

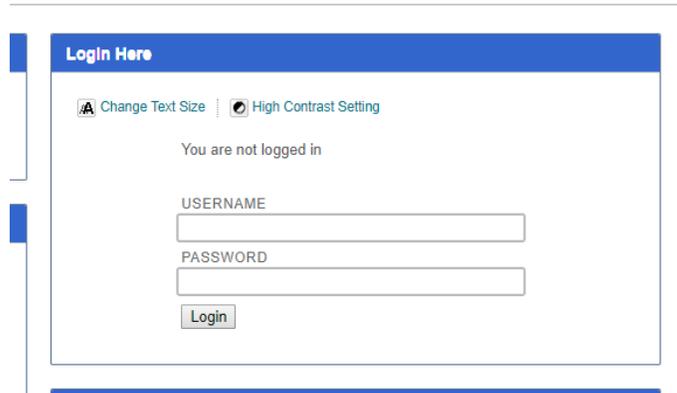
# EvaluationKIT Step-by-Step Instruction Guide

## I. Administrators-Accessing Course Evaluations

Deans, department chairs, and others with administrative access are able to review instructor course evaluation information following the course evaluation survey period. Results, by project, can be viewed by course and instructor. In order to access the appropriate project's information follow the steps below.

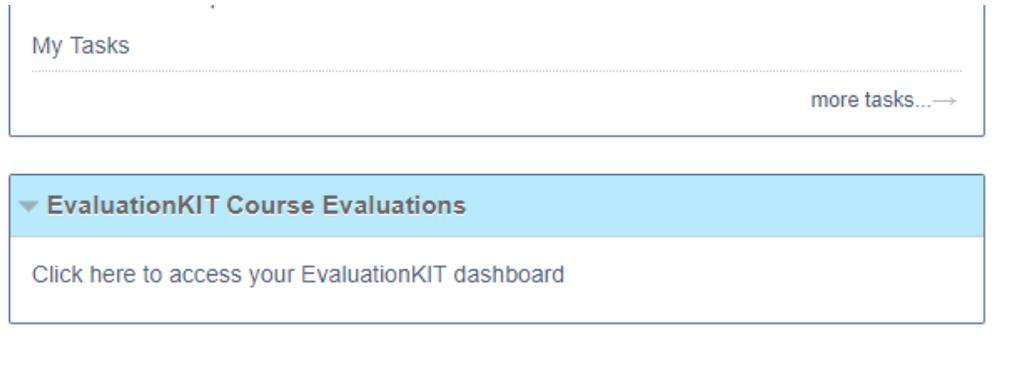
### How to access project evaluation information via Blackboard

1. Log into Blackboard using your NCAT OneID credentials



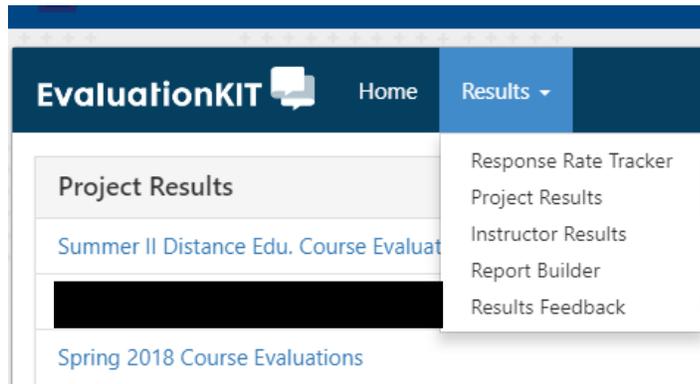
The screenshot shows the Blackboard login interface. At the top, there is a blue header with the text "Login Here". Below this, there are two links: "Change Text Size" and "High Contrast Setting". A message states "You are not logged in". Below the message are two input fields: "USERNAME" and "PASSWORD". At the bottom of the form is a "Login" button.

2. Locate and select the EvalKIT link on your dashboard



The screenshot shows a section of the Blackboard dashboard. At the top, there is a "My Tasks" section with a "more tasks...→" link. Below this is a blue header for "EvaluationKIT Course Evaluations". Underneath the header, there is a link that says "Click here to access your EvaluationKIT dashboard".

3. Locate the appropriate survey project to access information



The screenshot shows the EvaluationKIT dashboard. At the top, there is a dark blue header with the text "EvaluationKIT" and a "Home" link. To the right of the header is a "Results" dropdown menu. The dropdown menu is open, showing a list of options: "Response Rate Tracker", "Project Results", "Instructor Results", "Report Builder", and "Results Feedback". Below the dropdown menu, there is a "Project Results" section with a link for "Summer II Distance Edu. Course Evaluat" and another link for "Spring 2018 Course Evaluations".

# EvaluationKIT Step-by-Step Instruction Guide

## How to access project evaluation information via EvalKIT

1. Log into EvalKIT using your NCAT Admin username and password. If you are unsure of your username and password, select “Forgot your password?” and use your NCAT OneID username to retrieve/reset your password.

A screenshot of the EvalKIT Sign-In form. It has a title "Sign-In" at the top. Below the title are two input fields: "Username" and "Password", each with a small icon to its right. Below these fields is a prominent yellow "Login" button. At the bottom of the form, there is a link that says "Forgot your password?".

2. Locate the appropriate survey project to access information using the “Results” tab or using the list of recent project results available

A screenshot of the EvaluationKIT web application interface. The top navigation bar is dark blue with the "EvaluationKIT" logo and icons, and menu items for "Home", "Surveys", and "Results". The "Results" menu is open, showing a dropdown list of options: "Response Rate Tracker", "Project Results", "Instructor Results", "Report Builder", "Instructor Means Reporting", and "Results Feedback". Below the navigation bar, there is a table of project results. The table has a header "Project Results" and lists several projects with their respective end and start dates. The projects listed are: "Fall 2018 Course Evaluations-Face to Face", "Fall 2018 Course Evaluations-Online", "Summer II 2018 - Course Evaluations", "Summer II Distance Edu. Course Evaluations", "Spring 2018 Online Course Evaluations", and "Spring 2018 Course Evaluations".