

How to Access Your Course Evaluations and Change Your Settings

Easy to Follow How-To Instructions for Faculty

Where to find the Course Evaluation?

1.) In Canvas, in your Navigation's page list

Course Details: SOC& 2

cbc.instructure.com/courses/1382628/settings

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

Navigation Menu:

- Account
- Dashboard
- Courses
- Calendar
- Inbox (959)
- Commons
- Help

Course Content List:

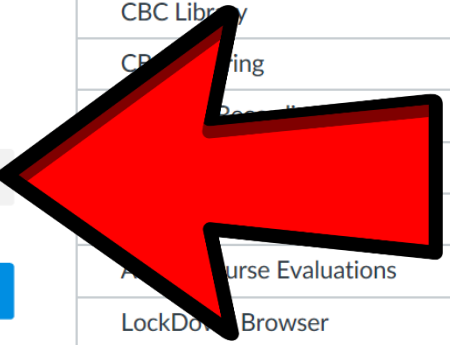
Quizzes	Syllabus
Modules	Outcomes
Conferences	Quizzes
Collaborations	Modules
Attendance	Conferences
Bb Collaborate	Collaborations
CBC Library	Attendance
CBC Tutoring	Bb Collaborate
Panopto Recordi...	CBC Library
CBC Website	CBC Tutoring
Instructor Course...	Panopto Recording
LockDown Brows...	CBC Website
Settings	Instructor Course Evaluations
	LockDown Browser
	Student Course Evaluations

Course Actions:

- Export Course Content
- Reset Course Content
- Validate Links in Content

Current Users:

Students:	42
Teachers:	1
Course Admin:	None
Librarian:	None
TAs:	None
Coach:	None
Designers:	None
Clubs:	None
Observers:	None



Select the Course Evaluation you have Access to, corresponding to the current quarter

Instructor Course Evaluations

cbc.instructure.com/courses/1382628/external_tools/105195

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- Bb Collaborate
- CBC Library

Account

Dashboard

Courses

Calendar

959

Inbox

Commons

Help

Project Results

[Test Project for Fall 2016](#)

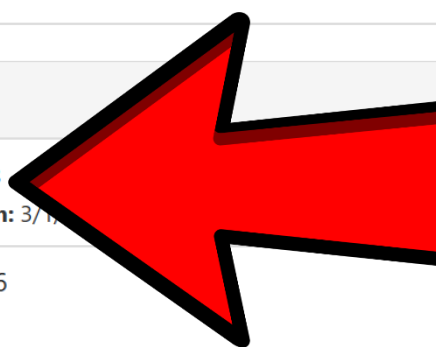
PSYC&100-2087	PSYC&100 F16 2087 - GENERAL PSYCHOLOGY-Section 2087	F16_2087_F16_2087_
PSYC&100-8285	PSYC&100 F16 8285 - GENERAL PSYCHOLOGY-Section 8285	F16_8285_F16_8285_
PSYC&100-8207	PSYC&100 F16 8207 - GENERAL PSYCHOLOGY-Section 8207	F16_8207_F16_8207_
SOC&201-8220	SOC& 201 F16 8220 - SOCIAL PROBLEMS-Section 8220	F16_8220_F16_8220_
PSYC&100-2067	PSYC&100 F16 2067 - GENERAL PSYCHOLOGY-Section 2067	F16_2067_F16_2067_

Custom Questions

[Winter 2017 Evaluations](#)

Status: Open **Access From:** 3/1/2017 11:59 PM **Delivery Date:** 3/6/2017 12:00 AM

[Test Project for Fall 2016](#)



You can view the main Course Evaluations here

Instructor Course Evalu: × +

← → ↺ 🏠 | 🔒 cbc.instructure.com/courses/1382628/external_tools/105195 | 📖 ☆ | ≡ 📏 👤 ⋮

Add to the favorites bar by selecting ☆, or by getting them from another browser. [Import your favorites](#)

☰ [SOC& 201 - 2078](#) > SOC& 201 W17 2078 - SOCIAL PROBLEMS

Winter 2017

Account

Dashboard

Courses

Calendar

959

Inbox

Commons

Help

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

EvaluationKIT

🏠 / [Custom Question Surveys](#) / [Attach Surveys to Projects](#) / Custom Question Survey

Custom Question Survey Winter 2017 Evaluations

+ Add Custom Question Survey 🔍 View Main Survey for this Project


No Surveys Found.

