

# EvaluationKIT

## Quick Guide

For Faculty

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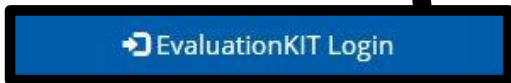
# STEP 1

## Access EvaluationKIT

There are a couple of ways to access the EvaluationKIT portal

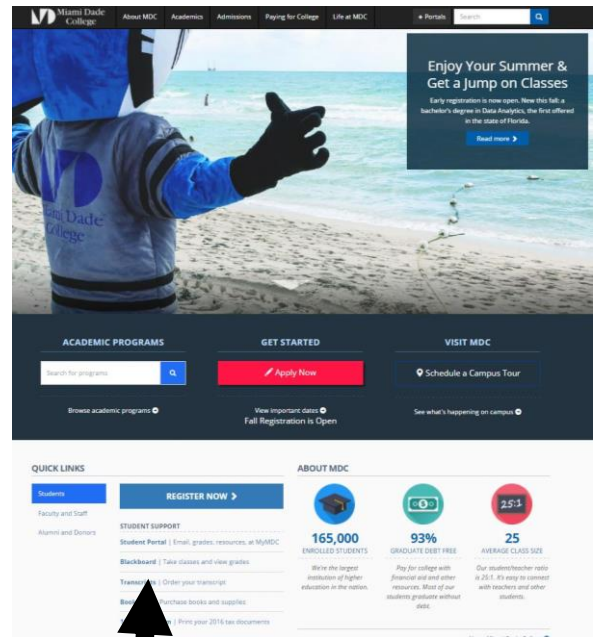
### Option A

You may access EvaluationKIT through the [Feedback website](#) by clicking the button that reads EvaluationKIT Login



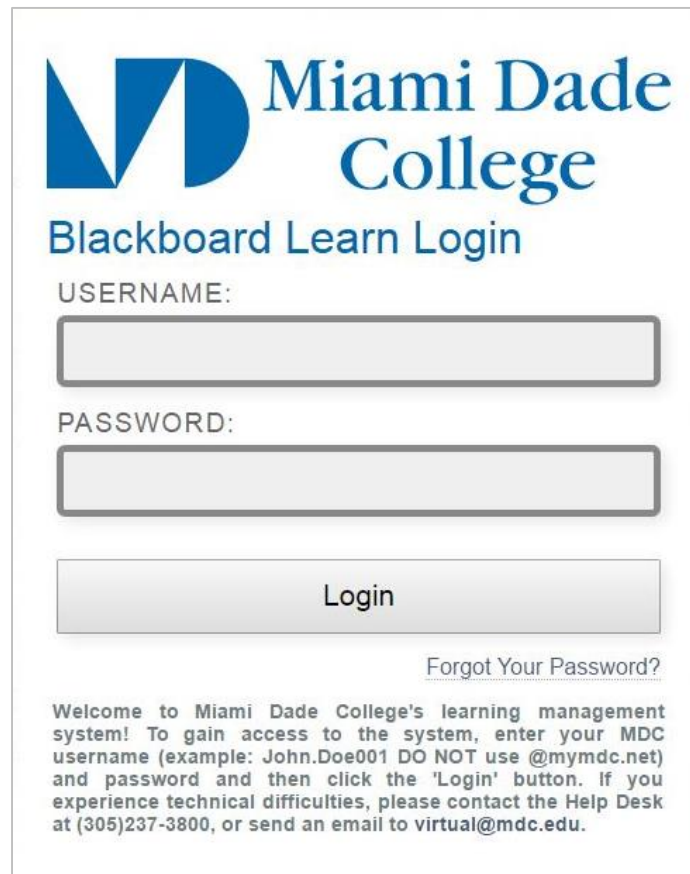
### Option B

You may also access EvaluationKIT through [MDC's website home page](#) by clicking the link that reads Blackboard



## STEP 2

### Login to Blackboard



**Miami Dade College**  
Blackboard Learn Login

USERNAME:

PASSWORD:

Login

[Forgot Your Password?](#)

Welcome to Miami Dade College's learning management system! To gain access to the system, enter your MDC username (example: John.Doe001 DO NOT use @mymdc.net) and password and then click the 'Login' button. If you experience technical difficulties, please contact the Help Desk at (305)237-3800, or send an email to [virtual@mdc.edu](mailto:virtual@mdc.edu).



