

**INSTRUCTIONS FOR  
DEANS, DEPARTMENT CHAIRS, &  
GRADUATE PROGRAM DIRECTORS**

# Electronic Course Evaluation Basic Training

A quick step-by-step guide to accessing  
**your department's**  
evaluation results through Canvas.

Institutional Research  
(254) 710-2061 · [ir.web.baylor.edu](http://ir.web.baylor.edu)

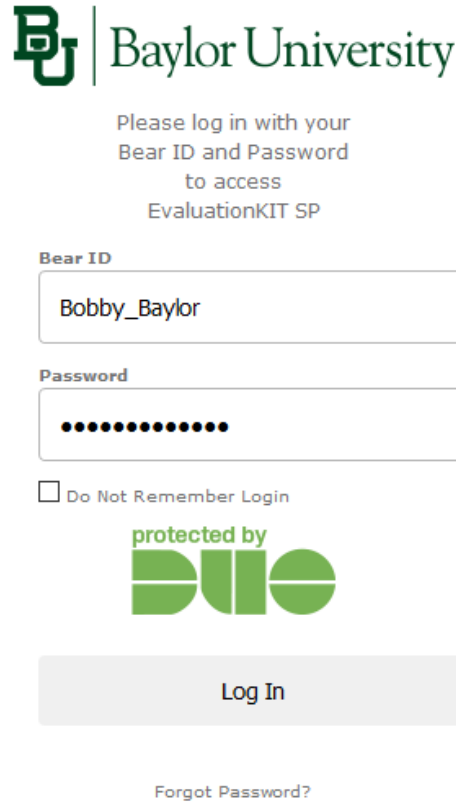
Updated: 8/17/2023


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](http://www.baylor.edu/course_evaluations)) using your BearID and password.




 Baylor University

Please log in with your  
Bear ID and Password  
to access  
EvaluationKIT SP

**Bear ID**

**Password**

Do Not Remember Login

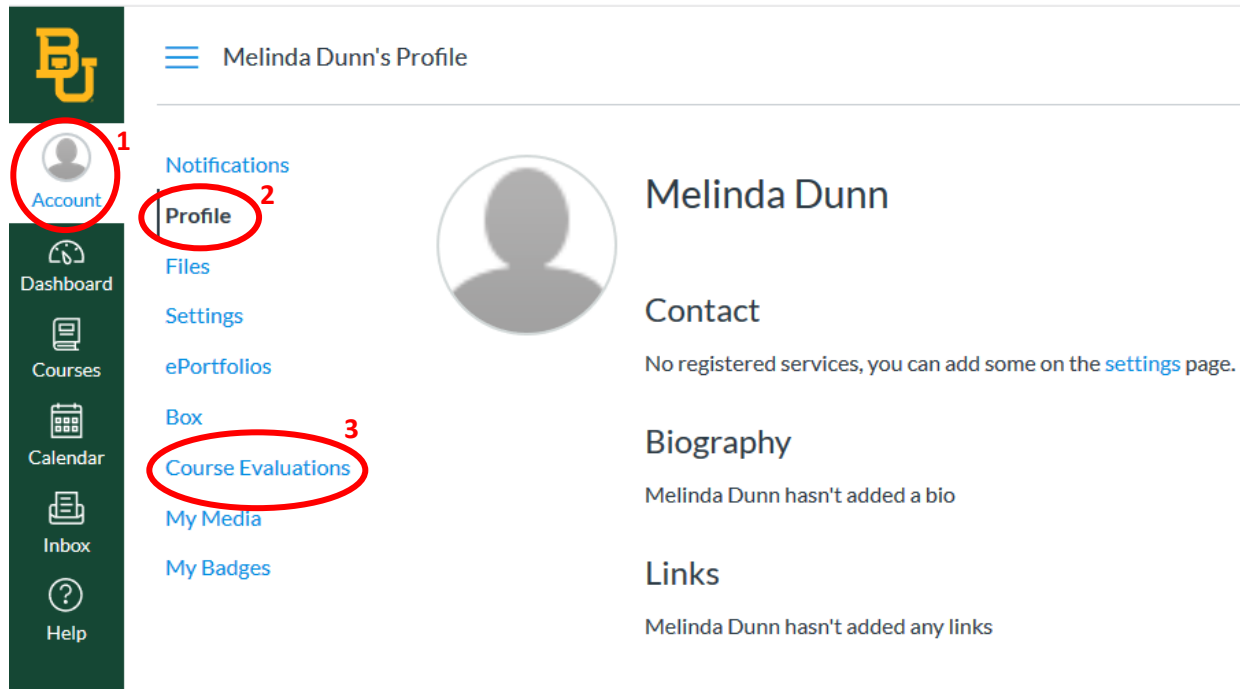
protected by  


Log In

[Forgot 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.



