

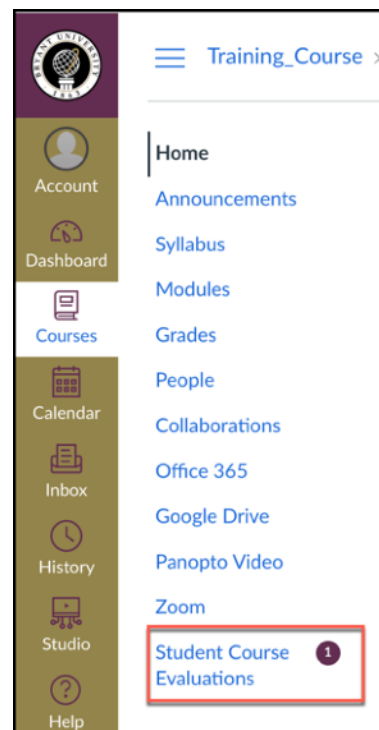
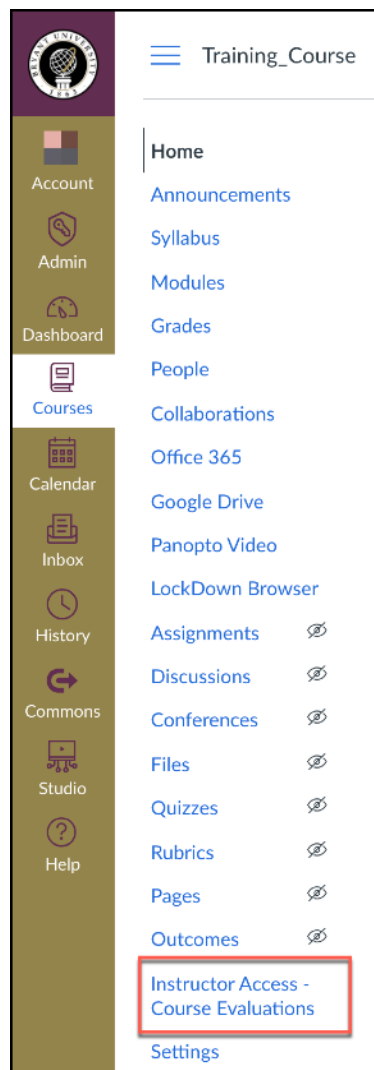
# Course Evaluations in Canvas using EvaluationKit (EK)

The document will show you how to:

- Access the course evaluation system in Canvas.
- Set a custom date and time window for student access to the course evaluation.
- Access the evaluation reports.

## ACCESS THE COURSE EVALUATION SYSTEM IN CANVAS

- **Log into Canvas** using the Canvas portal - <https://canvas.bryant.edu>.
- **Enter** a course.
- On the course menu, you will see **Instructor Access - Course Evaluations**. This menu link is only for you as the instructor and **will only appear in courses that have evaluations associated with them**.
- Students will see a different link - **Student Course Evaluations** - and this **link for students will ONLY appear when the evaluation for the course is accessible to them**.



- Click on **Instructor Access - Course Evaluations**.

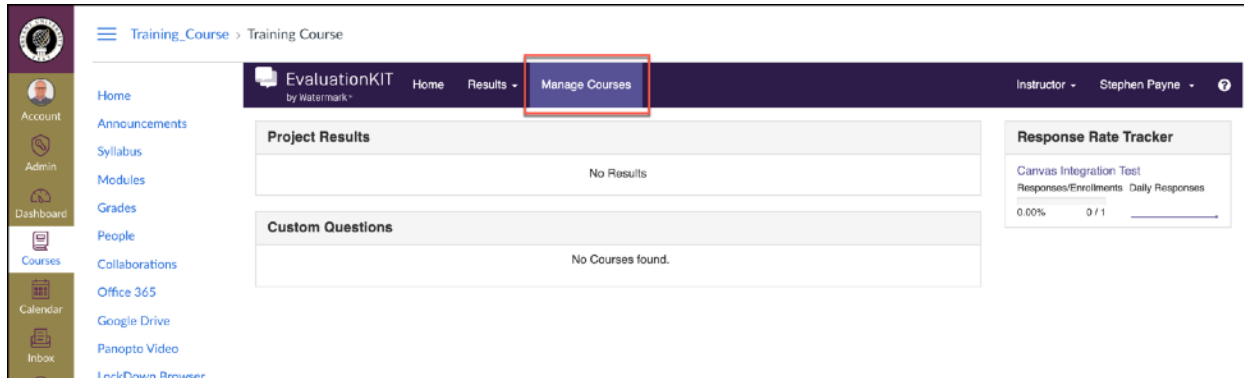
The image shows a user interface for a course management system. On the left is a vertical sidebar with a dark green background and white icons and text. The sidebar items are: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area on the right has a white background and a dark green header with the course name 'Training\_Course'. Below the header is a list of navigation options: Home, Announcements, Syllabus, Modules, Grades, People, Collaborations, Office 365, Google Drive, Panopto Video, LockDown Browser, Assignments, Discussions, Conferences, Files, Quizzes, Rubrics, Pages, Outcomes, Instructor Access - Course Evaluations, and Settings. The 'Instructor Access - Course Evaluations' option is highlighted with a red rectangular box.