Total 0

Records per page 50

⏪ ⏩ Page 1 of 1 ⏪ ⏩

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Or, 2.) Login using the direct link to your account found in your intro email.

You forwarded this message on 5/1/2017 9:56 AM.

From: CBC Course Eval <CBCCourseEval@evaluationkit.com>
To: Lewis, Jerry
Cc:
Subject: Intro to Project

Sent: Mon 5/1/2017 9:32 AM

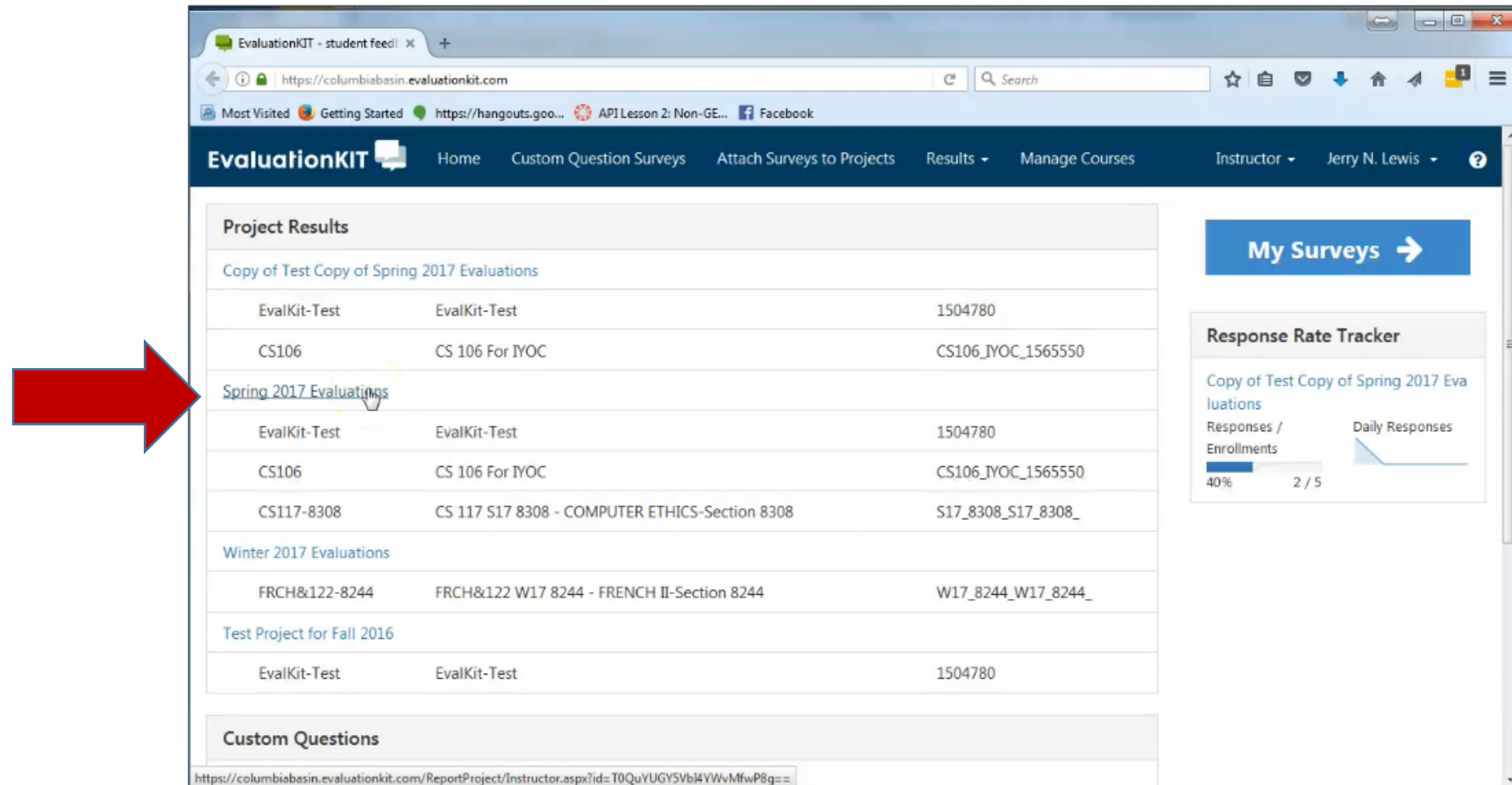
Course Code	Course Title	Survey Start Date	Survey End Date	Report Access Start	Response Rate
EvalKit-Test	EvalKit-Test	4/27/2017 12:30 PM	5/27/2017 12:00 AM	3/24/2017 12:00 AM	40.00% (2/5)
CS106	CS 106 For IYOC	4/27/2017 12:30 PM	5/27/2017 12:00 AM	3/24/2017 12:00 AM	0.00% (0/0)

