

Electronic Course Evaluation Basic Training

A quick step-by-step guide to accessing your
evaluation results.

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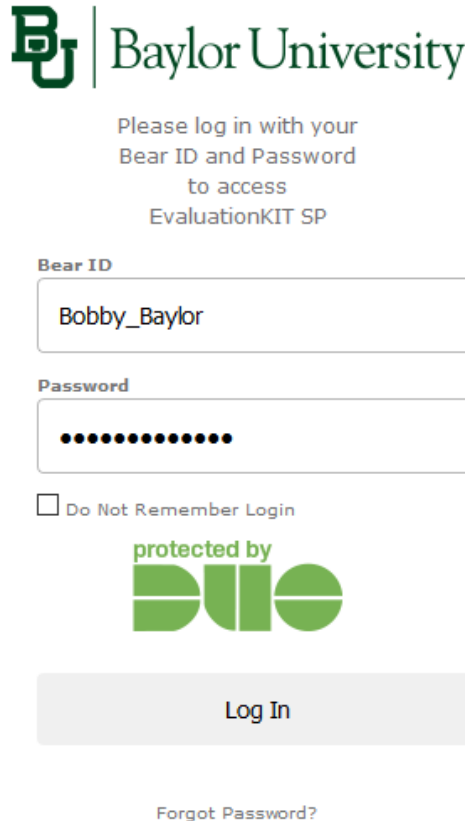
Updated: 8/17/2023


Select any of the topics below:

- [Accessing Course Evaluations](#)
- [Viewing Response Rates](#)
- [Viewing Evaluation Results](#)
- [Questions?](#)

Accessing Course Evaluations

- Login to the course evaluation website (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

