



## **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:**



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## Creating a Survey

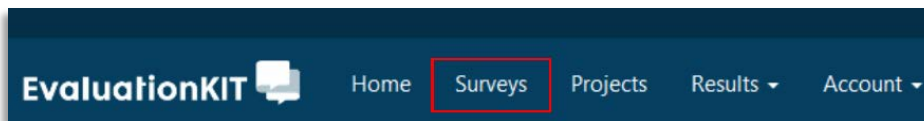
### Step 1

Log into EvaluationKIT.

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

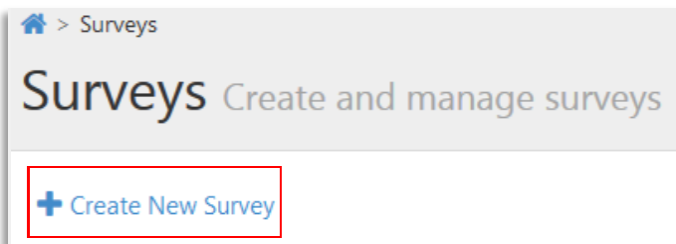
### Step 2

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

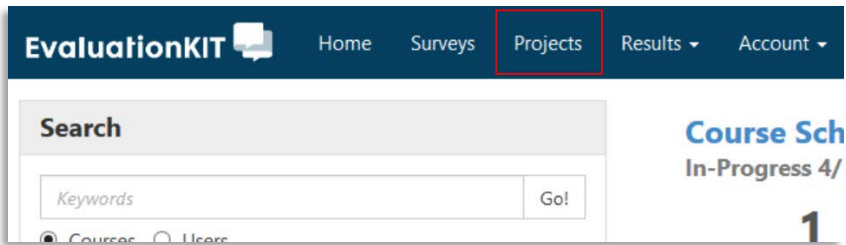
Depending on the Question Type you selected, the next screen will allow you to create the first question. Continue adding questions until your survey is complete and then click Save.



## Creating a Project

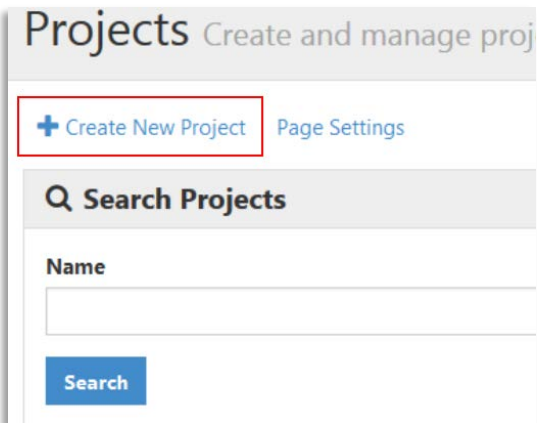
### Step 1

Click on **Projects**.



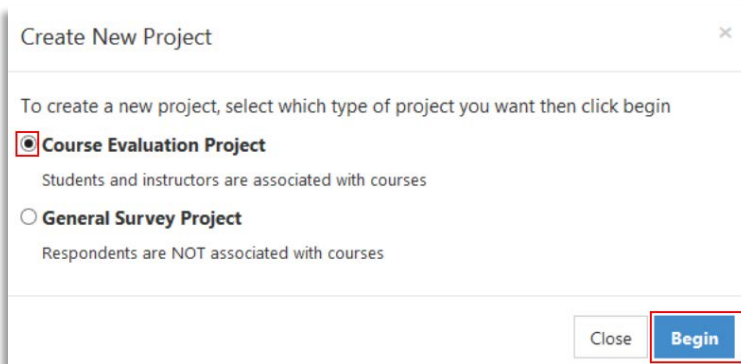
### Step 2

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**

**Start Date**

**End Date**

#### 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 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 questions

#### 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**.

Survey Exit Button Optional

☒ Show Exit Button

Exit Button Text

Exit

☐ Hide Exit button 1 days before survey end date

### Step 8

Select **“Come Back Later”** and Hide **“Come Back Later”** under **Survey “Come Back Later” Button**.

Survey “Come Back Later” Button Optional

☒ Include a “Come Back Later” button on the survey that will allow the user to complete the survey at a later time.

“Come Back Later” Button Text

Come Back Later

☐ Hide “Come Back Later” button after 1 attempts to exit survey with saving

☒ Hide “Come Back Later” button 1 days before survey end date

### Step 9

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

Survey Opt-Out Optional

Student Alert Optional

Term Optional

Manage Courses Optional

Save



## Step 10

Click on Report Setup.

Summary Properties Courses Users Survey Communication **Report Setup** Deploy Project

**Reporting Access**

☐ Allow Administrators to view reports for their area

Access Start  12:00 AM on date selected, Access End

[More](#)

## 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.

**Reporting Access**

☒ Allow Administrators to view reports for their area

Access Start  12:00 AM on date selected, [More](#)

☐ Allow Instructors to view reports for their courses

Access Start  12:00 AM on date selected, [More](#)

## Step 12

Click on **More** and 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.

☒ Allow Administrators to view reports for their area

Access Start  12:00 AM on date selected, [More](#)

Set different access dates for administrator access to course-level reports

Access Start  12:00 AM on date selected,

☒ Include results from EvaluationKIT Administrator questions

☐ Include each Administrator's Custom Questions results

☐ Include each Instructor's Custom Questions results





### 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.

**Reporting Access**  
☐ **Allow Administrators to view reports for their area**  
**Access Start**  12:00 AM on date selected,  
[More](#)  
☐ **Allow Instructors to view reports for their courses**  
**Access Start**  12:00 AM on date selected,

### Step 14

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

☒ **Allow Instructors to view reports for their courses**  
**Access Start**  12:00 AM on date selected,  
[More](#)  
☒ **Include results from EvaluationKIT Administrator questions**  
☐ Include each Administrator's Custom Questions results  
☐ Include each Instructor's Custom Questions results

### Step 15

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

**Reporting Access**  
☐ **Allow Administrators to view reports for their area**  
**Access Start**  12:00 AM on date selected, **Access End** ☒ Keep Open  
[More](#)  
☐ **Allow Instructors to view reports for their courses**  
**Access Start**  12:00 AM on date selected, **Access End**  11:59 PM on date selected, ☐ Keep Open



## Step 16

Click **Save**.

**Reporting Access**

☐ **Allow Administrators to view reports for their area**

**Access Start**  12:00 AM on date selected, **Access End** ☒ Keep Open  
[More](#)

☐ **Allow Instructors to view reports for their courses**

**Access Start**  12:00 AM on date selected, **Access End** ☒ Keep Open  
[More](#)

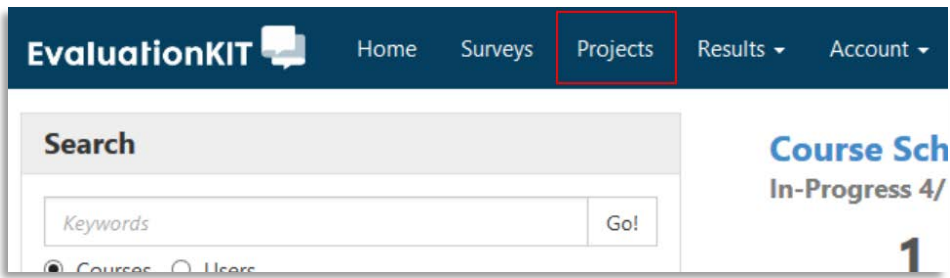
**Save**



## Importing Survey into a Project





### Step 1

Click on **Projects**.