Melinda Dunn's Profile

**Account** 1

- Notifications
- Profile** 2
  - Files
  - Settings
  - ePortfolios
  - Box
  - Course Evaluations** 3
  - My Media
  - My Badges

**Melinda Dunn**

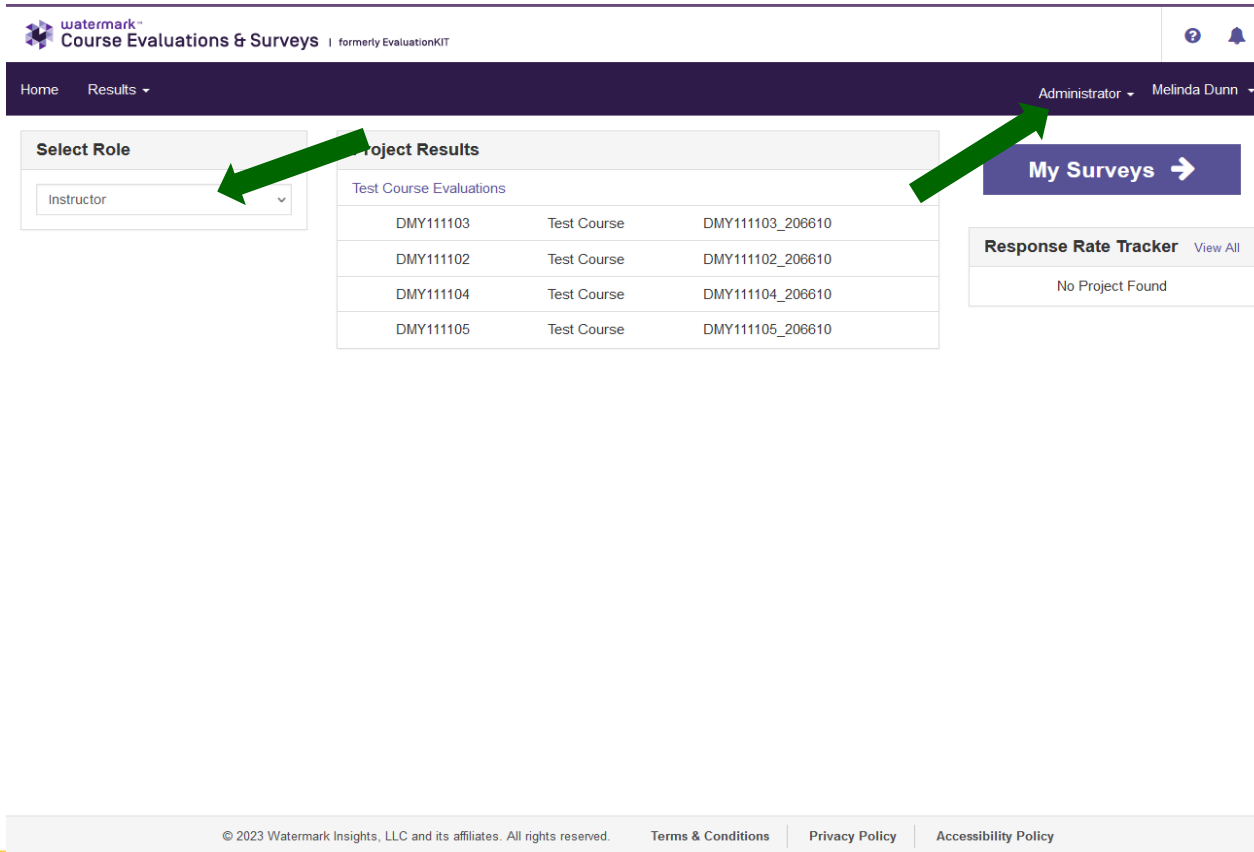
**Contact**  
No registered services, you can add some on the [settings](#) page.

**Biography**  
Melinda Dunn hasn't added a bio

**Links**  
Melinda Dunn hasn't added any links

# 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*.



watermark  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Administrator Melinda Dunn

Select Role  
Instructor

Project Results

Test Course Evaluations		
DMY111103	Test Course	DMY111103_206610
DMY111102	Test Course	DMY111102_206610
DMY111104	Test Course	DMY111104_206610
DMY111105	Test Course	DMY111105_206610

My Surveys →

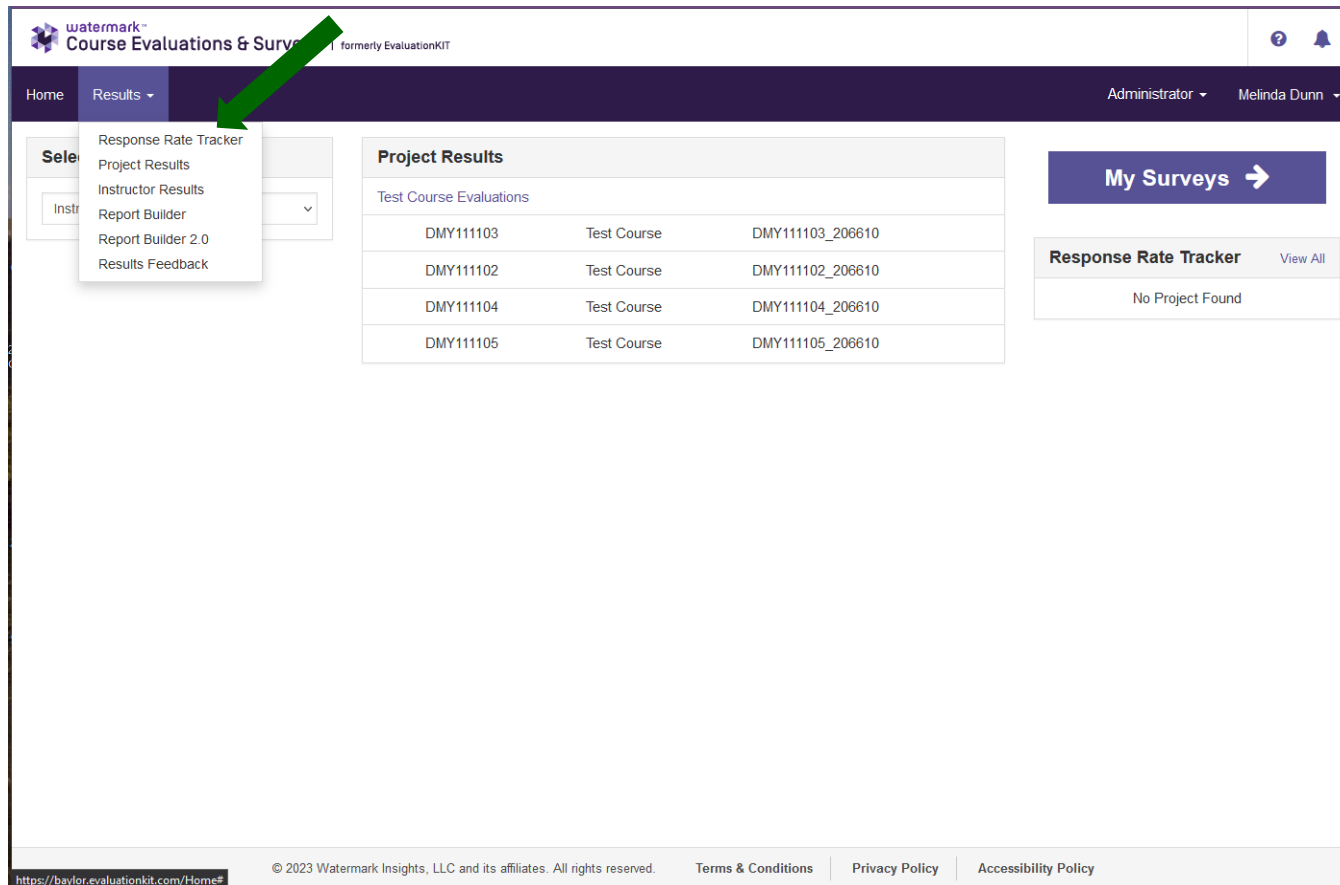
Response Rate Tracker [View All](#)