Enter your employee credentials to login to Blackboard

**NOTE:** If you selected Option A on Step 1 to login, then skip Step 3 and continue on to Step 4

# STEP 3

## Blackboard Homepage

Locate the link to EvaluationKIT in Blackboard's home page

The screenshot shows the Blackboard homepage for Miami Dade College. The page is divided into several columns and sections. At the top left, there is a navigation bar with 'My Institution', 'Courses', and 'Organizations'. Below this, the main content area is organized into several sections. On the left, there is a 'Tools' sidebar with links for Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, NBC Learn Playlist, Goals, and Browse NBC Learn. The main content area includes a 'MDC Facebook Feed', 'Online Student Success' with 'MDC Resources to Help You Succeed' and 'FREE 24/7 TUTORING', 'Getting Started with Your Online Courses' with a 'Getting Started Guide', '2177 Fall Term Registration Announcements', 'MDC Links', 'Blackboard Tutorials for Students', and 'EvaluationKIT Course Evaluations'. A black arrow points from the 'EvaluationKIT Course Evaluations' link to a callout box below the screenshot.

**EvaluationKIT Course Evaluations**

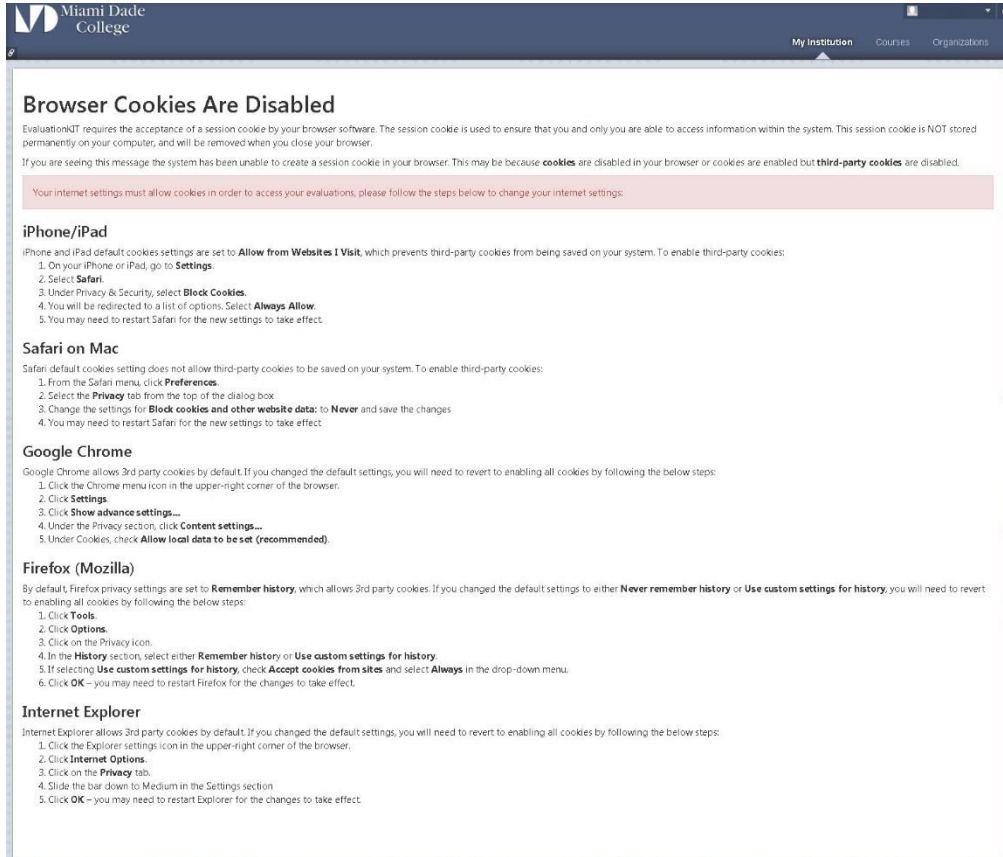
Click here to access your EvaluationKIT dashboard

The link is located at the bottom left corner of Blackboard's home page

# STEP 4

## Configure Settings

Your web browser settings may (or may not) need to be adjusted to access EvaluationKIT  
If a message appears on your screen, please follow the instructions accordingly



Miami Dade College

My Institution Courses Organizations

### Browser Cookies Are Disabled

EvaluationKIT requires the acceptance of a session cookie by your browser software. The session cookie is used to ensure that you and only you are able to access information within the system. This session cookie is NOT stored permanently on your computer, and will be removed when you close your browser.

