EvaluationKIT Documentation

Purpose:

This guide is for EvaluationKIT Administrators showing how to create a Project from scratch and setting up course and user import syncs.

Terms and Definitions:

<u>Index</u>

<u>Other Options</u>

Creating a Survey

Step 1
Log into EvaluationKIT.

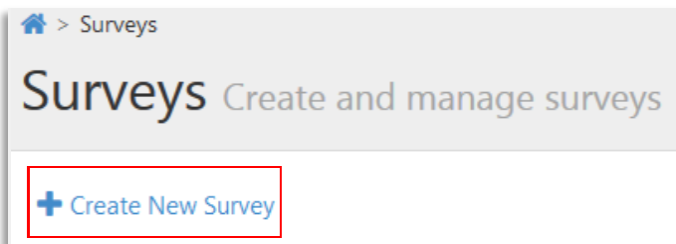https://uncoeval.evaluationkit.com/MyEval/Login.aspx

Step 2
Click on **Surveys.**

Step 3
Click on **Create New Survey.**

Step 4
Name the survey and click **Save New.**

Step 5
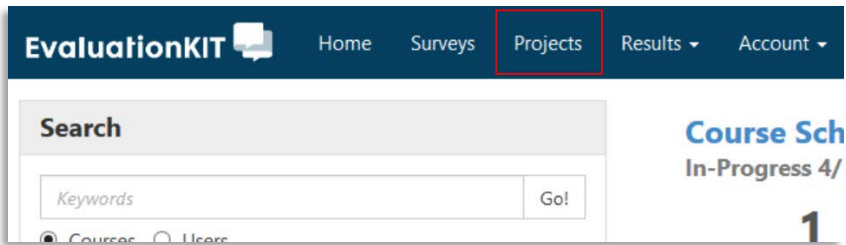Select the **Question Type** and click **Add.**

Step 6
Depending on the Question Type you selected, the next screen will allow you to create the first question. Continue adding questions until your survey is complete and then click Save.
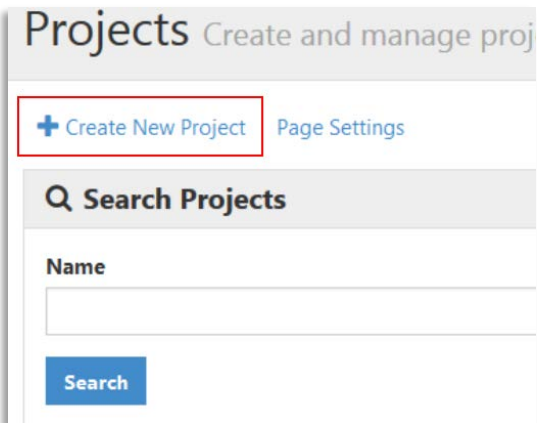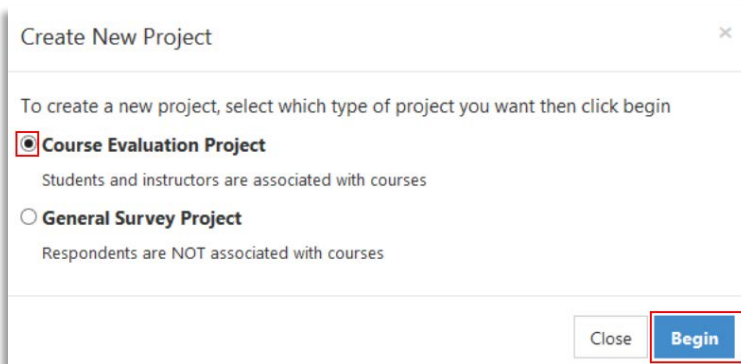
Creating a Project

Step 1
Click on **Projects.**

Step 2
Click on **Create New Project.**

Step 3
Select **Course Evaluation Project** and click **Begin.**

Step 4

Enter the title of the Project and set the Start and End date.

Project Settings

Title

Spring 2015 Student Course Evaluation for ART/THEA/THED Online courses

Start Date

4/26/2015 11:00 AM

End Date

5/3/2015 11:59 PM

Step 5

Select **Team-taught** under **Team-Taught Courses.**

▲ Team-Taught Courses *Optional*

If you are not using team-taught survey questions this option can be ignored.

Choose from one of the following configurations if you have team-taught courses where t
not impacted by these settings.

⦿ Team-taught questions are automatically presented for ALL instructors in the course.

◯ A list of instructors for the course is presented to the student, and team-taught questio

Step 6

Select all of the check boxes in the bottom of **Survey Layout.**

▲ Survey Layout *Optional*

☐ **Hide Course/Instructor Display Box from Survey Header**

Include

☑ Project Title ☑ Course Code ☑ Course Title ☑ Course Unique ID ☑ Instructor(s) Names

Step 7

Select **Show Exit Button** under **Survey Exit Button.**

Step 8

Select **"Come Back Later"** and Hide **"Come Back Later"** under **Survey "Come Back Later" Button.**

Step 9

Leave all of the other options and then click **Save**.

Step 10
Click on Report Setup.

Step 11
Check the box to **Allow Administrators** to view reports. Set the **Access Start** date to the day after final grades have been submitted.

Step 12
Click on **More a**nd make sure to click on the **Include results from EvaluationKIT Administrator questions** checkbox. Ensure that the **Access Start Date** is the same date as the above access start date.

Step 13

Check the box to **Allow Instructors** to view reports. Set the **Access Start** date to the day after final grades have been submitted.

Step 14

Click on **More** under Allow Instructors and click the checkbox next to, **Include results from EvaluationKIT Administrator questions**.