Please login, review your courses and change the settings. Please communicate with your students prior to the start date of the survey if you have any special instructions. Also, if you want to customize your survey, please do so before the start date.

[Login to CBC Course Eval](#) (Note: This link should not be shared with others; it is unique to you.)

If you have questions, please contact Monica at mhansen@columbiabasin.edu for general issues or Jerry Lewis jlewis@columbiabasin.edu for more technical issues or problems with Canvas. In addition, we are hosting a short information session and demonstration on Friday morning, March 3 during Teaching and Learning Day. Recordings of the session will be available as well.

Your home screen should look like this and you can select the current project.



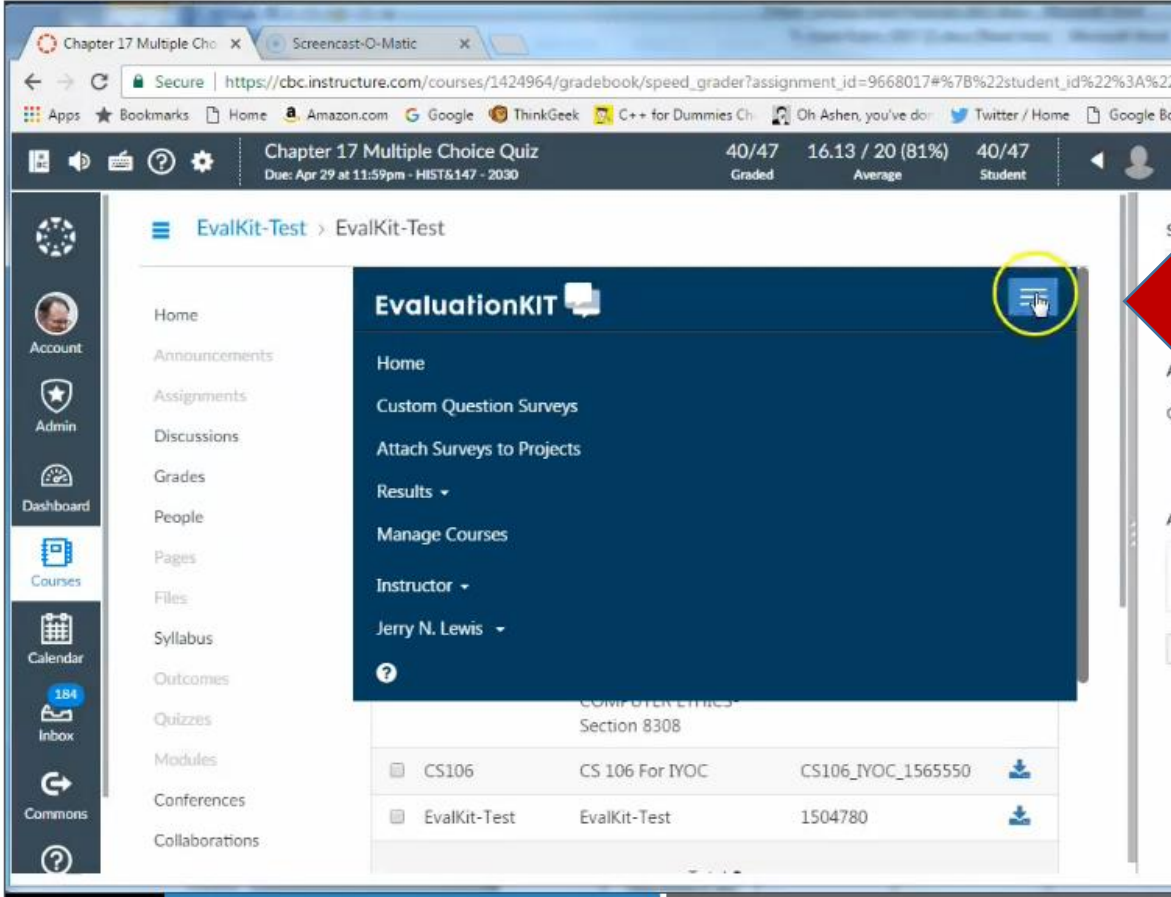
The screenshot shows the EvaluationKIT web application interface. The browser address bar displays <https://columbiabasin.evaluationkit.com>. The navigation bar includes links for Home, Custom Question Surveys, Attach Surveys to Projects, Results, and Manage Courses. The user is logged in as Jerry N. Lewis.

