

Course Evaluation Summary Distribution Information (Department Administrator)

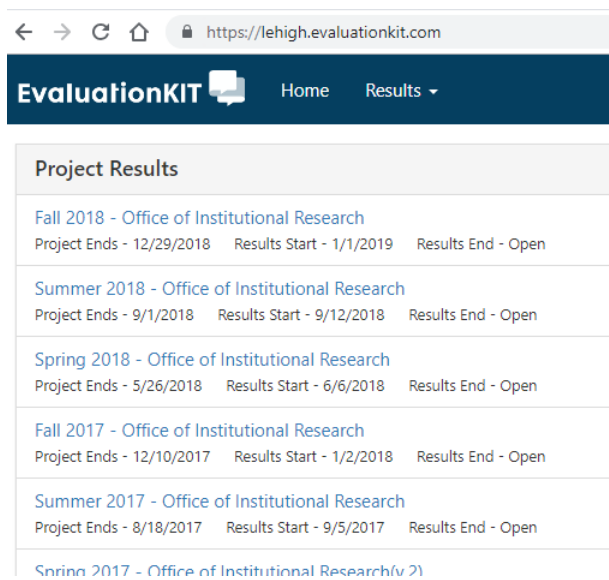
As a reminder, we are using the commercial software EvaluationKIT for our course evaluation needs. It is a software package specifically designed for course evaluations.

To access the results, you have to log-in to Lehigh's EvaluationKIT portal via this URL: <https://go.lehigh.edu/evalkit> (You will be prompted with the Lehigh log-in screen. You must log-in by providing your Lehigh userid and password. Please note: if you are already logged in to some other Lehigh service, such as Google Mail, you might not be prompted for your Lehigh credentials.)

If you have any problems logging into Lehigh's EvaluationKIT portal, please contact the office (610-758-5890) or send an email to inevals@lehigh.edu.

All department chairs and coordinators have been assigned the role of administrator. As an administrator, you will have access to all of the evaluations that belong to your department/program. *Individual instructors will only be able to access and view their evaluations.*

Once you log-in, you will be presented with the following screen (if you are also a student or instructor, you will see a different screen).

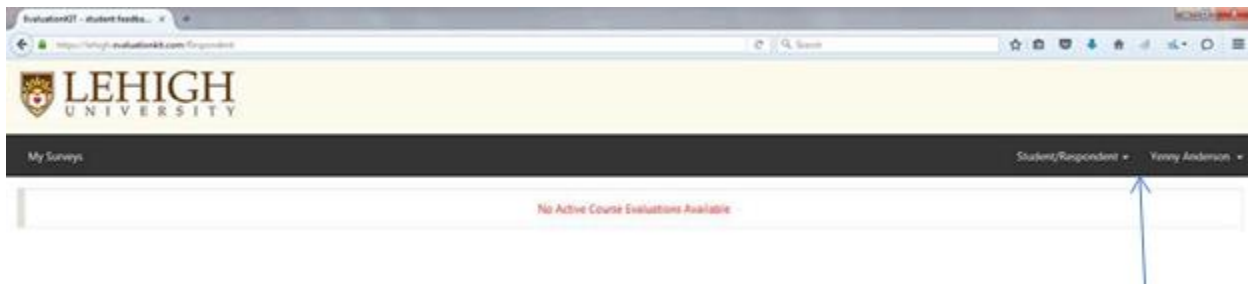


The screenshot shows the EvaluationKIT portal interface. At the top, there is a navigation bar with the "EvaluationKIT" logo and a dropdown menu containing "Home" and "Results". Below the navigation bar, a section titled "Project Results" lists several evaluation periods. Each entry includes a blue hyperlink for the semester, followed by "Project Ends", "Results Start", and "Results End" dates, and a status of "Open".

Project Results
Fall 2018 - Office of Institutional Research Project Ends - 12/29/2018 Results Start - 1/1/2019 Results End - Open
Summer 2018 - Office of Institutional Research Project Ends - 9/1/2018 Results Start - 9/12/2018 Results End - Open
Spring 2018 - Office of Institutional Research Project Ends - 5/26/2018 Results Start - 6/6/2018 Results End - Open
Fall 2017 - Office of Institutional Research Project Ends - 12/10/2017 Results Start - 1/2/2018 Results End - Open
Summer 2017 - Office of Institutional Research Project Ends - 8/18/2017 Results Start - 9/5/2017 Results End - Open
Spring 2017 - Office of Institutional Research(v 2)

