

EvaluationKIT

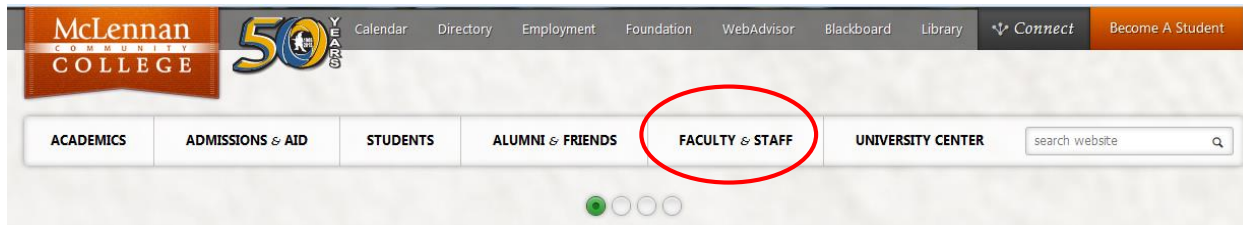
How to view your course evaluation response rates in
EvaluationKIT (eKit)

For Instructors

Laura Wichman

April 21, 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

<input type="text" value="Username"/>	
<input type="password" value="Password"/>	
<input type="button" value="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 “Response Rate Tracker” that allows you to view real time response rates for your courses.
- ▶ Ensure in the upper right corner of the screen it says, “Your Name”

Notifications

No notifications at this time

Response Rate Tracker

[View All](#)

Course Evaluation - Spring 2016

Responses / Enrollments

34.48%

10 / 29

Daily Responses



Response Rate Tracker

- ▶ The initial preview is an overall average of all courses you are teaching this semester.
- ▶ Click the Project Link within the response rate tracker and a list of all courses you teach will appear.
 - ▶ Please note that if your course has an enrollment of 4 or less then it is not eligible for evaluation.

The screenshot displays the EvaluationKIT interface. At the top, there is a dark blue navigation bar with the text "EvaluationKIT" and a chat icon on the left, and "Home Results" on the right. Further right, it shows "Instructor Laura Wichman" and a help icon. Below the navigation bar, the main content area is divided into two sections. On the left is a "Notifications" box with the text "No notifications at this time". On the right is the "Response Rate Tracker" section, which has a "View All" link. Inside this section, the text "Course Evaluation - Spring 2016" is circled in red. Below this text, there is a progress bar showing "34.48%" and "10 / 29". To the right of the progress bar is a line graph labeled "Daily Responses".

Response Rate Tracker

- ▶ A screen that looks similar to the one below will appear with a list of your sections that are being evaluated.
- ▶ Please note that if sections are merged in blackboard they will be evaluated as a merged section as well.

The screenshot shows the EvaluationKIT interface. At the top, there is a navigation bar with 'EvaluationKIT', 'Home', and 'Results'. On the right, it shows 'Instructor' as 'Laura Wichman'. Below the navigation bar, a breadcrumb trail reads 'Results / Project Response Rates / Node Response Rates / Course Response Rates'. The main heading is 'Course Response Rates Course Evaluation - Spring 2016'. There is a search section with three input fields: 'Course Code', 'Course Title', and 'Course Unique ID', and a 'Search' button. Below this is a table titled 'Courses' with columns: Code, Title, Unique ID, Instructor, Enrollments, Responded, Response Rate, and View. The table contains two rows of data. At the bottom, there is a 'Total 2' summary, a 'Records per page' dropdown set to 50, and a pagination control showing 'Page 1 of 1'.

Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	View
BUSI_1301_F1_2016SP	Business Principles	116955	Laura Wichman	17	3	17.65%	
IMED_2309_87_2016SP	Internet Commerce - SP16	115270	Laura Wichman	12	7	58.33%	

Response Rate Tracker - Respondents

- ▶ When 5 or more students in an individual section have completed the course evaluation instructors are able to download a list of those that have responded
 - ▶ You can also download a list of non-respondents

EvaluationKIT Home Results Instructor Laura Wichman

Results / Project Response Rates / Node Response Rates / Course Response Rates

Course Response Rates Course Evaluation - Spring 2016

Q Search

Course Code Course Title Course Unique ID

Search

Courses

Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	View
BUSI_1301_F1_2016SP	Business Principles	116955	Laura Wichman	17	3	17.65%	
IMED_2309_87_2016SP	Internet Commerce - SP16	115270	Laura Wichman	12	7	58.33%	Download


Total 2

Records per page 50


Page 1 of 1

Response Rate Tracker - Respondents



- ▶ Click the blue download icon under the 'View' column of the section you would like to view.
- ▶ You will have 2 options:
 - ▶ Respondents: list of those that have responded as of the time you download the file.
 - ▶ Non-Respondents: list of those that have not responded as of the time you download the file.

Enrollments	Responded	Response Rate	View
17	3	17.65%	
12	7	58.33%	

Page 1 of 1

Enrollments	Responded	Response Rate	View
17	3	17.65%	
12	7	58.33%	

Page 1 of 1

-  Respondents
-  Non-Respondents

Response Rate Tracker - Respondents

- ▶ You will be prompted to download a Microsoft Excel file of the list you selected.
- ▶ The Excel file will have the following information for each student:
 - ▶ First Name
 - ▶ Last Name
 - ▶ Student Email
 - ▶ Student Username
 - ▶ Date Submitted

UserTypeID	CourseUniqueID	FirstName	LastName	Email	Username	Option1	Option2	Option3	SubmitDateTime	Optout
4	115270	Colton	Wichman	cw0123456@students.mclennan.edu	cw0123456				4/18/2016 11:03 AM	0
4	115270	Dylan	Wichman	dw1234567@students.mclennan.edu	dw1234567				4/18/2016 11:03 AM	0

Questions?

- ▶ If you have any questions or would like assistance please contact:
- ▶ Laura Wichman
Senior Research Analyst
lwichman@mclennan.edu
254.299.8476

