

EvaluationKIT

Quick Guide

for Students

Table of Contents

STEP 1	3
Access Student Feedback	
STEP 2 – Option A	4
Login to MyMDC Email	
STEP 2 – Option B	5
Login to Blackboard	
STEP 3 – Option A	6
Email Sample to Students	
STEP 3 - Option B	7
Blackboard Homepage	
STEP 4	8
Complete Student Feedback Survey	
STEP 5	9
Student Feedback Survey Submission	
STEP 6	10
Student Feedback Dashboard	
STEP 7	11
Certificate of Student Feedback Survey Completion	

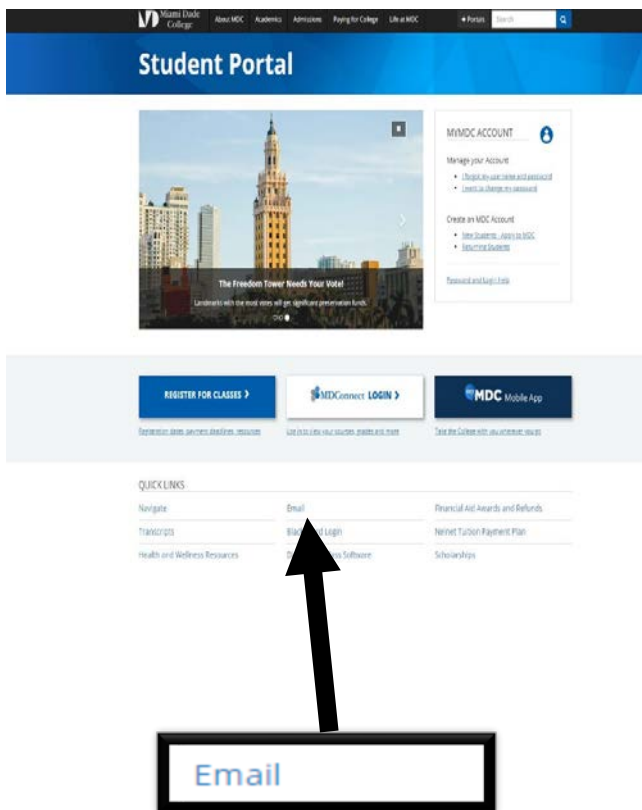
STEP 1

Access Student Feedback Survey

There are two options for students to access the Student Feedback Surveys

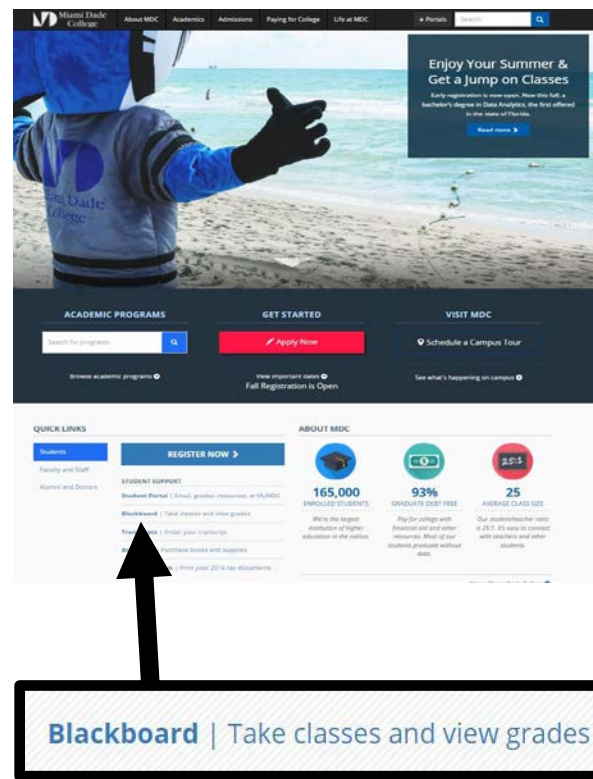
Option A

Students may access the Student Feedback Survey in EvaluationKIT via their [MyMDC e-mail](#) by clicking a unique link in the invitation email



Option B

Students may access the Student Feedback Survey in EvaluationKIT via [MDC's website home page](#) by clicking the Blackboard link



NOTE: Note: All MDC students have a [Blackboard](#) account

STEP 2 – Option A

Login to MyMDC Email

Miami Dade College

Sign in with your Miami Dade College account:

someone@example.com

.....

