EvaluationKIT Results & Reports

STUDENT FEEDBACK MADE SIMPLE ®

BGSU Office of the CIO

(419) 372 0999

www.bgsu.edu/tsc

3/8/2016

EvaluationKIT Results & Reports

Table of Contents

Results Overview 2
- Project Results 2
- Instructor Results 2
- Instructor Means Reporting 2
- Report Builder 3

Response Rate Tracker 3
- Respondent/Non-Respondent Files 4
- Response Rate Tracker Settings 4

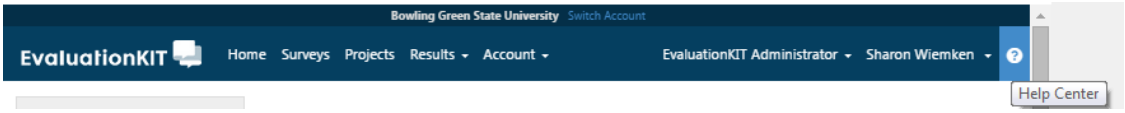
Project Results – By Hierarchy Level 5

Project Results – By Course Sections 5

Project Results – By Instructors 7

Instructor Results 8

Throughout the training, you may see this icon. Sections marked with this icon have a video walk-through available on the EvaluationKIT Help Center.



EvaluationKIT Results & Reports

RESULTS OVERVIEW	
	EvaluationKIT provides a variety of built in reporting options to allow you to get the most out of your data. These reports can be on one semester, one instructor, or include a variety of variables to produce a custom report. The guide will focus on the basic report types. For information on the advanced reporting options, view the EvaluationKIT Help Center articles and videos.
PROJECT RESULTS 	Within Project Results, you can search for and download the following types of reports from one project: • Summary Aggregated Report for the whole project • Summary Aggregated Reports by hierarchy level (rarely used at BGSU) • Individual Course Section Reports • Batch Reports: 1. Merge Multiple Reports into one report for selected course sections - Individual course sections reports will be compiled into a single PDF report. Data is not aggregated. 2. Download Multiple Reports/Batch as ZIP File for selected course sections - Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated. 3. Aggregate Results for selected course sections into one report - Results for all selected course sections will be aggregated into one single PDF report. • Project Results - Aggregated Results (Hierarchy) • Project Results - Course Sections • Project Results - Instructors
INSTRUCTOR RESULTS 	Within Instructor Results, you can search for and download the following types of reports across multiple projects: • Individual Course Section Reports • Batch Reports: 1. Merge Multiple Reports into one report for selected course sections - Individual course sections reports will be compiled into a single PDF report. Data is not aggregated. 2. Download Multiple Reports/Batch as ZIP File for selected course sections - Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated. 3. Comparison Report with selected course sections in one report and organized by survey questions - Comparison of each survey question from course to course in PDF format. Data is not aggregated.
INSTRUCTOR MEANS REPORTING 	Within Instructor Means Reporting, you can generate the following types of reports across multiple projects: • Aggregated Mean Score for Course, Instructor or Instructor by Project for Select Questions across multiple projects - Note: Selected questions must share the same weighted scale. • Aggregated Mean Score for Select Questions across multiple projects, separated by question - Note: Selected questions must share the same weighted scale.

EvaluationKIT Results & Reports

REPORT BUILDER

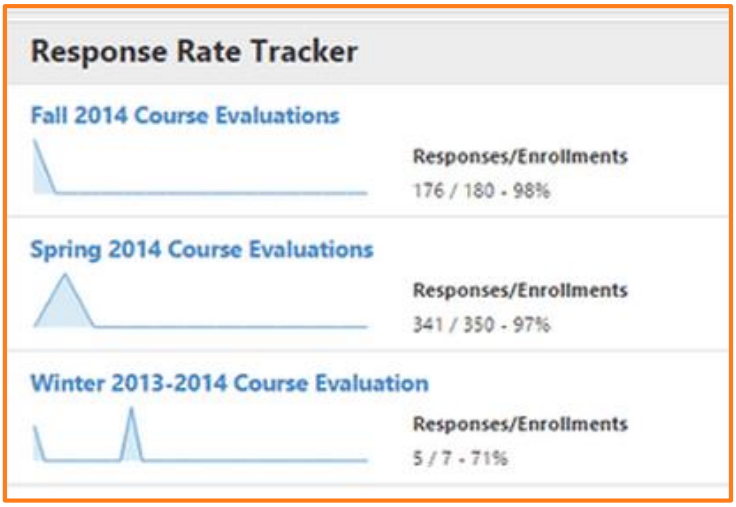
Within Report Builder, you can generate the following types of reports across multiple projects:

- Longitudinal Reports for selected Projects, Hierarchy Levels, Instructors and/or Courses.
- Reports based off select Question Criteria (for example, you can view the survey results for all students who answered yes to a specific question)
- Reports that compare Courses, Departments and Instructor results.
- Reports that only display select Questions from the survey(s).

RESPONSE RATE TRACKER

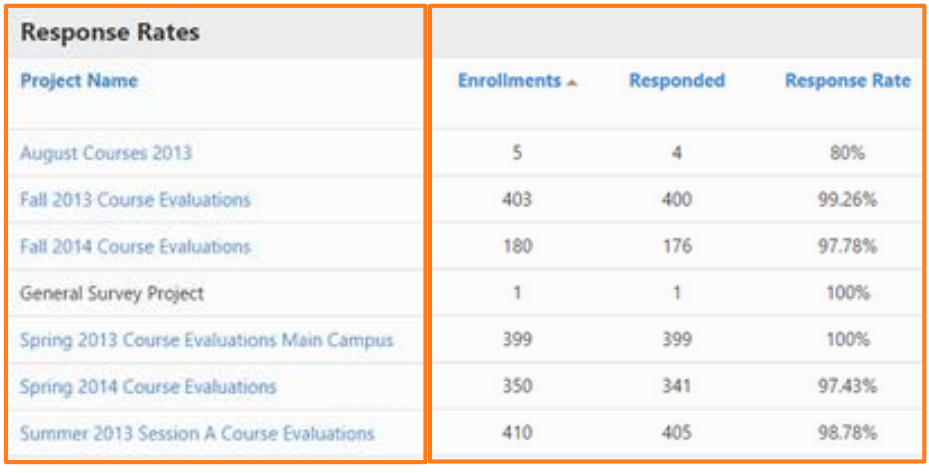
Within the Response Rate Tracker reporting feature, you can track the real-time response rates for all projects and view the response rates for specific hierarchy levels and courses within your course evaluation projects. You also have the option to download the Respondent and Non-Respondent files that display which respondents have and have not submitted surveys for the courses within the project.

To access the most recent project response rates, look at the **Response Rate Tracker** Widget on the dashboard.



You can also access the Response Rate Tracker by clicking on the **Results tab** and selecting **Response Rate Tracker**.

Within Response Rate Tracker, you can view the overall survey **Enrollments**, number of those enrollments who **Responded** and the **overall Response Rate**

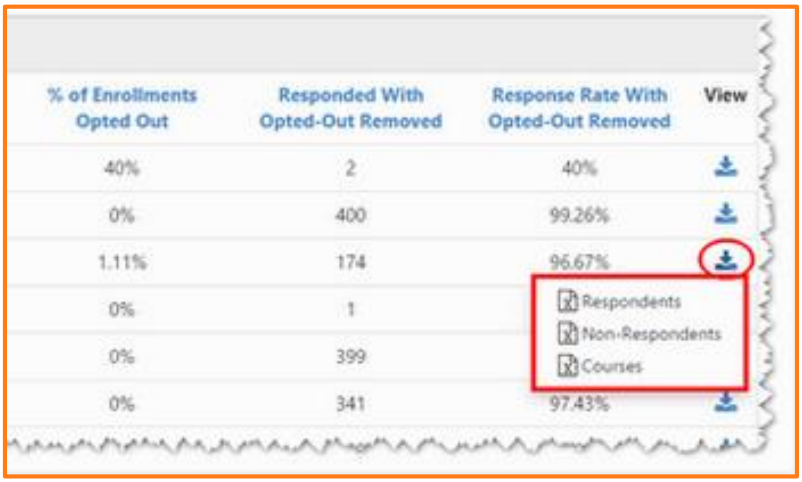


Project Name	Enrollments	Responded	Response Rate
August Courses 2013	5	4	80%
Fall 2013 Course Evaluations	403	400	99.26%
Fall 2014 Course Evaluations	180	176	97.78%
General Survey Project	1	1	100%
Spring 2013 Course Evaluations Main Campus	399	399	100%
Spring 2014 Course Evaluations	350	341	97.43%
Summer 2013 Session A Course Evaluations	410	405	98.78%