### Step 2

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

Projects							
ID	Name	Type	Status	Date Created	Start Date & Time	End Date & Time	Edit Copy
19324	Spring 2015 Student Course Evaluation for ART/THEA/THED Online courses	Course Evaluation	Ended	4/23/2015	4/26/2015 11:00 AM	5/3/2015 11:59 PM	 
18121	TEST COURSE EVAL	Course Evaluation	Ended	3/19/2015	3/20/2015 08:00 AM	3/20/2015 10:15 AM	 
18118	Spring 2015 Student Course Evaluation for MUSIC Classroom Instructors	Course Evaluation	Ended	3/19/2015	4/20/2015 12:00 AM	5/8/2015 12:00 AM	 

### 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.

Main Survey <small>Survey Not Selected</small>					
Title	Description	Date Created	Author	Projects	Preview Select
Test Survey		10/15/2015 08:52 AM	Rachael Aswege	0	



**Step 5**  
Click **Save**.

<b>Main Survey</b>	Survey Not Selected
<b>Title</b>	
Test Survey	
Team Taught	
BB Popup Test	
Getting to Know You	
TSC Evaluation v2	
TSC Evaluation	
test 111	
Copy of Practice Survey	
Practice Survey	
Total <b>9</b>	
<div>Save</div>	



## Importing Courses

### Step 1

Click on **Projects**.

**EvaluationKIT** Home Surveys **Projects** Results Account

**Search**

Keywords  Go!

☒ Courses ☐ Users

**Project Results**

NHS Summer 2015 CHEM Lab 8/9/2015  
Project End Date: 8/10/2015

NHS Summer 2015 Nursing 8-7,8-2015

**NHS Summer 2015**  
Ended 7/31/2015 - 8/10/2015

302 Respondents

0 Responses

### Step 2

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

Projects Create and manage projects

[+ Create New Project](#) [Page Settings](#)

**Search Projects**

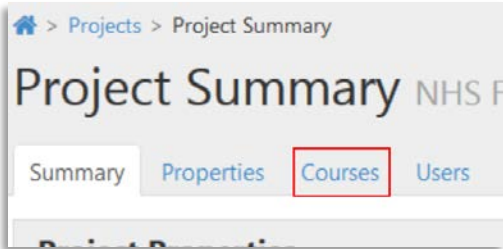
Name  Status  Type  Where  Between  And

ID	Name	Type	Status	Date Created	Start Date & Time	End Date & Time	Edit
22917	NHS Fall 2015 10-14-21-2015	Course Evaluation	Not-Deployed	9/29/2015	10/29/2015 12:00 AM	10/29/2015 12:00 AM	
22916	NHS Fall 2015 10-3-11-2015	Course Evaluation	Not-Deployed	9/29/2015	9/29/2015 12:00 AM	10/17/2015 11:59 PM	
22915	NHS Fall 2015 Nursing Clinical 10-29-2015	Course Evaluation	Not-Deployed	9/29/2015	10/22/2015 12:00 AM	11/6/2015 11:59 PM	
22914	NHS Fall 2015 Nursing Clinical 10-25-26-2015	Course Evaluation	Not-Deployed	9/29/2015	10/18/2015 12:00 AM	11/6/2015 11:59 PM	
22912	NHS Fall 2015 Nursing 10-15-18-2015	Course Evaluation	Not-Deployed	9/29/2015	10/7/2015 12:00 AM	10/25/2015 11:59 PM	
22911	NHS Fall 2015 Nursing 10-6-2015	Course Evaluation	Not-Deployed	9/29/2015	9/29/2015 12:00 AM	10/16/2015 11:59 PM	



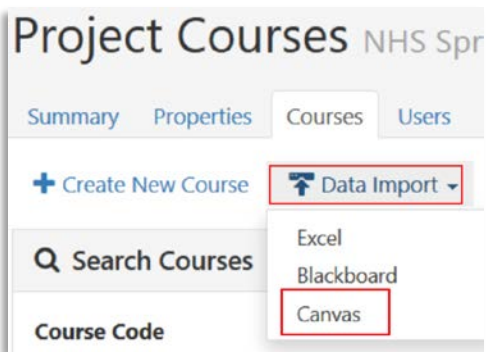
### Step 3

Click on **Courses**.



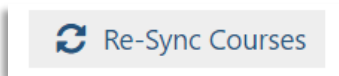
### Step 4

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



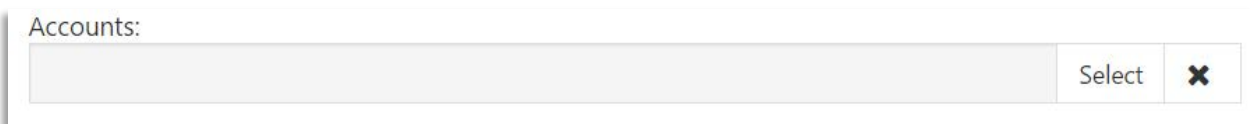
### Step 5

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.

<input type="checkbox"/> Title	Start	End
<input type="checkbox"/> Default Term		
<input type="checkbox"/> Spring 2018	1/7/2018	5/19/2018
<input type="checkbox"/> Fall/Spring 1718 Interim	12/10/2017	1/20/2018
<input type="checkbox"/> Fall 2017	8/20/2017	12/23/2017
<input checked="" type="checkbox"/> Summer 2017	5/14/2017	8/19/2017
<input type="checkbox"/> Spring 2017	1/8/2017	5/20/2017



### Step 10

Click **GO**.

Re-sync Canvas Courses with EvaluationKIT

Select from the below options the account(s) and term(s) to sync with EvaluationKIT. You can also filter by specifics in course name or code.

Filter Courses by specifics in Course Name or Code:

Accounts:  
8 Selected Select

Terms:  
1 Selected Select

GO Close

### Step 11

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

training-uncoeval.evaluationkit.com says:

Are you sure you want to re-sync data with Canvas?

It may take several minutes, you may continue working as data source being re-synced.

