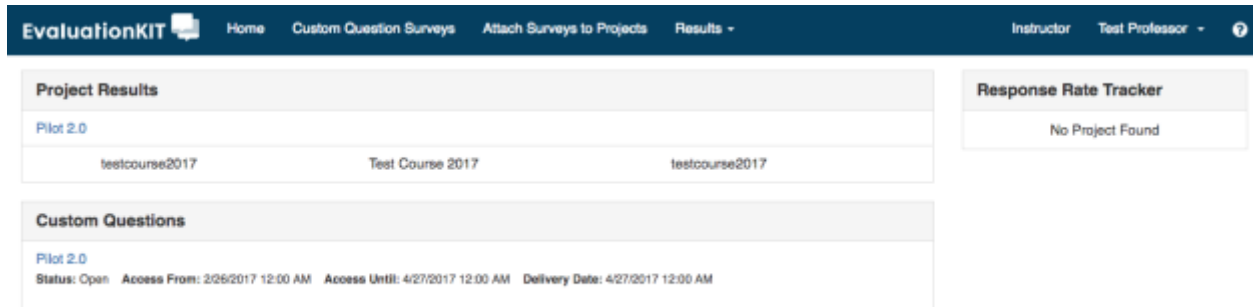


How to Create Course Evaluations in EvaluationKit

There are two ways in which you can login to EvaluationKit, the software we will use for online evaluations. You can click on a link in the left-hand side of Moodle or you can click on a link that was emailed. The URL for EvaluationKit is <https://hendrix.evaluationkit.com>.

Your screen should look similar to this:

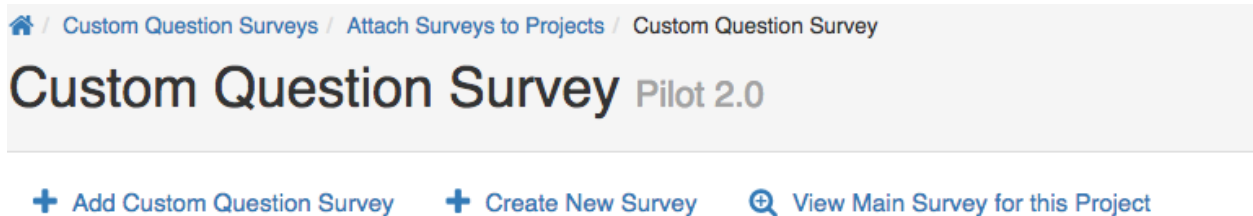


The screenshot shows the EvaluationKIT dashboard. The top navigation bar includes links for Home, Custom Question Surveys, Attach Surveys to Projects, and Results. On the right, there are links for Instructor and Test Professor. The main content area is divided into two sections: Project Results and Custom Questions. The Project Results section shows a table with columns for Project Name, Title, and Survey Name. The Custom Questions section shows a table with columns for Project Name, Status, Access From, Access Until, and Delivery Date.

Project Results		
Pilot 2.0		
testcourse2017	Test Course 2017	testcourse2017

Custom Questions				
Pilot 2.0				
Status: Open	Access From: 2/26/2017 12:00 AM	Access Until: 4/27/2017 12:00 AM	Delivery Date: 4/27/2017 12:00 AM	

Click on **the project with the current year and semester in the title** under the **Custom Questions** heading. Click **Create New Survey**.



The screenshot shows the Custom Question Survey page for Pilot 2.0. The page has a breadcrumb trail: Home / Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey. The main heading is 'Custom Question Survey Pilot 2.0'. Below the heading, there are three buttons: '+ Add Custom Question Survey', '+ Create New Survey', and 'View Main Survey for this Project'.

Give your survey a title, and optionally, a description. You may re-use surveys and this will allow you to keep track of them over time. Then click the button **Save New**.

Edit Survey

Survey Properties

Title

Description

Save New

Cancel

On the next screen, you will add your questions. Your survey may be up to twenty-three questions long, with thirteen of the questions belonging to the agreed upon categories. Click on the dropdown menu labelled **Select Question Type**.

 Preview  Export to PDF ▾

Survey Properties

Title

Test Course Survey

Description

First survey for 2017 test course.

Save

Cancel

✓ Select Question Type

Single Selection

Multiple Selection

Matrix

Numeric Selection

Open Ended Text Response

Survey Label

Item Bank Question

+ Add

add question.

To choose one of the agreed upon questions, select **Item Bank Question** and click **Add**. You will now be taken to a screen where you can select questions from the item bank.

Linked Question Test Course Survey

Search Questions

Item Bank Survey

Select a Survey

Get Questions

Each category is its own survey. For this example, I'll choose a question from **Category 1**. Choose the question you want and click **Add Selected**.

Add Selected

☐ Select All (Note, any edits to a Linked Question will impact all instances of that survey question.)