No Project Found

© 2023 Watermark Insights, LLC and its affiliates. All rights reserved. [Terms & Conditions](#) | [Privacy Policy](#) | [Accessibility Policy](#)

# 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.



The screenshot shows the Watermark Course Evaluations & Surveys interface. The 'Results' menu is open, and a green arrow points to the 'Response Rate Tracker' option. The 'Project Results' table lists four test course evaluations. The 'Response Rate Tracker' widget on the right shows 'No Project Found'.

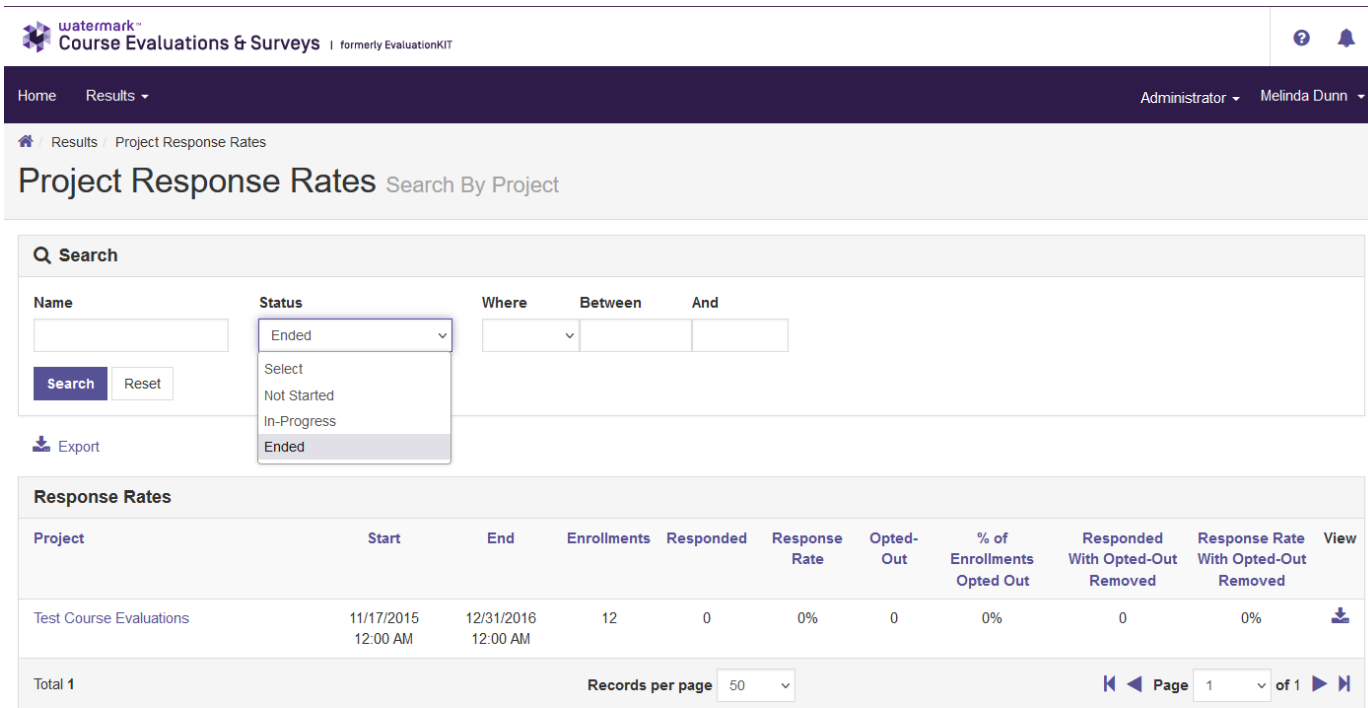
Project Results		
Test Course Evaluations		
DMY111103	Test Course	DMY111103_206610
DMY111102	Test Course	DMY111102_206610
DMY111104	Test Course	DMY111104_206610
DMY111105	Test Course	DMY111105_206610

