

## 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.

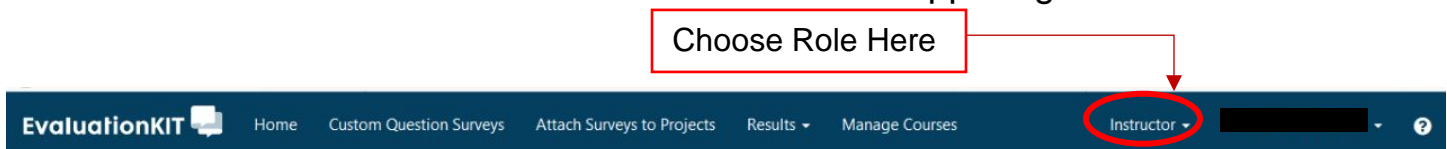
- As of May 2018, the Rank and Tenure Committee requests PDF versions of:
  - 1) Quantitative and qualitative summaries for each course
  - 2) Quantitative summaries for each academic year (fall, January, and spring)
    - \*Please note: summer courses should be reported separately from the academic 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/>.
  - This link will take you to the PLU EvaluationKIT login page where you will be asked to enter PLU ePass credentials.



- 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.



**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.

Project Results

Summer II 2016 - Teaching and Course Feedback			
MFTHS23P05	Practicum III		20167210011
MFTHS25P04	Practicum IV		20167210017

Response Rate Tracker

Fall 2016 - Teaching and Course Feedback

Responses / Enrollments: 0% / 0 / 2

Daily Responses

Custom Questions

Fall 2016 - Teaching and Course Feedback

Status: Closed Access From: 11/14/2016 12:00 AM Access Until: 11/20/2016 12:00 AM Delivery Date: 9/6/2016 10:00 PM

Project Results View results for courses and instructors

Page Settings

Search Projects

Name Where Between And

Search


Name	Project End Date	Results Start	Results End	View
Summer II 2016 - Teaching and Course Feedback	8/19/2016	9/2/2016	Open	

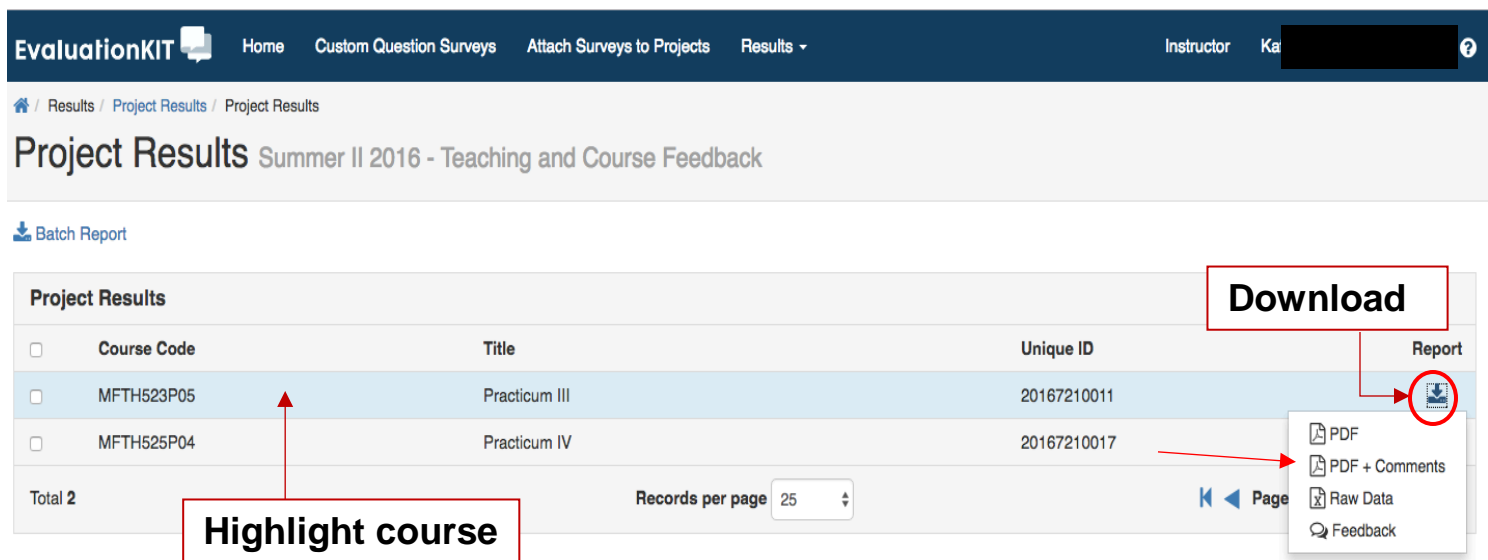
Total 1 Records per page: 25 Page 1 of 1

**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 .



The screenshot shows the 'Project Results' page for 'Summer II 2016 - Teaching and Course Feedback'. The table contains the following data:

Course Code	Title	Unique ID
MFTH523P05	Practicum III	20167210011
MFTH525P04	Practicum IV	20167210017

The 'Download' dropdown menu includes the following options:

- PDF
- PDF + Comments
- Raw Data
- Feedback

- 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)

## Instructions - Faculty

### 2) Quantitative Summaries by Academic Year

- Click on **Results>Report Builder**
- Click on **+Create New Report**

The screenshot shows the EvaluationKIT navigation bar with the following items: Home, Custom Question Surveys, Attach Surveys to Projects, Results (dropdown), and Instructor (dropdown). The 'Results' dropdown menu is open, showing options: Response Rate Tracker, Project Results, Instructor Results, Report Builder (highlighted), and Results Feedback. Below the navigation bar, the breadcrumb path is 'Results / Report Builder'. The main heading is 'Report Builder'. At the bottom left, there is a button labeled '+ Create New Report' which is circled in red. A red arrow points from the 'Results' dropdown to the 'Report Builder' option, and another red arrow points from the 'Report Builder' breadcrumb to the '+ Create New Report' button.

- 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**

### Report Properties

The screenshot shows the 'Report Properties' form with a progress bar at the top containing steps: Report Properties (active), Projects, Questions, Build Query, Report Template, and View Report. The form has two input fields: 'Report Name' with the value 'AY YYYY-YY\_Last,First' and 'Description' with the value 'Quantitative annual report, AY YYYY-YY'. At the bottom, there are two buttons: 'Continue >' (highlighted with a red arrow) and 'Exit'.

- Selecting the Projects (semesters) in the academic year

The screenshot shows the 'Report Projects' page. The breadcrumb path is 'Results / Report Builder / Report Projects'. The main heading is 'Report Projects AY YYYY-YY\_Last,First'. Below the heading is a progress bar with steps: Report Properties, Projects (active), Questions, Build Query, Report Template, and View Report.

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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
<input type="checkbox"/> 2017 Fall - Teaching and Course Feedback	9/27/2017	Unknown	10/12/2017	12/16/2017
<input type="checkbox"/> 2017 SUMMER - Teaching and Course Feedback	6/14/2017	Unknown	6/12/2017	9/2/2017
<input checked="" type="checkbox"/> 2017 SPRING - Teaching and Course Feedback	3/2/2017	Unknown	3/2/2017	6/10/2017
<input checked="" type="checkbox"/> 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

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

## Instructions - Faculty

### Quantitative Summaries by Academic Year – cont.

- Leave the **Build Query** section blank and select continue (“No areas added”)

Build Query AY YYYY-YY\_Last,First

Report Properties Projects Questions **Build Query** Report Template View Report

**Continue** Exit

Report Areas

No Areas Added

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

Report Template AY YYYY-YY\_Last,First

Report Properties Projects Questions Build Query **Report Template** View Report

**Generate** Exit

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
<b>Total</b>	<b>1 (16.67%)</b>	<b>2 (33.33%)</b>	<b>2 (33.33%)</b>	<b>1 (16.67%)</b>	<b>6 / 6 (100.00%)</b>	<b>2.50</b>	<b>1.05</b>

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



- Click **Show/Hide**

View Report AY YYYY-YY\_Last,First

Report Properties Projects Questions Build Query Report Template **View Report**

Select Questions **Show/Hide** Export Share

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### Quantitative Summaries by Academic Year – cont.

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

Project	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)	Respondents/Enrollments	Mean	STD
2016 FALL - Teaching and Course Feedback	25 (96.15%)	1 (3.85%)	0 (0%)	0 (0%)	0 (0%)	26/30 (86.67%)	4.96	0.20
2017 SPRING - Teaching and Course Feedback	35 (62.5%)	20 (35.71%)	1 (1.79%)	0 (0%)	0 (0%)	56/108 (51.85%)	4.61	0.53
<b>Total</b>	<b>60 (73.17%)</b>	<b>21 (25.81%)</b>	<b>1 (1.22%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>82/138 (59.42%)</b>	<b>4.72</b>	<b>0.48</b>

- Click **Export**

### View Report AY YYYY-YY\_Last,First

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

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### 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

The screenshot shows the EvaluationKIT interface. At the top, the 'Results' menu is open, with 'Report Builder' selected. Below this, the 'Report Builder' page is visible, featuring a 'Search Reports' section with input fields for Name, Created Between, and And, and a 'Search' button. A table of reports is displayed below, with columns for Name, Description, Status, Date Created, View, Edit, Copy, Delete, and Share. The 'View' icon (magnifying glass) for the first report is circled in red.

Name	Description	Status	Date Created	View	Edit	Copy	Delete	Share
AY YYYY-YY_Last,First	Quantitative annual report, AY YYYY-YY	Result Available	4/27/2018					
(Test) AY 2016-2017	Fall, J-Term, Spring 2016-17	Result Available	2/21/2018					

- Click the icon for the report you would like to view

This is a close-up of the 'Reports' table from the previous screenshot. The 'View' icon (magnifying glass) for the first report is circled in red, and a red arrow points to it from the text above.

