

EvaluationKIT

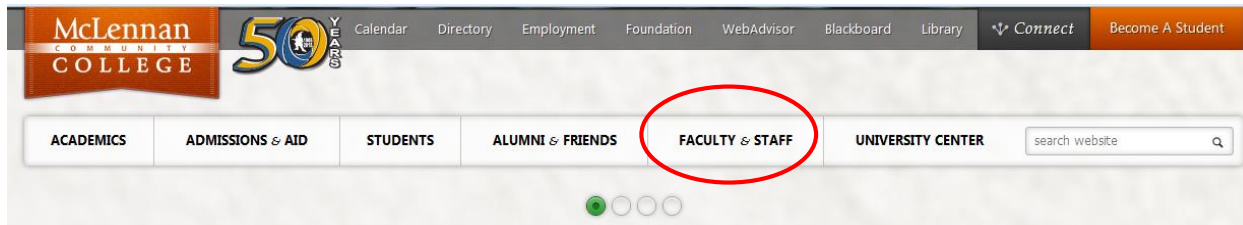
How to view your course evaluation results in
EvaluationKIT (eKit)

For Instructors

Laura Wichman

January 5, 2016

Finding EvaluationKit



#1

Technology Resources


- [Center for Teaching and Learning](#)
- [Blackboard Enterprise](#)
- [Old Ecampus Server](#)
- [Blackboard Test Server](#)
- [Blackboard Development Server](#)
- [Faculty / Staff Email](#)
- [Technical Helpdesk](#)
- [Technical FAQs](#)
- [Institutional Research and Effectiveness](#)
- [SACS](#)
- [Video Recording Portal](#)
- [Instructor Plan Template](#)
- [SharePoint](#)
- [IronPort Quarantine Portal](#)
- [The Vault: McLennan's Digital Commons](#)
- [Course Evaluation Results](#)


#2

Accessing Compliance Assist

Username = MCC Network User Name without @mclennan.edu
Password = MCC Network Password

Sign-In





Login

If you need your password reset please contact the Help Desk at 8077 or [click here](#).

Welcome

- ▶ When users first log in, users will see a “Project Results” area where users can find the latest project results available to you.
- ▶ Ensure in the upper right corner of the screen it says, “Your Name”

The screenshot shows the EvaluationKIT dashboard. At the top, there is a dark blue navigation bar with the logo 'EvaluationKIT' on the left, 'Home' and 'Results' in the center, and 'Instructor' and 'Laura Wichman' on the right. Below the navigation bar, the dashboard is divided into several sections:

- Notifications:** A box indicating 'No Announcements at this time' with a 'View All Notifications' link.
- Response Rate Tracker:** A box displaying 'No Project Found'.
- Project Results:** A table titled 'Course Evaluation - Fall 2015 - 16 week Courses' with three rows of data.

Project Results		
Course Evaluation - Fall 2015 - 16 week Courses		
BUSI_1301_F3_2015FA	Business Principles	113680
BCISL_1305_H5_2015FA	BCISL_1305_H5_2015FA	110556
COSCL_1301_05_2015FA	COSCL_1301_05_2015FA	110732

Project Results

- ▶ Click the title of the project you wish to view.

EvaluationKIT Home Results Instructor Laura Wichman

Notifications

No Announcements at this time

[View All Notifications](#)

Response Rate Tracker

No Project Found

Project Results

[Course Evaluation - Fall 2015 - 16 week Courses](#)

BUSI_1301_F3_2015FA	Business Principles	113680
BCISL_1305_H5_2015FA	BCISL_1305_H5_2015FA	110556
COSCL_1301_05_2015FA	COSCL_1301_05_2015FA	110732

- ▶ A list of courses with results will appear.

Home > Results > Project Results > Project Results

Project Results Course Evaluation - Fall 2015 - 16 week Courses

[Batch Report](#)

Project Results				
<input type="checkbox"/>	Course Code	Title	Unique ID	Report
<input type="checkbox"/>	BCISL_1305_H5_2015FA	BCISL_1305_H5_2015FA	110556	Report
<input type="checkbox"/>	BUSI_1301_F3_2015FA	Business Principles	113680	Report
<input type="checkbox"/>	COSCL_1301_05_2015FA	COSCL_1301_05_2015FA	110732	Report

Total 3 Records per page 25 Page 1 of 1

Project Results - Single Course Report




- ▶ Click the download icon under Report of the course you would like to view.
 - ▶ We recommend selecting PDF + Comments for a full report.

