

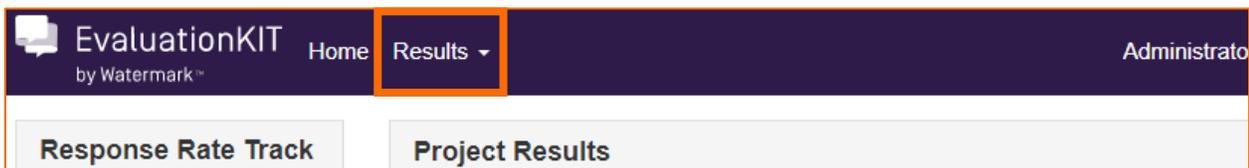
Accessing Course Evaluation Reports in EvaluationKIT for Chairs

Department chairs receive an email with an EvaluationKIT access link when evaluation reports are released each semester. EvaluationKIT can also be accessed via the Course Evaluations link in Canvas.

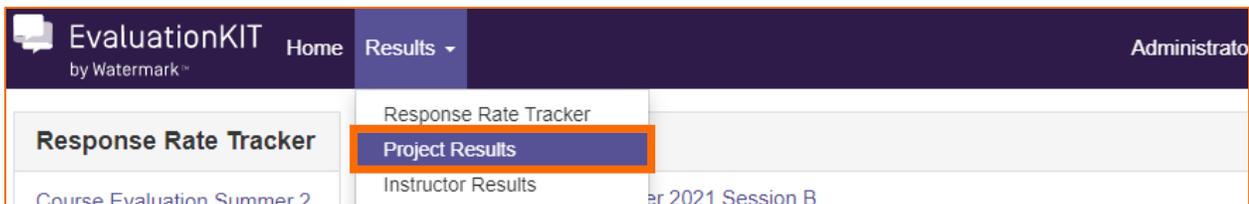
Chairs can access an aggregate department semester report in EvaluationKIT. In addition, chairs can access individual course section reports within their department. Course section reports from the same semester can be downloaded one at a time or downloaded together in a batch report.

Aggregate Semester Report

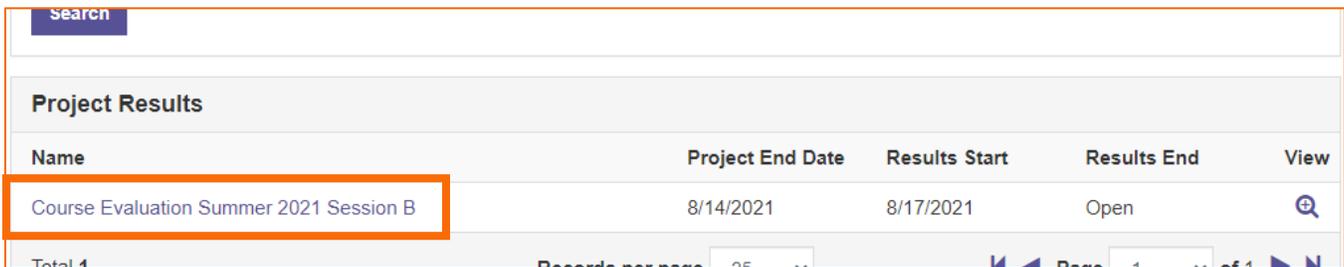
1. Enter the EvaluationKIT platform. To access aggregate semester results from your department, first select the **Results** tab near the top.



2. Select **Project Results**.



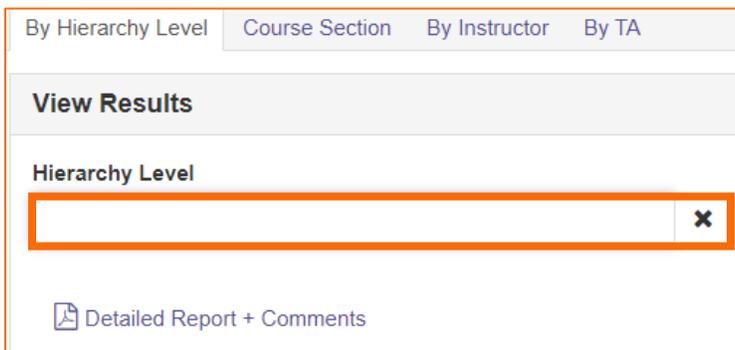
3. Select the desired course evaluation **project name** from the project results list.



The screenshot shows a table titled 'Project Results' with a search bar at the top. The table has columns for Name, Project End Date, Results Start, Results End, and View. The first row is highlighted with an orange box.

