EvaluationKIT Introduction

STUDENT FEEDBACK MADE SIMPLE ®

BGSU
Office of the CIO

[419] 372 0999

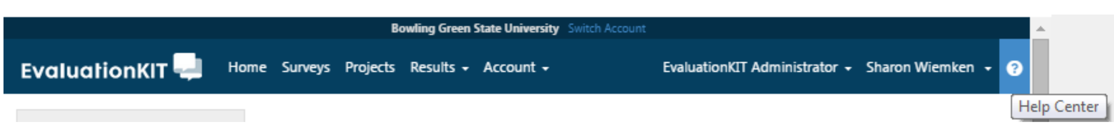
www.bgsu.edu/tsc

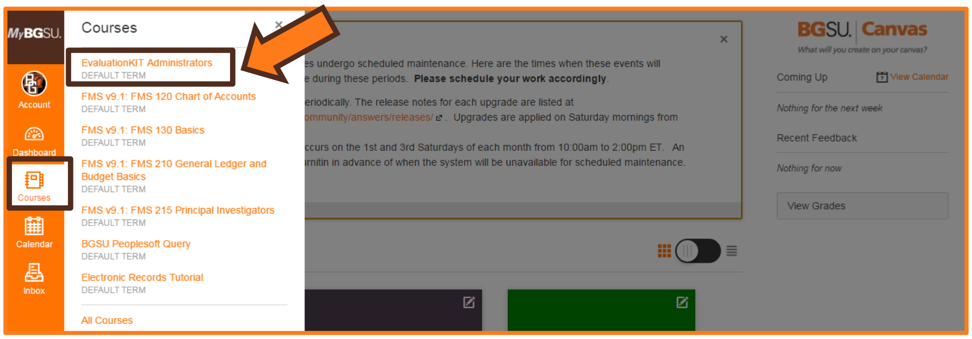
9/29/2016

EvaluationKIT Introduction

Table of Contents

Throughout the training, you may see this icon. Sections marked with this icon have a video walk-through available on the EvaluationKIT Help Center.

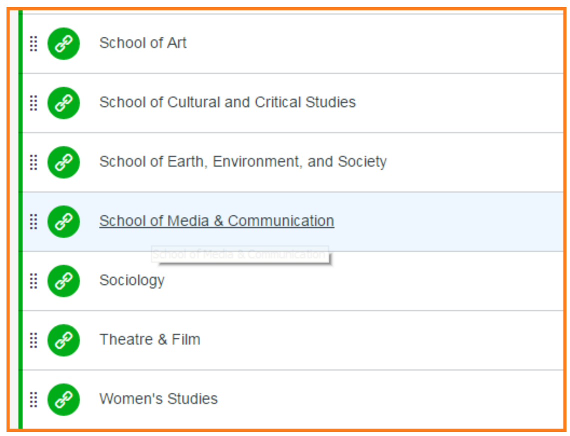


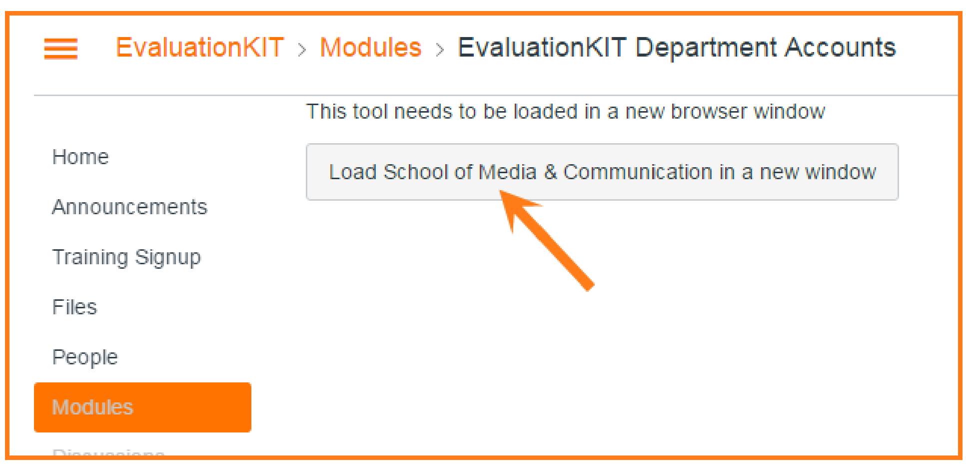
INTRODUCTION	
	EvaluationKit is a tool designed to assist in managing course evaluations online through Canvas. The tool works with the information already stored in Canvas to help choose which courses and students to send the evaluation to. The student responses are kept anonymous and all data is collected for later reporting to department administrators and instructors. This guide will be split into four major parts. First, the guide will discuss opening the application and orienting yourself both with the interface and the general tools within the software. Second, the guide will discuss creating the survey of questions to ask the students during each semester's evaluations. Next, we will discuss creating a project for each semester, and lastly we will explain how to setup the project results reports.
ROLES	When using EvaluationKIT, it is best to start with an understanding of the three primary roles. **Administrator:** Each department will have a single individual or group of individuals who will administer evaluations in their area. Administrators choose what to ask, who to ask it to, and who should have access to the results. Most people using this guide will be administrators. **Instructor:** Each course being evaluated is required to have one or more instructors. Instructors have the ability to see the response rate for their courses and can be given access to their results by the administrator if needed. **Students:** Each class being evaluated must have at least one student. Students reply to the evaluation and their answers are used to create the results for the evaluation. All student answers are kept anonymous.
CANVAS LINK	EvaluationKIT is a stand-alone application that could be managed entirely without Canvas. At BGSU, we have linked the two systems to make some of the work easier. It is important to remember throughout this training that EvaluationKIT is a separate system from Canvas, so any links or copied data is housed not shared back with Canvas. The first major link between the systems is for deciding which courses you wish to evaluate. Since the list of courses, including instructors and students, is already in Canvas, a link was created to copy this information to EvaluationKIT. Another link between the systems allows you to enter different parts of EvaluationKIT directly from links presented in Canvas.
LOGGING IN To access EvaluationKIT, you will first need to sign into MyBGSU and then Canvas. Once you have been setup to use the system, you should see an EvaluationKIT Administrators course in the list of your Canvas courses. • Click on **Courses** • Click on **EvaluationKit Administrators**	

EvaluationKIT Introduction

This new navigation is available for individuals who may be participants in <u>multiple</u> EvaluationKIT subaccounts with <u>multiple</u> roles.
The new sub-account navigation for EvaluationKIT administrators is available through the left column of links in the EvaluationKIT Administrators course site. The link is titled **Modules**. When this link is clicked, you will be presented with a menu of all EvaluationKIT sub-accounts. A feature of the new navigation is that you will be prompted to load EvaluationKIT in a new tab.

- Click on the **correct department**.
- Click on **link** to load the data in a new window.

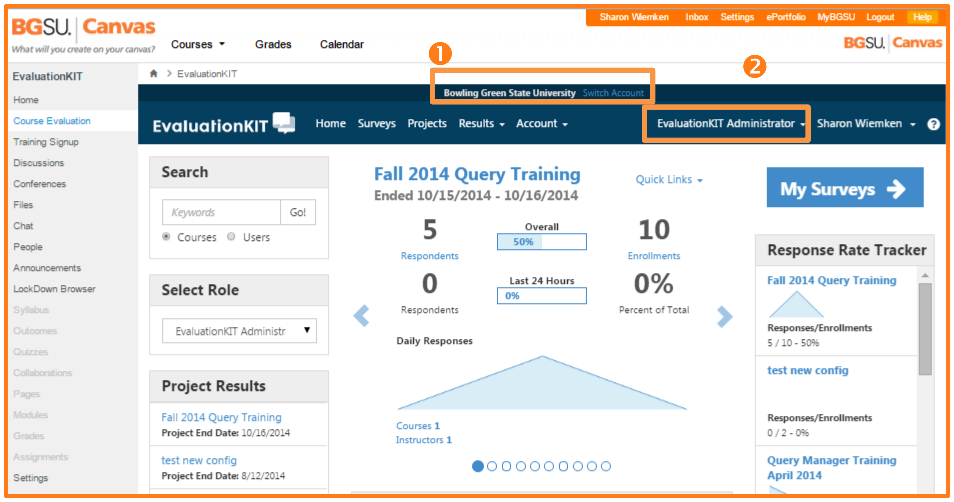




EvaluationKIT Introduction

To make sure you are seeing the correct information, first locate the two drop down menus in the top center and select your **department** from the top and then **EvaluationKIT Administrator** from the next menu down.

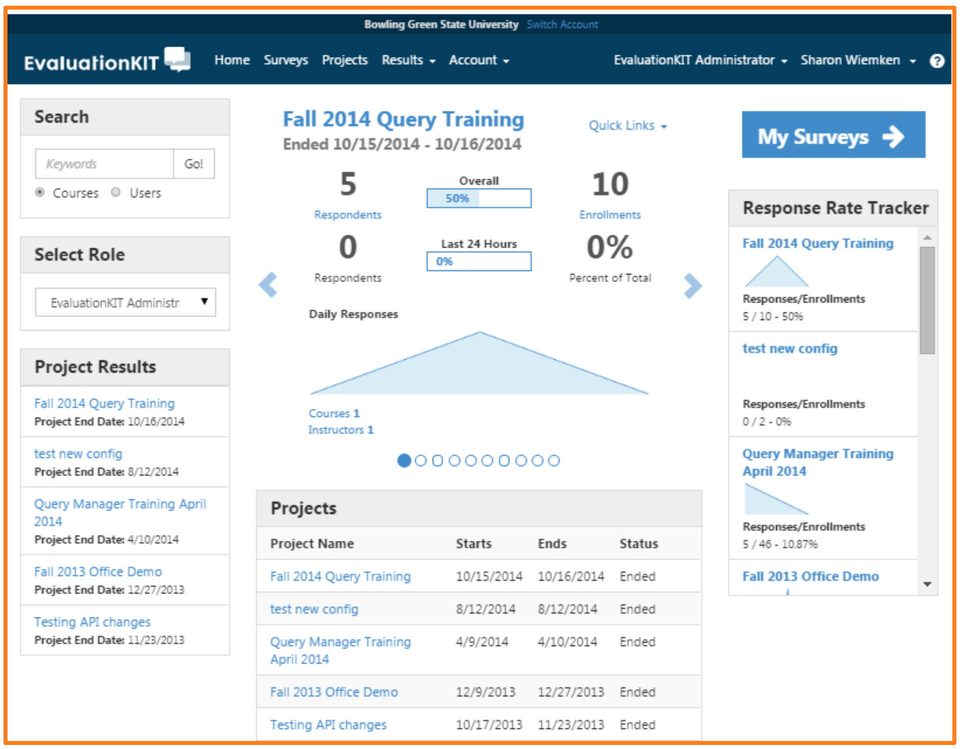
Selecting administrator here is confirming your role as an administrator within the system.



DASHBOARD

Once you sign into EvaluationKIT, you will see the following **Dashboard**. This will help you review existing project setups, results, and response rates.

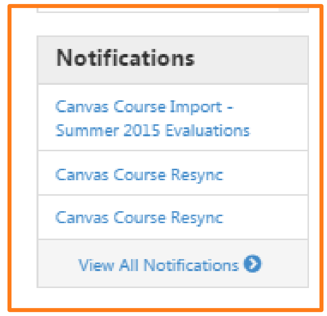
The Dashboard within EvaluationKIT allows you to customize what users see when they login to the system. The Dashboard is comprised of different “widgets” that you can add, move around, and customize. All Dashboards begin with default widgets and widget settings.



My Active Surveys – allows the user to click/tap the button to go directly to these surveys.

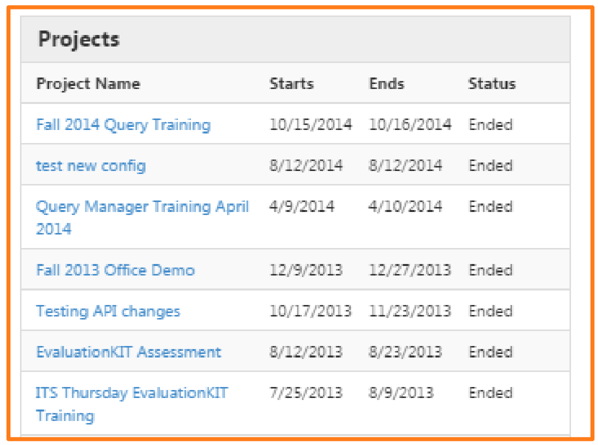
Notifications – Displays messages posted in the Notifications feature as well as the real-time progress of data imports and enrollment refreshes.

Data Import and Enrollment Refresh notifications available for the EvaluationKIT administrator view only.



Project List – Lists the selected number of most recent Projects with the Project dates and status of the Project. Users can click on the Project name and go directly to the Project.

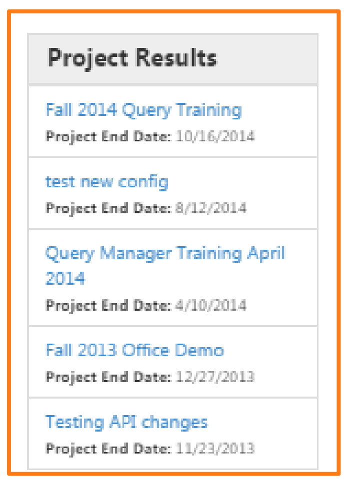
Projects in EvaluationKIT are used like file folders to help organize the survey, courses, students, instructors, communications, and general report setup for each time you offer an evaluation and are generally tied to a semester.

