



Student Course Evaluations

EvaluationKit – Faculty Instructions

EvaluationKit is the software used to conduct our student course evaluations. Students are contacted via email with a link to complete the course evaluations. Faculty are highly encouraged to take the time in class to have students conduct the evaluations via computer, notepad, or phone. Online instructors are asked to send reminders to students to encourage completion of the evaluations.

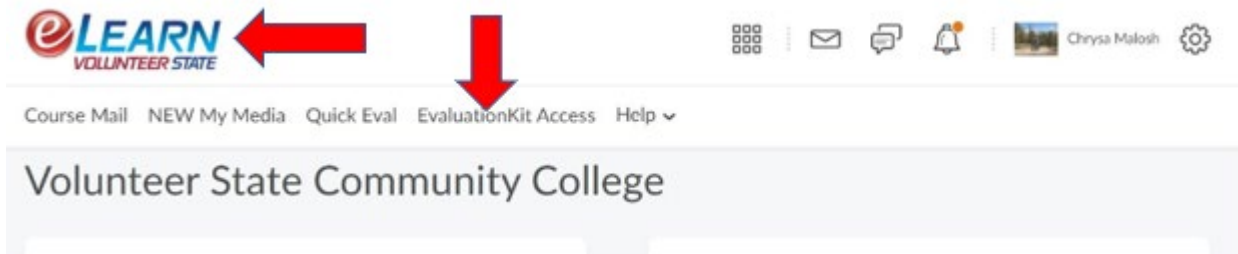
EvaluationKit Access

Option 1

1. You will receive an email from Surveys@Volstate.edu when an evaluation for a course you are teaching has started. This email will contain a link that will take you directly to your dashboard.

Option 2

1. On your eLearn homepage, click on the **EvaluationKit Access** tab at the top.
 - a. If you are in a course, click the eLearn logo at the top left to return to the home page

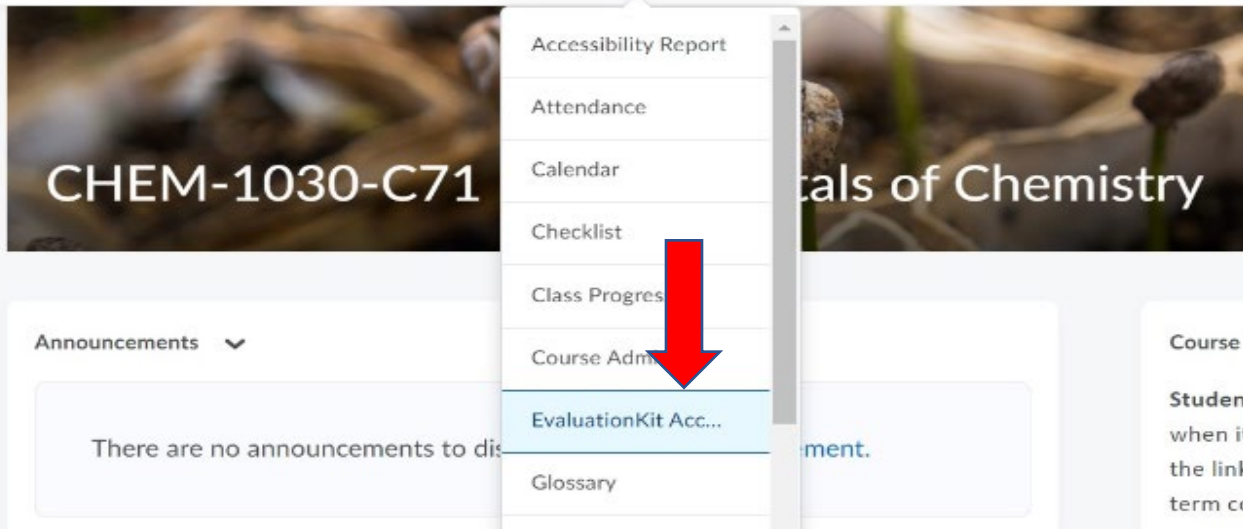


Option 3

1. In a course, click the **Course Tools** tab



2. Scroll down and click the **EvaluationKit Access** tab



Note:

You may see an error message if this is your first semester teaching at VSCC. If you see the error message you will need to wait until the evaluation period has started (your access is given at the start of the evaluation).



Failed to Login. Please try again.
Contact your Administrator if you feel you have reached this page in error.

