


## View Results from the Student Feedback Survey in EvaluationKit

There are two ways to view results from the student feedback surveys:


1. Standard Report
2. Custom Report

### 1. Standard Report

After [logging in](#) to EvaluationKit, click on “Results” at the top of the page.

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by Watermark™

[Home](#) [Results](#) [Custom Question Surveys](#) [Attach Surveys to Projects](#)

[Instructor](#) [Kit Murphy](#) [?](#) 

#### Project Results

Fall 2020 Demo Courses

DEMO101	EvaluationKit Demo Course	1941196
---------	---------------------------	---------

Summer 2020 Demo Courses

DEMO101	EvaluationKit Demo Course	1941196
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#### My Active Surveys

My Surveys →

#### Response Rate Tracker

No Project Found

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In the drop-down menu, select “Project Results” or “Instructor Results.” These are slightly different routes to the same results. This tutorial will demonstrate “Project Results.”

The screenshot shows the EvaluationKIT dashboard. The top navigation bar includes 'Home', 'Results' (selected), 'Custom Question Surveys', and 'Attach Surveys to Projects'. The user is logged in as 'Christopher Murphy'. The 'Results' dropdown menu is open, showing options: 'Response Rate Tracker', 'Project Results' (highlighted), 'Instructor Results', 'Report Builder', 'Results Feedback', and 'Canvas Gradebook Update'. Below the menu, a table lists projects with columns for Name, Course, and ID. The 'My Active Surveys' section shows a 'My Surveys' button. The 'Response Rate Tracker' section shows 'No Project Found'.

Project Results		
Fall 2020 Demo Courses		
DEMO101		1941196
Summer 2020 Demo Courses		
DEMO101	EvaluationKit Demo Course	1941196

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You will now see the list of projects in which you have courses (see below). In EvaluationKit, a “Project” corresponds to a TCNJ term and session (e.g., Summer 2, Fall 2020 Full Semester and 2<sup>nd</sup> Quarter Undergraduate courses, Spring 2021 Graduate courses). In the hypothetical example below, there is a project for Fall 2020 courses and one for Summer 2020 courses. Click on the project that has the current semester’s courses (in this example, Fall 2020 Demo Courses).

The screenshot shows the 'Project Results' page. The breadcrumb trail is 'Home / Results / Project Results'. The page title is 'Project Results' with a subtitle 'View results for courses and instructors'. Below the title is a 'Page Settings' section. A search bar is present with the text 'Q Search Projects'. Below the search bar is a table with columns: Name, Project End Date, Results Start, Results End, and View. The table lists two projects: 'Fall 2020 Demo Courses' and 'Summer 2020 Demo Courses'. A red arrow points to the 'Fall 2020 Demo Courses' link. The table also includes a 'Total 2' row and a 'Records per page' dropdown set to 25. The footer shows the page number 'Page 1 of 1'.

Name	Project End Date	Results Start	Results End	View
<a href="#">Fall 2020 Demo Courses</a>	12/9/2020	11/10/2020	Open	
<a href="#">Summer 2020 Demo Courses</a>	8/21/2020	7/27/2020	Open	
Total 2				

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Click on the download symbol under “Report” for the course whose results you want to see (in this example, there is a single course, DEMO101). A drop-down menu will appear.






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[Home](#) [Results](#) [Custom Question Surveys](#) [Attach Surveys to Projects](#)

[Instructor](#) [Christopher Murphy](#) [?](#)

[Home](#) / [Results](#) / [Project Results](#) / Project Results

## Project Results Fall 2020 Demo Courses

Project Results			
Course Code	Title	Unique ID	Report
DEMO101	EvaluationKit Demo Course	1941196	
Total 1		Records per page 1000	  Page 1 of 1  

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Choose the type of report you would like to view.