OK Cancel





### 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

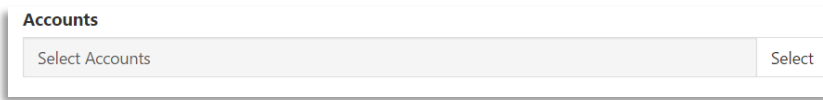
Search Canvas Courses

Last Re-Sync 5/8/2017 3:04 PM



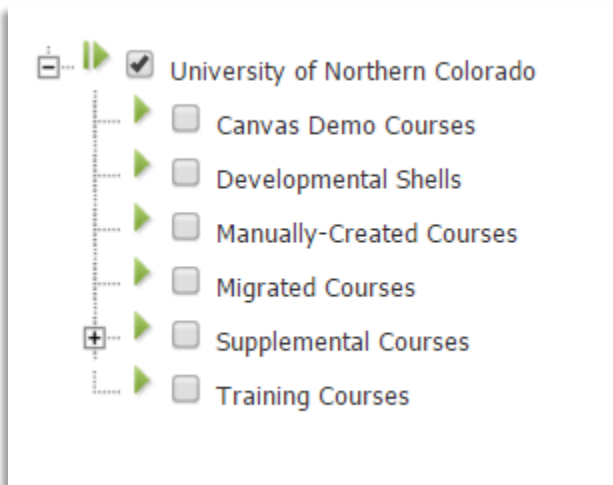
### Step 15

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



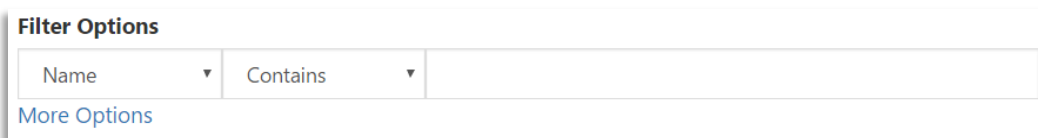
### Step 16

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 3<sup>rd</sup> 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

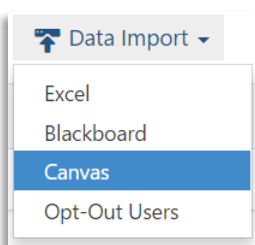
### Step 1

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.

☒ Refresh every  day(s), from  to

### Step 4

Check the box to include Instructors in the refresh.

☒ Refresh Instructors ☒ Add Instructors to EvaluationKIT  
☒ Drop Instructors from EvaluationKIT

### Step 5

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



### Step 6

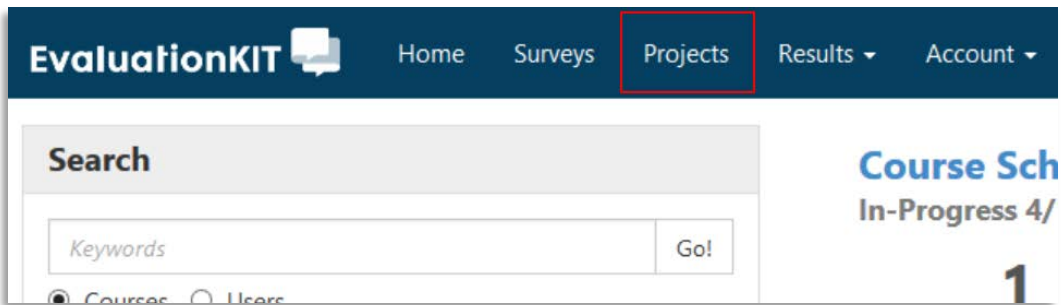
Confirm the scheduled User Refresh at the bottom of the page under ***Enrollment Refresh Status***.



## Deploying a Project





### Step 1

Click on **Projects**.



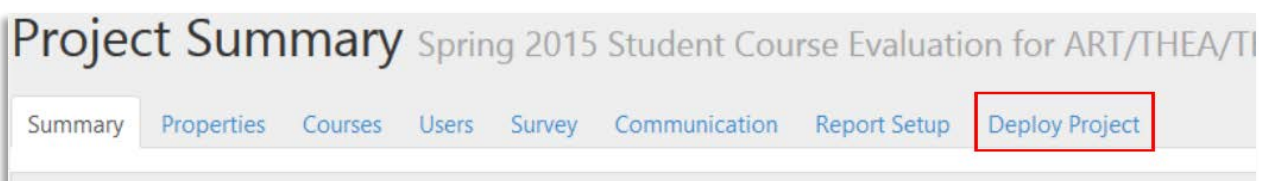
### Step 2

Click the edit button next to the project you are going to deploy

Projects							
ID	Name	Type	Status	Date Created	Start Date & Time	End Date & Time	Edit Copy
19324	Spring 2015 Student Course Evaluation for ART/THEA/THED Online courses	Course Evaluation	Ended	4/23/2015	4/26/2015 11:00 AM	5/3/2015 11:59 PM	 
18121	TEST COURSE EVAL	Course Evaluation	Ended	3/19/2015	3/20/2015 08:00 AM	3/20/2015 10:15 AM	 
18118	Spring 2015 Student Course Evaluation for MUSIC Classroom Instructors	Course Evaluation	Ended	3/19/2015	4/20/2015 12:00 AM	5/8/2015 12:00 AM	 

### Step 3

Click **Deploy Project**

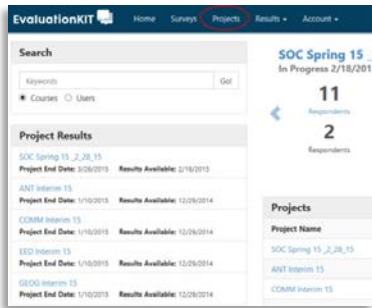




## Allow Instructors to View Course Level Reports

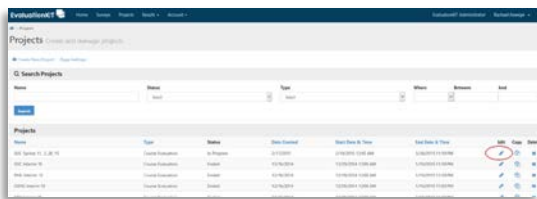
### Step 1

Click on **Projects**.

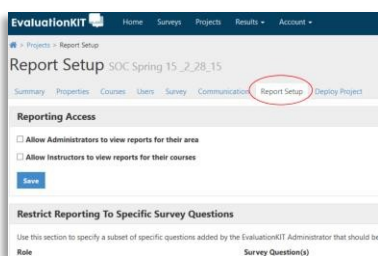


### Step 2

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**.

EvaluationKIT Home Surveys Projects Results Account

Projects > Report Setup

### Report Setup

SOC Spring 15\_2,28,15

Summary Properties Courses Users Survey Communication Report Setup Deploy Project

#### Reporting Access

☐ Allow Administrators to view reports for their area

☒ Allow Instructors to view reports for their courses

Save

#### Restrict Reporting To Specific Survey Questions

Use this section to specify a subset of specific questions added by the EvaluationKIT Administrator that should be

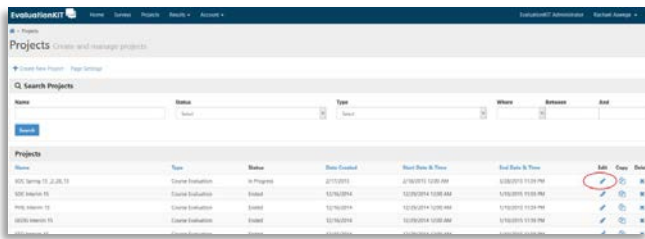
Role	Survey Question(s)
------	--------------------



## Enabling the Come Back Later Feature

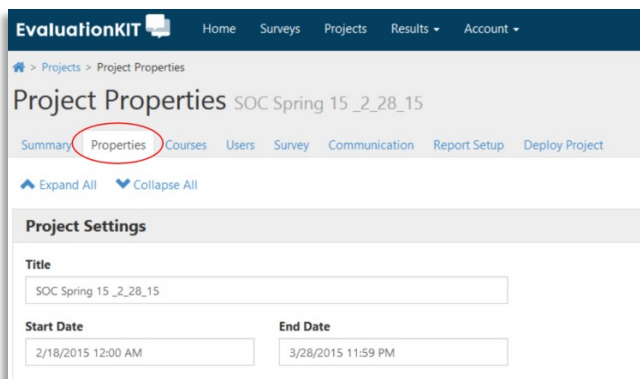
### Step 1

Click on the pencil to edit the settings on the project you are wanting to modify.



