

## Instructions - Faculty

### Viewing Response Rates

- Login to **EvaluationKIT**. (for information on logging into EvaluationKIT see “**Accessing EvaluationKIT**” instructions)
  - Choose your role (Instructor only role can skip this step)
- While evaluations are open, the “**Response Rate Tracker**” on the right side of the page will show the current average response rate for all courses combined.

The screenshot shows the EvaluationKIT dashboard. At the top right, a red box labeled "Choose Role Here" points to the "Instructor" dropdown menu. On the right side, the "Response Rate Tracker" widget displays "Fall 2016 - Teaching and Course Feedback" with a progress bar for "Responses / Enrollments" at 0% (0 / 55) and "Daily Responses". A red arrow points from a red box labeled "Response Rate Information (including enrollment numbers)" to the "0 / 55" value.

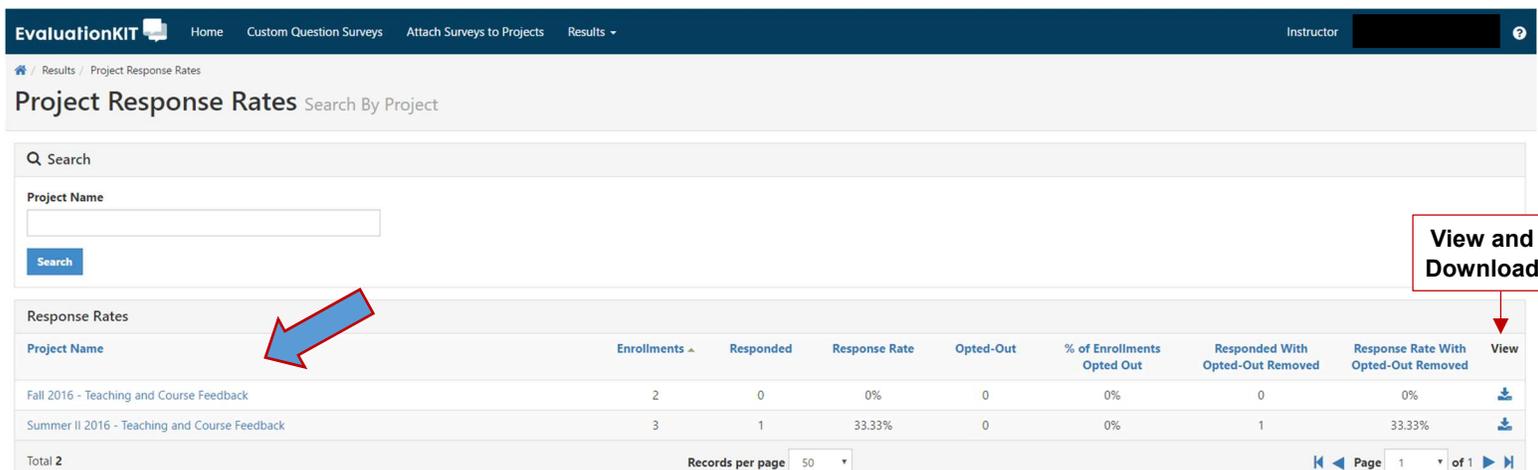
- To view response rates by project or for individual courses:
  - Click on **Results>Response Rate Tracker** from the menu bar

The screenshot shows the EvaluationKIT dashboard with the "Results" menu open. A red arrow points to the "Response Rate Tracker" option in the dropdown menu. The "Response Rate Tracker" widget on the right shows "Fall 2016 - Teaching and Course Feedback" with a progress bar for "Responses / Enrollments" at 0% (0 / 2) and "Daily Responses".

## Instructions - Faculty

### Viewing Response Rates – cont.

- From the **Project Response Rates** page you will see response rates for multiple projects (if any).
  - Select the **Project Name (term)** to view response rates for courses in that project.
  - Click the  icon under **View**.



Project Response Rates Search By Project

Search

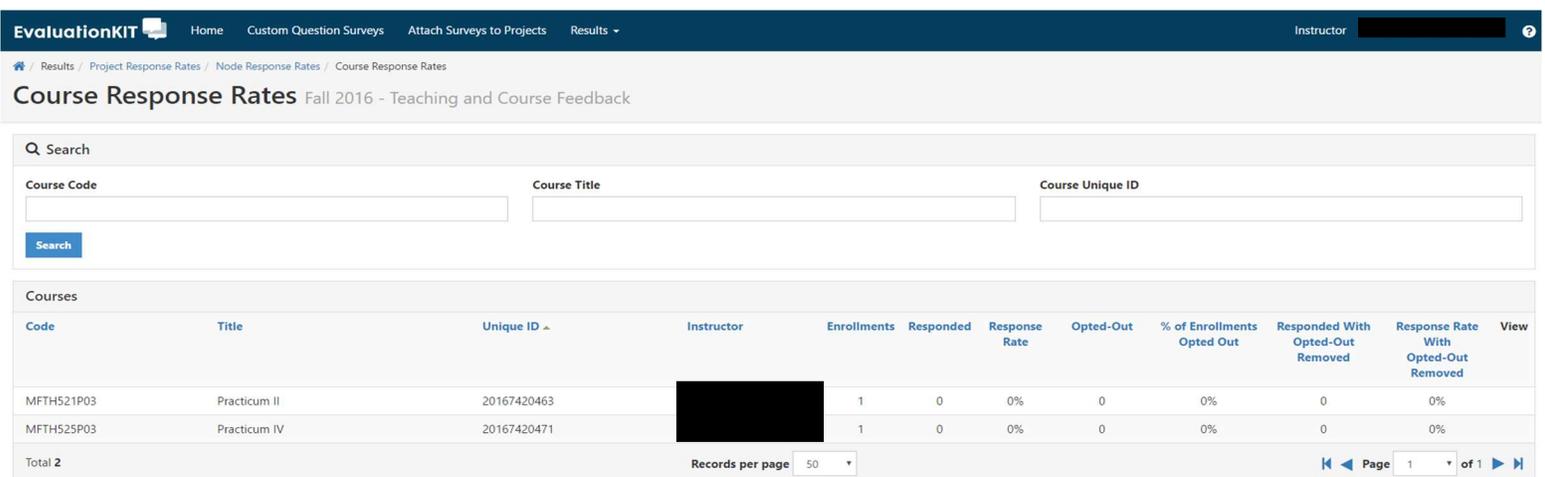
Project Name

Search

Project Name	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
Fall 2016 - Teaching and Course Feedback	2	0	0%	0	0%	0	0%	
Summer II 2016 - Teaching and Course Feedback	3	1	33.33%	0	0%	1	33.33%	
Total 2								

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- You can now view your **Course Response Rates** for individual courses within the term you selected.



Course Response Rates Fall 2016 - Teaching and Course Feedback

Search

Course Code Course Title Course Unique ID

Search

Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
MFTH521P03	Practicum II	20167420463		1	0	0%	0	0%	0	0%	
MFTH525P03	Practicum IV	20167420471		1	0	0%	0	0%	0	0%	
Total 2											

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