

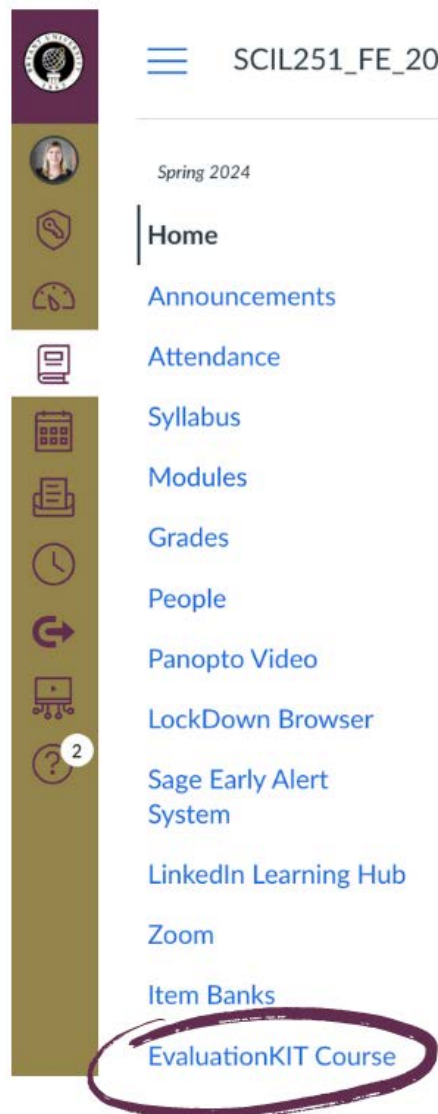
Course Evaluations in Canvas using EvaluationKit (EK)

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 **EvaluationKIT Course**. **This menu link will only appear in courses that have evaluations associated with them.**
- Students will see this link **ONLY** when the evaluation for the course is accessible to them.



- Click on **EvaluationKIT Course**.

SCIL251_FE_20

Spring 2024

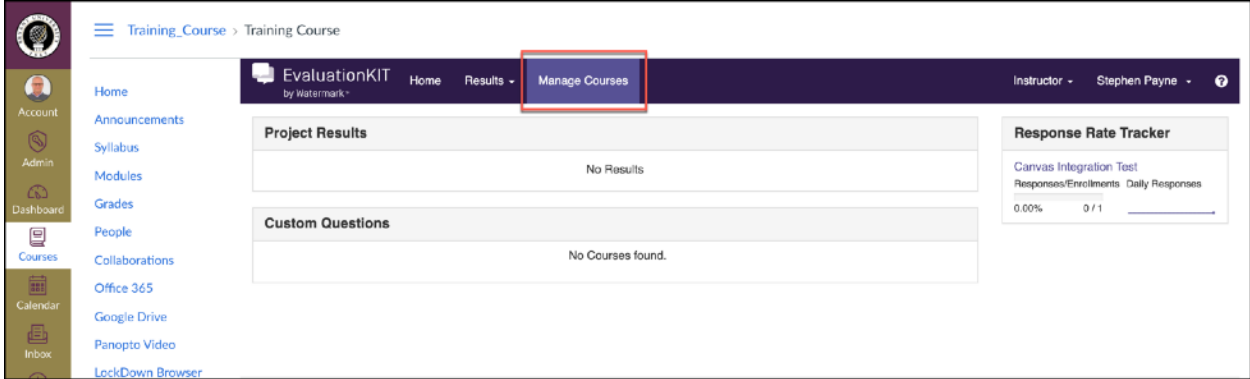
- Home
- Announcements
- Attendance
- Syllabus
- Modules
- Grades
- People
- Panopto Video
- LockDown Browser
- Sage Early Alert System
- LinkedIn Learning Hub
- Zoom
- Item Banks
- EvaluationKIT Course**