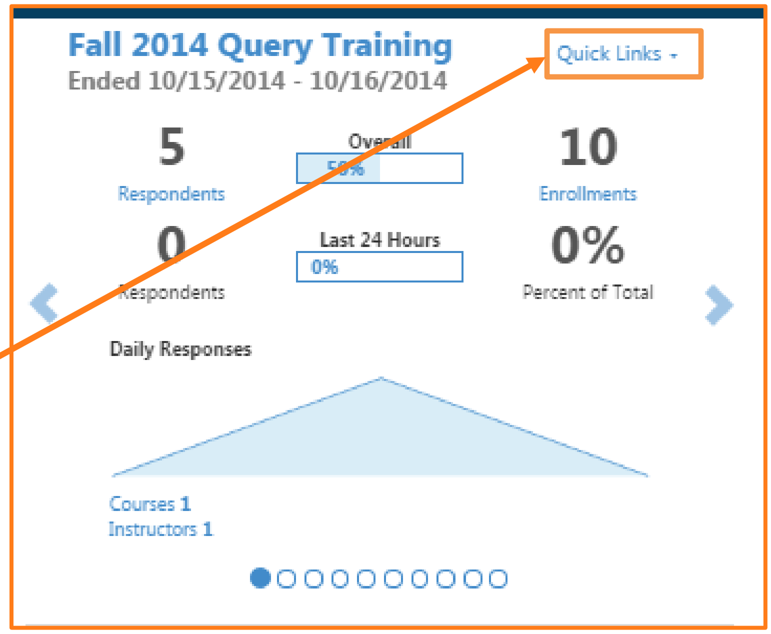
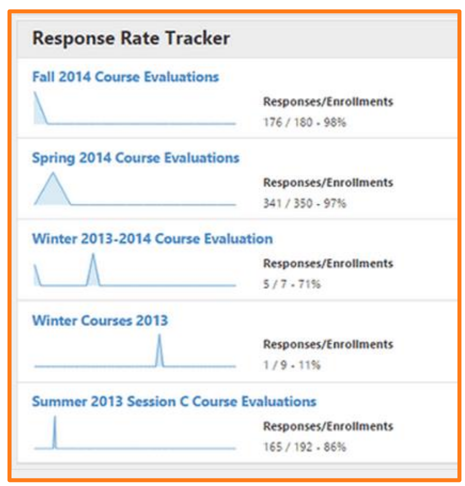


Projects

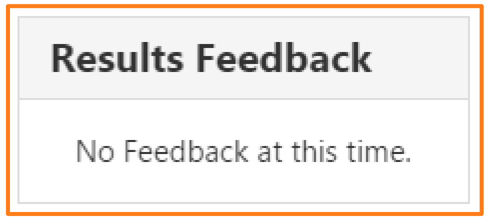
Project Name	Starts	Ends	Status
Fall 2014 Query Training	10/15/2014	10/16/2014	Ended
test new config	8/12/2014	8/12/2014	Ended
Query Manager Training April 2014	4/9/2014	4/10/2014	Ended
Fall 2013 Office Demo	12/9/2013	12/27/2013	Ended
Testing API changes	10/17/2013	11/23/2013	Ended
EvaluationKIT Assessment	8/12/2013	8/23/2013	Ended
ITS Thursday EvaluationKIT Training	7/25/2013	8/9/2013	Ended

Project Results - Lists the selected number of most recent Projects with the results availability dates. Users can click on the Project name and go directly to the Project Results for the project.



Project Summary – This displays various metrics about a Project, and allows the user to quickly navigate to specific sections of a project. Metrics displayed here include: Overall Respondents, Overall Enrollments, Overall Response Rate, Last 24 Hour Respondents, Last 24 Hour Enrollments, Last 24 Hour Response Percent of Total, Chart of daily responses, # of Courses, and # of Instructor enrollments. Under the "**Quick Links**" feature, users can directly go to specific sections of the project. Also, Enrollments, Courses, and Instructors is clickable, and will take you to this specific information.	
Response Rate Tracker - Lists the selected number of most recent Projects with the real-time overall response rate information, and spark-line chart of daily responses. Users can click on the Project name and go directly to the detailed response rate metrics that they have access to for the project.	

Results Feedback – Displays the number of Results Feedback posts by project that have been sent to the user. Users can click on the Project name and go directly to Results Feedback posts for the project, and then review posts and reply to posts. The Results Feedback feature is designed to facilitate two-way communication about survey results between an instructor and the administrator overseeing their area.



*New feature

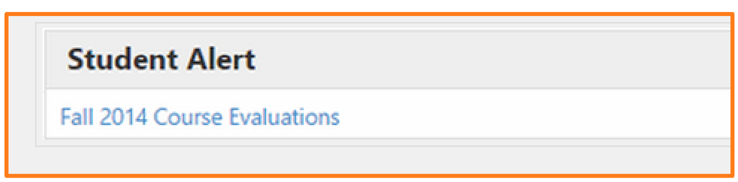
Search – Allows you to search for a specific course or user to find which project(s) they exist in, and then the user can navigate to the specific section of the project.

Select Role – Allows users enrolled in multiple user roles to toggle between their various user role views of the system. This functionality works the same as what displays in the top navigation bar if a user has multiple roles.

Student Alert - Displays the number of Student Alert posts by project that have been sent to the user. Users can click on the Project name and go directly to Student Alert posts for the project, and then review posts.

The Student Alert feature is designed to facilitate one-way communication from students to their instructor and/or administration, and offers a process separate from the survey to allow students the ability to request follow-up contact.

*New feature



NAVIGATION BAR:

Along the top of your screen you should see this blue bar. This is the Navigation Bar and helps you quickly move between the different parts of EvaluationKIT.

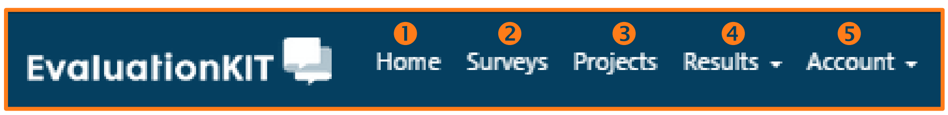
❶ **Home** - This option will take you back to your main Dashboard. Having this link at the top of every page allows you to quickly return to your dashboard from any other part of the system.

❷ **Surveys** - The list of questions to be asked in an evaluation. In order to make it easy to reuse questions each semester, surveys are kept separate from the actual semester based projects. While you might build multiple surveys, most departments create a single survey once, and reuse it as needed.

❸ **Projects** - Each time you wish to evaluate students in a group of courses, you will create a project to manage it. Most departments create a project for each semester, though it can be helpful to create separate projects for different types of classes if you want to ask different questions to different types of classes within a single semester.

❹ **Results** - Once a project has finished and students have sent in responses, you can review results. These results can be reviewed by class, instructor, or project in easy to obtain and read PDF documents. You can also download the full results into an excel document to create your own custom reporting options.

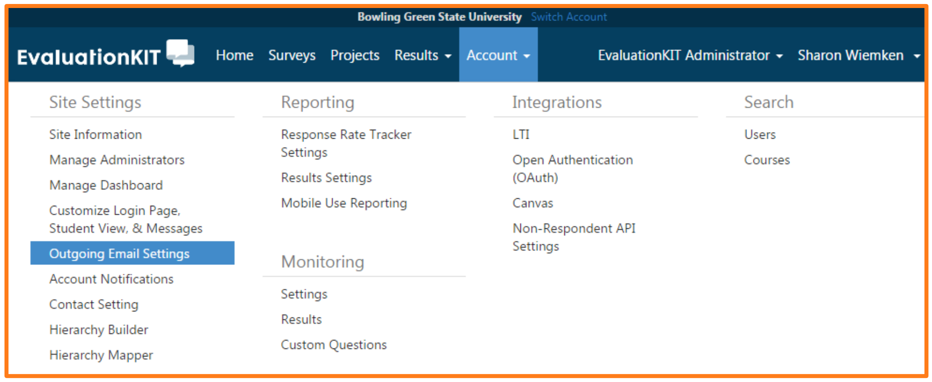
❺ **Account** - The Account option in the Navigation Bar allows you to modify general settings.



The most common change you will need to make here is to set the standard email settings for outgoing messages sent by EvaluationKIT.

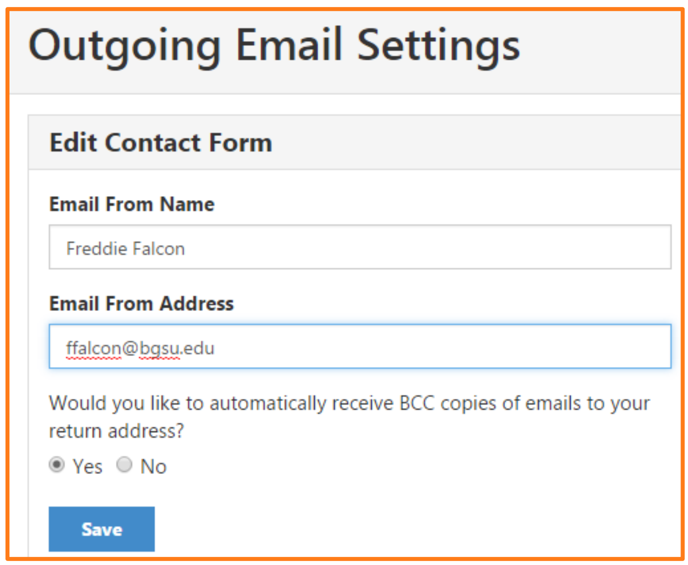
While you can change these settings each time you create a message, most departments find it helpful to set the default up ahead of time.

To do this, click on **Account** from the Navigation Bar and then click **Outgoing Email Settings**.



Enter the **email address** and **name** for outgoing messages. It might be helpful to set this to an office email account.

Remember to click **Save** when you are finished.



SURVEYS

Survey Builder for EvaluationKIT Administrators

WHAT ARE SURVEYS?

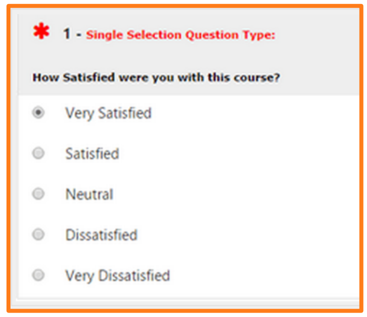
Surveys are a list of the questions to be asked during an evaluation. Most departments use a single survey for all of their evaluations. By creating a single survey once, EvaluationKIT allows you to reuse those questions throughout all of your evaluations over time.

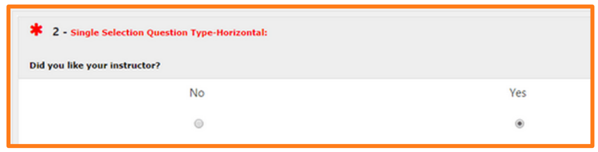
To compare results over time effectively, EvaluationKIT requires that the same questions be asked each semester, so it helps to use the same survey for as many projects as possible.

QUESTION TYPES

Surveys in EvaluationKIT can contain a variety of types of questions. Two of these types allow for results in numeric averages, while the rest will only report individual student answers as text. To ease the process of evaluating large pools of results**, it is best to use the Single Selection and Matrix types of questions that allow numeric averages**.

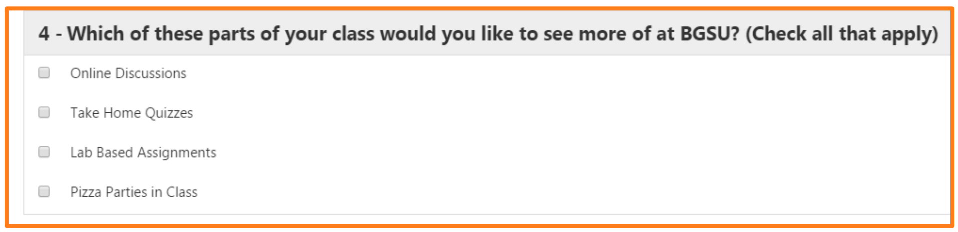
Single Selection - The most common question type in most surveys. It allows the student to choose from different options. This works best for yes-no and multiple choice questions and can be formatted both vertically and horizontally.





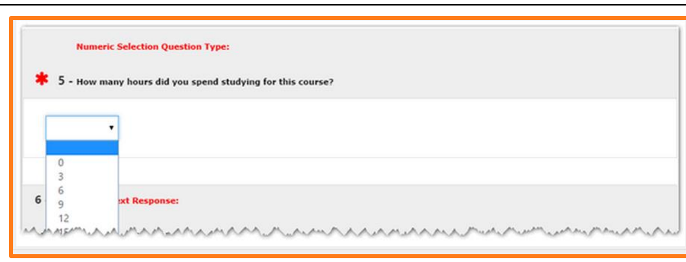
Multiple Selection - questions allow students to choose all that apply and is only used when asking students to select multiple or potentially multiple responses.

Results for this question type will only display each item's total picks and will not contain a mean or standard deviation.

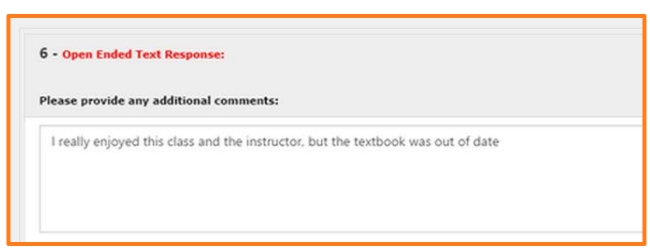


Matrix - questions have a common response scale with multiple questions being evaluated. These questions have course items on the left axis and the common scale along the top.

Numeric Selection - questions allow students to choose a single number in response to a question. This question will return results as individual student's selected numbers.



Open Ended Text Response - questions allow students to type freely in response. Each student's full response is displayed in the results.



Survey Label – allows for the creation of headers for different sections of an evaluation to help organize the survey or give instructions. This can also be used to add a thank you message at the end.

Linked Questions - are survey questions that are tied together or "linked" between different surveys within EvaluationKIT.

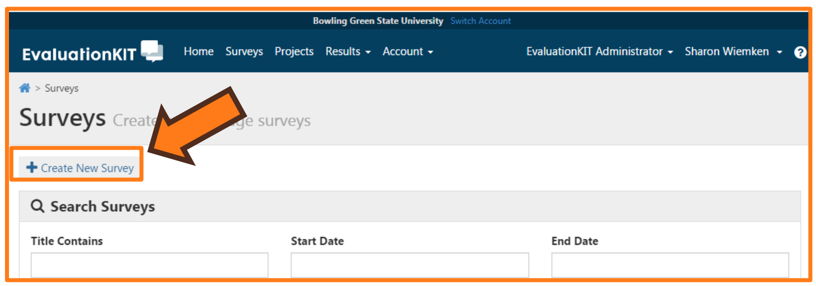
You would use Linked Questions if you have the same survey question on different surveys and want to pull together the results across the surveys/projects (e.g., longitudinal reporting).

For more information, see the Linked Questions article in EvaluationKIT Help Center.

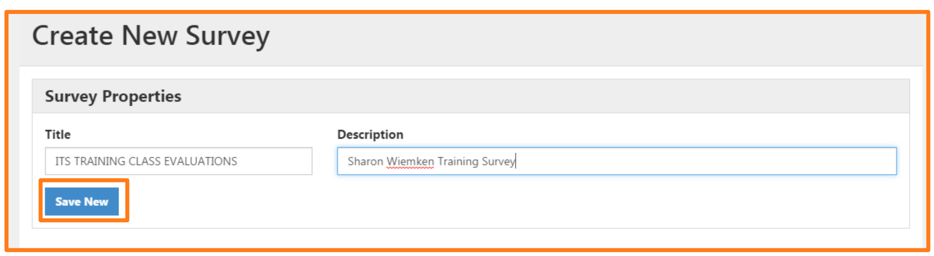
CREATING A SURVEY

To create a new survey in EvaluationKIT, first log in and then select the **Surveys** link within the Navigation Bar.

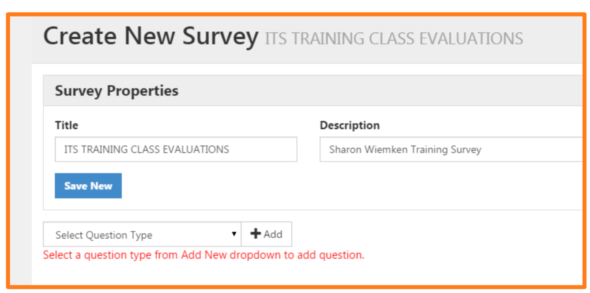
Next Click on the **+Create New Survey** link.



