



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.) **PDF report** - a basic report with descriptive statistics, which does not include student comments.
  - b.) **PDF + Text report** - basic report with descriptive statistics, which includes student comments.
  - c.) **Raw Data** – an Excel raw data file.

The screenshot shows the EvaluationKIT interface. At the top, there's a navigation bar with 'Home' and 'Results' menus. Below that, a breadcrumb trail reads 'Results > Project Results > Project Results'. The main heading is 'Project Results Fall 2014 Full Term Course Evaluations'. A light blue note states: 'Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.' Below the note is a 'Batch Report' link. The main content is a table titled 'Project Results' with columns for 'Course Code', 'Title', 'Unique ID', and 'Report'. Two courses are listed: GERM332500 (ADV GERMAN TRANSLATION) and GERM335001 (CONT CULTURE AND CIVILIZATION). The 'Report' column for the second course has a dropdown menu open, showing three options: 'PDF', 'PDF + Comments', and 'Raw Data'. The 'Raw Data' option is circled in red. At the bottom of the table, there's a 'Records per page' dropdown set to 25 and navigation arrows.

Course Code	Title	Unique ID	Report
GERM332500	ADV GERMAN TRANSLATION	43494-201430	[Download Icon]
GERM335001	CONT CULTURE AND CIVILIZATION	38797-201430	[PDF] [PDF + 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.

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL 'http://wku.evaluationkit.com/ReportProject/Instructor.aspx?pars=uyO5h9yAXrOC%2fDf2JGeKKA%3d%3d'. Below the address bar is a security warning bar with the text: 'To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...'. A dropdown menu is open from the warning bar, showing three options: 'Download File...', 'What's the Risk?', and 'Information Bar Help'. The 'Download File...' option is circled in red.