**Response Rate Tracker** [View All](#)

No Project Found

# 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.



watermark  
**Course Evaluations & Surveys** | formerly EvaluationKIT

Home Results ▾ Administrator ▾ Melinda Dunn ▾

Results / Project Response Rates

## Project Response Rates [Search By Project](#)

**Q Search**

Name:  Status: **Ended** ▾ Where:  Between:  And:

Search Reset

Export

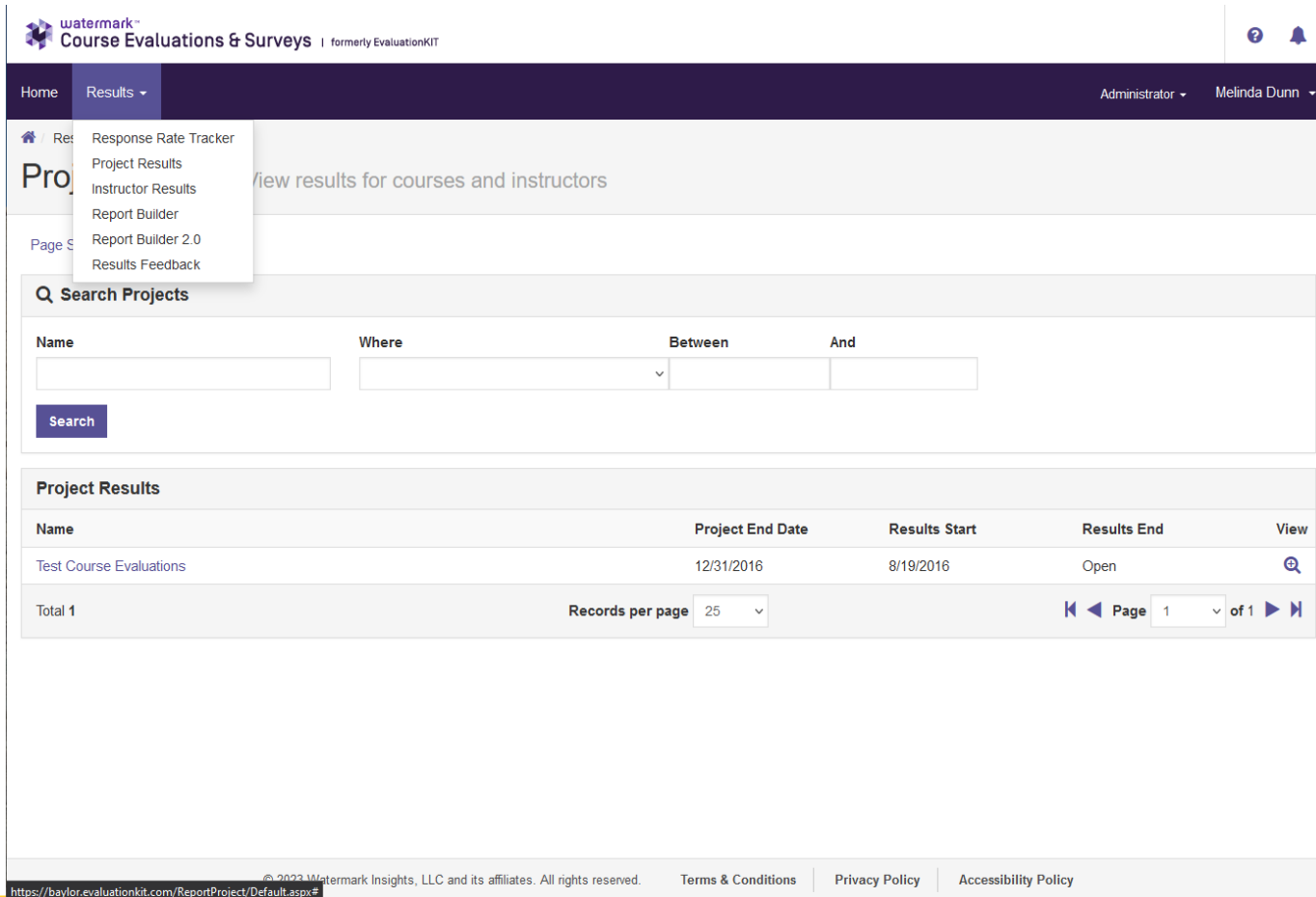
**Response Rates**

Project	Start	End	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
Test Course Evaluations	11/17/2015 12:00 AM	12/31/2016 12:00 AM	12	0	0%	0	0%	0	0%	<a href="#">Download</a>


Total 1 Records per page 50 ▾ Page 1 ▾ of 1

# 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.



The screenshot displays the 'watermark Course Evaluations & Surveys' interface. The top navigation bar includes 'Home' and 'Results' (with a dropdown menu open showing options like 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', 'Report Builder 2.0', and 'Results Feedback'). The user is logged in as 'Administrator' 'Melinda Dunn'. The main content area features a 'Search Projects' section with input fields for 'Name', 'Where', 'Between', and 'And', and a 'Search' button. Below this is a 'Project Results' table with the following data:

Name	Project End Date	Results Start	Results End	View
Test Course Evaluations	12/31/2016	8/19/2016	Open	

At the bottom of the table, it shows 'Total 1' records, 'Records per page' set to 25, and 'Page 1 of 1'.