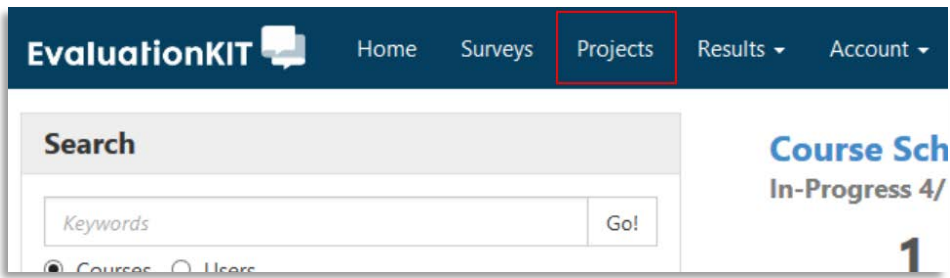**Step 15**

Check the check box to keep both admin and instructor access open.

Step 16
Click **Save**.

Importing Survey into a Project

Step 1
Click on **Projects.**

Step 2
Click the edit button next to the project you are working on.

Step 3
Under the Project Summary, click on the **Edit** button under **Survey.**

Step 4
Select an existing survey or one that you have created.

Step 5
Click **Save.**

Importing Courses

Step 1
Click on **Projects.**

Step 2
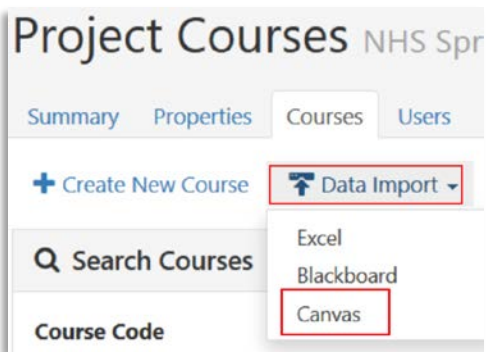Find the project and then click on the pencil icon to edit the project.
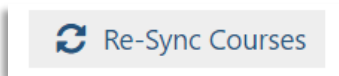
Step 3

Click on **Courses.**

Step 4
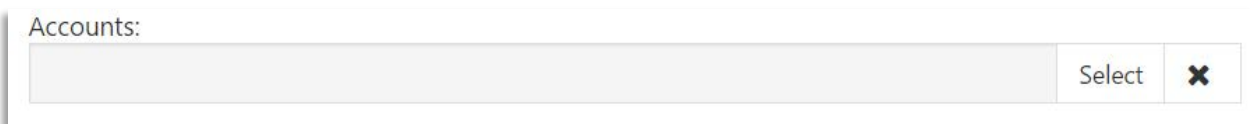
Click on **Data Import** and then **Canvas.**

Step 5

Click **Re-Sync Courses**.

Step 6

In the pop-up window. Click the **Select** button associated with *Accounts*.

Step 7

Leave the checkbox checked to **Exclude Sub-Accounts** with no courses. Click on **Re-sync Sub-Accounts.**

Re-Sync Canvas Sub-Accounts   ×

Are you sure you want to Re-Sync sub accounts? It may take several minutes, you may continue working as sub accounts being re-synced. You will receive an email when it is done.

☑ Exclude Sub-Accounts with no courses.

Re-Sync Sub-Accounts   Cancel

Step 8

Click the **Select** button associated with *Terms*.

Terms:

Select   ✖

Step 9

Select the Term associated with the courses in the project.

Title	Start	End
☐ Default Term		
☐ Spring 2018	1/7/2018	5/19/2018
☐ Fall/Spring 1718 Interim	12/10/2017	1/20/2018
☐ Fall 2017	8/20/2017	12/23/2017
☑ Summer 2017	5/14/2017	8/19/2017
☐ Spring 2017	1/8/2017	5/20/2017

Step 10
Click **GO**.

Step 11
If you receive the pop-up below click **OK**.

Step 12

The *Re-Sync Courses* window will disappear and you will be redirected to the project's *Courses* tab. The bottom of the page will briefly display a ***Data source is being re-synced…*** notification.

✔ **Data source is being re-synced...**

Step 13

You will also receive an e-mail notification from EvaluationKIT about the course re-sync starting.

ID : 195454

Account : UNC - Training
Action : Canvas Course Resync

Started : 5/8/2017 3:02 PM

Step 14

Wait until you receive another e-mail notification from EvaluationKIT about the course re-sync completing.

ID : 195454

Account : UNC - Training
Action : Canvas Course Resync

Started : 5/8/2017 3:02 PM
Account : Root Account > University of Northern
Colorado
Account : Supplemental Courses > Student Club and
Organization Courses
Account : University of Northern Colorado > Canvas
Demo Courses
Account : University of Northern Colorado >
Developmental Shells
Account : University of Northern Colorado > Manually-
Created Courses
Account : University of Northern Colorado > Migrated
Courses
Account : University of Northern Colorado >
Supplemental Courses
Account : University of Northern Colorado > Training
Courses
Term : Summer 2017
Courses : 947
Completed : 5/8/2017 3:04 PM

NOTE: Do not continue until the project Courses tab reflects the Last Re-Sync.