Name	Description	Status	Date Created	View	Edit	Copy	Delete	Share
AY YYYY-YY_Last,First	Quantitative annual report, AY YYYY-YY	Result Available	4/27/2018					
(Test) AY 2016-2017	Fall, J-Term, Spring 2016-17	Result Available	2/21/2018					


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

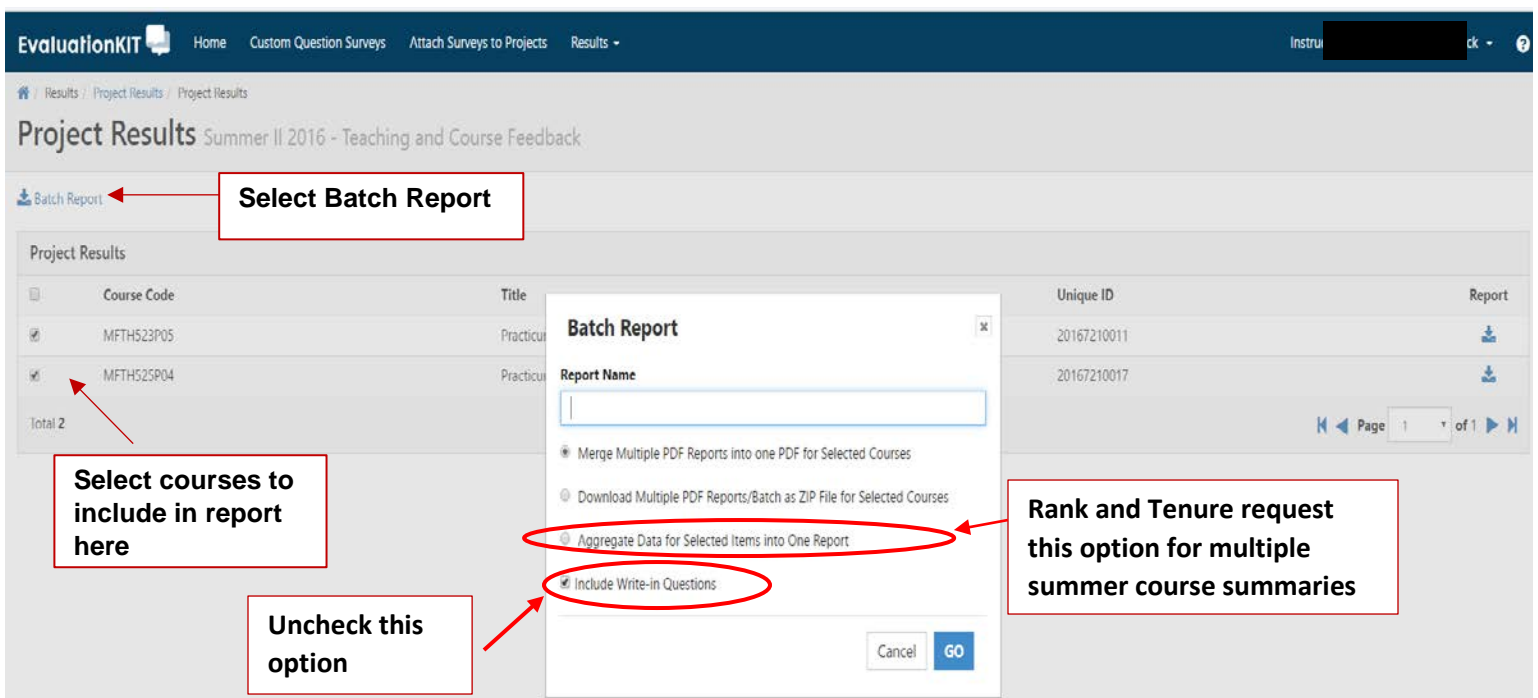
The screenshot shows the bottom navigation bar with five tabs: 'Report Properties', 'Projects', 'Questions', 'Build Query', and 'View Report'. The 'View Report' tab is circled in red.



## Instructions - Faculty

### 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 



The screenshot shows the EvaluationKIT interface with a 'Batch Report' pop-up window. The pop-up window has a 'Report Name' field and four radio button options: 'Merge Multiple PDF Reports into one PDF for Selected Courses', 'Download Multiple PDF Reports/Batch as ZIP File for Selected Courses', 'Aggregate Data for Selected Items into One Report', and 'Include Write-in Questions'. The 'Include Write-in Questions' option is checked. A 'GO' button is at the bottom right of the pop-up. Red callout boxes provide instructions: 'Select Batch Report' points to the 'Batch Report' button in the top left; 'Select courses to include in report here' points to the checkboxes in the 'Project Results' table; 'Uncheck this option' points to the 'Include Write-in Questions' checkbox; and 'Rank and Tenure request this option for multiple summer course summaries' points to the 'Aggregate Data for Selected Items into One Report' radio button.

- 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.

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