

Accessing Course Evaluation Reports in EvaluationKIT for Instructors

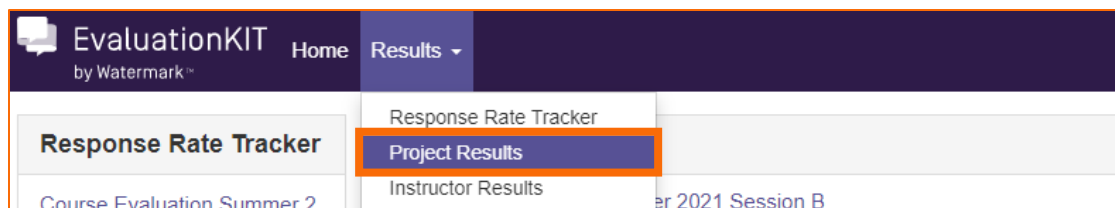
Instructors receive an email with an EvaluationKIT access link when evaluation reports are released each semester. EvaluationKIT can also be accessed via the Course Evaluations link in Canvas.

Course Section Reports

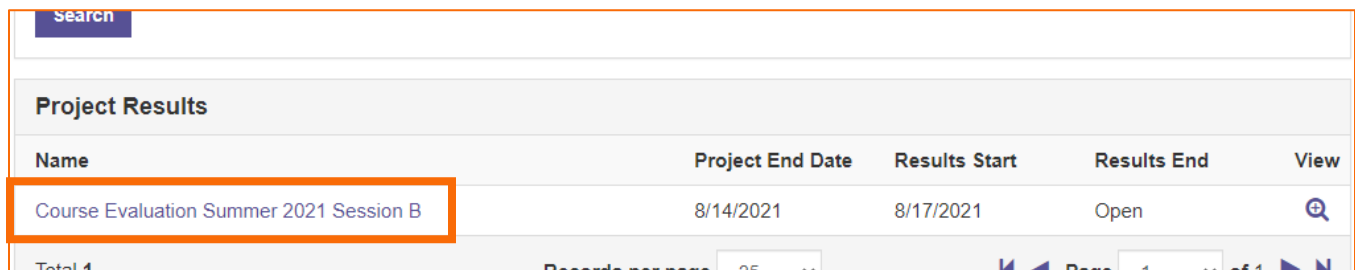
1. Enter the EvaluationKIT platform. To access your course section report(s), first select the **Results** tab.



2. Select **Project Results**.



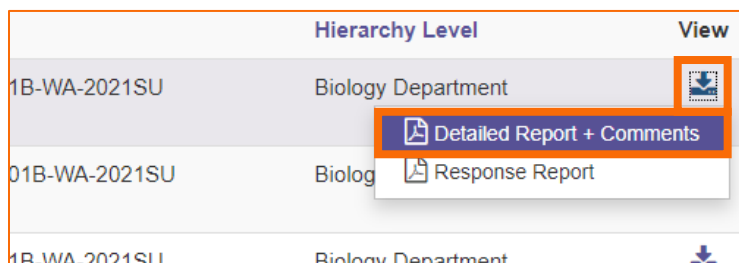
3. Select the desired course evaluation **project name** from the project results list.



The screenshot shows a table titled 'Project Results'. The table has columns for Name, Project End Date, Results Start, Results End, and View. The row for 'Course Evaluation Summer 2021 Session B' 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	

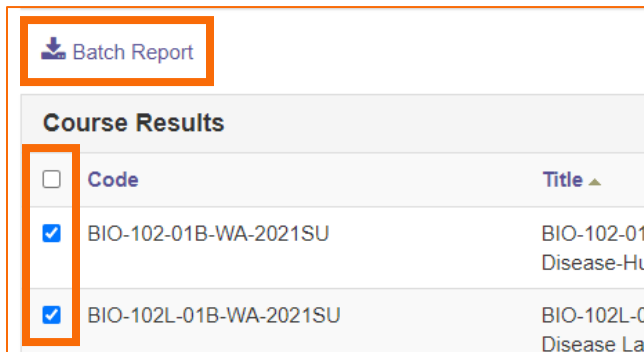
4. Select the **report icon** to the right of the course information. Then, select **Detailed Report + Comments**.



The screenshot shows a table with columns for Hierarchy Level and View. A dropdown menu is open for the first row, showing options for 'Detailed Report + Comments' and 'Response Report'. The 'Detailed Report + Comments' option is highlighted with an orange box.

Hierarchy Level	View
1B-WA-2021SU Biology Department	
01B-WA-2021SU Biolog	
1B-WA-2021SU Biology Department	

5. **Save** the document with your files.
6. **Repeat** steps 4-6 to download reports for additional courses. Alternatively, use the **Batch Report** icon to download multiple reports from the same semester at one time.



The screenshot shows a web interface with a 'Batch Report' button at the top left, highlighted with an orange box. Below it is a table titled 'Course Results'. The table has three columns: a checkbox, 'Code', and 'Title'. The first row has an unchecked checkbox. The second and third rows have checked checkboxes, indicating they are selected. The table is also highlighted with an orange box.

<input type="checkbox"/>	Code	Title ▲
<input checked="" type="checkbox"/>	BIO-102-01B-WA-2021SU	BIO-102-01 Disease-Hu
<input checked="" type="checkbox"/>	BIO-102L-01B-WA-2021SU	BIO-102L-0 Disease La