- The Detailed and Short Reports provide quantitative results for multiple choice questions.
- Reports with “+ Comments” add questions with open-ended responses.
- The mean of means for Course and Instructor Questions are included in the Detailed Reports but not in the Short Report.
- The Response Report is a long list of all responses to all questions (and hence not very useful).
- TCNJ does not have the Feedback option operational.

Project Results

Course Code	Title	Unique ID	Report
DEMO101	EvaluationKit Demo Course	1941196	
Total 1		Records per page 1000	

- Detailed Report
- Detailed Report + Comments
- Short Report
- Short Report + Comments
- Response Report
- Feedback

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When you select a report type, EvaluationKit will download a pdf file to your computer, and you can open the file to see the survey results. The top of each page of the report will include the following information:

### The College of New Jersey

Fall 2020 Demo Courses ← Project name (Semester and term)

---

**Course:** DEMO101: EvaluationKit Demo Course  
**Instructor:** Christopher Murphy \*  
**Response Rate:** 15/22 (68.18 %)

---

The results in the report will be in the following order:

1. Standard survey questions asked of all students (including open ended comments if you select a “+ Comment” report format).
2. Custom questions (including open ended comments if you select a “+ Comment” report format).
3. Mean of means for course and instructor questions from the standard survey (if you select a Detailed Report).

## 2. Custom Report

You can use the Report Builder in EvaluationKit to create custom reports that allow you to explore student feedback in more depth, including:

- combining results from multiple courses.
- combining results from the same course across multiple semesters.
- comparing results for the same course across different semesters.
- comparing the results between groups of students within the same course (e.g., comparing students who are expecting different grades in the course).
- examining the open-ended responses of students who rated an aspect of instruction low.

In the drop-down menu, select “Report Builder.”

The screenshot shows the EvaluationKIT web application interface. The top navigation bar is dark purple with the EvaluationKIT logo and navigation links: Home, Results (selected), Custom Question Surveys, and Attach Surveys to Projects. On the right of the navigation bar, it shows 'Instructor' and 'Christopher Murphy' with a help icon. The main content area is divided into three sections. On the left, under 'Project Results', there are links for 'Fall 2020 Demo Courses' and 'Summer 2020 Demo Courses', each followed by a table listing 'DEMO101' courses. A dropdown menu is open from the 'Results' tab, showing options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder' (highlighted with a red arrow), 'Results Feedback', and 'Canvas Gradebook Update'. On the right, the 'My Active Surveys' section contains a 'My Surveys' button with a right arrow. Below it, the 'Response Rate Tracker' section shows 'No Project Found'. The footer contains copyright information and links to Terms & Conditions, Privacy Policy, and Accessibility Policy.

Project Results		
Fall 2020 Demo Courses		
DEMO101		
Summer 2020 Demo Courses		
DEMO101	EvaluationKit Demo Course	1941196

My Active Surveys		
My Surveys →		
Response Rate Tracker		
No Project Found		

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The Report Builder page will show you your Saved Reports and Recent reports you have generated but not saved.

Depending on your goal with the report, you would click on either “Projects” or “Courses” in the Report Builder. Because this example will compare results for the same course across two semesters, we will select “Courses.”

EvaluationKIT

by Watermark™

Home

Results ▾

Custom Question Surveys

Attach Surveys to Projects

Instructor ▾

Christopher Murphy ▾

?

My Reports

Projects

Courses

Recent

View All

Course - Report

2 Courses, 33 Questions , Grouping: Course

1/4/2021 8:21 PM

Course Evaluation Project - Report

1 Projects, 3 Questions , Grouping: Project

1/2/2021 7:14 PM

Course Evaluation Project - Report

1 Projects, 33 Questions , Grouping: Project/Course

1/2/2021 6:19 PM

Course - Report

1 Courses, 33 Questions , Grouping: Course/Instructor

9/17/2020 10:30 AM

Course - Report

1 Courses, 33 Questions , Grouping: Course/Instructor

Saved Reports

View All

Fall 2020 Interest level of Liberal Learning students

1 Courses, 3 Questions , Grouping: Course/Instructor

1/4/2021 3:34 PM

DEMO101 Summer and Fall 2020

2 Courses, 30 Questions , Grouping: Course/Instructor

1/4/2021 10:12 AM

Demo Course (Instructor = Kit)

