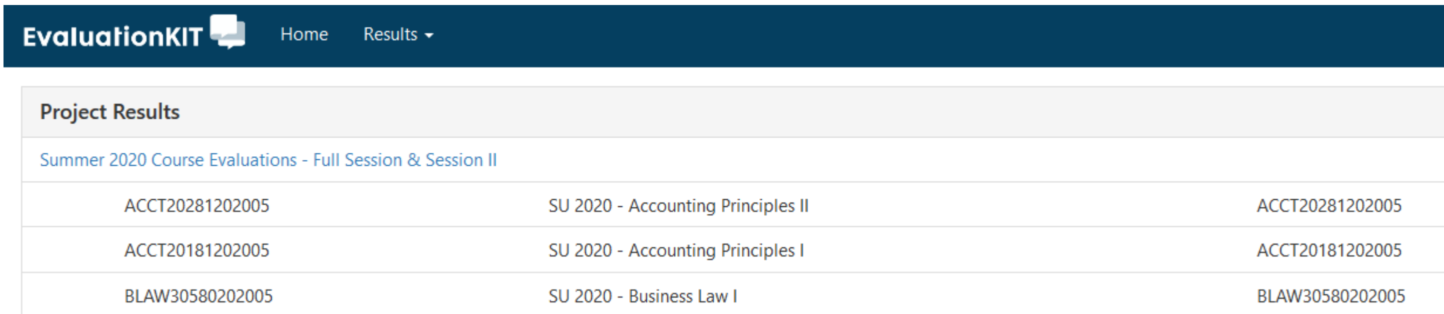
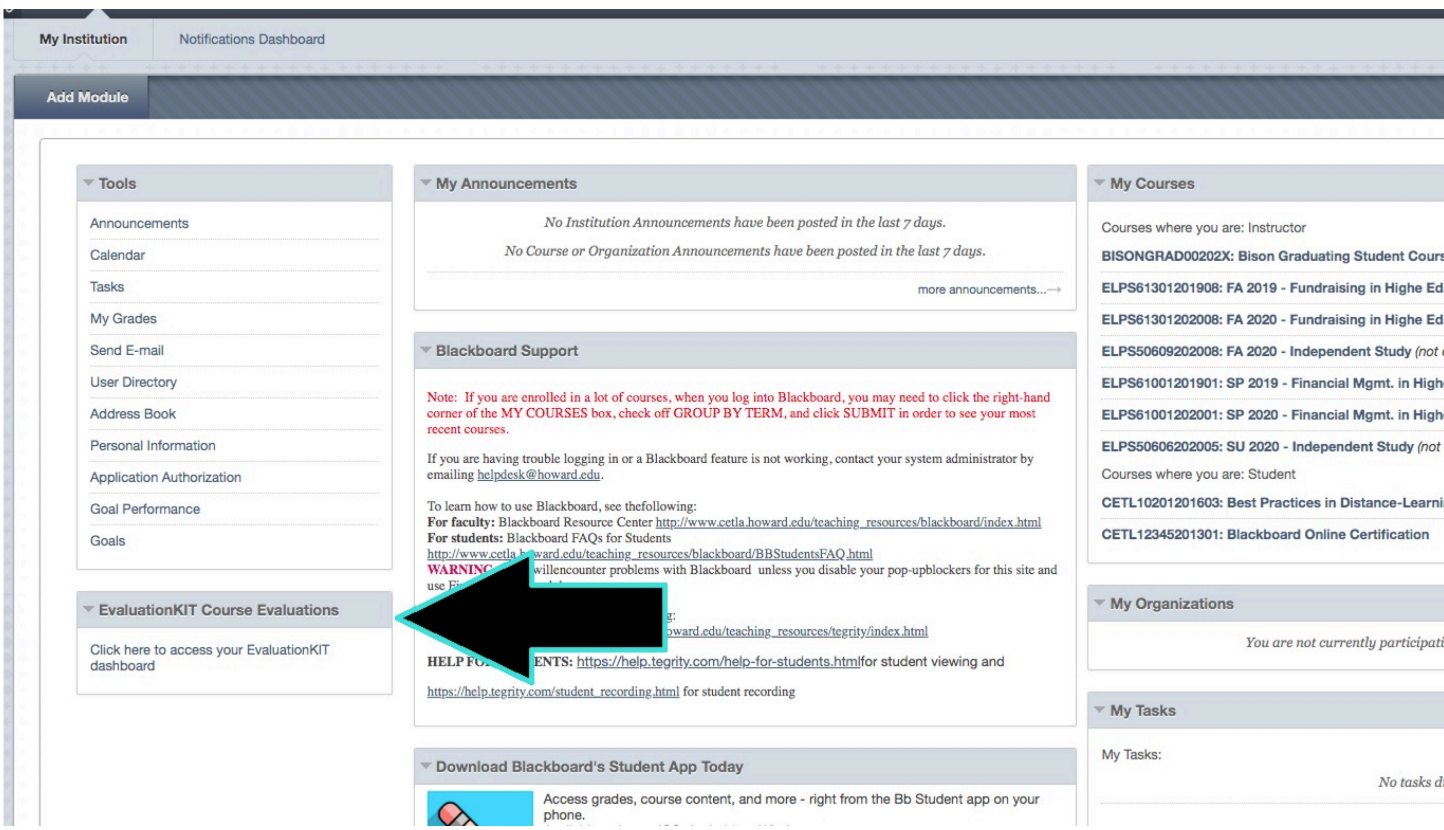
Accessing EvaluationKit