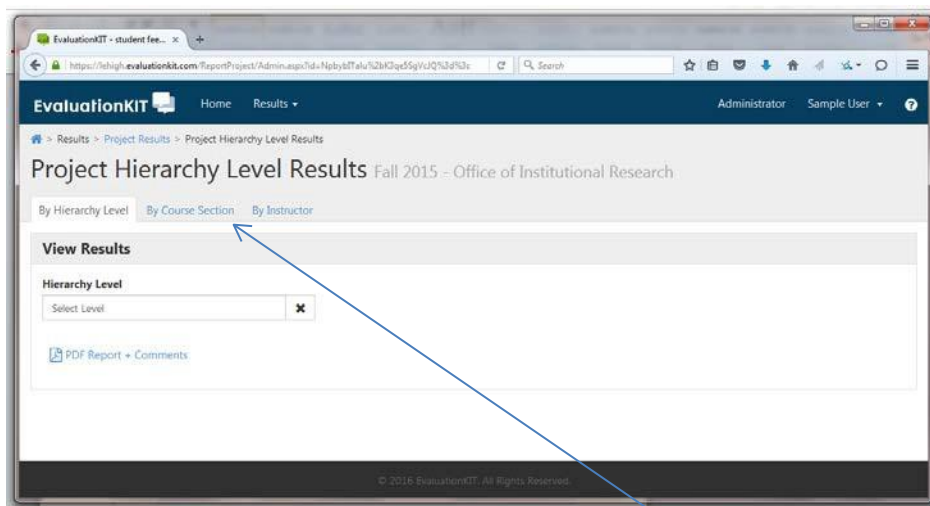
To access the results of the latest semester course evaluations, click on the blue hyperlink marked "[TERM 20xx – Office of Institutional Research.](#)"

If you are in the system as a student (in addition to being an administrator), then you will most likely be presented with a screen that looks like this:



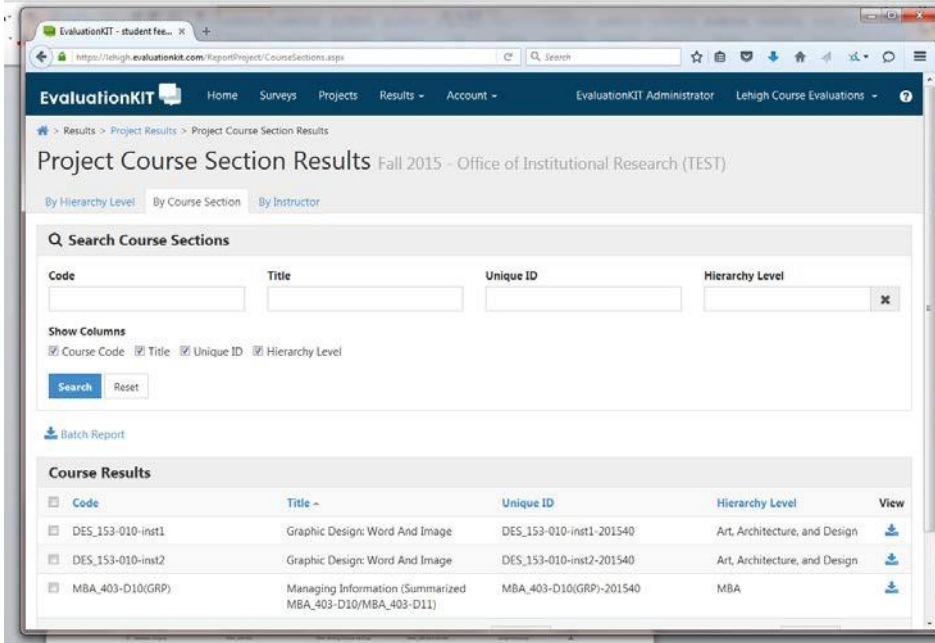
To get to the home screen for an administrator, you have to change your role. Next to your name, which appears on the top right corner, click on the link “Student/Respondent” and select “Administrator.”