The main content area is titled "Project Results" and contains a table of project data. A red arrow points to the "Spring 2017 Evaluations" link, which is highlighted in blue. The table lists several projects, including "Copy of Test Copy of Spring 2017 Evaluations", "EvalKit-Test", "CS106", "CS 106 For IYOC", "CS106_IYOC_1565550", "Spring 2017 Evaluations", "EvalKit-Test", "1504780", "CS106", "CS 106 For IYOC", "CS106_IYOC_1565550", "CS117-8308", "CS 117 S17 8308 - COMPUTER ETHICS-Section 8308", "S17_8308_S17_8308_", "Winter 2017 Evaluations", "FRCH&122-8244", "FRCH&122 W17 8244 - FRENCH II-Section 8244", "W17_8244_W17_8244_", "Test Project for Fall 2016", "EvalKit-Test", "EvalKit-Test", and "1504780".

On the right side, there is a "My Surveys" button and a "Response Rate Tracker" section. The "Response Rate Tracker" shows a bar chart for "Responses / Enrollments" with a value of 40% and a line graph for "Daily Responses" with a value of 2 / 5.

The URL at the bottom of the browser window is <https://columbiabasin.evaluationkit.com/ReportProject/Instructor.aspx?id=T0QuYUGY5VbJ4YVWvMfwP8g==>.

Find your menu options by clicking here.



The screenshot shows a web browser window with the URL https://cbc.instructure.com/courses/1424964/gradebook/speed_grader?assignment_id=9668017#%7B%22student_id%22%3A%22. The page title is "Chapter 17 Multiple Choice Quiz" with a due date of "Apr 29 at 11:59pm - HIST&147 - 2030". The user's progress is shown as "40/47 Graded", "16.13 / 20 (81%) Average", and "40/47 Student".

The left sidebar contains navigation links: Home, Account, Admin, Dashboard, Courses (highlighted), Calendar, Inbox (184), Commons, and a help icon. The main content area shows the "EvaluationKIT" interface with a sidebar menu on the left and a main panel on the right. The sidebar menu includes: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations. The main panel displays the "EvaluationKIT" logo and a list of menu options: Home, Custom Question Surveys, Attach Surveys to Projects, Results (with a dropdown arrow), Manage Courses, Instructor (with a dropdown arrow), and Jerry N. Lewis (with a dropdown arrow). A red arrow points to the "EvaluationKIT" logo in the top right corner of the main panel.

COMPUTER FILES		
Section 8308		
CS106	CS 106 For IVOC	CS106_IVOC_1565550
EvalKit-Test	EvalKit-Test	1504780

Select manage courses.

The screenshot shows a web browser window with the URL https://cbc.instructure.com/courses/1424964/gradebook/speed_grader?assignment_id=9668017#%7B%22student_id%22%3A%221424964%22%22%7D. The page title is "Chapter 17 Multiple Choice Quiz" with a due date of "Apr 29 at 11:59pm - HIST&147 - 2030". The top navigation bar shows "40/47 Graded", "16.13 / 20 (81%) Average", and "40/47 Student".