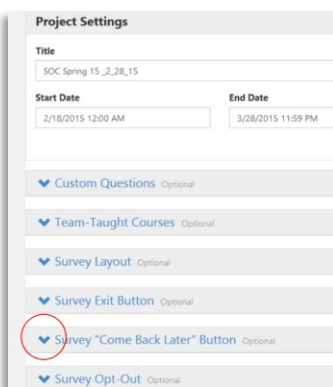
### Step 2

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.

Survey "Come Back Later" Button Optional

☒ Include a "Come Back Later" button on the survey that will allow the user to complete the survey at a later time.

"Come Back Later" Button Text

Come Back Later

☐ Hide "Come Back Later" button after 1 attempts to exit survey with saving

☐ Hide "Come Back Later" button 1 days before survey end date



## Uploading Courses and Users via EvalKIT Tool

### Step 1

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

The screenshot shows the 'Evaluation Kit Data Assistant Login Page'. It has a white background with a blue header. The title 'Evaluation Kit Data Assistant Login Page' is in blue. Below the title, there are two input fields: 'User Name' with the text 'rachael.aswege' and 'Password' with masked characters. A blue link 'Forgot your password?' is below the password field. A blue 'Sign in' button is at the bottom.

### 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.

The screenshot shows the EvaluationKIT tool interface. At the top is the University of Northern Colorado logo and navigation links: A-Z INDEX, FIND PEOPLE, OFFICE DIRECTORY, DEPARTMENTS, CALENDAR, CONTACT UNC, VISIT, APPLY, GIVE. A search bar is on the right. The main content area has a blue background with a white box for data entry. The box contains a text area with the instruction 'Insert CRNs delimited with a line break or a comma:' and a list of CRNs: 14059, 14065, 13933, 13938, 13948, 14061, 13939, 13934, 13936, 13937. Below the text area is a 'Term:' dropdown menu with 'Fall 2015' selected. Below that is a 'File Name:' input field with the text '093015\_929\_CrsUsrinfo' and a '.zip' extension. A blue 'Download' button is at the bottom.



### Step 3

Click **Download**.

UNIVERSITY OF NORTHERN COLORADO

A-Z INDEX FIND PEOPLE OFFICE DIRECTORY DEPARTMENTS CALENDAR SEARCH

CONTACT UMC 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

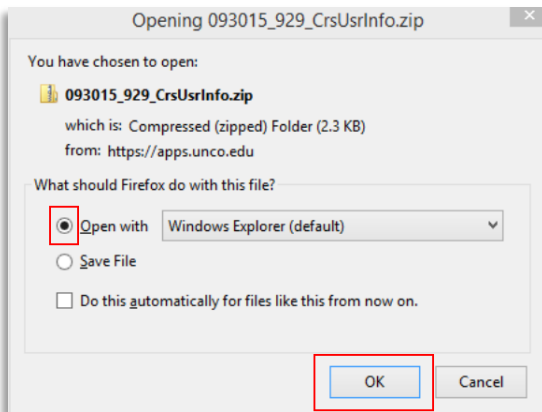
File Name:  
093015\_929\_CrsUsrInfo.zip

Download

Enroll v1.8 prod  
Page Details: Thursday, March 7, 2013  
Affirmative Action/Equal Employment Opportunity/Title IX Policy and Coordinator

### Step 4

Click **OK** to open the zip file.



### Step 5

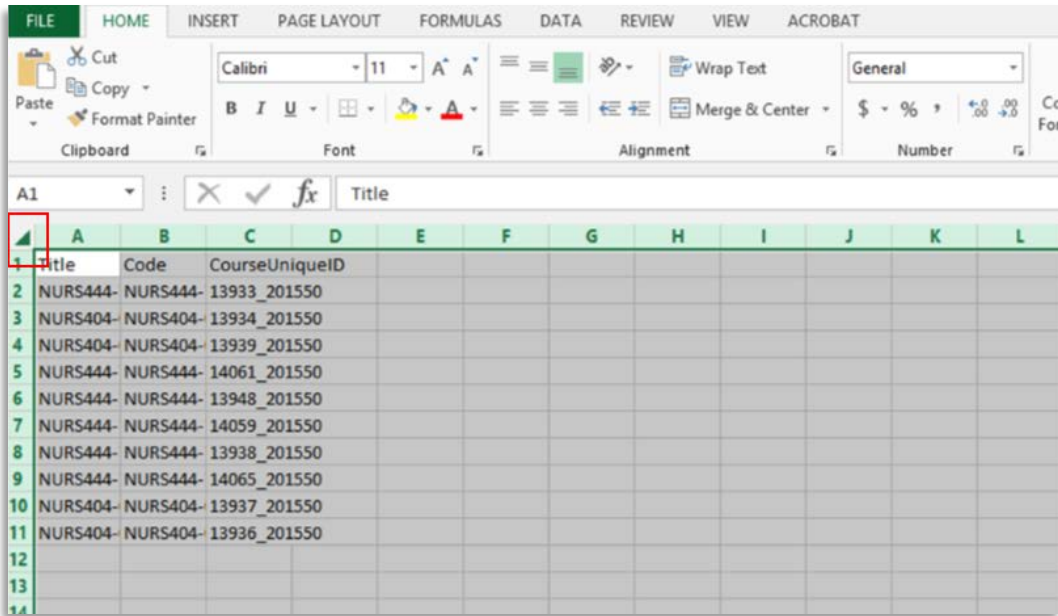
Double click to open the courses file.