You will then be presented with the following screen:

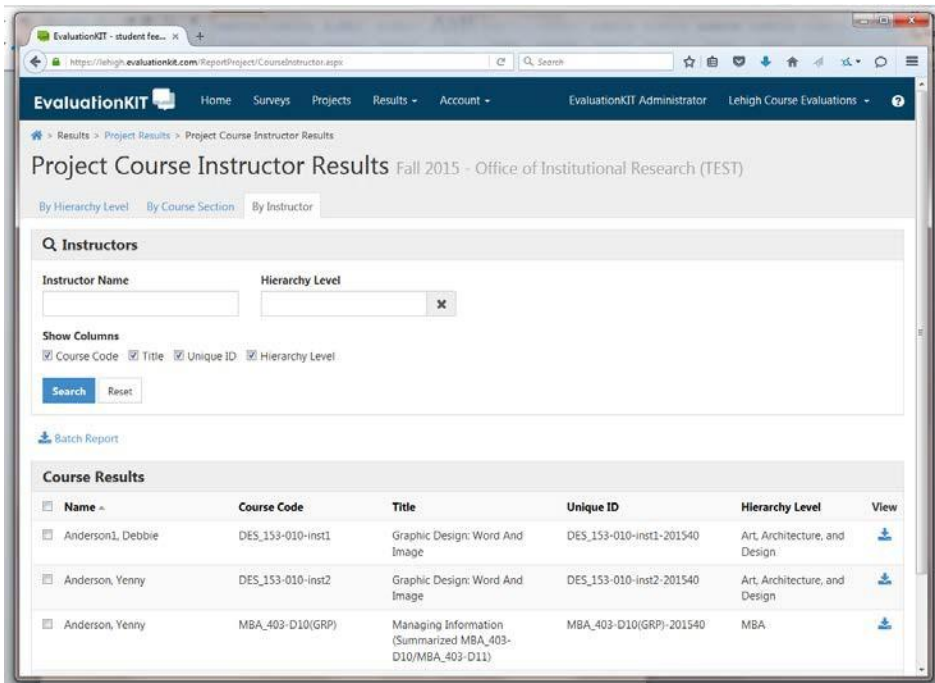


From this screen, you will be able to see the list of available summaries by course or by instructor. Click on the blue link marked “[By Course Section](#)” if you wish to see the summaries by course, or click “[By Instructor](#)” if you wish to see the list of summaries by instructor name. You might find that viewing the list of courses *by instructor* might prove to be more useful to you as a department coordinator.

This is what you will see if you select to view “By Course Section”:




This is what you will see if you select “By Instructor”:



From either screen you will be able to obtain the summary report for a particular record or for all the records at once.

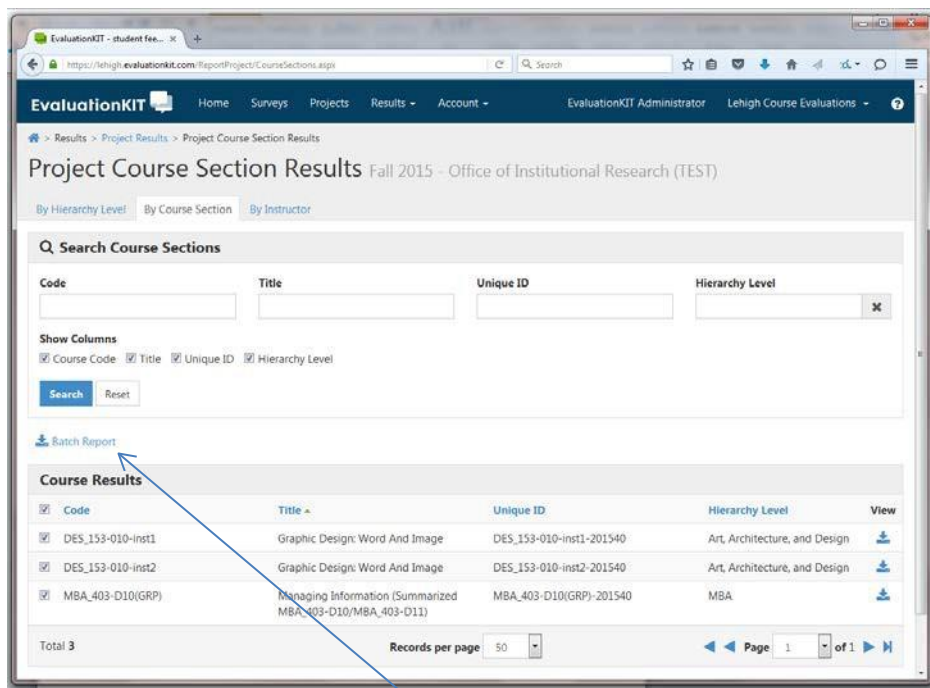
View or save a summary for one course:

To get the summary report for a record, you have to click on the blue down arrow icon (that

looks like this: ) which is located at the far right of the record. Once you click on it, you are presented with the option “Detailed Report + Comments” click on that option. A PDF file will be generated and you will be able to view it and/or save it. The PDF will be the summary of the evaluation for that course and instructor.