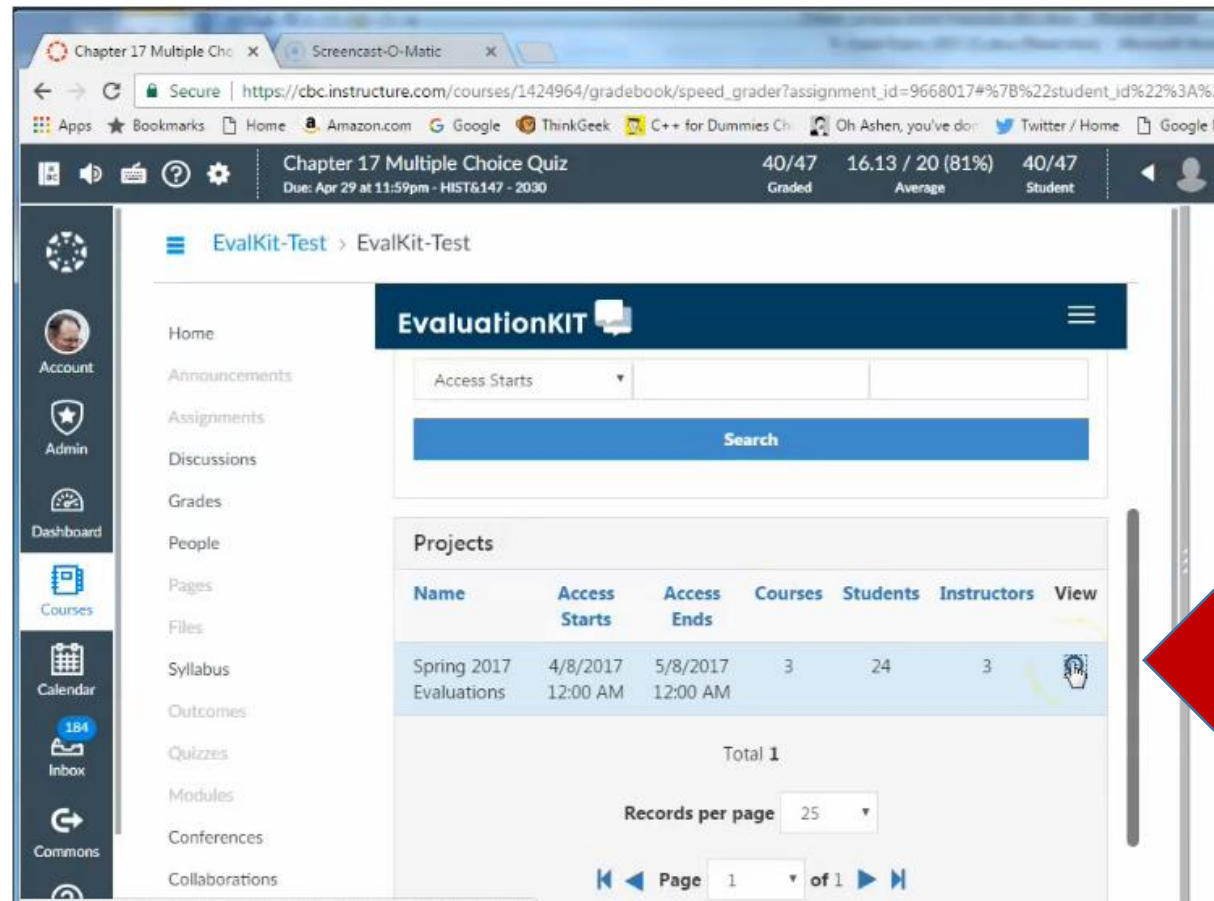
The left sidebar contains navigation links: Home, Account, Admin, Grades, Courses, Calendar, Inbox (184), and Commons. The "Courses" link is highlighted with a red arrow pointing to the "Manage Courses" option in the EvaluationKIT sidebar.

