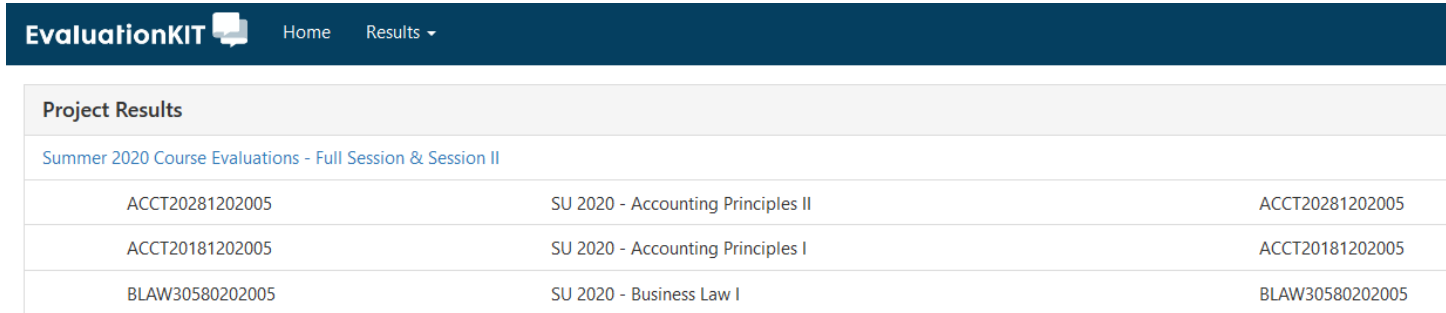


Accessing EvaluationKit

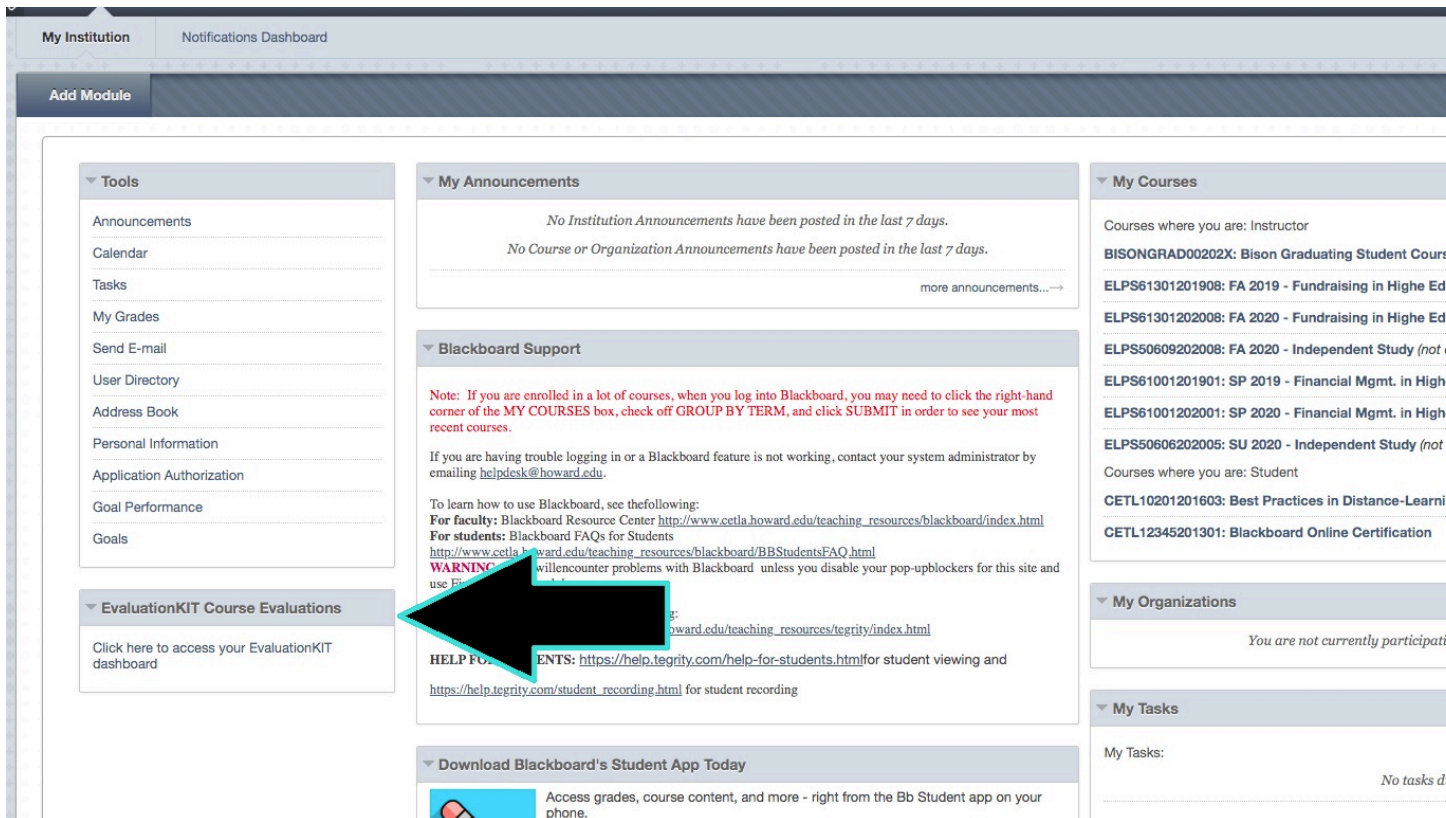
There are a few ways to access your EvaluationKit account

