

Logging into the Student Feedback System (EvaluationKit)

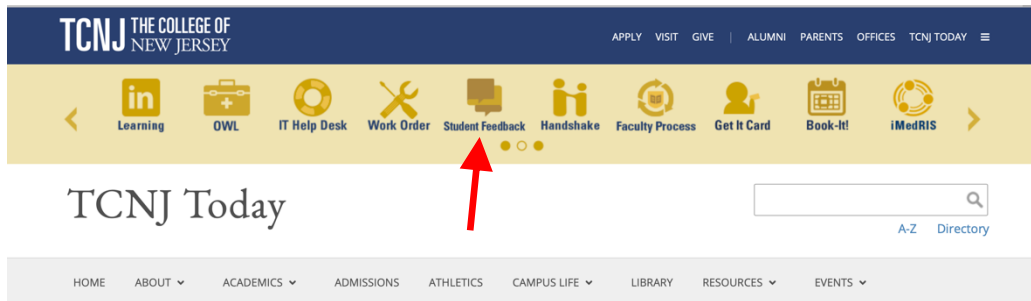
There are three ways to log into EvaluationKit:

1. Directly
2. Via Canvas
3. Via the email you receive as an instructor or administrator when the results of student feedback are available to be viewed.

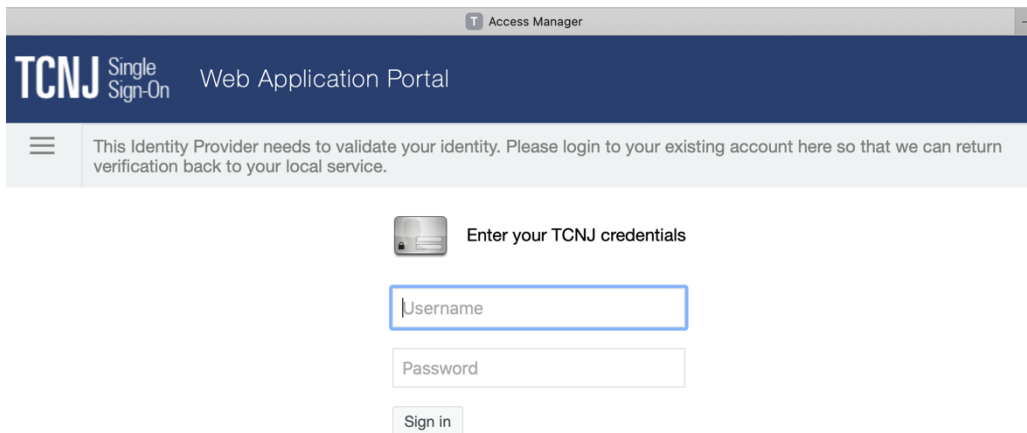
Direct log in

Go to the TCNJ home page (today.tcnj.edu).

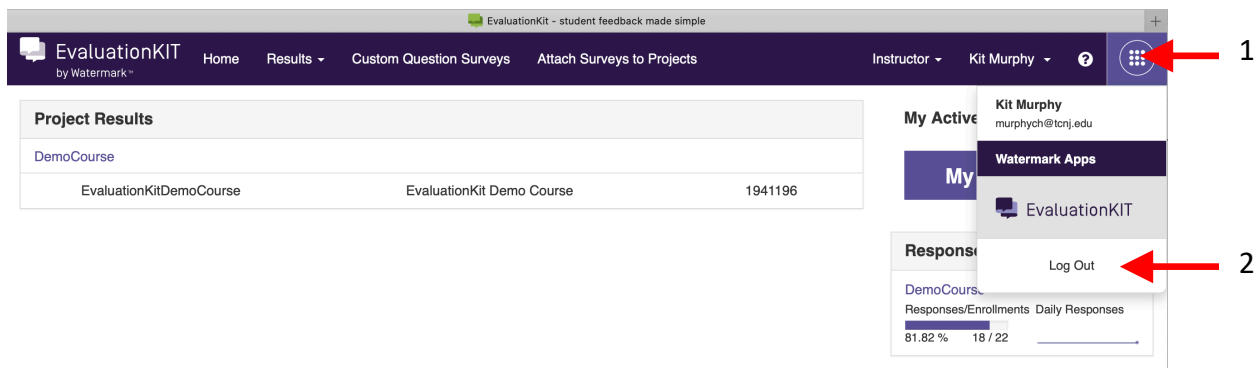
Click on the Student Feedback icon in the banner at the top of the page (you may need to scroll through the banner to find it):



