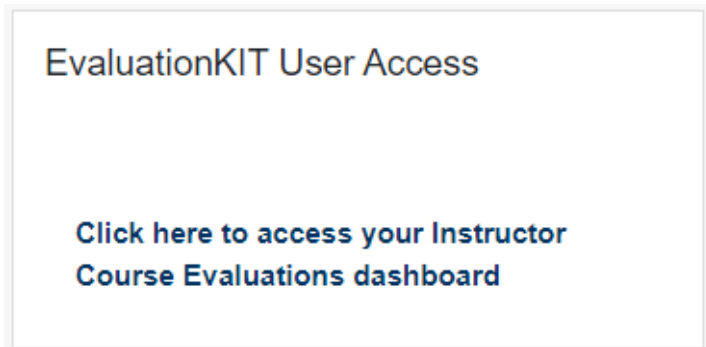


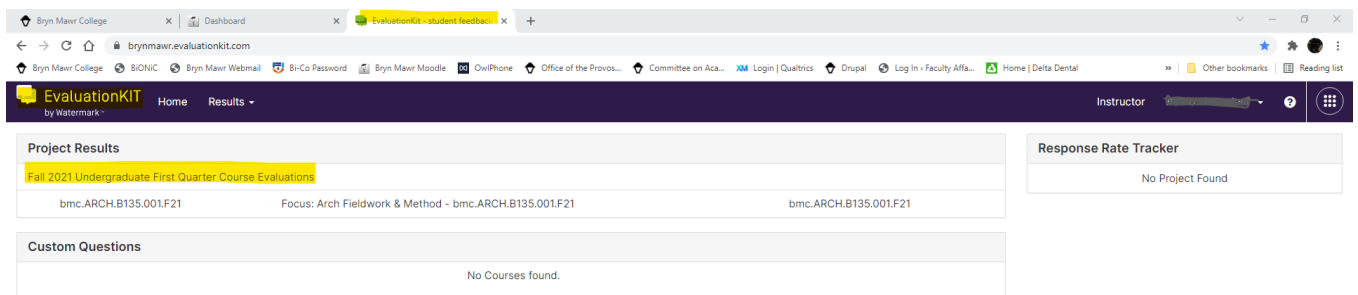
BRYN MAWR COLLEGE

Viewing Course Evaluation Results and Response Rates (Instructors)

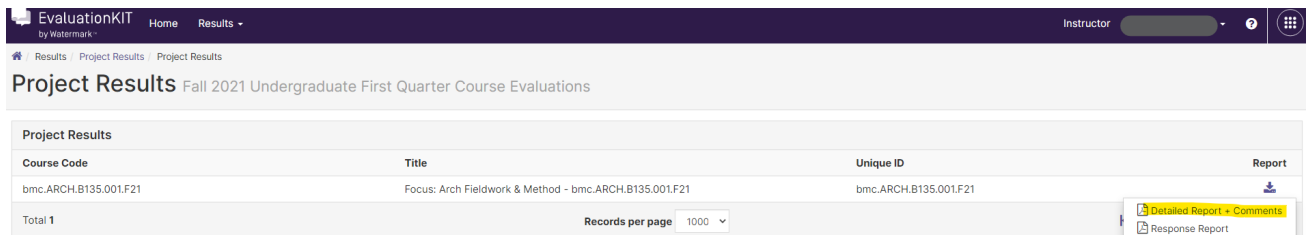
Log in to Moodle and click on the EvaluationKit link on Moodle dashboard.



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.