If you are seeing this message the system has been unable to create a session cookie in your browser. This may be because **cookies** are disabled in your browser or cookies are enabled but **third-party cookies** are disabled.

Your internet settings must allow cookies in order to access your evaluations, please follow the steps below to change your internet settings:

#### iPhone/iPad

iPhone and iPad default cookies settings are set to **Allow from Websites I Visit**, which prevents third-party cookies from being saved on your system. To enable third-party cookies:

1. On your iPhone or iPad, go to **Settings**.
2. Select **Safari**.
3. Under Privacy & Security, select **Block Cookies**.
4. You will be redirected to a list of options. Select **Always Allow**.
5. You may need to restart Safari for the new settings to take effect.

#### Safari on Mac

Safari default cookies setting does not allow third-party cookies to be saved on your system. To enable third-party cookies:

1. From the Safari menu, click **Preferences**.
2. Select the **Privacy** tab from the top of the dialog box.
3. Change the settings for **Block cookies and other website data**: to **Never** and save the changes.
4. You may need to restart Safari for the new settings to take effect.

#### Google Chrome

Google Chrome allows 3rd party cookies by default. If you changed the default settings, you will need to revert to enabling all cookies by following the below steps:

1. Click the Chrome menu icon in the upper-right corner of the browser.
2. Click **Settings**.
3. Click **Show advance settings...**
4. Under the Privacy section, click **Content settings...**
5. Under Cookies, check **Allow local data to be set (recommended)**.

#### Firefox (Mozilla)

By default, Firefox privacy settings are set to **Remember history**, which allows 3rd party cookies. If you changed the default settings to either **Never remember history** or **Use custom settings for history**, you will need to revert to enabling all cookies by following the below steps:

1. Click **Tools**.
2. Click **Options**.
3. Click on the Privacy icon.
4. In the **History** section, select either **Remember history** or **Use custom settings for history**.
5. If selecting **Use custom settings for history**, check **Accept cookies from sites** and select **Always** in the drop-down menu.
6. Click **OK** – you may need to restart Firefox for the changes to take effect.

#### Internet Explorer

Internet Explorer allows 3rd party cookies by default. If you changed the default settings, you will need to revert to enabling all cookies by following the below steps:

1. Click the Explorer settings icon in the upper-right corner of the browser.
2. Click **Internet Options**.
3. Click on the **Privacy** tab.
4. Slide the bar down to Medium in the Settings section.
5. Click **OK** – you may need to restart Explorer for the changes to take effect.

Full script of the message is on the next page

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3. Click on the **Privacy** tab.
4. Slide the bar down to Medium in the Settings section

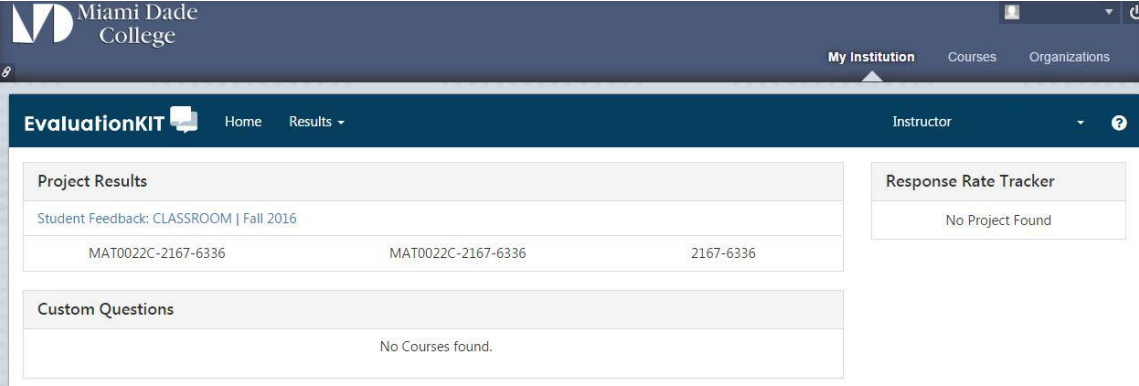
5. Click **OK** – you may need to restart Explorer for the changes to take effect.