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.

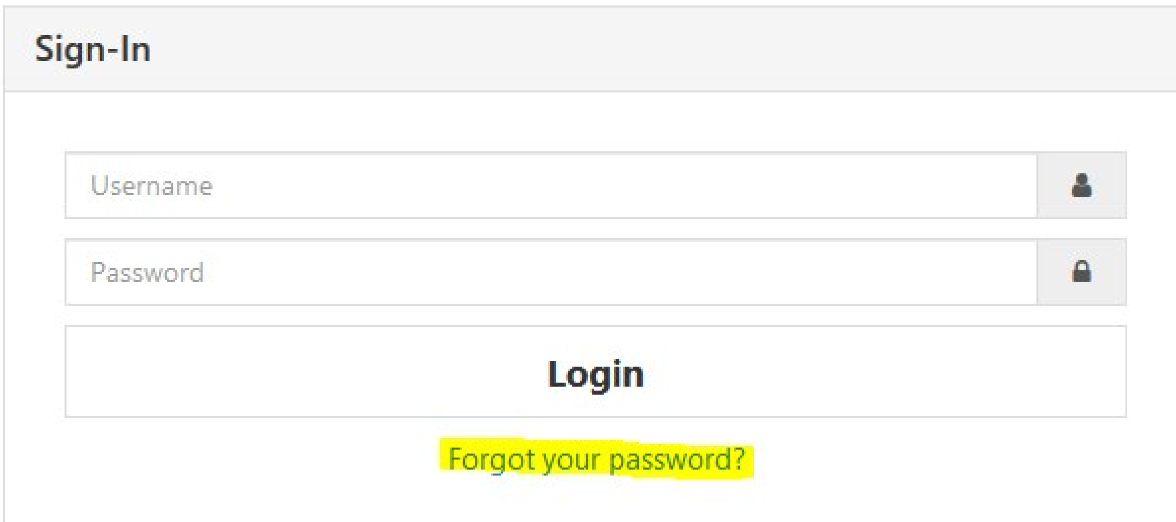


2. Access via Blackboard:
   a. Navigate over to the [Howard Blackboard Site]
   b. Enter your login information
   c. A course evaluation block is available on the left-hand navigation on the My Institution page. A screenshot of where this is located is below.



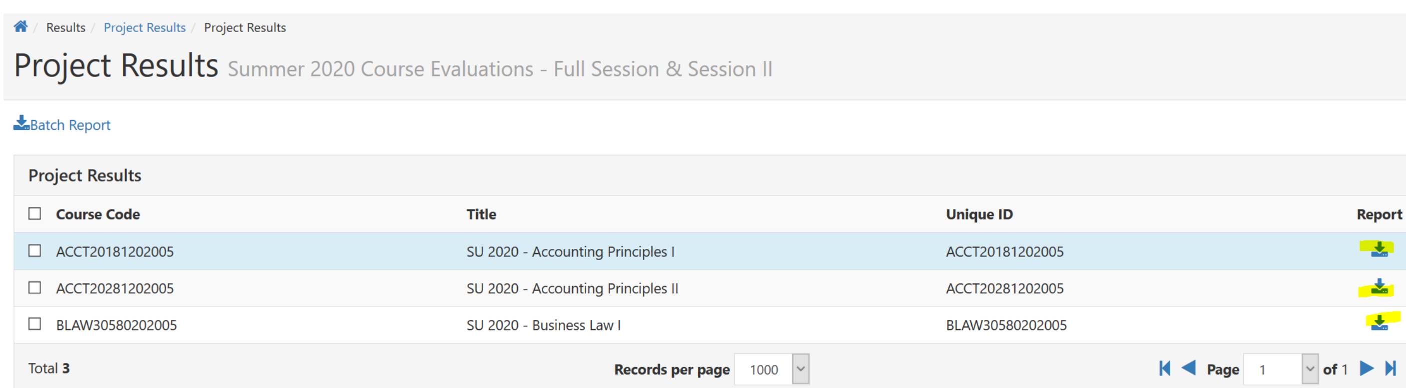
3. Login directly via the following link: [EvaluationKit]

   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.



