



## Quick Guide for Instructors – Viewing 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

Project Results		
Fall 2022		
SCSU13215.13132.202310	Combined-Section-PSY-467-04-590-02-Fall_2022 : Walter Stutzman	SCSU13215.13132.202310-ISCSU68319
SCSU10883.10880.202310	Combined-Section-INQ-101-03N-06N-Fall_2022 : Walter Stutzman	SCSU10883.10880.202310
Spring 2022		
SCSU40955.56.202240	Combined-Section-HON-202-03-04-Spring_2022 : Walter Stutzman	SCSU40955.56.202240-ISCSU68319
SCSU41000.202240	MUS-110-03-Spring_2022 : Walter Stutzman	SCSU41000.202240
SCSU42486.87.202240	Combined-Section-PSY-197-12-467-06-Spring_2022 : Walter Stutzman	SCSU42486.87.202240-ISCSU68319

- 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*)


The screenshot shows the 'Project Results' page for 'Fall 2022'. A 'Report' dropdown menu is open, showing the following options:

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

The table below shows the data for the selected report:

Course Code	Title	Unique ID	Report
<input type="checkbox"/> SCSU10883.10880.202310	Combined-Section-INQ-101-03N-06N-Fall_2022 : Walter Stutzman	SCSU10883.10880.202310	
<input type="checkbox"/> SCSU13215.13132.202310	Combined-Section-PSY-467-04-590-02-Fall_2022 : Walter Stutzman	SCSU13215.13132.202310-ISCSU68319	
Total 2		Records per page: 1000	

- 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. 

Batch Report

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**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

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**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: [assessment@southernct.edu](mailto:assessment@southernct.edu)**
- Once you are in *Watermark Course Evaluations & Surveys* you can access their help center by clicking on  in the upper right- hand corner of your screen.