🔁 Re-Sync Accounts   🔁 Re-Sync Courses   ✖ Clear Synced Courses
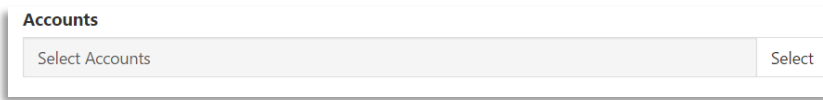
Search Canvas Courses
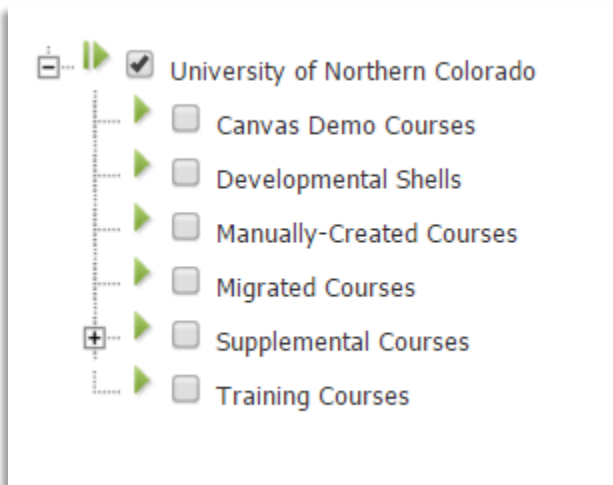Last Re-Sync 5/8/2017 3:04 PM

Step 15

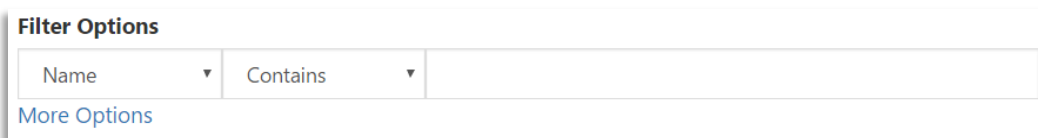Click the **Select** button associated with Accounts.

Step 16

Select the *Accounts* associated with the project. Then click **Close**.

Step 17

Under *Filter Options* click **More Options**.

Step 18

In the lowest row change the first column to *Unique ID*.

Filter Options

Name ▾	Contains ▾	
Name ▾	Contains ▾	
Name ▾	Contains ▾	
Unique ID ▾	Contains ▾	

Step 19

Populate the 3rd column with the course Unique ID's. A unique ID is the Course Registration Number (CRN) and Term code. Example: CRN_TermCode. Filter multiple courses at once by aligning the list of Unique ID's vertically.

Creating a User Refresh Schedule

Step 1
Click the **Users** button in the project navigation menu.

Step 2
Click **Data Import** and select **Canvas** in the dropdown menu.
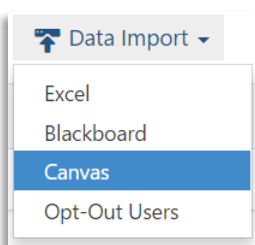
Step 3
Set the desired refresh timeline parameters.

Step 4
Check the box to include Instructors in the refresh.

Step 5
Click **Save** toward the bottom of the page.

Step 6
Confirm the scheduled User Refresh at the bottom of the page under *Enrollment Refresh Status*.

Deploying a Project

Step 1
Click on **Projects.**
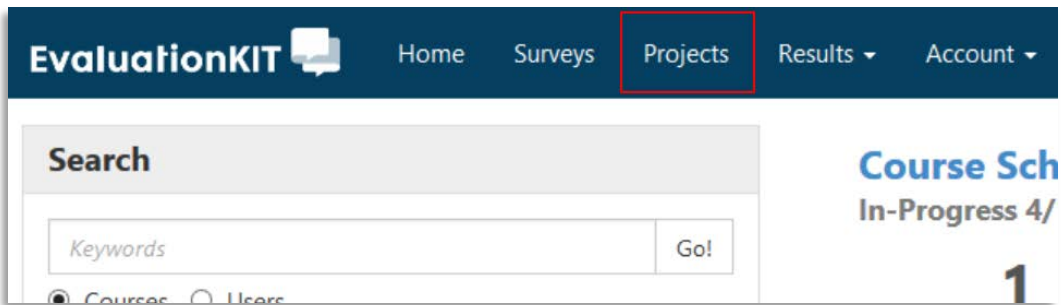
Step 2
Click the edit button next to the project you are going to deploy

Step 3
Click **Deploy Project**

Allow Instructors to View Course Level Reports

Step 1
Click on **Projects**.
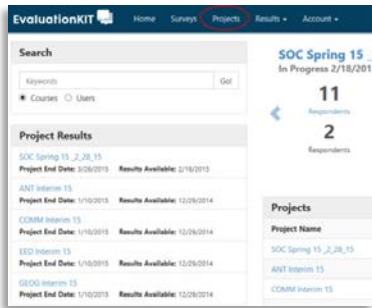
Step 2
Click on the pencil icon to edit the settings on the project.
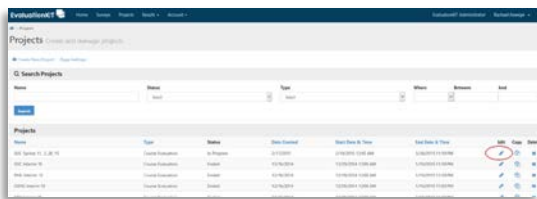
Step 3 Click on **Report Setup**.
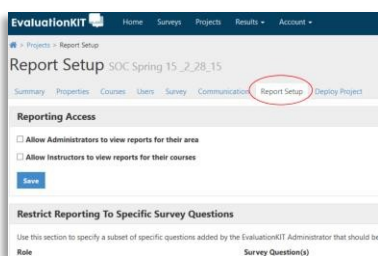
Step 4
Check the check box next to **Allow Instructors to view reports for their courses** and then click **Save**.

