![watermark Course Evaluations & Surveys | formerly EvaluationKIT]

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

By Course Section or *By Instructor*

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

- 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*)

- 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.

Help Resources

- **Please email any questions you have to: assessmenst@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.

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Course Evaluations & Surveys > Help Articles > Administrator   Q Search

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:

1️⃣ Summary Aggregated Report for the whole project.

2️⃣ Summary Aggregated Reports by hierarchy level.