Home > Results > Project Results > Project Results

Project Results

Course Evaluation - Fall 2015 - 16 week Courses

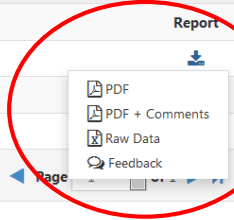
[Batch Report](#)

<input type="checkbox"/>	Course Code	Title	Unique ID	Report
<input type="checkbox"/>	BCISL_1305_H5_2015FA	BCISL_1305_H5_2015FA	110556	
<input type="checkbox"/>	BUSI_1301_F3_2015FA	Business Principles	113680	
<input type="checkbox"/>	COSCL_1301_05_2015FA	COSCL_1301_05_2015FA	110732	

Total 3

Records per page 25

Page



- PDF
- PDF + Comments
- Raw Data
- Feedback

Project Results - Batch Course Report

- ▶ *Note: A batch report will merge all single course reports into one pdf file for the courses selected. It does not merge all course data together, rather it has course 1 on page 1-3, then course 2 on page 3-6, etc.*
- ▶ Select the checkbox next to the courses you would like in your batch report.
- ▶ Click “Batch Report”

Home > Results > Project Results > Project Results

Project Results Course Evaluation - Fall 2015 - 16 week Courses

[Batch Report](#)

Project Results

<input type="checkbox"/>	Course Code	Title	Unique ID	Report
<input type="checkbox"/>	BCISL_1305_H5_2015FA	BCISL_1305_H5_2015FA	110556	Download
<input type="checkbox"/>	BUSL_1301_F3_2015FA	Business Principles	113680	Download
<input type="checkbox"/>	COSCL_1301_05_2015FA	COSCL_1301_05_2015FA	110732	Download

Total 3

Records per page 25

Page 1 of 1

Project Results - Batch Course Report

- ▶ Give your report a name
- ▶ Select the first radio option
- ▶ Click Go
- ▶ An email will be sent to your MCC email with a link to download the batch report once it is generated.

Title

Batch Report

Report Name

Fall 2015

Merge Multiple PDF Reports into one PDF for Selected Courses

Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

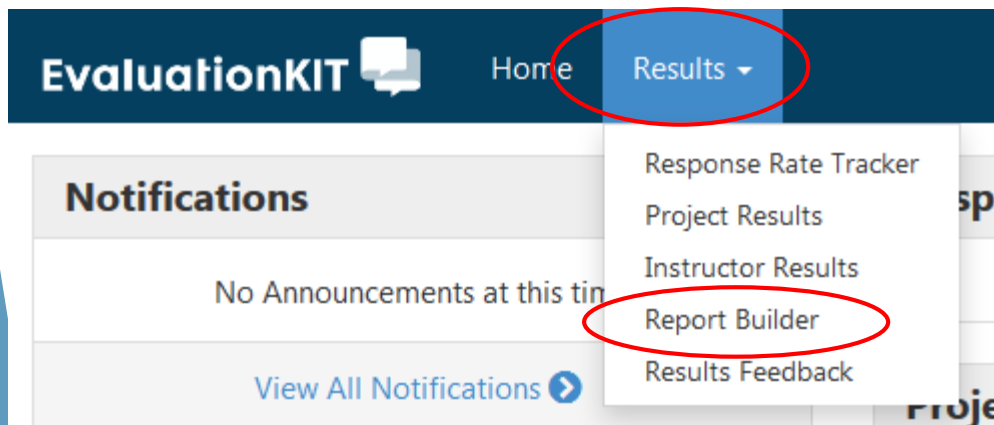
Aggregate Data for Selected Items into One Report

Include Write-in Questions

Cancel GO

Report Builder - Create New Report

- ▶ eKit allows instructors to build their own reports based on templates eKit provides.
- ▶ Click Results
- ▶ Click Report Builder
- ▶ Create New Report



The screenshot shows the top navigation bar of the EvaluationKIT interface. The 'Results' menu item is circled in red. A dropdown menu is open, showing several options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder' (circled in red), and 'Results Feedback'. Below the navigation bar, there is a 'Notifications' section with the text 'No Announcements at this time' and a 'View All Notifications' link.