Enabling the Come Back Later Feature

Step 1
Click on the pencil to edit the settings on the project you are wanting to modify.
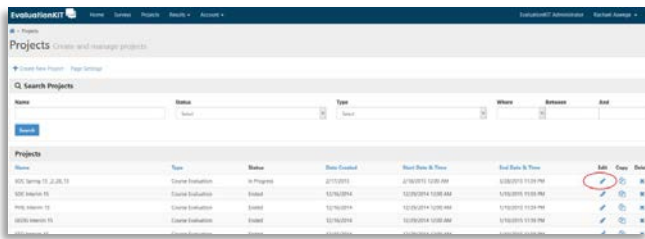
Step 2
Open your selected project and then click on **Properties**.
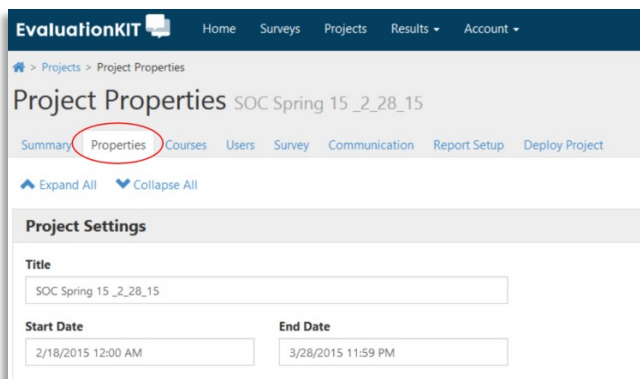
Step 3
Click on the down arrow to collapse the **Survey Come Back Later Button** panel.
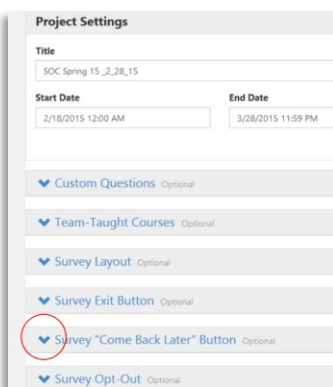
Step 4

Ensure that the check box is marked to include a **Come Back Later** button on the survey.

Uploading Courses and Users via EvalKIT Tool

Step 1

Log into the **EvaluationKIT Data Assistant** page with your first.last account.

Evaluation Kit Data Assistant Login Page

User Name   rachael.aswege

Password   ••••••••••

Forgot your password?

Sign in

Step 2

Paste the CRN's into the EvaluationKIT tool and verify the correct term is displaying in the dropdown. If the term is not loading, a ticket will need to be submitted to the TSC to have the Ursa team update it.

UNIVERSITY OF NORTHERN COLORADO

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CONTACT UNC   VISIT   APPLY   GIVE

Insert CRNs delimited with a line break or a comma:

```
14059
14065
13933
13938
13948
14061
13939
13934
13936
13937
```

Term:

Fall 2015

File Name:

093015_929_CrsUsrInfo   .zip

Download

Step 3
Click **Download**.

Step 4
Click **OK** to open the zip file.
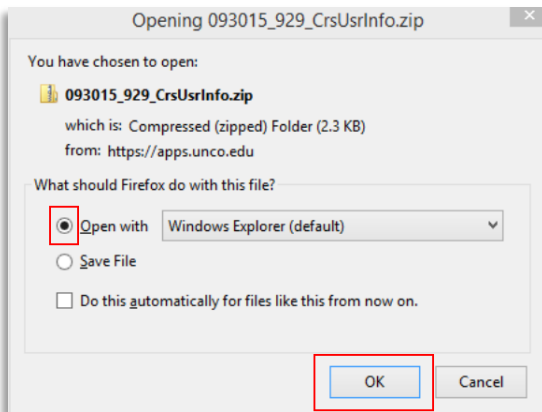
Step 5
Double click to open the courses file.

Step 6

Click the triangle in the upper right of the spreadsheet to higlight everything.
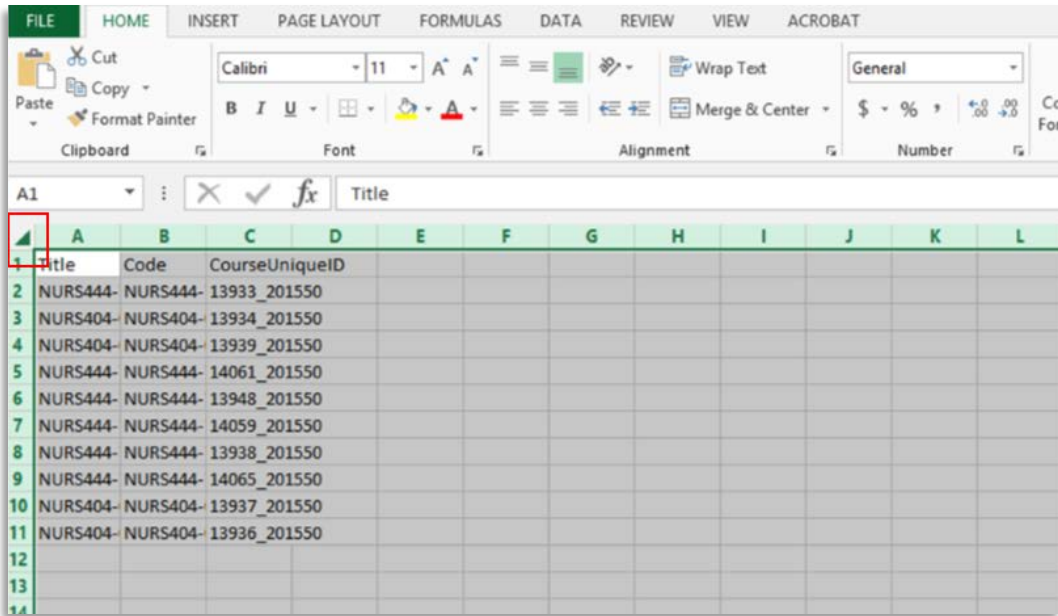
Step 7

