

## **Course Evaluation Summary Distribution Information** **(Instructor)**

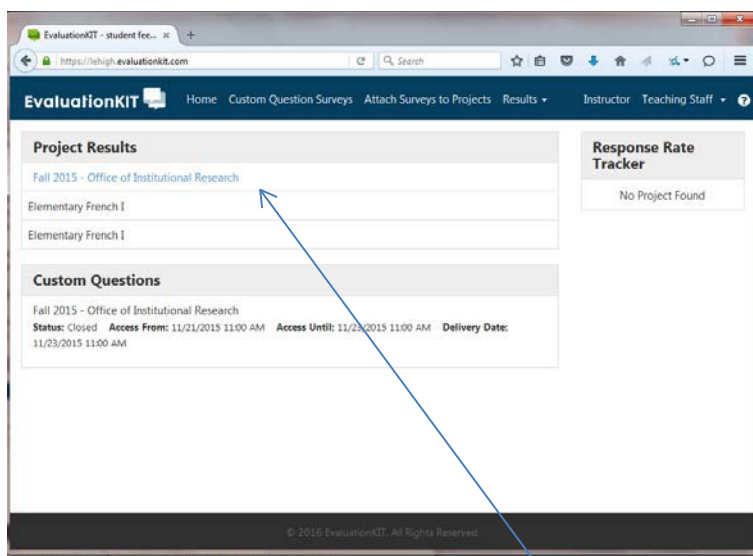
As a reminder, we are using the commercial software EvaluationKIT for our course evaluation needs. It is a software package specifically designed for course evaluations.

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](mailto:inevals@lehigh.edu).

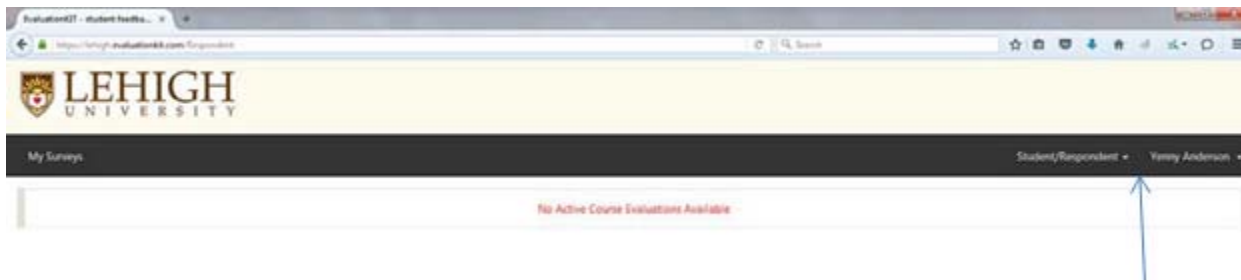
As an instructor, you will only be able to access and view course evaluations that belong to you.

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



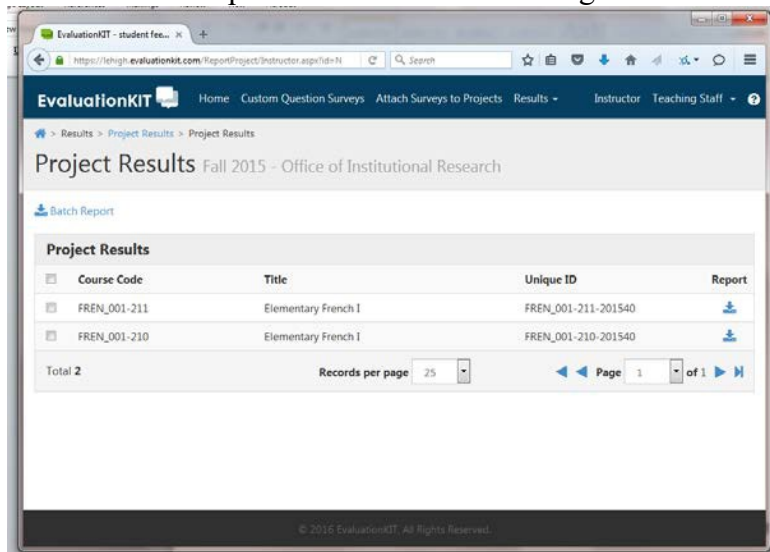
To access the results of the latest semester course evaluations, click on the blue hyperlink marked “[TERM 20xx – Office of Institutional Research](#).” Notice that all the courses that were processed under your name appear below the link for a given semester. If you had any course evaluations for prior semesters, you will be able to access those as well.