Navigation Option	Visibility Icon
Home	
Announcements	
Syllabus	
Modules	
Grades	
People	
Collaborations	
Office 365	
Google Drive	
Panopto Video	
LockDown Browser	
Assignments	🔒
Discussions	🔒
Conferences	🔒
Files	🔒
Quizzes	🔒
Rubrics	🔒
Pages	🔒
Outcomes	🔒
<b>Instructor Access - Course Evaluations</b>	
Settings	

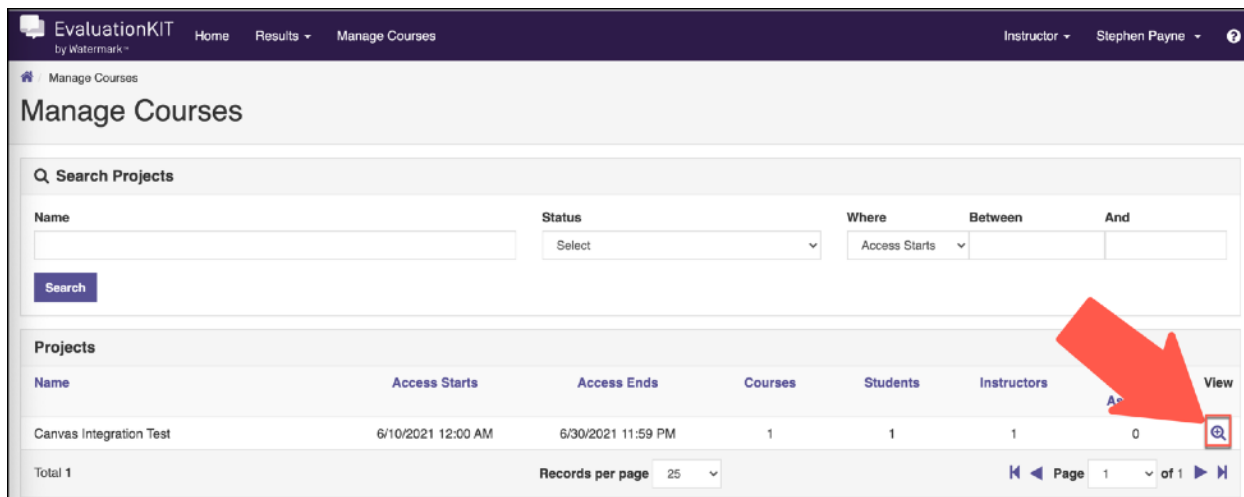
## SET A CUSTOM DATE AND TIME WINDOW FOR STUDENT ACCESS TO THE COURSE EVALUATION

- Click on **Manage Courses**.

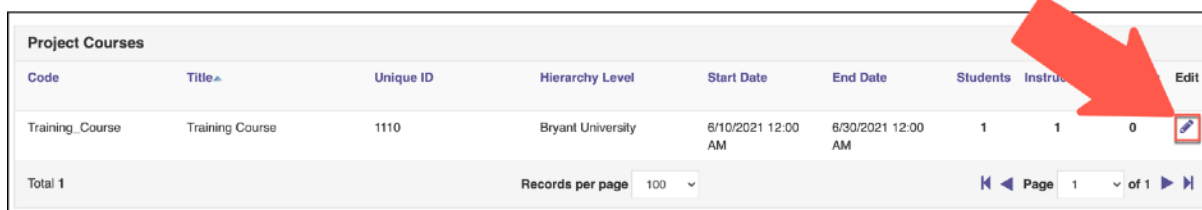
Currently there is a bug with EK where clicking on Manage courses does not do anything. The current workaround is to right-click on Manage Courses and choose "Open Link in New Tab"



- Click the **Magnifying Glass** under View to see a listing of your courses under the current project.



- Click the **Edit button** to set a custom date and time window.



- Click in the box for **Course Start Date** to open the calendar and time options.
- Choose a **date and time that falls within the evaluation period**.
- Once you have selected a new date and time, click **Done**.
- **Repeat these steps** for the Course End Date.

**No evaluation should be set during the exam period. All evaluations must be completed before the examination period begins**

The screenshot shows the 'Edit Course' dialog box for a course named 'Training\_Course - Training Course'. The course has 1 student, 1 instructor, and 0 teaching assistants. The project start date is 6/10/2021 12:00 AM and the project end date is 6/30/2021 12:00 AM. The 'Course Start Date (Optional)' field is highlighted with a red box and contains the text 'Click here'. Below this field is a calendar for June and July 2021. The date 10th of June is selected. Below the calendar, the time is set to 12:00 am. There are input fields for 'Hour' and 'Minute'. At the bottom of the dialog, there are 'Now' and 'Done' buttons. The 'Done' button is highlighted with a red box.