RESPONDENT/NON-RESPONDENT FILES

By clicking on the **View icon** in the far right column, you can download the Respondent and Non-Respondent files to an Excel spreadsheet. At the project and hierarchy level, you can also download an Excel spreadsheet with the individual course-level response rates.

***Note**: Respondent/Non-Respondent Files will not be available to download if there are less than 2 respondents for a course. This is designed to protect the anonymity of respondents in the system.*

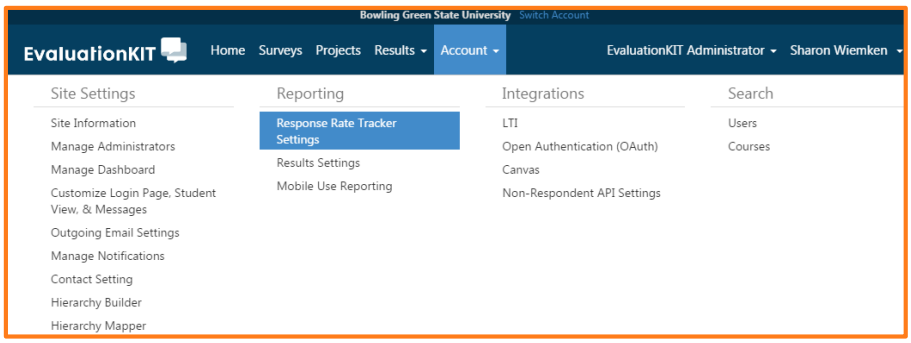


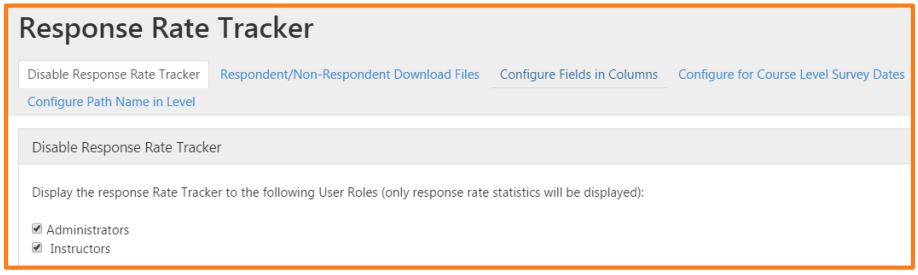
RESPONSE RATE TRACKER SETTINGS

You can control **the Response Rate Tracker Settings** under Reporting within the **Account tab**.

Here, the EvaluationKIT administrator can configure the settings, including controlling whether administrator and/or instructors have access to the Response Rate Tracker feature and control whether these roles can access the Respondent/Non-Respondent Files for the areas they oversee, or courses they teach.

The EvaluationKIT administrator can also determine which fields to display on the Response Rate Tracker page.