Provide a title and description for your survey. The Title is required, Description is not. Click **Save New** to create the survey

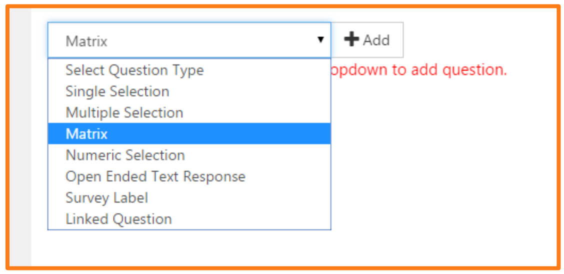


After saving, a new bar will appear below your survey's title. This bar has the drop down you will use to create new questions.



Click the Select Question Type drop down to bring up a list of questions and then **click the question type** you wish to add.

Click on the **+Add** button.



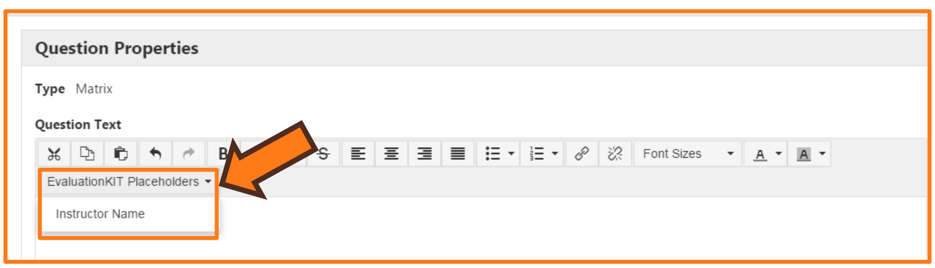
QUESTION PROPERTIES

Question Text - **Each question type has a slightly different setup**, but they all share several common steps. First, you will need to type the question you wish to have students answer.

For the Matrix Type Question, this will be the heading above the items being evaluated.

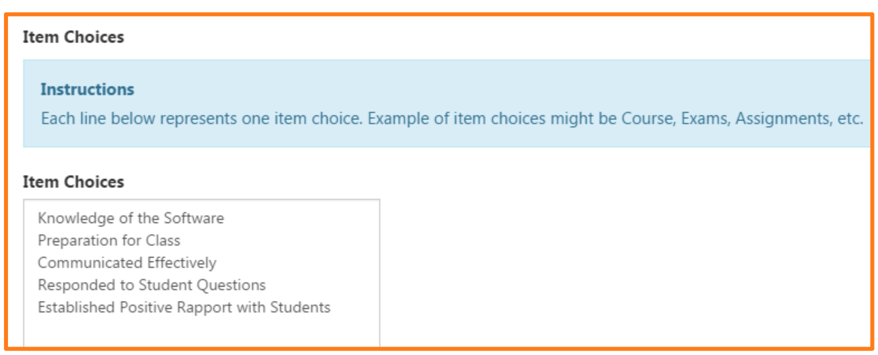
The box has a standard formatting bar similar to that in Microsoft Word, though there are a few options unique to this tool.

One feature is an option for Instructor Name. This option will add a short line of stand in text that will be replaced by the actual instructor's name.



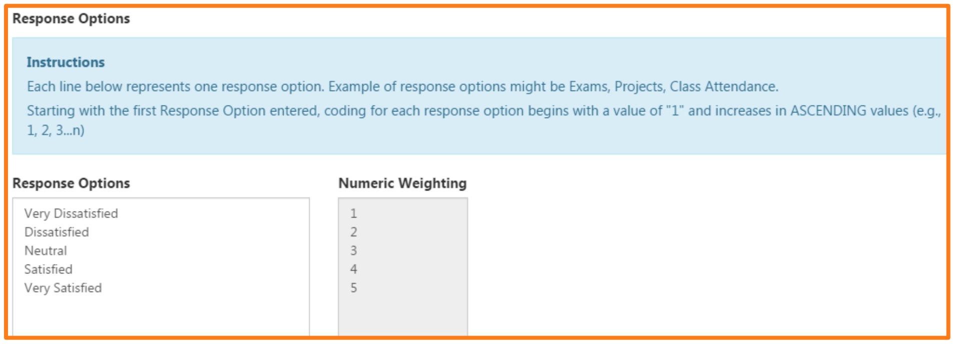
Item Choices - **Matrix Type Questions** (only) will require you to list Items for students to evaluate.

Be sure to use the enter key between options so that it appears on its own line.



Response Options - Single Selection, Multiple Selection, and Matrix questions will require you to list options for student responses.

The order you enter the options in is the order students will see them in the evaluation. The top option is assigned the lowest score by default when calculating a mean. If you would like to reverse this, there is an option further down this guide.



Each question type also has some possible **Additional Properties**.

The first option is to allow an option of N/A. This will remove the student's response from the results pool.

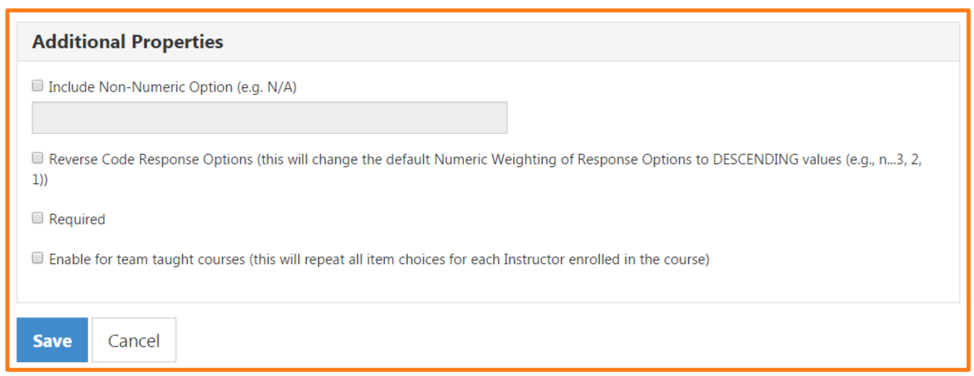
This optional **Comment Box** is directly tied to this single selection question. In response to some single selection questions, you may want the student to follow up with comments.

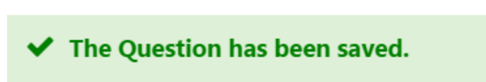
The **Reverse Code Responses** option reverses the responses options so the highest number is on top.

The **Required** option prevents students from skipping this question. This will place a red asterisk beside the question on the survey.

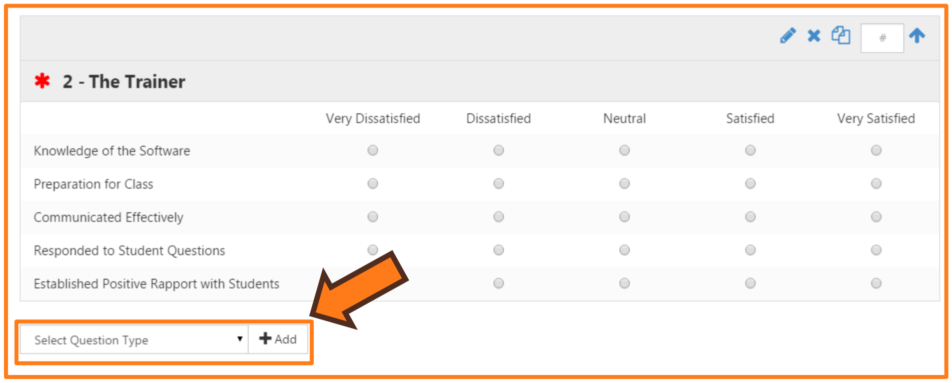
The final option forces the question to be repeated for each instructor in the course. The system is smart enough to know whether there is just one instructor enrolled in the course, in which case the question would not repeat; or if there is more than one instructor, it will repeat with each instructor's name.

When finished adding all information for a question, click on the blue **Save** button.





From here you have several options, one option is to create another question repeating the steps above.



Other options include:

Edit – Click on the pencil icon to go back and make changes to the question.

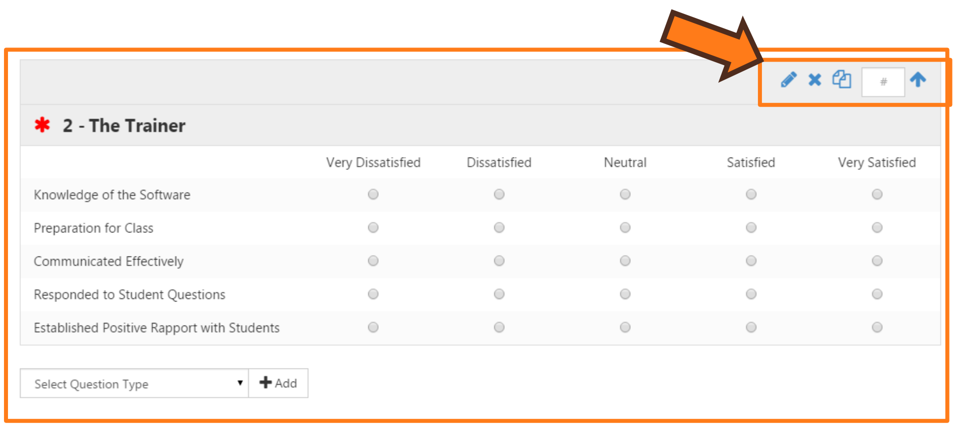
Delete – Click on the **X** to delete the question.

Copy – Click on the copy icon to copy the question.

Move - Click on the **#** sign to move or renumber the question a certain number of moves.

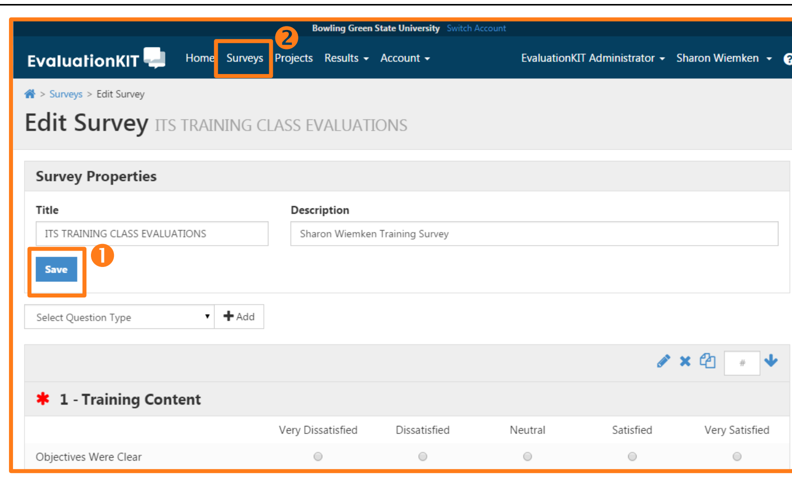
Move Up – Click on the ↑ symbol to the move the question up the number of positions stated.

Move Down – Click on the ↓ symbol to the move the question down the number of positions stated.



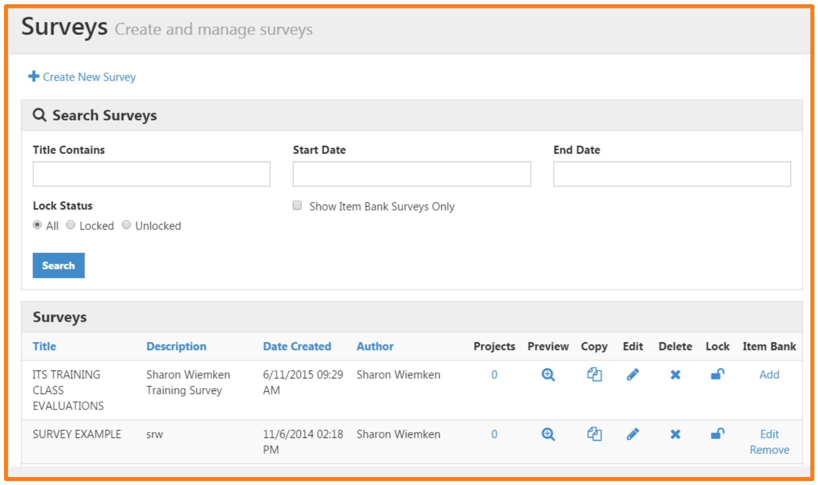
When finished creating questions for your survey, click on the blue **Save** button near the top of the screen by the Survey Title.

Click on the **Surveys** link in the Menu bar.



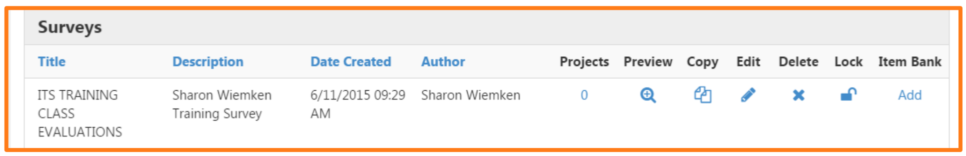
Search for a Survey

Below the option to +Create New Survey, you will have a Search Option and a full list of all of your surveys.



This bar allows you to Preview, Copy, Edit, or Delete a survey with the same icons used with questions.

You are NOT able to delete a Survey that has been used in a published project.



PROJECTS

Project Overview

EvaluationKIT uses projects to help track each of the steps in the process of sending out an online evaluation and tracking the results.

Projects allow you to:

- Select a group of courses.
- Assign them a single survey of questions.
- Communicate information to students and instructors.
- Apply custom reporting options to basic reports.

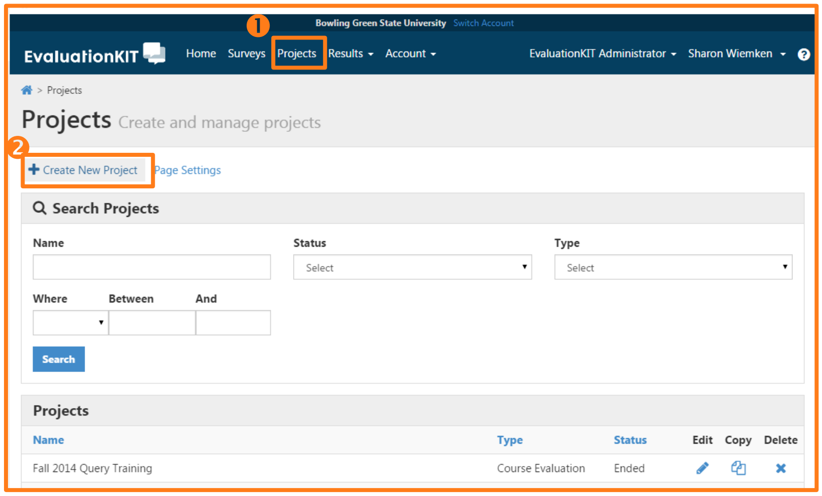
As such, you may consider **using two or more projects** in a single semester if you will be doing any of the following:

- Using multiple surveys for different classes.
- Communicating different information to different classes.
- Conducting evaluations for different courses at different times. (Summer sessions)
- Focusing on different basic metrics for different courses

CREATING A PROJECT

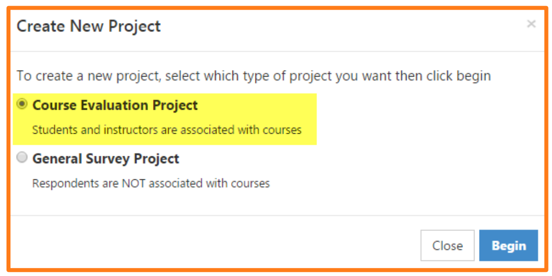
Once logged in, simply click **Projects** from the Navigation Bar.