SET A CUSTOM DATE AND TIME WINDOW FOR STUDENT ACCESS TO THE COURSE EVALUATION DURING AN ACTIVE EVALUTION PERIOD

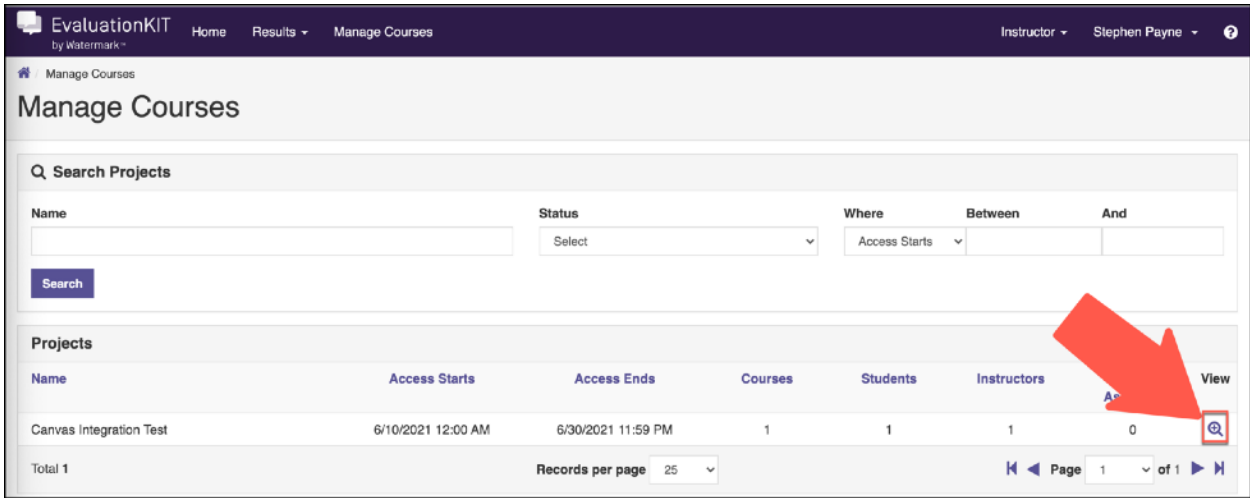
(NOTE: This is optional.)

- Click on **Manage Courses**.

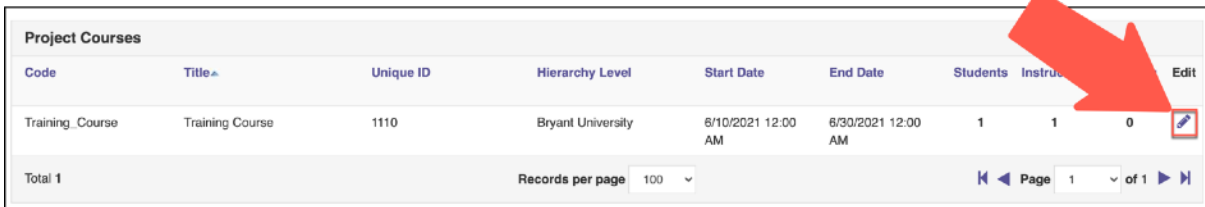
Currently there is a bug with EK where clicking on Manage courses does not do anything. The current workaround is to right-click on Manage Courses and choose "Open Link in New Tab"



- 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. The time is set to 12:00 am. 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.

The screenshot shows a dialog box titled "Edit Course" with a close button (X) in the top right corner. The course name is "Training_Course - Training Course". Below the name, it lists "Students 1", "Instructors 1", and "Teaching Assistant 0". There are four date fields: "Project Start Date" (6/10/2021 12:00 AM), "Project End Date" (6/30/2021 12:00 AM), "Course Start Date (Optional)" (6/11/2021 8:00 am), and "Course End Date (Optional)" (6/30/2021 10:00 pm). At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