Report Builder

[+ Create New Report](#)

Report Builder - Properties

- ▶ Give your report a name and description
- ▶ Click Continue

Report Properties

Report Name

Description

Continue >

Exit

Report Builder - Projects

- ▶ Select the checkbox next to the project(s) you wish to select
- ▶ Click “Add Selected Projects”
- ▶ The project name will be added under Report Projects
- ▶ Click Continue

 Add Selected Projects

Select Projects	
Name	
<input type="checkbox"/>	Course Evaluation - Fall 2015 - 16 week Courses

Report Projects	
Project Name	
	Course Evaluation - Fall 2015 - 16 week Courses
Continue >	Exit

Report Builder - Questions

- ▶ Select the checkbox next to the question(s) you wish to include in the report
 - ▶ Note you may select “Select All” if you wish to include all questions
- ▶ Click Continue



Targeted Survey: Course Evaluations - Version 2

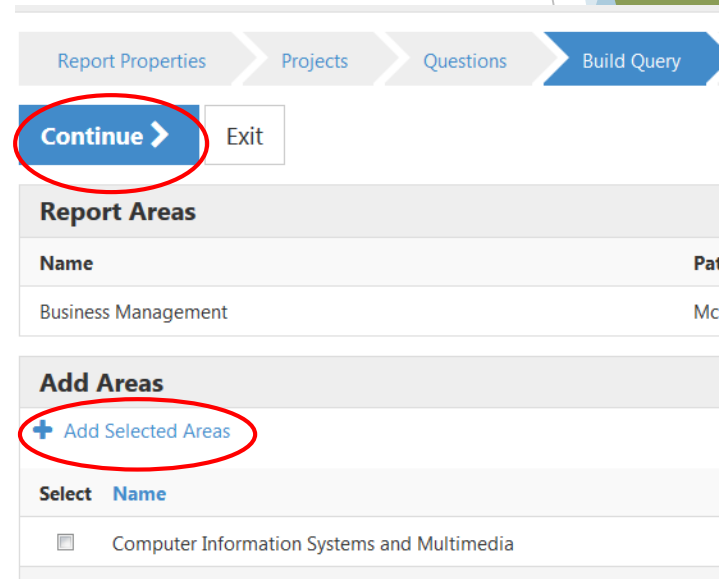
Select all

Report Builder - Build Query

- ▶ Select the checkbox next to the Department(s) you wish to include in the report
- ▶ Click “Add Selected Areas”
- ▶ The area name will be added under Report Areas
- ▶ Click Continue if you wish to include all questions used and all courses you taught

Report Builder - Build Query

- ▶ Select the checkbox next to the Department(s) you wish to include in the report
- ▶ Click “Add Selected Areas”
- ▶ The area name will be added under Report Areas
- ▶ Click Continue at the top of the page to include all courses you taught, and skip to the page titled “Report Building - Report Template” of this documentation
 - ▶ If you wish to choose questions or select specific courses please continue to the next page.



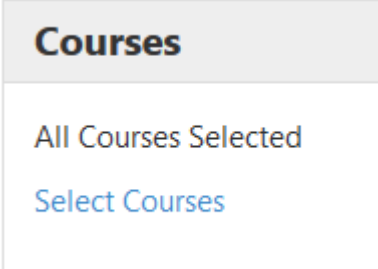
The screenshot shows the 'Build Query' step in a report builder interface. At the top, there are navigation tabs: 'Report Properties', 'Projects', 'Questions', and 'Build Query'. Below the tabs, there are two buttons: 'Continue >' and 'Exit'. The 'Continue >' button is circled in red. Below the buttons, there is a section titled 'Report Areas' with a table containing one row: 'Business Management' under the 'Name' column. Below this, there is a section titled 'Add Areas' with a button '+ Add Selected Areas' circled in red. Below the button, there is a table with columns 'Select' and 'Name'. The table contains one row: a checkbox in the 'Select' column and 'Computer Information Systems and Multimedia' in the 'Name' column.

