once logged in, user will be brought to your Instructor homepage or **"Dashboard".**
  - ➢ Check that the "Instructor" role is selected in the upper right-hand corner.

Choose Role Here

EvaluationKIT   Home   Custom Question Surveys   Attach Surveys to Projects   Results ▾   Manage Courses   Instructor ▾   ▾   ❓

HELP and tutorials are always available by clicking on the ❓ icon from the upper right hand corner of any page in EvaluationKIT.

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1)Quantitative and Qualitative Summaries by Course

➢ Click on **Results>Project Results**

• Choose and highlight the **Project Name** (semester) of the results you would like to view.

Highlight project

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Quantitative and Qualitative Summaries by Course - cont.

- You will now see your **Project Results** page.
  - ➢ Choose and highlight the course results you wish to view.
  - ➢ Click on the Download icon 📥 .

- A **Project Results Download Dropdown Menu** will list 4 different file formats:

  - PDF
  - PDF + Comments (Requested by Rank and Tenure)
  - Raw Data (Data can be downloaded for use in Excel format)
  - Feedback (This feature supports a dialogue about results between instructors and administrators. Here, instructors can review their results and send comments to their department chair or administrator, and administrators can review the results for those instructors they oversee and then provide feedback to each of their instructors.)

  - ➢ Click on PDF + Comment
  - ➢ Save PDF file. Name files in a consistent format (eg. Course Name_SemesterYear_Instructor Name)

2)Quantitative Summaries by Academic Year

- ➢ Click on **Results>Report Builder**

- ➢ Click on **+Create New Report**

- ➢ Name your report using the format: AY YYYY-YY_Last Name, First Name
- ➢ Add a report description: Quantitative annual report, AY YYYY-YY
- ➢ Click on **Continue**

- ➢ Selecting the Projects (semesters) in the academic year

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Quantitative Summaries by Academic Year – cont.

> ➤ Click on the box to the left of the project name to select each project (semester) available for the academic year.
> ➤ Click **+Add Selected Projects** after selecting the projects below

+ Add Selected Projects

Select Projects

	Name	Date Created	Status	Start Date	End Date
☐	2017 Fall - Teaching and Course Feedback	9/27/2017	Unknown	10/12/2017	12/16/2017
☐	2017 SUMMER - Teaching and Course Feedback	6/14/2017	Unknown	6/12/2017	9/2/2017
☑	2017 SPRING - Teaching and Course Feedback	3/2/2017	Unknown	3/2/2017	6/10/2017
☑	2016 FALL - Teaching and Course Feedback	9/20/2016	Unknown	9/7/2016	12/31/2016

Total **4**   Records per page 100 |◄ ◄ Page 1 of 1 ► ►|

> ➤ The selected projects are now listed under *Report Projects*.
> ➤ Verify that all projects (semesters) for the academic year have been added, then click continue. *Summer courses should be reported separately from the academic year (fall/January/spring).*

🏠 / Results / Report Builder / Report Projects

Report Projects AY YYYY-YY_Last,First

Report Properties	Projects	Questions	Build Query	Report Template	View Report

Report Projects

Project Name	Date Created	Status	Start Date	End Date	Remove
2016 FALL - Teaching and Course Feedback	9/20/2016	Ended	9/7/2016	12/31/2016	✖
2017 SPRING - Teaching and Course Feedback	3/2/2017	Ended	3/2/2017	6/10/2017	✖

Continue >   Exit

> ➤ Check the *Select all* box to select all questions from the **Main Survey**

🏠 / Results / Report Builder / Report Questions

Report Questions AY YYYY-YY_Last,First

Report Properties	Projects	Questions	Build Query	Report Template	View Report

Continue >   Exit

Main Survey: Teaching and Course Feedback Form - Main

☑ Select all

Quantitative Summaries by Academic Year – cont.

➢ Leave the *Build Query* section blank and select continue ("No areas added")

➢ Select template *3. Project Summary Report* (this should already be selected by default)
➢ Select *Generate*

Select a template by clicking on a number, then click on the "Generate" button.

3. Project Summary Report

-Organized by Project(s)
-Summarizes individual survey questions for all Courses and respondents at the Project-level
-Can be used to compare across multiple Projects

Reasonableness of assigned work was:						
Project	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Respondents/ Enrollments	Mean	STD
Project 2	1 (16.67%)	2 (33.33%)	2 (33.33%)	1 (16.67%)	6 / 6 (100.00%)	2.50	1.05
Total	1 (16.67%)	2 (33.33%)	2 (33.33%)	1 (16.67%)	6 / 6 (100.00%)	2.50	1.05

Select "3" here if it is not selected by default

`1` `3` `5` `6` `7` `8`

➢ Click *Show/Hide*

Quantitative Summaries by Academic Year – cont.

➢ Uncheck *Write-in Text* in the pop-up window
➢ Select *Apply*

➢ Click *Export*

➢ Verify the Report Name in the pop-up window
➢ Uncheck *Include Account Logo*
➢ Select PDF

Quantitative Summaries by Academic Year – cont.

➢ The report will download with the name "Report Builder"
➢ Save the PDF in the desired location and rename the file to match the report name (AY YYYY-YY_Last,First)
➢ The report will remain in EvaluationKIT and can be accessed, modified, and exported at any time. You can create annual reports after each academic year and export them when you begin preparing your file.

Viewing Reports

➢ From your Instructor **"Dashboard"**
➢ Click on **Results>Report Builder**
➢ Previously created reports will be listed under *Reports*
➢ Highlight a report from the list or use the *Search Reports* function

➢ Click the 🔍 icon for the report you would like to view

➢ Click the *View Report* tab
➢ Export following the previous directions (pg. 7)

3) "Batch" Reporting for Multiple Summer Courses (in same AY)

- If you have multiple courses in a project, you can select a group of courses and generate a **Batch Report**. Use this reporting option
  - ➢ Check the boxes for each course to include in your report.
  - ➢ Click Batch Report

Select Batch Report

Select courses to include in report here

Uncheck this option

Rank and Tenure request this option for multiple summer course summaries

- A **Batch Report** Pop Up Window will appear with report options:
  - Name the report (eg. Course Name_SemesterYear_Instructor Name)
  - Rank and Tenure requests "Aggregate Data for Selected Items into One Report"
  - Do not select "Include Write-in Questions"
  - ➢ Click **GO** to generate your Report.

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