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.

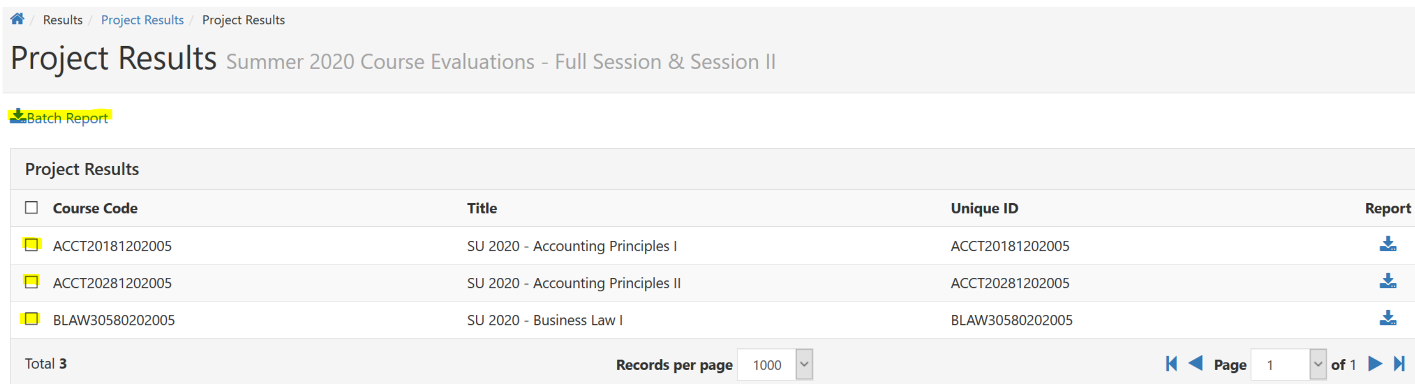


Course Code	Title	Unique ID	Report
ACCT20181202005	SU 2020 - Accounting Principles I	ACCT20181202005	
ACCT20281202005	SU 2020 - Accounting Principles II	ACCT20281202005	
BLAW30580202005	SU 2020 - Business Law I	BLAW30580202005	

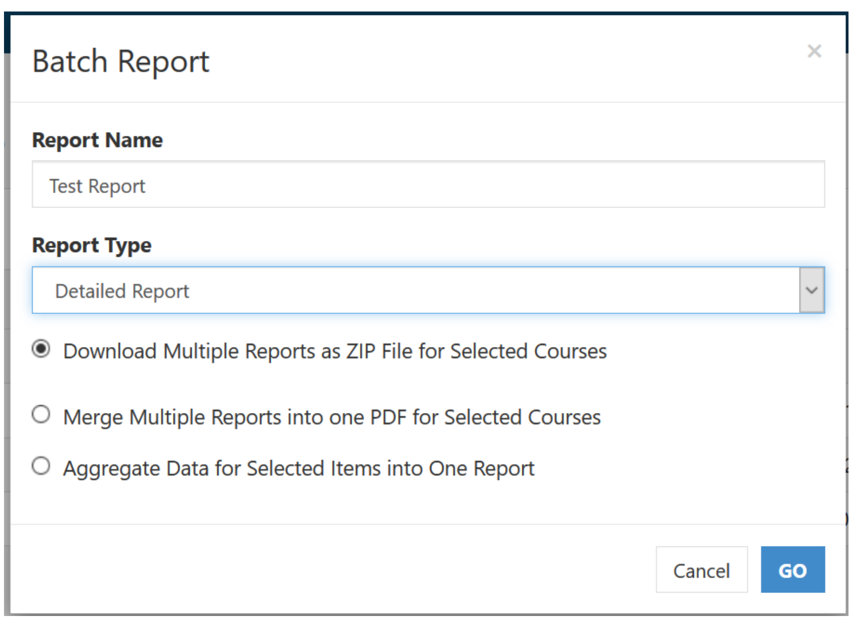
You can view the results for individual courses by selecting the blue dropdown button listed next to each course. This will give you a few options (e.g., Detailed Report, Detailed Report + Comments, Short Report, Short Report + Comments, Response Report, Raw Data, and Feedback). Reports with comments 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.



