

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

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Course Evaluations & Surveys | formerly EvaluationKIT

Home Results ▾ Instructor ▾ Leslie Davis ▾

Response Rate Tracker
Project Results
Instructor Results

My Surveys →

Response Rate Tracker

Fall 2012 Course Evaluation DEMO
Responses/Enrollment

SPANISH TRANSLATION
SPANISH GRAMMAR
Testing Registrar Student Employees
CHEMICAL AGENTS

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

4. Click on the icon in the View Column

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Home Results ▾ Instructor ▾ Leslie Davis ▾

Results / Project Results

Project Results

View results for courses and instructors

Page Settings

Q Search Projects

| Name | Where | Between | And |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.

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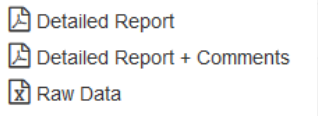
Home Results ▾ Instructor ▾ Leslie Davis ▾

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 type="checkbox"/> Course Code | Title | Unique ID | Report |
|--------------------------------------|---------------------|--------------|---|
| <input type="checkbox"/> SPAN324003 | SPANISH GRAMMAR | 37564-201230 |  |
| <input type="checkbox"/> SPAN324001 | SPANISH TRANSLATION | 37568-20123 |  |

Total 2 Records per page 1000 ▾

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.

EvaluationKIT - student feedback made simple - Windows Internet Explorer

http://wku.evaluationkit.com/ReportProject/Instructor.aspx?pars=uyO5h9yAXrOC%2fDf2JGeKKA%3d%3d

Favorites EvaluationKIT - student feedback made simple

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Download File...
What's the Risk?
Information Bar Help

EvaluationKIT



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".

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

| Project Results | | | |
|---|---------------------|--------------------------------|---|
| <input checked="" type="checkbox"/> Course Code | Title | Unique ID | Report |
| <input checked="" type="checkbox"/> SPAN324003 | SPANISH GRAMMAR | 37564-201230 |  |
| <input checked="" type="checkbox"/> SPAN324001 | SPANISH TRANSLATION | 37568-201230 |  |
| 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.