Then click on the +Create New Project link.



You will be asked if you wish to create a **Course Evaluation Project** or a General Survey Project. Always select the first option, which is the default.

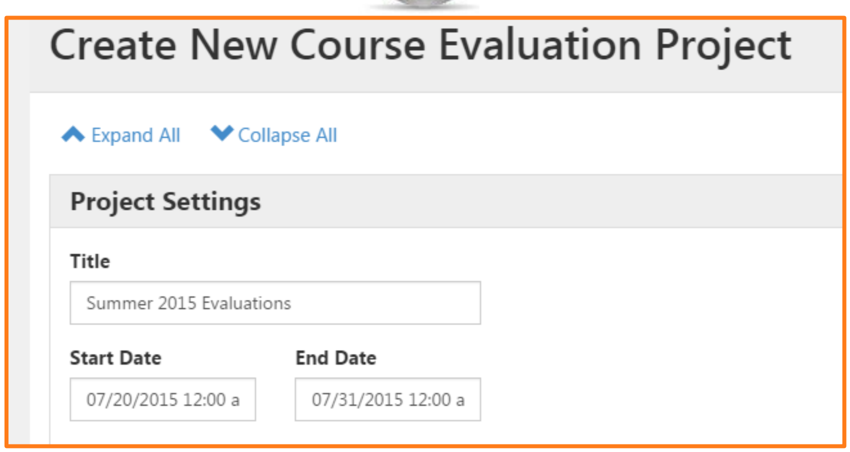
Click on **Begin**.



PROJECT PROPERTIES

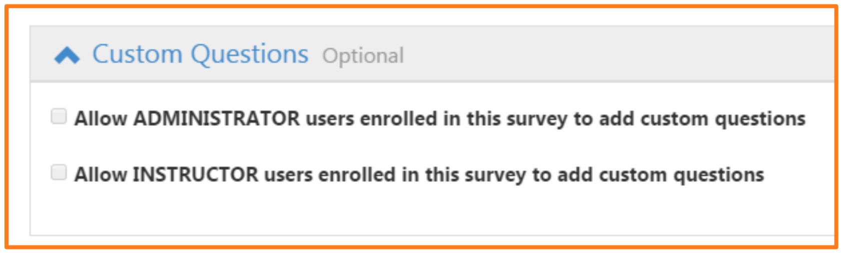
The **Project Title** will be used not only for you to identify the project later, but it will also be used to tell your students what the evaluation they are taking is for. Generally these titles should be kept as short as possible while still being descriptive.

The **Project Start and End Dates** control when students will be able to take the evaluation. These must be set for every evaluation, though can be changed during the evaluation if needed.



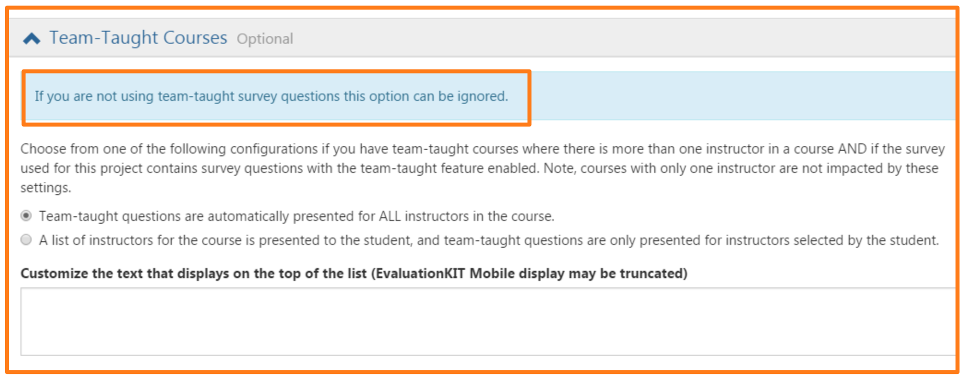
Custom Questions - This Section allows Administrators or Instructors to add custom questions to the courses they are enrolled in. BGSU does not use course level administrators, so only the Instructor option here will work.

Most departments opt not to allow custom questions.



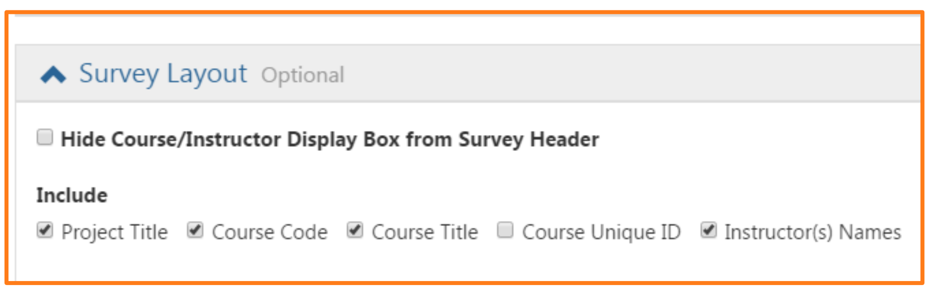
Team-Taught Courses - This section allows you to configure your course for Team-Taught Courses. This feature is only used if you wish to repeat some of the questions on your evaluation for each of the instructors that were involved in a course.

To enable this feature, you must select the “Team-Taught” option on one or more questions in the survey being used for this project. The default option is to repeat that question for each instructor. The second option here allows the student to select which instructor to evaluate.

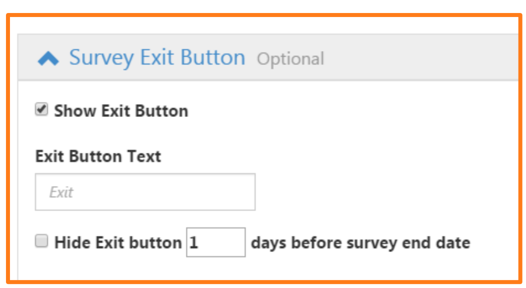


Survey Layout - A header is added to every evaluation with general information about the course and department giving the evaluation. This section allows you to customize what information appears within this header, including the option to disable it.

Most departments leave this section as it is.

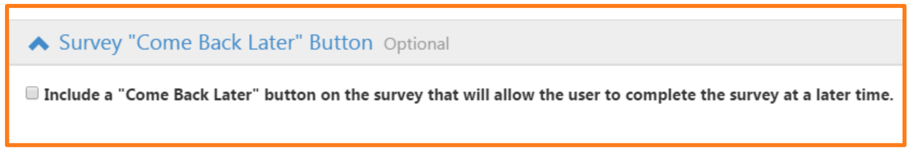


Survey Exit Button - Exit allows the student to return later, but **does not save** the students’ progress forcing them to start over.

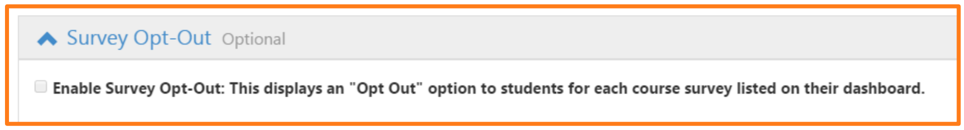


Come Back Later Button - This section allows you to add a button to the evaluation for students to Come Back Later.

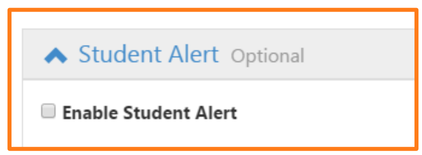
Come Back Later allows students to **save their progress** and come back to finish later.



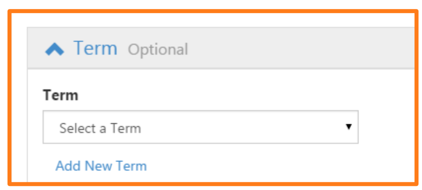
Survey Opt-Out – This feature has been disabled at BGSU.



Student Alert - The Student Alert feature is designed to facilitate one-way communication from students to their instructor and/or administration, and offers a process separate from the survey to allow students the ability to request follow-up contact. When enabled for a project, students will see a Contact Me (or customized text) button in the bottom right corner of their survey.

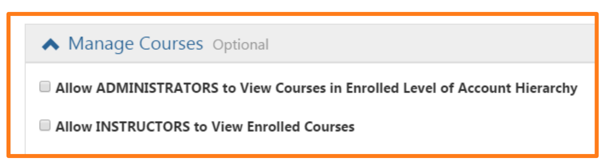


Term - While the option for Term may seem important, it will not match existing BGSU terms and is therefore **unused**. Be sure to include the term in the Project Title instead.

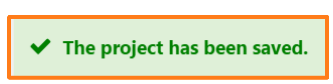


Manage Courses - This feature allows instructors and/or administrators to decide which courses get evaluated and to manage some key specifics about the courses that are evaluated.

This is **NOT** recommended.

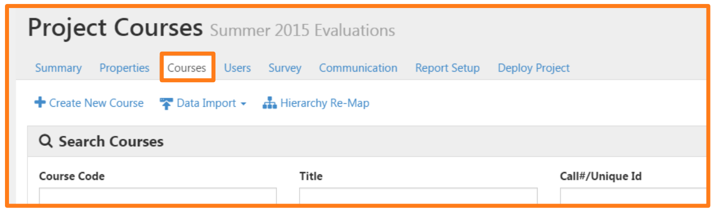


The last section simply reminds you to **Save** your project. Once you have saved, you will be taken directly to the project screen to work on your project in more detail.



COURSES

Select the **Courses** tab from the menu along the top of the screen.

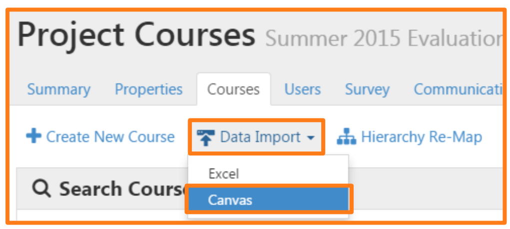


Now that the general options have been established, the next step is to setup which courses are evaluated and who is enrolled in each course as a student and as an instructor.

The best way to do this is to **import data** from Canvas. Here are some things to keep in mind about that process:

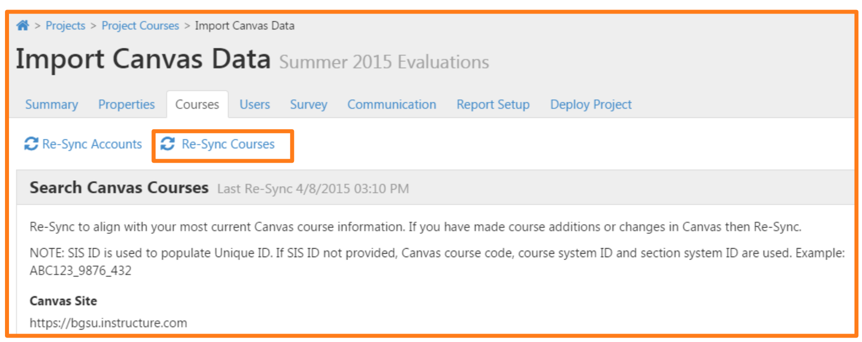
- EvaluationKIT imports information from Canvas, but does not keep it up to date (sync) after you copy it. This means you should wait until after the last add/drop date.
- The names of courses in Canvas can be changed by the Instructor. The changed name is copied to EvaluationKIT.
- Combined shells are created for cross-listed or honors courses in Canvas. These combined shells can be split by EvaluationKIT if you choose.
- You may need to modify the names of courses in EvaluationKIT. Doing this will not change the name of the course in Canvas.

Click on the **Data Import** drop down and click the **Canvas** link under it.



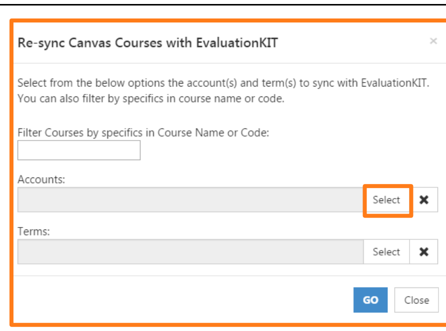
This is a two-step process:

Before you can copy courses over, you will need to copy the full list of courses over. To start this process, click the **Re-Sync Courses** link at the top of the screen.



The top box in the pop-up will allow you to filter by Course Name or Code. **This step only makes the courses show up in the next step, it will not add them to your project yet.**

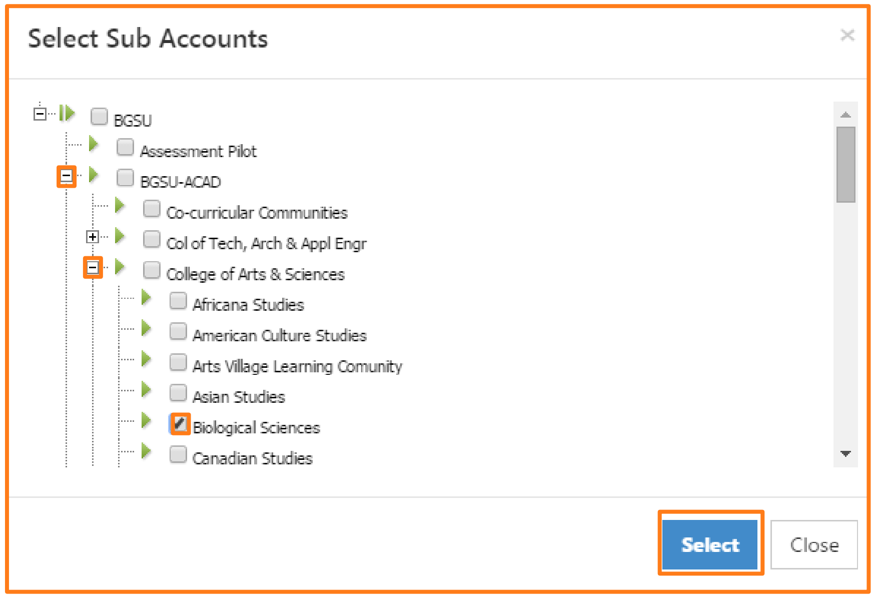
Start by clicking on the word **Select** beside the Accounts heading.



You will need to find and check the box for your department. To do this, use the plus symbols (+) to expand the lists until you find your department. All academic courses are contained in the list **BGSU-ACAD**. Next, expand the list for your **College**. Locate your **department** and check the box next to it.

Click the **Select** button once you have selected your department.

