



## **Downloading Response Rate Data**

### **Purpose:**

For Instructors who want to give their students extra credit for completing course evaluations. By downloading the response rate data, they can verify what students have or have not completed the course evaluations.

### **Terms and Definitions:**

Note: The contents of this report only show the students pdid and not the student responses.

Each of the College Deans and Administrators have different policies and some do not allow for their Instructors to run this report so if you have questions, reach out to your EvaluationKIT administrator.



## Viewing Evaluation Responses

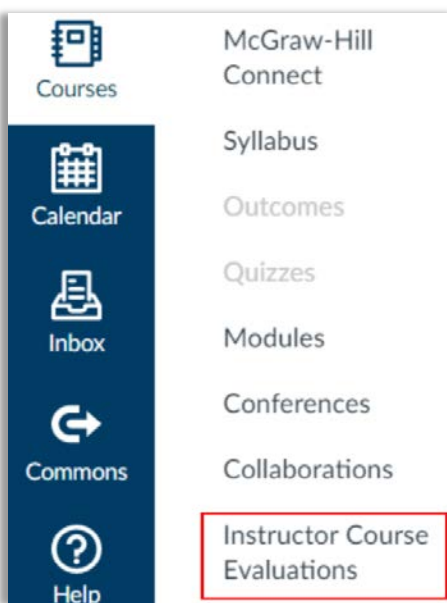
### Step 1

Log into Canvas. [Canvas.unco.edu](https://Canvas.unco.edu)

The login page features the University of Northern Colorado logo at the top left. Below the logo, the text "Sign in with your email address" is displayed. There are two input fields: the first contains the email address "aswege.admin@unco.edu", and the second is a password field represented by a yellow box with black dots. A blue "Sign in" button is located at the bottom left of the form.

### Step 2

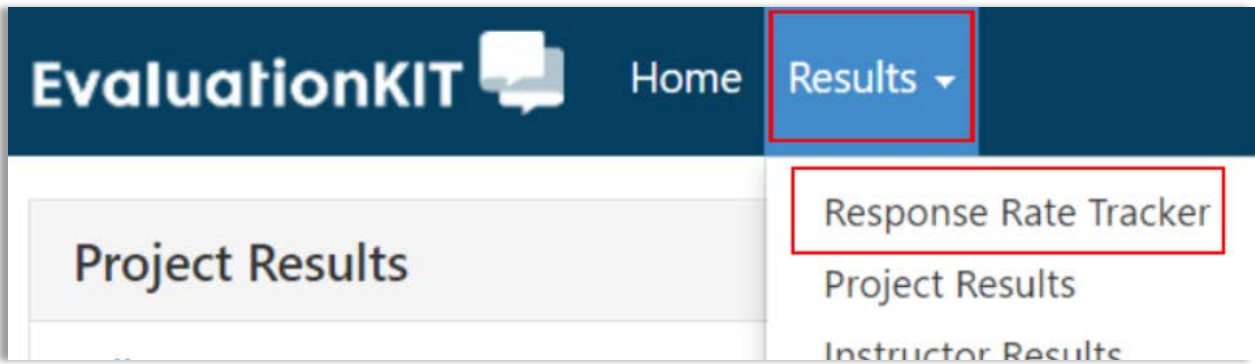
Browse to your course. Click on the **Instructor Course Evaluations** on the menu.





### Step 3

Click on **Results** and then **Response Rate Tracker**.



### Step 4

Locate the Project Name and click on it.

Response Rates								
Note: Courses with less than the number of responses set as a threshold by your Administrator will not be included in download files. The course response threshold set by your Administrator = 4.								
Project Name	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
Fall 2016 Face to Face	99	45	45.45%	0	0%	45	45.45%	<a href="#">Download</a>
Spring 2017 Face to Face	75	63	84%	0	0%	63	84%	<a href="#">Download</a>
Summer 2016 BAFN 470	7	1	14.29%	0	0%	1	14.29%	<a href="#">Download</a>

### Step 5

Locate the course and then click on the **View** icon and **Respondents**.

Courses											
Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
BAFN379-023	Investments-BAFN379-023	20613_201730							88%		<a href="#">View</a>
											<a href="#">Respondents</a>
											<a href="#">Non-Respondents</a>



## Step 6

The data will then download and you can open it in Excel. The data in this report shows which students have completed the evaluation without showing their responses. Their responses will be available after final grades have been submitted or the date your EvaluationKIT administrator has setup.