View or save the summaries for all the courses at once:

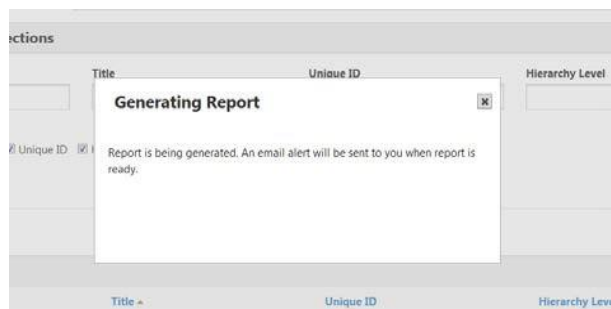
From the “By Course Section” screen, you have to check the small box to the left of the header item “Code” and all the courses will be selected as seen on the following screen. (If you wish to generate the summary reports from the “By Instructor” screen, you have to check the small box to the left of the header item “Name” and all the courses will be selected.)



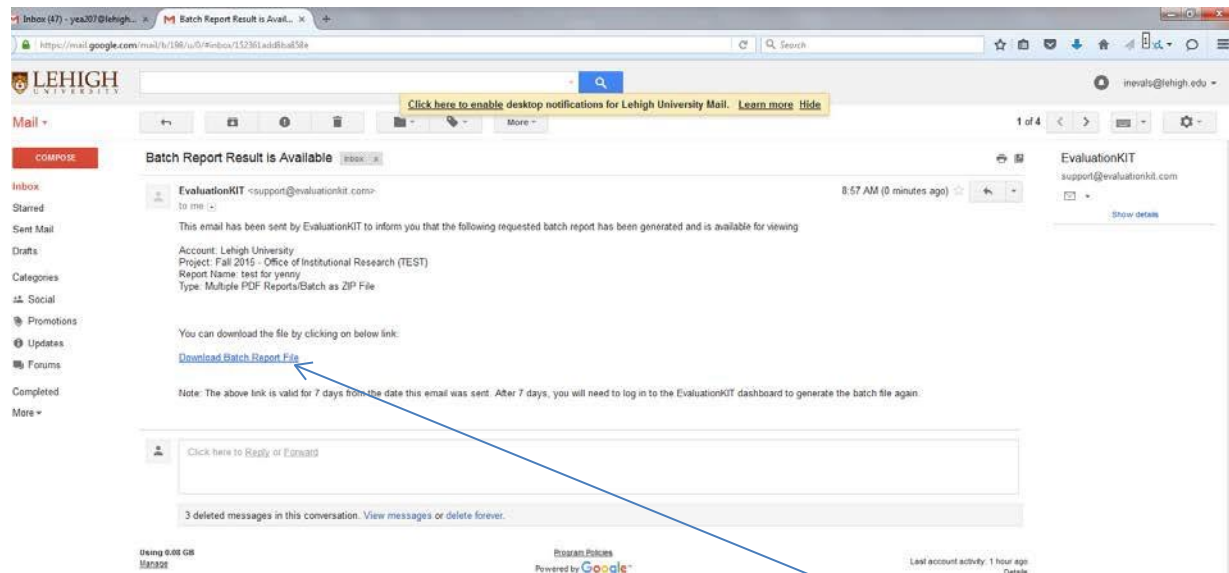
Now click on the option “Batch Report” (the blue hyperlink right above Course Results.) You will be provided with a pop-up screen where you will need to make some choices. The following is a view of that screen:

In the blank box below “Report Name”, write the text you wish to use as the name of the report you are about to save. We suggest something along the lines of “Term 20xx Department Course Evaluations.” Once you have provided a name, you want to make sure the first option is selected (“Download Multiple Reports as ZIP File for Selected Courses”). *Doing so, will allow you to have all the individual summaries generated as individual files instead as all in one file.* Once the pop-up screen has been filled out, hit the “GO” button.

