

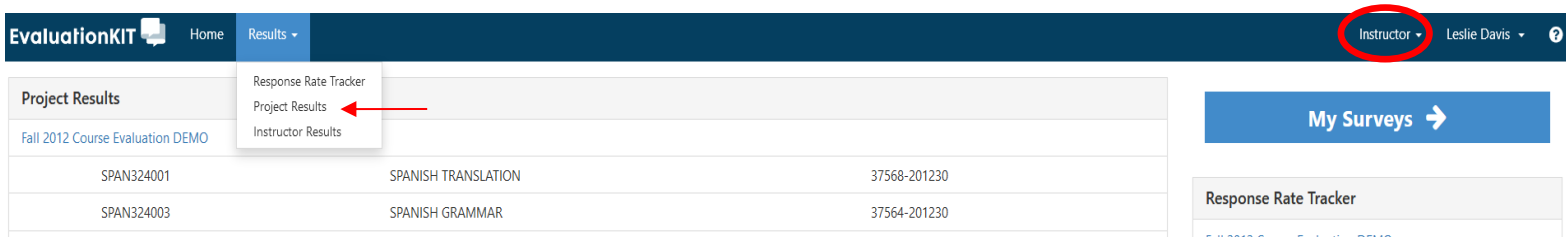
# Quick Guide to Accessing Course Evaluation (SITE) Results

## To access your results

1. Go to <https://wku.evaluationkit.com>
2. Use your NetID (an example of a valid NetID is bgr01906) and password to log in.

You should see a dashboard similar to the one below. If you are an instructor and administrator (dean/department head), you will need to select the appropriate user role in the upper right corner drop-down next to your name.

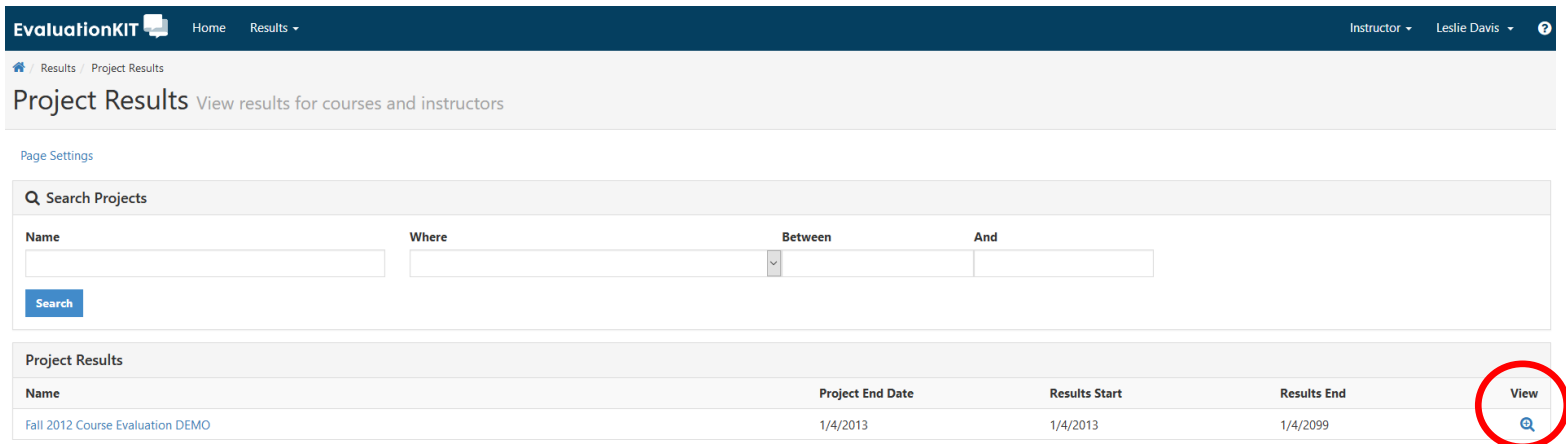
3. Click on Results → Project Results



Project Results		
Fall 2012 Course Evaluation DEMO		
SPAN324001	SPANISH TRANSLATION	37568-201230
SPAN324003	SPANISH GRAMMAR	37564-201230

You should see a results page like the one shown below.