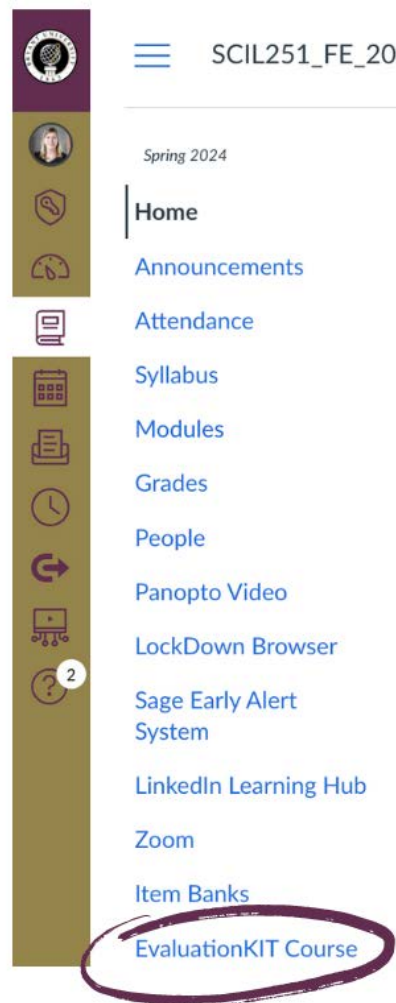
- **Repeat the above steps** for any other courses you want to adjust.

ACCESS THE EVALUATION REPORTS AFTER ALL GRADES FOR THE TERM HAVE BEEN RECEIVED

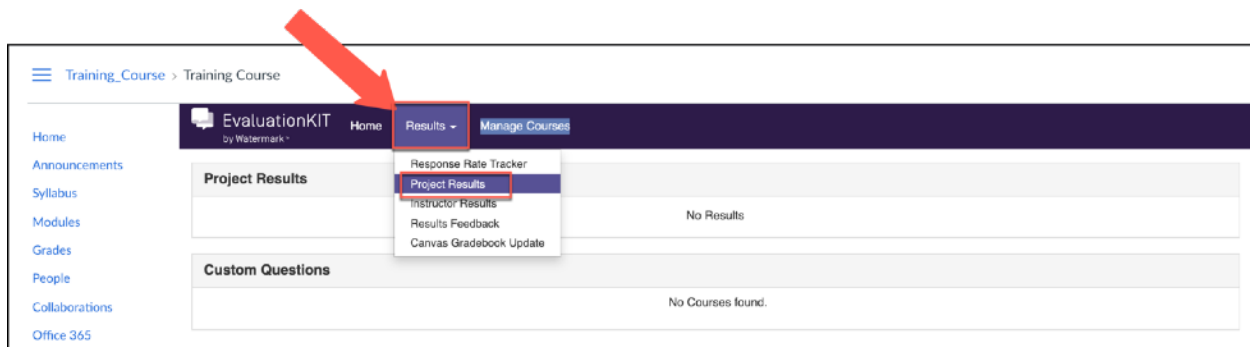
Access to the course evaluation reports will be available **ONLY** after all final grades have been submitted to the Registrar's Office. The time frame usually falls 2 weeks after the last final exam for the term, but late submissions of finals grades can delay this.

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

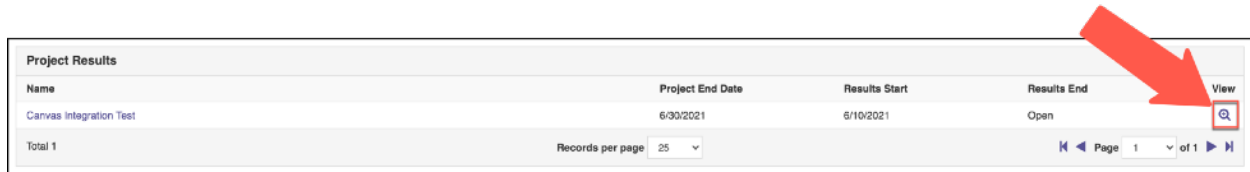
- **Log into Canvas** using the Canvas portal - <https://canvas.bryant.edu>.
- **Enter** a course.
- On the course menu, you will see **EvaluationKIT Course**. **This will only appear in courses that have evaluations associated with it.**
- Click on **EvaluationKIT Course**.



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



- Click the **Magnifying glass**.



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

