

# Instructions - Faculty

## Viewing Evaluation Results

- Login to **EvaluationKIT**. (for information on logging into EvaluationKIT see “**Accessing EvaluationKIT**” instructions)
  - Choose your role (*Instructor only role can skip this step*)
  - Click on **Results>Project Results**

The screenshot shows the EvaluationKIT dashboard. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. A dropdown menu is open under 'Results', with 'Project Results' highlighted by a red arrow. Below the menu is a table of project results:

Project Name	Project ID	Project Type	Project ID
Summer II 2016 - Teaching and Course Feedback	MFTH523P05	Practicum III	20167210011
	MFTH525P04	Practicum IV	20167210017

To the right, there is a 'Response Rate Tracker' for 'Fall 2016 - Teaching and Course Feedback' showing 'Responses / Enrollments' at 0% (0/2) and 'Daily Responses'.

- Choose and highlight the **Project Name** of the results you would like to view.
  - Click on **View**.

The screenshot shows the 'Project Results' page. At the top, there is a search bar with the text 'Search Projects'. Below it is a table of project results:


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

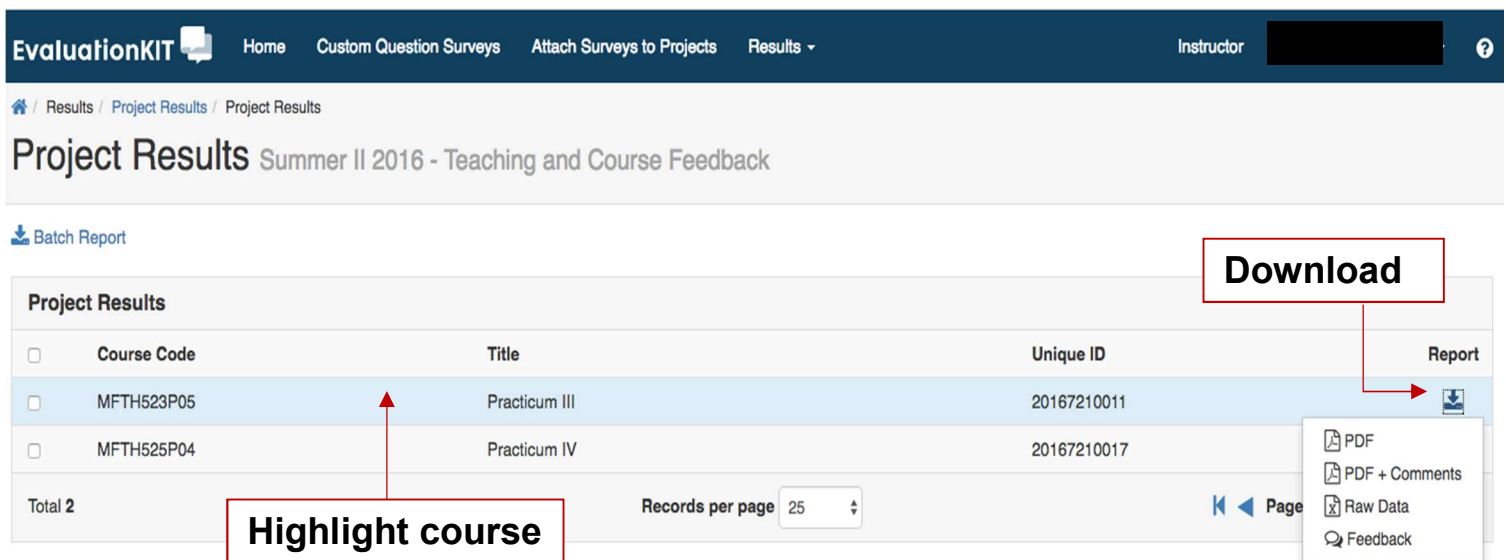
The first row of the table is highlighted in light blue. A red arrow points to the 'View' icon in the 'View' column. Below the table, there is a 'Page Settings' section with 'Records per page' set to 25 and 'Page 1 of 1'.

**Highlight project**

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### Viewing Evaluation Results – 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 EvaluationKIT interface. At the top, there is a navigation bar with 'EvaluationKIT' logo and links for 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The user is logged in as 'Instructor'. The main heading is 'Project Results Summer II 2016 - Teaching and Course Feedback'. Below this is a 'Batch Report' link. The main content is a table titled 'Project Results' with columns for 'Course Code', 'Title', 'Unique ID', and 'Report'. Two rows are visible: 'MFTH523P05 Practicum III' and 'MFTH525P04 Practicum IV'. A red box labeled 'Download' points to the 'Report' column header. Another red box labeled 'Highlight course' points to the first row of the table. A dropdown menu is open under the 'Report' column, showing options: 'PDF', 'PDF + Comments', 'Raw Data', and 'Feedback'.