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




To get to the home screen for an instructor, 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 "Instructor".

You will then be presented with the following screen:



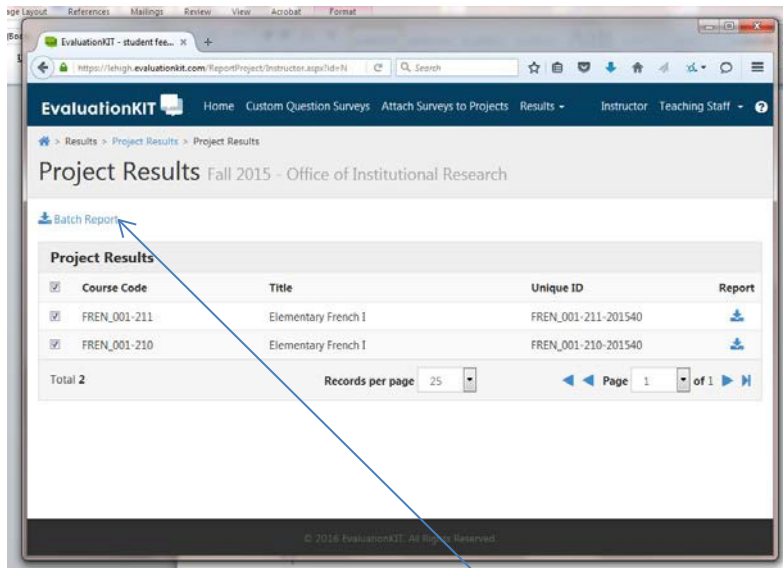
This screen presents the list of courses that are in the system with an association to your name. You will be able to obtain the summary report for a particular course or for all the courses at once.

To view or save a summary for one course:

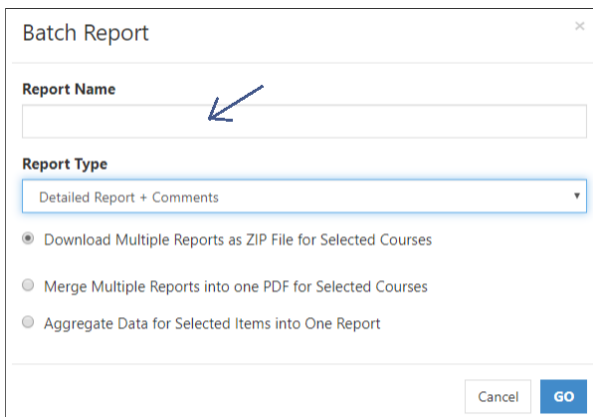
To get the summary report for a course, you have to click on the blue down arrow icon (that looks like this: ) which is located at the far right of the record. Once you click on it, you are presented with the option "Detailed Report + Comments" click on that option. A PDF file will be generated and you will be able to view it and/or save it. The PDF will be the summary of the evaluation for that course.

To view or save the summaries for **all** the courses at once:

To get the summaries for all courses at once, you have to check the small box to the left of the header item “Course Code” and all the courses will be selected as seen on the following screen.