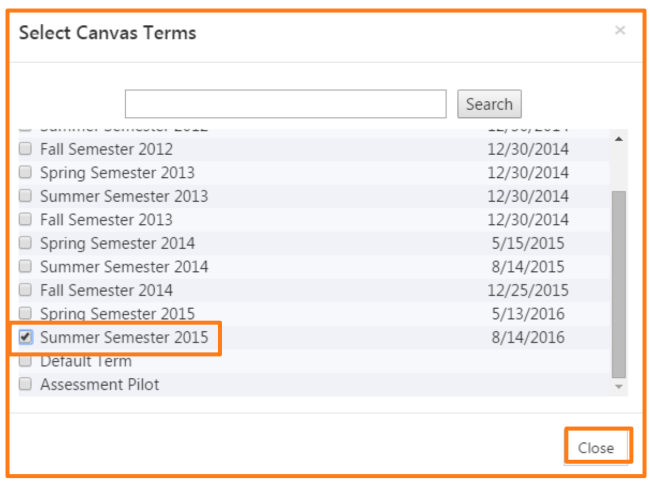
If you wish to evaluate any courses that are cross-listed but may be sponsored by a different department, you will need to select those departments as well.



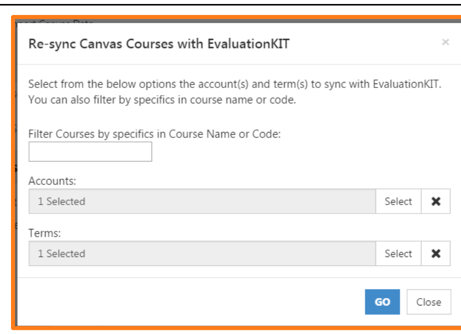
Next, click **Select** beside the Terms heading.

On the window that appears locate the semester you are currently running your evaluations for and **check the box** next to it.

Remember to click **Close** to go back to the main pop-up. The last box in the pop-up will allow you to filter by Course Name or Code. ***As this step is only copying in the list of courses, it is best to leave this blank for most users.***

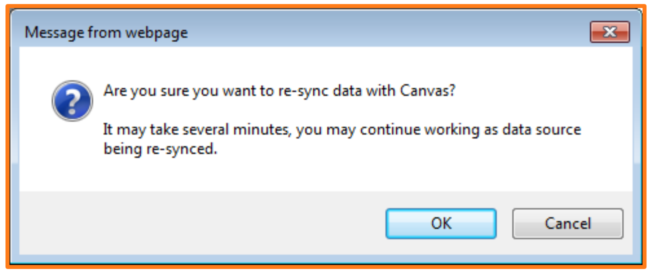


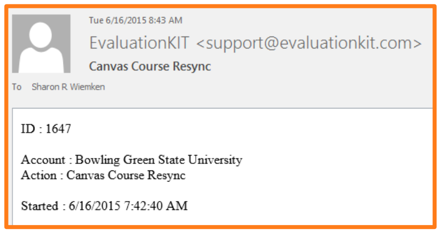
Once you complete these three boxes, press **GO** to start the process of the sync.



Click on **OK** to Confirm.
This can take up to 10 minutes to complete.

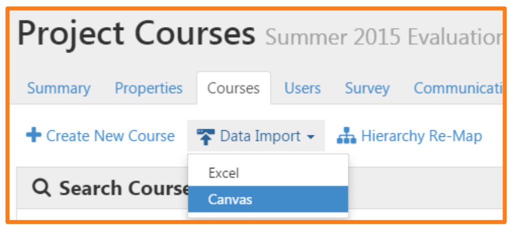
You will get an email once it finishes.





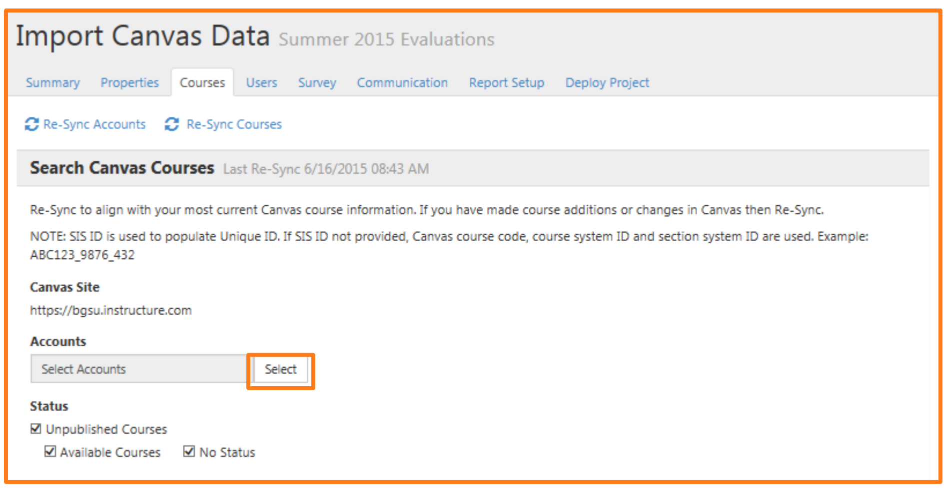
The next step is to import the data to your project.

Once the course sync is finished, go back to your project and select **Courses** from the top menu. Go back to the **Canvas Data Import**.



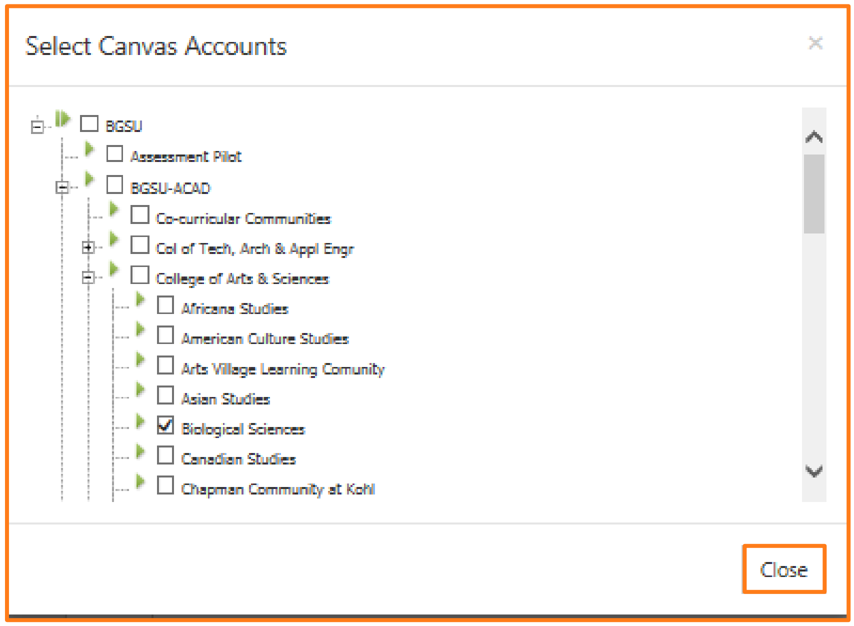
The next step is to start importing your courses in batches. We will be able to search for courses based on a variety of criteria, but you may still need to run these next few steps multiple times.

Click on the word **Select** beside the Accounts heading.



You will need to find and check the box for your department. To do this, use the plus symbols (+) to expand the lists until you find your department. All academic courses are contained in the list **BGSU-ACAD**. Next, expand the list for your **College**. Locate your **department** and check the box next to it.

Click the **Close** button once you have selected your department.



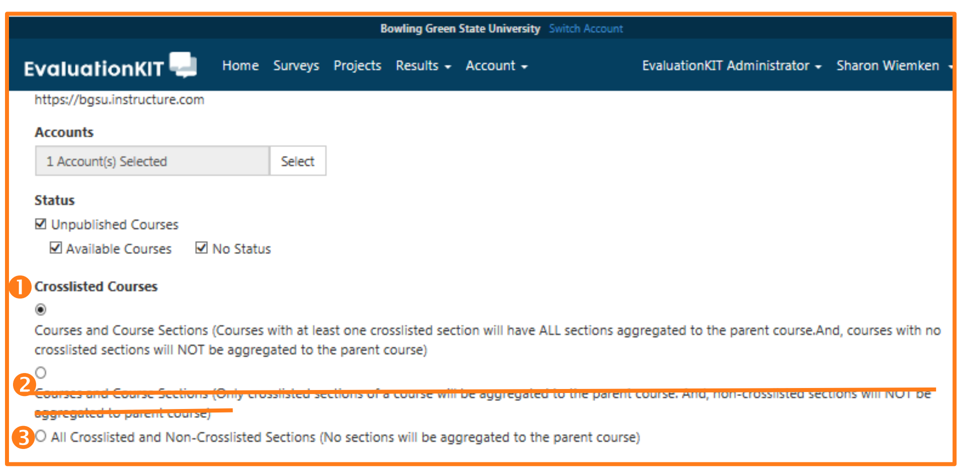
The next option will tell the system how to deal with crosslisted courses.

1. The first option will create a single course and enroll both sections into it.
2. The second option will create a single course for each section in a crosslisted course.

There are four major reasons for two sections to be crosslisted into a single course.

1. The course might have honors students enrolled,
2. The course might have both undergraduate and graduate students.
3. The course might also be offered jointly by two departments.
4. The final reason would be that the instructor from both courses manually crosslisted the sections to ease the teaching in Canvas.

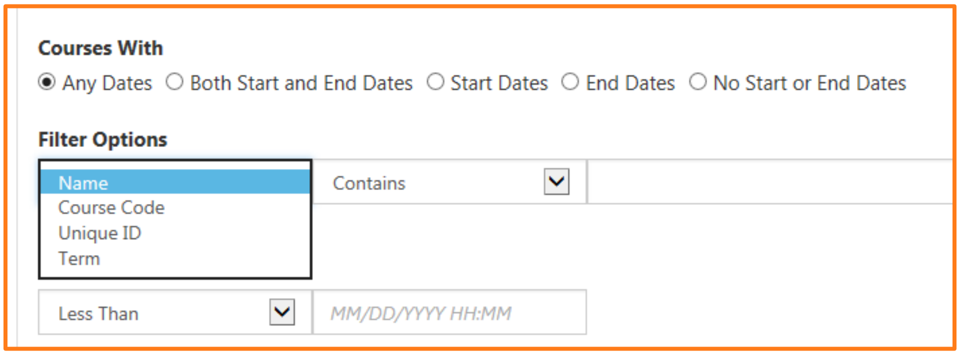
Whatever the reason for the crosslisting, it is up to you to decide if your department needs to split these sections back out or not.



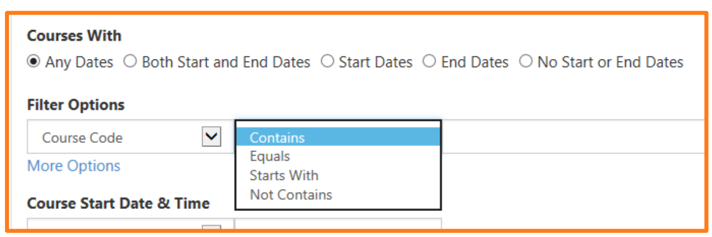
To search for courses, you have many options. This guide will cover the three most common while explaining the options.

These options allow you to search courses based on four pieces of information captured from Canvas.

- **Name** can easily be changed by the instructor and is generally not the best option for searching.
- **Term** is not formatted properly and is not a good choice for searches.
- **Course Code** is generally formatted CODE NUMBER SECTION. (BIOL 1010 1001) This can be changed by the instructor, but is generally not. It is not a bad idea to remind faculty not to change this in Canvas.
- **Unique ID** is always formatted starting TERM_CAMPUS_CALLNUMBER (2155_Main_12345) This field is useful for finding the term and campus as well as for finding a course whose code has been changed.



The options for the second set of drop downs are more straight forward. Since the Course Code and Unique ID generally follow the same pattern, these options allow you to find courses based on that pattern



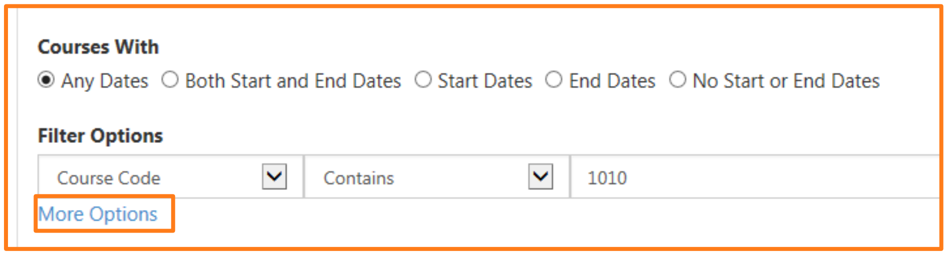
This is the most common setup for searching for courses. Since you are only looking at courses in your department, **type any code** containing the call numbers you are looking for.

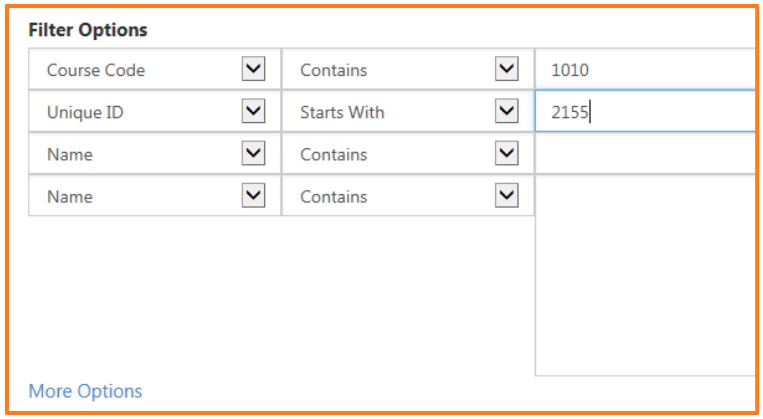
Click on **More Options** to add a second filter criteria.

The second set of search options is to limit your results to courses from the current semester since the Unique ID field always starts with the term number.

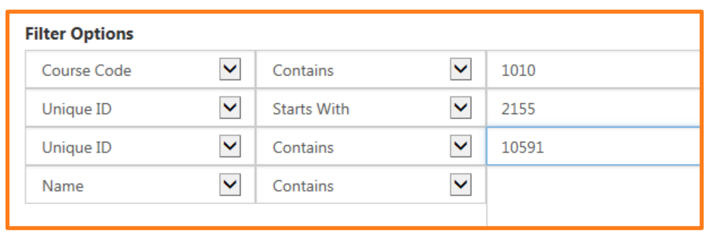
If you are looking to evaluate most/all of your department's courses, you may simple search with the Unique ID field set to the current term. This will give you more results, but it will include everything.

At BGSU, the four digit semester code is made up by the year without the zero in the 100s place and then a 2 for Spring, a 5 for Summer, or an 8 for Fall. 2142 is Spring 2014, 2158 is Fall 2015, and 2155 will be Summer 2015.