1. Once reports are released, you will receive an email with a personal Login link. Clicking this link (“Login Here”) will automatically take you to your EvaluationKit dashboard (see example below).



Project Results			
Summer 2020 Course Evaluations - Full Session & Session II			
ACCT20281202005	SU 2020 - Accounting Principles II		ACCT20281202005
ACCT20181202005	SU 2020 - Accounting Principles I		ACCT20181202005
BLAW30580202005	SU 2020 - Business Law I		BLAW30580202005

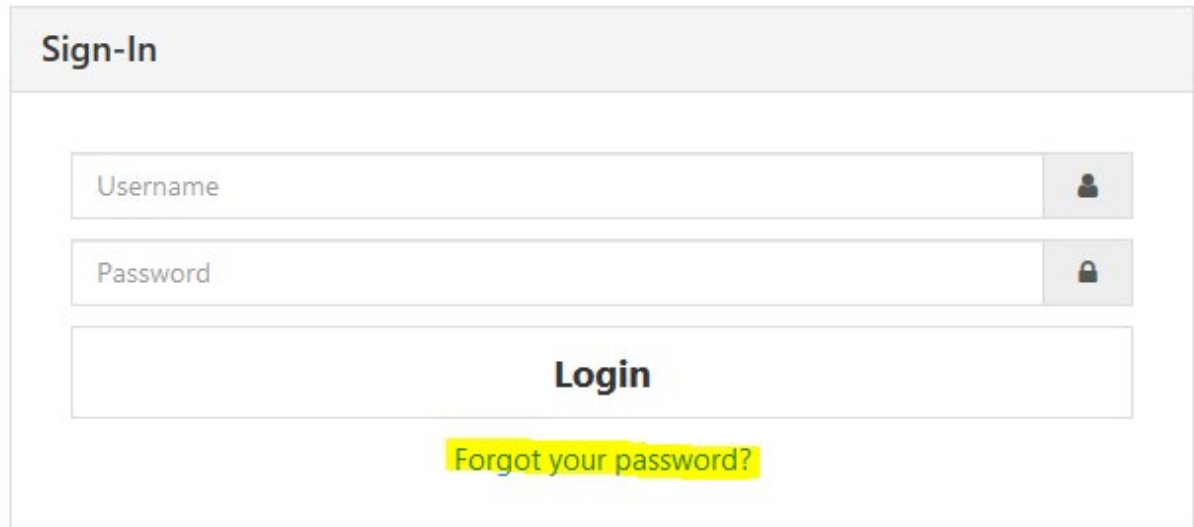
2. Access via Blackboard:
 - a. Navigate over to the [Howard Blackboard Site](#)
 - b. Enter your login information
 - c. A course evaluation block is available on the left-hand navigation on the My Institution page. A screenshot of where this is located is below.