Double click the line in the middle of a column to expand all columns.
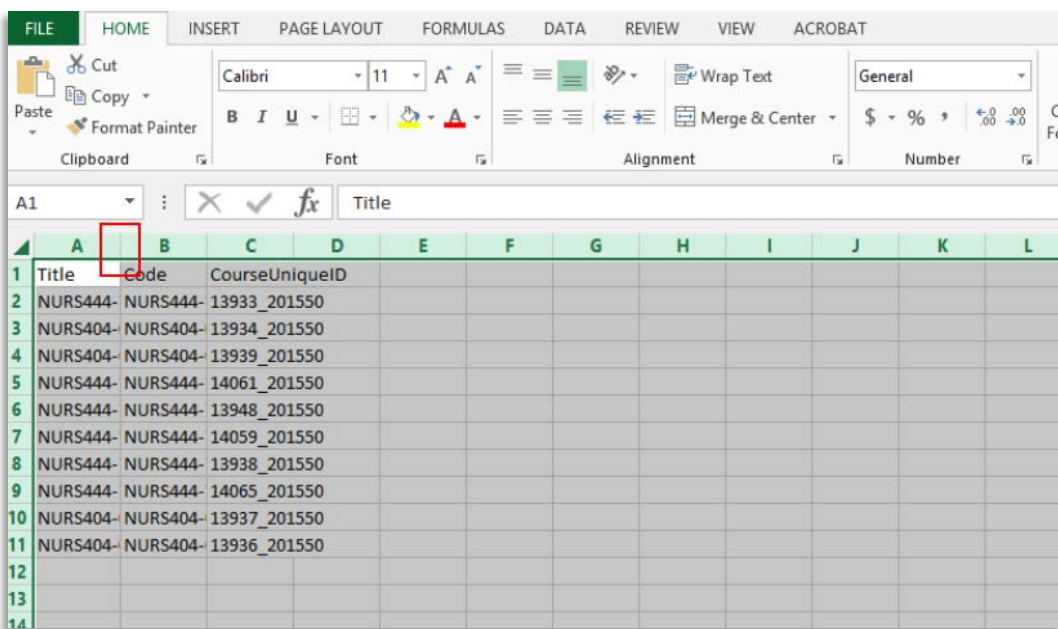
Step 8

Change the Number selection from **General** to **Text.**
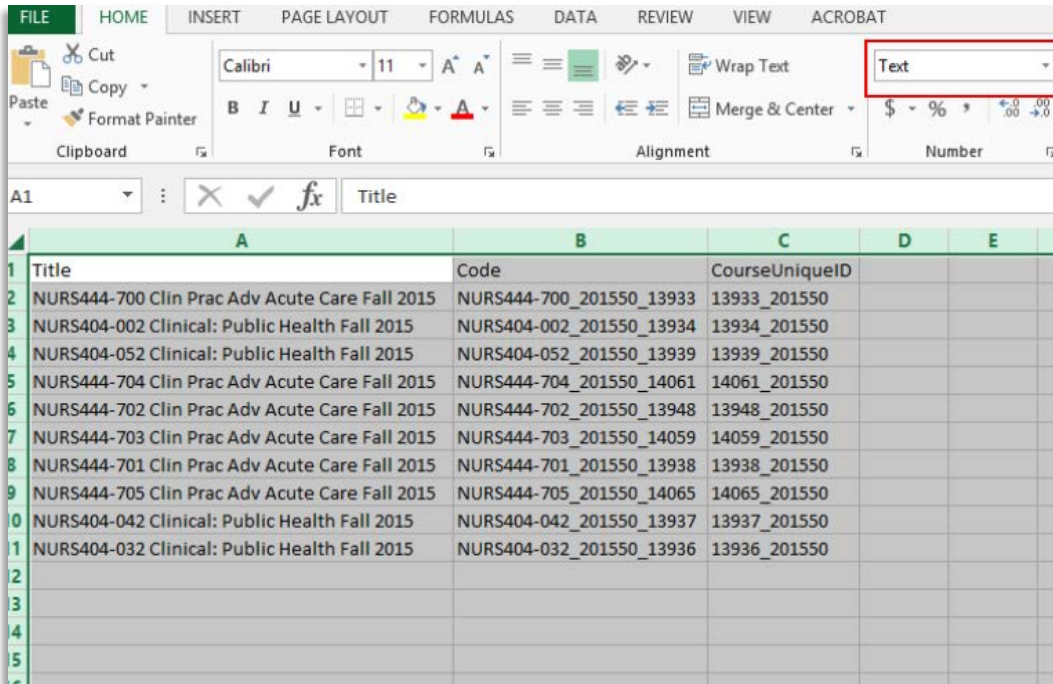
Step 9