The EvaluationKIT sidebar on the right contains the following menu items: Home, Custom Question Surveys, Attach Surveys to Projects, Results, **Manage Courses** (highlighted with a green circle and a mouse cursor), Instructor, and Jerry N. Lewis.


Below the sidebar, the "COMPUTER ETHICS Section 8308" is visible. A table lists the courses:

Course ID	Course Name	Course ID	Download
CS106	CS 106 For IYOC	CS106_IYOC_1565550	Download
EvalKit-Test	EvalKit-Test	1504780	Download

Scroll down and select to view your classes.



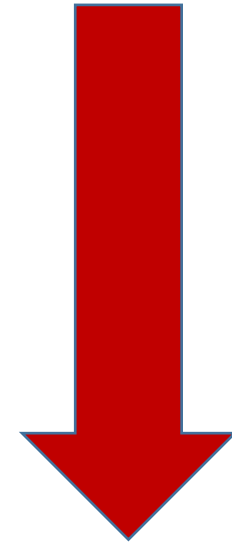
The screenshot shows a web browser window with the URL https://cbc.instructure.com/courses/1424964/gradebook/speed_grader?assignment_id=9668017#%7B%22student_id%22%3A%22184%22%22%7D. The page title is "Chapter 17 Multiple Choice Quiz". The top navigation bar shows "40/47 Graded", "16.13 / 20 (81%) Average", and "40/47 Student". The left sidebar contains navigation links: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, and Commons. The main content area is titled "EvalKit-Test > EvalKit-Test". It features a search bar with "Access Starts" and a "Search" button. Below the search bar is a table titled "Projects".

Name	Access Starts	Access Ends	Courses	Students	Instructors	View
Spring 2017 Evaluations	4/8/2017 12:00 AM	5/8/2017 12:00 AM	3	24	3	

Below the table, it shows "Total 1" and "Records per page 25". At the bottom, it displays "Page 1 of 1". A large red arrow points to the "View" icon in the "View" column of the "Spring 2017 Evaluations" row.

You can search or scroll down to see the list.

The screenshot shows a web browser window with the URL https://cbc.instructure.com/courses/1424964/gradebook/speed_grader?assignment_id=9668017#%7B%22student_id%22%3A%22184%22%22%7D. The page title is 'Chapter 17 Multiple Choice Quiz' with a due date of 'Apr 29 at 11:59pm - HIST&147 - 2030'. The user's progress is shown as '40/47 Graded', '16.13 / 20 (81%) Average', and '40/47 Student'. The sidebar on the left contains navigation links: Home, Account, Admin, Dashboard, Courses (highlighted), Calendar, Inbox (184), and Commons. The main content area is titled 'EvaluationKIT' and 'Project Courses' for 'Spring 2017 Evaluations'. It features a search bar labeled 'Search Courses' and three input fields: 'Course Code', 'Title', and 'Call#/Unique ID'. A yellow circle highlights the search bar area.



Select and delete course you do not want to survey.

The screenshot shows the EvaluationKIT interface. A red arrow points from the 'Courses' link in the left sidebar to the 'Delete Selected Courses' button. The 'Project Courses' table below shows a single course selected for deletion.