A login prompt will appear. Enter your TCNJ username and password and click the “Sign in” button.



To logout, click in the circle surrounding the nine dots and click on “Log Out” in the menu:



Access via Canvas

Log into [Canvas](#).

Select the course for which you wish to view the results of student feedback.

Click on "Instructor Course Evaluations" on the left side menu; you will be taken directly to EvaluationKit without needing to login to EvaluationKit.

The screenshot shows the Canvas LMS interface for a course titled "EvaluationKit Demo Course". The breadcrumb navigation at the top indicates the path: EvaluationKitDemoCourse > Syllabus. The main content area is titled "EvaluationKit Demo Course" and includes a "Jump to Today" link and an "Edit" button. Below the title, there is a brief description of the syllabus page and a note about adding comments. A "Course Summary:" section is partially visible with columns for "Date" and "Details".

The left-hand navigation menu lists various course management options. The "Instructor Course Evaluations" item is highlighted with a red arrow. Other items include Home, Announcements, Assignments, Discussions, Grades, People, Files, Syllabus, Modules, Quizzes, NameCoach Roster, Pages, Outcomes, Collaborations, Conferences, and Rubrics.

On the right side, the "Course Status" section shows "Unpublish" and "Published" buttons, with "Published" being active. Below this are several utility buttons: Import Existing Content, Import from Commons, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, Student View, View Course Analytics, and View Course Notifications. At the bottom right, a calendar for October 2020 is displayed, with the 16th highlighted.

Date	Details

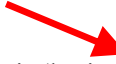
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Via the email announcing that student email is available for viewing by instructors and administrators
The email will contain a link that, when you click on it, will take you directly to EvaluationKit without needing to login to EvaluationKit.

Dear _____:

Academic Affairs writes to announce that the 2020 Summer 3 Feedback on Teaching Individual Student Reports are now available in EvaluationKit.

You may access your student feedback for your courses through EvaluationKit (login: [Login](#) *(Note: This link should not be shared with others; it is unique to you.)*). The 2020 Summer 3 courses for which student feedback is available are indicated in the following table (*hypothetical example*):



Course Summary					
Course Code	Course Title	Survey Start Date	Survey End Date	Report Access Start	Response Rate
EvaluationKitDemoCourse	EvaluationKit Demo Course	10/15/2020 12:01 AM	10/17/2020 10:59 AM	7/27/2020 12:00 AM	0.00% (0/22)

If results are not available for a course, it is due to one of the following reasons: a) the class enrollment is less than 7, b) none of the students in the class completed a course evaluation, or c) the class is a non-traditional class and therefore the instructor had the option not to use the online student feedback platform in lieu of another course evaluation format.

Before accessing your course feedback, we invite you to visit the webpage on Student Feedback and EvaluationKit on the Academic Affairs web site: <https://academicaffairs.tcnj.edu/student-feedback/>

The [Instructor FAQs and Resources page](#) of the Student Feedback website provides resources on viewing the results of student feedback.

With EvaluationKit you can create a wide variety of reports, and toward the end of the summer, we are planning on having virtual training sessions on accessing results and developing reports. We will let you know when those will be conducted.

As noted in MOA #98, faculty are allowed to share their course evaluation data with relevant reappointment and promotions committee members, and the Instructor FAQ and Resources provides a resource for how to share in EvaluationKit.

Please email studentfeedback@tcnj.edu should you have any questions or comments.

Sincerely,

Academic Affairs