To Determine Your Instructor Mean Score for Each Course During a Term

1. Log into any course in Northwest Online in which you were evaluated. (Hint – You may need to look through the “All Courses” option “Past Enrollments” to find a course which was evaluated.)

2. In the Course Navigation Menu, there will be a menu item named “Instructor Course Evaluations”.

3. Click on that link and the EvaluationKIT window will open. You will see a listing of all courses in which you have evaluation results, separated by Term.
4. Click on the “Results” menu and then select “Report Builder 2.0”

5. A page will open to Report Builder 2.0. Click on the middle menu item labeled “Projects”
6. Click on the “v” drop down menu on the “Course Evaluation Projects” line

7. A page showing all of the terms in which you have evaluations will appear.
8. Select the term(s) you want then hit “Apply.”

9. Go to the “Questions” line and select the “v” drop down menu
10. A listing of all questions within the survey are listed. Select questions 5-17 by putting a checkmark in front of them. Please do not select the first 4 categorical questions. If you include them they will NOT skew your overall Mean (as they are not included within the average) but by including them your final report will be a little more confusing to read.

11. Go to the “Grouping” line and select the “v” drop down menu. Select the option “Project/Course”
12. Scroll back to the top of the page and select the “Run” button.

13. The report will take several minutes to run (depending upon how many classes you are doing). It will eventually appear on the Report Builder 2.0 page under the “My Reports” tab.

14. Click on the link for the report, then click on “Aggregated Results”

Due to confidentiality, I cannot show the results, but there will be a Mean score listed for each Course, and then at the bottom the combined Mean score for all Courses within that Term.
15. If you want to save this information to your computer, you can download it in either Excel or PDF format by selecting that option from the menu.

NOTE – selecting the “Save” option in the menu line above saves it within Report Builder 2.0 in your EvaluationKIT account.