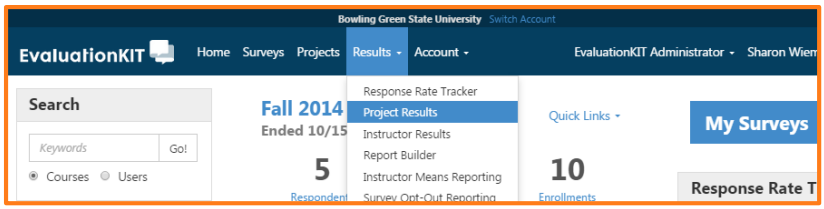


EvaluationKIT Results & Reports

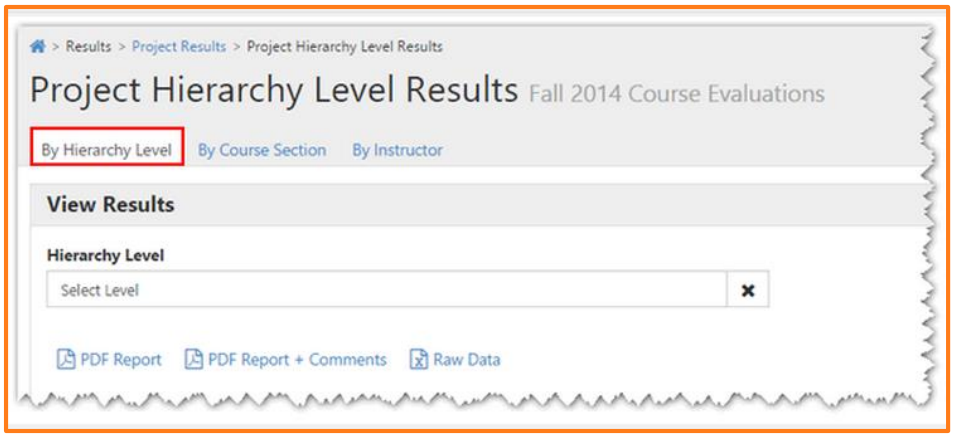
PROJECT RESULTS – BY HIERARCHY LEVEL

EvaluationKIT administrators can access Summary Aggregated Results By Account Hierarchy Level within Project Results.

- Click on the **Results tab**
- Select **Project Results**
- Select the project from the project results list by clicking on the **view icon**.
- **Select desired level** from your hierarchy
- **Or select the top level** for an aggregated report of all courses within the project
- Select the desired report format - a quantitative PDF report, PDF report with write-in comments or an Excel raw data file.



Not used very often at BGSU.



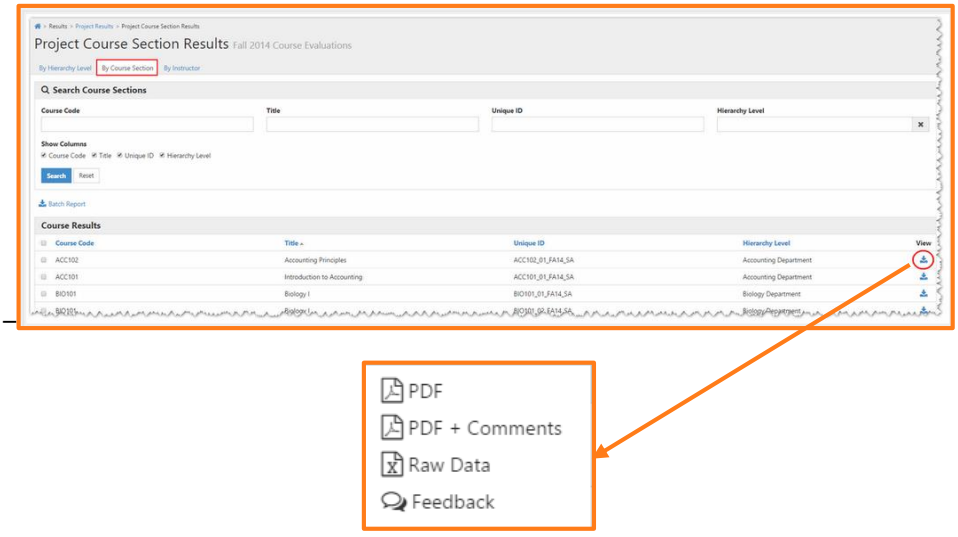
PROJECT RESULTS – BY COURSE SECTIONS

EvaluationKIT administrator and instructor roles can access project results by course section within Project Results.