Name	Project End Date	Results Start	Results End	View
Course Evaluation Summer 2021 Session B	8/14/2021	8/17/2021	Open	

4. Select the **Hierarchy Level bar** and choose your department.



The screenshot shows the 'View Results' section. The 'Hierarchy Level' dropdown menu is highlighted with an orange box. Below it, there is a button labeled 'Detailed Report + Comments'.

5. Select **Detailed Report + Comments**.

By Hierarchy Level Course Section By Instructor By TA

View Results

Hierarchy Level

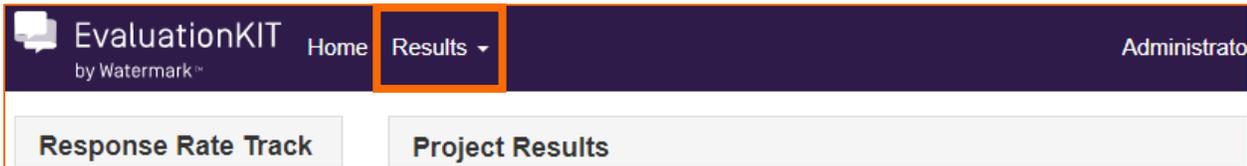
Department

 Detailed Report + Comments

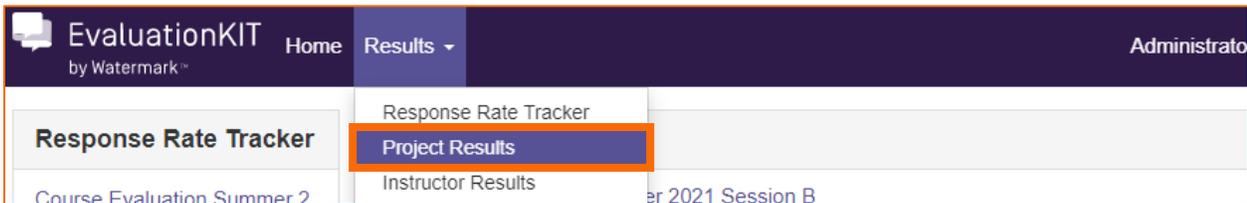
6. **Save** the document with your files.

Individual Course Section Reports

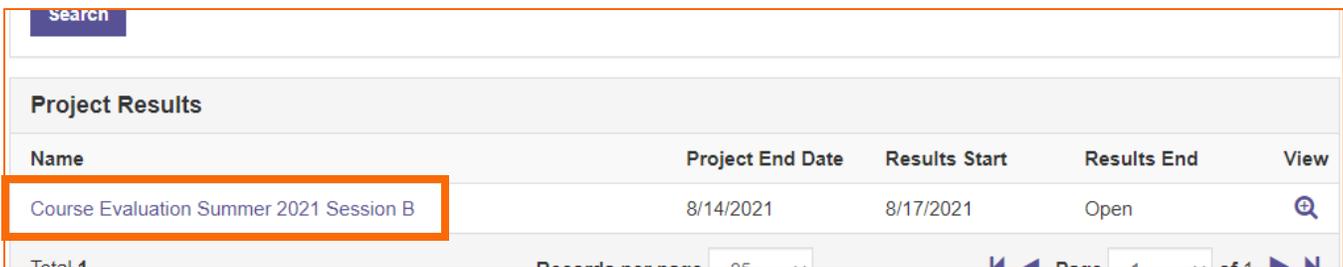
1. Enter the EvaluationKIT platform. To download individual course section reports from the same semester, first select the **Results** tab.



2. Select **Project Results**.



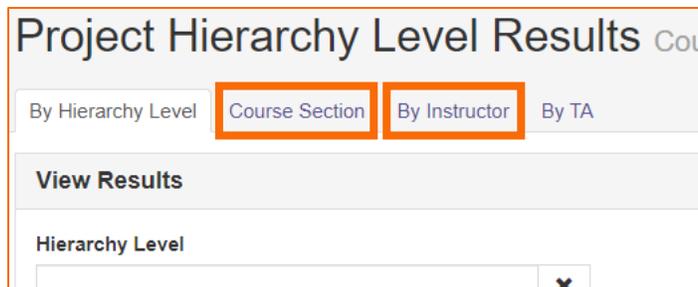
3. Select the desired course evaluation **project name** from the project results list.



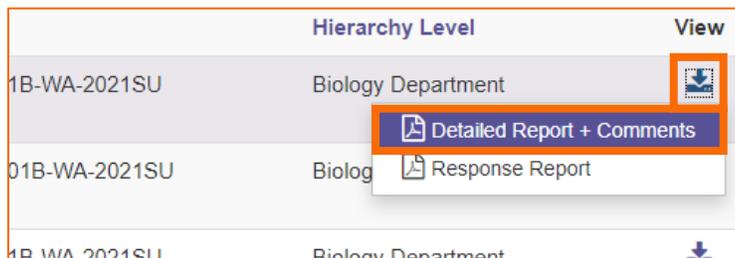
The screenshot shows a table titled 'Project Results'. The first row is highlighted with an orange box. The table has columns for Name, Project End Date, Results Start, Results End, and View.

