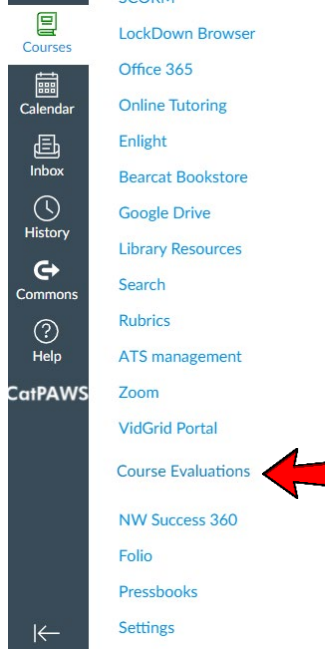
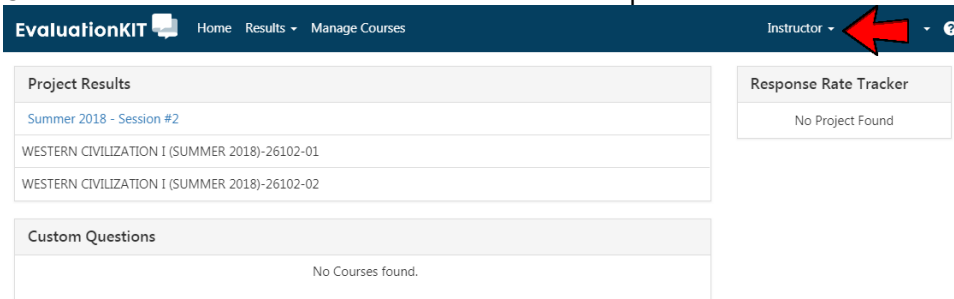


For Department Chairs and Deans To Determine the Mean Score for Your Area

1. This may be accessed as soon as one day after Final Grades are due.
2. 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.)
3. In the Course Navigation Menu, there will be a menu item named “Course Evaluations”

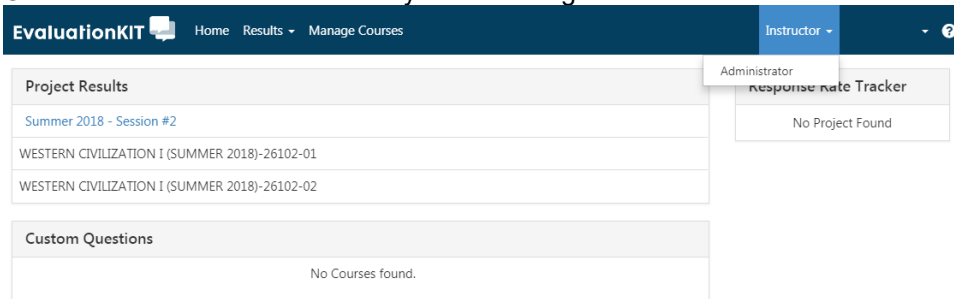


4. Click on that link and the EvaluationKIT window will open.

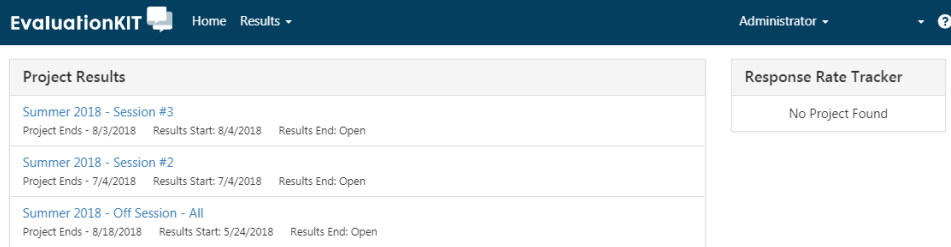


If you are an Instructor, as well as a Chair, this window will probably open up in your “Instructor” roll (as noted by the arrow).

5. Click on the word “Instructor” and you can change to “Administrator”

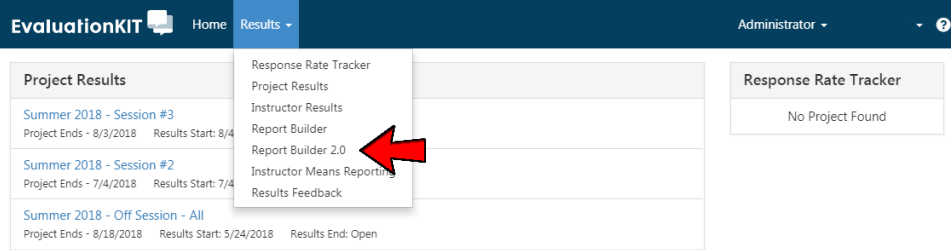


6. Once you are logged in as an Administrator, you will see that instead of a listing of classes, you have a listing of Terms (under “Project Results”).