1. Click on the **Results tab**
2. Select **Project Results**
3. Select the project from the project results list.
4. Click on By Course Sections tab
5. **Filter** by Course Code, Course Title, Course Unique ID or Hierarchy Level.
6. Click on **Search**

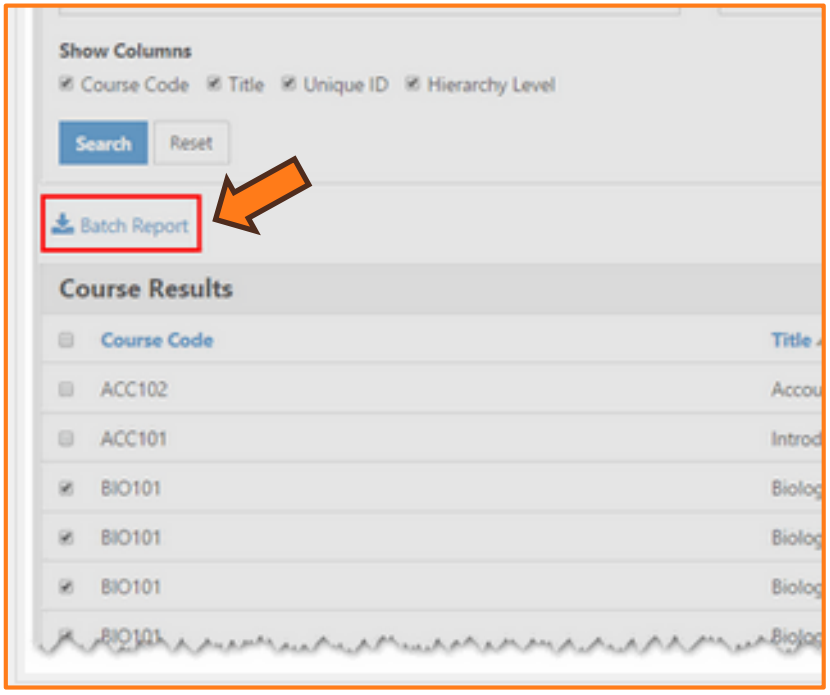
To view an individual course section report:

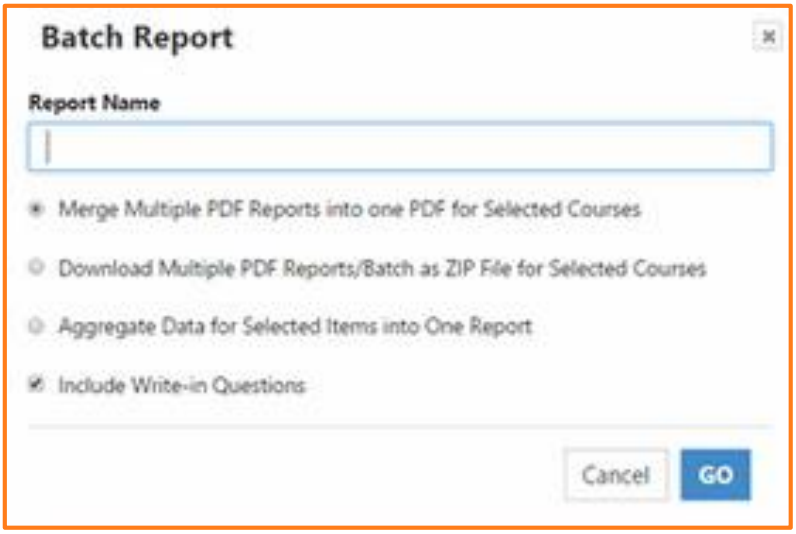
1. Click on the **View icon** by course information
2. Select desired report.



To generate a batch report:

1. **Select more than one course section**
2. Click on **Batch Report**.
3. **Name** the batch report
4. Select one of the following options:
   - 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.
5. Click **GO**