Name	Project End Date	Results Start	Results End	View
Course Evaluation Summer 2021 Session B	8/14/2021	8/17/2021	Open	

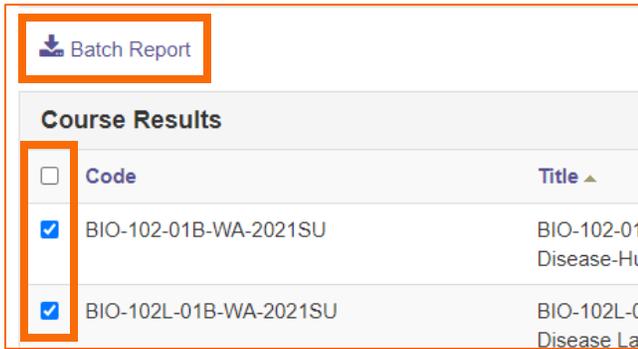
4. If you would like to sort the results by course code, select the **Course Section** tab. Or, if you would like to sort the results by instructor, select the **By Instructor** tab.



5. To download a single course report, select the **download icon** to the right of the course information. Then, select **Detailed Report + Comments**.



6. To download multiple course reports at one time, select/check more than one course section and then select **Batch Report**.



The screenshot shows a 'Batch Report' button at the top. Below it is a 'Course Results' table with the following columns: 'Code' and 'Title'. Two rows are selected with blue checkmarks:

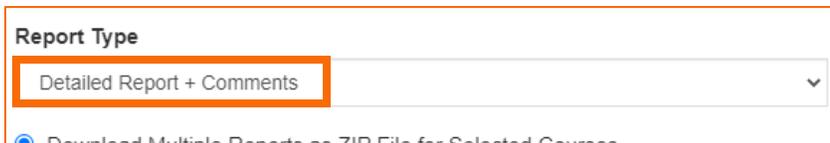
Code	Title
BIO-102-01B-WA-2021SU	BIO-102-01 Disease-Hu
BIO-102L-01B-WA-2021SU	BIO-102L-0 Disease La

7. **Name** the batch report.



The screenshot shows a 'Report Name' input field with the text 'Summer 2021 Department Course Reports' entered.

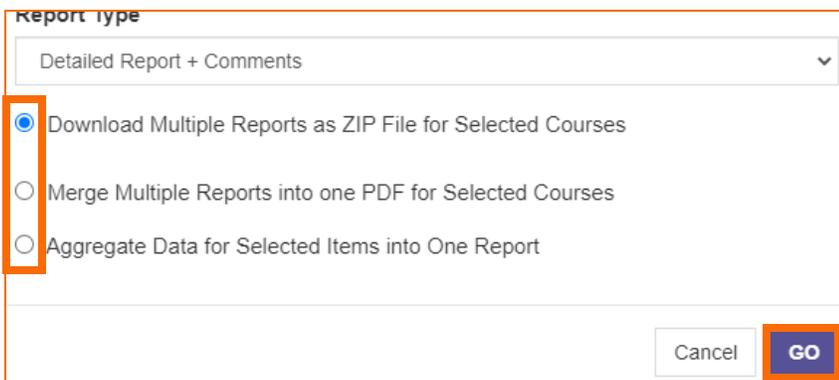
8. In the **Report Type** dropdown bar, select **Detailed Report + Comments**.



The screenshot shows a 'Report Type' dropdown menu with 'Detailed Report + Comments' selected.

9. Select one of the following options. Then, select **Go**.

- a. Merge Multiple Detailed Reports into one PDF for Selected Courses: Individual course section reports will be compiled into a single PDF report. Data is not aggregated.
- b. Download Multiple Detailed Reports/Batch as ZIP File for Selected Courses: Course section reports will be downloaded as individual PDF files into a single ZIP file. Data is not aggregated.
- c. Aggregate Data for Selected Items into One Report: Results for all selected course sections will be aggregated into one single PDF report.



The screenshot shows the 'Report type' dropdown menu with 'Detailed Report + Comments' selected. Below it are three radio button options:

- Download Multiple Reports as ZIP File for Selected Courses
- Merge Multiple Reports into one PDF for Selected Courses
- Aggregate Data for Selected Items into One Report

At the bottom right, there are 'Cancel' and 'GO' buttons.

10. You will receive an email with a link. Select the emailed link and **save** the file(s).