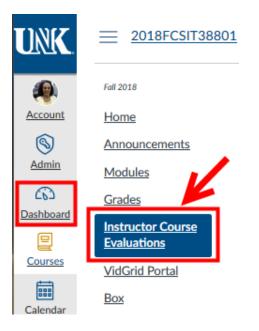
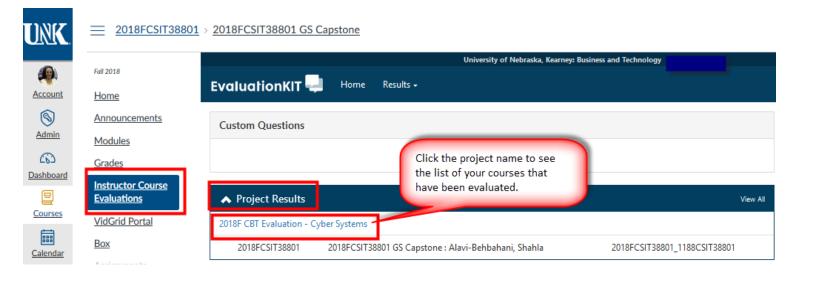


- 1. Log in to Canvas
- 2. From the *Dashboard* select one of your courses that was part of the evaluation—it does not matter which one.
- 3. From the *Course Menu* select *Instructor Course Evaluations*.



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



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

	University of Nebraska, Kearney: Business and Technology Swite	tch Account
EvaluationKIT 📮 Home Results -		Instructor 🗸 Shahla Alavi-Behbahani 🔸 🌘
Project Results 2018F CBT Evalua	tion - Cyber Systems	
Project Results		Select the download icon
Course Code	Title	Unique ID Report
2018FCSIT38801	2018FCSIT38801 GS Capstone : Alavi-Behbahani, Shahla	2018FCSIT38801_1188CSIT38801
Total 1	Records per page 1000 🗸	Detailed Report Detailed Report Comments
		凶 Short Report 公 Short Report + Comments
	© 2019 EvaluationKIT. All Rights Reserved. Privacy Po	olicy 🔀 Response Report
		🖓 Feedback

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

Ор	ening 2018FCSIT388012018FCSIT38801GSCapstoneAlavi-BehbahaniSh	\times
Yo	ou have chosen to open:	
	GSCapstoneAlavi-BehbahaniShahla_ShahlaAlavi-Behbahani.pdf	
	which is: Adobe Acrobat Document (205 KB)	
	from: https://bt-unk.evaluationkit.com	
w	/hat should Firefox do with this file?	
	Open with Adobe Acrobat DC (default)	L
	○ <u>S</u> ave File	
1	Do this <u>a</u> utomatically for files like this from now on.	
	OK Cancel	

Examples of a question on the report.

1 - I have found the course intellectually challenging and stimulating.												
Response Option	Weight	Frequency	Percent	Per	cent l	Respo	nses	Means				
Strongly Agree	(5)	131	62.38%					4.57				
Agree	(4)	69	32.86%									
Neither Agree nor Disagree	(3)	9	4.29%									
Disagree	(2)	1	0.48%	1								
Strongly Disagree	(1)	0	0.00%	1								
				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%)			
• 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

being available
 Always very responsive to emails and student questions