

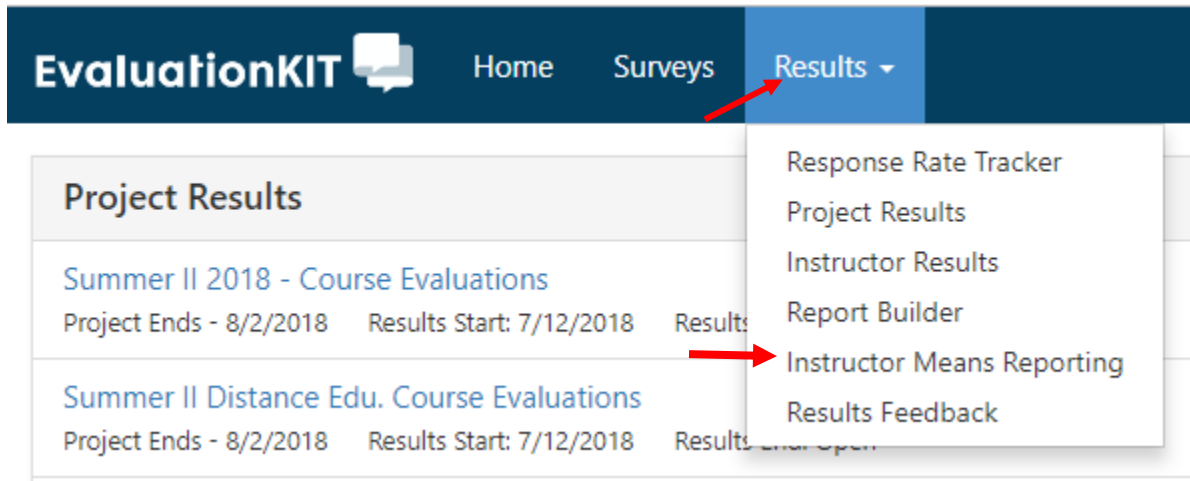
EvaluationKIT Step-by-Step Instruction Guide

I. Course Evaluation Mean Scores by Instructor and Course (Instructor Means Reporting)

Deans, department chairs, and others with administrative access can run evaluation means reports for specified years and terms. Results can be viewed by course, instructor or project. To create an aggregate report of all courses or instructor's evaluation means for a particular project follow the steps below.

How to generate this report:

1. Log into EvalKIT using the NCAT Admin username and password



2. Select: **Results** → **Instructor Means Reporting**

- a. Select the appropriate projects (term/year-Face to Face AND/OR Distance Projects for the term/year)-you can select more than one project

The screenshot shows the 'Instructor Means Reporting' form. At the top, there is a breadcrumb trail: Results / Instructor Means Reporting. Below this is the title 'Instructor Means Reporting'. The form contains several sections: 'Search' (with a search bar), 'Project' (with a dropdown menu 'Select a Project' and a red arrow pointing to it), 'Instructor' (with a dropdown menu 'All Instructors'), 'Question' (with a dropdown menu 'Select Question'), 'Group By' (with a dropdown menu 'Course'), 'Level' (with a dropdown menu 'All Levels'), 'Course' (with a dropdown menu 'All Courses'), 'Where' (with a dropdown menu 'Respondents' and a 'Go' button), and 'Group By Question' (with a dropdown menu 'Aggregate Questions'). At the bottom, there are 'Search' and 'Reset' buttons.

- i. Some term/years project scales are not compatible, thus these face to face and distance projects must be downloaded separately (Ex: 2012)

EvaluationKIT Step-by-Step Instruction Guide

- b. Include all questions by selecting the checkbox at the top of the dropdown field

Question

Select Question

- Question
- The course syllabus was distributed at the beginning of the course.
- The course objectives were clearly explained at the beginning of the course.
- The course evaluation measures were presented in the course syllabus.
- The course was carefully planned.
- The course readings related to the course goals.
- The instructor met classes as scheduled.
- The instructor was well prepared for class.
- The instructor appropriately presented practical application of the course material.
- The instructor was knowledgeable about the subject matter.
- The instructor was organized in class.

Filter Question:

Apply Filter | Hide Filter -

Cancel Select

- c. Select the appropriate Level for your college/department.
- Deans: users can access/view all course evaluation information for their college.
 - You must select the college and all departments for which you wish to view information. Selecting the college level, does not automatically incorporate all department levels below.
 - Department chairs: users can access/view all course evaluation information for their department
 - Other: depends on your access level

Level

All Levels

Enter Keywords Search

Select All Deselect All

- Army ROTC
- Army ROTC
- Center for Academic Excellence
- Center for Academic Excellence
- College of Agriculture & Environmental Sciences
 - Agribusiness, Applied Economics & Agriscience Education
 - Animal Sciences
 - College of Ag. Dean's Office
 - Family And Consumer Sciences
 - Natural Resources & Environment Design
- College of Arts and Sciences
 - Department of Biology
 - Department of Chemistry

Cancel Select

EvaluationKIT Step-by-Step Instruction Guide

- d. If required, set Benchmark at NC A&T State University, college or department level, depending on the report desired.

All Instructors

Question

27 Question(s) Selected

Group By

Course

Add Benchmark

Select Level

North Carolina A&T State University

- Aerospace Studies
 - Aerospace Studies
 - Airforce ROTC
 - Airforce ROTC
 - Army ROTC
 - Army ROTC

Cancel

****If 'Add Benchmark' does not appear, it is not required for the selected project****

- e. Group by course or by instructor.
- Grouping **by course** will include individual means per course per instructor.
 - Grouping **by instructor** produces an aggregate of all of the instructor's course evaluations for the chosen project(s)

Question

Select Question

Group By

- Course
- Course
- Instructor
- Instructor/Project
- Hierarchy Level

EvaluationKIT Step-by-Step Instruction Guide

f. Search

Q Search

Project
1 Project(s) Selected

Instructor
All Instructors

Question
27 Question(s) Selected

Group By
Course

Add Benchmark
North Carolina A&T State University

Level
All Levels

Course
All Courses

Where
Respondents | Greater than

Group By Question
Aggregate Questions

Search Reset

3. Export Excel

Course

Add Benchmark

North Carolina A&T State University

Search Reset

 Export PDF  Export Excel

Benchmark Average 4.21