4. Click on the icon in the View Column




Project Results View results for courses and instructors

Page Settings

Q Search Projects

Name Where Between And

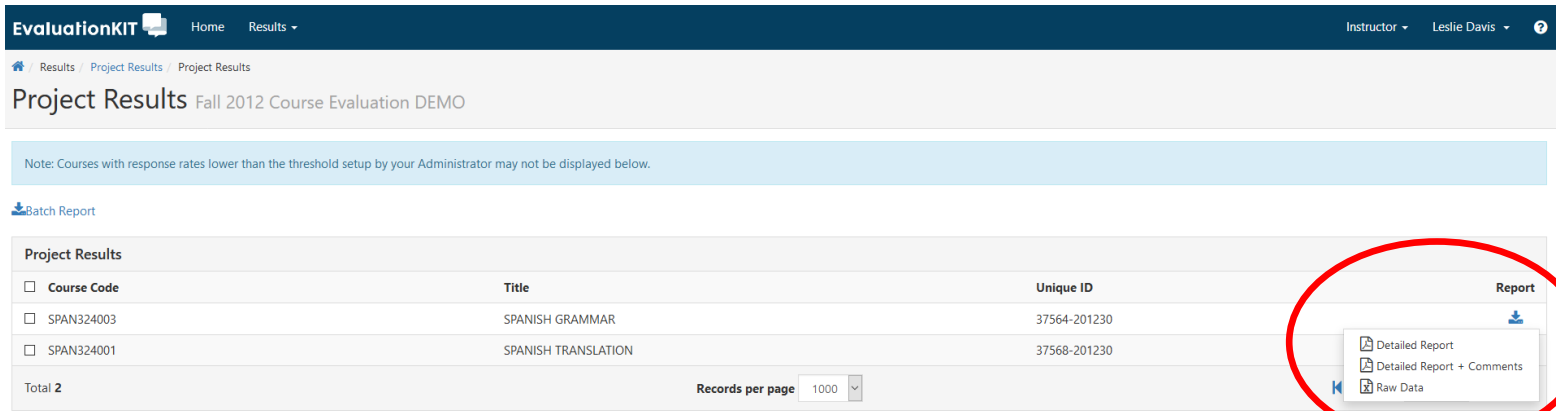
Search

Name	Project End Date	Results Start	Results End	View
Fall 2012 Course Evaluation DEMO	1/4/2013	1/4/2013	1/4/2099	

You can print results for each course individually or generate a report containing results for all sections.

## To print results for one course:



5. Click on the icon under the Report heading, then choose one of three report types:
  - a.) **Detailed Report** - report with descriptive statistics which does not include student comments.
  - b.) **Detailed Report + Comments** - report with descriptive statistics which includes student comments.
  - c.) **Raw Data** – an Excel raw data file.



Project Results Fall 2012 Course Evaluation DEMO

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

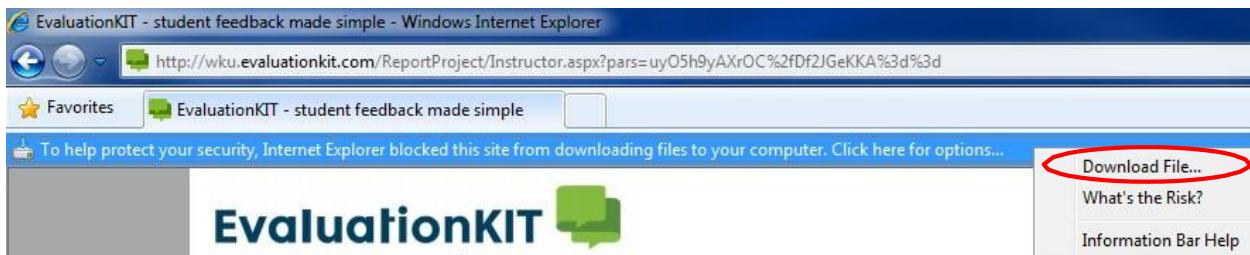
Batch Report

Course Code	Title	Unique ID	Report
<input type="checkbox"/> SPAN324003	SPANISH GRAMMAR	37564-201230	
<input type="checkbox"/> SPAN324001	SPANISH TRANSLATION	37568-201230	
Total 2			Records per page 1000

The Report dropdown menu is circled in red and contains the following options:

- Detailed Report
- Detailed Report + Comments
- Raw Data

Your internet security settings may cause the following information bar to appear. Just click on the bar, then on Download File..., to save your file.



