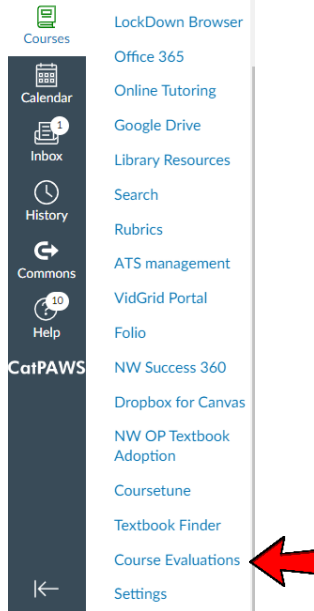


To Retrieve Your Evaluation Results

1. Your results will automatically become available 1 day after grades are due for that term.
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 Course Evaluations window will open. You will see a listing of all courses in which you have evaluation results, separated by Term. (Hint – you may need to select “Instructor”- if “Student/Respondent” appears as your role at the top right.) The blue line is a hyperlink to the results from that semester. If you are looking for results from previous semesters, you need to click the “Results” drop-down menu, and select “Instructor Results.”

A screenshot of the 'Course Evaluations & Surveys' interface. The header includes a watermark logo, the text 'Course Evaluations & Surveys | formerly EvaluationKIT', and a notification bell icon. Below the header is a navigation bar with 'Home', 'Results' (with a dropdown arrow), and 'Manage Courses'. On the right side of the navigation bar are 'Instructor' and 'Name' dropdown menus. The main content area is titled 'Project Results' and contains a table with the following rows:

202320 - Spring 2023 - Block 1 / OP 1 / Online Block 1
VISIONARY SCHOOL LEADERSHIP 80SP23-61622-80
VISIONARY SCHOOL LEADERSHIP 88SP23-61622-88
202310 - Fall 2022 - Full Term
PROF LEARNING COMM III 05FA22-62119-05
202310 - Fall 2022 - OP2 / 7wk Online 2
MC EDUCATION FOR DEI 80FA22-61642-80
MC EDUCATION FOR DEI 80FA22-61642-01
202310 - Fall 2022 - Block 1 / OP 1 / Online Block 1

To the right of the table is a blue button labeled 'My Surveys' with a right-pointing arrow. Below that is a 'Response Rate Tracker' box containing the text 'No Project Found'.

5. Clicking the hyperlink on the Term name will open a window showing only the courses evaluated in that Term. (Please note the reminder – Per Faculty Senate rules, faculty cannot retrieve information on course sections with 5 or fewer students enrolled.)

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Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Manage Courses Instructor Name

Results Project Results Project Results

Project Results 202320 - Spring 2023 - Block 1 / OP 1 / Online Block 1

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

Batch Report

Course Code	Title	Unique ID	Report
<input type="checkbox"/> 61622-80	VISIONARY SCHOOL LEADERSHIP 80SP23-61622-80	61622-80-202320-23599_61622-80-202320-23599-S	Report
<input type="checkbox"/> 61622-88	VISIONARY SCHOOL LEADERSHIP 88SP23-61622-88	61622-88-202320-23607_61622-88-202320-23607-S	Report

Total 2 Records per page 1000 Page 1 of 1

6. You now have two options:
 - a. A “Batch” Report – Select as many of the courses as you want (by checking the box before the name) then select the “Batch Report” menu

Batch Report

Report Name

Report Type

Detailed Report

Download Multiple Reports as ZIP File for Selected Courses

Merge Multiple Reports into one PDF for Selected Courses

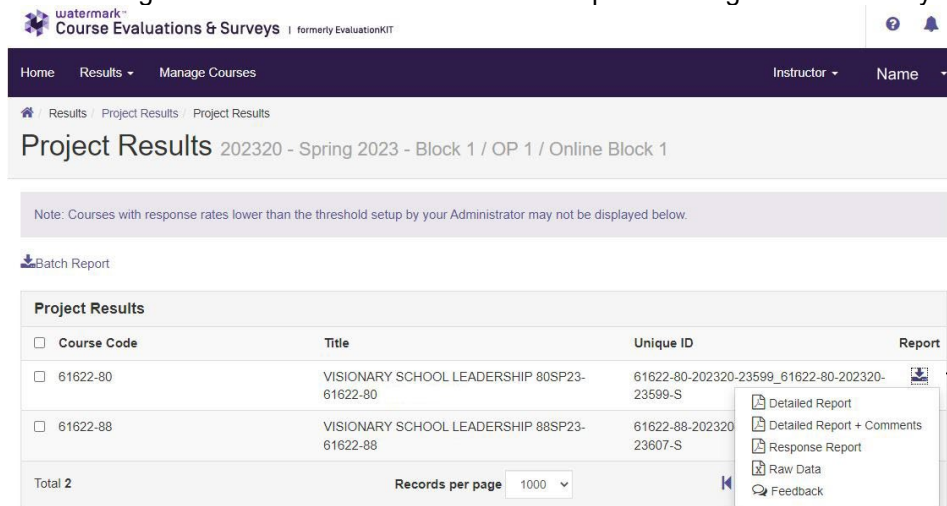
Aggregate Data for Selected Items into One Report

Cancel GO


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- i. Put in a “Report Name”
- ii. In the “Report Type” drop down menu, you may select from 5 options, but the “Detailed Report + Comments” is suggested
- iii. You can then select from the 3 options in terms of how you would like your data organized.
- iv. Select “Go” and it will email you your results.

- b. You may also retrieve the information for individual courses by selecting the course and then clicking on the “download” icon under the Report heading for the course you want.



The screenshot shows the 'Course Evaluations & Surveys' interface. At the top, there is a navigation bar with 'Home', 'Results', and 'Manage Courses'. Below this, the page title is 'Project Results 202320 - Spring 2023 - Block 1 / OP 1 / Online Block 1'. A note states: 'Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.' Below the note is a 'Batch Report' link. The main content is a table titled 'Project Results' with the following columns: Course Code, Title, Unique ID, and Report. The table contains two rows of data. The first row has Course Code '61622-80', Title 'VISIONARY SCHOOL LEADERSHIP 80SP23-61622-80', and Unique ID '61622-80-202320-23599-61622-80-202320-23599-S'. The second row has Course Code '61622-88', Title 'VISIONARY SCHOOL LEADERSHIP 88SP23-61622-88', and Unique ID '61622-88-202320-23607-S'. The Report column for the first row has a dropdown menu open, showing options: 'Detailed Report', 'Detailed Report + Comments', 'Response Report', 'Raw Data', and 'Feedback'. A red arrow points to the dropdown menu.

Course Code	Title	Unique ID	Report
<input type="checkbox"/> 61622-80	VISIONARY SCHOOL LEADERSHIP 80SP23-61622-80	61622-80-202320-23599-61622-80-202320-23599-S	
<input type="checkbox"/> 61622-88	VISIONARY SCHOOL LEADERSHIP 88SP23-61622-88	61622-88-202320-23607-S	

Total 2 Records per page 1000

Click on the data option you would like to receive and a report will be generated which you can download. (Hint – Selecting “Detailed Report + Comments” will give you all of the information for that particular course.)

NOTE – this option allows you to immediately download your data to your computer.