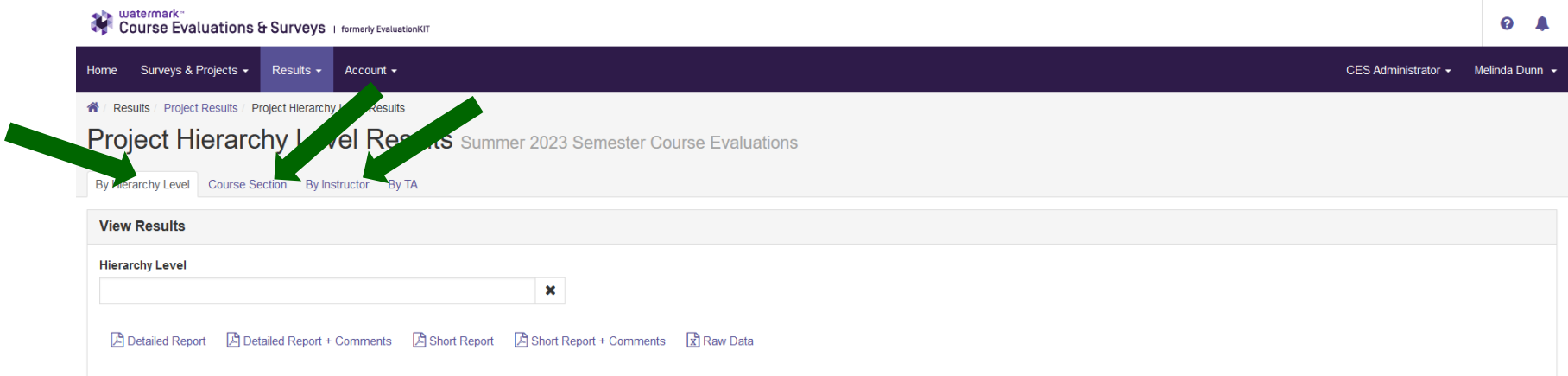
© 2023 Watermark Insights, LLC and its affiliates. All rights reserved. [Terms & Conditions](#) | [Privacy Policy](#) | [Accessibility Policy](#)

<https://baylor.evaluationkit.com/ReportProject/Default.aspx#>



# 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.



watermark  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Surveys & Projects Results Account

Results Project Results Project Hierarchy Level Results

Project Hierarchy Level Results Summer 2023 Semester Course Evaluations

By Hierarchy Level Course Section By Instructor By TA

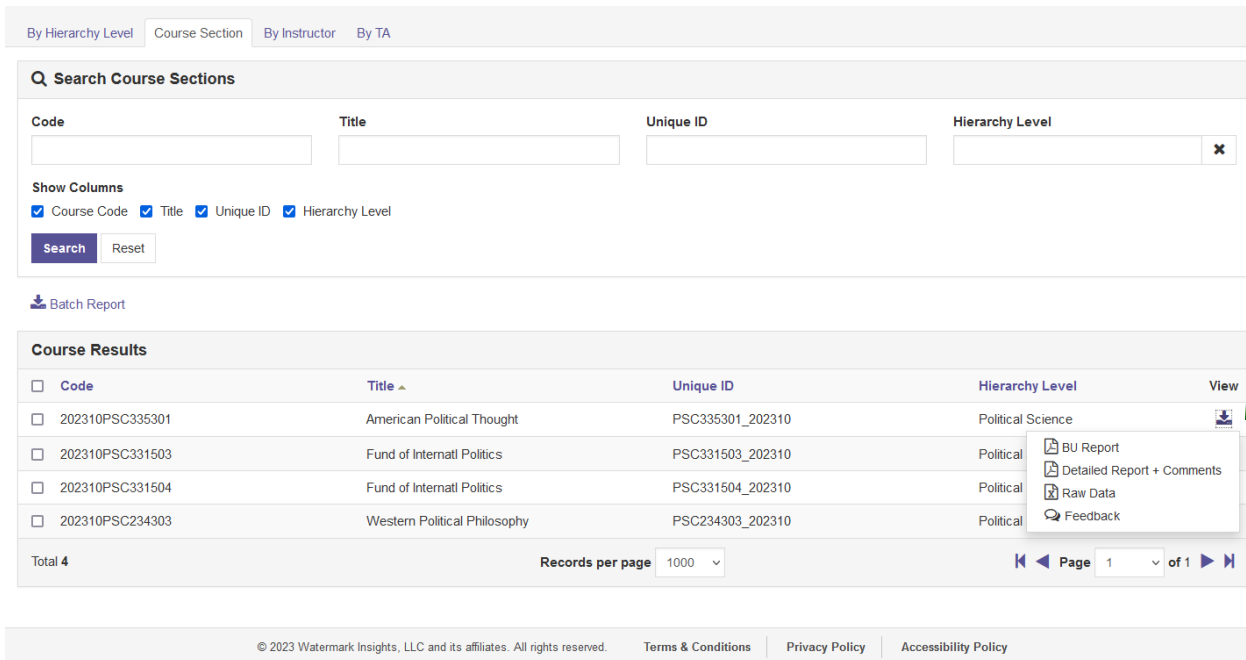
**View Results**

Hierarchy Level

Detailed Report Detailed Report + Comments Short Report Short Report + Comments Raw Data





# 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



The screenshot shows the 'Viewing Evaluation Results' interface. At the top, there are tabs for 'By Hierarchy Level', 'Course Section', 'By Instructor', and 'By TA'. Below this is a search section titled 'Search Course Sections' with input fields for 'Code', 'Title', 'Unique ID', and 'Hierarchy Level'. There are also checkboxes for 'Show Columns' (Course Code, Title, Unique ID, Hierarchy Level) and buttons for 'Search' and 'Reset'. A 'Batch Report' link is also present.