Name the file and save it as an Excel Workbook either to the desktop or another location.
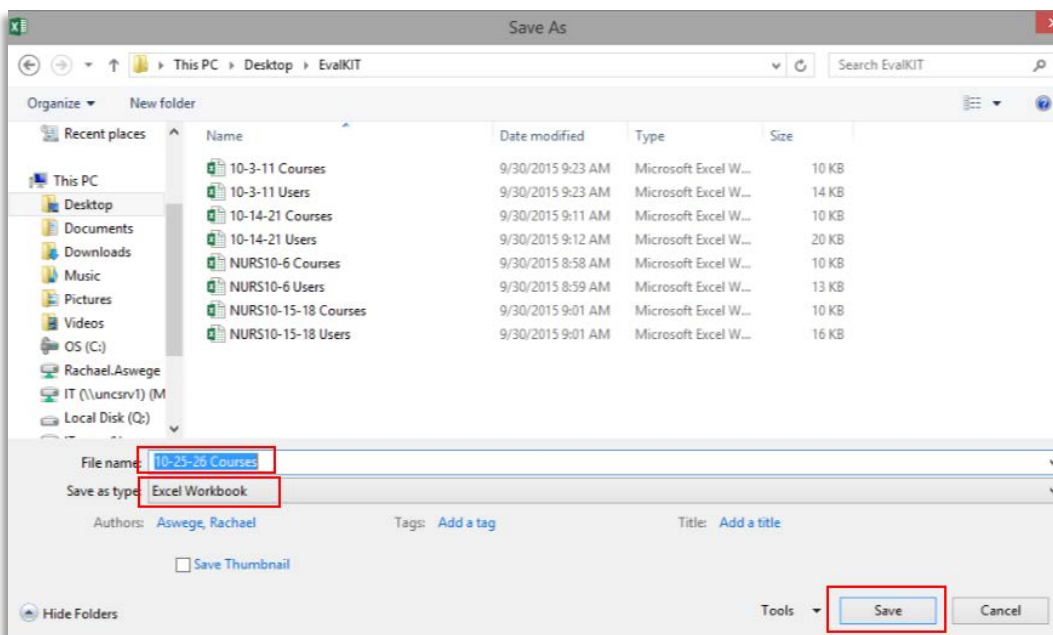
Step 10

Double click to open the users file.

Step 11

Click the triangle in the upper right of the spreadsheet to higlight everything.

Step 12

Double click the line in the middle of a column to expand all columns.

Step 13

Name the file and save it as an Excel Workbook either to the desktop or a folder in the H Drive.
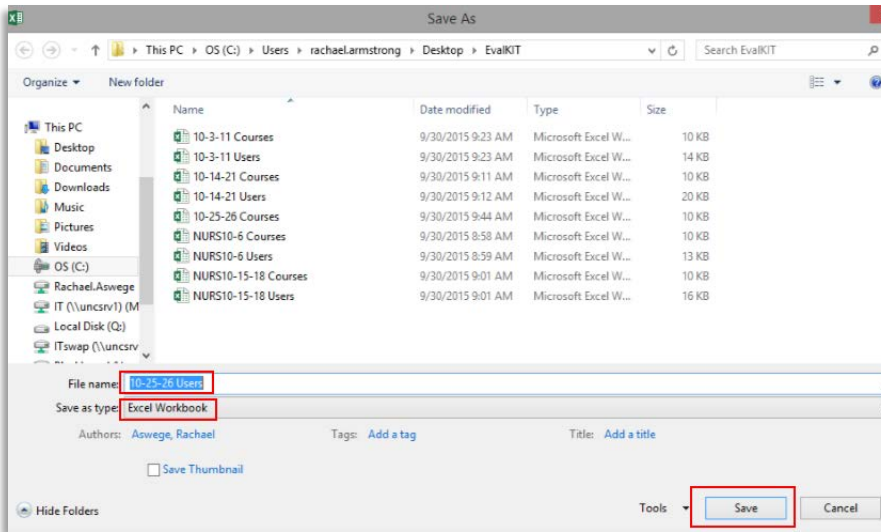
Step 14

Log into **EvaluationKIT** https://uncoeval.evaluationkit.com/
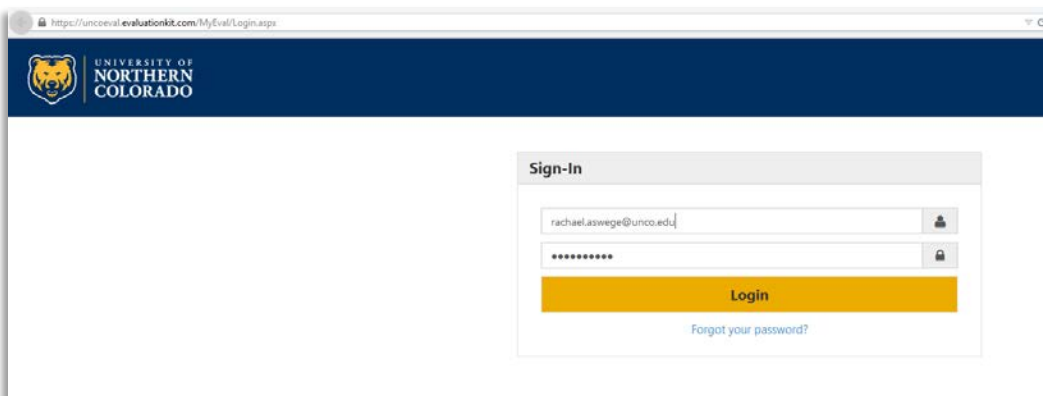
Step 15
Click on **Projects**

