

Evaluation Kit

Course Evaluation Directives

Student Directives

Students will receive an invitation email

Dear Student,

It is our desire to provide you with the best possible educational experience. To do so, it is important to get feedback from you. Please take a few moments to complete the anonymous, end-of-semester Course Evaluation(s). You can access the survey by clicking the [Login](#) *(Note: This link should not be shared with others; it is unique to you.)*. You will be taken to a dashboard with a list of surveys for all courses you are enrolled in during this survey period. The survey will be available for **3** more days until [SurveyEndDate].

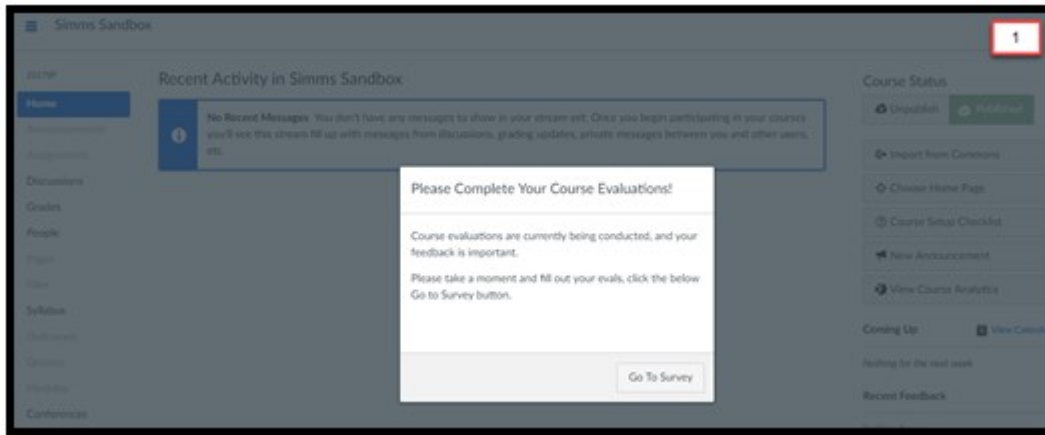
Please do not respond to this e-mail as it is automatically generated. Direct questions to Dr. Neka Simms (evaluations@clarksoncollege.edu). Thank you!

Sincerely,

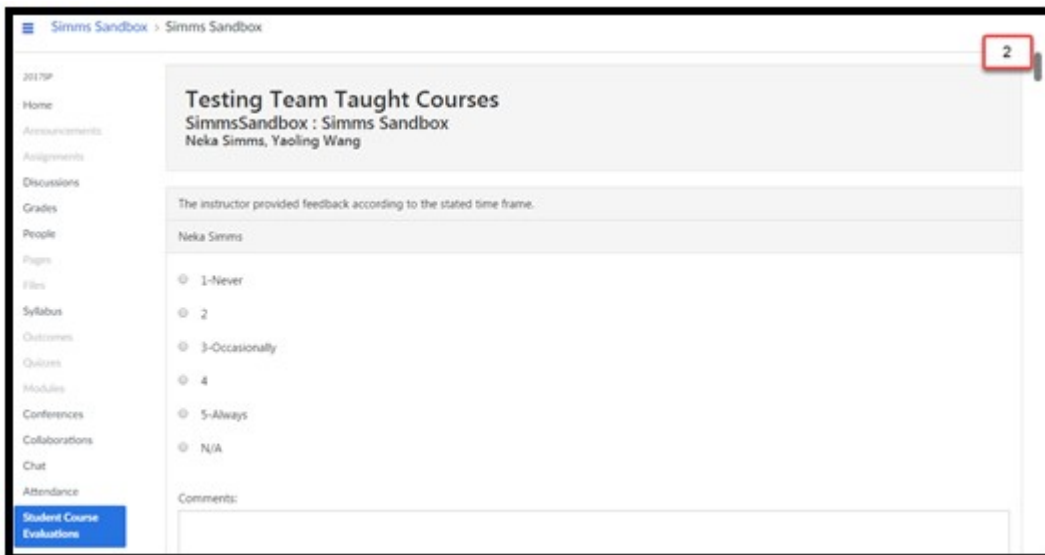
Your Course Evaluation Team

Student Directives

- Message pops up when opening course.