Sign in

[Forgot Username or Password?](#) | [Reset Temporary Password](#)

If you do not have a student account and would like to create one now:
[Create My Student Account](#)

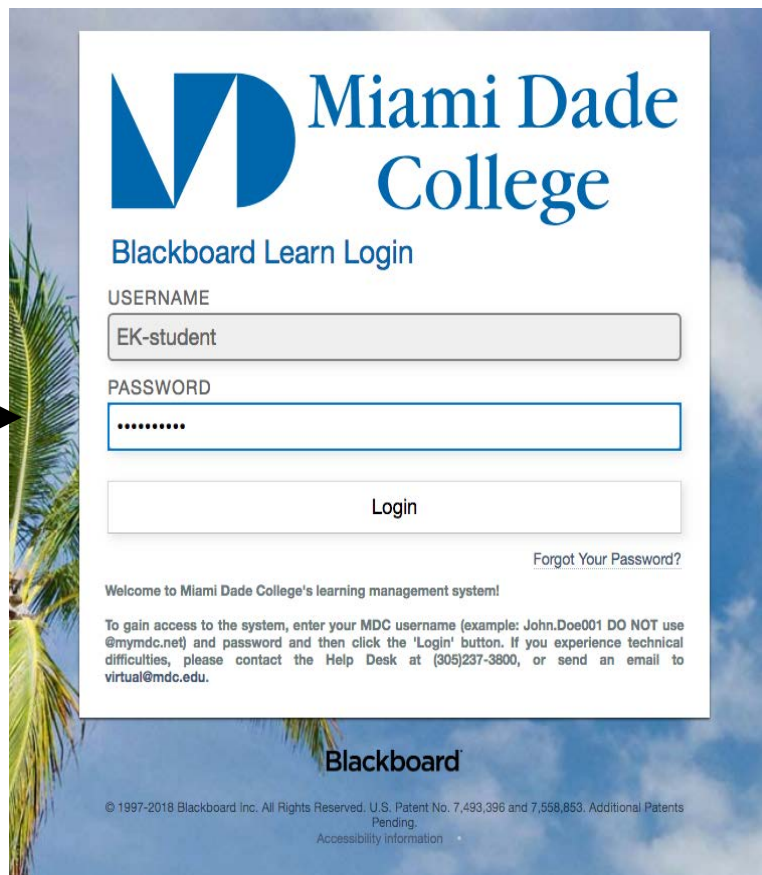
Get Help
Contact the Help Desk at 305-237-2505

Enter MDC student credentials to login to MyMDC email

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

STEP 2 – Option B

Login to Blackboard



Miami Dade College

Blackboard Learn Login

USERNAME
EK-student

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.

Blackboard

© 1997-2018 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.
Accessibility Information

Enter **MDC student** credentials to login to Blackboard

NOTE: If student selected **Option B** in Step 1 to login, then skip **Step 3B** and continue on to **Step 4**

STEP 3 – Option A

Email Sample to Students

Each Student Feedback Survey contains Course Title, Unique ID, and Instructor Name

Dear EvaluationKit,

At MDC, student feedback is important. It's time for you to provide anonymous feedback to faculty in your credit courses.

Please take a few minutes to answer questions regarding your experience in your selected class(es) below.

Survey Summary					
Course Code	Course Title	Start Date	End Date	Status	
EK-Course	EK-Course	10/11/2018 12:00 AM	10/13/2018 12:00 AM	Not-Submitted	Go To Survey

To access the instructor survey simply follow this link: [Login](#) (Note: This link should not be shared with others; it is unique to you.) (Note: This link should not be shared with others; it is unique to you.)

You can also access the survey on your mobile device but downloading the FREE EvaluationKIT Mobile App by clicking on the links below:

iPhone Users: <http://itunes.apple.com/us/app/evaluationkit-mobile/id511463047?s=1&mt=8>

Android Users: <https://play.google.com/store/apps/developer?id=EvaluationKIT>

After downloading the mobile app, please click on the following link from your mobile device to authenticate into your surveys from the app: [Login](#) (Note: This link should not be shared with others; it is unique to you.)

Your opinion is important to us. Don't wait – The last day to submit your feedback is **[SurveyEndDate]**.

If your survey is not available, please verify the survey start and end date with your instructor; since they can manage changes.

Please feel free to contact us if you have any questions or concerns.

Thank you for your participation!