EvaluationKIT Results & Reports

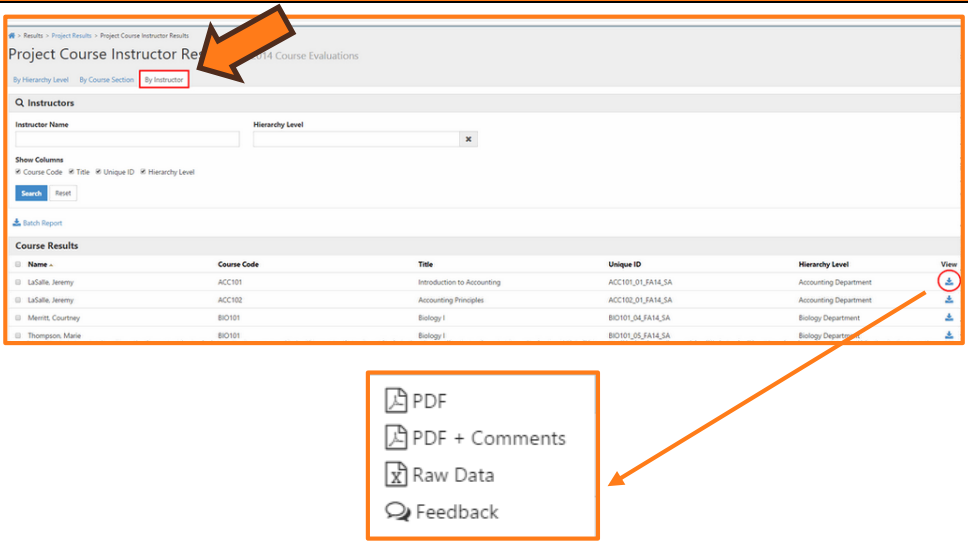
PROJECT RESULTS – BY INSTRUCTORS

EvaluationKIT administrators can access project results by instructor within Project Results.

1. Click on the **Results tab**
2. Select **Project Results**
3. Select the project from the project results list by clicking on the **View icon**.
4. Click on the By Instructors tab
5. Filter by Instructor Name.

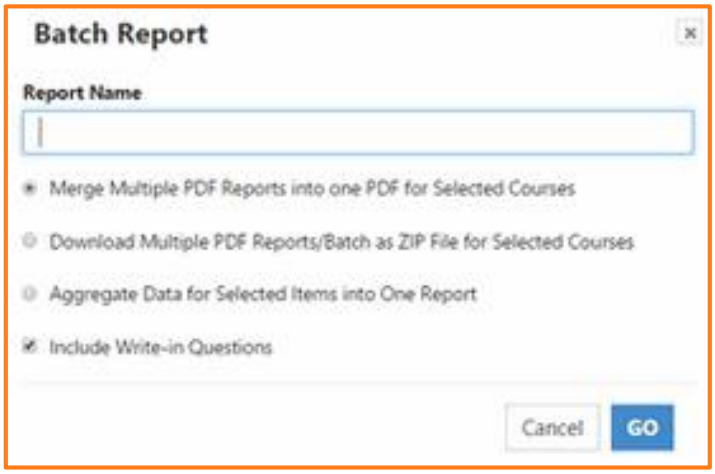
To view an individual course section report:

1. Click on the **View icon** by course information
2. **Select** desired **report**



To generate a batch report:

1. **Select more than one course section**
2. Click on **Batch Report**.
3. **Name** the batch report
4. Select one of the following options:
   - Merge into one PDF for Selected Courses - Individual course section reports will be compiled into a single PDF report.
   - 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.
   - 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.
5. Click **GO**