The screenshot shows the Blackboard My Institution page. On the left-hand navigation menu, there is a section titled "EvaluationKIT Course Evaluations" with a link that says "Click here to access your EvaluationKIT dashboard". A red arrow points to this link. Other sections visible include "Tools", "My Announcements", "Blackboard Support", "My Courses", "My Organizations", and "My Tasks".


3. Login directly via the following link: [EvaluationKit](#)

Note: Your Blackboard username and password will be required to login. If your login is unsuccessful, we recommend resetting your password. This can be accomplished by clicking the “Forgot Your Password?” hyperlink (see screenshot). The system will then prompt you to enter your Blackboard username. It will then send a password reset link to the email associated with your Blackboard account. If you encounter any issues resetting your password, please reach out to assessment@howard.edu for troubleshooting.



Sign-In

Username 

Password 

Login

[Forgot your password?](#)

How to view course evaluation results




Once you have successfully logged into your account, you can click the appropriate project in the Project Results section. Once this is clicked, it will bring you to a table with all of the courses in which you are listed as an instructor of record.

[Results](#) / [Project Results](#) / Project Results

Project Results

Summer 2020 Course Evaluations - Full Session & Session II

[Batch Report](#)

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> ACCT20181202005	SU 2020 - Accounting Principles I	ACCT20181202005	
<input type="checkbox"/> ACCT20281202005	SU 2020 - Accounting Principles II	ACCT20281202005	
<input type="checkbox"/> BLAW30580202005	SU 2020 - Business Law I	BLAW30580202005	

Total 3 Records per page 1000 Page 1 of 1

You can view the results for individual courses by selecting the blue dropdown button listed next to each course. This will give you a few options (e.g., Detailed Report, Detailed Report + Comments, Short

Report, Short Report + Comments, Response Report, Raw Data, and Feedback). Reports with comments will include open-ended questions. The raw data report will allow you to download an Excel file of the results.

How to combine courses into a single aggregate report

1. From the same page, select the courses you would like to combine using the check boxes next to the Course Code column.

The screenshot shows a web interface for 'Project Results' under 'Summer 2020 Course Evaluations - Full Session & Session II'. A 'Batch Report' button is highlighted in yellow. Below it is a table with three columns: 'Course Code', 'Title', and 'Unique ID'. The table contains three rows of course data. At the bottom of the table, there is a 'Total 3' label, a 'Records per page' dropdown set to 1000, and a pagination control showing 'Page 1 of 1'.

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input checked="" type="checkbox"/> ACCT20181202005	SU 2020 - Accounting Principles I	ACCT20181202005	
<input checked="" type="checkbox"/> ACCT20281202005	SU 2020 - Accounting Principles II	ACCT20281202005	
<input checked="" type="checkbox"/> BLAW30580202005	SU 2020 - Business Law I	BLAW30580202005	

2. Once the courses have been selected, click the Batch Report button.
3. Name your report and select the report type. Report types available for batch reporting are the same as those available for individual course reports.
4. Select the option relevant to your report. You can download each report as a ZIP file, merge multiple reports into one PDF, or Aggregate data into one report.