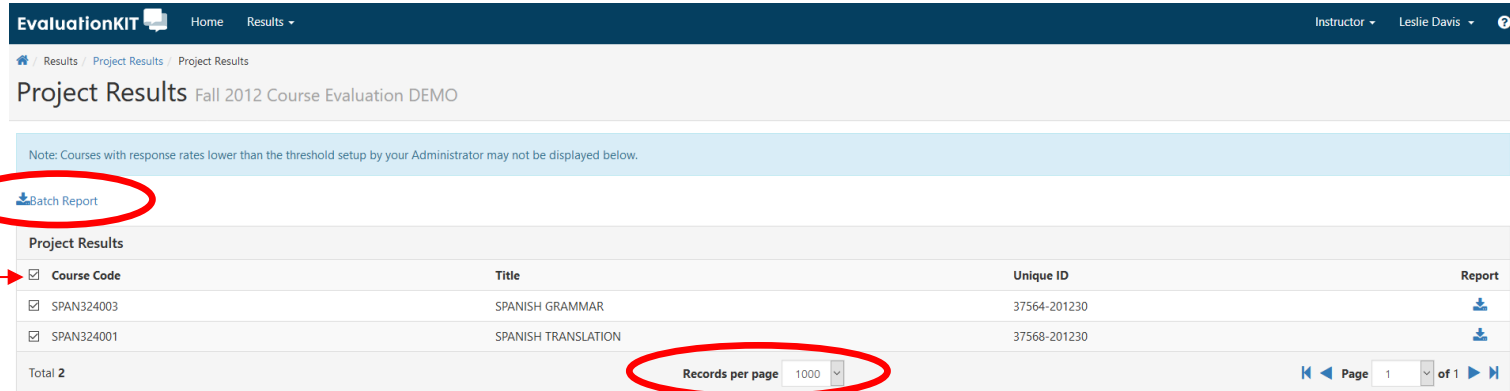
Download File...

What's the Risk?

Information Bar Help

## To print results for multiple course sections at once:

1. Select the check box next to "course code" to easily select all courses (see image below):
2. Click on the option "Batch Report".



EvaluationKIT Home Results

Instructor Leslie Davis

Results / Project Results / Project Results

### Project Results

Fall 2012 Course Evaluation DEMO

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

[Batch Report](#)

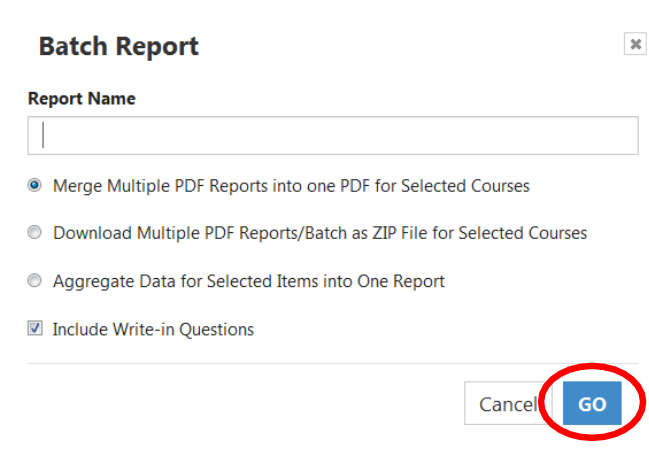
<input checked="" type="checkbox"/>	Course Code	Title	Unique ID	Report
<input checked="" type="checkbox"/>	SPAN324003	SPANISH GRAMMAR	37564-201230	<a href="#">Report</a>
<input checked="" type="checkbox"/>	SPAN324001	SPANISH TRANSLATION	37568-201230	<a href="#">Report</a>
Total 2				

Records per page: 1000

Page 1 of 1

**Tip:** You may need to adjust the maximum number of records displayed on the page in order to verify you have selected all courses.

3. You will receive the following pop-up once you have selected "batch report":



### Batch Report

Report Name

Merge Multiple PDF Reports into one PDF for Selected Courses

Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

Aggregate Data for Selected Items into One Report

Include Write-in Questions

Cancel **GO**

Once you have made all desired selections, click "Go" and your customized report will be generated. An email alert will be sent to you when your report is ready. You will be able to access the report through the email alert for seven days, after which you will need to generate a new report.

**\*\*\*\*\*Please note results are not generated for courses with fewer than 4 student respondents.\*\*\*\*\***

If you have any further questions or concerns, please contact the Office of Institutional Research at 745-3250 or [institutional.research@wku.edu](mailto:institutional.research@wku.edu).