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

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

4. Click on the icon in the View Column

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 <u>the icon under the Report heading</u>, then choose one of three report types:

   a.) **Detailed Report** - report with descriptive statistics which <u>does not include</u> student comments.
   b.) **Detailed Report + Comments** - report with descriptive statistics which <u>includes</u> student comments.
   c.) **Raw Data** – an Excel raw data file.

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.

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".

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":

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.