## STEP 5

### EvaluationKIT Dashboard

If you reached this step, you have successfully logged in to EvaluationKIT

This top navigation bar is Blackboard



Project Results		
Student Feedback: CLASSROOM   Fall 2016		
MAT0022C-2167-6336	MAT0022C-2167-6336	2167-6336

Response Rate Tracker	
No Project Found	

The second navigation bar is for EvaluationKIT

**NOTE:** Please be aware that depending on the size of your screen and device, the displayed tabs may differ. The available content will remain the same on any device you choose. The content you see is based on the user's authorized access.

#### **ERROR Message:**

If you are not yet set up as a user you will receive a login failed message



# STEP 6

## Manage Courses

Please ensure that all your 'opted' in classes are in EvaluationKIT.

In your EvaluationKIT dashboard, click on the manage courses tab.



Locate your project name and click on the symbol below the view tab.

The screenshot shows the 'Manage Courses' page. At the top is a search bar labeled 'Search Projects' with fields for 'Name', 'Status', 'Where', 'Between', and 'And'. Below the search bar is a table of projects. The table has columns for 'Name', 'Access Starts', 'Access Ends', 'Courses', 'Students', 'Instructors', and 'View'. There are two rows of project data. The 'View' column contains magnifying glass icons. Below the table is a 'Total 2' summary and a 'Records per page' dropdown set to 25.

Name	Access Starts	Access Ends	Courses	Students	Instructors	View
Fall 2017 (2177)   Student Feedback: Classroom   First 4-week courses	9/28/2017 12:00 AM	10/20/2017 11:59 PM	1	0	1	
Fall 2017 (2177)   Student Feedback: Classroom   First 8-week, First 6-week and Second 4-week courses	9/28/2017 12:00 AM	10/20/2017 11:59 PM	1	0	1	

Verify that all your project courses are listed.

**NOTE:** Student enrollment column is zero before the survey start date and it is updated when it begins.

The screenshot shows the 'Project Courses' page. At the top is a search bar labeled 'Search Courses' with fields for 'Course Code', 'Title', and 'Call#/Unique ID'. Below the search bar is a table of project courses. The table has columns for 'Code', 'Title', 'Unique ID', 'Hierarchy Level', 'Start Date', 'End Date', 'Students', 'Instructors', and 'Edit'. There are two rows of project course data. The 'Students' column shows zero for both rows. Below the table is a 'Total 2' summary and a 'Records per page' dropdown set to 100.

Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Edit
ENC0027-2177-8976	ENC0027-2177-8976	2177-8976	Miami Dade College	8/28/2017 12:00 AM	10/20/2017 11:59 PM	0	1	
ENC0027-2177-9267	ENC0027-2177-9267	2177-9267	Miami Dade College	8/28/2017 12:00 AM	10/20/2017 11:59 PM	0	1	

# STEP 7

## Manage Administration Dates

Optional: If you would like to change your survey start and/or end dates, do as follows.

Begin by completing step 6 above, then click the edit symbol

Project Courses

Search Courses

Course Code Title Call#/Unique ID

Search Reset

Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Edit
ENC0027-2177-8976	ENC0027-2177-8976	2177-8976	Miami Dade College	8/28/2017 12:00 AM	10/20/2017 11:59 PM	0	1	
ENC0027-2177-9267	ENC0027-2177-9267	2177-9267	Miami Dade College	8/28/2017 12:00 AM	10/20/2017 11:59 PM	0	1	

Total 2

Records per page 100

Page 1 of 1

Click on the 'Course Start Date (Optional)' text box.

EvaluationKIT Home Results Manage Courses Instructor

Project Courses

Search Courses

Course Code

Search Reset

Project Courses

Code Title Unique ID Hierarchy Level Start Date End Date Students Instructors Edit

ENC0027-2177-8976 ENC0027-2177-8976 2177-8976 Miami Dade College 8/28/2017 12:00 AM 10/20/2017 11:59 PM 0 1

ENC0027-2177-9267 ENC0027-2177-9267 2177-9267 Miami Dade College 8/28/2017 12:00 AM 10/20/2017 11:59 PM 0 1

Total 2

Records per page 100

Page 1 of 1

**Edit Course**

ENC0027-2177-8976 - ENC0027-2177-8976

Instructors 1

Students 0

Project Start Date 8/28/2017 12:00 AM Project End Date 10/20/2017 11:59 PM

Course Start Date (Optional) 08/28/2017 12:00 am Course End Date (Optional) 10/20/2017 11:59 pm

Cancel Save

Select your start date, then click done.