Question 1

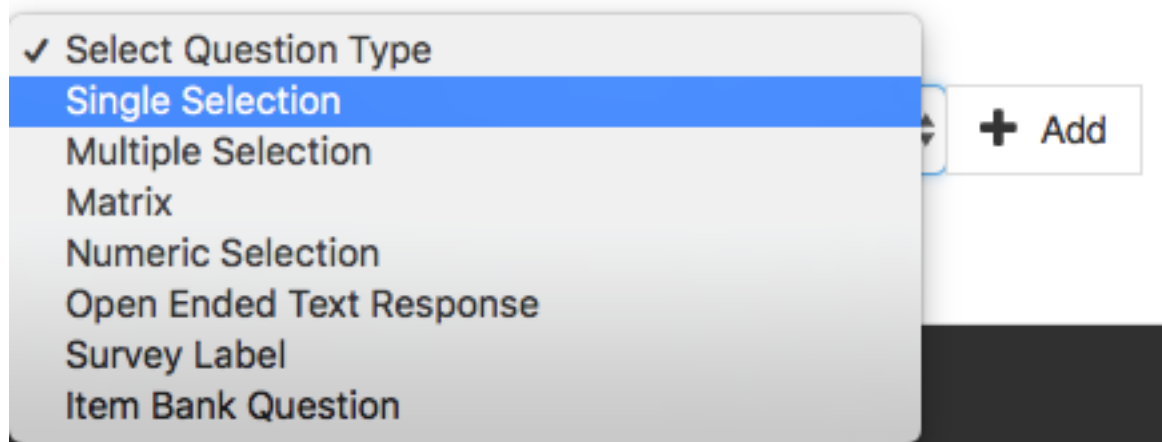
[InstructorName] was consistently prepared for class.

- ☐ (1) Strongly disagree
- ☐ (2) Disagree
- ☐ (3) Neither agree or disagree
- ☐ (4) Agree
- ☐ (5) Strongly agree

Comments:

Repeat the process through the next twelve categories or create your own similar question.

To create your own questions, select the question type from your survey page and click **Add**.

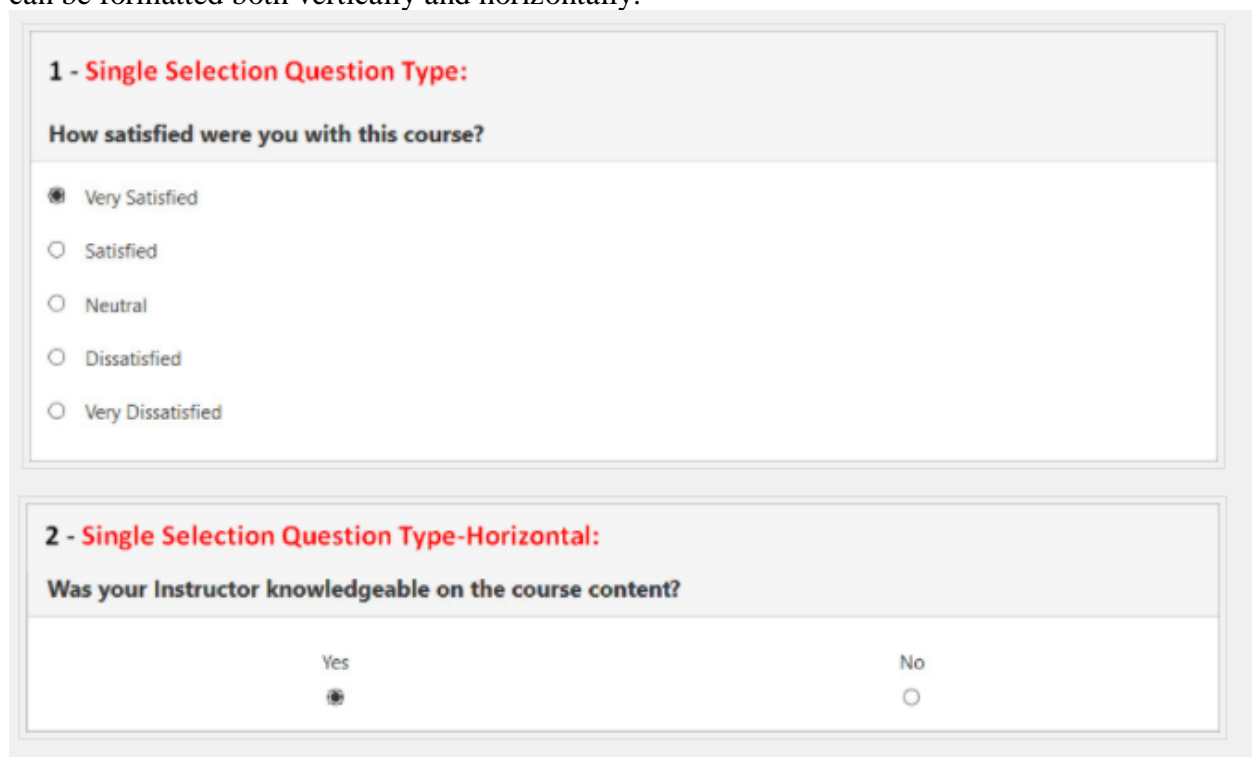


✓ Select Question Type

- Single Selection
- Multiple Selection
- Matrix
- Numeric Selection
- Open Ended Text Response
- Survey Label
- Item Bank Question

+ Add

Single Selection Question: Single Selection Question type is where the student will pick from one of many options. This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally.