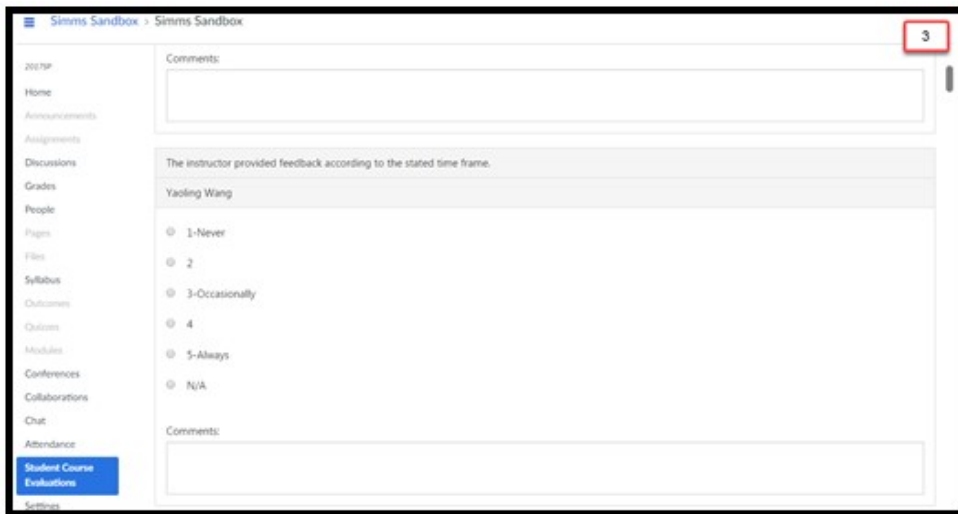


- Instructor names are listed on top of survey. Then, each instructor name appears above questions.



Student Directives

- Student needs to scroll down to view other questions.



This screenshot shows a course evaluation interface. On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Student Course Evaluations, and Settings. The main content area has a 'Comments:' text box at the top. Below it is a feedback message: 'The instructor provided feedback according to the stated time frame.' Underneath, the name 'Yaoling Wang' is listed. There are five radio button options: '1-Never', '2', '3-Occasionally', '4', and '5-Always', plus a 'N/A' option. At the bottom is another 'Comments:' text box. A red box with the number '3' is in the top right corner.

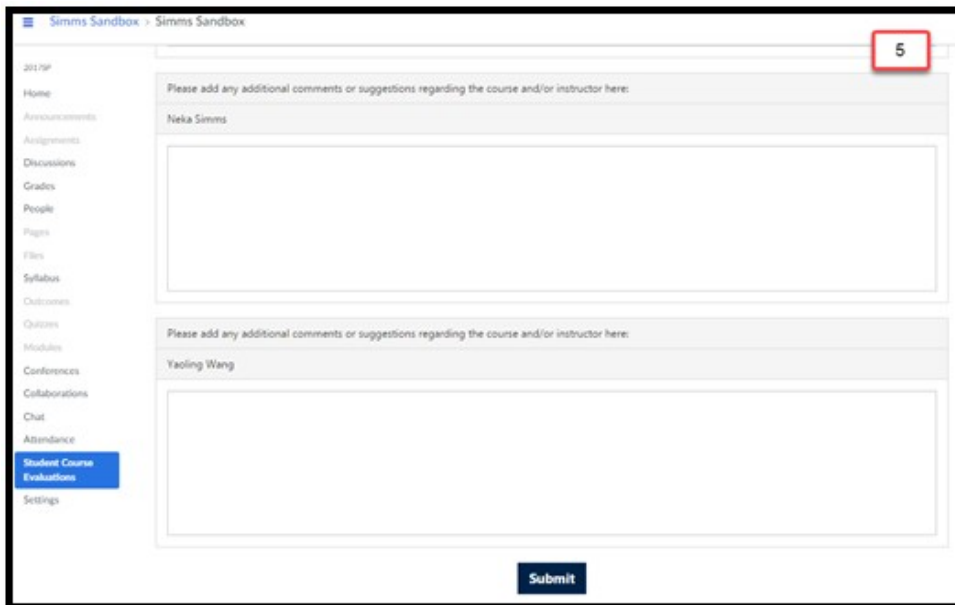
- Some questions do not have an instructor name listed.