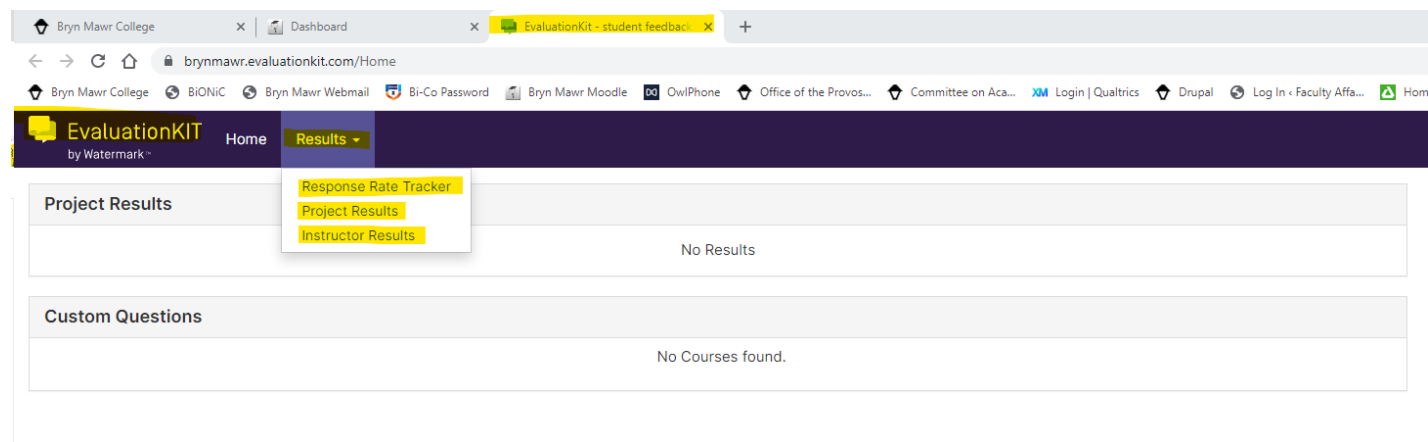


Next to each course, the Report option will appear. There are two reports available: Detail Report + Comments (recommended) and Response Report. The Detail Report + Comments will display all respondents' answers under each question. The Response Report will separate each respondents' answers to its own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

EvaluationKIT

Home

Surveys

Projects

Results

Account

EvaluationKIT Administrator

Joel Volkert

English (United States)

Q Search

Name

Status

Type

Folder

Where

Between

And

In-Progress

Select

Search

Reset

Response Rates

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%	<a>
Fall 2019 TEST	8/8/2019 12:00 AM	9/19/2019 12:00 AM	12	1	8.33%	0	0%	1	8.33%	<a>
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%	<a>
Total 3			Records per page		50	<a> Page 1 of 1 <a>				

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 interface. 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' link is visible. The main content area features a search bar labeled 'Search Projects' with fields for 'Name', 'Where', 'Between', and 'And', and a 'Search' button. Below the search bar is a table titled 'Project Results' with columns: 'Name', 'Project End Date', 'Results Start', 'Results End', and 'View'. The table contains one row for 'Fall 2021 Undergraduate First Quarter Course Evaluations' with dates '10/23/2021' and '11/11/2021', and an 'Open' status. A 'View' button with a magnifying glass icon is in the 'View' column. At the bottom, there's a 'Total 1' summary 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 interface. 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' bar is present. The main content area features a search filter for 'Project' with a dropdown menu showing '1 Project(s) Selected'. The dropdown menu is open, showing a list of projects with a checkbox next to 'Fall 2021 Undergraduate First Quarter Course Evaluations'. Below the dropdown, there's a 'Filter' field and a 'Page Size' dropdown set to '500'. A table titled 'Instructor Results' is displayed with columns: 'Name', 'Course Code', 'Title', 'Unique ID', 'Hierarchy Level', 'Project', and 'View'. The table contains one row for 'bmc.ARCH.B135.001.F21' with a title 'Focus: Arch Fieldwork & Method - bmc.ARCH.B135.001.F21' and a project 'Fall 2021 Undergraduate First Quarter Course Evaluations'. At the bottom, there's a 'Total 1' summary and a 'Records per page' dropdown set to '1000'.

Name	Course Code	Title	Unique ID	Hierarchy Level	Project	View
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.