**Edit Course**

Training\_Course - Training Course

Students 1                      Instructors 1                      Teaching Assistant 0

**Project Start Date**                      **Project End Date**  
 6/10/2021 12:00 AM                      6/30/2021 12:00 AM

**Course Start Date (Optional)**                      **Course End Date (Optional)**

**Click here**

**June 2021**                      **July 2021**

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

**Time**                      12:00 am

**Hour**                     

**Minute**                     

**Now**                      **Done**

- Once finished, **click Save** to save your new custom date and time settings.

**Edit Course** ✕

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**Training\_Course - Training Course**

Students **1**                      Instructors **1**                      Teaching Assistant **0**

**Project Start Date**                      **Project End Date**  
6/10/2021 12:00 AM                      6/30/2021 12:00 AM

**Course Start Date (Optional)**                      **Course End Date (Optional)**

6/11/2021 8:00 am                      6/30/2021 10:00 pm

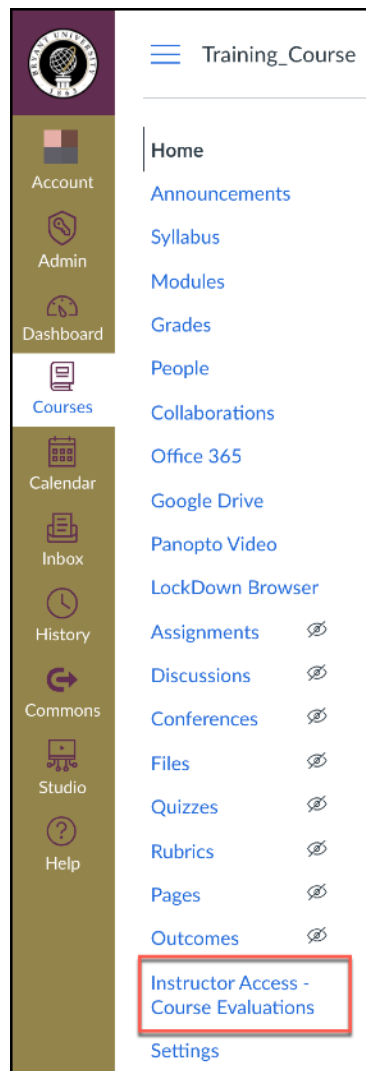
- **Repeat the above steps** for any other courses you want to adjust.

## ACCESS THE EVALUATION REPORTS

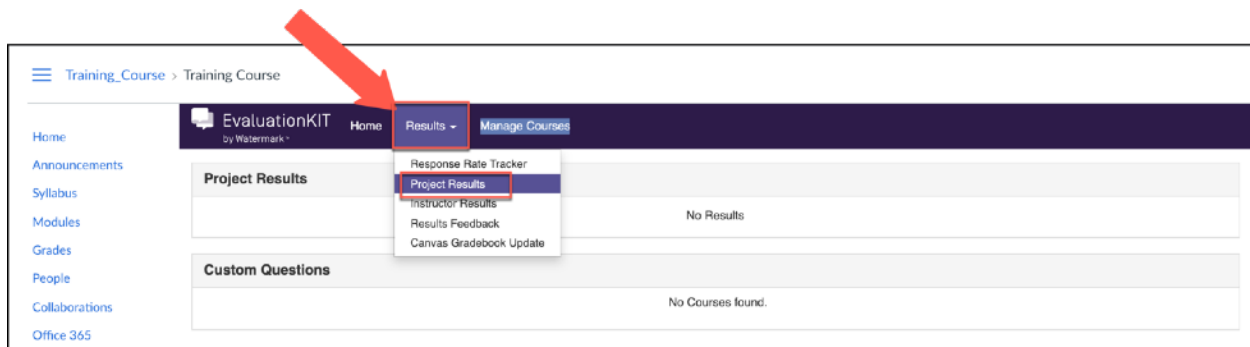
Access to the course evaluation reports will be available **ONLY** after all final grades have been submitted to the Registrar's Office. The time frame usually falls 2 weeks after the last final exam for the term, but late submissions of finals grades can delay this.

When reports become available, a system email will be sent.

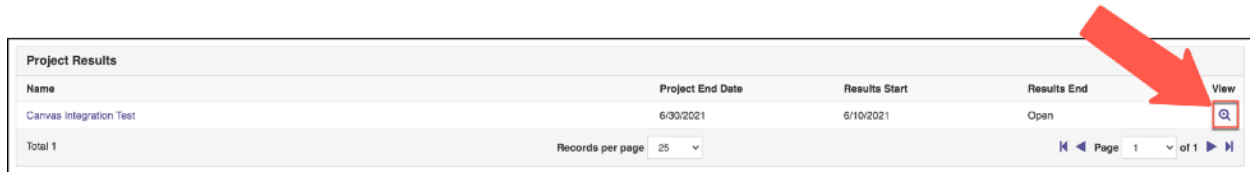
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- **Enter** a course.
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- Click on **Instructor Access - Course Evaluations**.



- Click **Results**.
- Click **Project Results** from the sub-menu.



- Click the **Magnifying glass**.



- Click the **Report** button and **choose a report type** to download.

