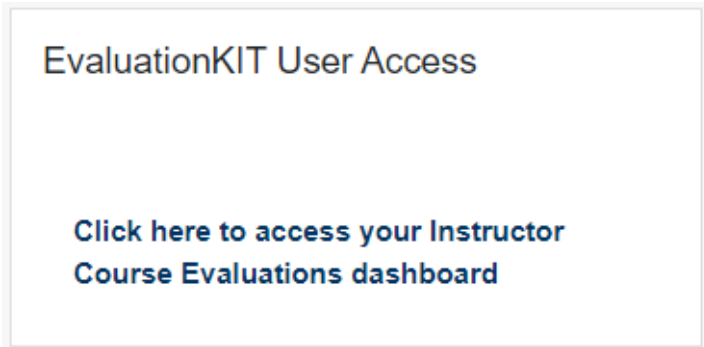
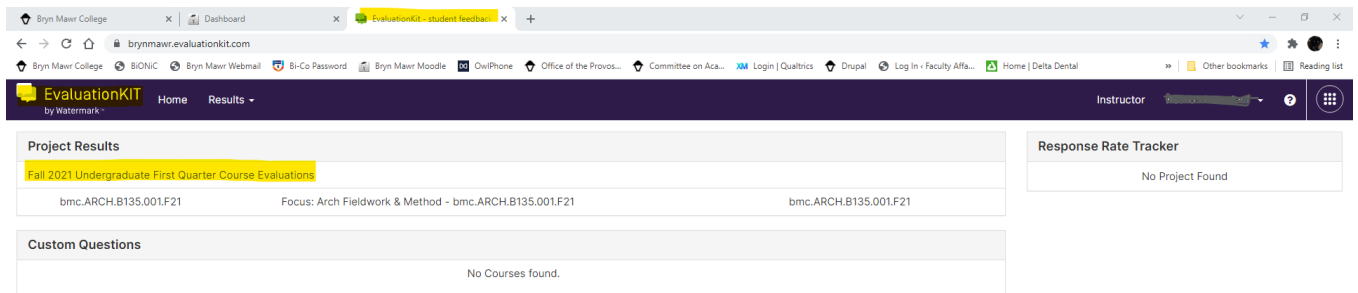


Viewing Course Evaluation Results and Response Rates (Instructors)

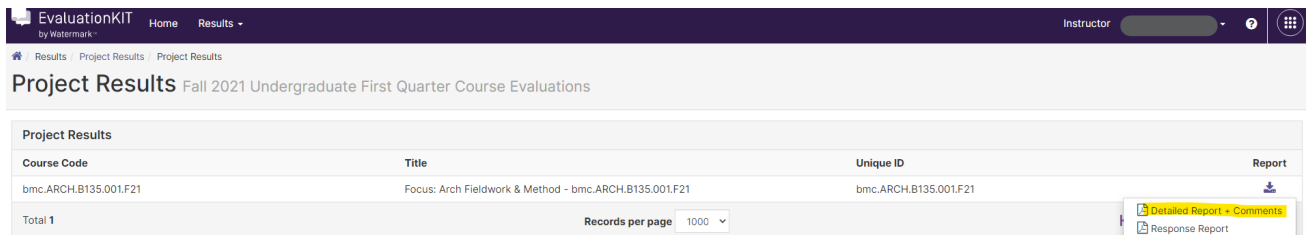
Log in to Moodle and click on the EvaluationKit link on Moodle dashboard. Select Open Block Drawer if you don't see this option initially (arrow in upper right-hand corner).



A new tab will open to EvaluationKIT website. On the Home page, the Project (evaluation) results will appear. Click on the blue hyperlink to see specific courses.

