

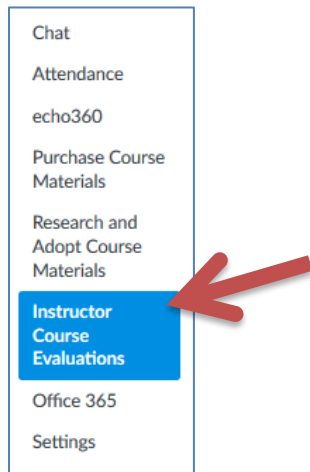
## Canvas Online Course Evaluations EvaluationKIT

### How to release Online Course Evaluations to your students:

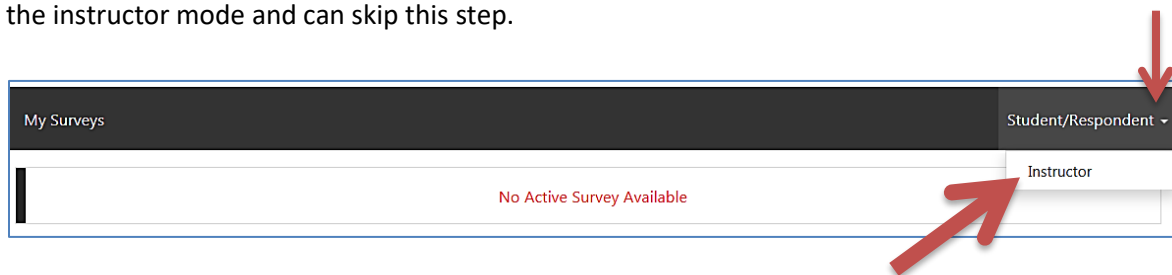
**Online Course Evaluations need to be set up AFTER the third week of the semester but BEFORE the Tuesday of exam week**

Log into your course in Canvas.

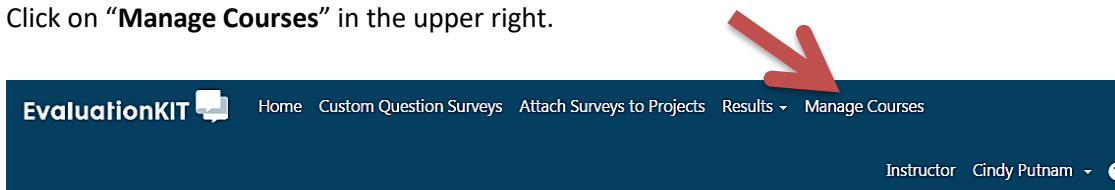
Click the "Instructor Course Evaluations link on the left.



If you have a student role in any courses for the semester, you will automatically be entered into EvaluationKIT with the Student/Respondent role. Click on the drop-down and choose "Instructor" to enter the instructor role. If you are only an instructor in courses for the semester, you will already be in the instructor mode and can skip this step.




Click on "Manage Courses" in the upper right.




**If "Manage Courses" is not available, then it is either too soon or too late to set up your online course evaluations.** Each semester's evaluation project is added during the 3<sup>rd</sup> week of the semester and is

removed the Tuesday of exam week. **You will need to set up your Online Course Evaluations AFTER the third week of the semester, but BEFORE the Tuesday of exam week.**

After clicking on “Manage Courses,” click the “**View**” icon to the right of the current semester’s project:

Projects						
Name	Access Starts	Access Ends	Courses	Students	Instructors	View
Winter 2016 Course Evaluations	2/15/2016 11:59 PM	4/30/2016 11:59 PM	3	73	1	
Total 1	Records per page 25		Page 1 of 1			

Click the “**Edit**” icon on the right of the course you want to set up the evaluation for:

Project Courses							
Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Edit
EvaluationKITTesting-ITDLab	EvaluationKITTesting-ITDLab , Cindy,Putnam	10594-I53	Saginaw Valley State University	12/5/2015	12/5/2015	6	
Total 1	Records per page 100		Page 1 of 1				

Enter the date you want the evaluation to start in the “**Course Start Date**” and the date you want the evaluation to end in the “**Course End Date.**”

Instructors 1  
Students 23

**Project Start Date**  
4/30/2016 11:59 PM

**Project End Date**  
4/30/2016 11:59 PM

**Course Start Date (Optional)**

**Course End Date (Optional)**

To enter the date, click in the box under the heading and the calendar widget will open. Choose the correct date by clicking on the appropriate day on the calendar. Slide the Hour and Minute sliders to select the correct time. Click the “**Done**” button to save your changes.

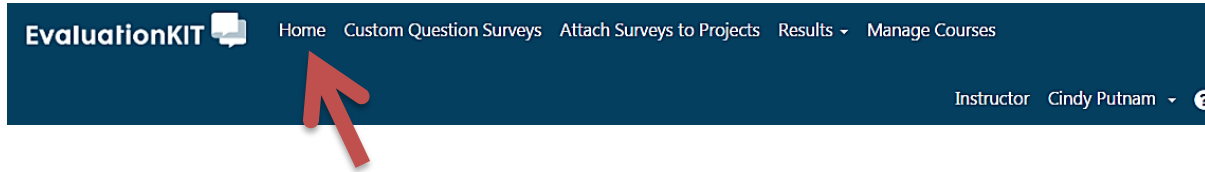
You will now see the Course Start and End dates listed in the boxes. Click the **“Save”** button to save and publish the evaluation.

**“Student View” in Canvas will not work with Online Course Evaluations**, so you will **NOT** be able to log into Student View and see if the evaluations are available for students. The only way you will know that evaluations are available to students is to check the Online Course Evaluation Widget. Go to your course in Canvas and look in the bottom right corner to find the widget:

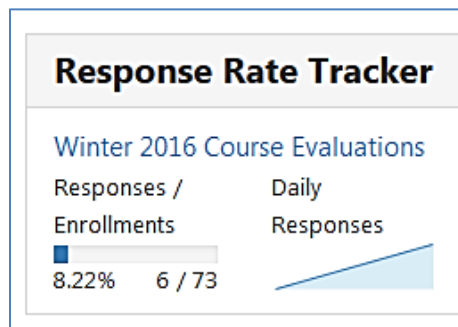
This widget will show you the Start and End dates you set for the evaluation, as well as the response rate. If the start and end dates here are the same (the end of the semester), then your evaluations are not set up.

## Evaluation Response Rate Tracker

Click the “Home” button at the top of the page to go to the EvaluationKIT home page:



On the right side of the page is the Response Rate Tracker. This allows you to see how many students have taken the evaluation. You won't see names or details, just the percent of students that have completed it.



You can click on the evaluation title (Winter 2016 Course Evaluations) to see more details.

## Evaluation Kit for Students

A link to the evaluation is added to your course for your students to access it. Students will also receive a notification when they log into your course, letting them know there is an evaluation there for them to take.