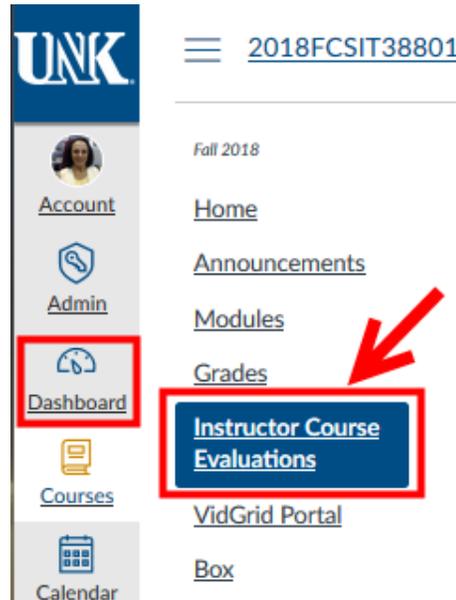
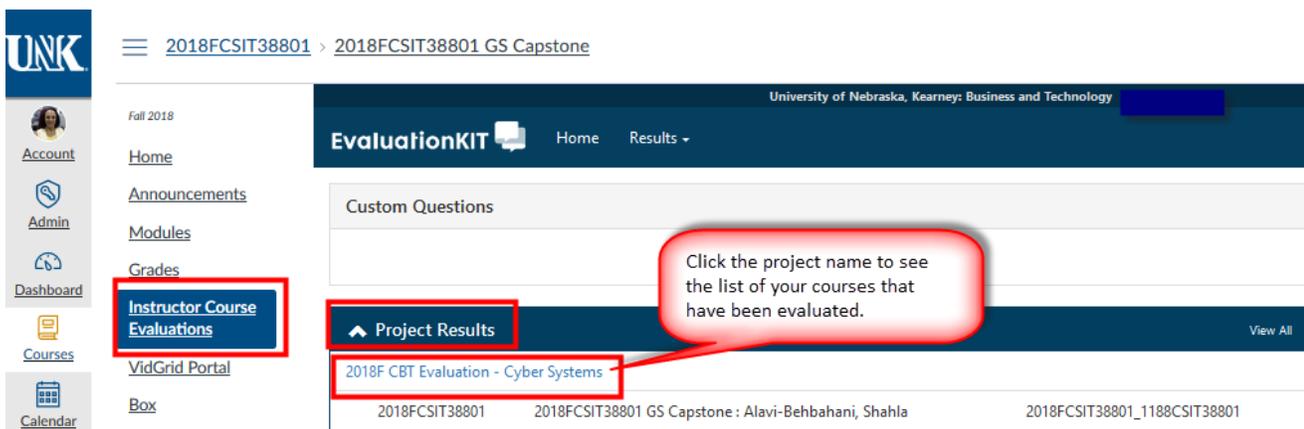

EvaluationKIT

Instructions to Review the Evaluation Results

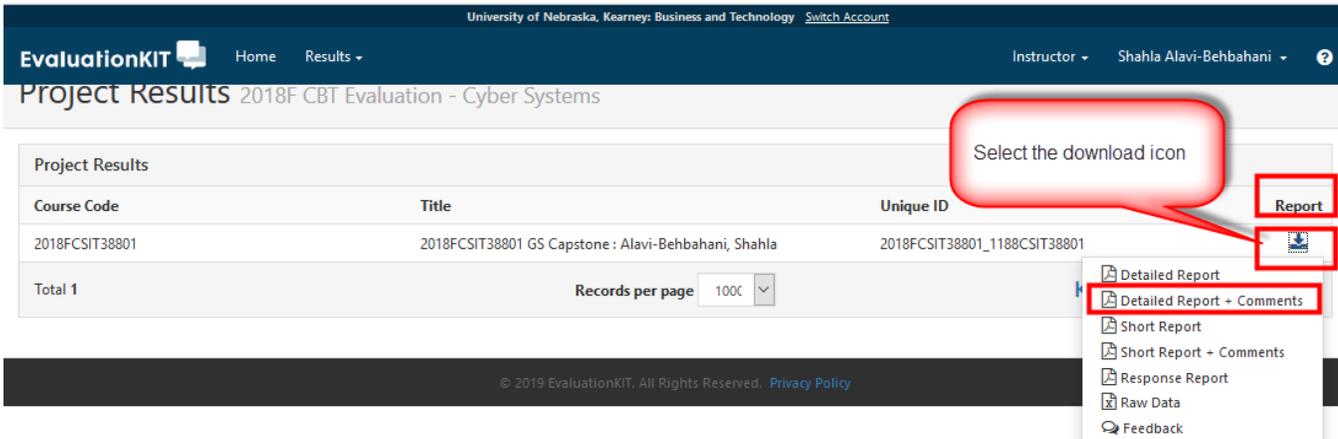
1. Log in to **Canvas**
2. From the **Dashboard** select one of your courses that was part of the evaluation—it does not matter which one.
3. From the **Course Menu** select **Instructor Course Evaluations**.