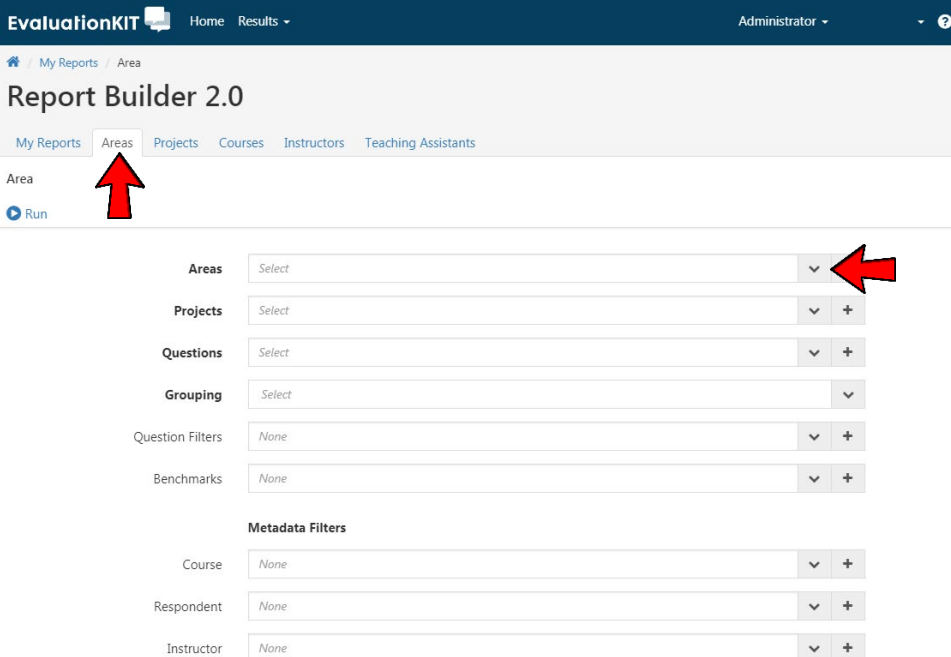
The screenshot shows the EvaluationKIT interface. At the top, there is a navigation bar with 'EvaluationKIT', 'Home', 'Results', and 'Administrator'. Below the navigation bar, there is a 'Project Results' section with a table listing three sessions: 'Summer 2018 - Session #3', 'Summer 2018 - Session #2', and 'Summer 2018 - Off Session - All'. To the right of this table is a 'Response Rate Tracker' box that says 'No Project Found'. A red arrow points to the 'Project Results' table.

7. You will now click on the “Results” menu, and a drop down menu will appear. You will want to select the “Report Builder 2.0” option.



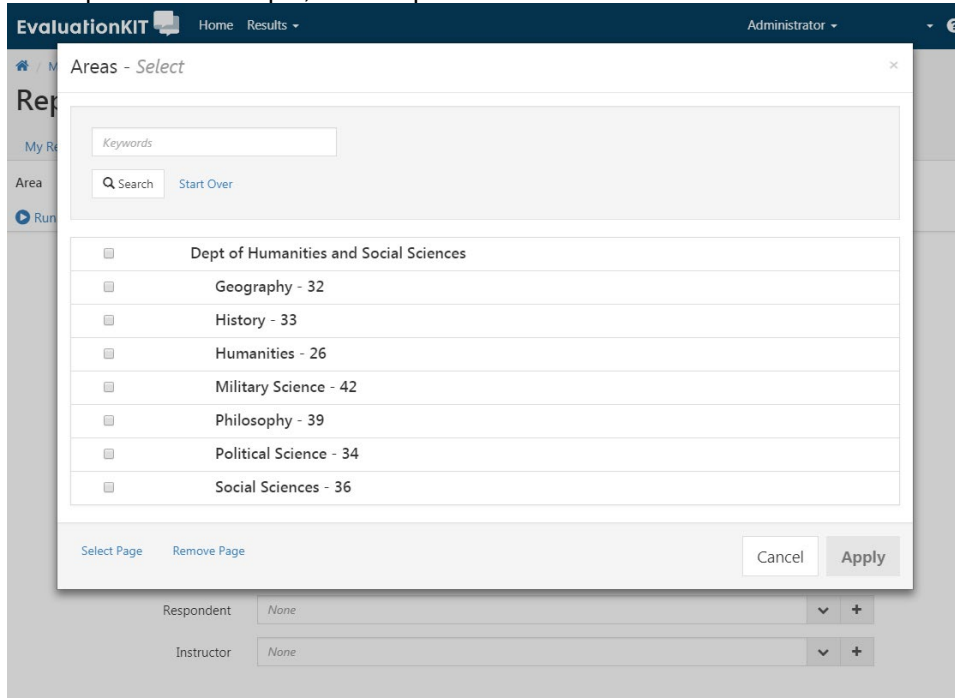
The screenshot shows the EvaluationKIT interface with the 'Results' dropdown menu open. The dropdown menu lists several options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', 'Report Builder 2.0', 'Instructor Means Reporting', and 'Results Feedback'. A red arrow points to the 'Report Builder 2.0' option. The background shows the same 'Project Results' table and 'Response Rate Tracker' box as in the previous screenshot.