The main section is titled 'Course Results' and contains a table with the following data:

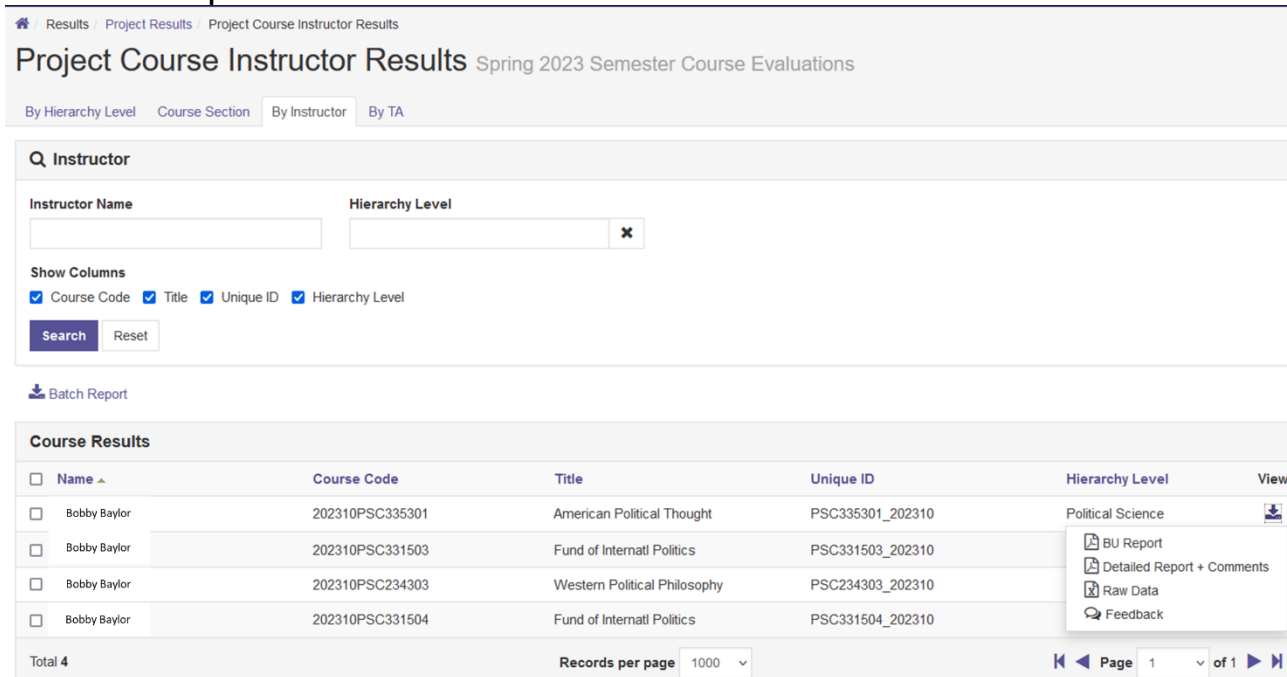
<input type="checkbox"/>	Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/>	202310PSC335301	American Political Thought	PSC335301_202310	Political Science	
<input type="checkbox"/>	202310PSC331503	Fund of Internatl Politics	PSC331503_202310	Political	
<input type="checkbox"/>	202310PSC331504	Fund of Internatl Politics	PSC331504_202310	Political	
<input type="checkbox"/>	202310PSC234303	Western Political Philosophy	PSC234303_202310	Political	

At the bottom of the table, there is a 'Total 4' label, a 'Records per page' dropdown set to '1000', and a pagination control showing 'Page 1 of 1'. A green arrow points to the 'View' column, which has a dropdown menu open showing three options: 'BU Report', 'Detailed Report + Comments', and 'Raw Data'. There is also a 'Feedback' link at the bottom of the dropdown.

© 2023 Watermark Insights, LLC and its affiliates. All rights reserved. [Terms & Conditions](#) | [Privacy Policy](#) | [Accessibility Policy](#)

# 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



Results > Project Results > Project Course Instructor Results  
 Project Course Instructor Results Spring 2023 Semester Course Evaluations