1 Courses, 33 Questions , Grouping: Course/Instructor

9/7/2020 12:27 PM

Shared with Me


No shared reports

You must specify any criteria that are bolded; non-bolded criteria are optional. For reports built under the Courses tabs, choices of the following criteria are required:


- Course
- Questions
- Grouping

Question Filters, which allows you to select the subset of students that choose particular answers or groups of answers to one or more questions, is optional and not relevant to our example.

Benchmarks and Metadata Filters are not available in our current configuration.

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[Home](#) [Results](#) [Custom Question Surveys](#) [Attach Surveys to Projects](#)

[Instructor](#) [Christopher Murphy](#) 

[Home](#) / [My Reports](#) / [Course](#)

## Report Builder

[My Reports](#) [Projects](#) [Courses](#)

**Course**  
 Run

<b>Course</b>	<input type="text" value="Select"/>	▼	+
<b>Questions</b>	<input type="text" value="Select"/>	▼	+
<b>Grouping</b>	<input type="text" value="Select"/>	▼	
<b>Question Filters</b>	<input type="text" value="None"/>	▼	+
<b>Benchmarks</b>	<input type="text" value="None"/>	▼	+
<b>Metadata Filters</b>			
<b>Courses</b>	<input type="text" value="None"/>	▼	+
<b>Respondent</b>	<input type="text" value="Select"/>	▼	+
<b>Instructors</b>	<input type="text" value="None"/>	▼	+

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Clicking on the drop-down arrow, plus sign, or in the Select box for “Course,” pulls up a search function. There are several ways to search, but course title is probably the easiest. Because the example is for the course DEMO101, entering “Demo” in the Course Title search field will find the course across all semesters.

The screenshot shows the EvaluationKIT interface with a modal window titled "Courses - Select". The modal contains search fields for "Course Code", "Course Uniqueid", and "Course Title". A red arrow points to the "Course Title" field. Below the search fields is a "Project" dropdown menu, a "Search" button, and a "Start Over" link. A message "Please make a search selection" is displayed. At the bottom of the modal are "Cancel" and "Apply" buttons. The background shows the "Report E" page with a sidebar for "My Reports" and "Course", and a main area with "Benchmarks" and "Metadata Filters" sections.

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In the hypothetical example below, DEMO101 shows up in two projects. In EvaluationKit, a “Project” corresponds to a TCNJ term and session (e.g., Summer 2, Fall 2020 Full Semester and 2<sup>nd</sup> Quarter Undergraduate courses, Spring 2021 Graduate courses). In the hypothetical example below, there is a project for Fall 2020 courses and one for Summer 2020 courses.

Select both instances of DEMO 101 to compare the course across the two semesters. You can select all courses in the list by clicking “Select Page” and deselect all selected courses by clicking “Remove Page.”

Click Apply.

The screenshot shows the EvaluationKIT web application interface. A modal window titled "Courses - 2 Selected" is open. At the top of the modal, there are input fields for "Course Code", "Course Uniqueid", and "Demo" (with a red arrow pointing to it). Below these is a "Project" dropdown menu and a "Search" button. The main area of the modal displays "2 Results" with a "25" dropdown. The results list shows two entries for "DEMO101 - EvaluationKit Demo Course" (1941196), one for "Summer 2020 Demo Courses" and one for "Fall 2020 Demo Courses". Both entries have a checked checkbox (with a red arrow pointing to the first one). At the bottom of the modal, there are buttons for "Select Page", "Remove Page", "Cancel", and "Apply" (with a red arrow pointing to it). The background shows the main interface with a sidebar and a top navigation bar.

Clicking on the drop-down arrow, plus sign, or in the Select box for “Questions,” pulls up a menu with the available survey questions.