Name	Type	Compressed size
093015_929_CrsUsrInfo_courses	Microsoft Excel Comma S...	1 KB
093015_929_CrsUsrInfo_users	Microsoft Excel Comma S...	2 KB



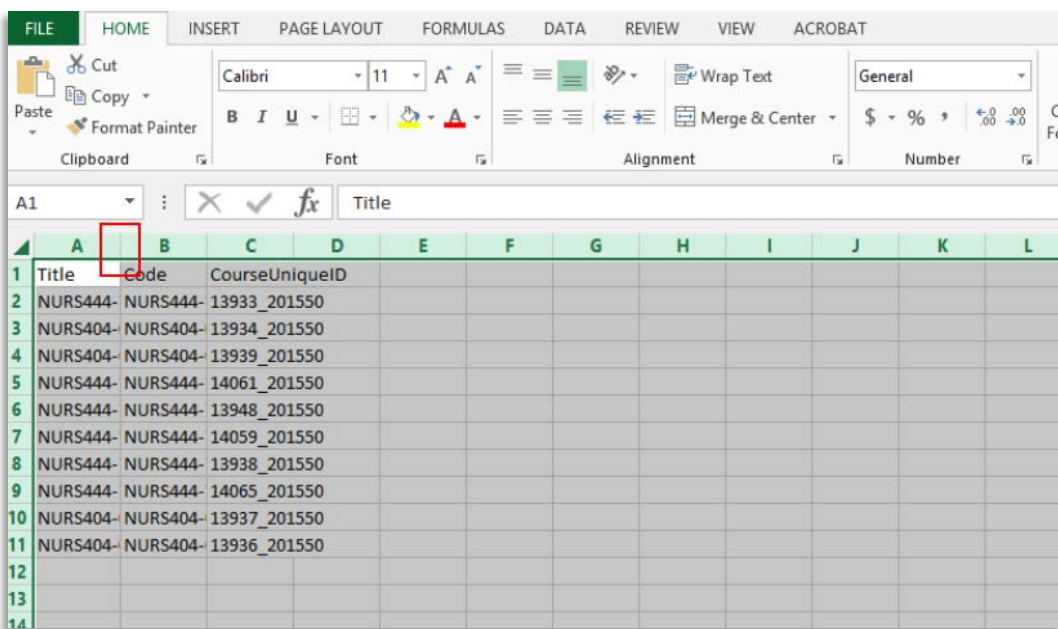
## Step 6

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



## Step 7

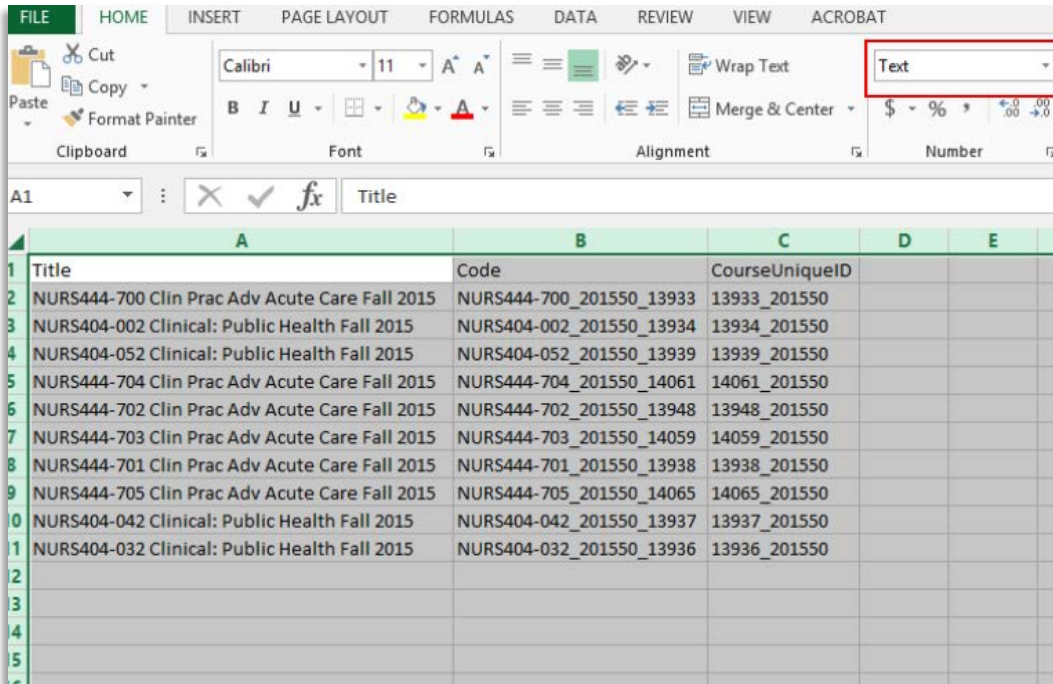
Double click the line in the middle of a column to expand all columns.





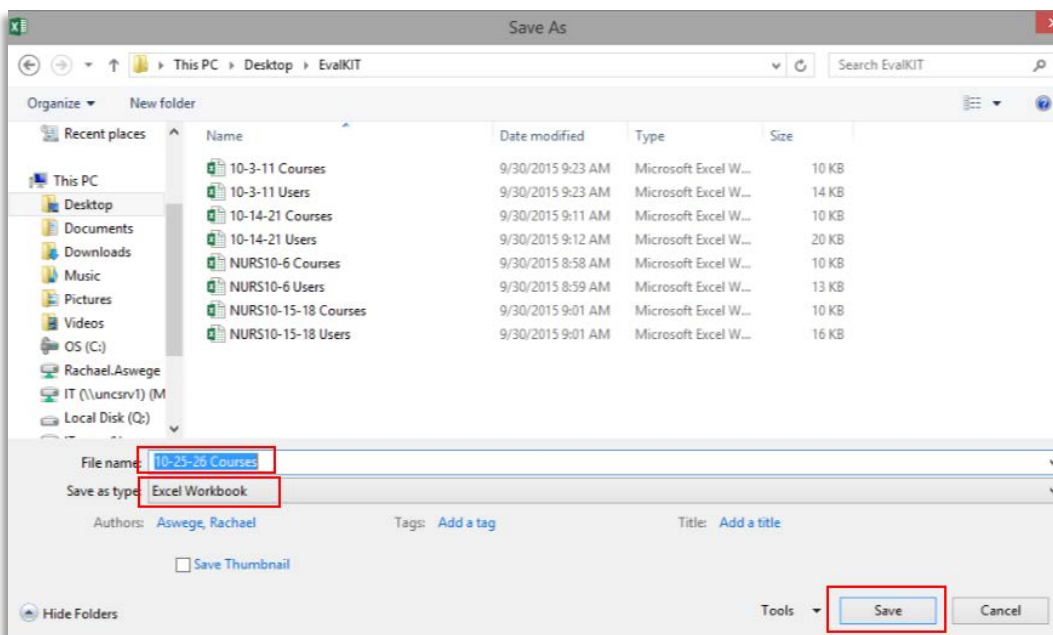
## Step 8

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.

