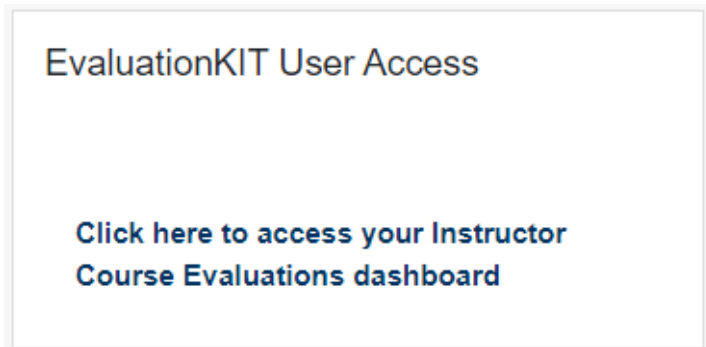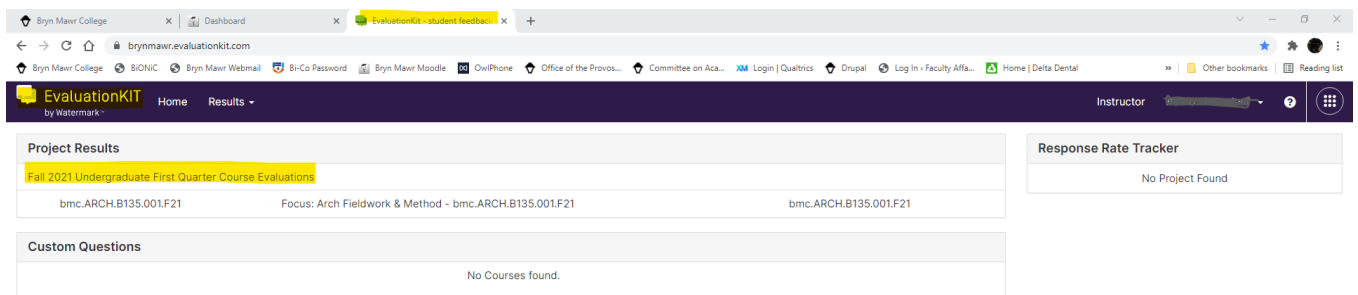# BRYN MAWR
COLLEGE

Viewing Course Evaluation Results and Response Rates (Instructors)
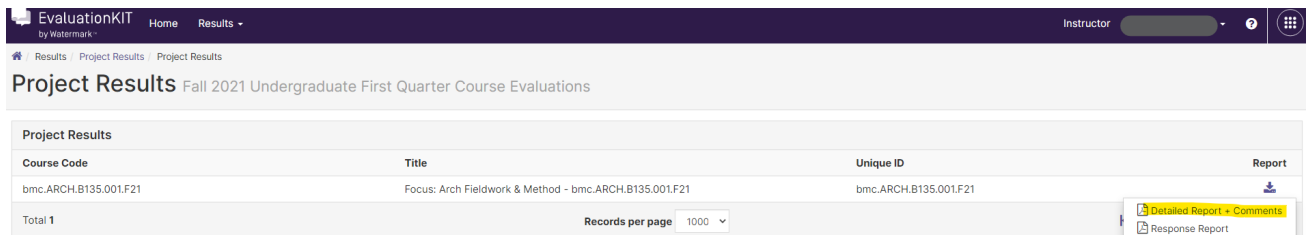
Log in to Moodle and click on the EvaluationKit link on Moodle dashboard.

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.
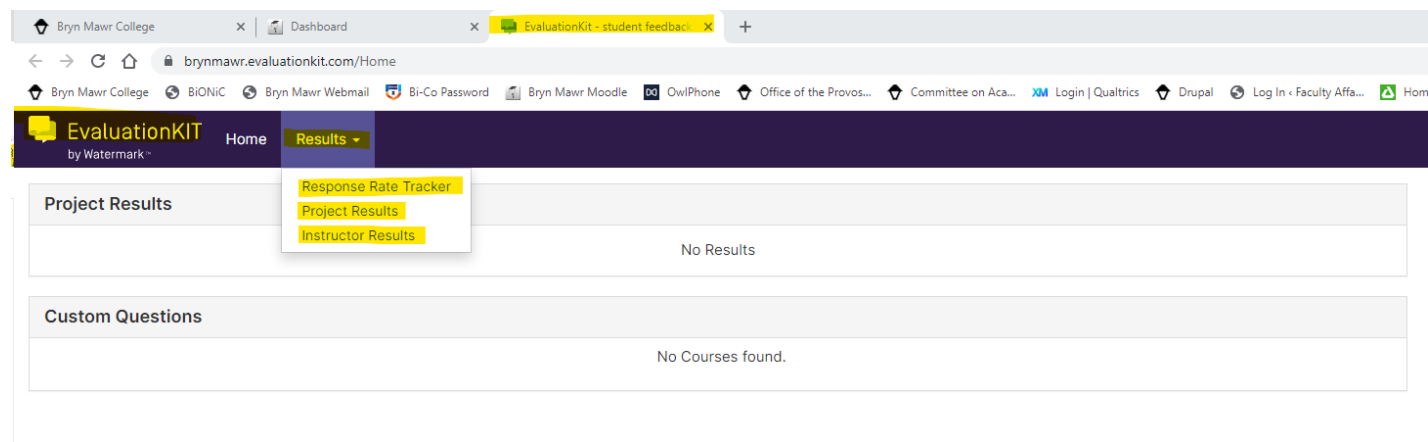

Next to each course, the Report option will appear. There are two reports available: Detail Report + Comments (recommended) and Response Report. The Detail Report + Comments will display all respondents' answers under each question. The Response Report will separate each respondents' answers to its own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

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.

Instructor Results for Courses

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

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.