

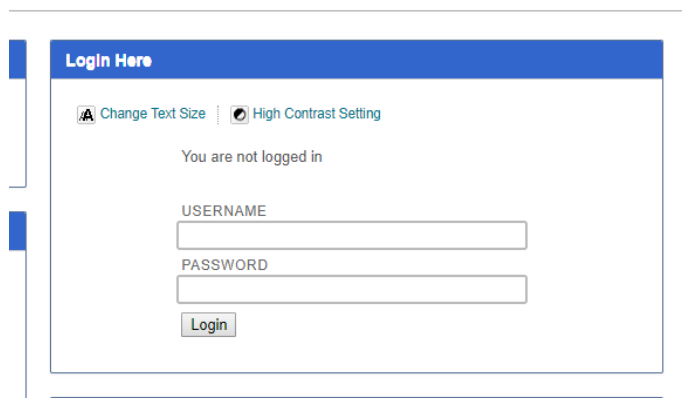
EvaluationKIT Step-by-Step Instruction Guide

I. Administrators-Accessing Course Evaluations

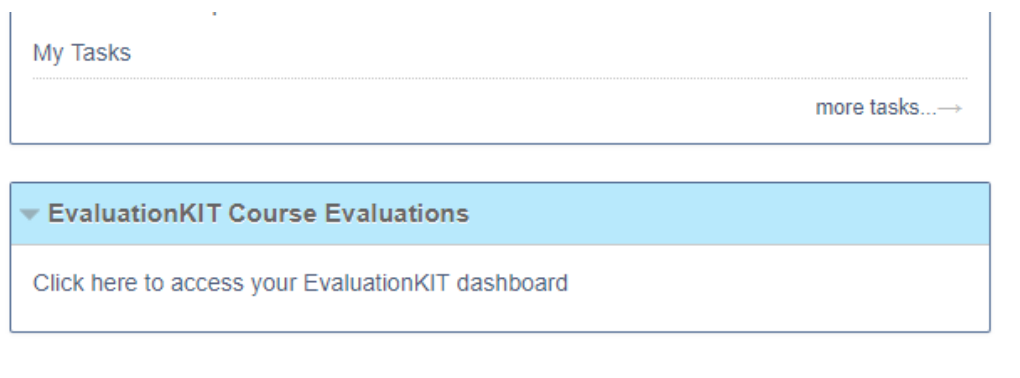
Deans, department chairs, and others with administrative access are able to review instructor course evaluation information following the course evaluation survey period. Results, by project, can be viewed by course and instructor. In order to access the appropriate project's information follow the steps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

How to access project evaluation information via Blackboard

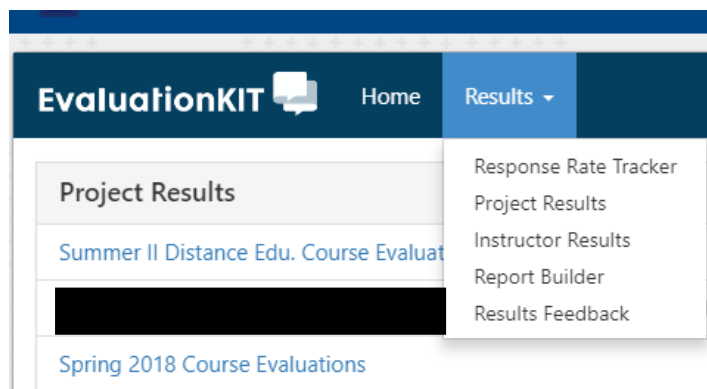
1. Log into Blackboard using your NCAT OneID credentials

A screenshot of the Blackboard 'Login Here' page. At the top, there's a blue header with 'Login Here' in white. Below it, there are links for 'Change Text Size' and 'High Contrast Setting'. A message states 'You are not logged in'. There are two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a 'Login' button.

2. Locate and select the EvalKIT link on your dashboard

A screenshot of a Blackboard dashboard. The top section is 'My Tasks' with a 'more tasks...→' link. Below it is a blue header for 'EvaluationKIT Course Evaluations'. Under this header, there is a link that says 'Click here to access your EvaluationKIT dashboard'.

3. Locate the appropriate survey project to access information

A screenshot of the EvaluationKIT dashboard. The top navigation bar has 'EvaluationKIT', 'Home', and 'Results' (with a dropdown arrow). The 'Results' dropdown menu is open, showing options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', and 'Results Feedback'. On the left, there's a 'Project Results' section with a list of projects, including 'Summer II Distance Edu. Course Evaluat' and 'Spring 2018 Course Evaluations'.

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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.



Sign-In

Username

Password

Login

[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

EvaluationKIT Home Surveys **Results**

Project Results

- Response Rate Tracker
- Project Results
- Instructor Results
- Report Builder
- Instructor Means Reporting
- Results Feedback

Fall 2018 Course Evaluations-Face to Face	Project Ends - 12/3/2018	Results Start: 12/3/2018	Results End: Open
Fall 2018 Course Evaluations-Online	Project Ends - 12/3/2018	Results Start: 12/3/2018	Results End: Open
Summer II 2018 - Course Evaluations	Project Ends - 8/2/2018	Results Start: 7/12/2018	Results End: Open
Summer II Distance Edu. Course Evaluations	Project Ends - 8/2/2018	Results Start: 7/12/2018	Results End: Open
Spring 2018 Online Course Evaluations	Project Ends - 5/7/2018	Results Start: 4/10/2018	Results End: Open
Spring 2018 Course Evaluations			