Name	Type	Compressed size
093015_929_CrsUsrInfo_courses	Microsoft Excel Comma S...	1 KB
093015_929_CrsUsrInfo_users	Microsoft Excel Comma S...	2 KB

## Step 11

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

UserTypeID	CourseUn	FirstName	LastName	Email	Username
3	13933_201	Barbara	Garrity	barbara.g@barbara.garrity	
3	13948_201	Lisa	Buss	Lisa.Buss@lisa.buss	
3	14065_201	Cynthia	Hoffman	hoff0723@hoff0723	
3	14061_201	Barbara	Garrity	barbara.g@barbara.garrity	
3	13939_201	Erin	Cummins	erin.cum@erin.cummins	
3	13938_201	Courtney	Gryskiewicz	Courtney.gryskiewicz	
3	14059_201	Mara	Miller	mill2675@mill2675	
3	14061_201	Jennifer	Van Horn	Jennifer.V@jennifer.vanhorn	
3	13934_201	Laurie	Verde	Laurie.Vei@laurie.verde	
3	13938_201	Barbara	Garrity	barbara.g@barbara.garrity	
3	13937_201	Erin	Cummins	erin.cum@erin.cummins	
3	13936_201	Linda	Henry	linda.heni@linda.henry	
3	14065_201	Barbara	Garrity	barbara.g@barbara.garrity	
3	13939_201	Gwyneth	Milbrath	Gwyneth.milbrath@unco.edu	
3	13948_201	Barbara	Garrity	barbara.g@barbara.garrity	
3	14059_201	Barbara	Garrity	barbara.g@barbara.garrity	

## Step 12

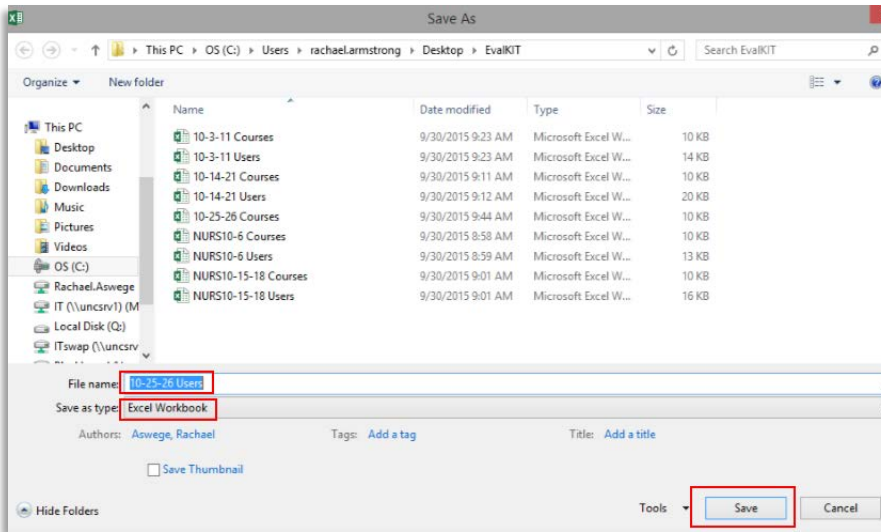
Double click the line in the middle of a column to expand all columns.

UserTypeID	CourseUniqueID	FirstName	LastName	Email	Username
3	13933_201550	Barbara	Garrity	barbara.garrity@unco.edu	barbara.garrity
3	13948_201550	Lisa	Buss	Lisa.Buss@unco.edu	lisa.buss
3	14065_201550	Cynthia	Hoffman	hoff0723@bears.unco.edu	hoff0723
3	14061_201550	Barbara	Garrity	barbara.garrity@unco.edu	barbara.garrity
3	13939_201550	Erin	Cummins	erin.cummins@unco.edu	erin.cummins
3	13938_201550	Courtney	Gryskiewicz	Courtney.Gryskiewicz@unco.edu	courtney.gryskiewicz
3	14059_201550	Mara	Miller	mill2675@bears.unco.edu	mill2675
3	14061_201550	Jennifer	Van Horn	Jennifer.Vanhorn@unco.edu	jennifer.vanhorn
3	13934_201550	Laurie	Verde	Laurie.Verde@unco.edu	laurie.verde
3	13938_201550	Barbara	Garrity	barbara.garrity@unco.edu	barbara.garrity
3	13937_201550	Erin	Cummins	erin.cummins@unco.edu	erin.cummins
3	13936_201550	Linda	Henry	linda.henry@unco.edu	linda.henry
3	14065_201550	Barbara	Garrity	barbara.garrity@unco.edu	barbara.garrity
3	13939_201550	Gwyneth	Milbrath	Gwyneth.Milbrath@unco.edu	gwyneth.milbrath
3	13948_201550	Barbara	Garrity	barbara.garrity@unco.edu	barbara.garrity



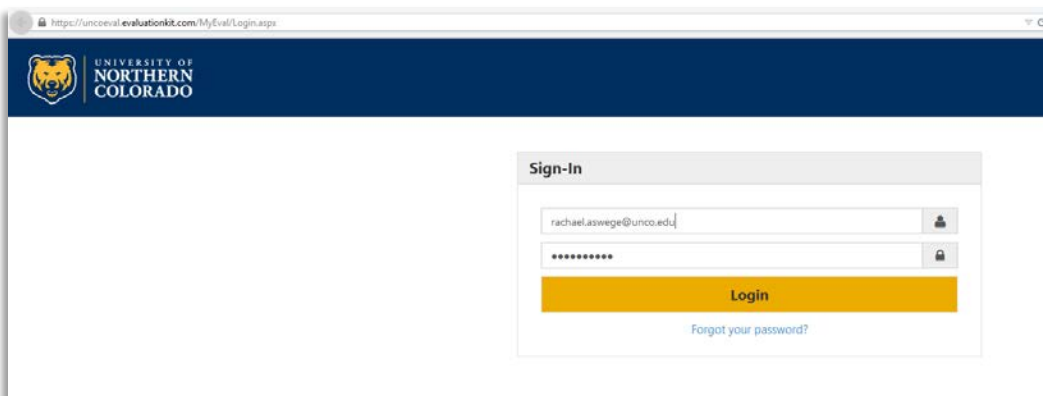
### Step 13

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**

**EvaluationKIT** Home Surveys **Projects** Results Account

**Search**

Keywords  Go!

☒ Courses ☐ Users

**Project Results**

NHS Summer 2015 CHEM Lab 8/9/2015  
Project End Date: 8/10/2015

NHS Summer 2015 Nursing 8-7,8-2015

**NHS Summer 2015**  
Ended 7/31/2015 - 8/10/2015

**302**  
Respondents

**0**  
Respondents

## Step 16

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

**Projects** Create and manage projects

[+ Create New Project](#) [Page Settings](#)

**Search Projects**

Name  Status  Type  Where  Between  And

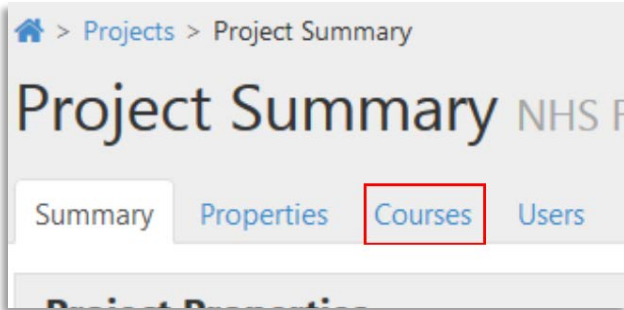
ID	Name	Type	Status	Date Created	Start Date & Time	End Date & Time	Edit
22917	NHS Fall 2015 10-14-21-2015	Course Evaluation	Not-Deployed	9/29/2015	10/29/2015 12:00 AM	10/29/2015 12:00 AM	
22916	NHS Fall 2015 10-3-11-2015	Course Evaluation	Not-Deployed	9/29/2015	9/29/2015 12:00 AM	10/17/2015 11:59 PM	
22915	NHS Fall 2015 Nursing Clinical 10-29-2015	Course Evaluation	Not-Deployed	9/29/2015	10/22/2015 12:00 AM	11/6/2015 11:59 PM	
22914	NHS Fall 2015 Nursing Clinical 10-25-26-2015	Course Evaluation	Not-Deployed	9/29/2015	10/18/2015 12:00 AM	11/6/2015 11:59 PM	
22912	NHS Fall 2015 Nursing 10-15-18-2015	Course Evaluation	Not-Deployed	9/29/2015	10/7/2015 12:00 AM	10/25/2015 11:59 PM	
22911	NHS Fall 2015 Nursing 10-6-2015	Course Evaluation	Not-Deployed	9/29/2015	9/29/2015 12:00 AM	10/16/2015 11:59 PM	