Office of Assessment, Evaluation, and Testing
Miami Dade College
<http://www.mdc.edu/feedback>
AET@mdc.edu

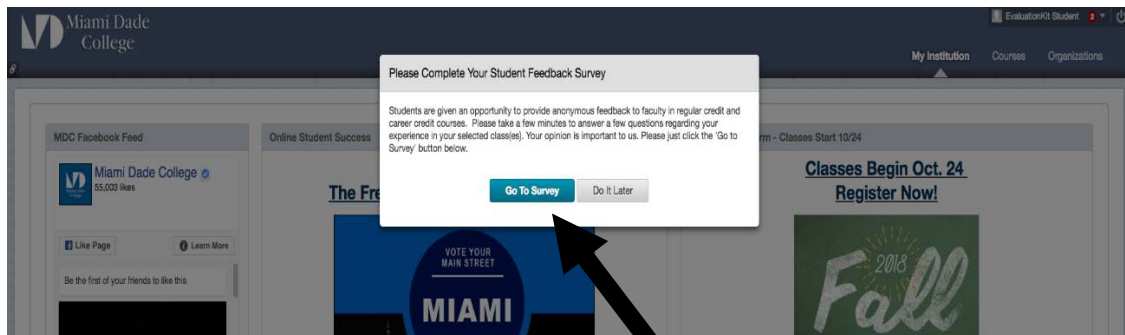
The Survey Summary includes a list of courses that require Student Feedback for each student

The Student Feedback Survey will be available on a specific start and end date

Students can click the “Go to Survey” link to complete the survey for a particular course

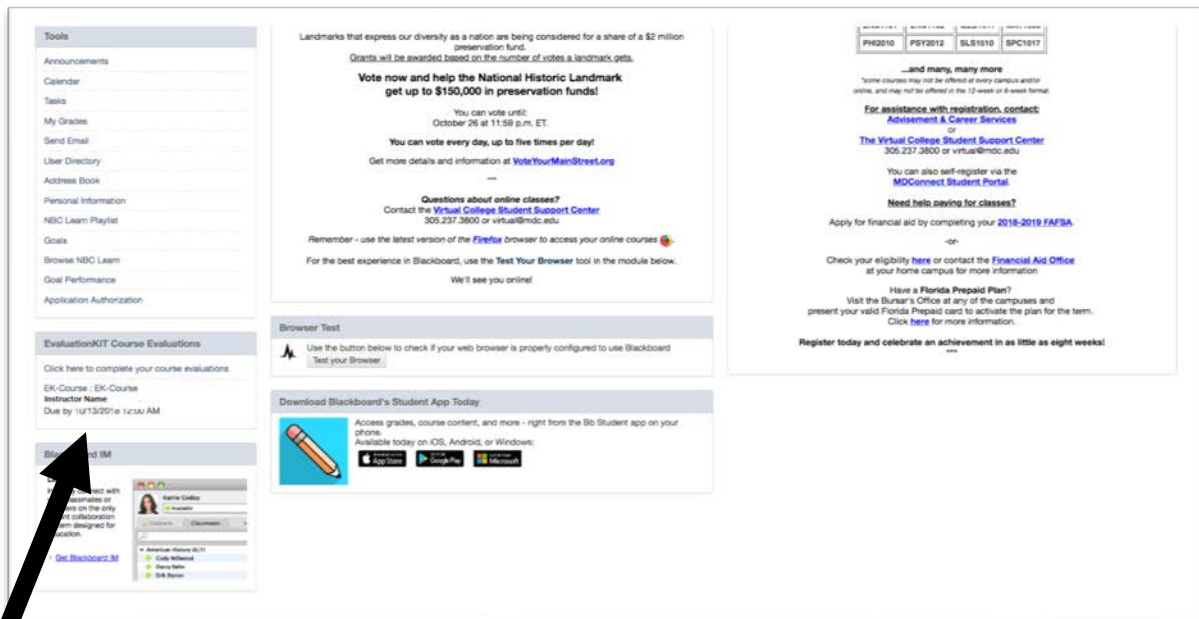
STEP 3 - Option B

Blackboard Homepage



The pop-up message appears on Blackboard's home page for students who have available Student Feedback Surveys to complete in a given term

NOTE: Click the "Go to Survey" link to display all courses that require student feedback



A link is also located on the lower left side of Blackboard's home page. It is only available for students who have available Student Feedback Surveys to complete in a given term

STEP 4

Complete Student Feedback Survey

The browser settings may (or may not) need to be adjusted to access EvaluationKIT
Each Student Feedback Survey contains Course Title, Unique ID, and Instructor Name

Return to previous page [GO BACK](#)

EK Test Project Students
EK-Course : EK-Course
Instructor Name

* The instructor treats me with respect.