This screenshot shows a similar course evaluation interface. The navigation menu and top 'Comments:' text box are identical to the previous screenshot. However, the feedback message is 'Student expectations were established at the beginning of the course and reinforced throughout the semester.' There is no instructor name listed. The radio button options are the same: '1-Never', '2', '3-Occasionally', '4', '5-Always', and 'N/A'. A 'Comments:' text box is at the bottom. A red box with the number '4' is in the top right corner.

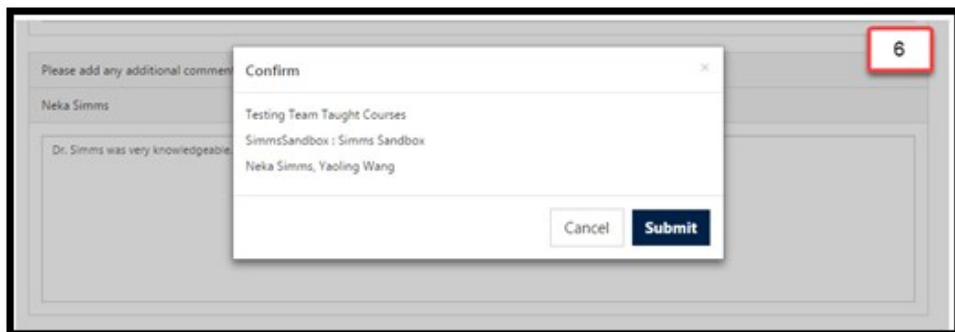
Student Directives

- Both instructors have their own open-ended questions at the end of survey.



The screenshot shows the 'Student Course Evaluations' page in Canvas LMS. The page title is 'Simms Sandbox - Simms Sandbox'. A red box with the number '5' is in the top right corner. The page contains two sections for providing feedback. The first section is for 'Neka Simms' and the second is for 'Yaoling Wang'. Each section has a text area for comments and a 'Submit' button at the bottom. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Student Course Evaluations (highlighted in blue), and Settings.

- After pressing “Submit”, a confirmation message pops up.



The screenshot shows a confirmation dialog box titled 'Confirm' with a close button (X) in the top right corner. A red box with the number '6' is in the top right corner of the dialog. The dialog contains the following text: 'Testing Team Taught Courses', 'SimmsSandbox : Simms Sandbox', and 'Neka Simms, Yaoling Wang'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

Student Directives

- After pressing “Submit” on confirmation window, the information below displays.



The screenshot shows a confirmation window for a survey. At the top left, it says "My Surveys" and at the top right, "Student/Respondent -". The main content area is titled "Testing Team Taught Courses" and contains the following information: "SimmsSandbox : Simms Sandbox", "Clarkson College", and "Starts 1/25/2017 12:00 AM - Ends 1/27/2017 12:00 AM". A red box highlights the number "7" in the top right corner of the content area. At the bottom left, there is a button that says "Completed on 1/25/2017 3:18 PM".

Instructor Directives

How can I access Evaluation Kit to view completed course evaluations?

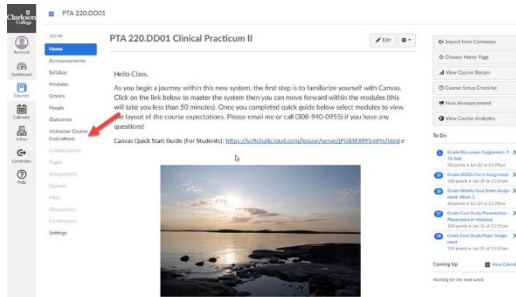
1. You will receive an email upon completion of a project, or

Dear Instructor:

The questionnaire administration period has ended for the end of semester Course Evaluations. Click the link to access the report for your course(s), [Login](#) (Note: This link should not be shared with others; it is unique to you.) . All of your reports will be listed. Please do not respond to this e-mail as it is automatically generated. Direct questions to Dr. Neka Simms (evaluations@clarksoncollege.edu).

Thank you!