EvaluationKIT

Call#/Unique ID

Search

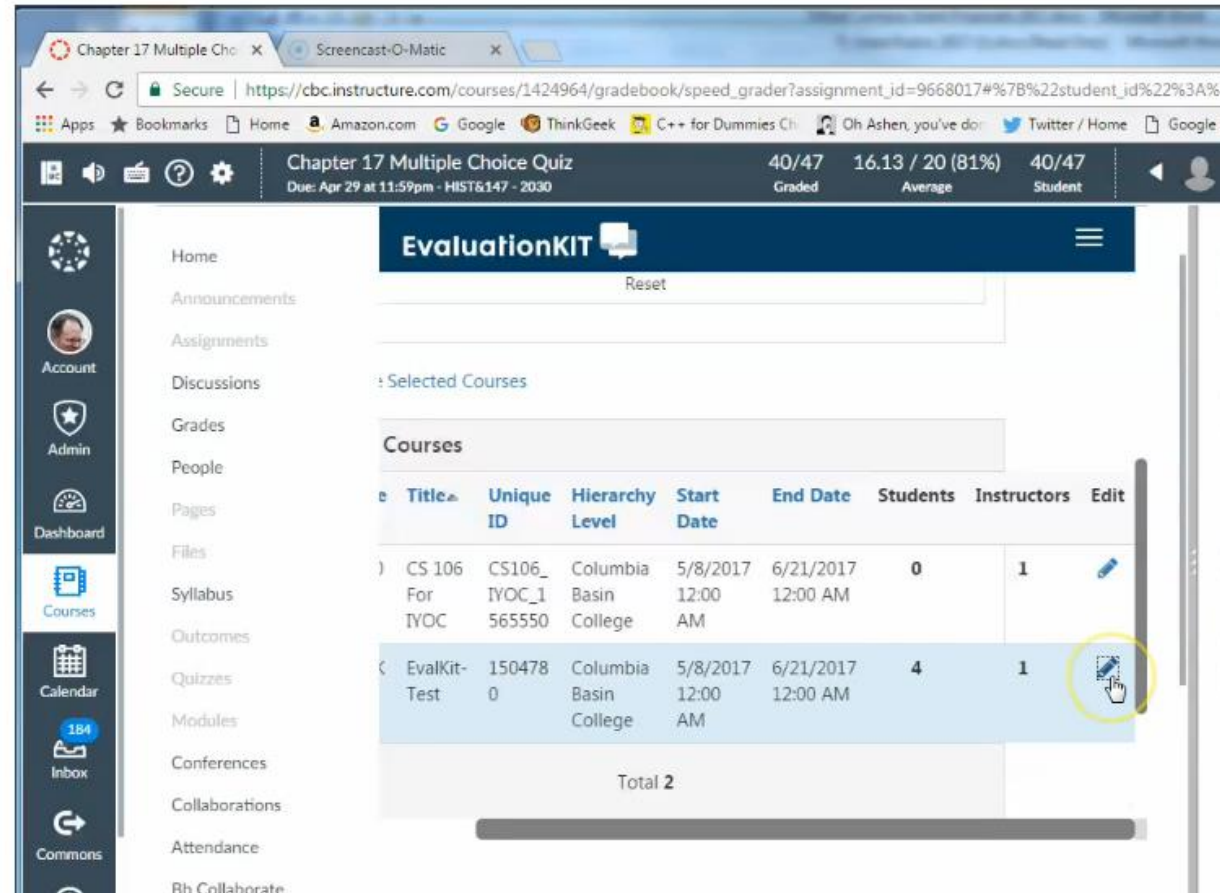
Reset

Delete Selected Courses


Project Courses

<input type="checkbox"/>	Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Ir
<input checked="" type="checkbox"/>	CS11	CS 117 S17	S17_83	Computer	5/8/2017	6/21/2017	20	

Select editing tool to edit dates and access for individual classes.



The screenshot shows a web browser window with the URL https://cbc.instructure.com/courses/1424964/gradebook/speed_grader?assignment_id=9668017#%7B%22student_id%22%3A%22. The page title is "Chapter 17 Multiple Choice Quiz". The top navigation bar shows "40/47 Graded", "16.13 / 20 (81%) Average", and "40/47 Student". The left sidebar contains various navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, and Bb Collaborate. The main content area is titled "EvaluationKIT" and includes a "Reset" button. Below this, there is a section for "Selected Courses" and a table of "Courses".

Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Edit
CS 106 For IVOC	CS106_IVOC_1 565550	Columbia Basin College	5/8/2017 12:00 AM	6/21/2017 12:00 AM	0	1	
EvalKit-Test	1504780	Columbia Basin College	5/8/2017 12:00 AM	6/21/2017 12:00 AM	4	1	

Total 2



Change dates to fit your individual course schedule.