Course Code	Title	Unique ID	Report
<input type="checkbox"/> MFTH523P05	Practicum III	20167210011	
<input type="checkbox"/> MFTH525P04	Practicum IV	20167210017	


Total 2

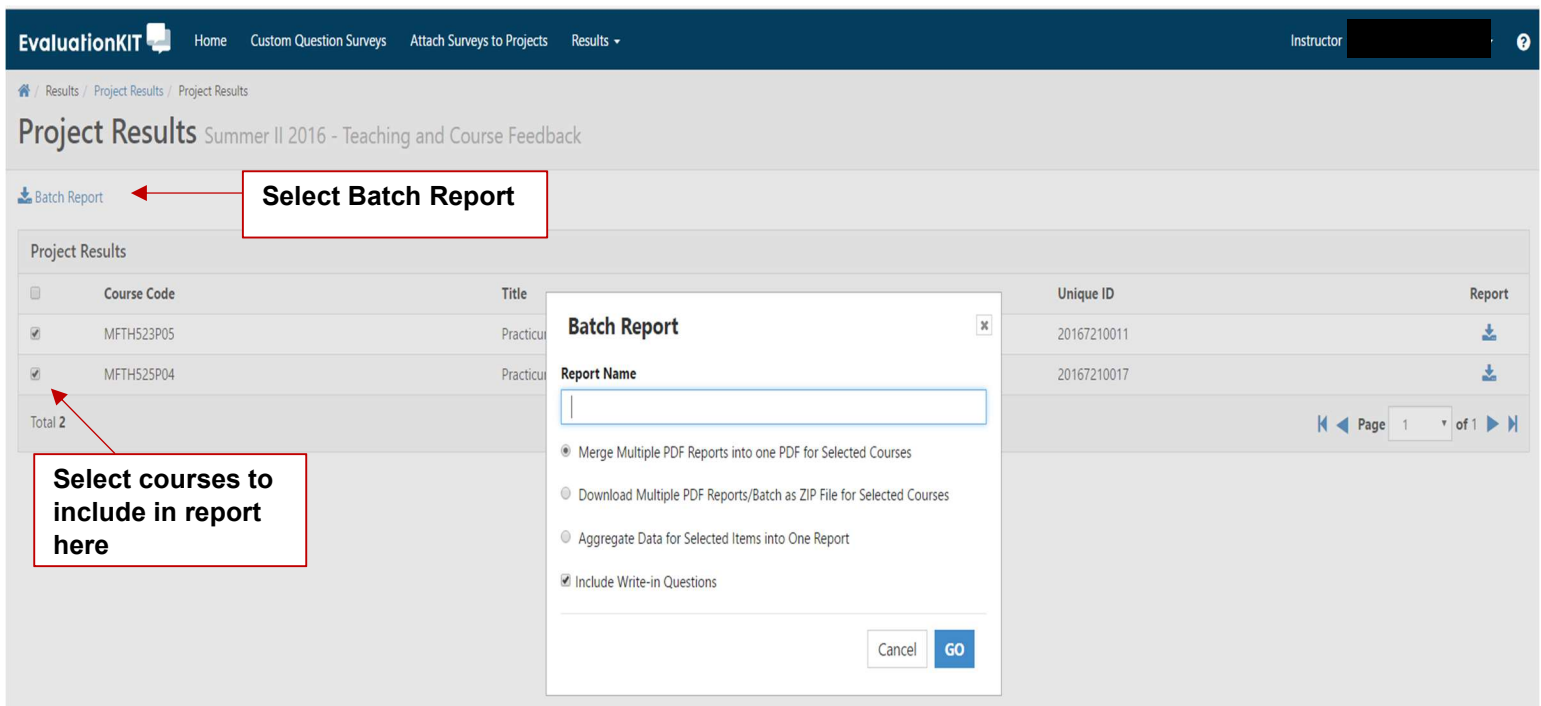
Records per page 25

- A **Project Results Download Dropdown Menu** will list 4 different file formats:
  - PDF
  - PDF + Comments
  - 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 your preferred file format to view your results.

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### Viewing Evaluation Results – Multiple Courses

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



The screenshot shows the EvaluationKIT interface. At the top, there's a navigation bar with 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The main content area is titled 'Project Results Summer II 2016 - Teaching and Course Feedback'. A 'Batch Report' button is highlighted with a red box and an arrow. Below it, a table lists two courses: MFTH523P05 and MFTH525P04, both with checkboxes selected. A red box highlights these checkboxes with the text 'Select courses to include in report here'. A 'Batch Report' pop-up window is open, showing options for report generation: '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' (checked). The 'GO' button is highlighted.

- A **Batch Report** Pop Up Window will appear with report 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
  - Choice to include Write-in Questions
- Select your Report choices.
- 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.**