Electronic Course Evaluation
Basic Training

A quick step-by-step guide to accessing your department’s evaluation results through Canvas.
Select any of the topics below:

- Accessing Course Evaluations
- Viewing Response Rates
- Viewing Evaluation Results
- Creating Custom Reports
- Questions?
Accessing Course Evaluations

• Login to the course evaluation website (http://www.baylor.edu/course_evaluations) using your BearID and password.
Accessing Course Evaluations

• You can also access course evaluations through Canvas. Login to Canvas (http://canvas.baylor.edu) using your BearID and password.

• Select “Account” from the menu on the left of the page, then select “Profile”. Select “Course Evaluations” from the menu in your profile.
Accessing Course Evaluations

• You are now at the EvaluationKIT dashboard.
• If you are both an administrator AND an Instructor, you can change your role by clicking on the drop-down box in the upper right-hand corner, or from the “Select Role” menu on the left side of the screen. To view evaluation results for your department, you must select Administrator.
Viewing Response Rates

- When evaluations are open, the *Response Rate* Tracker on the right side of the page will show the current average response rate for all courses combined.
- You can also view response rates for individual courses by clicking *Results > Response Rate Tracker* from the menu bar. Then select the project name (e.g., *Fall 2023 Course Evaluations*) to view response rates for courses in the project.
Viewing Response Rates

- If the evaluations have ended, change the Status drop-down menu to Ended. You can enter the name of the term (e.g., Fall 2023) in the name search box to narrow the results.
- Click on the project name to view response rates for individual courses.
Viewing Evaluation Results

- Once the course evaluation period has ended and reports are available, you can view results for each course by selecting *Results > Project Results* from the menu bar. Then select the project name (e.g., *Fall 2023 Course Evaluations*) to view results for courses in the project.
Viewing Evaluation Results

• From here, you can choose to view results in one of three ways:
  – *By Hierarchy Level*, which allows you to view reports for a specific area.
  – *By Course Section*, which allows you to view reports for each course.
  – *By Instructor*, which allows you to view reports for each instructor.
Viewing Evaluation Results

- If you have selected *By Course Section*, you will see a list of all courses for the department. You can view results in three formats:
  - *BU Report*: a PDF report with results from the course with the comparison group and comments for free-text items (comments for Likert items are not included).
  - *Detailed Report + Comments*: a PDF report with results from the course with the comparison group and comments for both Likert items and free-text responses.
  - *RAW DATA*: an Excel spreadsheet with one record for each response (no identifying information is included), which you can use to match open-ended comments with evaluation responses.
Viewing Evaluation Results

• If you have selected *By Instructor*, you will see a list of all courses for each instructor in the department. You can view results in three formats:
  – *BU Report*: a PDF report with results from the course with the comparison group and comments for free-text items (comments for Likert items are not included).
  – *Detailed Report + Comments*: a PDF report with results from the course with the comparison group and comments for both Likert items and free-text responses.
  – *RAW DATA*: an Excel spreadsheet with one record for each response (no identifying information is included), which you can use to match open-ended comments with evaluation responses.
Viewing Evaluation Results

- You can also select multiple courses and generate a Batch Report. This produces either one PDF file containing individual course reports or multiple PDF files, one for each course, in a ZIP file. You can choose to include or exclude the written comments.
Creating Custom Reports

- You also have the option of building reports using pre-defined templates. To access this feature, select *Results > Report Builder or Report Builder 2.0* from the menu bar. You can choose from different report templates and export to a PDF or Excel file.
Questions?

- Tutorials for accessing results and building reports are provided by EvaluationKit in the Help Center.
Questions?

If you have any questions about accessing electronic course evaluations, please contact:

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For more details about course evaluations at Baylor, please refer to the IR website at ir.web.baylor.edu