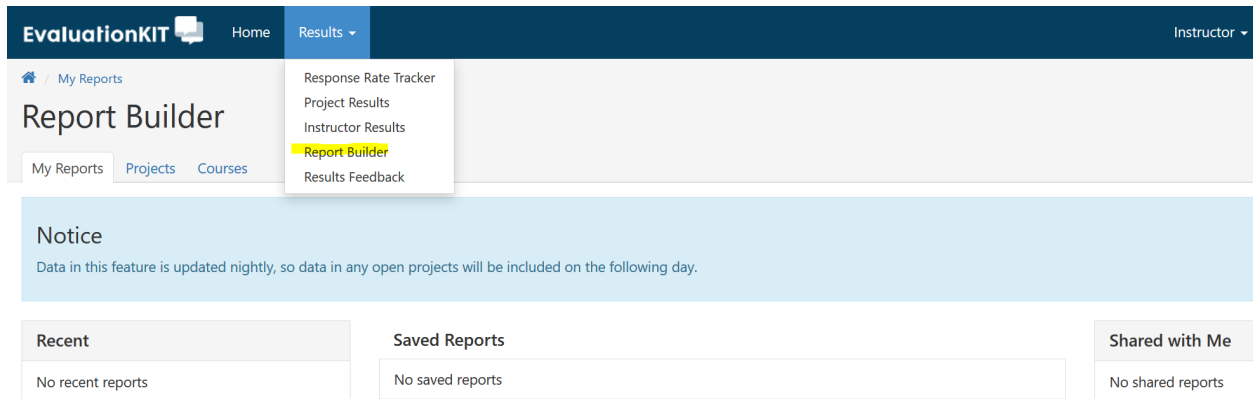
The 'Batch Report' dialog box is shown with a close button (X) in the top right corner. It contains the following fields and options:

- Report Name:** A text input field containing 'Test Report'.
- Report Type:** A dropdown menu with 'Detailed Report' selected.
- Options:** Three radio button options:
 - Download Multiple Reports as ZIP File for Selected Courses
 - Merge Multiple Reports into one PDF for Selected Courses
 - Aggregate Data for Selected Items into One Report
- Buttons:** 'Cancel' and 'GO' buttons at the bottom right.

Custom Reports

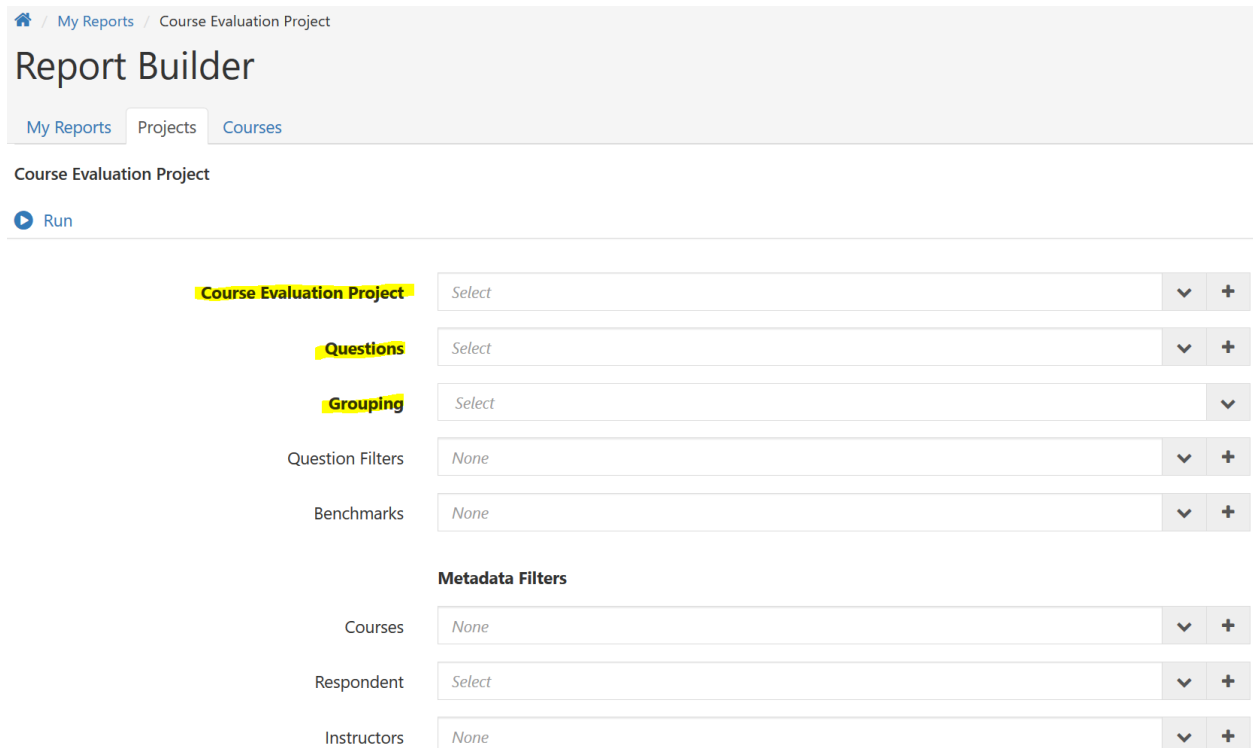
In addition to pre-built reports, you can also create custom reports. To access and create custom reports:

1. Select Report Builder from the Results dropdown at the top of the screen. From here, you can create a report by project (course evaluation period) or by course.



The screenshot shows the EvaluationKIT interface. At the top, there is a dark blue navigation bar with 'EvaluationKIT' on the left, 'Home' and 'Results' in the center, and 'Instructor' on the right. Below the navigation bar, there is a breadcrumb trail: 'Home / My Reports'. The main heading is 'Report Builder'. Below the heading, there are three tabs: 'My Reports', 'Projects', and 'Courses'. A dropdown menu is open under 'Results', showing options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder' (highlighted in yellow), and 'Results Feedback'. Below the menu, there is a 'Notice' box with the text: 'Data in this feature is updated nightly, so data in any open projects will be included on the following day.' At the bottom, there are three sections: 'Recent' (No recent reports), 'Saved Reports' (No saved reports), and 'Shared with Me' (No shared reports).

2. If you want to create a report by project, click the Projects tab.
3. Select the course evaluation project(s) you are interested in creating a report for and then click apply.



The screenshot shows the EvaluationKIT interface for a 'Course Evaluation Project'. The breadcrumb trail is 'Home / My Reports / Course Evaluation Project'. The main heading is 'Report Builder'. Below the heading, there are three tabs: 'My Reports', 'Projects' (selected), and 'Courses'. Below the tabs, there is a 'Run' button. The main content area contains several dropdown menus for selecting filters and options. The first dropdown is 'Course Evaluation Project' (highlighted in yellow) with 'Select' and a '+' button. The second dropdown is 'Questions' (highlighted in yellow) with 'Select' and a '+' button. The third dropdown is 'Grouping' (highlighted in yellow) with 'Select' and a '-' button. Below these are 'Question Filters' (None) and 'Benchmarks' (None), both with '-' and '+' buttons. A section titled 'Metadata Filters' contains three dropdowns: 'Courses' (None), 'Respondent' (Select), and 'Instructors' (None), each with '-' and '+' buttons.

4. Select the questions that you would like to look at and then select apply. You can select as few or as many questions as you like.

- a. Note: You can select the option "Select Page" to select all questions.*
5. Select how you would like to group the report. You can group by Project/Instructor or Project/Course.
6. Click the Run button in the top left corner.
7. You can then save, copy, or export the report to Excel or PDF.
 - a. Note: Saved reports will show up in your My Reports tab. This will allow you to keep your report parameters from project to project.*
8. You can also do this by course instead of by project if you want a longitudinal view of course evaluation results.
 - a. Note: EvaluationKit was implemented in Summer 2020 (Session II and Full Session), so there will not be historical course evaluation data in the system.*