

Instructor Means Reporting – This will produce a report that lists the average score to each question for each course in a given term. The output is a excel file that can be filtered and modified as needed.

The screenshot shows the top navigation bar of the EvaluationKIT application. The logo 'EvaluationKIT by Watermark™' is on the left. The navigation menu includes 'Home' and 'Results'. The 'Results' dropdown menu is open, showing options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', and 'Instructor Means Reporting' (which is highlighted). Below the navigation bar, there are two project cards. The first card is for 'CPS Class Evaluation for Spring 2021' with 'Project Ends - 5/4/2021' and 'Results Start' (partially visible). The second card is for 'CPS Class Evaluation for Winter 2021' with 'Project Ends - 4/17/2021', 'Results Start - 3/3/2021', and 'Results End - Open'.

Instructor Means Reporting

Q Search

Project Select a Project	Level Select
Instructor All Instructors	Course All Courses
Question Select Question	Where Respondents Greater than
Group By Course	Group By Question Aggregate Questions
Add Benchmark Select Level	

This is the page the report parameters will be chosen. In most cases the only fields that need to be changes are “Project”, “Question”, and “Group by Question”.

Instructor Means Reporting

Q Search

Project **Level**

Select a Project Select ×

×

	Title
<input type="checkbox"/>	CPS Class Evaluation for Fall 2020 Semester
<input type="checkbox"/>	CPS Class Evaluation for Fall 2020 Quarter

Filter:

Page Size 25 [Apply Filter](#) | [Hide Filter](#) | [Remove Filter](#) - Records 1 - 2 of 2 - Pages ⏪ ⏩ 1 ⏪ ⏩

Select

Search Reset

Each term is given its own project. Easiest way to find a term is to apply a filter for the term. Check the box next to the appropriate term and hit select.

Instructor Means Reporting

Q Search

Project **Level**

Select a Project Select ×

×

	Title
<input type="checkbox"/>	CPS Class Evaluation for Fall 2020 Semester
<input checked="" type="checkbox"/>	CPS Class Evaluation for Fall 2020 Quarter

Filter:

Page Size 25 [Apply Filter](#) | [Hide Filter](#) | [Remove Filter](#) - Records 1 - 2 of 2 - Pages ⏪ ⏩ 1 ⏪ ⏩

Select

Instructor
All Instructors

Course
All Courses

Question
22 : Question(s) Selected

Where
Respondents Greater than

Question
<input checked="" type="checkbox"/> I adhered to the guidelines related to participation and attendance outlined in the syllabus.
<input checked="" type="checkbox"/> On average, how many hours per week did you devote to this course outside scheduled class meeting times?
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : The syllabus was accurate and helpful in delineating expectations :
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : The course materials and assignments were helpful in achieving co
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : Faculty-led instruction (in-class virtual or on-ground sessions) wa:
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : Out-of-class assignments and/or fieldwork were helpful for learnir
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : This course was intellectually challenging.
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : I learned a lot in this course.
<input checked="" type="checkbox"/> Please tell us whether you agree or disagree with the following statements. : I developed additional skills in expressing myself orally and in writ

Filter Question:

Apply Filter | Hide Filter

Cancel Select

Questions field lets you choose what questions to include in the report. In the above example all questions have been selected.

Project
1 Project(s) Selected

Level
Select

Instructor
All Instructors

Course
All Courses

Question
22 : Question(s) Selected

Where
Respondents Greater than

Group By
Course

Group By Question
Aggregate Questions
Aggregate Questions
Show Questions Individually

Add Benchmark
Select Level

Search Reset

“Group By Question” defaults to aggregating the questions, but in most cases that should be changed to show each question individually.

Project Results – This is the best place to pull individual evaluations and aggregate responses for a subject area. They are in PDF format.

EvaluationKIT by Watermark™ [Home](#) [Results](#) ▾

- Response Rate Tracker
- Project Results**
- Instructor Results
- Report Builder
- Instructor Means Reporting

Project Results

CPS Class Evaluation for Spring 2021
Project Ends - 5/4/2021 Results Start - 3/3/2021

CPS Class Evaluation for Winter 2021
Project Ends - 4/17/2021 Results Start - 3/3/2021 Results End - Open

CPS Class Evaluation for Fall 2020 Semester

Project Results View results for courses and instructors

[Page Settings](#)

Q Search Projects

Name	Where	Between	And
<input type="text" value="Fall 2020"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Results

Name	Project End Date	Results Available	View
CPS Class Evaluation for Fall 2020 Quarter	12/19/2020	9/14/2020	
CPS Class Evaluation for Fall 2020 Semester	12/26/2020	9/8/2020	
Total 2		Records per page <input type="text" value="25"/>	Page <input type="text" value="1"/> of 1

Select term

Course Section Results CPS Class Evaluation for Fall 2020 Quarter

By Hierarchy Level Course **Course Section** By Instructor By TA

Q Search Course Sections

Code <input type="text" value="EDU"/>	Title <input type="text"/>	Unique ID <input type="text"/>
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Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

The code field is the best place to filter courses down to a subject area.



[VTL/POT 1/OL/PB40]

Total 71 Records per page 1000 Page 1 of 1

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When pulling batch reports make sure “Records per page” exceeds the total number of courses.

 Batch Report

Course Results					
<input checked="" type="checkbox"/>	Code	Title ▲	Unique ID	Hierarchy Level	View
<input checked="" type="checkbox"/>	EDU6184.71788.202115	EDU6184 71788 Interdisciplinary Foundations/SEC: 01/Fall 2020 CPS Quarter/Graduate Level [BOS/POT B/HY/PB26]	EDU6184.71788.202115	HY Graduate Courses	
<input checked="" type="checkbox"/>	EDU7207.71960.202115	EDU7207 71960 Intro to Action Research/SEC: 08/Fall 2020 CPS Quarter/Graduate Level [CHL/POT 1/HY/PB83]	EDU7207.71960.202115	HY Graduate Courses	

Individual courses can be exported by hitting the view icon to the right of the course. All courses that match the search criteria can be selected and exported in a batch report.

Batch Report



Report Name

Report Type

- 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

“Download Multiple Reports” is the best way to pull batch results, but if you want all selected evaluations merged into a single PDF that is an option. The Aggregated Data report is a great way to see average responses for a given subject area.