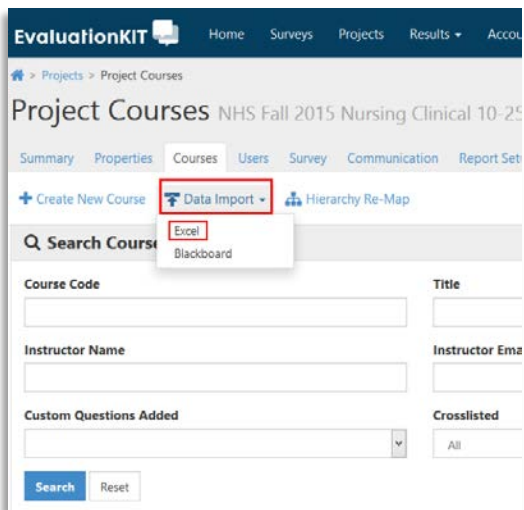
### Step 17

Click on **Courses** (**Note: You must upload the courses before you upload the users**)



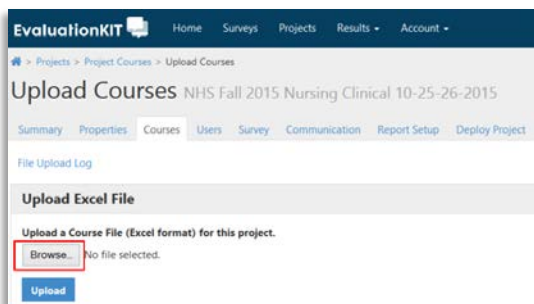
### Step 18

Click on **Data Import** and then **Excel**



### Step 19

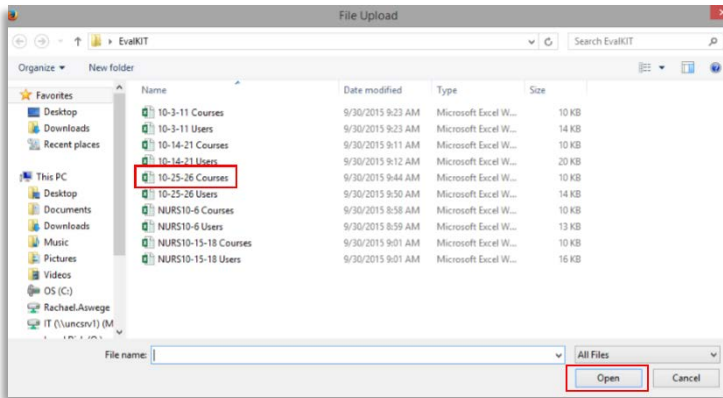
Click **Browse**





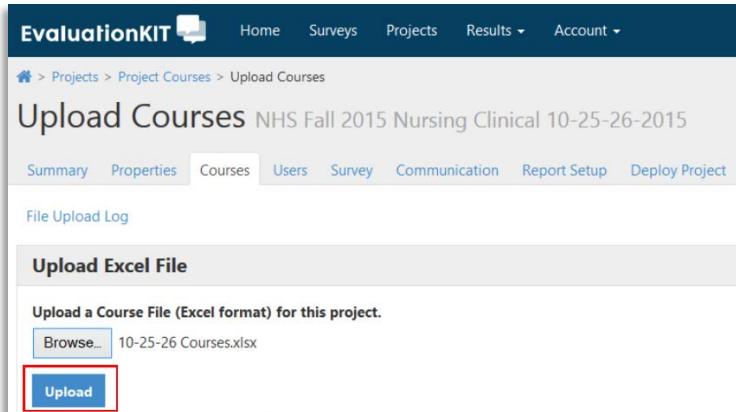
## Step 20

Select the correct courses file and click **Open**



## Step 21

Click **Upload**





## Step 22

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

The screenshot shows the 'EvaluationKIT' interface. The top navigation bar includes 'Home', 'Surveys', 'Projects', 'Results', and 'Account'. The breadcrumb trail is 'Projects > Project Users'. The main heading is 'Project Users NHS Fall 2015 Nursing Clinical 10-25-26-2015'. Below this is a tabbed interface with 'Summary', 'Properties', 'Courses', 'Users', 'Survey', 'Communication', 'Report Setup', and 'Deploy Project'. The 'Users' tab is active. A '+ Create New User' button is next to a 'Data Import' dropdown menu, which is open and shows 'Excel' and 'Blackboard' options. The 'Excel' option is highlighted with a red box. Below the dropdown is a search section with 'First Name' and 'Last Name' input fields, a 'User Type' dropdown (set to 'All'), and a 'User Status' dropdown (set to 'Any'). There are 'Search' and 'Reset' buttons at the bottom of the search section.

## Step 23

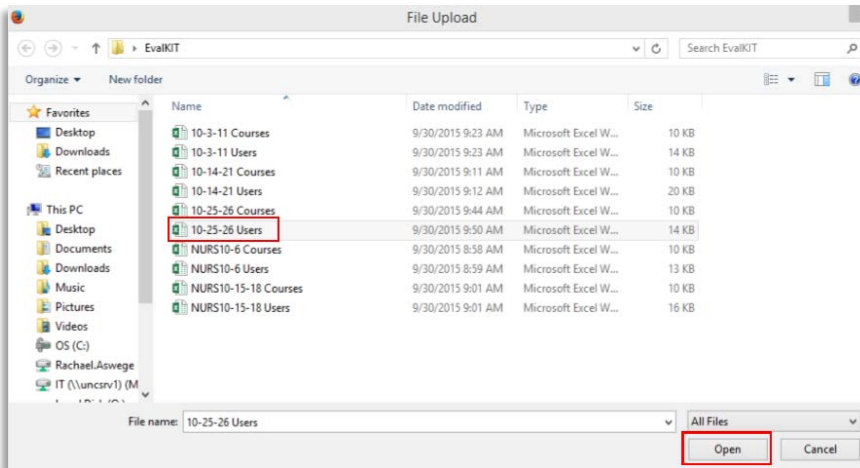
Click **Browse**

The screenshot shows the 'EvaluationKIT' interface. The top navigation bar includes 'Home', 'Surveys', 'Projects', 'Results', and 'Account'. The breadcrumb trail is 'Projects > Project Users > Upload Users'. The main heading is 'Upload Users NHS Fall 2015 Nursing Clinical 10-25-26-2015'. Below this is a tabbed interface with 'Summary', 'Properties', 'Courses', 'Users', 'Survey', 'Communication', 'Report Setup', and 'Deploy Project'. The 'Users' tab is active. Below the tabs is a 'File Upload Log' section. The main section is titled 'Upload Excel File' and contains the text 'Upload a User File (Excel format) for this project.' Below this text is a 'Browse...' button, which is highlighted with a red box, and the text 'No file selected.' Below the 'Browse...' button is an 'Upload' button.



