

EvaluationKit Quick Guide for Instructors

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Accessing EvaluationKit from CourseWorks

There are two methods to access EvaluationKit in CourseWorks.

1. Log into CourseWorks
 2. Click Account in the top left
 3. Click Settings
 4. Click Course Evaluations on the left
1. Log into CourseWorks
 2. Navigate to a course with an assigned evaluation
 3. Click Instructor Course Evaluations on the left

Adding Evaluations Questions to Your Courses

This is a two step process.

1. **Create a Custom Question Survey** - Each Custom Question Survey is a group of questions that you can attach to one or more courses. You can create as many Custom Question Surveys as you wish and attach them to any courses that you wish. Each Custom Question Survey is reusable and does not have to be recreated every semester.
2. **Attach Surveys to Projects** Once your Custom Question Surveys are created you attach them to the evaluation projects your courses are assigned. For each evaluation project assigned to your courses you can select as many surveys as you wish and attach them to any combination of the courses in that evaluation project.

Creating Custom Question Surveys

Creating a Survey

1. In EvaluationKit, click Custom Question Surveys along the top
2. Click Create New Custom Question Survey
3. Add a Name and Description (please note that these names and descriptions are only available to you)
4. Click Save New

Adding Questions - To add a new question to a survey select the Question Type from the drop down menu and click Add. See the list of question types on the right.

Editing Questions - Each question you add will have Edit, Delete and Copy buttons. When you copy a question it will add the new copy to the bottom of the evaluation.

Reordering the Survey - Each question has a number box and directional arrow buttons. Enter the number of spaces to move the question and click the directional button to move it. To move the question 2 paces up enter 2 into the box and click the up arrow.

Preview the Survey - To see how the students will view your questions click Preview in the top left. You can click Export to PDF to download the basic preview or the detailed preview that includes details on the settings for each question that you can see but your students cannot.

Survey Question Types

- **Single Selection** - Multiple Choice Question.
- **Multiple Selection** - Identical to Single Selection but allows selecting one or more of the answers
- **Matrix** - Allows multiple Single Selection questions with the same scale to be grouped together.
- **Numeric Selection** - Allows students to input a numeric response to your question.
- **Open Ended Text Response** - Comment or Essay question.
- **Survey Label** - Adds a line of text to the survey to convey information to the student.
- **Item Bank Questions** - A series of prepopulated questions supplied by your school. If there are no Item Banks listed your school has not created any.

Attaching Surveys to Projects

Adding a Survey to Courses

1. In EvaluationKit, click Attach Surveys to Projects along the top
2. Click the Add Questions icon for the evaluation you wish to add the survey to
3. Click Add Custom Question Survey
4. Click the check icon for the survey you wish to add
5. Click Select Courses
6. Click Add Courses
7. Check the box for the courses you wish to attach the selected survey to
8. Click Add Selected Courses

Editing an Attached Survey

1. In EvaluationKit, click Attach Surveys to Projects along the top
2. Click the Add Questions icon for the evaluation in which you wish to edit the attached surveys
3. Click Edit for the attached survey
4. Select a different survey to attach to already selected courses or skip this step to leave the survey selection the same
5. Click Select Courses
6. To remove any previously added courses, check the box for the survey and click Remove Selected Courses
7. To add new courses to the survey click Add Courses

Viewing Results

Viewing Results for a Specific Evaluation

1. In EvaluationKit, click Results along the top
2. Select Project Results
3. Click the Evaluation you wish to view the results for
4. Click the Download button to download the results for an individual course **OR**
5. Check the boxes for each class then click Batch Report to download all the results
6. Enter the name for the Batch Report you are downloading
7. Select which PDF Format to download the batch report in
8. Select how you would like the data to be reported
9. Click Go, the report will be emailed to you once generated

Viewing Results for All of Your Courses

1. In EvaluationKit, click Results along the top
2. Select Instructor Results
3. Check the box for each evaluation you wish to get the results for
4. Click the Select button
5. Click the Search button
6. Click the Download button to download the results for an individual course **OR**
7. Check the boxes for each class then click Batch Report to download all the results
8. Enter the name for the Batch Report you are downloading
9. Select which PDF Format to download the batch report in
10. Select how you would like the data to be reported
11. Click Go, the report will be emailed to you once generated

Viewing Your Past Evaluation Results

Past Evaluations are available in Old CourseWorks for now. They will be archived and made available in CourseWorks in the future. Please follow the steps here to access your past course evaluations.

1. Go to courseworks.columbia.edu
2. Log into Old CourseWorks on the right
3. Click My Evaluations on the left
4. Select the Term in the top right
5. Click View Results to download the report

If you cannot locate the Term you wish to view the results for please follow the alternate steps once in Old CourseWorks

1. Click Past Courses on the left
2. Click the course you wish to get the results for
3. Click Evaluation on the left
4. Click View Results to download the report

Please note that any evaluations from prior to 2013 are present in the archive in Old CourseWorks. Please follow the alternate steps once in Old CourseWorks.

1. Click Archive Courses on the left
2. Expand the Term the course you are looking for is in
3. Click View Reports for the course to access the results