Instructor Name

Strongly Agree Agree Disagree Strongly Disagree N/A

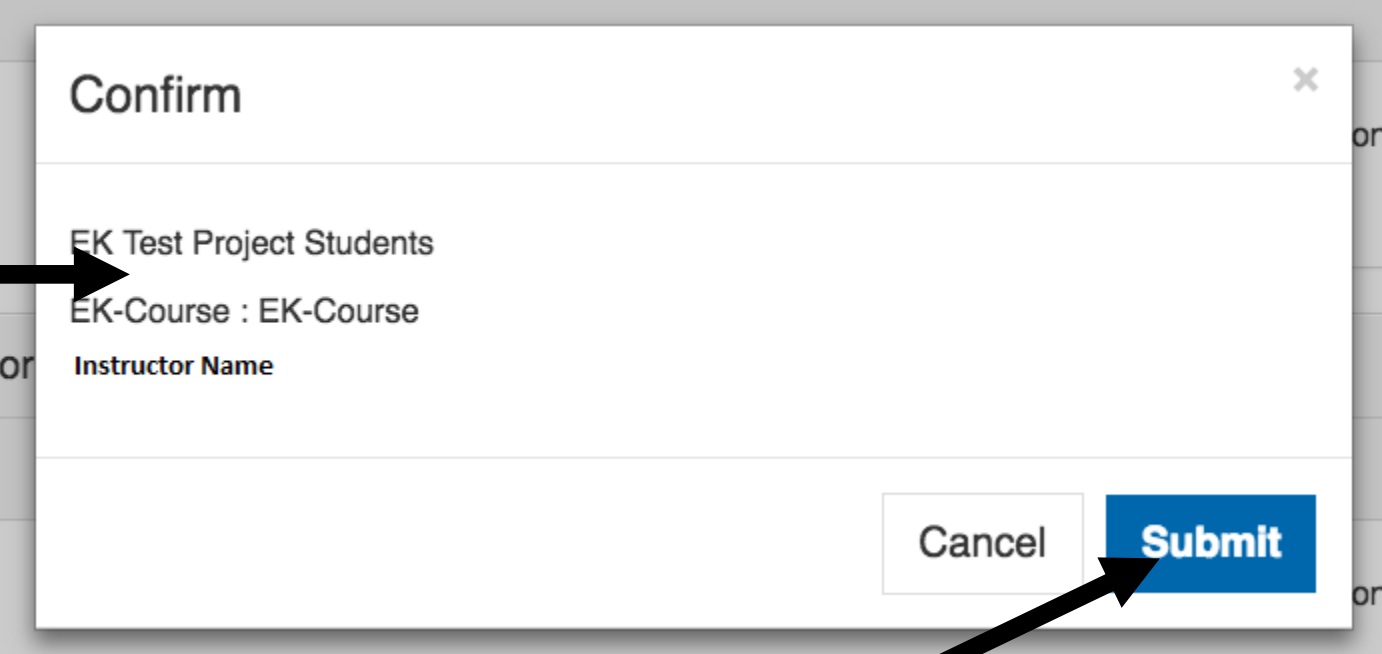
Strongly Agree Agree Disagree Strongly Disagree N/A

NOTE: Students complete a survey for each instructor assigned to their courses in a given term. Survey availability varies depending on the length of the course and/or instructor's decision to modify the start and/or end date of the survey

STEP 5

Student Feedback Survey Submission

Students who reached this step have successfully completed a survey for an instructor



The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The dialog contains the following text:

- EK Test Project Students
- EK-Course : EK-Course
- Instructor Name

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Submit'. A large black arrow points from the left side of the page to the 'Submit' button.

Students click on "Submit" to complete the process of Student Feedback

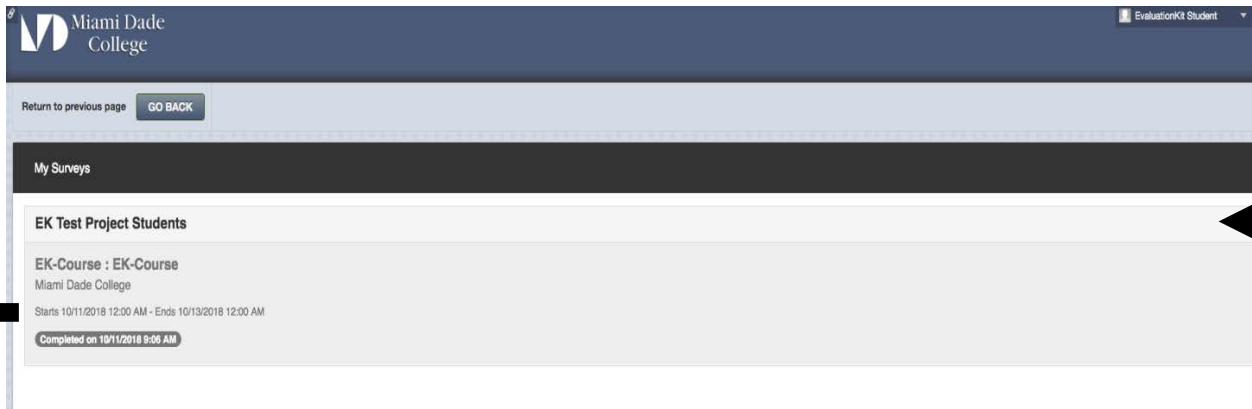
NOTE: Depending on the size of the monitor or device, the displayed window may vary