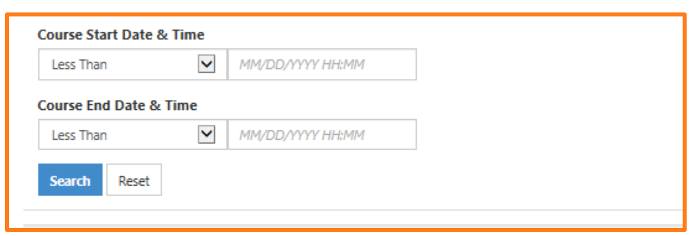


If you are having trouble finding a specific course, this setup will allow you to search by the 5 digit call number assigned to each course.



You can leave the Course Start and End Date fields blank.

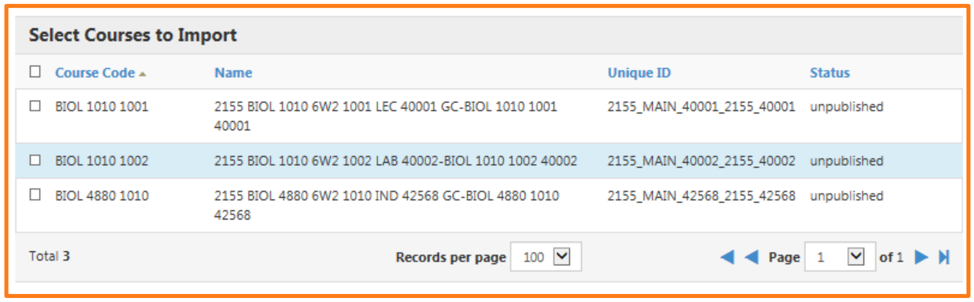
Once you have the filters setup the way you would like, click on the **Search** button.



The results of your search will appear. Feel free to play around with different searches, as at this point you have not added anything and can search as often as you like to get comfortable with the system.

This is an example of the results you will see. The columns show the Course Code, Name, and Unique ID for each course found. Remember that instructors can rename their courses, so two sections of the same course might have very different names.

At the bottom of these results you have the list of total courses found by this search, the number of records currently being displayed per page, and the total number of pages. If you are doing a broad search, it can help to increase the records per page to a number higher than the Total so that you can find all the courses at once.


Select Courses to Import

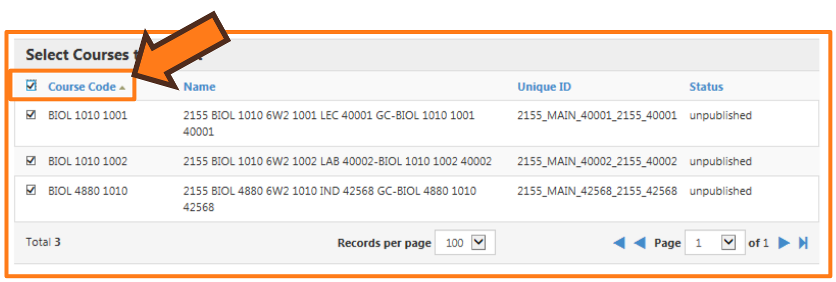
Course Code	Name	Unique ID	Status
BIOL 1010 1001	2155 BIOL 1010 6W2 1001 LEC 40001 GC-BIOL 1010 1001 40001	2155_MAIN_40001_2155_40001	unpublished
BIOL 1010 1002	2155 BIOL 1010 6W2 1002 LAB 40002-BIOL 1010 1002 40002	2155_MAIN_40002_2155_40002	unpublished
BIOL 4880 1010	2155 BIOL 4880 6W2 1010 IND 42568 GC-BIOL 4880 1010 42568	2155_MAIN_42568_2155_42568	unpublished

Total 3 Records per page 100 Page 1 of 1

Once you see the course or courses you wish to add, click the check-box next to their name. If you would like to add every course in the search you have run, check the box at the top next to Course Code to check everything in your search.

Once you have the courses selected, you must finish the rest of the page to import the courses you have selected.

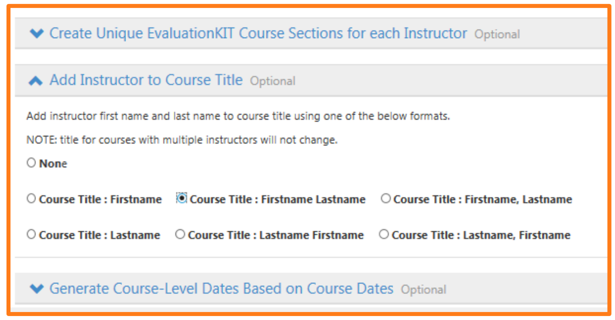
Remember that you will need to complete the following steps for each search you run.


Select Courses

Course Code	Name	Unique ID	Status
BIOL 1010 1001	2155 BIOL 1010 6W2 1001 LEC 40001 GC-BIOL 1010 1001 40001	2155_MAIN_40001_2155_40001	unpublished
BIOL 1010 1002	2155 BIOL 1010 6W2 1002 LAB 40002-BIOL 1010 1002 40002	2155_MAIN_40002_2155_40002	unpublished
BIOL 4880 1010	2155 BIOL 4880 6W2 1010 IND 42568 GC-BIOL 4880 1010 42568	2155_MAIN_42568_2155_42568	unpublished

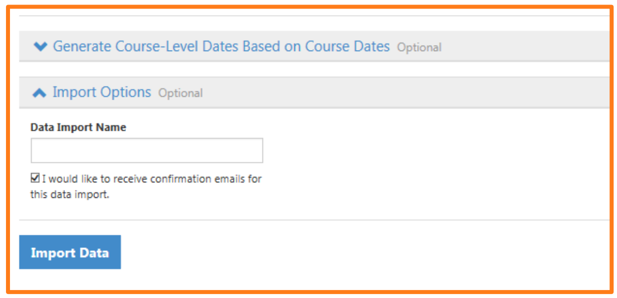
Total 3 Records per page 100 Page 1 of 1

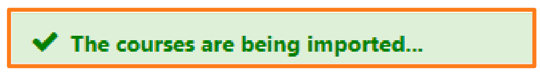
The only option remaining that most departments will change is the section that allows you to add the instructor's name to the end of the course title.



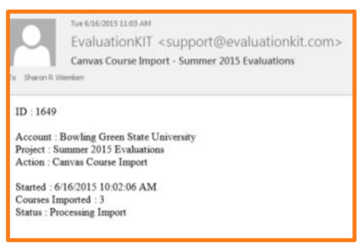
Once you have made the selections for everything on this page, click **Import Data** at the bottom of the screen to start importing the courses you have selected.

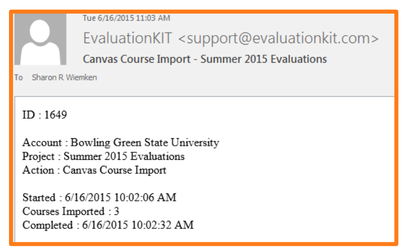
Each import will take 2-3 minutes, but you can start another import while you wait. Remember to review all of options on this page and select **Import Data** after each search.



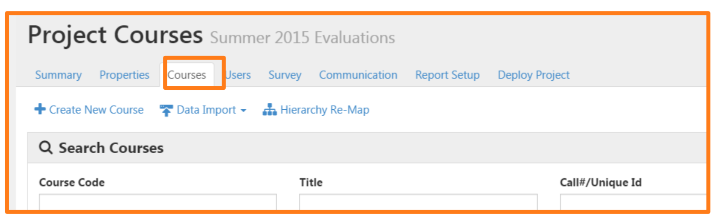


Email confirmation





Once you have finished your final import, select **Courses** from the menu at the top to refresh your data.

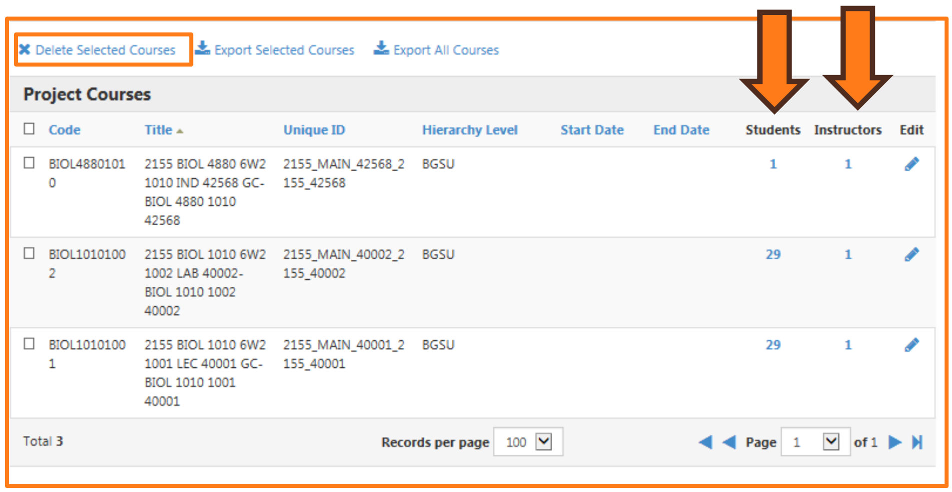


The screen that appears will show all the courses that have been imported. This will allow you to see the total number of imported courses as well as how many students and instructors are in each course.

By clicking on either the number of students or instructors for a course, you can view a list of those individuals.

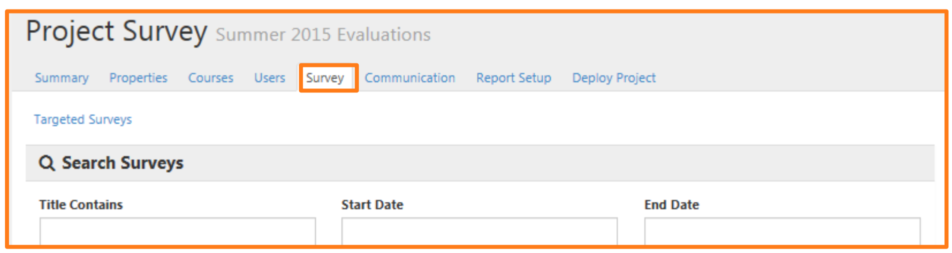
By checking the box next to a course and clicking the delete icon above, you can remove a course from your list.

It is important to have a list of all the courses you wish to evaluate ahead of time to compare to this list.



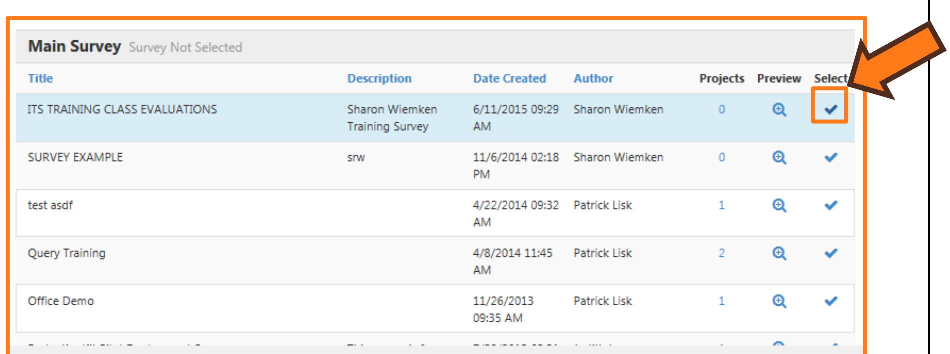
SELECT SURVEY

The next step is to Select a Survey. To start this process, click **Survey** from the menu at the top of any project page.



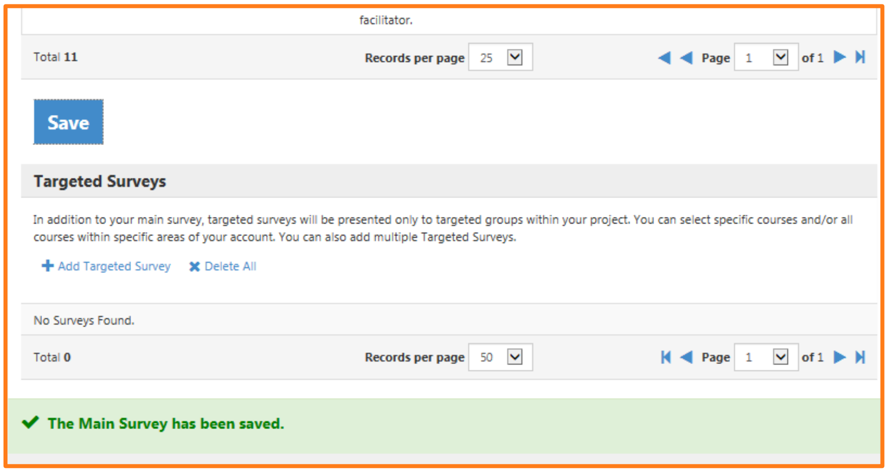
Use the screen that comes up to locate the survey you created in part two of this guide and **click the checkmark** to select it.

If you are not sure which survey to select, you can use the Date Created field to determine when the survey was first created. You can also use the Added to # of Projects field to see how often you have used this survey in the past. Lastly, you can Preview the survey by clicking the preview icon.



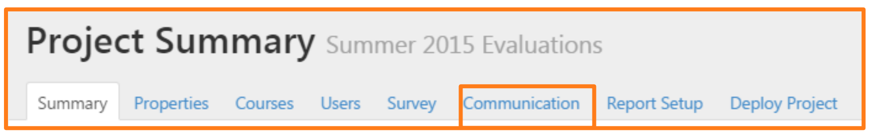
After clicking on the checkmark to select the survey, click on the **Save** button.

You will then see a confirmation message.



COMMUNICATION

Next, we need to setup the communications that will accompany your evaluation. Click **Communication** from the project menu to start

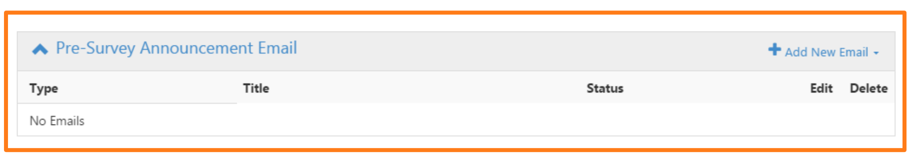


There are two major ways that your students and instructors will be able to access the evaluations. Any active Canvas courses will have a link added automatically to their **left navigation** for the evaluation. As not every course is active in Canvas, **email communications are also extremely important**.

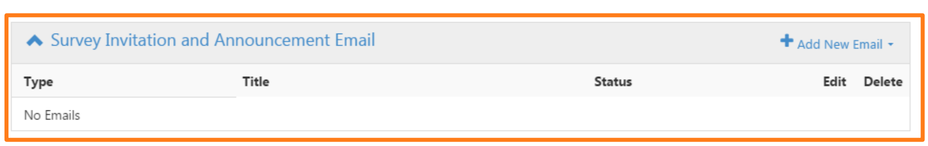
Once you load the Communication's screen, you will see a variety of email categories.