Edit Course

EvalKit-Test - EvalKit-Test

Instructors 1

Students 4

Project Start Date

5/8/2017 12:00 AM

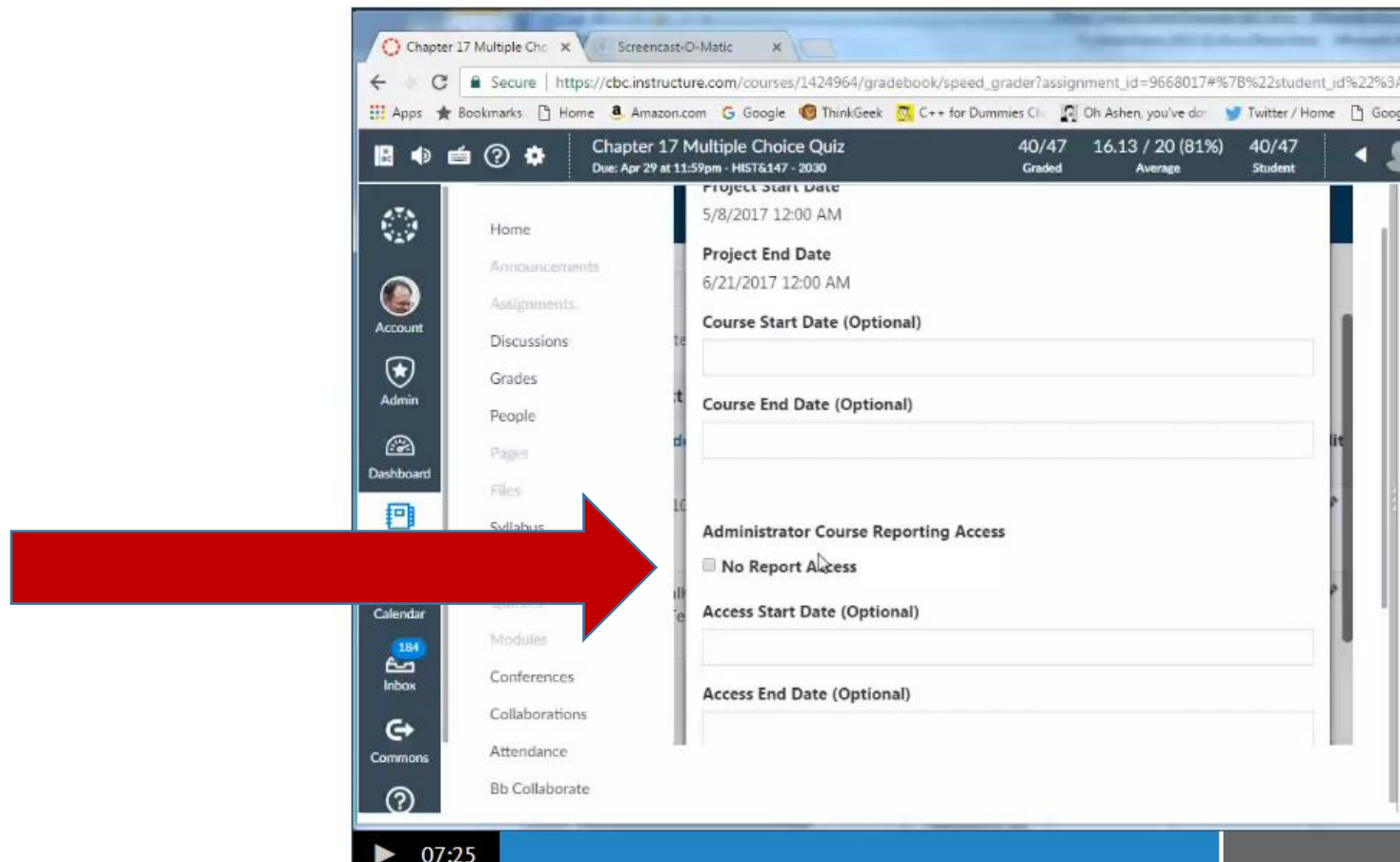
Project End Date

6/21/2017 12:00 AM

Course Start Date (Optional)

Course End Date (Optional)

Change administrator access to keep results for yourself. If you check this box your dean will not have access to your results, but you will. Please communicate with your dean about the schedule for your evaluations.



Thank you!

If you have questions or difficulties, contact Jerry Lewis or Monica Hansen.