To change your end date, click the 'Course End Date (Optional)' text box and select your end date, then click done

**NOTE:** Remember to always click save.

**Edit Course** [Close]

**ENC0027-2177-8976 - ENC0027-2177-8976**

Instructors **1**

Students **0**

**Project Start Date**  
8/28/2017 12:00 AM

**Project End Date**  
10/20/2017 11:59 PM

**Course Start Date (Optional)**

**Course End Date (Optional)**

**October 2017** **November 2017**

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

**Time** 12:00 am

**Hour**

**Minute**

# STEP 8

## EvaluationKIT Help

For additional information click the question mark icon located on the right side of the navigation bar



In the Help Center you will find an assortment of resources such as:

- Best Practices
- Instructional Guides
- Sample Documents
- Video Tutorials

If you have any questions, please make sure to review the information provided through the Help Center before contacting an MDC administrator

# STEP 9

## Access Results

In the EvaluationKIT home page, you will find your courses in the **Project Results** section

**NOTE:** Survey results become available on specific dates set by the administration

The screenshot shows the EvaluationKIT interface for Miami Dade College. The 'Project Results' section contains a table with the following data:

Course Code	Title	Unique ID
MAT0022C-2167-6336	MAT0022C-2167-6336	2167-6336

A box highlights the link 'Student Feedback: CLASSROOM | Fall 2016' in the 'Project Results' section.

If a link is available (sample above) click the link to access the courses

The screenshot shows the 'Project Results' page for 'Student Feedback: CLASSROOM | Fall 2016'. The table below shows the course details:

Course Code	Title	Unique ID	Report
MAT0022C-2167-6336	MAT0022C-2167-6336	2167-6336	

A box highlights the 'Report' button and its options: PDF and Raw Data.

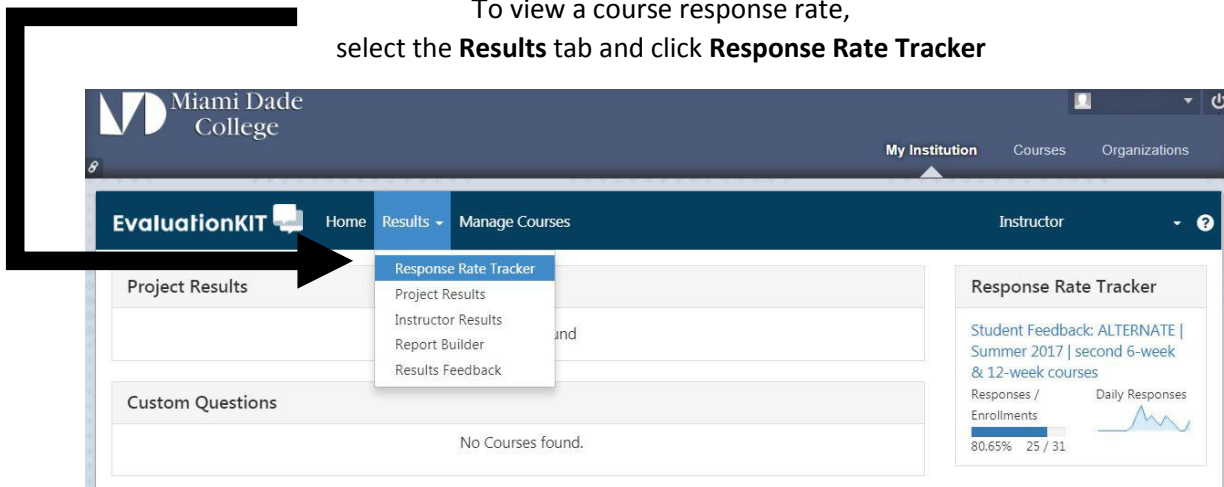
Click the icon below **Report** and select the file method in which you would like to view the results