1 - Single Selection Question Type:

How satisfied were you with this course?

- ☒ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

2 - Single Selection Question Type-Horizontal:

Was your instructor knowledgeable on the course content?

Yes ☒ No ☐

Multiple Selection Question: Multiple Selection Question type allows the student to check all that apply and is only appropriate when asking the student to select multiple or potentially multiple responses from multiple options.

3 - Multiple Selection Question Type:

Which mode(s) of transportation did you utilize to commute to school? (Please select all that apply)

- ☒ Car
- ☐ Bus
- ☒ Train
- ☐ Bike
- ☐ Skateboard
- ☒ Walk

Matrix Question: Matrix Question type has a common response scale and multiple items being evaluated on the same response scale. Here, the student would go through and respond to the different items from one response scale.

4 - Matrix Question Type:

Please rate your level of satisfaction with the following:

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	N/A
Bookstore	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cafeteria	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study Lounges	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gym	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Commons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus WiFi	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Numeric Selection Question: Numeric Selection Question type allows you to setup numeric ranges using a slider and the student can then input a numeric selection based on that range.

5 - Numeric Selection Question Type:

How many hours per week did you spend studying for this course?

14

0 40

Open-Ended Text Response Question: Open-Ended Text Response Question Type is for write-in responses and/or comments.

6 - Open Ended Text Response:
Please provide any additional comments:

I really enjoyed this course and instructor, but the textbook was out of date.



Survey Label: The Survey Label is text that you can add anywhere in the body of your survey to organize, write instructional text or add a thank you message at the end. You can insert these survey labels anywhere throughout your survey to add these text breaks.

Thank you for taking the time to complete this survey, your input is highly valued! Please click Submit.

You can preview your survey at any point in the process, but clicking **Preview** at the top of the screen.







Edit Survey

Test Course Survey

 Preview  Export to PDF ▾

If you don't finish creating your survey, you can come back to it at another time by clicking **Custom Question Surveys** at the very top of the screen.


Scroll down to your survey and then click the pen icon beneath the **Edit** column to make changes to your survey.

Projects	Preview	Copy	Edit	Delete	Lock	Select Default
0						

To associate the survey with your course(s), click **Attach Surveys to Projects** at the top of the screen. Click on the Plus icon beneath the **Add Questions** column.

[Home](#) / [Custom Question Surveys](#) / [Attach Surveys to Projects](#)


Attach Surveys to Projects

Projects with Custom Question Survey Access						
Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
Pilot 2.0	Open	0	2/26/2017 12:00 AM	4/27/2017 12:00 AM	4/27/2017 12:00 AM	

On the next screen, click on **Add Custom Question Survey**.

[Home](#) / [Custom Question Surveys](#) / [Attach Surveys to Projects](#) / [Custom Question Survey](#)

Custom Question Survey Pilot 2.0

 [Add Custom Question Survey](#)

 [Create New Survey](#)

 [View Main Survey for this Project](#)

On the following screen, click the small checkbox on the right for your survey, then click the button **Select Courses**. Then click **Add Courses** on the next screen.

Selected Survey: Test Course Survey

Select all courses within specific areas of your account to receive the additional Targeted Survey or Custom Question Survey

Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0 Records per page 50 Page 1 of 1

Finish : Save Custom Question Survey **Add Courses** Cancel

Select your courses and click **Add Selected Courses**. You can use the same survey for all of your courses or you can make unique surveys for each course.

Projects

<input type="checkbox"/> Course Code	Title▲	Unique ID	Hierarchy Level
<input checked="" type="checkbox"/> testcourse2017	Test Course 2017	testcourse2017	English

Total 1 Records per page 50 Page 1 of 1

Add Selected Courses Close

You'll see a pop-up that states: "You have successfully added a Custom Question Survey to your course(s). Click OK to continue."

On the next screen, click the button **Finish: Save Custom Question Survey**.

Finish : Save Custom Question Survey

You will return to the **Custom Question Survey** page. On this page, you will see your survey and how many courses you've associated with this survey. You may click on the number under the column Courses and a pop-up window will appear with your associated courses listed.

Custom Question Survey Pilot 2.0

[+ Add Custom Question Survey](#) [+ Create New Survey](#) [🔍 View Main Survey for this Project](#)

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
Test Course Survey	Test Professor	Test Professor	3/28/2017 3:14 PM	1		

If you're satisfied with your survey, at this point, you are all set. The survey will be accessible to your students on the date specified by Academic Affairs. Students will be able to access the survey through Moodle and email. If you're not satisfied with your survey, you may continue to make changes until the surveys are sent out.