



Quick Guide – Reports for Department & Program Chairs

You should receive an email with a link directly into your 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 Student Opinion Surveys*)

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



Home Results ▾

Home / Results / Project Results / Project Hierarchy Level Results

Project Hierarchy Level Results Fall 2022

By Hierarchy Level
Course Section
By Instructor
By TA

View Results

Hierarchy Level

Education
✕

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

watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results - Administrator Adam Goldberg

Results Project Results Course Section Results

Course Section Results Fall 2022

By Hierarchy Level Course Section By Instructor By TA

Q Search Course Sections

Code Title Unique ID Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

Search Reset

Batch Report

Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> SCSU11774.202310	EDU-106-01-Fall_2022 : Mary Brown	SCSU11774.202310	Education	
<input type="checkbox"/> SCSU11775.202310	EDU-106-02-Fall_2022 : John McVerry	SCSU11775.202310	Education	
<input type="checkbox"/> SCSU11776.202310	EDU-106-03-Fall_2022 : John McVerry	SCSU11776.202310	Education	

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*)

Batch Report

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-ISCUS19202	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	

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

- 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

- 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

- Aggregate Data for Selected Items into One Report

Help Resources

- Please email any questions you have to: assessment@southernct.edu
- Once you are in your account, 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.