Step 16
Find the project and then click on the pencil to edit it

Step 17
Click on **Courses** (**Note: You must upload the courses before you upload the users**)
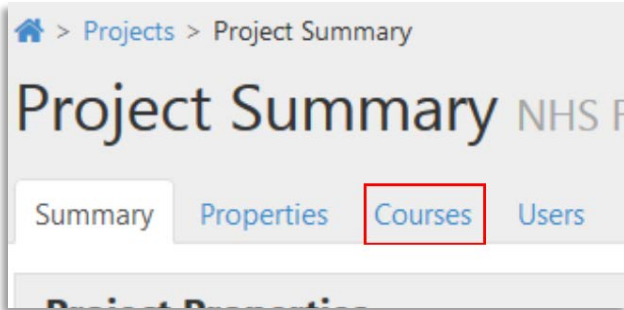
Step 18
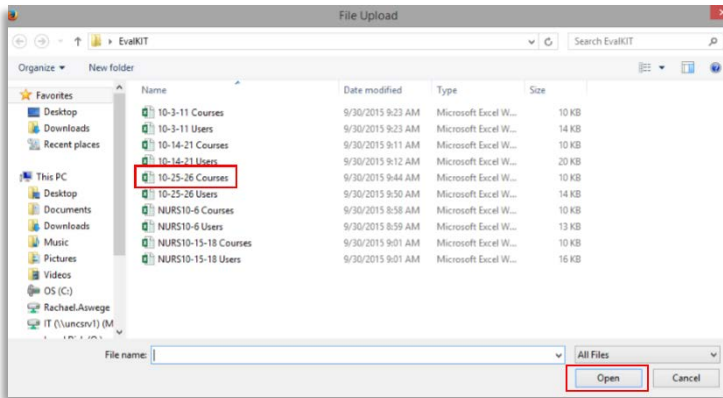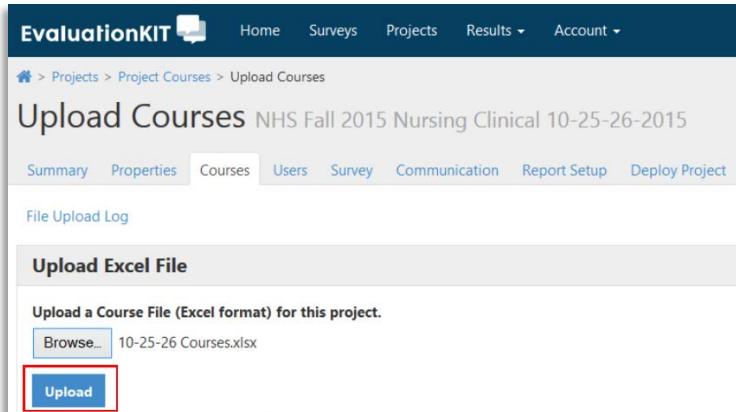Click on **Data Import** and then **Excel**
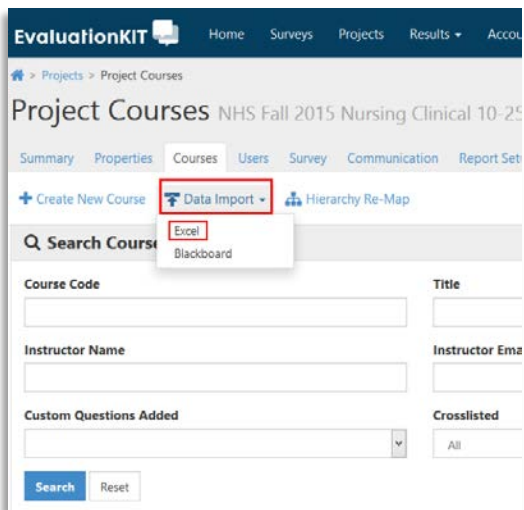
Step 19
Click **Browse**
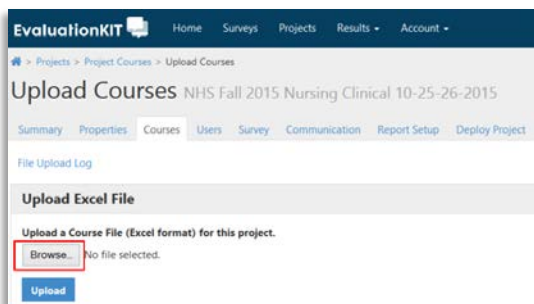
Step 20
Select the correct courses file and click **Open**