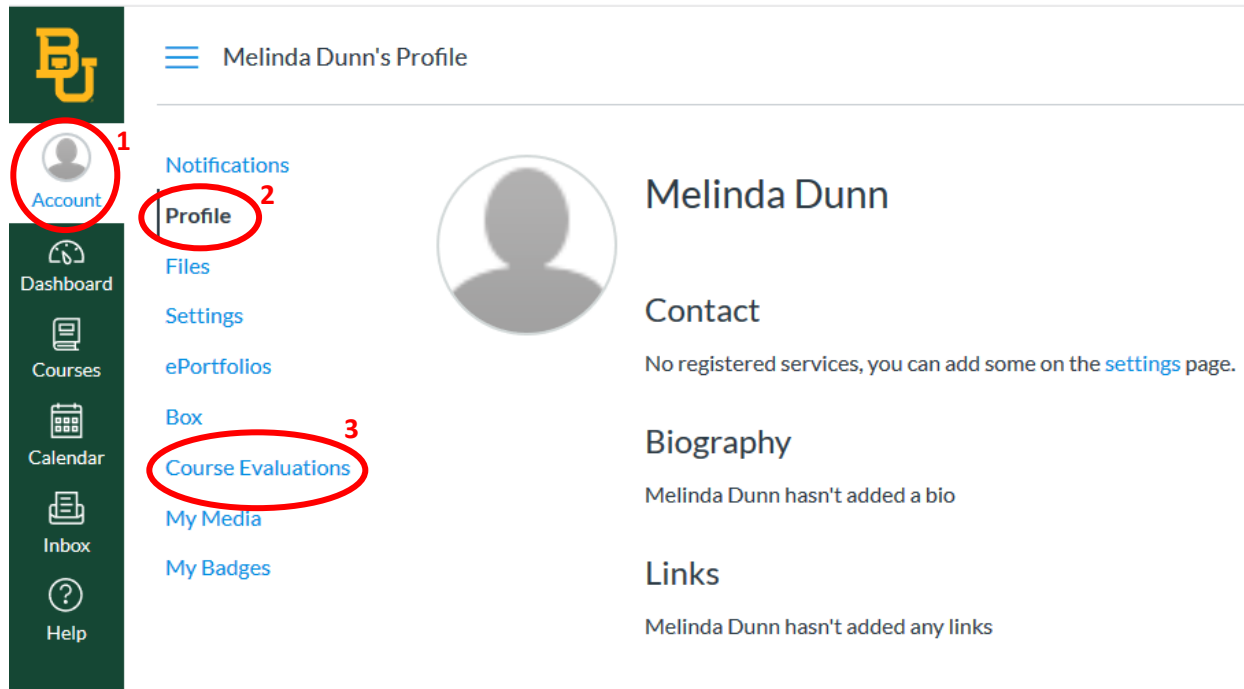
protected by


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

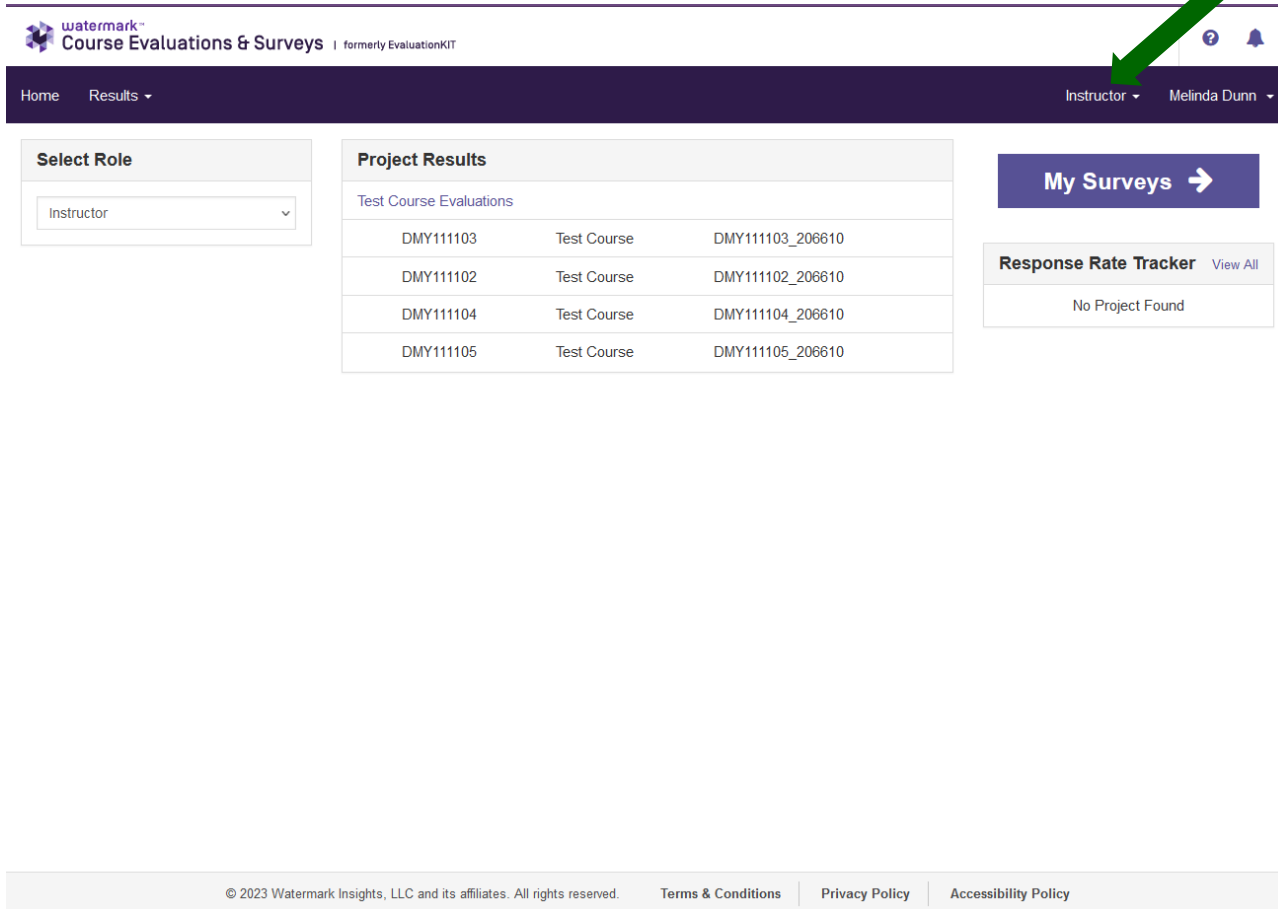
Contact
No registered services, you can add some on the [settings](#) page.

