

Guide to viewing Course Evaluation Results in Watermark/ EvaluationKit

Type "https://montclair.instructure.com" and login to Canvas using your netid and password.

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NetID	
Password	
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Canvas Resources Winter Sessions 2023 MSUTTHome Reset: Guest: Password Daily Hawk Check	

Click on the avatar on the upper left and select EvaluationKit from the menu, as shown below.



If the screen is blank, make sure the right-hand corner says "Instructor." If it says Student/Respondent," click on the arrow and select "Instructor."



Go to "Results" on the menu, then select "Project Results."



Clicking **"View All"** in Response Rates will result in this screen. You may enter text in the search to narrow down the results. Leaving the fields blank and clicking on **"search"** will show <u>all</u> projects.Clicking **"View All"** in Project Results will result in a similar screen, with the same options and capabilities. You can also use conditions and filter by date.

Project Results Vie	ew results for cours	es and instructors					
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	FA 2022)			12/20/2	2022	11/29/2022	Q
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Once you select a project, you can search by instructor name or by hierarchy. Searching by hierarchy level results in a search by college or department.

Q Instructor					
Instructor Name	Hierarchy Lev	el			
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Yu, Susana	FINC560_01SU22	FINC560_01SU22 CORP FINANCIAL DECISION MAKING FINC560_01SU22	CCRSFINC-560-30329.202230_FI G- NC560_01SU22	Accounting and Finance	*

All of the results, except for the **"Raw Data"** option are in PDF format. The raw data can be downloaded and opened in Excel. It downloads as a CSV (comma separated values).

By Hierarchy Level	Course Section By Instructor B	v TA		
View Results				
Hierarchy Level				
	×			
Detailed Repo	t Detailed Report + Comments	B Short Report	B Short Report + Comments	Raw Data

Searching by hierarchy level results in a search by college or department

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Course Results	_				
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Radin Michael	EINC561 0281122	FINC561 02SU22	CCRSEINC-561-30296 202230	EL Accounting and Einance	4

Here is an example of the raw data. The course information is available, the answers to each question and the comments are as well. No identifying data of the respondents is available.

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