

Quick Guide to Accessing Course Evaluation (SITE) Results

To access your results

1. Go to <https://wku.evaluationkit.com>
2. Enter your WKU email and password to log in. Multi-factor authentication (MFA) will be required.

You should see a dashboard similar to the one below. If you are an instructor and administrator (dean/department head), you will need to select the appropriate user role in the upper right corner drop-down next to your name.

3. Click on Results → Project Results

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Course Evaluations & Surveys | formerly EvaluationKIT

Home Results ▾ Instructor ▾ Leslie Davis ▾

Response Rate Tracker
Project Results
Instructor Results

My Surveys →

Response Rate Tracker

Fall 2012 Course Evaluation DEMO
Responses/Enrollment

You should see a results page like the one shown below.

4. Click on the icon in the View Column

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Results / Project Results

Project Results

View results for courses and instructors

Page Settings

Q Search Projects

Name	Where	Between	And
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Name	Project End Date	Results Start	Results End	View
Fall 2012 Course Evaluation DEMO	1/4/2013	1/4/2013	1/4/2099	

You can print results for each course individually or generate a report containing results for all sections.

To print results for one course:

5. Click on the icon under the Report heading, then choose one of three report types:
 - a.) **Detailed Report** - report with descriptive statistics which does not include student comments.
 - b.) **Detailed Report + Comments** - report with descriptive statistics which includes student comments.
 - c.) **Raw Data** – an Excel raw data file.

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Home Results ▾ Instructor ▾ Leslie Davis ▾

Results / Project Results / Project Results

Project Results

Fall 2012 Course Evaluation DEMO

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

Batch Report

<input type="checkbox"/> Course Code	Title	Unique ID	Report
<input type="checkbox"/> SPAN324003	SPANISH GRAMMAR	37564-201230	
<input type="checkbox"/> SPAN324001	SPANISH TRANSLATION	37568-20123	
Total 2			

Records per page 1000 ▾

Detailed Report

Detailed Report + Comments

Raw Data

Your internet security settings may cause the following information bar to appear. Just click on the bar, then on Download File..., to save your file.

EvaluationKIT - student feedback made simple - Windows Internet Explorer

http://wku.evaluationkit.com/ReportProject/Instructor.aspx?pars=uyO5h9yAXrOC%2fDf2JGeKKA%3d%3d

Favorites EvaluationKIT - student feedback made simple

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Download File...

What's the Risk?

Information Bar Help

EvaluationKIT







To print results for multiple course sections at once:

1. Select the check box next to "course code" to easily select all courses (see image below):
2. Click on the option "Batch Report".

Project Results Fall 2012 Course Evaluation DEMO


Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

 Batch Report

Project Results			
<input checked="" type="checkbox"/> Course Code	Title	Unique ID	Report
<input checked="" type="checkbox"/> SPAN324003	SPANISH GRAMMAR	37564-201230	
<input checked="" type="checkbox"/> SPAN324001	SPANISH TRANSLATION	37568-201230	
Total 2		Records per page 1000 ▾	  Page 1 ▾ of 1  

Tip: You may need to adjust the maximum number of records displayed on the page in order to verify you have selected all courses.

3. You will receive the following pop-up once you have selected "batch report":

Batch Report 

Report Name

☒ Merge Multiple PDF Reports into one PDF for Selected Courses

☐ Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

☐ Aggregate Data for Selected Items into One Report

☒ Include Write-in Questions

Once you have made all desired selections, click "Go" and your customized report will be generated. An email alert will be sent to you when your report is ready. You will be able to access the report through the email alert for seven days, after which you will need to generate a new report.

*******Please note results are not generated for courses with fewer than 4 student respondents.*******

If you have any further questions or concerns, please contact the Office of Institutional Research at 745-3250 or institutional.research@wku.edu.