8. A page will open to Report Builder 2.0. Click on the 2nd menu tab labeled “Areas” then click on the “v” drop down menu on the first menu line entitled “Areas”



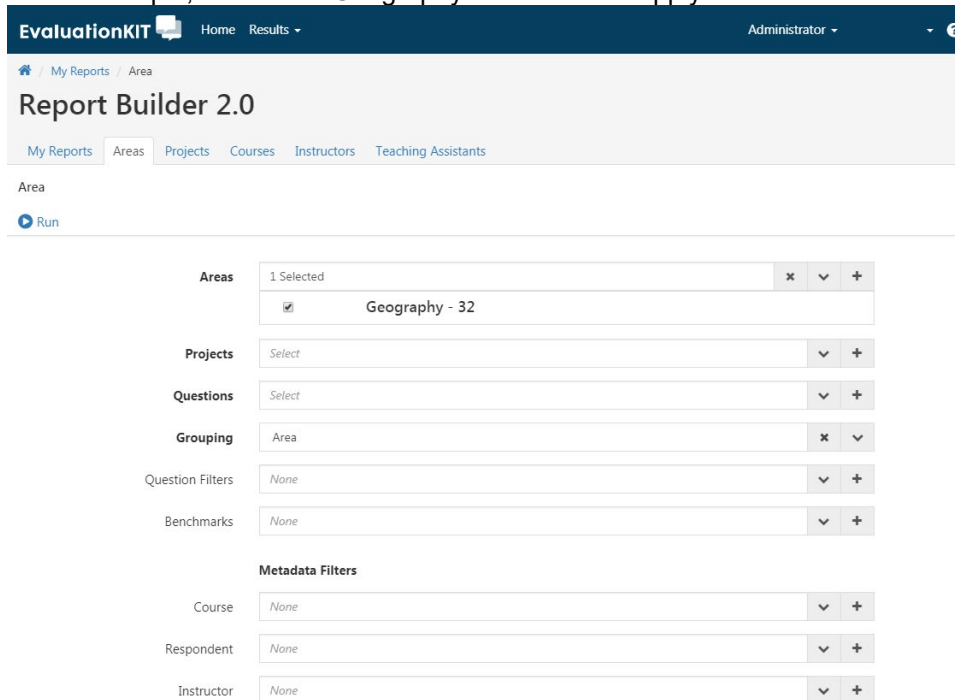
The screenshot shows the EvaluationKIT Report Builder 2.0 interface. At the top, there is a navigation bar with 'EvaluationKIT', 'Home', 'Results', and 'Administrator'. Below the navigation bar, there is a breadcrumb trail: 'My Reports / Area'. The main heading is 'Report Builder 2.0'. Below the heading, there are several tabs: 'My Reports', 'Areas', 'Projects', 'Courses', 'Instructors', and 'Teaching Assistants'. A red arrow points to the 'Areas' tab. Below the tabs, there is a 'Run' button. The main content area contains several dropdown menus for filtering: 'Areas', 'Projects', 'Questions', 'Grouping', 'Question Filters', 'Benchmarks', 'Metadata Filters', 'Course', 'Respondent', and 'Instructor'. A red arrow points to the dropdown arrow on the 'Areas' filter.