2. Access your dashboard by clicking the Evaluation Kit tool embedded in your course navigation pane, or



3. Access your dashboard directly by visiting the following website:

<https://clarksoncollege.evaluationkit.com/>

Instructor Directives

4. Access your dashboard by clicking Account → Course Evaluations → Selecting Instructor

The screenshot shows a user's settings page for 'Neka Simms'. The page is titled 'Neka Simms's Settings' and includes a sidebar with navigation options: Account, Admin, Dashboard, Courses, and Calendar. The main content area is divided into sections: 'Neka Simms's Settings' (with fields for Full Name, Display Name, Sortable Name, and Language), 'Ways to Contact' (with Email Addresses and Other Contacts), and 'Neka Simms' (with My Surveys and a dropdown menu for Student/Respondent). A red arrow labeled '1' points to the 'Account' link in the top left. A red arrow labeled '2' points to the 'Course Evaluations' link in the sidebar. A red arrow labeled '3' points to the 'Instructor' option in the 'Student/Respondent' dropdown menu. The text 'No Active Survey Available' is displayed in the center of the page.

1 Account

2 Course Evaluations

3 Instructor

Neka Simms's settings

Neka Simms's Settings

Full Name: Neka Simms
This name will be used for grading.

Display Name: Neka Simms
People will see this name in discussions, messages and comments.

Sortable Name: Simms, Neka
This name appears in sorted lists.

Language: System Default (English (US))

Ways to Contact

Email Addresses

SimmsNeka@clarksoncolle... ★

[Email Address](#)

Other Contacts

For All Devices push [Contact Method](#)

Neka Simms

My Surveys

Student/Respondent

Instructor

No Active Survey Available

Instructor Directives

What will I see in Evaluation Kit?

The screenshot shows the EvaluationKIT dashboard with three main sections: Manage Courses, Project Results, and Response Rate Tracker. Arrows point from explanatory text boxes to each section.

- Manage Courses:** Shows "No Courses found." An arrow points to this section with the text: "Information will populate here if you taught a course and have course evaluations available to view."
- Project Results:** Shows a table under "Testing Team Taught Courses" with one entry: "SimmsSandbox" (Unique ID: 320). An arrow points to this section with the text: "Information will populate here for each semester end of the course evaluation project depending on course end date. Note: if you have courses that end earlier than the end of the semester they will show up in a different project."
- Custom Questions:** Shows "No Courses found." An arrow points to this section with the text: "New Feature of Evaluation Kit - Custom Question can be added at the course, program or institutional level."
- Response Rate Tracker:** Shows "No Project Found."

The screenshot shows the "Project Results" page for "Testing Team Taught Courses". It features a table with the following data:

Course Code	Title	Unique ID
SimmsSandbox	Simms Sandbox	320

Below the table, it shows "Total 1" and "Records per page 25". A "Viewing/Saving Options" dropdown menu is open, showing options: PDF, PDF + Comments, Raw Data, and Feedback. A purple arrow points to the "Report" button next to the dropdown.

Administrator Directives

How can I access Evaluation Kit to view completed course evaluations?

1. You will receive an email upon completion of a project

Dear Administrator:

The questionnaire administration period has ended for the end of semester Course evaluations. Click the link to access the report for your program(s), [Login](#) (Note: This link should not be shared with others; it is unique to you.) . All of your reports will be listed. Please do not respond to this e-mail as it is automatically generated. Direct questions to Dr. Neka Simms (evaluations@clarksoncollege.edu).

Thank you!

2. Access your dashboard directly by visiting the following website:

<https://clarksoncollege.evaluationkit.com/>

Administrator Directives

3. Access your dashboard by clicking Account → Course Evaluations → Selecting Instructor

The screenshot shows a user's dashboard settings page for 'Neka Simms'. The page is titled 'Neka Simms's settings' and includes a navigation menu on the left with options like 'Account', 'Admin', 'Dashboard', 'Courses', and 'Calendar'. The main content area is titled 'Neka Simms's Settings' and contains fields for 'Full Name', 'Display Name', 'Sortable Name', and 'Language'. A 'Course Evaluations' link is highlighted in the left sidebar. A dropdown menu is open at the bottom right, showing 'Student/Respondent' and 'Instructor' options. Red arrows and numbers 1, 2, and 3 indicate the navigation path: 1 points to the 'Account' link, 2 points to the 'Course Evaluations' link, and 3 points to the 'Instructor' option in the dropdown menu.

