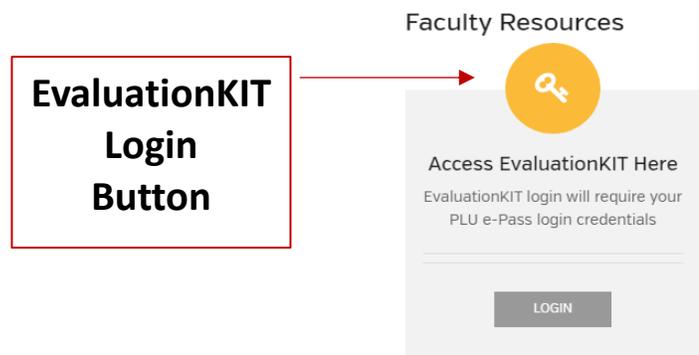# Instructions - Faculty

Accessing EvaluationKIT

- 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"**.
  - ➢ Select your role if you are both an Administrator and an Instructor. If you have only one role, you can skip this step.
- From your **Dashboard**, you can now view your response rates and course evaluation reports, create custom questions and access EvaluationKIT tutorials.

EvaluationKIT HELP

EvaluationKIT | Home | Custom Question Surveys | Attach Surveys to Projects | Results ▾ | Instructor | Scott Rogers ▾ | ?

Project Results

Summer II 2016 - Teaching and Course Feedback

ENGL32301 | Writ/Prof & Pub Set WR | 20167210198

Custom Questions

Fall 2016 - Teaching and Course Feedback
Status: Closed Access From: 11/14/2016 12:00 AM Access Until: 11/28/2016 12:00 AM Delivery Date: 9/6/2016 10:00 PM

Response Rate Tracker

Fall 2016 - Teaching and Course Feedback
Responses / Enrollments   Daily Responses
0%   0 / 55

If you are both an Instructor AND an Administrator, you can change your role by clicking the drop-down box here

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