Biography
Melinda Dunn hasn't added a bio

Links
Melinda Dunn hasn't added any links

Accessing Course Evaluations

- You are now at the Course Evaluations & Surveys dashboard.
- If you are both an Instructor AND a student, you can change your role by clicking on the drop-down box in the upper right-hand corner. To view evaluation results you must select the *Instructor* role.

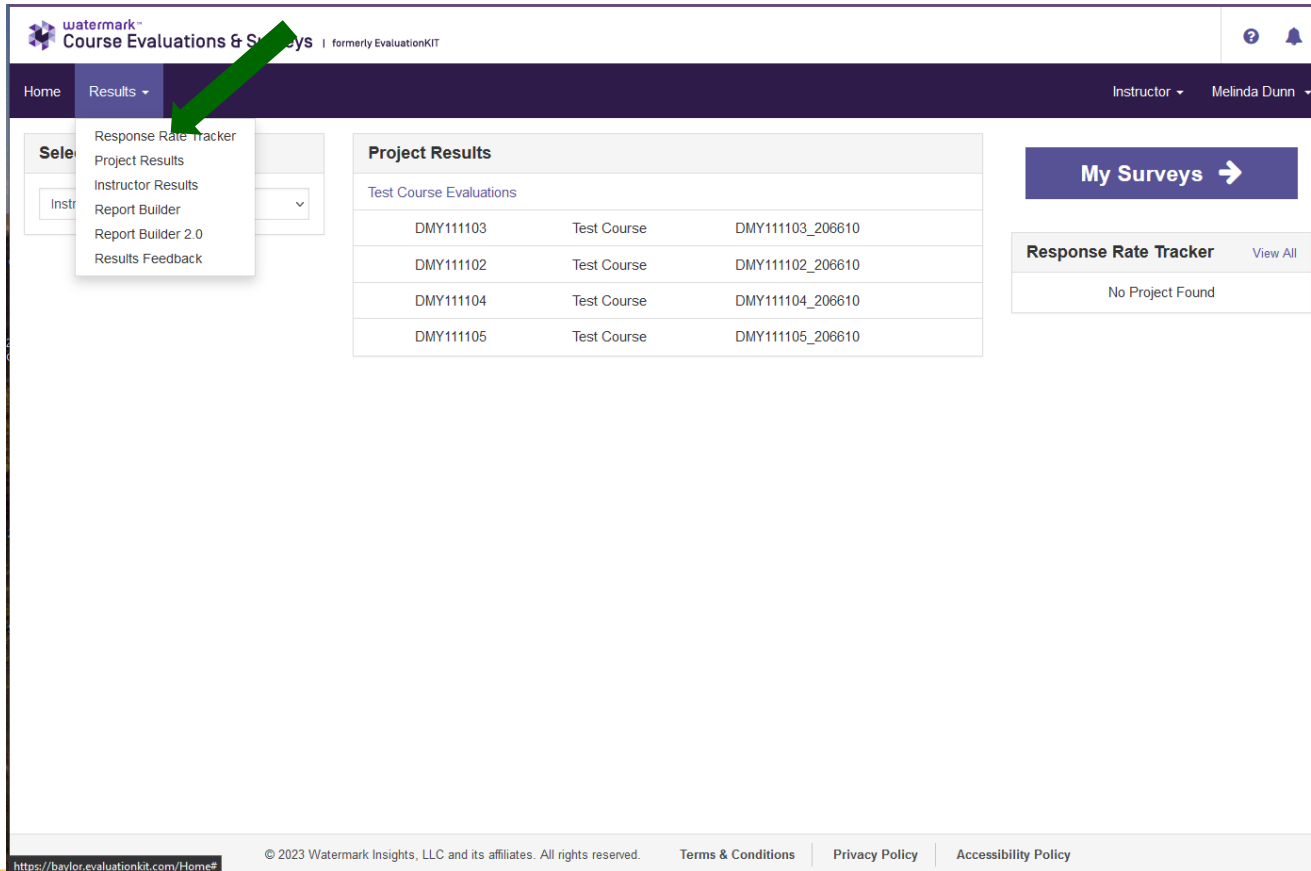


The screenshot shows the 'watermark Course Evaluations & Surveys' dashboard. The header includes 'Home', 'Results', and a user profile dropdown for 'Instructor' (Melinda Dunn). A green arrow points to this dropdown. On the left, a 'Select Role' dropdown is set to 'Instructor'. The main content area features a 'Project Results' table with four rows of course evaluation data. On the right, there are buttons for 'My Surveys' and 'Response Rate Tracker' (with a 'View All' link). The footer contains copyright information and links for 'Terms & Conditions', 'Privacy Policy', and 'Accessibility Policy'.