By Hierarchy Level Course Section **By Instructor** By TA

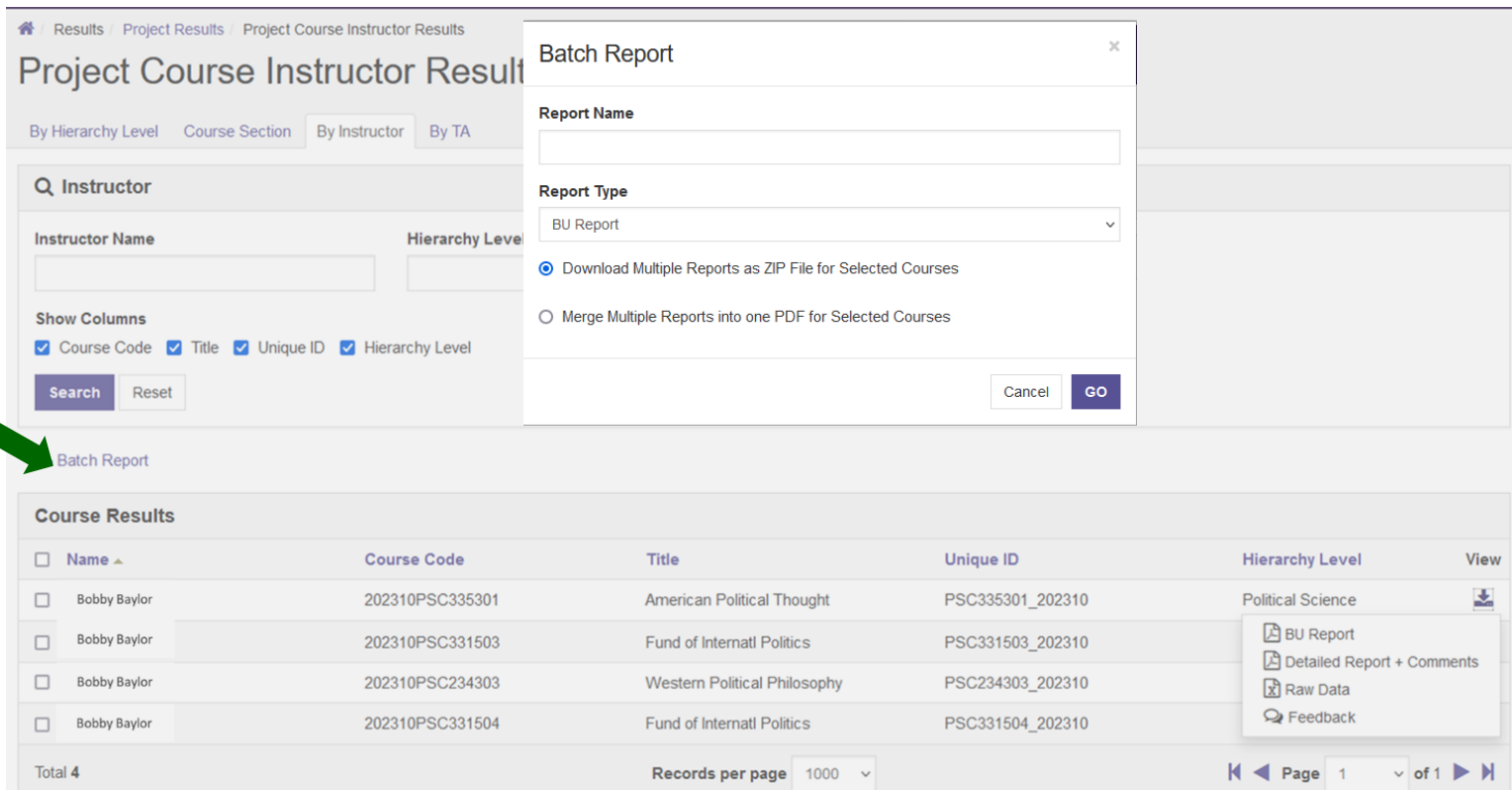
**Q Instructor**  
 Instructor Name:  Hierarchy Level:  ✕  
 Show Columns  
 Course Code  Title  Unique ID  Hierarchy Level

<input type="checkbox"/> Name	Course Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> Bobby Baylor	202310PSC335301	American Political Thought	PSC335301_202310	Political Science	
<input type="checkbox"/> Bobby Baylor	202310PSC331503	Fund of Internatl Politics	PSC331503_202310		<ul style="list-style-type: none"> <li> BU Report</li> <li> Detailed Report + Comments</li> <li> Raw Data</li> <li> Feedback</li> </ul>
<input type="checkbox"/> Bobby Baylor	202310PSC234303	Western Political Philosophy	PSC234303_202310		
<input type="checkbox"/> Bobby Baylor	202310PSC331504	Fund of Internatl Politics	PSC331504_202310		

Total 4 Records per page 1000 Page 1 of 1

# 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.



The screenshot shows the 'Project Course Instructor Results' interface. A 'Batch Report' modal is open, allowing users to generate reports for selected courses. The modal includes fields for 'Report Name', a 'Report Type' dropdown (set to 'BU Report'), and radio buttons for 'Download Multiple Reports as ZIP File for Selected Courses' (selected) and 'Merge Multiple Reports into one PDF for Selected Courses'. 'Cancel' and 'GO' buttons are at the bottom of the modal.

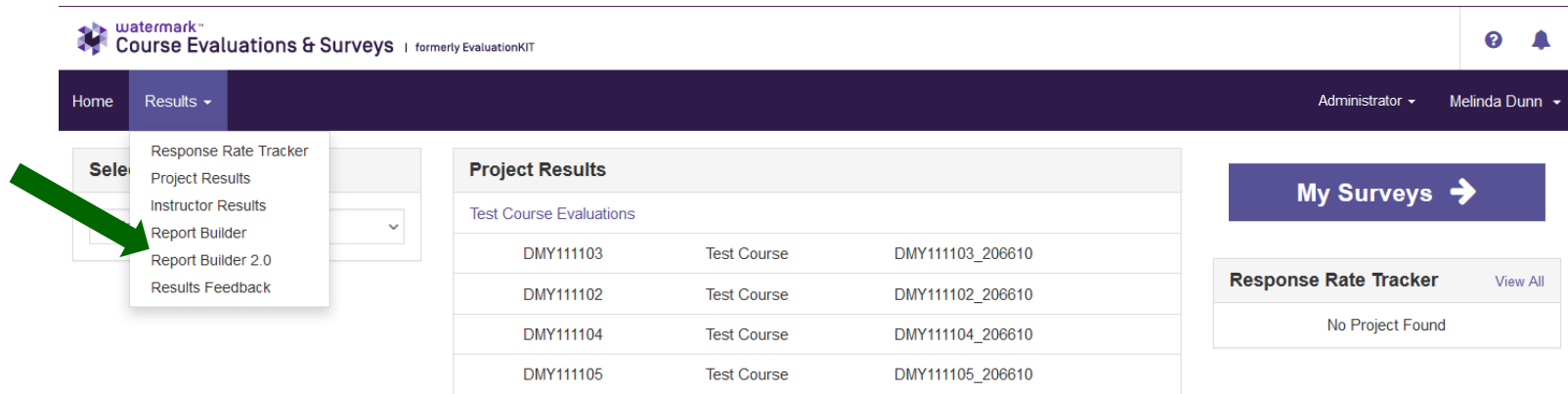
Below the modal, a 'Batch Report' link is highlighted with a green arrow. The main interface shows a table of 'Course Results' with the following data:

Name	Course Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> Bobby Baylor	202310PSC335301	American Political Thought	PSC335301_202310	Political Science	
<input type="checkbox"/> Bobby Baylor	202310PSC331503	Fund of Internatl Politics	PSC331503_202310		<ul style="list-style-type: none"> <li> BU Report</li> <li> Detailed Report + Comments</li> <li> Raw Data</li> <li> Feedback</li> </ul>
<input type="checkbox"/> Bobby Baylor	202310PSC234303	Western Political Philosophy	PSC234303_202310		
<input type="checkbox"/> Bobby Baylor	202310PSC331504	Fund of Internatl Politics	PSC331504_202310		

At the bottom of the table, it shows 'Total 4' records and a 'Records per page' dropdown set to 1000. Page navigation shows 'Page 1 of 1'.

# 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.



watermark  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Administrator Melinda Dunn

Response Rate Tracker  
Project Results  
Instructor Results  
Report Builder  
Report Builder 2.0  
Results Feedback

### Project Results

Test Course Evaluations

DMY111103	Test Course	DMY111103_206610
DMY111102	Test Course	DMY111102_206610
DMY111104	Test Course	DMY111104_206610
DMY111105	Test Course	DMY111105_206610

My Surveys →

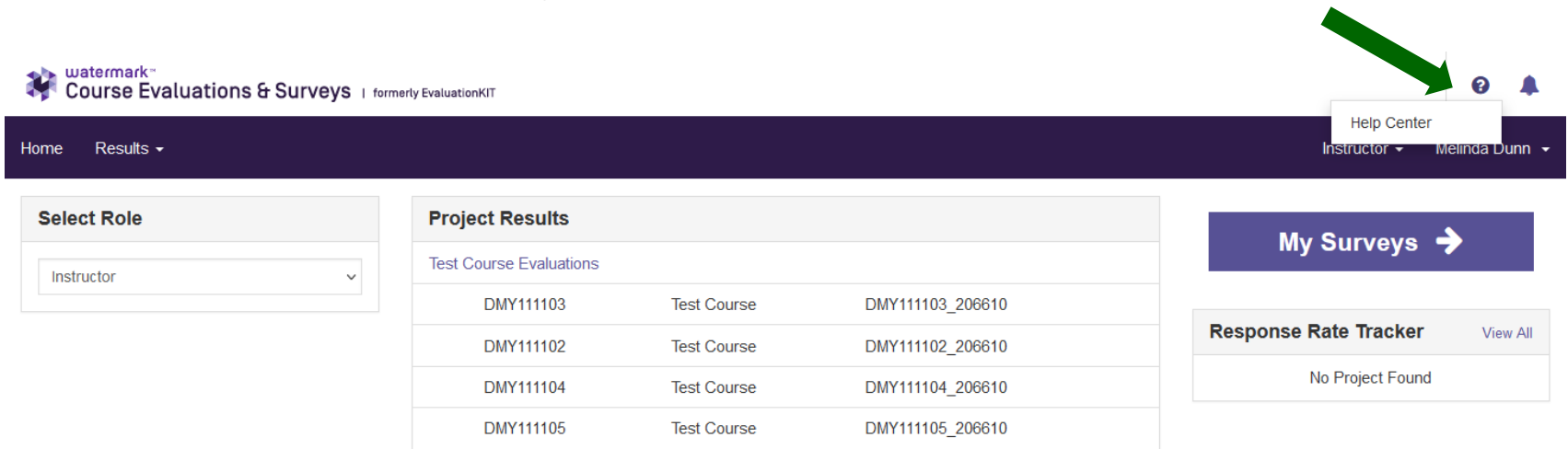
### Response Rate Tracker

[View All](#)

No Project Found

# Questions?

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



watermark  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results ▾

Instructor ▾ Melinda Dunn ▾

Help Center

Select Role

Instructor ▾

Project Results

Test Course Evaluations

DMY111103	Test Course	DMY111103_206610
DMY111102	Test Course	DMY111102_206610
DMY111104	Test Course	DMY111104_206610
DMY111105	Test Course	DMY111105_206610

My Surveys →

Response Rate Tracker [View All](#)

No Project Found

# Questions?

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

Melinda Dunn  
Institutional Research  
Melinda\_Dunn@baylor.edu  
(254) 710-8834

For more details about course evaluations at Baylor, please refer to the IR website at [ir.web.baylor.edu](http://ir.web.baylor.edu)