1 Account

2 Course Evaluations

3 Instructor

Neka Simms's settings

Account

Admin

Dashboard

Courses

Calendar

Notifications

Files

Settings

ePortfolios

Course Evaluations

Neka Simms's Settings

Full Name: Neka Simms
This name will be used for grading.

Display Name: Neka Simms
People will see this name in discussions, messages and comments.

Sortable Name: Simms, Neka
This name appears in sorted lists.

Language: System Default (English (US))

Ways to Contact

Email Addresses

SimmsNeka@clarksoncolle... ★

[Email Address](#)

Other Contacts

Type

[For All Devices](#) push

[Contact Method](#)

Neka Simms

My Surveys

Student/Respondent ▾

Instructor

No Active Survey Available

Administrator Directives

What will I see in Evaluation Kit?

The screenshot shows the EvaluationKIT dashboard with three main sections:

- Manage Courses:** A box containing the text "No Courses found." A purple arrow points to this box from a text block below.
- Project Results:** A box containing a link "2017 Spring - PTA 220.DD01" and the text "Project Ends - 1/30/2017 Results Start: 2/1/2017 Results End: Open". A purple arrow points to this box from a text block below.
- Response Rate Tracker:** A box containing the text "No Project Found".

Information will populate here if you taught a course and have course evaluations available to view.

Information will populate here for each semester end of the course evaluation project depending on course end date.
Note: if you have courses that end earlier than the end of the semester they will show up in a different project.

The screenshot shows the EvaluationKIT dashboard with the "Project Hierarchy Level Results" page open. A dialog box titled "Select Hierarchy Levels" is overlaid on the page. The dialog box contains a tree view with the following items:

- Physical Therapist Assistant Department
- Associate
- Baccalaureate

Two purple arrows point from the "Associate" and "Baccalaureate" items in the dialog box to the "Select Level" input field on the "Project Hierarchy Level Results" page. The page also shows tabs for "By Hierarchy Level", "By Course Section", and "By Instructor", and a "View Results" section with a message "You have access to view PTA Department".

Administrator Directives

EvaluationKIT Home Results Administrator Michael Witte

Results Project Results Project Course Section Results

Project Course Section Results 2017 Spring - PTA 220.DD01

By Hierarchy Level By Course Section By Instructor

Q Search Course Sections

Code Title Unique ID Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

Search Reset

Code	Title	Unique ID	Hierarchy Level	View
PTA220.DD01	PTA 220.DD01 Clinical Practicum II-Clinical Practicum II : Tremblay, Chera	23208_23208	Associate	