9. In this particular example, each department in Humanities and Social Sciences is listed.



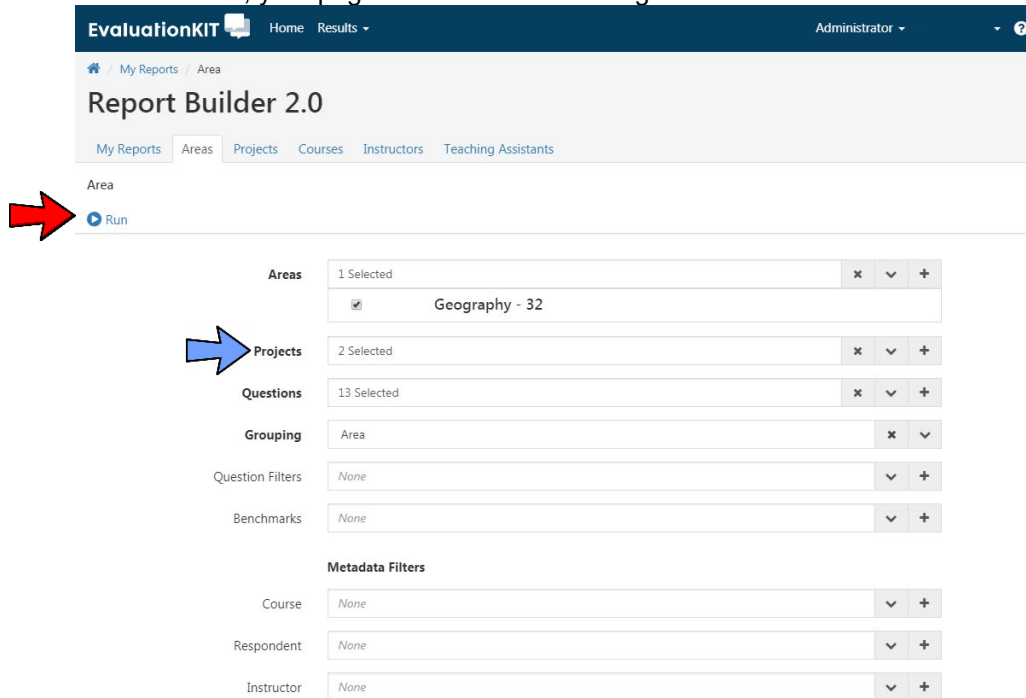
Select the one department for which you want to determine the overall Mean.

10. In this example, I selected "Geography" and then hit "Apply"



- Projects – Select the Terms you want to use for this Mean
- Questions – Select all questions *EXCEPT THE FIRST 4* which are demographic and not used in determining a Mean. (There should be 13 selected.)
- Grouping – "Area" should be selected

11. When finished, your page should look something like this



Area

Run

Areas 1 Selected

Geography - 32

Projects 2 Selected

Questions 13 Selected

Grouping Area

Question Filters None

Benchmarks None

Metadata Filters

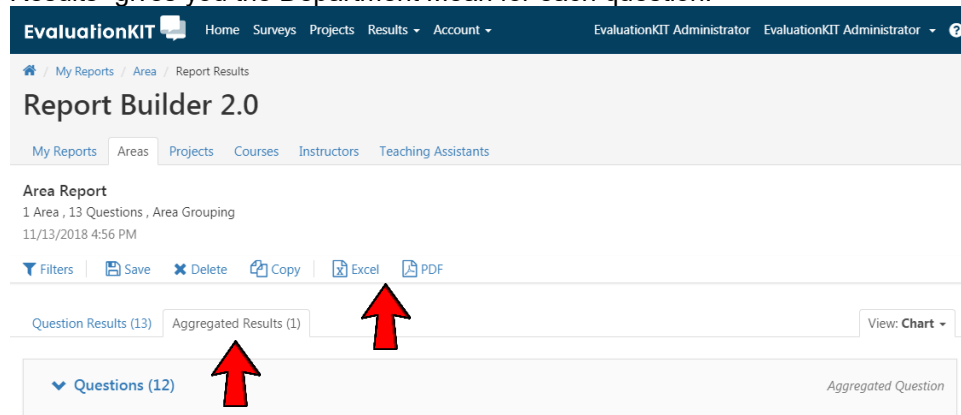
Course None

Respondent None

Instructor None

• The number of Projects during a trimester depends upon if your department has Block Courses, OP Courses, as well as semester-length courses. Once your settings are correct, click the “Run” button near the top left of the page and you will get your results.

12. Clicking on the “Aggregated Results” tab will provide the Overall Mean. The tab with “Question Results” gives you the Department Mean for each question.



Report Results

Area Report

1 Area , 13 Questions , Area Grouping

11/13/2018 4:56 PM

Filters Save Delete Copy Excel PDF

Question Results (13) Aggregated Results (1) View: Chart

Questions (12) Aggregated Question

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.