The middle drop-down menu allows you to select questions from either the main survey (the questions asked of all students) or the optional Custom Questions that you may have added to the survey. Both cannot be included in the same report, and currently, we cannot create reports with the Custom questions (the company is working to fix this issue). We do not use the Targeted category at TCNJ.

In the standard survey, there are 33 questions, and it is easier if you change the specification of 25 questions per page to 100 questions per page. You can then select the questions you wish to include in the report.

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Home Results Custom Question Surveys Attach Surveys to Projects Instructor Christopher Murphy

My Reports

Report

My Reports

Course Evaluation

Run

Question - Select

Question Title

Type

Search Start Over

Main Survey

Main Survey

Targeted

Custom Questions

Project

33 Results, Page 1 of 2

< << 1 2 >> >

25

☐ A.) Please indicate your reason for taking this course. Single Selection

☐ Liberal Learning Requirement

☐ Major/Minor Requirement

☐ Major/Minor Option

☐ General Interest

☐ Graduate Course

☐ Other

Surveys (1)

☐ B.) Please note the average number of hours per week doing work for this course outside of class: (e.g., reading, group work, studying, research, assignment, etc.) Single Selection

☐ Less than 1

☐ 1-4

☐ 5-8

☐ 9-12

Select Page Remove Page

Cancel Apply

The final selection is the Grouping, which indicates how the data will be grouped. Because the current example is of a course across semesters (projects), then the Project/Course grouping makes sense.

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Home

Results ▾

Custom Question Surveys

Attach Surveys to Projects

Instructor ▾

Christopher Murphy ▾

?

My Reports

Projects

Courses

Report Builder

My Reports

Projects

Courses

Course

Run

Course

2 Selected

×

▾

+

☒ DEMO101 - EvaluationKit Demo Course (1941196)  
Summer 2020 Demo Courses

The College of New Jersey

☒ DEMO101 - EvaluationKit Demo Course (1941196)  
Fall 2020 Demo Courses

The College of New Jersey

Questions

33 Selected

×

▾

+

☐ Other

▾ Surveys (1)

☒ B.) Please note the average number of hours per week doing work for this course outside of class: (e.g., reading, group work, studying, research, assignment, etc.)

Single Selection

☐ Less than 1

☐ 1-4

☐ 5-8

☐ 9-12

☐ More than 12

Course

Course/Instructor

Course/Project

Grouping

Select

▾

Question Filters

None

▾

+

Benchmarks

None

▾

+

Click on “Run” to generate the report.

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Home

Results ▾

Custom Question Surveys

Attach Surveys to Projects

Instructor ▾

Christopher Murphy ▾

?

My Reports

Course

Report Builder

My Reports

Projects

Courses

Course

Run

Course

2 Selected

x

▾

+

☒

DEMO101 - EvaluationKit Demo Course (1941196)  
Summer 2020 Demo Courses

The College of New Jersey

☒

DEMO101 - EvaluationKit Demo Course (1941196)  
Fall 2020 Demo Courses

The College of New Jersey

Questions

33 Selected

x

▾

+

☒

A.) Please indicate your reason for taking this course.

Single Selection

☐ Liberal Learning Requirement

☐ Major/Minor Requirement

☐ Major/Minor Option

☐ General Interest

☐ Graduate Course

☐ Other

▾ Surveys (1)

☒

B.) Please note the average number of hours per week doing work for this course outside of class: (e.g., reading, group work, studying, research, assignment, etc.)