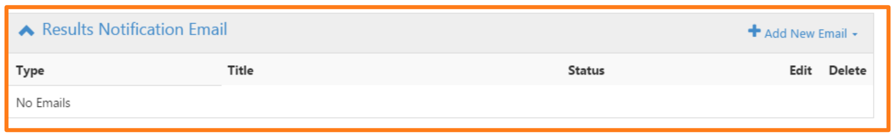
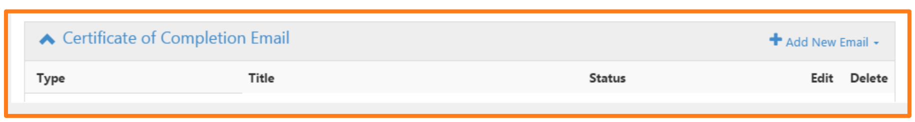
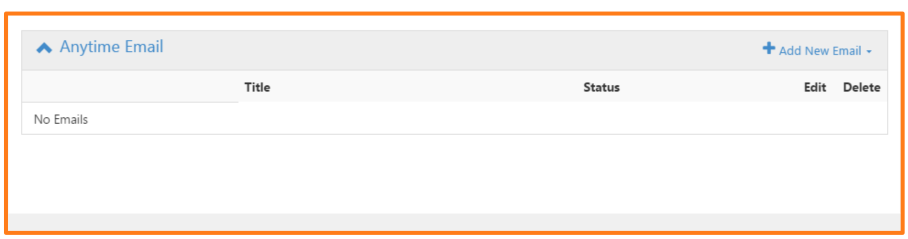
These categories are really there to help you sort out what is going to be sent when. While there are quite a few categories, here is a brief rundown of each of these categories with the categories most departments are using marked.

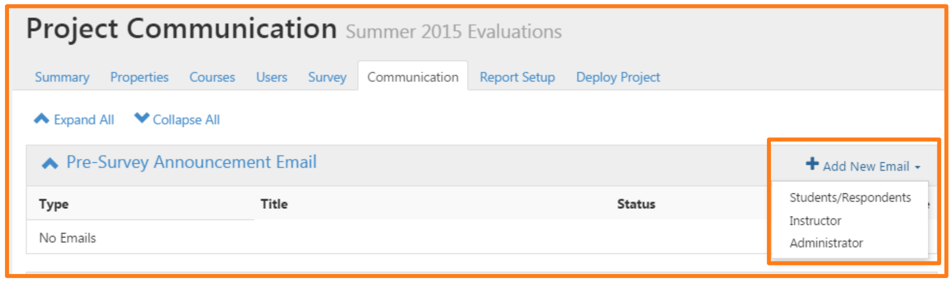
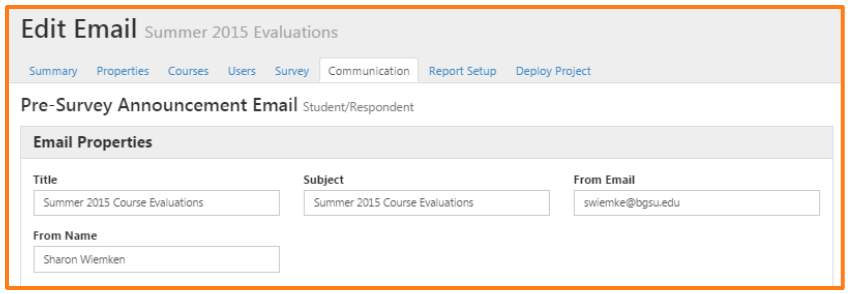
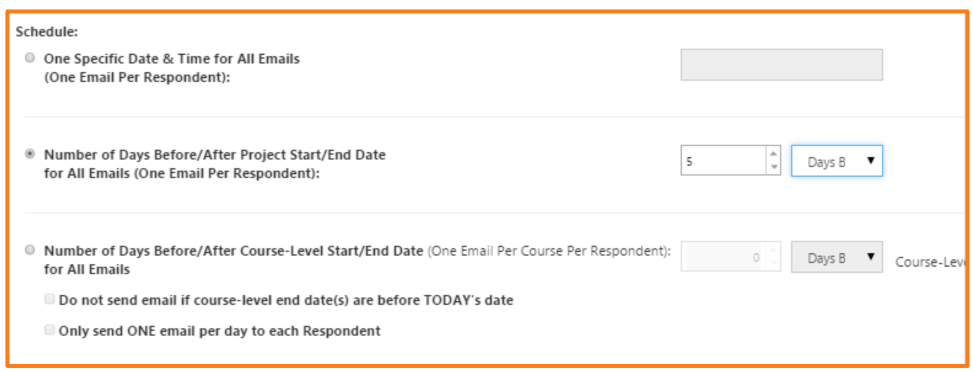
Pre-Survey Announcement E-mail: used to alert students and instructors to upcoming start dates for course evaluations.



Survey Invitation and Announcement E-mail: used to invite students to login and complete their course evaluations, as well as to alert instructors to the availability of course evaluations to their students.

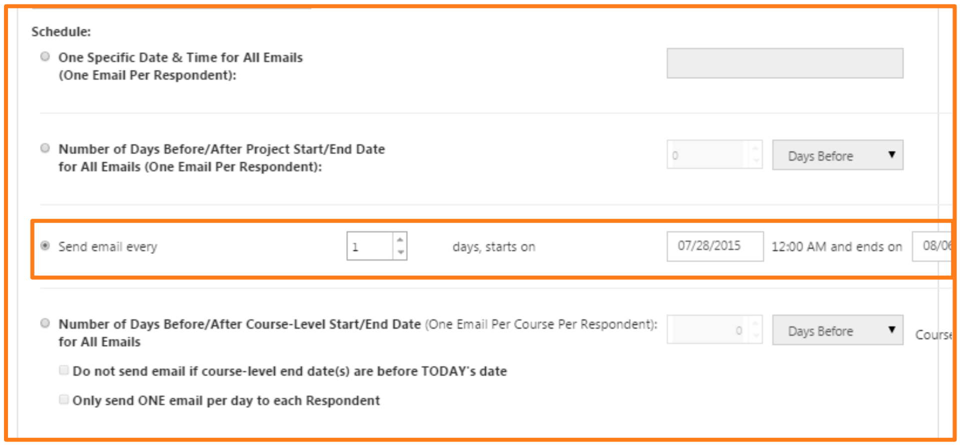


Non-Respondent E-mail: this communication is sent out to only those students who have not successfully completed their course evaluations at that time. *The non-respondent e-mail communication can also be sent out to instructors with course response rate information in a Table of Courses to help them encourage students to complete course evaluations during this time.*	**** This is one of the most important tools to increase response rates.** 
Results Notification E-mail: used to inform instructors that their course evaluation results are available if you choose to give them access.	
Mobile Notification: this is an additional method of communicating with students and instructors who have installed EvaluationKIT Mobile on their mobile device, and works similar to emails and email scheduling. *There is a separate guide for mobile setup.*	
Certificate of Completion E-mail: can be automatically sent to students once a survey is successfully completed.	
Anytime E-mail: is sent to a specific user or batch of users for general purposes, without emailing everyone.	

For each of these categories, you need to select who is the audience for the message. **You will never use the Administrators option.** Messages to students will focus on the individual student taking the evaluation. Messages to Instructors will focus on the courses they are teaching that are being evaluated. Click **Add New Email** next to any one of these to start a message.	
For each communication, you will be asked to enter a Title. The **title** is not shown to the recipients and serves to make it easier for you to find this communication later. You will also need to enter a **From Name**, **From Email**, and **Subject** for the email.	
Next, you will need to select **when the communication should be sent**. The default and most basic option is to pick a **static time** and date by entering it in the first box. The next option down is to **select a number of days before or after the start date of the survey.** Using this option can help you produce a project that can be easily copied and reused and is recommended for most emails	

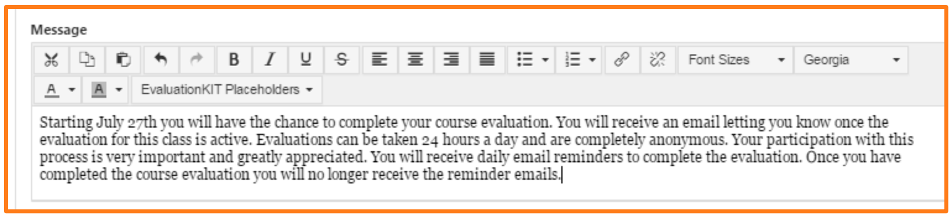
The Non-Respondent Email type has a special scheduling option that allows you to send your message multiple times.

This option will only email students who have yet to take the survey and is recommended to increase response rates.

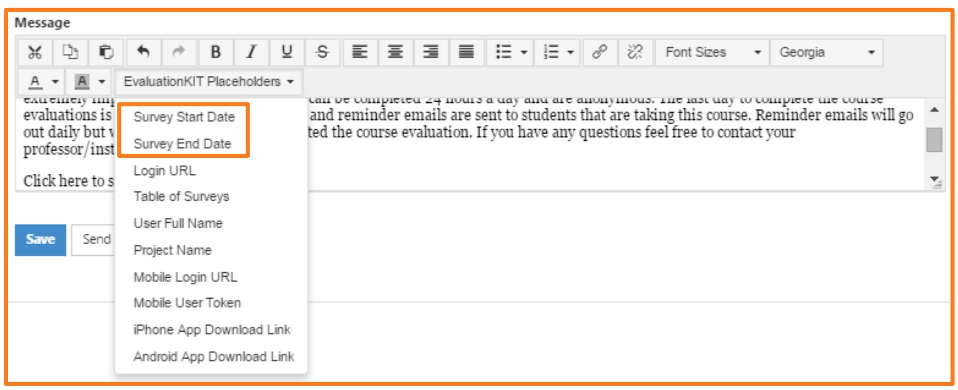


Once you have a schedule, you need to type the body of your message. The box below allows you to type whatever you would like to go to your selected audience.

Formatting Toolbar: Formatting options include text font, color, hyperlinks, margins and alignment.

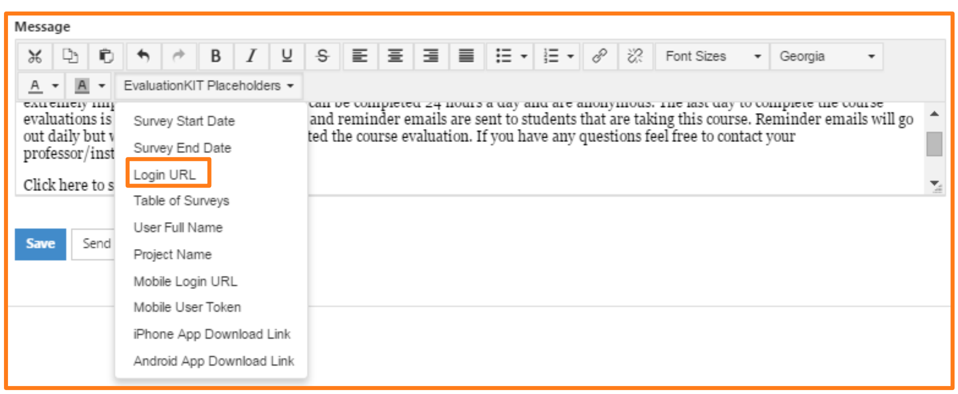


There are a new set of Placeholders (merge data fields) you can add to your message. **Start and End Date placeholders** allow you to include the start and end of the dates when students can take the evaluation.



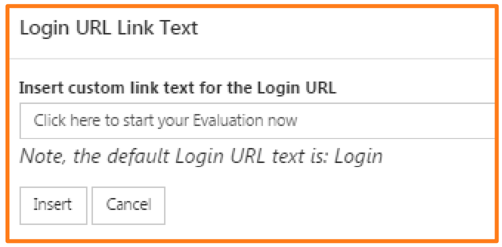
Login URL: Insert this placeholder into e-mail communications to provide recipients with a user-specific login link. When clicked on, this link will transfer the student into their EvaluationKIT account to view their Dashboard.

The same variable provides instructors a dashboard showing the response rates of their courses.



Login URL Link text can be customized.

Without this link, students or instructors will not be able to access the evaluation with your email.



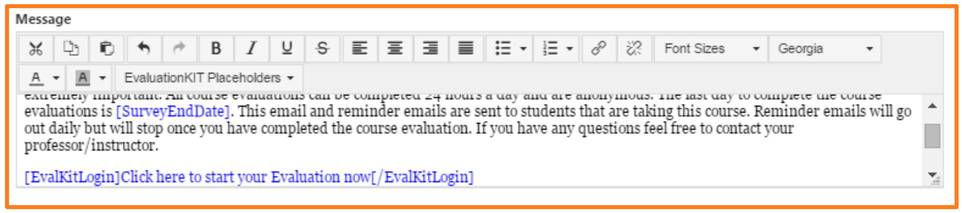
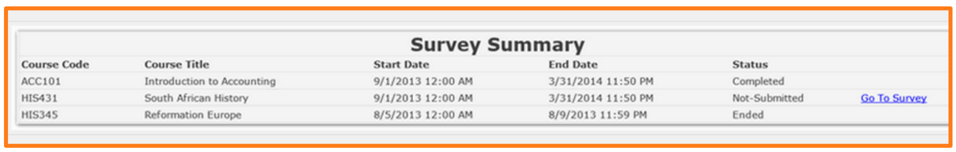


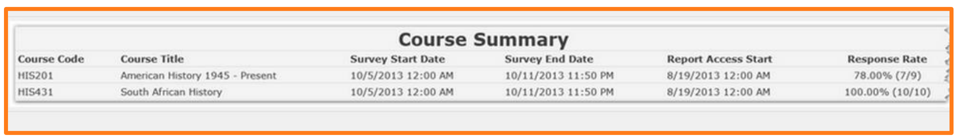
Table of Surveys: for *students* to view all courses they are enrolled in within the project, including survey start/end dates, status of survey and a link to go directly to survey for that course**.**



Survey Summary

Course Code	Course Title	Start Date	End Date	Status	
ACC101	Introduction to Accounting	9/1/2013 12:00 AM	3/31/2014 11:50 PM	Completed	
HIS431	South African History	9/1/2013 12:00 AM	3/31/2014 11:50 PM	Not-Submitted	Go To Survey
HIS345	Reformation Europe	8/5/2013 12:00 AM	8/9/2013 11:59 PM	Ended	

Table of Courses: for *instructors* to view all courses they are enrolled in within the project, including survey start/end dates, report access start date and the current response rate for courses.