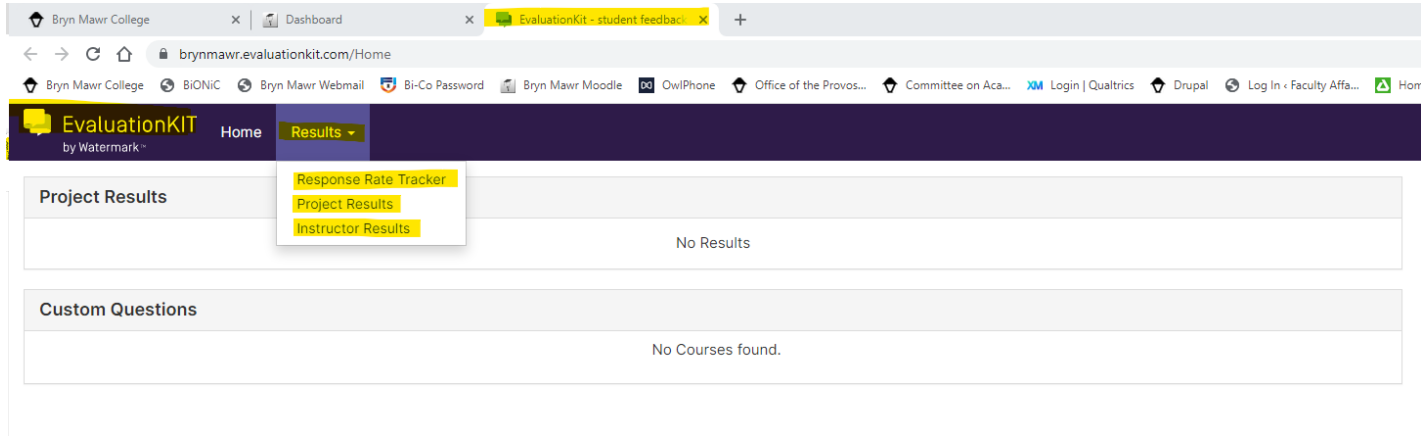


Next to each course, the Report option will appear. There are two reports available: Detail Report + Comments (recommended) and Response Report. The Detail Report + Comments will display all respondents' answers under each question. The Response Report will separate each respondents' answers to its own page.



The reports will download as a PDF. Please ensure your pop-up blocker is not preventing the PDF from downloading (see page 4 for steps on how to disable pop-up blockers if need).

Additionally, there are other menu items to view from the Results menu.



Response Rate Tracker

View response rates of evaluations in real time, including number of respondents out of total enrollments and response rate percentage.

After selecting Project Response Rates from the Results menu, while the survey evaluation period is open, real-time In-Progress can be viewed. After the evaluation period is over, change the Status to “Ended” and click on Search, final statistics will be viewable.

The screenshot shows the 'Response Rates' table in the EvaluationKIT interface. The table has columns for Project, Start, End, Enrollments, Responded, Response Rate, Opted-Out, % of Enrollments Opted Out, Responded With Opted-Out Removed, Response Rate With Opted-Out Removed, and View. The data is as follows:

Project	Start	End	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
Fall 2019 Mid-term Evaluations	8/21/2019 12:00 AM	9/3/2019 12:00 AM	24	7	29.17%	0	0%	7	29.17%	View
Fall 2019 TEST	8/8/2019 12:00 AM	9/19/2019 12:00 AM	12	1	8.33%	0	0%	1	8.33%	View
Main Course Evaluations Summer 2019	8/21/2019 12:00 AM	8/28/2019 12:00 AM	71	50	70.42%	0	0%	50	70.42%	View

At the bottom of the table, there is a 'Total' row and a 'Records per page' dropdown set to 50. The page number is 1 of 1.

Project Results (Evaluation Results)

Another option to access evaluation results is by selecting Project Results. Click on the magnify glass icon under View to go to your course listings and download the reports.