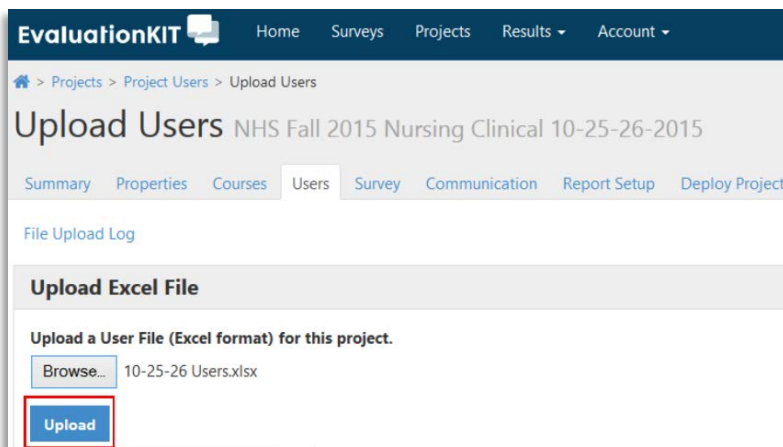
## Step 24

Select the correct users file and click **Open**



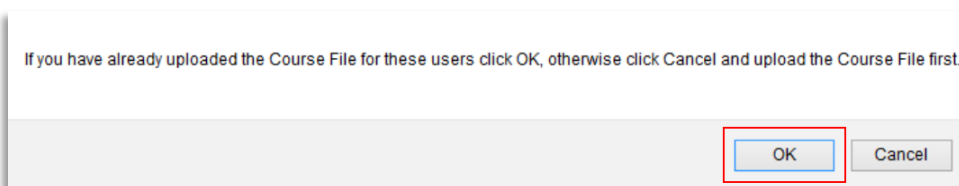
## Step 25

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

#### Courses

**Total Selected Courses:** 10

[Course File Upload History](#) [Clear History](#)

10-25-26 Courses.xlsx    *Status:* Completed

*Total Uploaded Courses:* 10

[>> View the Course Upload Log for this upload](#)

#### Users

**Total Selected Users:** 75

**Survey Enrollments:** 65

[User File Upload History](#) [Clear History](#)

10-25-26 Users.xlsx    *Status:* Completed

*Student:* 65    *Instructor:* 10

[>> View the User Upload Log for this upload](#)

### Step 28

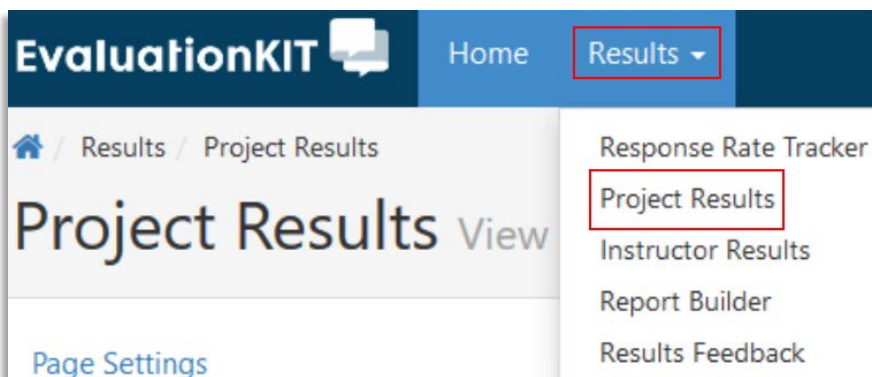
Once the files are successfully uploaded, you can deploy the project.



## Downloading Individual Course Reports

### Step 1

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



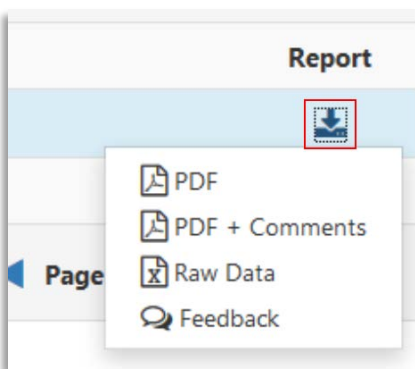
### Step 2

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.

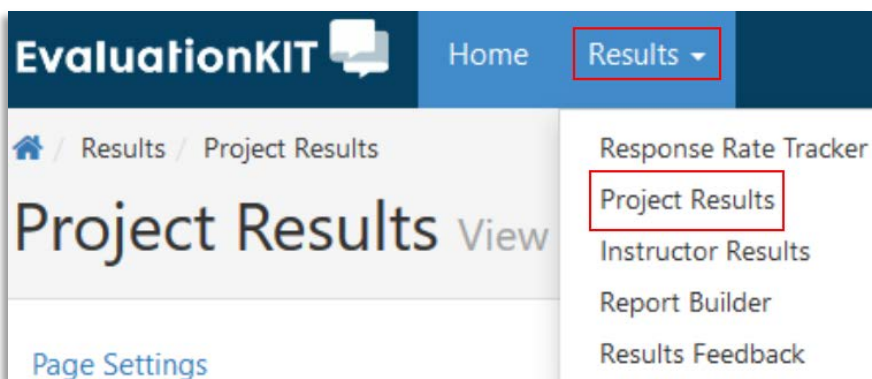




## Downloading Multiple Courses in a Batch Report

### Step 1

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



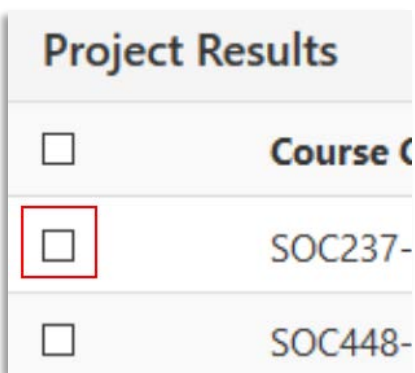
### Step 2

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 **Batch Report**.

The screenshot shows a button labeled 'Batch Report' with a download icon. Below it is a table titled 'Project Results'.

	Course
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	SOC237

#### Step 5

Name the report and select how you want them downloaded.

The screenshot shows a dialog box titled 'Batch Report' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'Report Name' which is highlighted with a red border. Below the input field are three radio button options and one checked checkbox.

**Batch Report** [X]

Report Name

☒ Merge Multiple PDF Reports into one PDF for Selected Courses

☐ Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

☐ Aggregate Data for Selected Items into One Report

☒ Include Write-in Questions

#### Step 6

Click on **Go**.

Note: You will then receive the batch report via email.

The screenshot shows two buttons: 'Cancel' and 'GO'. The 'GO' button is highlighted with a red border.

Cancel GO