

ILLINOIS VALLEY COMMUNITY COLLEGE

Instructional Technology Systems: Evaluation Kit

How to Access Course Feedback Results for Report Administrators

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

Contact the course survey administrator jennifer_etscheid@ivcc.edu, 815-294-0529 with questions.

How to Log In

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 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.

***If a course is cross-listed, all survey response data are **aggregated into the Parent course**. Individual courses will not appear in reporting or in the Response Rate Tracker.*

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 rates for the division and for each subject area. Choose a subject area to see the response rates for course sections in that subject area.

Project Results

Use Project Results to access course feedback results for a specific survey 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 and choose one of the following tabs:
 - a. **Hierarchy Level** tab is used to view the *aggregated* results for an entire division or for a subject area in the division.
 - b. **Course Section** tab is used to search for and select course sections.
 - i. 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.
 - ii. 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.
 - c. **By Instructor** tab is used to select course sections taught by an instructor to include in a batch report.
 - i. Name the batch report and choose the type of batch report to download.
 - d. Note: To protect student anonymity, sections with less than **1 student responses** are not visible to administrators.
 - i. **Instructors have a threshold of 5 responses.** Please do not generate reports for instructors as your thresholds are different. If an instructor is having difficulty generating a report or has questions, please have them contact Jennifer at jennifer_etscheid@ivcc.edu or 815-224-0529.

ILLINOIS VALLEY COMMUNITY COLLEGE

Instructional Technology Systems: Evaluation Kit

How to Access Course Feedback Results for Report Administrators

Results by Instructor

Use Instructor Results for longitudinal reporting over several terms

1. Click on Results tab and select Instructor Results
2. Search for instructor by name and select the projects to include in the results.
 - a. You will see a list of courses the instructor has have taught across all projects.
 - i. Choose Detailed Report, Detailed Report + Comments, Short Report, Short Report + Comments, Response Report, or Raw Data
3. 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.

Report Builder

Use this to create custom reports across multiple projects based on division, subject area, course and/or question criteria. Reports are saved within the user's account and can be copied, edited and shared.

Instructor Means Reporting

This feature provides aggregate means scores for selected questions in a project or projects. For more information see the Video on the Evaluation Kit Help Site named "Instructor Means Reporting".

1. Click on Results tab and select Instructor Means Reporting
2. Select a project or projects
3. Filter by levels, instructors and/or courses
4. Select one of more questions to include in the results. Choose questions with the same type of scoring (strongly agree to strongly disagree). The report will show the mean of means of the questions for each instructor.
5. Group by course, instructor, instructor/project or hierarchy level.
6. Search to get results
7. View results and export to PDF or Excel