

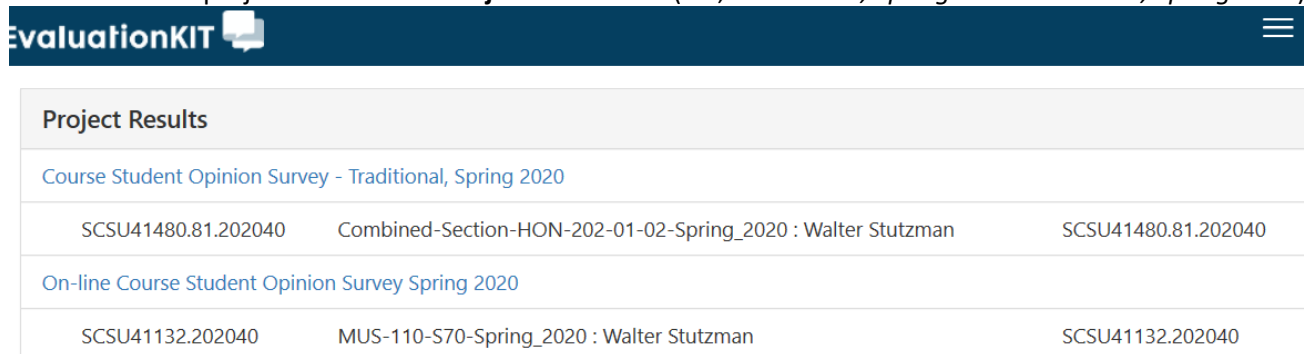
## Quick Guide for Instructors – Viewing Evaluation Results

You should receive an email with a link directly into your EvaluationKIT account.

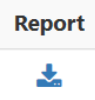
You can also log in at: <https://southernct.evaluationkit.com> Your username is your Southern username. You will have to use the **Forgot your password?** function to set-up a password and log in.

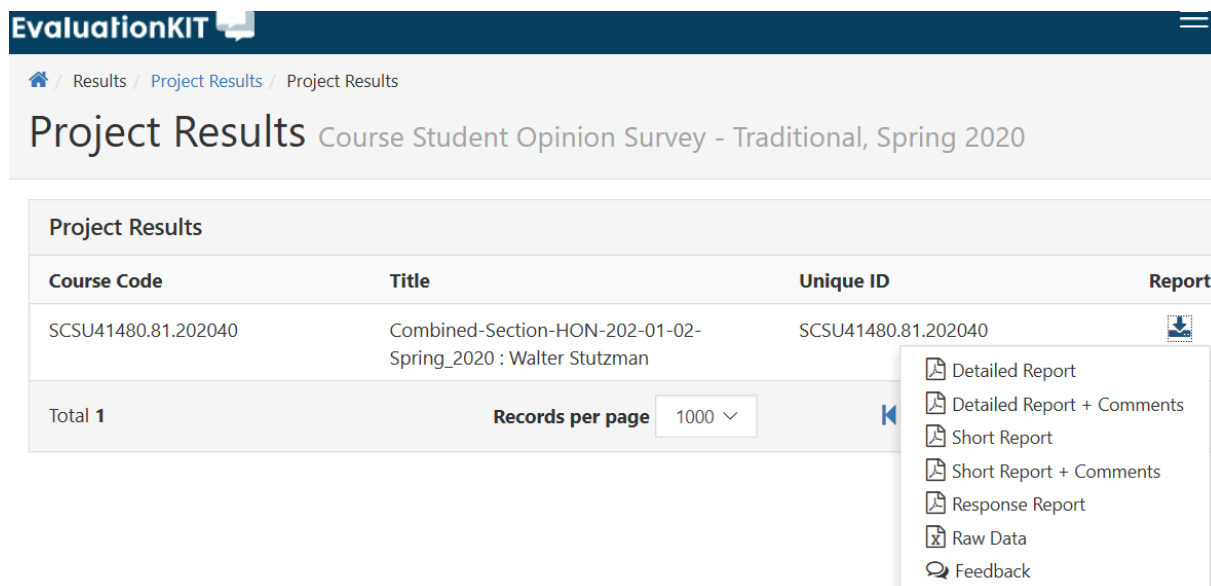
### To View Results


- Click on the project name in the **Project Results** list (i.e., *Traditional, Spring 2020* or *On-line, Spring 2020*)