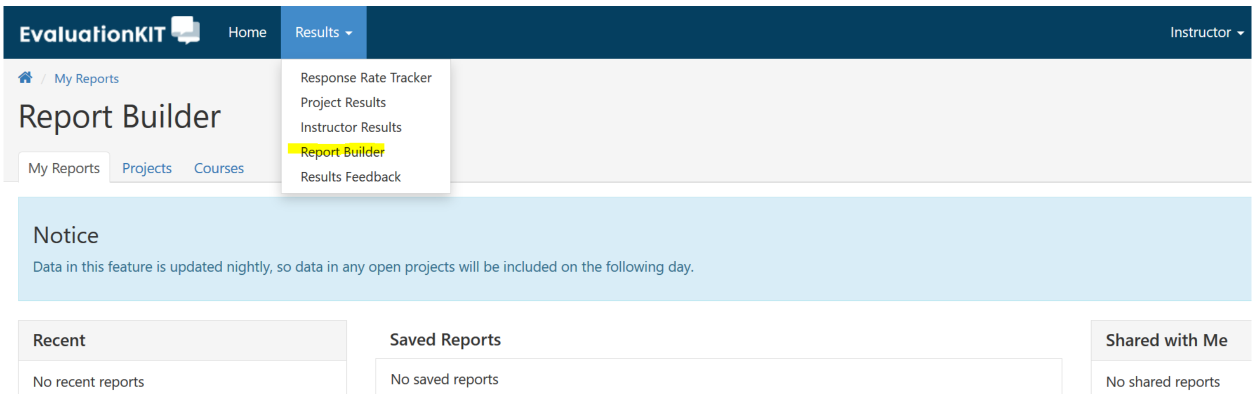
2. Once the courses have been selected, click the Batch Report button.
3. Name your report and select the report type. Report types available for batch reporting are the same as those available for individual course reports.
4. Select the option relevant to your report. You can download each report as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



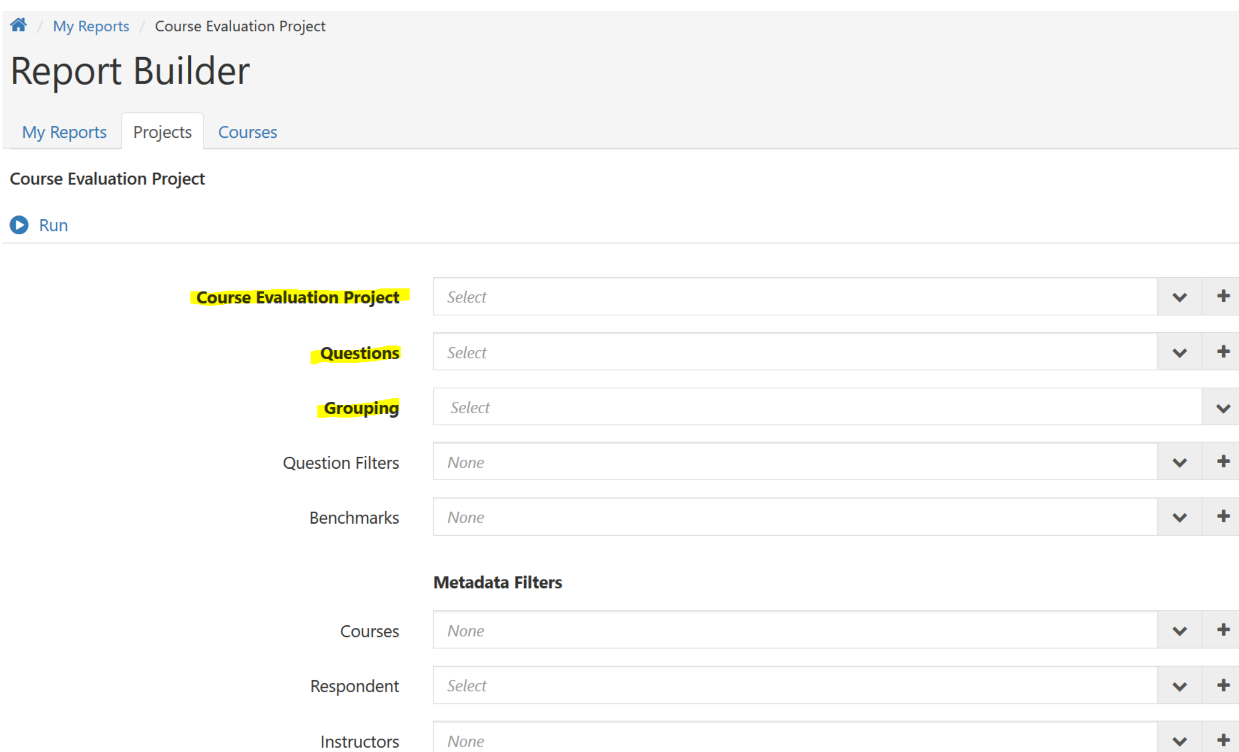
Custom Reports

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.



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.



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.*

For more information on reporting in the platform, the EvaluationKit team has some helpful articles below:

Note: You will need to be logged into your EvaluationKit account in order to view these articles.

Results/Reports