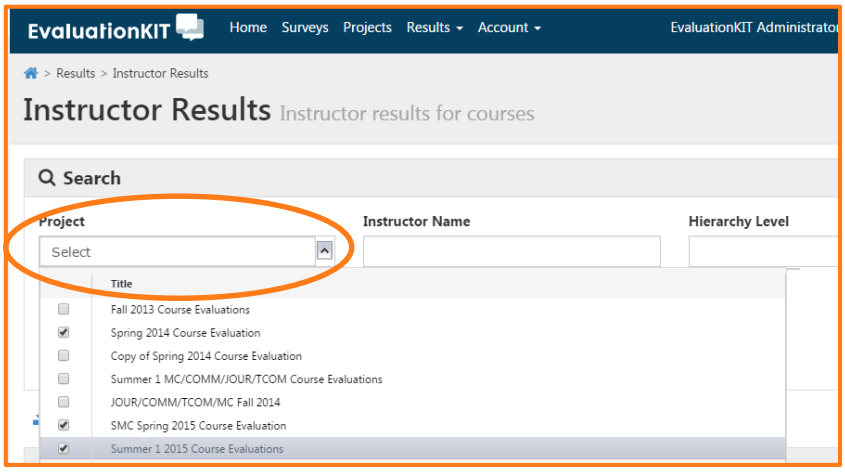


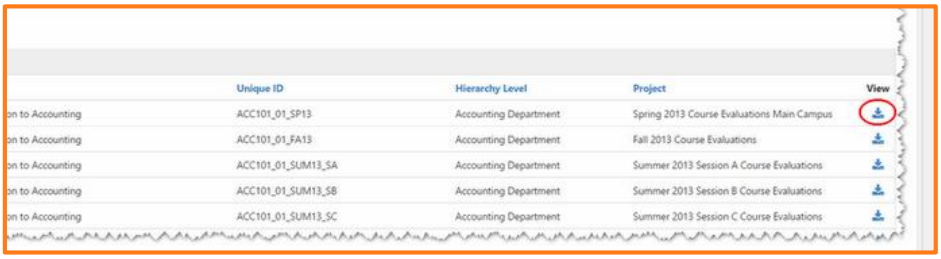
EvaluationKIT Results & Reports

INSTRUCTOR RESULTS

EvaluationKIT administrators can navigate results by Instructor, as well as retrieve results for an instructor across multiple projects within Instructor Results.

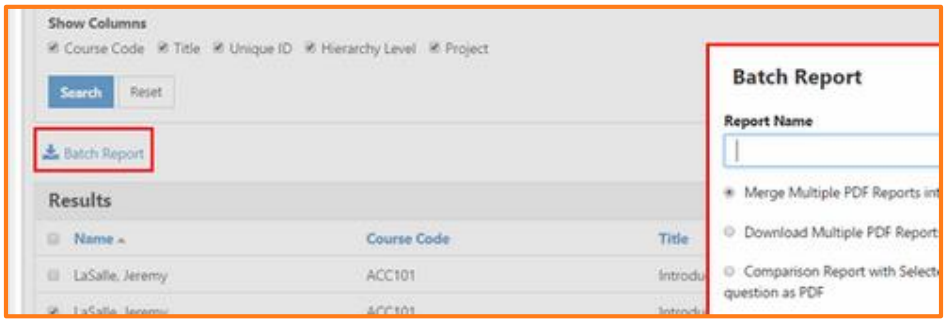
1. Click on the **Results tab**
2. Select **Instructor Results**
3. **Select the project(s)** from the project drop down list.
4. Filter by **Instructor Name**.
5. To view an individual course section report, click on the **View icon** by course information and select desired report.



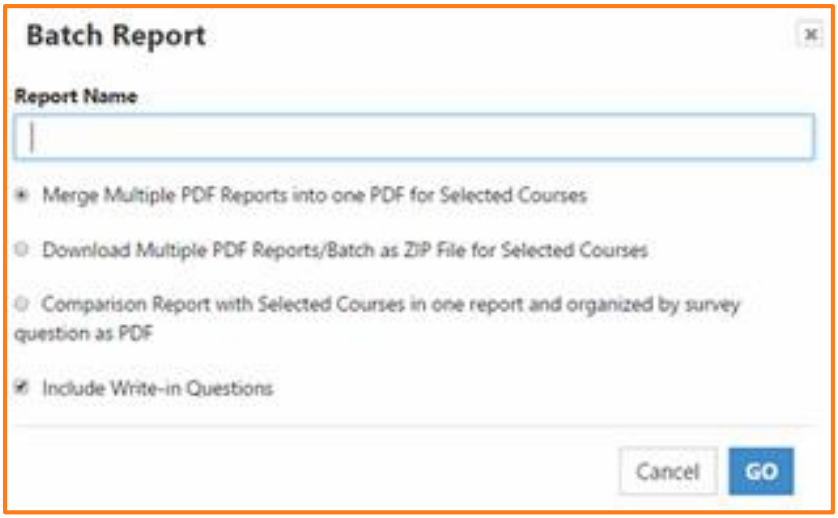


To generate a batch report:

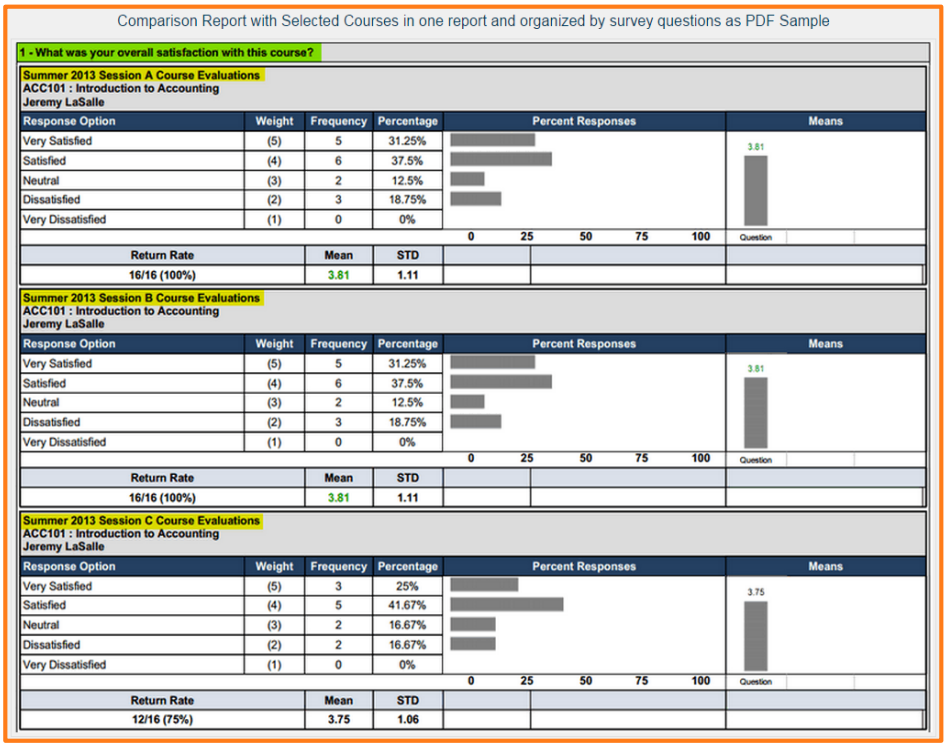
1. **Select** more than one **course section**
2. Click on **Batch Report**.



3. **Name** the batch report
4. Select one of the following options:
   - Merge Multiple PDF Reports into one PDF for Selected Courses - Individual course sections reports will be compiled into a single PDF report.
   - 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.
   - Comparison Report with Selected Courses in one report and organized by survey questions as PDF - Comparison of each survey question from course to course.
   - Select or Deselect option to include responses to write-in questions on report.
5. Click **GO**



Comparison Report with Selected Courses in one report and organized by survey questions as PDF - Comparison of each survey question from course to course.



Comparison Report with Selected Courses in one report and organized by survey questions as PDF Sample

1 - What was your overall satisfaction with this course?

Summer 2013 Session A Course Evaluations
ACC101 : Introduction to Accounting
Jeremy LaSalle

Response Option	Weight	Frequency	Percentage	Percent Responses	Means
Very Satisfied	(5)	5	31.25%		3.81
Satisfied	(4)	6	37.5%		
Neutral	(3)	2	12.5%		
Dissatisfied	(2)	3	18.75%		
Very Dissatisfied	(1)	0	0%		

0 25 50 75 100 Question

Return Rate	Mean	STD
16/16 (100%)	3.81	1.11

Summer 2013 Session B Course Evaluations
ACC101 : Introduction to Accounting
Jeremy LaSalle

Response Option	Weight	Frequency	Percentage	Percent Responses	Means
Very Satisfied	(5)	5	31.25%		3.81
Satisfied	(4)	6	37.5%		
Neutral	(3)	2	12.5%		
Dissatisfied	(2)	3	18.75%		
Very Dissatisfied	(1)	0	0%		

0 25 50 75 100 Question

Return Rate	Mean	STD
16/16 (100%)	3.81	1.11

Summer 2013 Session C Course Evaluations
ACC101 : Introduction to Accounting
Jeremy LaSalle

Response Option	Weight	Frequency	Percentage	Percent Responses	Means
Very Satisfied	(5)	3	25%		3.75
Satisfied	(4)	5	41.67%		
Neutral	(3)	2	16.67%		
Dissatisfied	(2)	2	16.67%		
Very Dissatisfied	(1)	0	0%		

0 25 50 75 100 Question

Return Rate	Mean	STD
12/16 (75%)	3.75	1.06