Project Results		
Course Student Opinion Survey - Traditional, Spring 2020		
SCSU41480.81.202040	Combined-Section-HON-202-01-02-Spring_2020 : Walter Stutzman	SCSU41480.81.202040
On-line Course Student Opinion Survey Spring 2020		
SCSU41132.202040	MUS-110-S70-Spring_2020 : Walter Stutzman	SCSU41132.202040

- Click on the **Report** drop-down . If you have more than one course, check the box to the left of the **Course Code**, and then click on the **Report** dropdown.
- Click on one of the report options (i.e., *Short Report + Comments*)

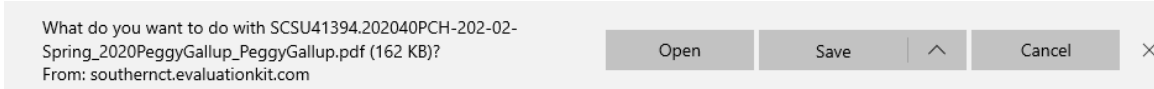


Course Code	Title	Unique ID	Report
SCSU41480.81.202040	Combined-Section-HON-202-01-02-Spring_2020 : Walter Stutzman	SCSU41480.81.202040	


Total 1      Records per page 1000 ▾

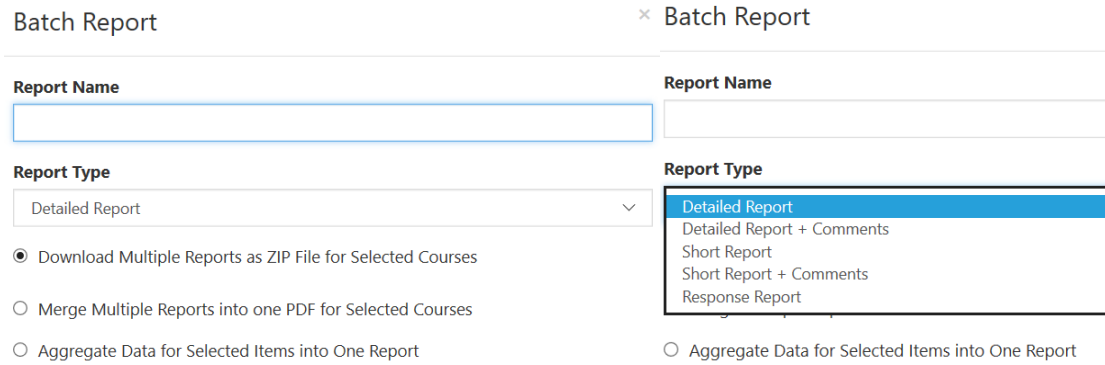
- Detailed Report
- Detailed Report + Comments
- Short Report
- Short Report + Comments
- Response Report
- Raw Data
- Feedback

- The Detailed Report presents overall results by individual question with frequency and percent counts and includes charts, while the Short Report provides an overall summary of results.
- A pop-up will give you your options. **Open** will create a pdf of the report. You may get different option depending on the browser and/or operating system you are using.




- If you have results for more than one course you also have the option to create a **Batch Report**. This will only appear if you have results for more than one course.

- Click on **Batch Report** in the upper left side of the screen. 



## Help Resources

- Please email any questions you have to: [evaluation@southernct.edu](mailto:evaluation@southernct.edu)
- Once you are in **EvaluationKIT** you can access their help center by clicking on  in the upper right-hand corner of your screen.