ILLINOIS VALLEY COMMUNITY COLLEGE

Instructional Technology Systems: Evaluation Kit

How to Access Course Feedback Results for Instructors

This document provides instructions for Instructors on how to access survey response rates and evaluation results for course evaluations.

Contact the course survey administrator Ellen_Evancheck@ivcc.edu, 815-294-0396 with questions.

How to Log In

Access Course Evaluations from the module on the Brightspace home page or go to https://ivcc.evaluationkit.com/ and log in with your Brightspace username (KNumber) and password (same as email password).

Response Rates

The response rate is the percentage of total number of submitted surveys against the total number of active enrollments. The course evaluation dashboard displays real-time response rates for projects that are in progress. Click on the project name to see response rates for each course that is being evaluated.

To see response rates from past projects:

1. Click on Results tab and select Response Rate Tracker
2. Search for projects that have ended by using the following search criteria:
    a. Status = ended
    b. Choose Search
3. Select the project from the search results to see overall response rate for the courses evaluated in that project.

Project Results

Use Project Results to access course feedback results for a specific project/term

1. Choose the Results menu and select Project Results to see a list of projects you have access to.
2. Choose a project from the list of projects
    - Select a course or courses and choose the download arrow to view the report options. Choose Detailed Report, Detailed Report + Comments, Short Report, Short Report + Comments, Response Report, or Raw Data.
    - To run a batch report, select courses and choose Batch Report to download multiple reports in a zip file, merge reports into one report, or aggregate data for selected courses.
    - Note: To protect student anonymity, courses with less than 2 students are not visible.

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Instructor Results

Use Instructor Results for longitudinal reporting over several projects/terms

1. Click on Results tab and select Instructor Results
2. Select the projects to include in the results and choose search. You will see a list of courses taught across all projects.
    - Select a course or courses and choose the download arrow to view the report options. Choose Detailed Report, Detailed Report + Comments, Short Report, Short Report + Comments, Response Report, or Raw Data
    - To run a batch report, select courses and choose Batch Report to download multiple reports in a zip file, merge reports into one report, or aggregate data for selected courses.
    - Note: To protect student anonymity, courses with less than 2 students are not visible.