



## Quick Guide – Reports for Department & Program Chairs

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

Under Project Results, click on the project name (i.e., *Fall 2021 Course Evaluations*)

The **Project Hierarchy Level Results** page will open

Other options are reports by **Course Section** or **By Instructor** (located in sub-tabs)

#### By Hierarchy Level

Click on the box below Hierarchy Level and choose from your options. These reports (with the exception of the Raw Data) will be aggregate for your hierarchy level

#### Reports available:

- Detailed Report -presents overall results by individual question with frequency and percent counts and includes charts
- Detailed Report + Comments
- Short Report – present overall summary of results
- Short Report + Comments
- Raw Data

The screenshot shows the EvaluationKIT interface. At the top, there's a dark purple header with the EvaluationKIT logo and navigation links for 'Home' and 'Results'. Below the header, a breadcrumb trail reads 'Results / Project Results / Project Hierarchy Level Results'. The main heading is 'Project Hierarchy Level Results Fall 2021 Course Evaluations'. There are four tabs: 'By Hierarchy Level' (selected), 'Course Section', 'By Instructor', and 'By TA'. Under the 'View Results' section, there's a 'Hierarchy Level' dropdown menu with 'Counseling and School Psychology' selected. At the bottom, there are five report options with document icons: 'Detailed Report', 'Detailed Report + Comments', 'Short Report', 'Short Report + Comments', and 'Raw Data'.

## By Course Section or By Instructor

Open the Course Section or By Instructor sub-tab, all your department course sections will be shown

The screenshot shows the 'EvaluationKIT' interface. At the top, there's a navigation bar with 'Home' and 'Results'. Below that, the page title is 'Course Section Results Fall 2021 Course Evaluations'. There are tabs for 'By Hierarchy Level', 'Course Section', 'By Instructor', and 'By TA'. A search bar is present with fields for 'Code', 'Title', 'Unique ID', and 'Hierarchy Level'. Below the search bar, there are checkboxes for 'Show Columns' (Course Code, Title, Unique ID, Hierarchy Level) and 'Search' and 'Reset' buttons. A 'Batch Report' link is also visible. The main table has columns for 'Code', 'Title', 'Unique ID', 'Hierarchy Level', and 'View'. The table contains several rows of course section data.

Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> SCSU11762.202210	CSP-521-01-Fall_2021 : Louisa Foss-Kelly	SCSU11762.202210	Counseling and School Psychology	
<input type="checkbox"/> SCSU11763.202210	CSP-534-01-Fall_2021 : A. Casey McPherson	SCSU11763.202210	Counseling and School Psychology	
<input type="checkbox"/> SCSU11764.202210	CSP-534-02-Fall_2021 : A. Casey McPherson	SCSU11764.202210	Counseling and School Psychology	
<input type="checkbox"/> SCSU11765.202210	CSP-536-01-Fall_2021 : Natalie Starling	SCSU11765.202210-ISCSU19202	Counseling and School Psychology	

View

- Click on the **View** drop-down You can choose which sections you want to see by checking the box to the left of the **Code**, and then click on the **View** dropdown.
- Click on one of the report options (i.e., *Short Report + Comments*)

This screenshot shows the same 'Course Section Results' page, but with the 'View' dropdown menu open for the first row. The dropdown menu lists several report options: 'Detailed Report', 'Detailed Report + Comments', 'Short Report', 'Short Report + Comments', 'Response Report', 'Raw Data', and 'Feedback'. The 'Code' column in the table has checkboxes, with the second and third rows checked.

Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> SCSU11762.202210	CSP-521-01-Fall_2021 : Louisa Foss-Kelly	SCSU11762.202210	Counseling and School Psychology	
<input checked="" type="checkbox"/> SCSU11763.202210	CSP-534-01-Fall_2021 : A. Casey McPherson	SCSU11763.202210	Counseling and School Psychology	
<input checked="" type="checkbox"/> SCSU11764.202210	CSP-534-02-Fall_2021 : A. Casey McPherson	SCSU11764.202210	Counseling and School Psychology	
<input type="checkbox"/> SCSU11765.202210	CSP-536-01-Fall_2021 : Natalie Starling	SCSU11765.202210-ISCSU19202	Counseling and School Psychology	
<input type="checkbox"/> SCSU11766.202210	CSP-536-02-Fall_2021 : Elizabeth Rhoades	SCSU11766.202210	Counseling and School Psychology	
<input type="checkbox"/> SCSU11767.202210	CSP-539-01-Fall_2021 : Laurie Bonjo	SCSU11767.202210	Counseling and School Psychology	
<input type="checkbox"/> SCSU11768.202210	CSP-540-01-Fall_2021 : Qu Chen	SCSU11768.202210	Counseling and School Psychology	

- You can also use the **Batch Report** option. Click on the courses or names you want a batch report on.
- Click on **Batch Report** in the upper left side of the screen.

Batch Report

Report Name

Report Type

Detailed Report

- Download Multiple Reports as ZIP File for Selected Courses
- Merge Multiple Reports into one PDF for Selected Courses
- Aggregate Data for Selected Items into One Report

Batch Report

Report Name


Report Type

Detailed Report

Detailed Report + Comments  
Short Report  
Short Report + Comments  
Response Report

- Aggregate Data for Selected Items into One Report

## 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. There are many helpful articles and videos, **Administrator: Standard Reports Overview** is a good place to start.

### Articles in this section

Administrator: Survey Builder - Types of Survey Questions

Administrator: Survey Builder - Additional Properties

Administrator: Branching Question Types

Administrator: How to Create a Course Evaluation Project

Administrator: How to Create a General Survey Project

Project Admin: Project Review Checklist

Administrador de proyectos: Revisión del proyecto

Administrator: Standard Reports Overview

## Administrator: Standard Reports Overview

Last updated 2 months ago

Follow

This article provides a brief overview on EvaluationKIT reporting features available to "node" Administrators.

### NOTE

Also available is a **PDF file containing the same Standard Reports information** as below. Please find the link to download at the bottom of this article.

### PROJECT RESULTS

Within **Project Results**, you can search for and download the following types of reports from one project:

- 1 Summary Aggregated Report for the whole project.
- 2 Summary Aggregated Reports by hierarchy level.