Single Selection

33 Results

100 ▴

Grouping

Course/Project

x

▾

Question Filters

None

▾

+

Benchmarks

None

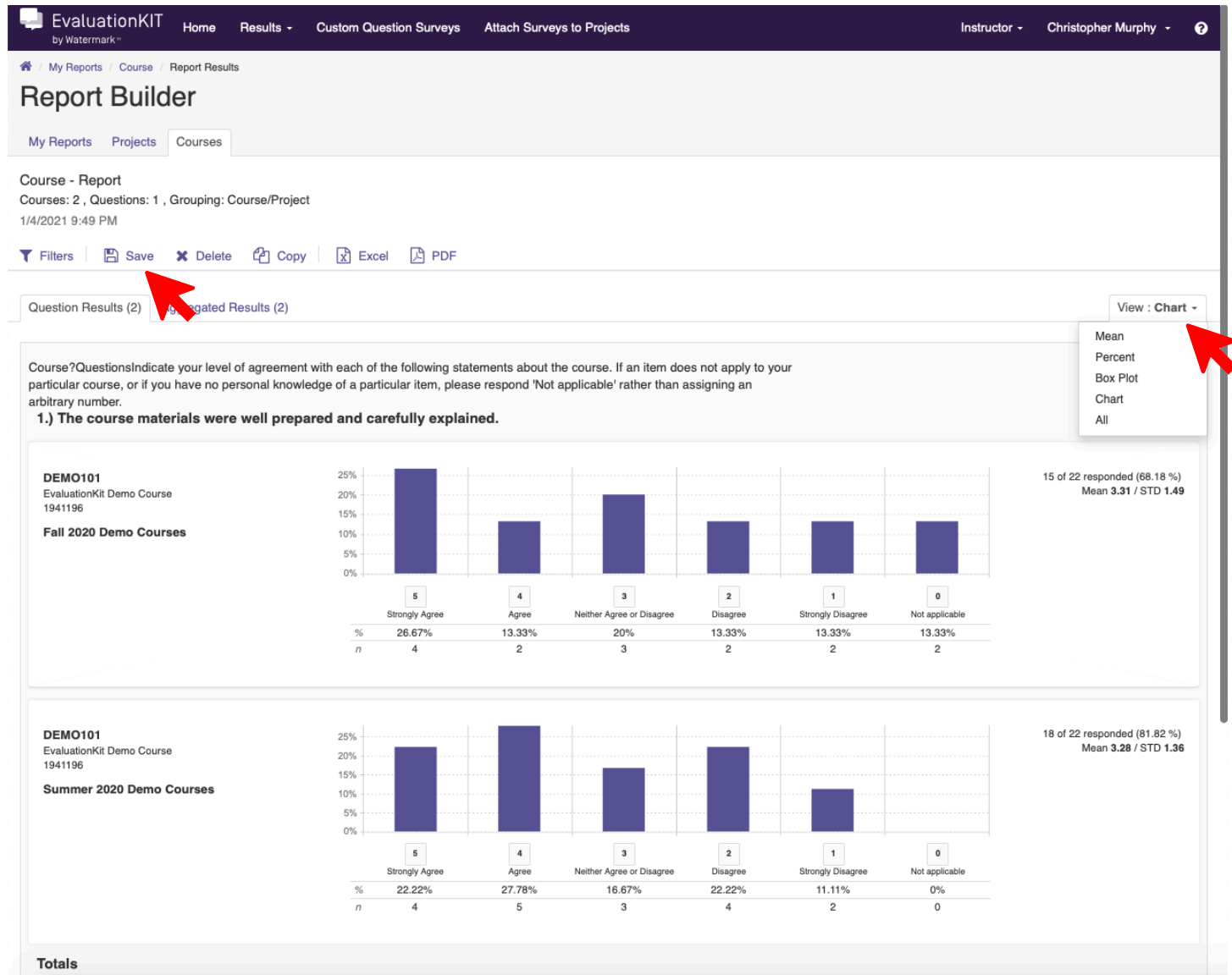
▾

+

The results for one question are shown below. You can choose among several representations of the data via the View drop-down menu.

Click on Save to save the report; a pop-up window will appear in which you can enter a title for the report. You can also export the report as an Excel or a pdf file.

If you wish to discard the report, click on Delete



If you have any questions, send an email to [studentfeedback@tcnj.edu](mailto:studentfeedback@tcnj.edu).