

Instructions for Deans/Associate Deans on accessing Student Feedback Results

Review the completed Student Feedback Results after the survey is closed

1. Log in to Canvas (this is the same log in as you would use for the computer)
2. Go to your Account, Profile, and click on Course Evaluations.
3. In the EvaluationKIT module, click on the link to access your EvaluationKit dashboard.
4. Click on the desired project.
5. There are 3 different ways to review results.
 - a. You can get aggregated results by level, by selecting the course from the drop down, and then click this icon “pdf reports with comments”
 - b. You can get results for a specific course sections by clicking the course sections tab, finding the course you want to review, then clicking “view” “pdf+comments” at the end of the course row.
 - c. You can get results for a specific instructor by clicking the instructors tab, finding the instructor you want to review, then clicking “view” “pdf+comments” at the end of the instructor row.

For questions, please contact:

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