STEP 6

Student Feedback Dashboard

In the EvaluationKIT dashboard, click on courses that have not yet been completed for feedback

Locate course(s) associated with the 'Not Completed' link



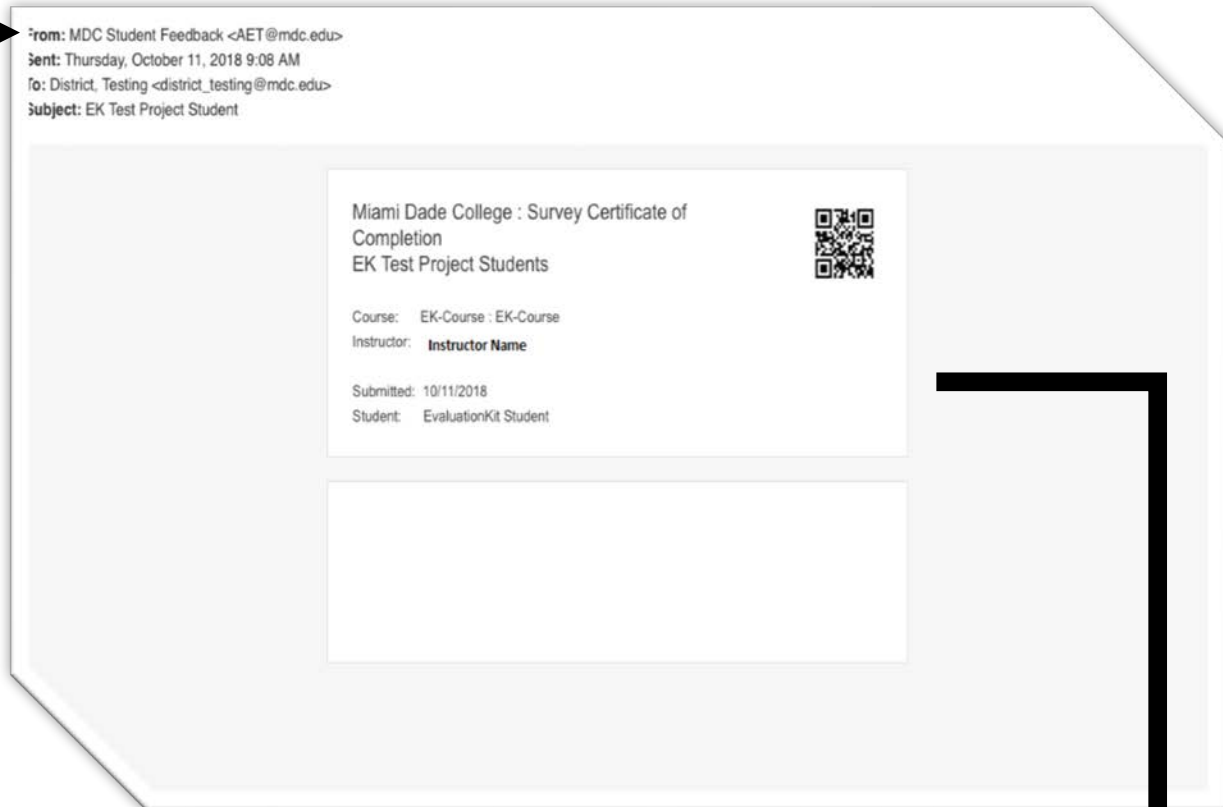
Students should verify that their Student Feedback Surveys are completed

NOTE: Students see the date and time that their feedback was completed by course

STEP 7

Certificate of Student Feedback Survey Completion

After student complete each Student Feedback Survey, they receive a Certificate of Completion message via their MyMDC email. See example below



NOTE: Students may present the certificate to their instructor(s) if needed