Step 21
Click **Upload**

Step 22
Go to **Users** and click **Data Import** and **Excel**

Step 23
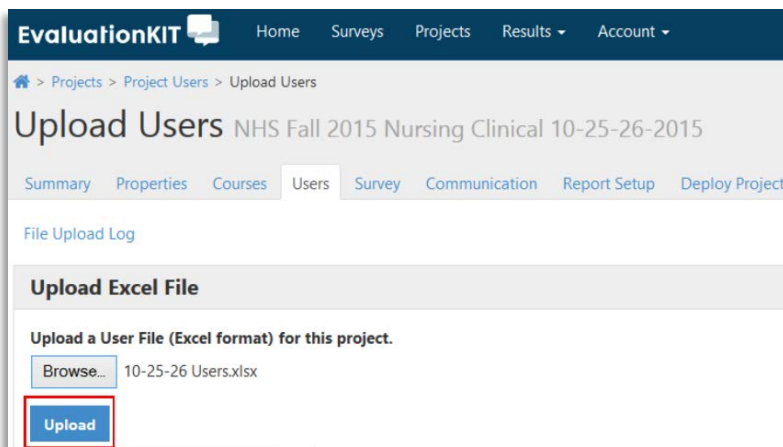Click **Browse**

Step 24
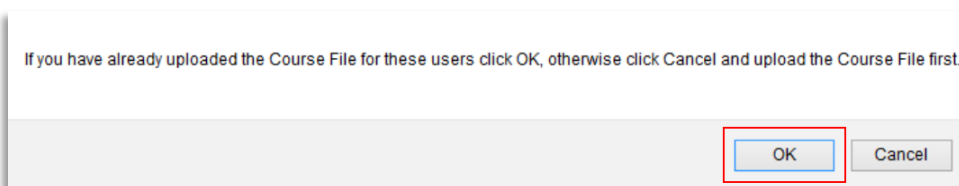Select the correct users file and click **Open**
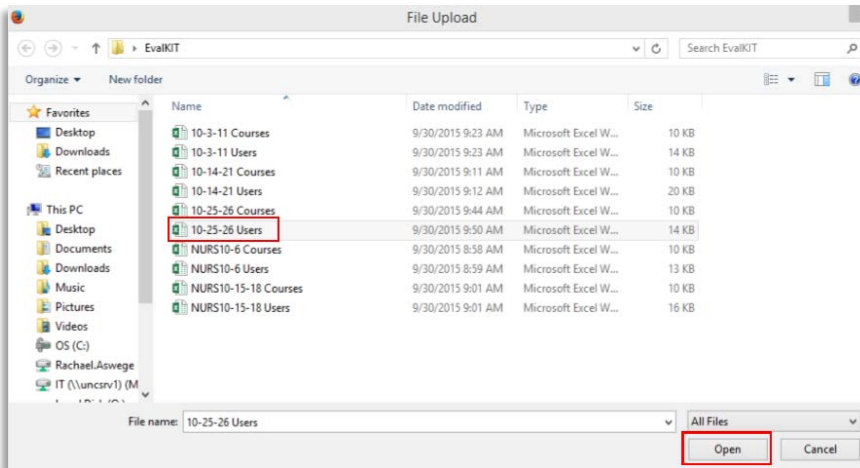
Step 25
Click **Upload**

Step 26
Click **OK** on the warning screen

Step 27
Go to **Project Summary** and verify that the courses and users have uploaded successfully
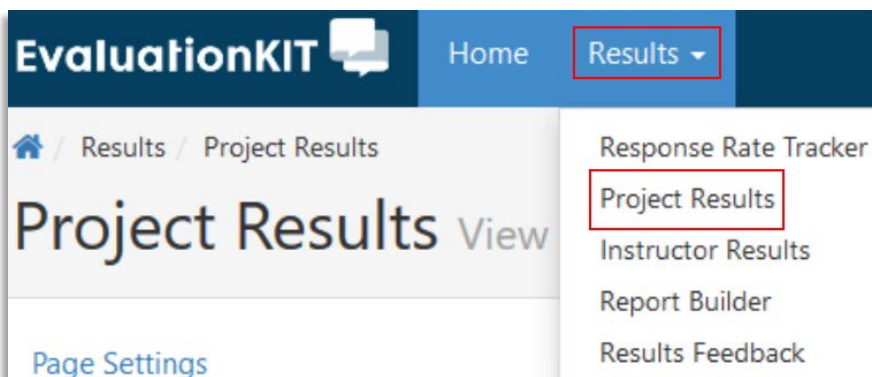

Step 28
Once the files are successfully uploaded, you can deploy the project.

Downloading Individual Course Reports

Step 1
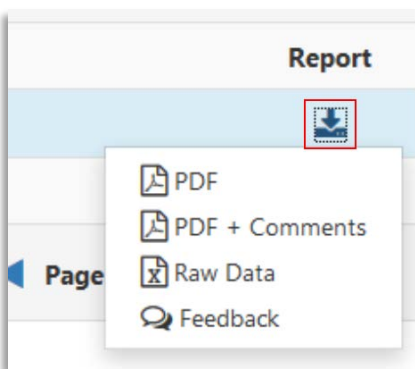Click on **Results** and then **Project Results**.

Step 2
Click on **View** next to the project you are wanting to download reports from.

Step 3
Click on **Report** to the right of the course you are downloading a report from.
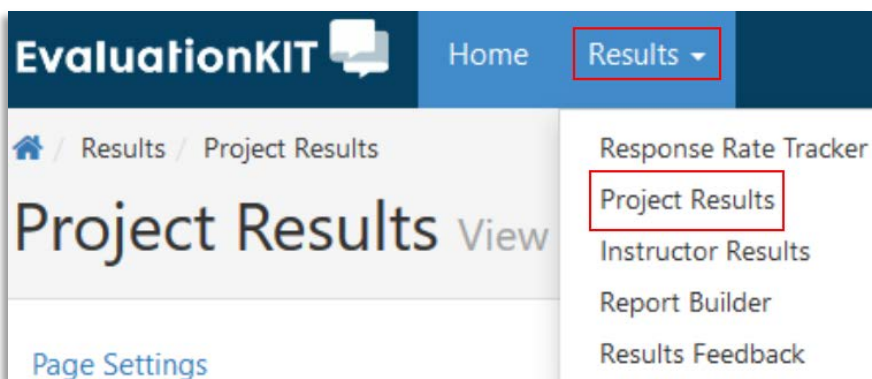
Downloading Multiple Courses in a Batch Report

Step 1
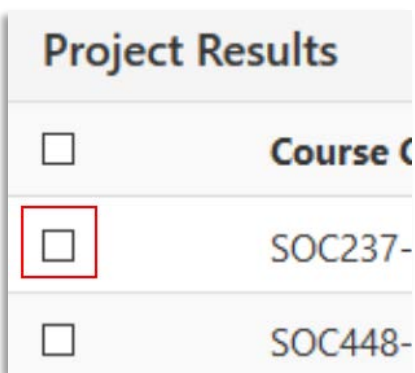Click on **Results** and then **Project Results**.

Step 2
Click on **View** next to the project you are wanting to download reports from.

Step 3
Select the courses you would like in this Batch Report.

Step 4
Click on **Bath Report.**

Step 5
Name the report and select how you want them downloaded.

Step 6
Click on **Go.**
Note: You will then receive the batch report via email.