The screenshot shows the 'Project Results' page in the EvaluationKIT system. The page has a dark purple header with 'EvaluationKIT by Watermark' and navigation links for 'Home' and 'Results'. Below the header, there's a breadcrumb trail 'Results > Project Results' and the title 'Project Results' with a subtitle 'View results for courses and instructors'. A 'Page Settings' section is visible, followed by a search box for projects with fields for 'Name', 'Where', 'Between', and 'And'. Below the search box is a table of project results. The table has columns for 'Name', 'Project End Date', 'Results Start', 'Results End', and 'View'. One row is visible: 'Fall 2021 Undergraduate First Quarter Course Evaluations' with dates '10/23/2021' and '11/11/2021', and status 'Open'. A 'View' button with a magnifying glass icon is next to the row. At the bottom, there's a 'Total 1' and a 'Records per page' dropdown set to 25.

Name	Project End Date	Results Start	Results End	View
Fall 2021 Undergraduate First Quarter Course Evaluations	10/23/2021	11/11/2021	Open	View

Instructor Results for Courses

Lastly, the Instructor Results option will allow to search for specific semesters overtime and pull reports as needed.

The screenshot shows the 'Instructor Results' page in the EvaluationKIT system. The page has a dark purple header with 'EvaluationKIT by Watermark' and navigation links for 'Home' and 'Results'. Below the header, there's a breadcrumb trail 'Results > Instructor Results' and the title 'Instructor Results' with a subtitle 'Instructor results for courses'. A search box is present, and a dropdown menu is open showing '1 Project(s) Selected' with a list of projects. The first project is 'Fall 2021 Undergraduate First Quarter Course Evaluations', which is selected. Below the dropdown is a table of instructor results. The table has columns for 'Name', 'Course Code', 'Title', 'Unique ID', 'Hierarchy Level', 'Project', and 'View'. One row is visible: 'Focus: Arch Fieldwork & Method - bmc.ARCH.B135.001.F21' with 'Unique ID' 'bmc.ARCH.B135.001.F21', 'Hierarchy Level' 'Archaeology', and 'Project' 'Fall 2021 Undergraduate First Quarter Course Evaluations'. At the bottom, there's a 'Total 1' and a 'Records per page' dropdown set to 1000.

Name	Course Code	Title	Unique ID	Hierarchy Level	Project	View
Focus: Arch Fieldwork & Method - bmc.ARCH.B135.001.F21	bmc.ARCH.B135.001.F21	Focus: Arch Fieldwork & Method - bmc.ARCH.B135.001.F21	bmc.ARCH.B135.001.F21	Archaeology	Fall 2021 Undergraduate First Quarter Course Evaluations	View

Disable Pop-Up Blockers Steps (if needed)

Chrome

Take the following steps to disable pop-up blockers:

1. Click the **Chrome menu** button.
Note: The button is on the upper-right of the browser and is indicated by three dots.
2. Select **Settings**.
3. At the bottom of the page, click **Advanced**.
Note: If Advanced is already selected, additional options will be available below it.
4. Under **Privacy and security**, click **Site settings**.
5. Click **Pop-ups and redirects**.
6. Click **Blocked (recommended)**.
Note: After the popup blocker is disabled, the option will show as enabled and display **Allowed**.

Firefox

Take the following steps to disable pop-up blockers:

1. Click the **Open menu** button (three bars) in the upper-right corner.
2. Click **Options** or **Preferences**.
3. Select **Privacy & Security** on the left.
4. Uncheck **Block pop-up windows** to disable the pop-up blocker.
5. Close and relaunch Firefox.

Safari

Take the following steps to disable pop-up blockers:

1. Click the **Safari** menu.
2. Select **Preferences** from the drop-down.
3. Click **Websites**.
4. Click **Pop-up Windows** located on the left side.
5. Click the drop-down next to **Lexis** and select **Allow**.
6. Close and reopen Safari.

Internet Explorer

Take the following steps to disable pop-up blockers:

1. Click **Tools** or the gear icon.
2. Click **Internet options**.
3. Click the **Privacy** tab.
4. Uncheck **Turn on Pop-up Blocker**.
5. Click **OK**.

iPhone or iPad IOS

1. Open the **Settings** app in iOS and go to **Safari**.
2. Under the **General Safari** settings, toggle the switch next to **“Block Pop-ups”** to the **OFF** position to disable the popup blocker.