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

Project Hierarchy Level Results Fall 2022

View Results

Hierarchy Level

Education

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 the help icon 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.