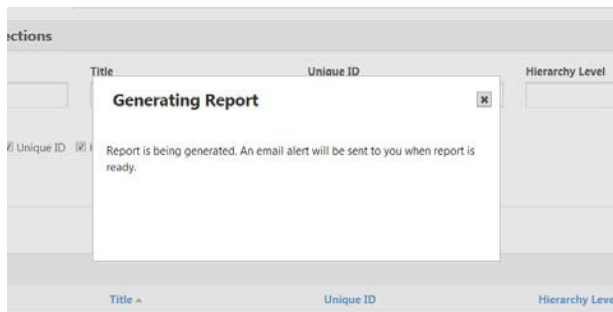
Now click on the option “**Batch Report**” (the blue hyperlink right above Project Results.) You will be provided with a pop-up screen where you will need to make some choices. The following is a view of that screen:



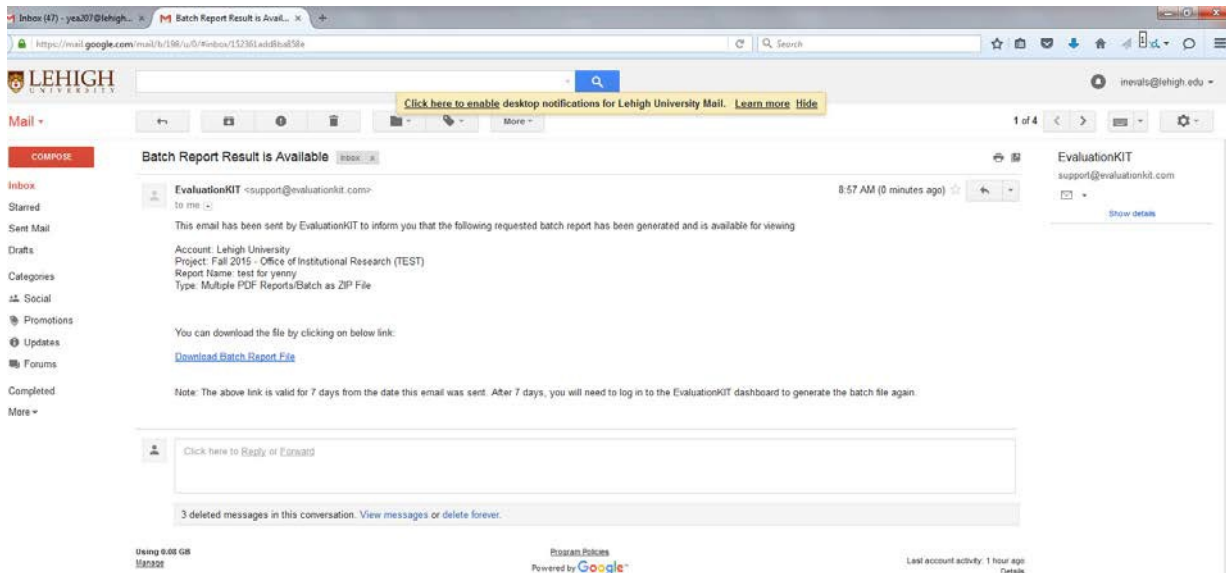
The screenshot shows a "Batch Report" pop-up window. It has a "Report Name" text input field with a blue arrow pointing to it. Below that is a "Report Type" dropdown menu currently set to "Detailed Report + Comments". There are three radio button options: "Download Multiple Reports as ZIP File for Selected Courses" (which is selected), "Merge Multiple Reports into one PDF for Selected Courses", and "Aggregate Data for Selected Items into One Report". At the bottom right are "Cancel" and "GO" buttons.

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 CourseXXX.” 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 of 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 number of courses that were selected. Based on OIR’s observations, it can take between 1 to 5 minutes.* The message screen looks like this:

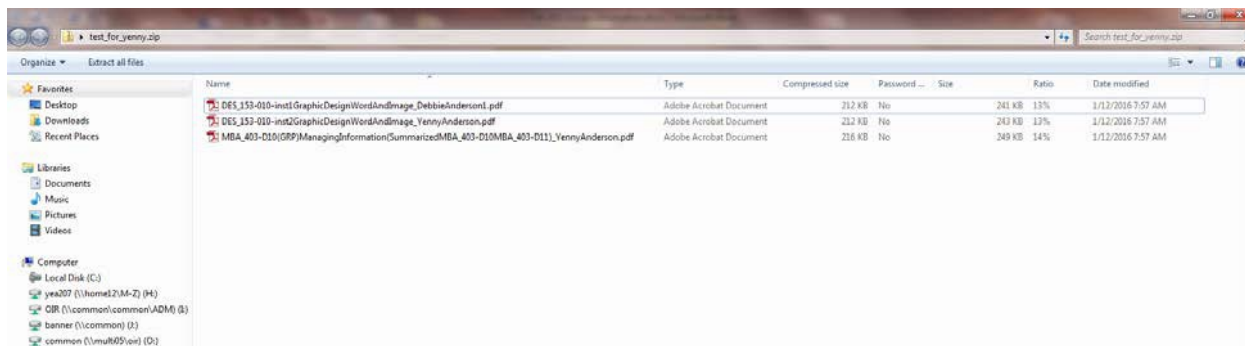


Once the report is ready, you will receive an email from “EvaluationKIT [support@evaluationkit.com](mailto:support@evaluationkit.com)” and the content might look as follows:

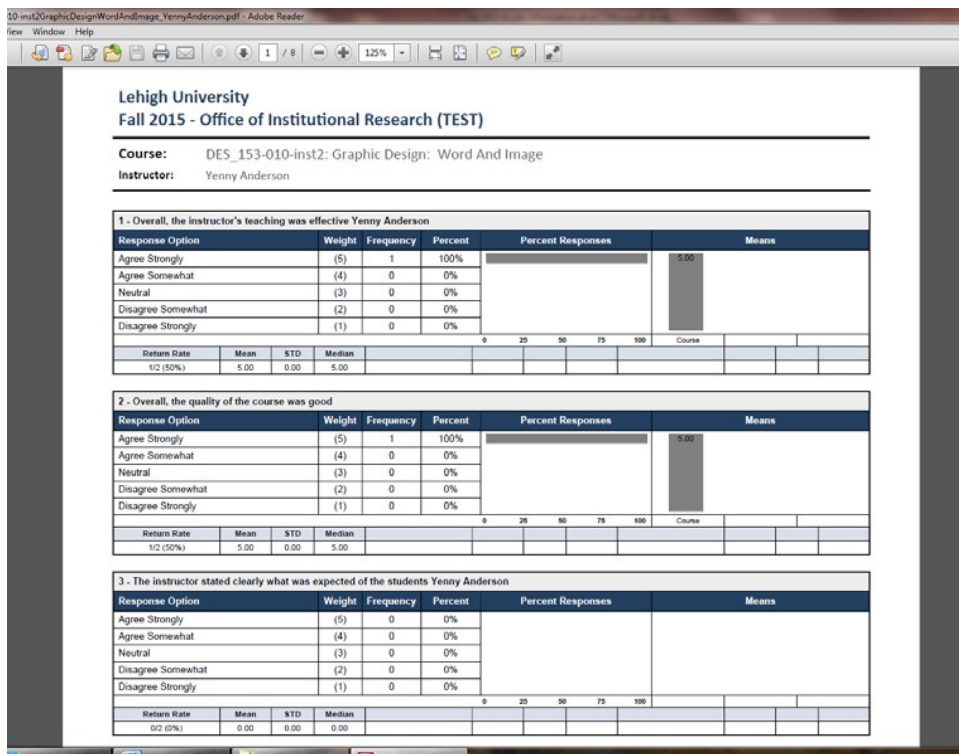


To access the report, click on the hyperlink “Download Batch Report File” provided by EvaluationKit for your report.

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:



At this point, you have accessed the reports that were generated for the courses that were evaluated under your name. If you look through the list and notice that there is a course that does not belong to you or if you are missing a course, please notify OIR at extension 8-5890 or via email [inevals@lehigh.edu](mailto: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](mailto:inevals@lehigh.edu)

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