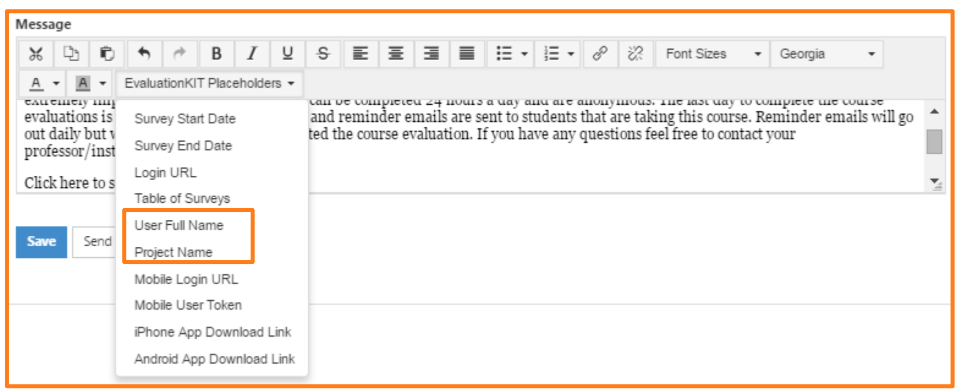


Course Summary

Course Code	Course Title	Survey Start Date	Survey End Date	Report Access Start	Response Rate
HIS201	American History 1945 - Present	10/5/2013 12:00 AM	10/11/2013 11:50 PM	8/19/2013 12:00 AM	78.00% (7/9)
HIS431	South African History	10/5/2013 12:00 AM	10/11/2013 11:50 PM	8/19/2013 12:00 AM	100.00% (10/10)

User Full Name is replaced with the full name of the student or instructor and can add a nice personal touch to any message.

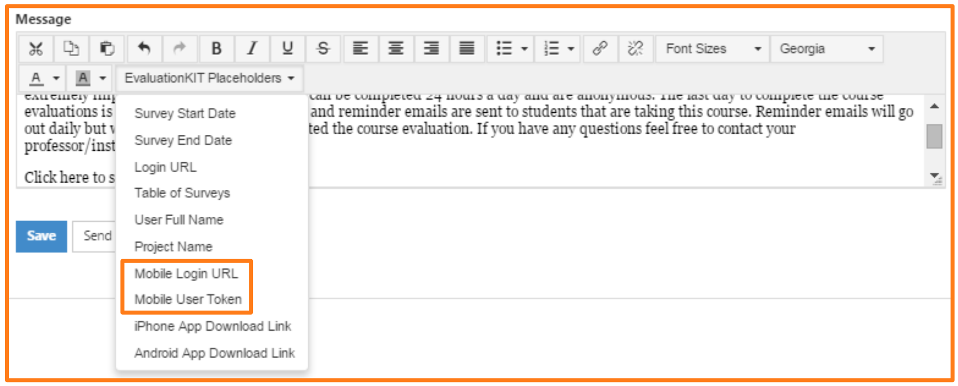
Project Name is replaced with the name you gave the project and is a great tool when making a re-usable project.



Mobile Login URL: for users to access FREE EvaluationKIT Mobile App from App Store (iPhone) or Google Play (Android). Once App is downloaded, user will need to enter user-specific Mobile User Token to access their own EvaluationKIT account.

Mobile User Token placeholder for students taking survey through EvaluationKIT Mobile App. This user-specific token will be required for the student to access their surveys through the mobile app.

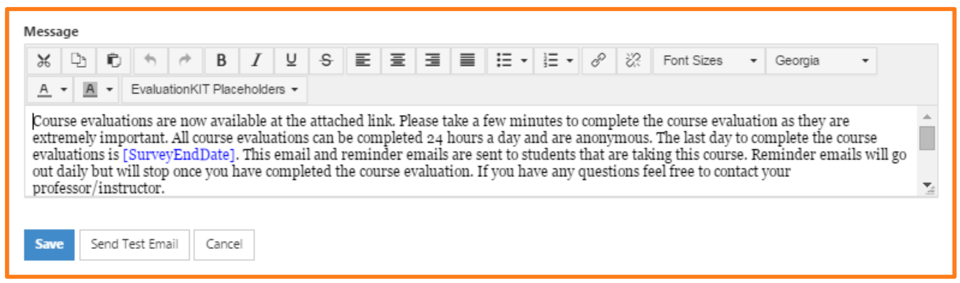
Note: Once user has downloaded and registered the mobile app on their device by entering Mobile User Token, they will not have to re-enter token for future surveys.



Send Test E-mail: Test e-mails will show formatting for e-mail communication, however will not populate placeholders, as these are user-specific.

Press **Save** when finished.

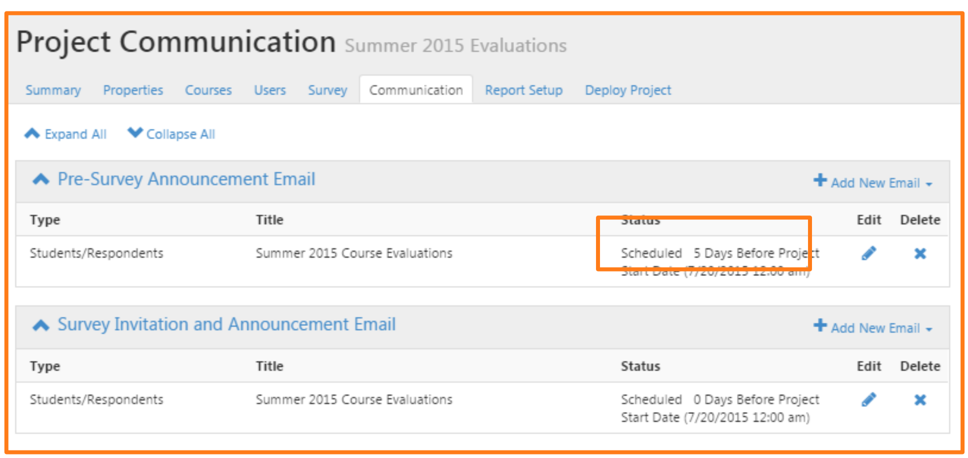
The system will present a saved message.



Communication E-mail Status

Once your e-mails have been created and saved, they will show as "Scheduled" within the Communication subsection. At this point, you can edit or delete these e-mail communications.

After e-mail communications have been sent, you will not be able to make changes, or edits, to these communications. E-mail statuses will be updated on the project Summary page, as well as within the Communication subsection.



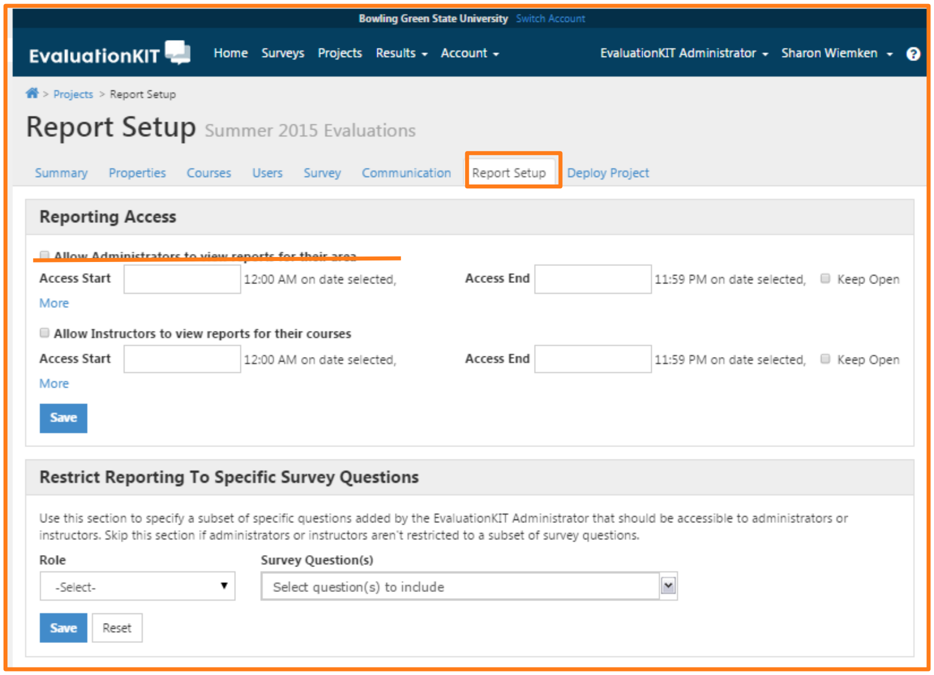
REPORT SETUP

Report Setup is the next option along the top, these settings can be added after the project is finished and will be **covered in a separate document**.

There are no local administrators, ignore this option.

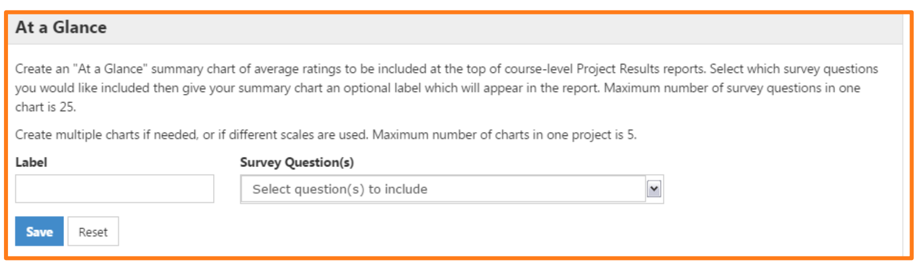
If you enable the Instructor to view reports, you will need to select dates for the instructors to access the system.

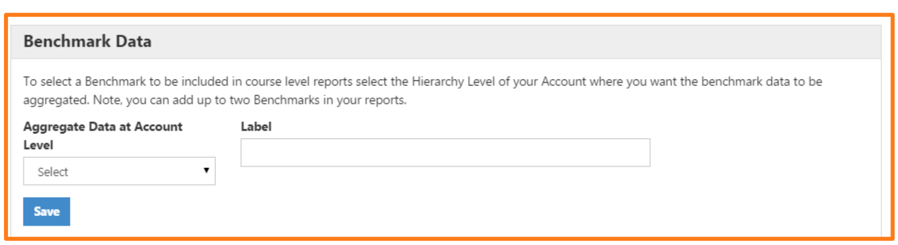
Restricting Reporting to Specific Questions allows you to give access to a section of the results to your instructors. To set this option up, you simply need to select Instructor from the Role Dropdown and use the Survey Questions Dropdown to select the questions you wish to give results about to your instructors. Remember to **Save** when you are finished.



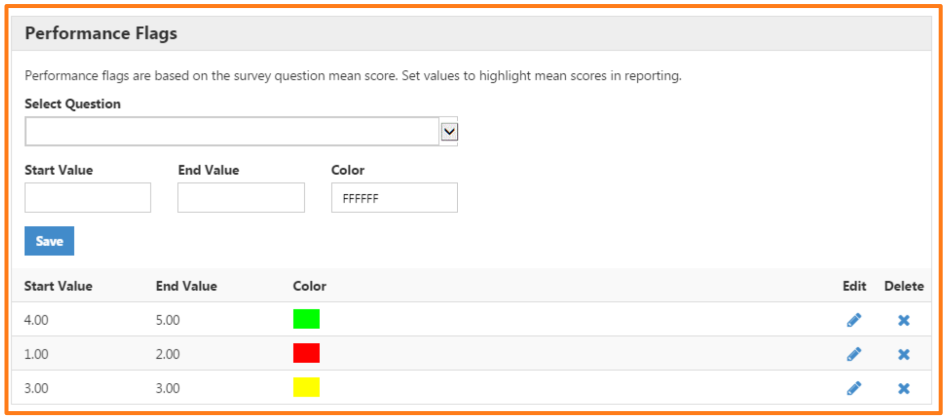
At a Glance Charts will provide you with a series of short charts based on the results of a group of questions you select. To set these up, simply select the questions you wish to add to a chart using the Survey Questions Dropdown and make up your own title to enter in the Label box. Remember to **Save** your work.

Benchmark Data isn't used very often at BGSU.



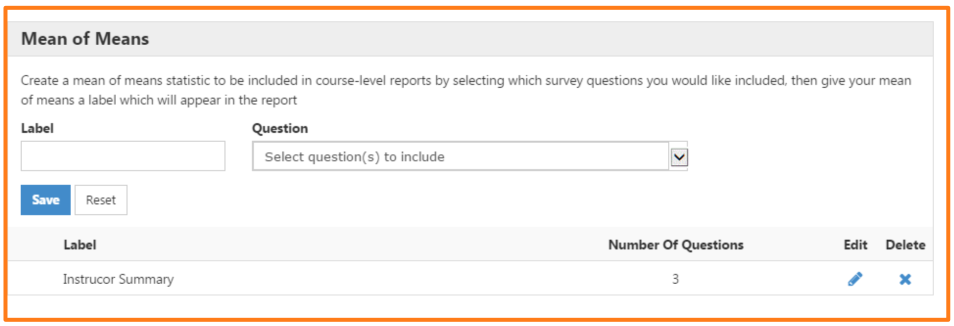


Performance Flags allow you select a set of questions and then set a range of the means. Anything falling inside that range can be color coded. This option will make it much easier to **locate problem areas or excellent feedback**.



Mean of Means is the last option, but it functions very similarly to the At a Glance Chart option. Again, you will make up a Title and Select your questions. Remember to **Save** your work.

These results will help you create overview options to help quickly sort through the results without getting stuck on the score for every single question.

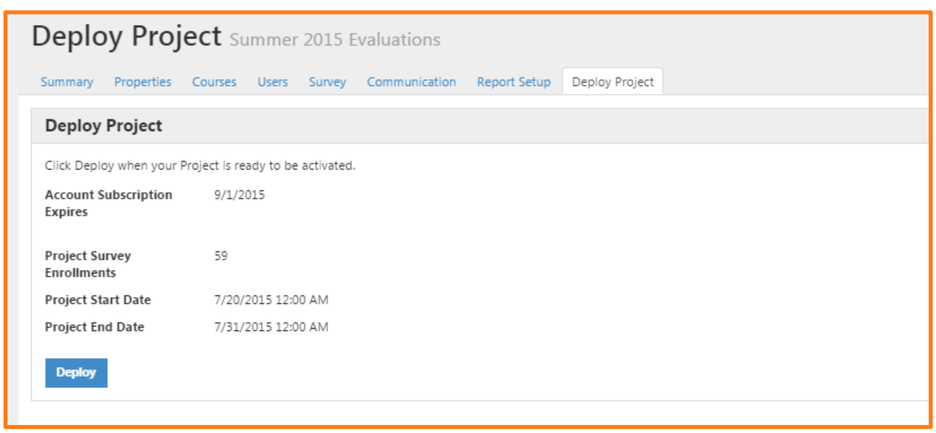


DEPLOY PROJECT

Deploy Project is the last option along the top and is used to put everything into motion. You can still modify different parts of a project after you deploy, **except the survey** you select.

The right side of this screen will show you the number of students you have enrolled in your project, the start date and the end date for your project. If you are missing anything you will see red warning text here.

Once you are happy with your settings, click **Deploy**.



COPY A PROJECT

Once you have successfully created and deployed a project, you can use those same project settings to setup your next project.

1. Click on **Project** tab
2. Click **Copy icon** next to project
3. Deselect Courses (confirm Students/Instructors is also automatically deselected)
4. Deselect any other subsections of this project that you do not wish to copy over into the new project.
5. Click **Copy**
6. Within the new project, **update project start/end dates**, report access start/end dates and communication dates (if necessary)
7. Complete any subsections of the project that you choose not to copy over (i.e. Survey or Report Setup, etc.)
8. **Upload or Import the courses** and enrollments for this project
9. And you are ready to **deploy**!