Total 1 Records per page 25

Viewing/Saving Options
PDF
PDF + Comments
Raw Data
Feedback

EvaluationKIT Home Results Administrator Michael Witte

Results Project Results Project Course Instructor Results

Project Course Instructor Results 2017 Spring - PTA 220.DD01

By Hierarchy Level By Course Section By Instructor

Q Instructors

Instructor Name Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

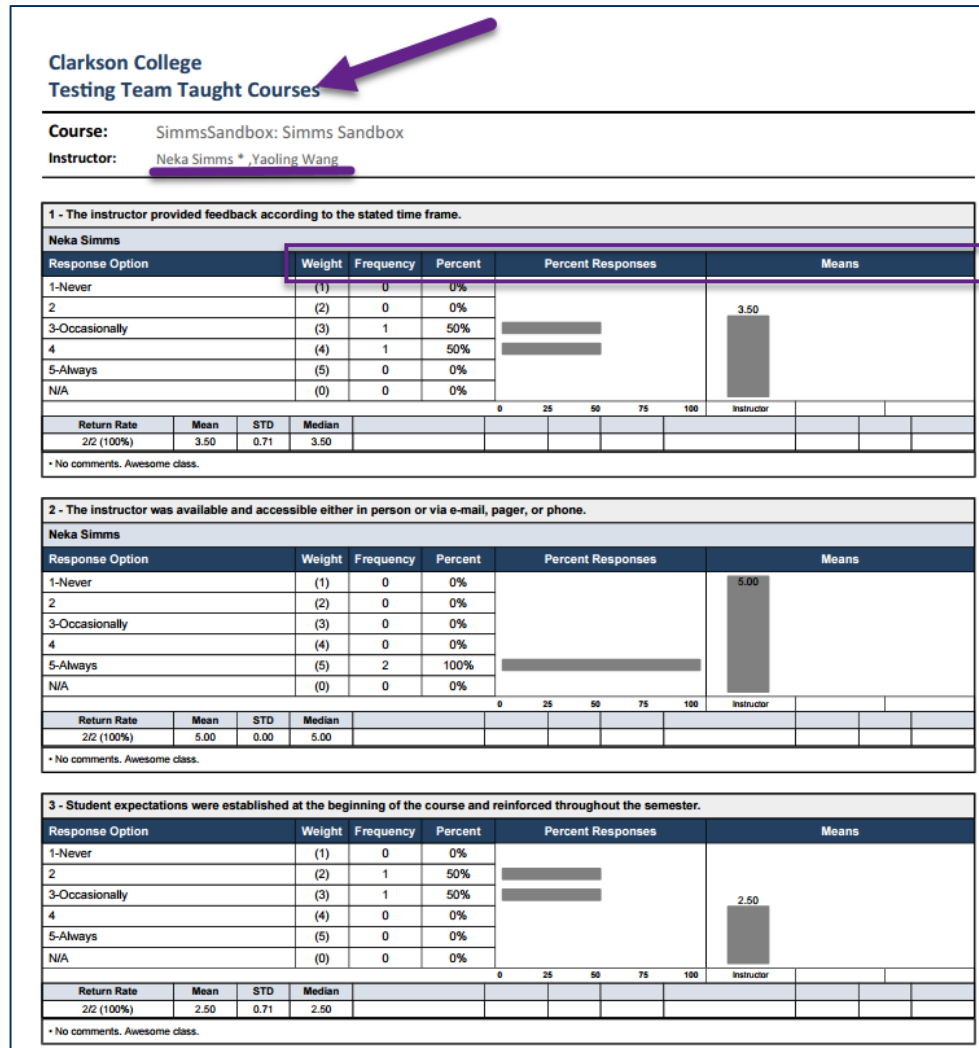
Search Reset

Name	Course Code	Title	Unique ID	Hierarchy Level	View
Tremblay, Chera	PTA220.DD01	PTA 220.DD01 Clinical Practicum II-Clinical Practicum II : Tremblay, Chera	23208_23208	Associate	

Total 1 Records per page 25

Viewing/Saving Options
PDF
PDF + Comments
Raw Data
Feedback

How does an actual course evaluation look?



Features of Evaluation Kit - 1

- Personal dashboard housing course evaluation results
 - Course Sections <http://help.evaluationkit.com/hc/en-us/articles/201852799-Project-Results-Course-Sections>
 - Instructors <http://help.evaluationkit.com/hc/en-us/articles/202699105-Project-Results-Instructors->
 - Aggregated Results <http://help.evaluationkit.com/hc/en-us/articles/201852699-Project-Results-Aggregated-Results>
- Custom Questions
 - Course, Program or Institutional Level
- Team-taught course evaluations for each instructor
- Results feedback <http://help.evaluationkit.com/hc/en-us/articles/201818279-Results-Feedback>
 - Supports dialogue between instructors and administrators.
 - Instructors can review results and send comments to director
 - Director provide feedback
- Response rate tracker <http://help.evaluationkit.com/hc/en-us/articles/201867999-Response-Rate-Tracker>

Features of Evaluation Kit - 2

- Report builder <http://help.evaluationkit.com/hc/en-us/articles/201854359-Report-Builder>
- Instructor Means Reporting
<http://help.evaluationkit.com/hc/en-us/articles/202699635-Instructor-Means-Reporting>
 - Course, Program or institutional Level
- Student alerts <http://help.evaluationkit.com/hc/en-us/articles/201870609-Student-Alert>
- Student reporting
 - Make course ratings for specific survey questions available to students based on area, course and/or instructor
- Access via one role at a time (i.e. Administrator or Instructor)