

## EvaluationKIT Report Instructions

The following instructions are designed for instructors, chairs, and deans to run reports from the EvaluationKIT system. Log in here: <https://loyno.evaluationkit.com/MyEval/Login.aspx>.

### For INSTRUCTORS to create an Excel file with average responses by question:

1. Click on the hyperlinked semester under *Project Results*, which is the semester being reviewed (e.g., SP15 College of Business).
  2. Click on the report icon to the right, which will give you four options:
    - PDF
    - PDF with comments
    - Raw data (Excel)
    - Feedback
  3. OR click on *Results* at the top of the page, then *Instructor Results*. This brings you to all of your past course evaluations.
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### For CHAIRS and DEANS to create an Excel file with each instructor/course and average responses by question:

1. First, if you are also an instructor, check the top right bar to make sure you are logged in as an “administrator.” This is a separate log on with a different level of course evaluation access.
2. Click on the hyperlinked semester under *Project Results*, which is the semester being reviewed (e.g., SP15 College of Business).
3. OR click on *Results* at the top of the page, then *Instructor Means Reporting*. This brings you to a search page with access to all prior course evaluations, available by semester.
4. Select *Project* from drop down to indicate the semester you would like to review.
5. Keep “all instructors” or some as needed.
6. Decide if you want all or some questions to compare. If you want to include all questions, in dropdown click box to the left of “questions” and all questions will be selected.
7. Under *Group By* option, you may select aggregate or individual numbers.

### To create Excel/PDF file for specific projects or course sections:

This feature allows users to navigate results and generate reports for specific projects. These reports present summary aggregated results at the department or college level; provides mean, frequency and standard deviation for each evaluation item.

1. Click on the *Results* tab.
2. Select *Projects Results*.
3. Select the project from the project results list by clicking *View* icon.
4. Select desired hierarchy level or select the top level for an aggregated reports of all courses within the project.
5. Select the desired report format – a quantitative PDF report, PDF report with comments or an Excel raw data file.

This feature allows users to navigate results and generate reports for specific projects by course section.

1. Click on the *Results* tab.
2. Select *Project Results*.
3. Select the project from the project results list by clicking *View* icon.
4. Click on *By Course Sections* tab.
5. Filter by Course Code, Course Title, Course Unique ID or Hierarchy Level.
6. To view an individual course section report, select course and click on the *View* icon, then select desired report type.
7. To generate a batch report, select desired course sections and click on *Batch Report*, name the batch report, select one of the following report type options, and then click *GO*.
  - Merge Multiple PDF Reports into one PDF for Selected Courses – individual course sections reports will be compiled into a single PDF report, data is not aggregated
  - Download Multiple PDF Reports/Batch as ZIP File for Selected Courses – course section reports will be downloaded as individual PDF files into a ZIP file, data is not aggregated
  - Aggregate Data for Selected Items into One Report – results for all selected course sections will be aggregated into one single PDF report
  - Select or deselect option to include responses to write-in questions on report