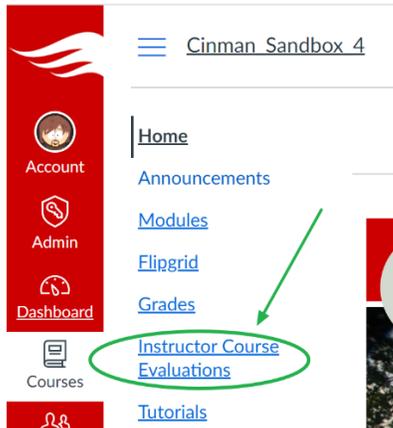
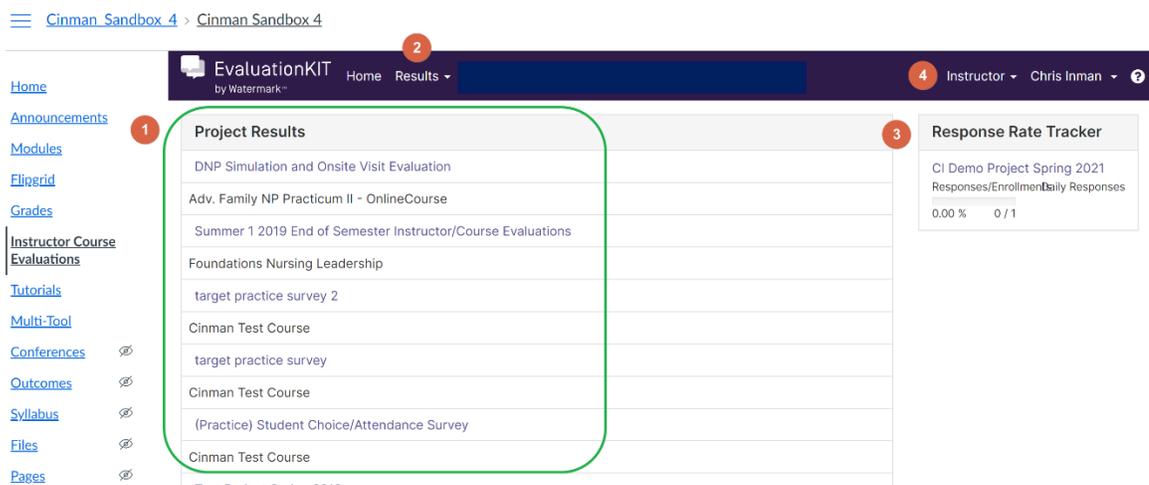


EvaluationKIT for Instructors – Updated Spring 2021

1. Login to Canvas at <https://jsu.instructure.com/login/canvas>
2. On your dashboard, enter a course from a previous semester. For example, if you are currently teaching in Spring 2021 enter a course from Fall 2020. (Your course from Fall 2020 has been included in a concluded EvaluationKIT project.)
3. In the course navigation menu, find “Instructor Course Evaluations.” Click on the link.



4. You will be taken to your EvaluationKIT dashboard. Notice the EvaluationKIT projects on the dashboard [1]. You may also access results by clicking on “Results [2].” You can click on the “Response Rate Tracker [3]” if there is a current, active project. By default, you should be brought into the dashboard as an “Instructor [4].” However, if have been a student at JSU or you are an administrator, click on the dropdown arrow next to “Instructor” and select either “Student” or “Administrator.” If you are a student and you have completed all of your available evaluations, you will not see anything on your student dashboard.



6. If you click on the Response Rate Tracker you will be taken to the “Course Response Rates [1]” dashboard. You will see all of your courses in the active project [2]. Each
7. If you click on the Response Rate Tracker you will be taken to the “Course Response Rates [1]” dashboard. You will see all of your courses in the active project [2]. Each

course will be in the list [3]. Note—if you do not see one of your courses in the active project, contact Online@JSU for assistance. For each course, you will see the total enrollment [4], the number of students who have responded [5], and the response rate [6].

1 Results | Project Response Rates | Node Response Rates | Course Response Rates

Course Response Rates

CI Demo Project Spring 2021

Search

Course Code Course Title Course Unique ID

Search

Courses 2

Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Course- Out	% of Enrollments Completed	Responded with Opt Out Removed	Response Rate with Opted Out Removed	View
3	Cinman_Sandb ox_4	Cinman Sandbox 4	13854	Christopher Inman	1	0	0%	0	0%	0	0%	

Total 1

Records per page 50

Page 1 of 1

- 8.
9. Go back to your EvaluationKIT dashboard by clicking on the “Home” link in the navigation menu at the top of the dashboard. – Do NOT click on the Canvas Home in the Canvas interface. On the dashboard, you will see all of the projects from current and past semesters [1]. You can access your course results by clicking on the project link. You can also access project results by click on “Results [2]” in the navigation menu at the top of the page. Once there you will have access to the Response Rate Tracker, Project Results, Instructor Results, Report Builder, and Report Builder 2.0.

jsu.instructure.com/courses/14050/external_tools/828

Cinman_Sandbox 4 > Cinman Sandbox 4

Home Results - Instructor - Chris Inman

Project Results

Response Rate Tracker 2

Response Rate Tracker

CI Demo Project Spring 2021
Responses/Enrollment/Daily Responses
0.00% 0/1

1

target practice survey 2

Cinman Test Course

target practice survey

Cinman Test Course

(Practice) Student Choice/Attendance Survey

Cinman Test Course

Test Project Spring 2018

Cinman Test Course

Cinman Test Project 4

EvaluationKIT Test One

Cinman Test Project

Chris Inman Sandbox 2

Cinman Test Course

10.

11. To access your course results, click on Results > Project Results. Then, click one of the links to a project in your Project Results list.

Project Results				
Name	Project End Date	Results Start	Results End	View
DNP Simulation and Onsite Visit Evaluation	6/21/2019	6/23/2019	Open	View
Summer 1 2019 End of Semester Instructor/Course Evaluations	6/18/2019	6/20/2019	Open	View
target practice survey 2	9/20/2018	9/20/2018	Open	View
target practice survey	8/31/2018	8/31/2018	Open	View
(Practice) Student Choice/Attendance Survey	4/5/2018	4/5/2018	Open	View
Test Project Spring 2018	2/7/2018	2/7/2018	Open	View
Cinman Test Project 4	11/9/2016	11/3/2016	Open	View
Cinman Test Project	9/2/2016	9/7/2016	Open	View
Total 8		Records per page 25	Page 1 of 1	

- 12.
13. Find a course in the project [1]. Click on the dropdown arrow to the right [2]. You have several options from which to choose [3]. Detailed Report + Comments is the most common option. This option will provide you with survey results in PDF format for this course along with any comments provided by students to open-ended questions in the survey. The “Raw Data” option will provide feedback via Excel Spreadsheet.

EvaluationKIT by Watermark® Home Results > Custom Question Surveys Attach Surveys to Projects Instructor > Chris Inman > ?

Results / Project Results / Project Results

Project Results Test Project Spring 2018

Course Code	Title	Unique ID	Report
Cinmantestcourse	Cinman Test Course	Cinmantestcourse	Report
Total 1		Records per page 1000	

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

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