Report Areas	
Name	Pat
Business Management	Mc

Add Areas	
Select	Name
<input type="checkbox"/>	Computer Information Systems and Multimedia

Report Builder - Build Query - Select Courses

- ▶ Click “Select Courses” under “Courses”
- ▶ If you know the specific course code you may enter it under “Code” and click Search.
 - ▶ The “Code” naming convention is: SUBJECT_COURSE_SECTION_TERM (i.e. ENGL_1301_01_2015FA)
- ▶ Click the checkbox next to the course(s) you wish to include in the report.
- ▶ Click “Add Selected Courses”
- ▶ The page will refresh and it will show the number of selected courses under “Courses”
- ▶ Click Continue at the top of the page.



Courses

All Courses Selected

Select Courses

Report Builder - Build Query - Select Courses

- ▶ Selected Courses Only (All Courses Selected) to see a list of the available sections and click Search.
- ▶ Click the checkbox next to the course(s) you wish to include in the report.
- ▶ Click “Add Selected Courses”
- ▶ The page will refresh and it will show the number of selected courses under “Courses”
- ▶ Click Continue at the top of the page.

The screenshot shows the top of the Report Builder interface. At the top, there are two buttons: "+ Add Selected Courses" and "+ Add All Courses". The "+ Add Selected Courses" button is circled in red. Below the buttons is a table with the following data:

<input type="checkbox"/>	Code	Title	Uniqueid
<input type="checkbox"/>	BUSI_1301_F3_2015FA	Business Principles	113680

At the bottom of the table, there is a summary row: "Total 1". To the right of the summary row, there is a "Records per page" dropdown menu set to "25" and a "Page 1 of 1" navigation control.

The summary panel displays the following information:

- Courses**
- 1 Courses Selected
- [Select Courses](#)

Report Builder - Report Template

- ▶ Select the template that best fits your report by clicking the numbers 1-8 at the bottom of the page.
 - ▶ The page will refresh showing you a preview of the report.
- ▶ Click Generate at the top of the page



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



Report Builder - View Report

- ▶ Once the report is generated your screen will refresh. You can now view the report, select specific questions, show/hide data, export to a pdf for excel, or share the report with another user.

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

[Select Questions](#) [Show/Hide](#) [Export](#) [Share](#)

Instructor : The instructor thoroughly explained the course requirements at the beginning of the semester.

Project	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Respondents/ Enrollments	Mean	STD
Course Evaluation - Fall 2015 - 16 week Courses	7 (87.5%)	1 (12.5%)	0 (0%)	0 (0%)	8/22 (36.36%)	1.13	0.35
Total	7 (87.5%)	1 (12.5%)	0 (0%)	0 (0%)	8/22 (36.36%)	1.13	0.35

Report Builder

- ▶ Once the report is generated it will automatically save to your profile.
- ▶ Click Results > Report Builder to return to the Report Builder home and see the newly created report listed under “Reports.”

The screenshot shows the top navigation bar of the EvaluationKIT system. The 'Results' menu item is circled in red. A dropdown menu is open, showing several options, with 'Report Builder' also circled in red. Below the navigation bar, a 'Notifications' section is visible, indicating 'No Announcements at this time' and providing a link to 'View All Notifications'.

The screenshot shows a table titled 'Reports'. The table has a header row with the column 'Name'. Below the header, there is one row with the value 'Laura's Test'. At the bottom of the table, there is a summary row labeled 'Total' with the value '1'.

Reports
Name
Laura's Test
Total 1

Report Builder

- ▶ When reports are saved, you can then view them at a later date, edit, copy, delete or share them all from the Report Builder home page.

Reports										
Name	Description	Status	Date Created	View	Edit	Copy	Delete	Share		
Laura's Test	This is a test report	Result Available	1/5/2016							
Total 1		Records per page	25							

Questions?

- ▶ If you are in need of evaluation results prior to Summer I 2015, please contact:
- ▶ Or if you have any questions or would like assistance please contact:
- ▶ Laura Wichman
Senior Research Analyst
lwichman@mclennan.edu
254.299.8476

