

Faculty FAQs

What are the benefits to transitioning to an online course evaluation system?

- We will save 150,000 pieces of paper and 12,000 envelopes each year.
- Students have more time to complete thoughtful responses and provide meaningful comments.
- Faculty no longer have to take class time to allow students an opportunity to complete their evaluations.
- Faculty receive summary reports, including student comments, much more quickly. Reports can be distributed shortly after grades are submitted.

How do I increase my response rates?

There are numerous ways to increase your response rates.

- **Encourage your students to complete the evaluations.** Students need to know that you value their input and that completing the evaluations is worth their time.
- **Let students know they can access their evaluations by:**
 - a. Going to wku.evaluationkit.com and using their WKU NetID and password
(They can look up their NetID or create/reset their NetID password at www.wku.edu/it/accounts/netid/)
 - b. Going to the WKU Portal and selecting the “Course Evaluations” link from the single sign-on portlet (portal.wku.edu)
- For face-to-face courses, **have someone other than the faculty member proctor the evaluation in class** by having students bring their laptops or mobile devices to class and following either of the easy access instructions listed above.
- **Check your response rates** by following the access instructions listed above. You will be able to see your response rates for each class. However, you will not be able to see who has/has not completed the evaluation.

Can faculty ask additional questions on the evaluations?

Not for the fall 2012 implementation. Once we have assessed the effects of moving the evaluations online, we will explore this possibility. One option faculty may use is the anonymous survey feature in Blackboard. For help with Blackboard visit

<http://www.wku.edu/it/blackboard/index.php>

Will I be able to monitor response rates while the course evaluation is open for students?

Yes. Instructors may monitor their response rates for each class by:

1. Going to wku.evaluationkit.com and using their WKU NetID and password.
(Look up your NetID or create/reset your NetID password at www.wku.edu/it/accounts/netid/).
2. Going to the WKU Portal (portal.wku.edu) and selecting the “Course Evaluations” link from the single sign-on portlet.

Why can't I log in?

Make sure you are using your NetID, not your 800 number. An example of a valid NetID is **bgr01906**. You can look up your NetID or create/reset your NetID password at www.wku.edu/it/accounts/netid/).

How will I know when my evaluation results are available?

Faculty will receive an email indicating that the results are available.

How do I save a copy of my course evaluation results?

When they become available, results may be downloaded as a PDF or Excel file.

Can I see my results from past semesters?

Results for semesters prior to fall 2012 were distributed to faculty and department heads and are no longer available from the Office of Institutional Research. However, evaluations for each fall and spring semester since fall 2012 are available online at wku.evaluationkit.com.

Who will have access to the results of my course evaluations?

The results are available to you, your department head, and the college Dean. If you teach a course at a regional campus, your regional campus director will receive the results for the courses you teach at that campus.

What if I am an instructor *and* I am taking courses?

In this scenario, you can view response rates as an instructor *and* submit evaluations if you are also taking courses.

After logging into the EvaluationKIT system, you will need to change your current role by clicking on the dropdown section beside your name.

In the example below, the current role is “instructor”. In order to modify the role to “student”, click the dropdown and select “student/respondent”.

You should now view any evaluations you have pending as a student/respondent. Once you have completed any evaluations, simply modify your role to “instructor” again to view course response rates for any courses you are teaching.



Who do I contact if I have more questions about the process or if I have difficulty accessing my response rates or results?

Please contact the Office of Institutional Research (institutional.research@wku.edu or (270) 745-3250) if you have any questions about the process or experience difficulty accessing your response rates or results.