4. In the EvaluationKIT dashboard > **Project Results**.
5. Click on the project's name to see the list of your courses that have been evaluated.



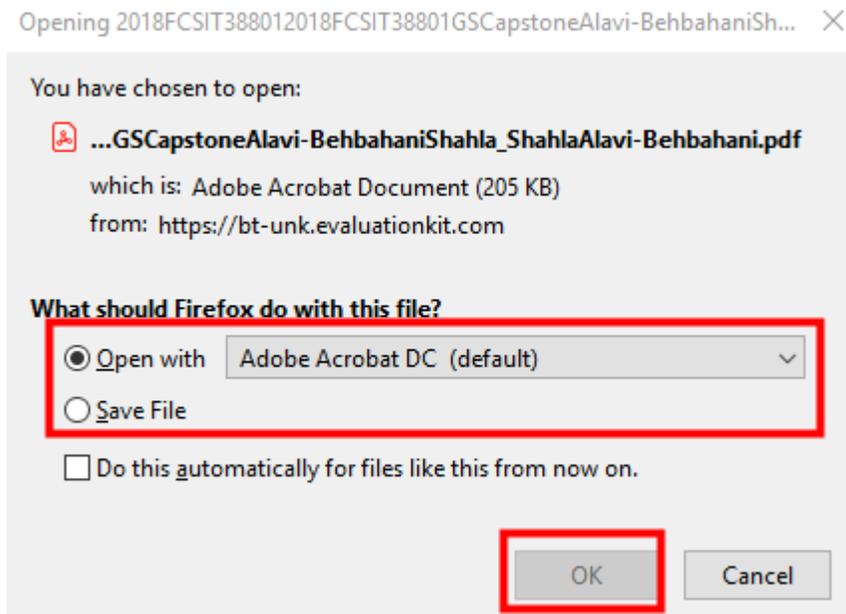
6. Select the download icon  -- located on the right side of each course under the **Report**.
7. Select the type of the report that you want to download.
 - o The **Detailed Report + Comments** gives you the most information.



The screenshot shows the EvaluationKIT interface. At the top, there's a navigation bar with 'EvaluationKIT', 'Home', 'Results', 'Instructor', and 'Shahla Alavi-Behbahani'. Below this is the 'Project Results' section for '2018F CBT Evaluation - Cyber Systems'. A table lists course results with columns for Course Code, Title, and Unique ID. A red callout bubble points to a download icon in the 'Report' column of the first row. A dropdown menu is open, showing options: 'Detailed Report', 'Detailed Report + Comments', 'Short Report', 'Short Report + Comments', 'Response Report', 'Raw Data', and 'Feedback'. The 'Detailed Report + Comments' option is highlighted with a red box.

Course Code	Title	Unique ID
2018FCSIT38801	2018FCSIT38801 GS Capstone : Alavi-Behbahani, Shahla	2018FCSIT38801_1188CSIT38801

8. You will see the following dialog box. Select **Save File** or **Open > OK**.



The screenshot shows a Firefox dialog box titled 'Opening 2018FCSIT388012018FCSIT38801GSCapstoneAlavi-BehbahaniSh...'. The message says 'You have chosen to open: ...GSCapstoneAlavi-BehbahaniShahla_ShahlaAlavi-Behbahani.pdf which is: Adobe Acrobat Document (205 KB) from: https://bt-unk.evaluationkit.com'. Below this, it asks 'What should Firefox do with this file?'. There are two radio buttons: 'Open with Adobe Acrobat DC (default)' and 'Save File'. The 'Open with' option is selected. At the bottom, there are 'OK' and 'Cancel' buttons. The 'Open with' dropdown and the 'OK' button are highlighted with red boxes.

Examples of a question on the report.

1 - I have found the course intellectually challenging and stimulating.						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Strongly Agree	(5)	131	62.38%			
Agree	(4)	69	32.86%			
Neither Agree nor Disagree	(3)	9	4.29%			
Disagree	(2)	1	0.48%			
Strongly Disagree	(1)	0	0.00%			
				0 25 50 100	Question	
Response Rate			Mean		STD	Median
210/259 (81.08%)			4.57		0.60	5.00

Example of student comments

12 - Please describe those things the instructor did especially well in teaching this course:	
Response Rate	7/14 (50%)
<ul style="list-style-type: none"> • She always answers emails in a short amount of time. Sometimes she answered them a few minutes after sent, which is crazy. She is always willing to help and breaks down assignments if her instructions didn't make sense in my head. Sometimes explaining things in a different way helps students. She truly wants her students to succeed! • gave examples that were helpful for most of the assignments. She pushed us out of our comfort zone to learn new things and to work online with a group. • Fair grading, were kind when you recognized we were trying hard. • She was always sending us emails about updates of the course and reminders of when assignments were due. • being available • Always very responsive to emails and student questions 	