EvaluationKit Results

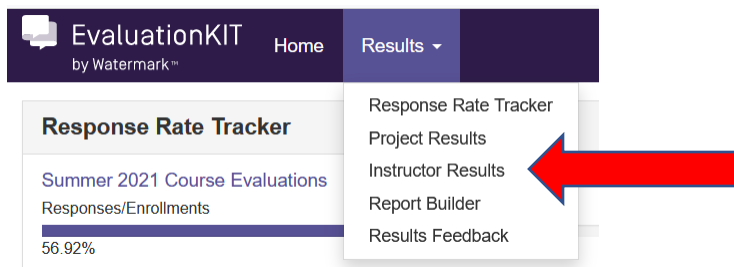
Faculty and administration will receive an email and a link to view results when the course evaluation period has ended. Faculty at any time can view past and current results which will be necessary for the Promotion and Tenure process. At this time, instructors are unable to build surveys, projects or custom questions.

Note: It is highly recommended that instructors watch the short (2:03) Video: Instructor Results for instructors

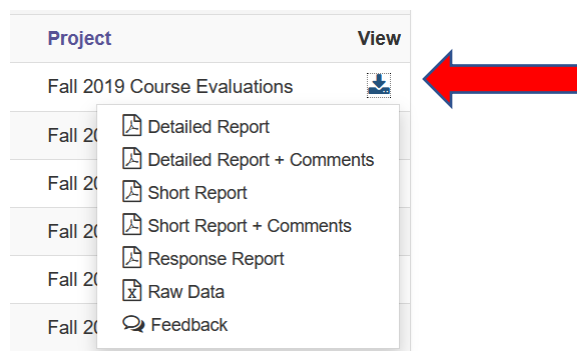
Viewing Results

Either use the link in the email or login to the system using the directions above.

1. Select Instructor Results from the Results tab on your dashboard.




2. Select the appropriate semester or multiple semesters that you want to view and hit Search.
3. Select the View download icon and select the report you wish to view.
 - The Detailed Report + Comments is a popular report with instructors.
 - The Raw Data report will place all the data in an Excel file.
 - Feedback is used to communicate with the Dean and vice versa. If the Dean uses this option, the communication will show up in your Results Feedback widget on your home dashboard.



4. You can select more than one course from a project/semester and combine the results in a Batch Report.

Home / Results / Project Results / Project Results

Project Results Summer 2021 Course

[Batch Report](#) 

| Project Results | |
|-------------------------------------|--------------|
| <input type="checkbox"/> | Course Code |
| <input checked="" type="checkbox"/> | 52355.202150 |
| <input checked="" type="checkbox"/> | 52801.202150 |
| <input type="checkbox"/> | 53344.202150 |

5. Next, give your Batch Report a name and select the Report Type from the drop down menu.

Batch Report

Report Name

Report Type

Download Multiple Reports as ZIP File for Selected Courses

Merge Multiple Reports into one PDF for Selected Courses

Aggregate Data for Selected Items into One Report

6. Next, select from the 3 options on how you would like the report.

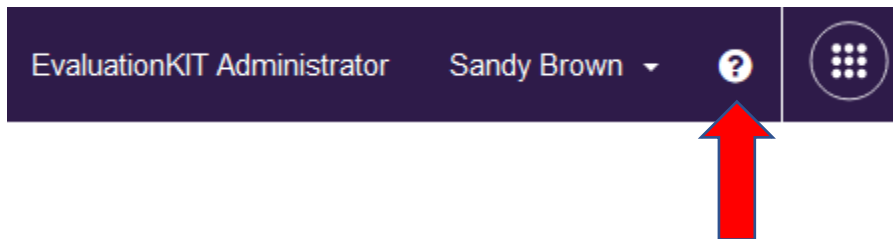
- Download Multiple Reports as Zip File... will give you all the course reports separately in a zip file.
- Merge Multiple Reports into one PDF... will give you a PDF with the course results stacked on top of each other.
- Aggregate Data.... Aggregates the courses and places them into one report/score.

EvaluationKit Help Center

EvaluationKit has an excellent and easily accessible Help Center with articles and videos pertaining to the role the person who is logged in. As an instructor, when your logged in, you will only see articles and videos that pertain to instructors. If you still have questions that the Help Center is unable to answer, email Surveys@volstate.edu and the VSCC EvaluationKit Administrator will reply. Please note the “Contact Us” tab will contact EvaluationKit not the VSCC Administrator.

Access the Help Center

1. Follow steps above to login.
2. The Help Center is the question mark located in the upper right-hand corner next to your name.



Student Access Instructions

Students can access their course surveys from the link in the email they will receive from Surveys@volstate.edu when the survey starts. This link will take them directly to the survey.

Students can also go to the survey in their courses in eLearn. Below is what they will see in their course. Clicking “Click here to complete your course evaluations” will take them to EvaluationKit which will list the available surveys for them to complete (2nd screenshot below).

My Course Surveys

[Click here to complete your course evaluations.](#)

You do not have any surveys to complete at this time.

My Surveys

Summer 2021 Course Evaluations

52887.202150 : READ-0810-CX1 - Skills for College Reading :

College Success

Starts 7/5/2021 11:59 PM - Ends 7/15/2021 11:59 PM