You will be presented with a message indicating that the report is being generated and an email will be provided to you when it is ready. *Please keep in mind that some reports will take longer than others depending on the size of the department. Based on OIR’s observations, it can take between 1 to 7 minutes.* The message screen looks like this:

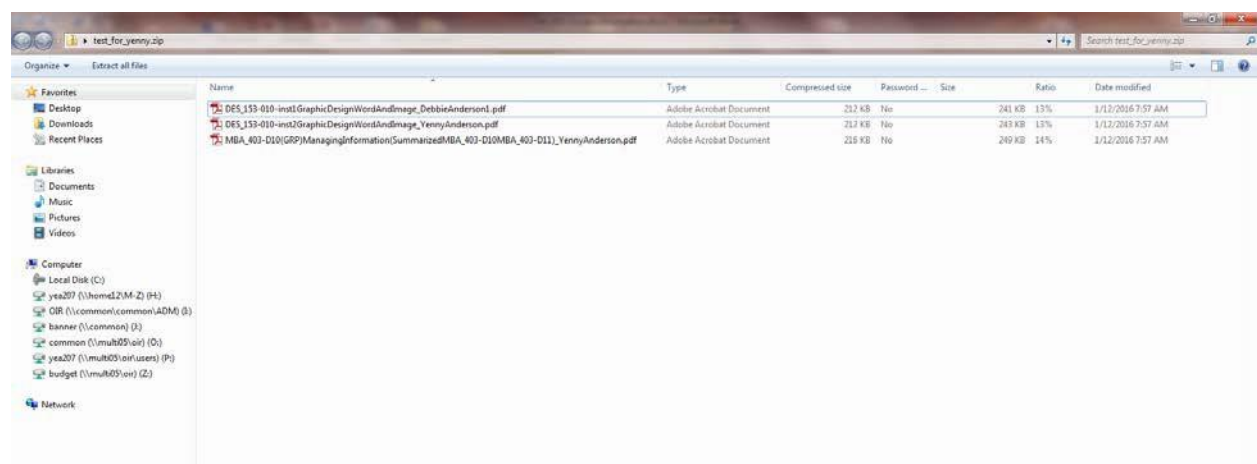


Once the report is ready, you will receive an email from “EvaluationKIT support@evaluationkit.com” and the content will look as follows:



To access the report, click on the hyperlink “Download Batch Report File” provided by EvaluationKit for your report.

You will be asked to “open with” or “save” the file. You want to save it. Save it to a location where you will remember. The saved file is a compressed zipped file that will contain all the individual reports. Once you open the file, you will see all the individual reports that are contained within and your screen might look like this:



When you open one of the summary report files, you will notice that the summary report is at least 8 pages, if there are any comments it is likely to have more pages. Also, for each question, there is a return rate (response rate) that indicates the number/percent of students that answered that question. Here is a sample of what the report looks like:

10-inst2GraphicDesignWordAndImage_YennyAnderson.pdf - Adobe Reader
 View Window Help
 1 / 8 125%

Lehigh University
Fall 2015 - Office of Institutional Research (TEST)

Course: DES_153-010-inst2: Graphic Design: Word And Image
Instructor: Yenny Anderson

1 - Overall, the instructor's teaching was effective Yenny Anderson

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Agree Strongly	(5)	1	100%		5.00
Agree Somewhat	(4)	0	0%		
Neutral	(3)	0	0%		
Disagree Somewhat	(2)	0	0%		
Disagree Strongly	(1)	0	0%		
Return Rate	Mean	STD	Median		
1/2 (50%)	5.00	0.00	5.00		

2 - Overall, the quality of the course was good

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Agree Strongly	(5)	1	100%		5.00
Agree Somewhat	(4)	0	0%		
Neutral	(3)	0	0%		
Disagree Somewhat	(2)	0	0%		
Disagree Strongly	(1)	0	0%		
Return Rate	Mean	STD	Median		
1/2 (50%)	5.00	0.00	5.00		

3 - The instructor stated clearly what was expected of the students Yenny Anderson

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Agree Strongly	(5)	0	0%		
Agree Somewhat	(4)	0	0%		
Neutral	(3)	0	0%		
Disagree Somewhat	(2)	0	0%		
Disagree Strongly	(1)	0	0%		
Return Rate	Mean	STD	Median		
0/2 (0%)	0.00	0.00	0.00		

At this point, you have accessed the reports for your department/program. If you look through the list and notice that there is a course/instructor that does not belong to your department or if you are missing a course, please notify OIR at extension 8-5890 or via email inevals@lehigh.edu.

Please note: we want to establish a central area for all course evaluation inquiries and requests. Therefore, we ask that you send all emails related to course evaluations directly to: inevals@lehigh.edu

These instructions along with other course evaluation information are available via our web site: <https://oirsa.lehigh.edu/course-evaluations>