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

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 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 'Response Rate Tracker' is highlighted with a green arrow. The 'Project Results' table lists five 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

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 ▾ Instructor ▾ Melinda Dunn ▾

Results / Project Response Rates


Project Response Rates [Search By Project](#)

Q Search

Name

Status **Ended**

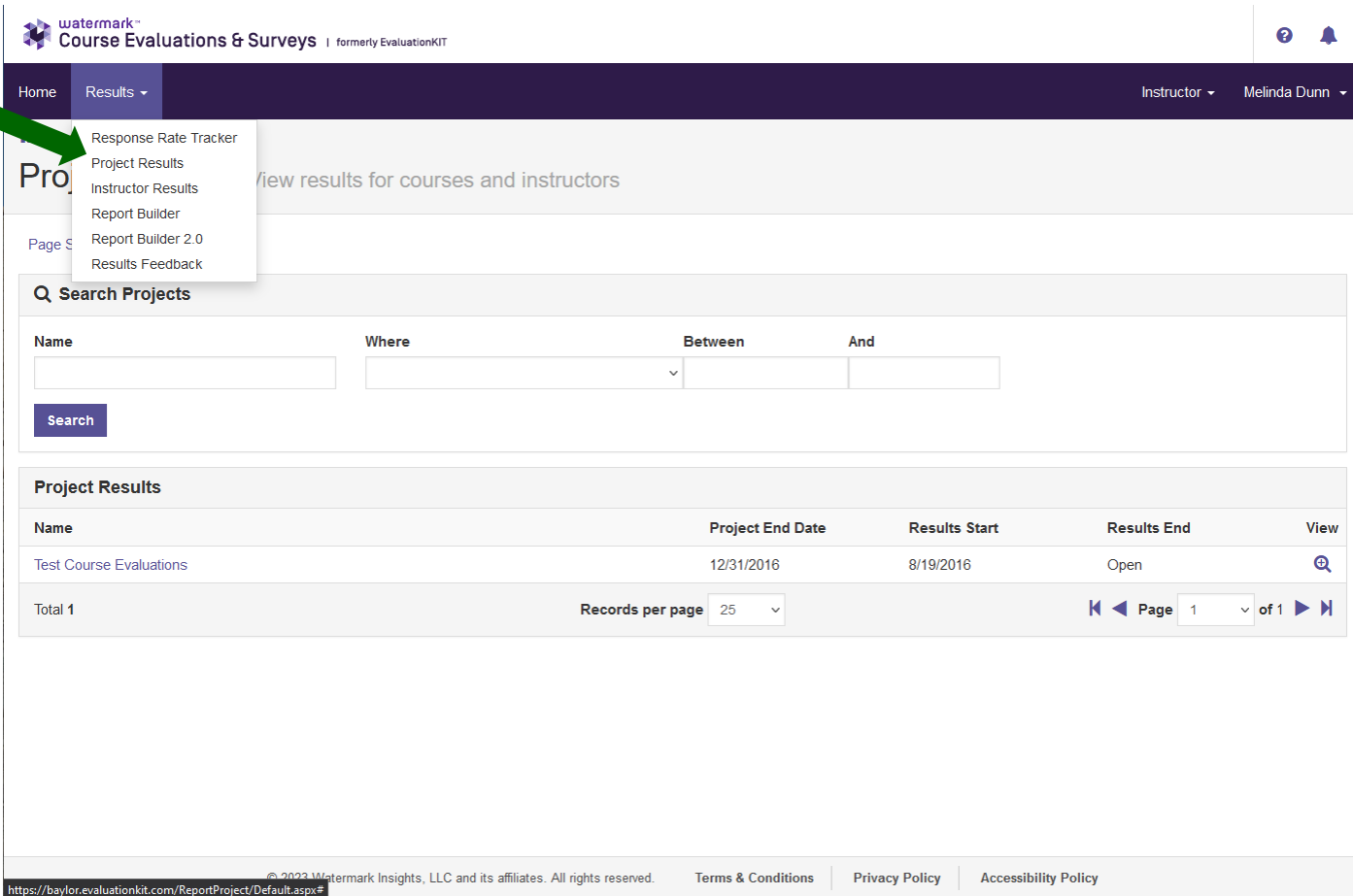
Where Between And

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%	

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.



watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Instructor Melinda Dunn

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

Q Search Projects

Name Where Between And

Search

Project Results

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

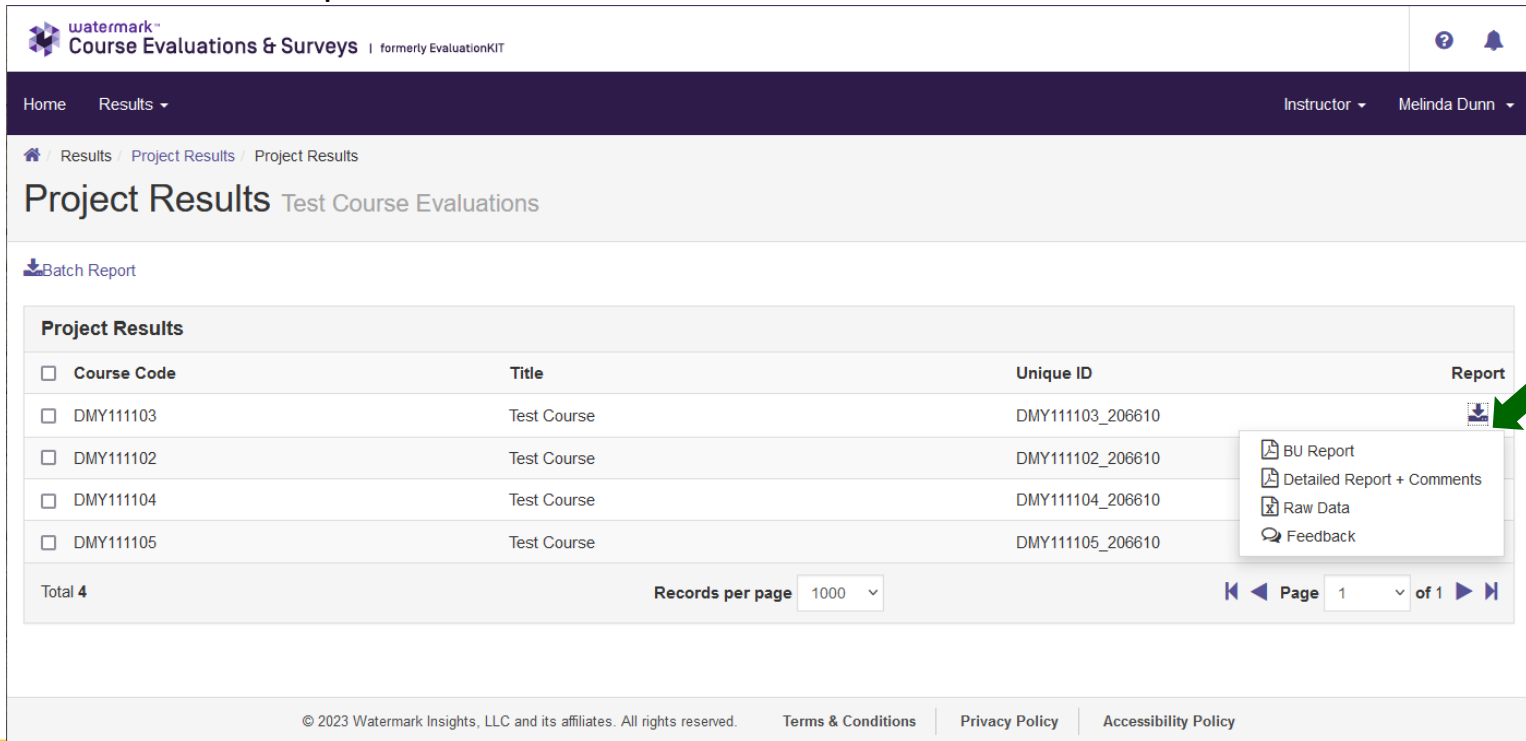
Total 1 Records per page 25 Page 1 of 1

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

Viewing Evaluation Results





- From here, you can choose between three different formats for results:
 - *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 'watermark Course Evaluations & Surveys' interface. The page title is 'Project Results Test Course Evaluations'. A table titled 'Project Results' contains the following data:

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> DMY111103	Test Course	DMY111103_206610	
<input type="checkbox"/> DMY111102	Test Course	DMY111102_206610	
<input type="checkbox"/> DMY111104	Test Course	DMY111104_206610	
<input type="checkbox"/> DMY111105	Test Course	DMY111105_206610	

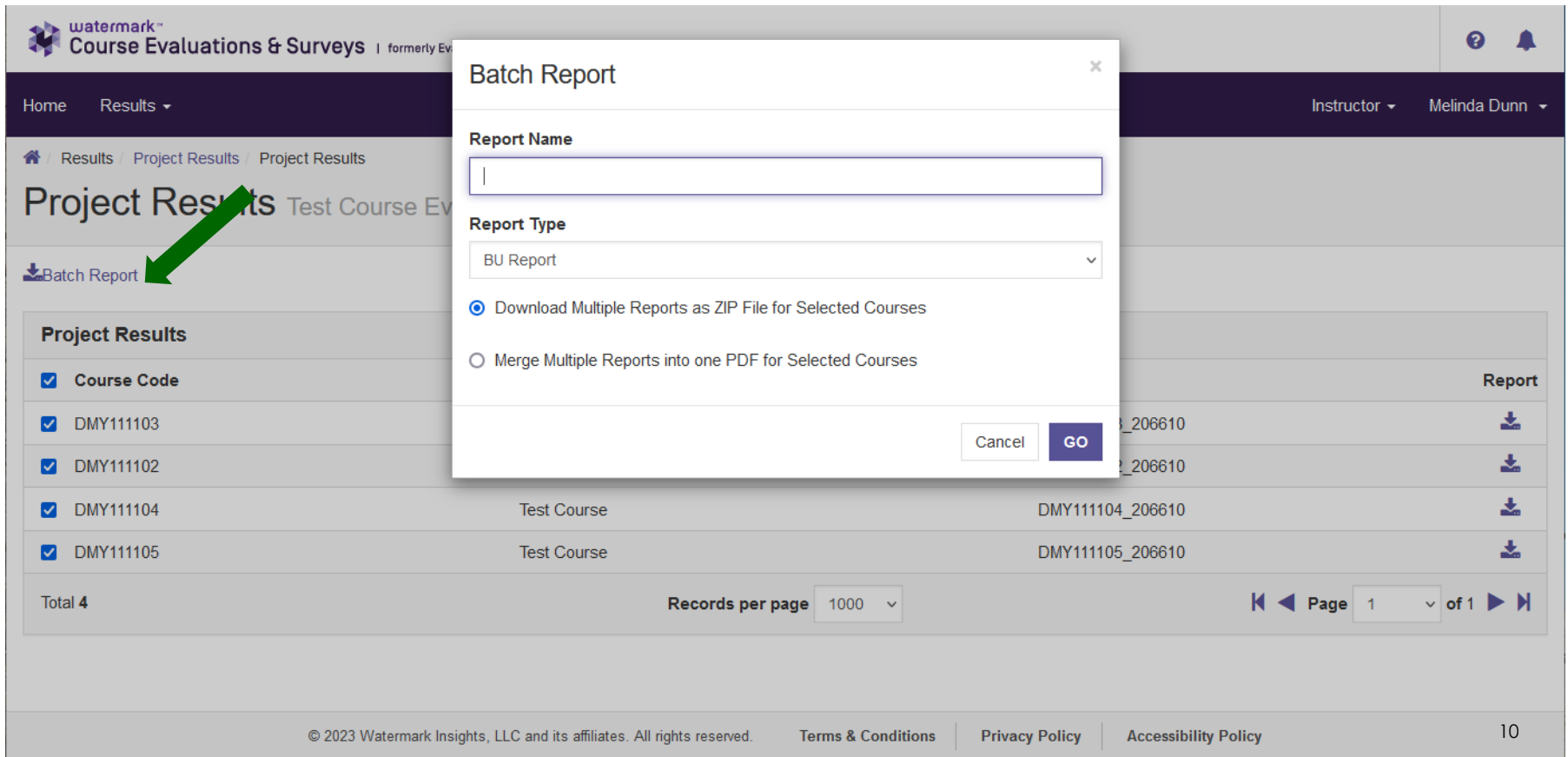
Below the table, there is a 'Total 4' label, a 'Records per page' dropdown set to '1000', and a 'Page 1 of 1' indicator. A green arrow points to the 'Report' column of the first row, which has opened a dropdown menu with the following options:

-  BU Report
-  Detailed Report + Comments
-  Raw Data
-  Feedback

At the bottom of the page, there is a footer with the text: © 2023 Watermark Insights, LLC and its affiliates. All rights reserved. Terms & Conditions | Privacy Policy | Accessibility Policy

Viewing Evaluation Results

- If you have multiple courses in a project, you can select a group of 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 displays the 'watermark Course Evaluations & Surveys' interface. A modal dialog titled 'Batch Report' is open, allowing users to generate reports for selected courses. The dialog includes a 'Report Name' input field, a 'Report Type' dropdown menu set to 'BU Report', and two radio button options: '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 dialog. In the background, the 'Project Results' page shows a table with columns for 'Course Code', 'Test Course', and 'Report'. A green arrow points to the 'Batch Report' button on the left side of the page.

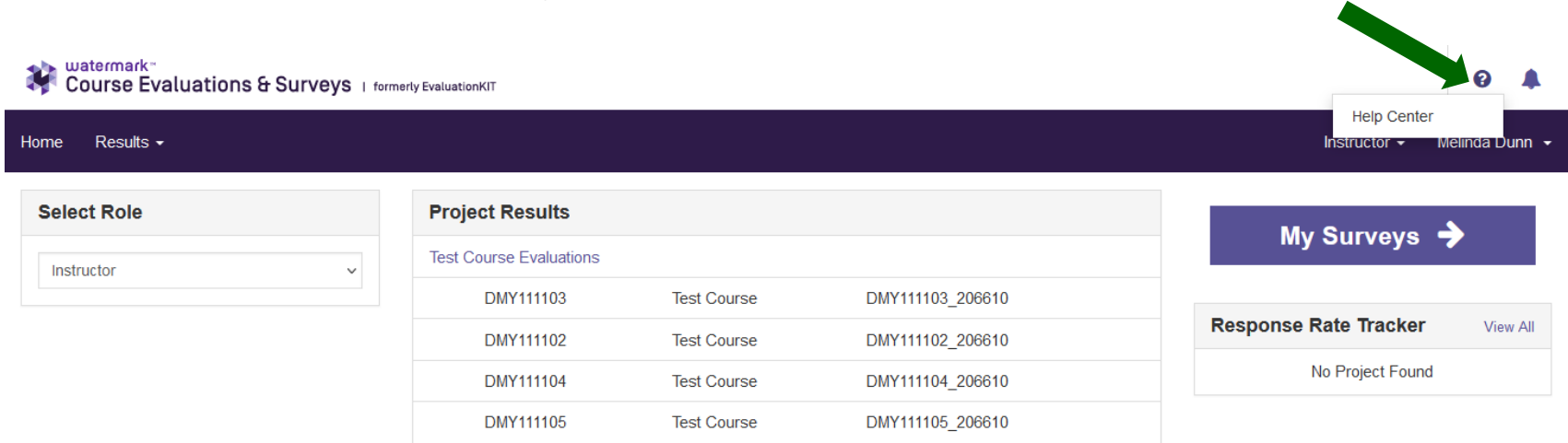
Course Code	Test Course	Report
<input checked="" type="checkbox"/> DMY111103		Download
<input checked="" type="checkbox"/> DMY111102		Download
<input checked="" type="checkbox"/> DMY111104	Test Course	Download
<input checked="" type="checkbox"/> DMY111105	Test Course	Download

Total 4 Records per page 1000 Page 1 of 1

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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