**NOTE:** The file will download to your computer

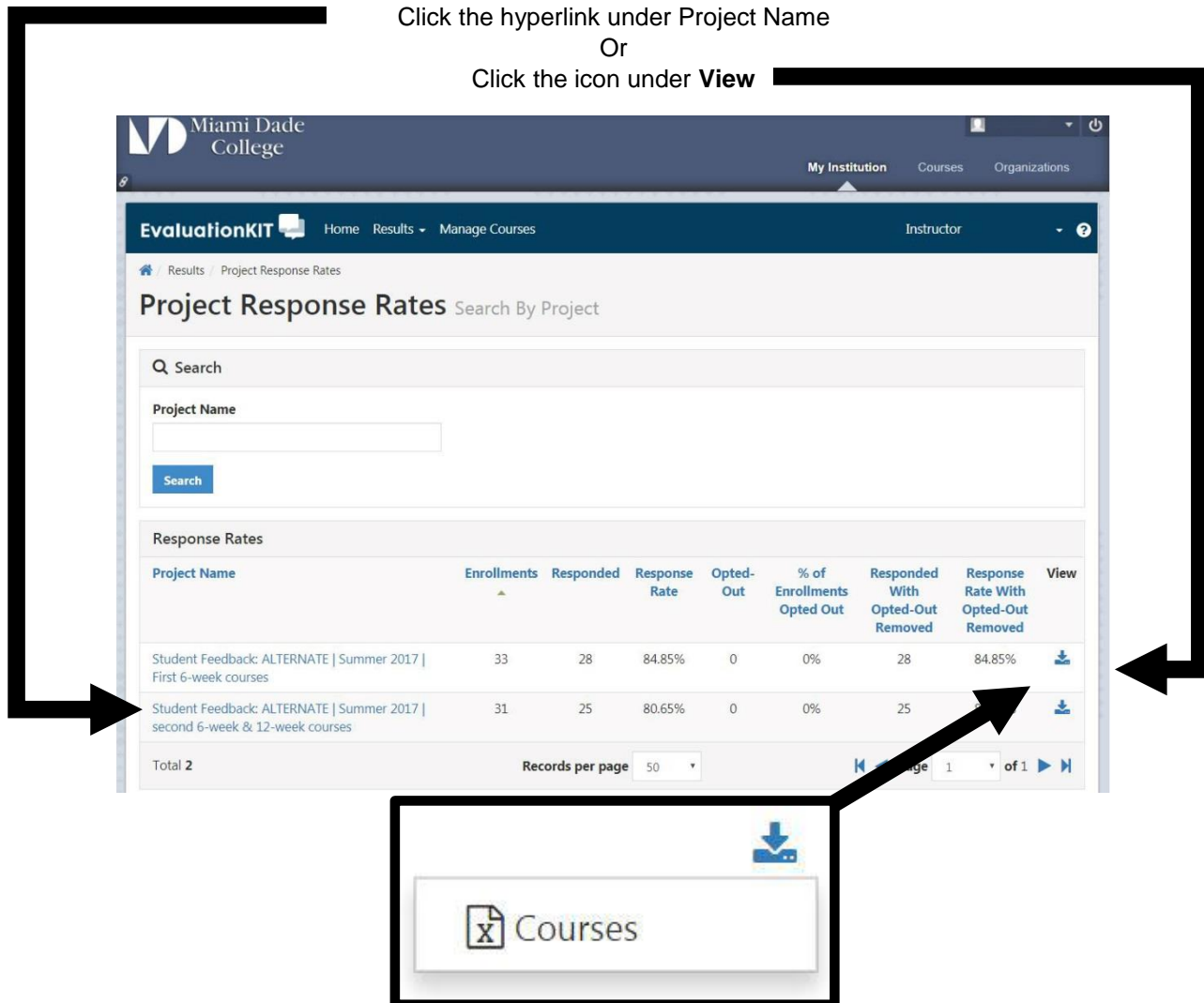
# STEP 10

## Response Rate

To view a course response rate,  
select the **Results** tab and click **Response Rate Tracker**



Click the hyperlink under Project Name  
Or  
Click the icon under **View**



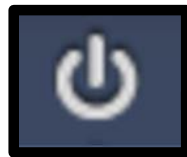
**NOTE:** The file will download to your computer after clicking the Courses tab

# STEP 11

## Logout

### WARNING

It is extremely important to properly logout from your session and not just exit or close the window on your web browser



Click the Logout icon located on the upper right corner of Blackboard's navigation bar

**NOTE:** If you log back in from the same device, please refer to Step 3 to locate EvaluationKIT