

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

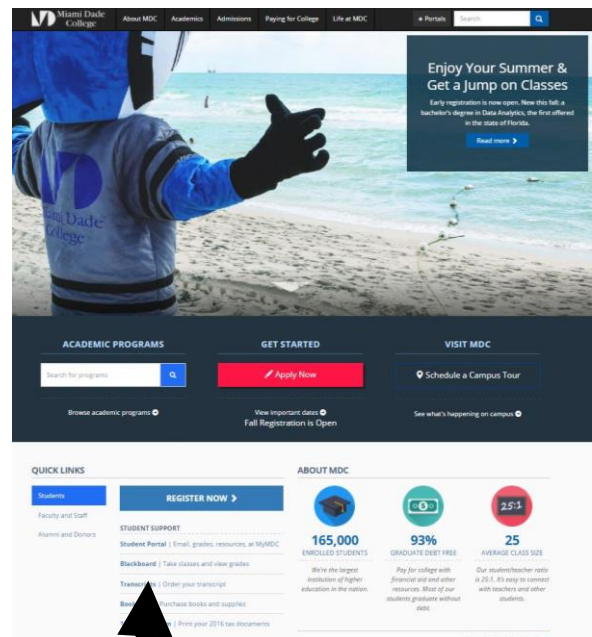
You may access EvaluationKIT through the [Feedback website](#) by clicking the button that reads EvaluationKIT Login



[EvaluationKIT Login](#)

Option B

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



[Blackboard | Take classes and view grades](#)

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.

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 organized into several columns. On the left, there is a 'Tools' sidebar with links like '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' section 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 in the bottom left corner to a callout box.

EvaluationKIT Course Evaluations

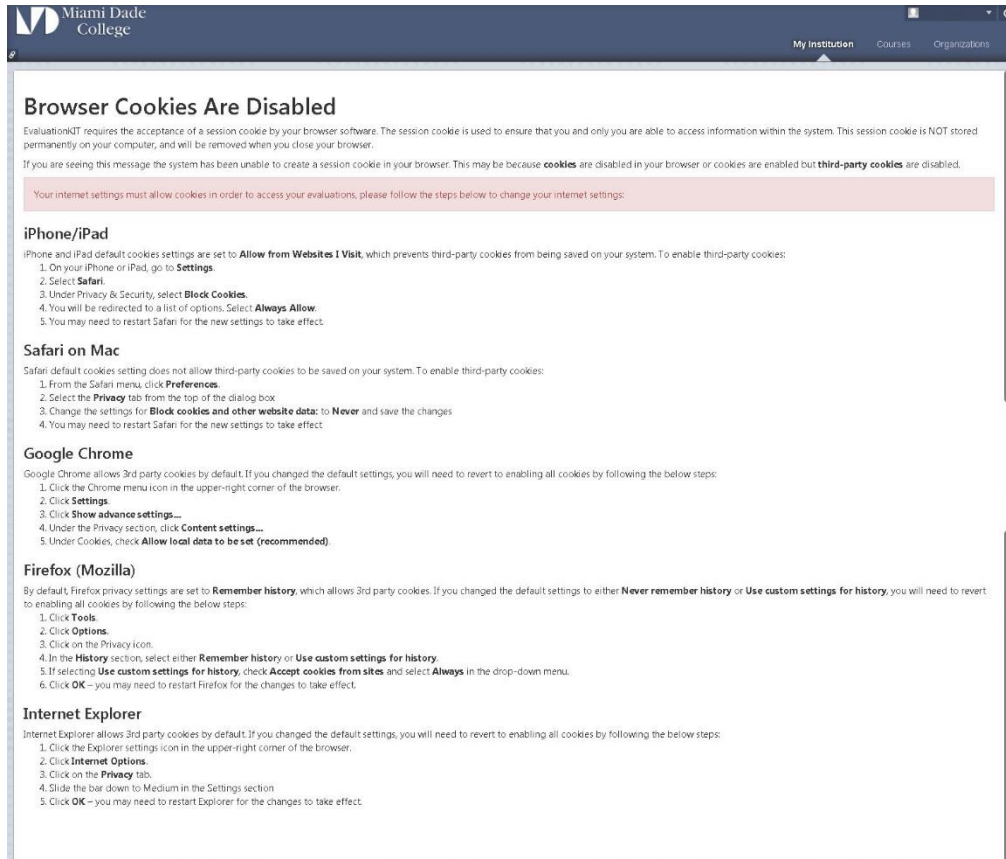
Click here to access your EvaluationKIT dashboard

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



Full script of the message is on the next page

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

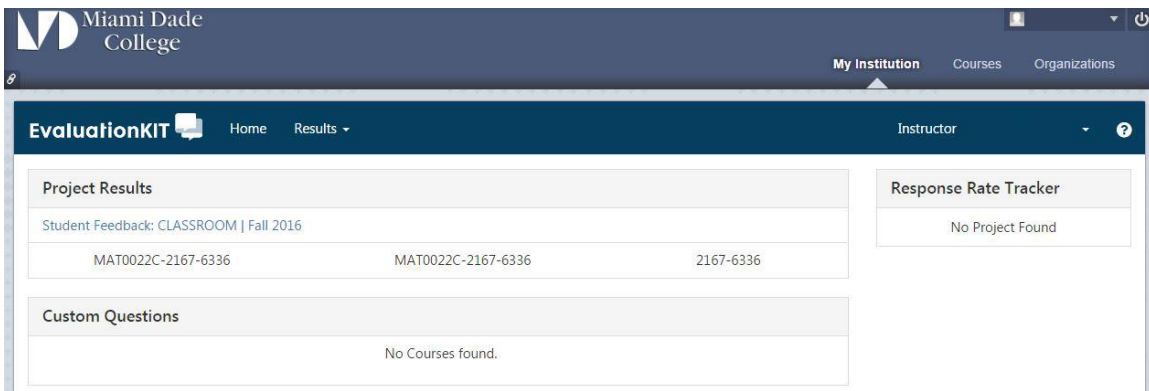
5. Click **OK** – you may need to restart Explorer for the changes to take effect.

STEP 5

EvaluationKIT Dashboard

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

This top navigation bar is Blackboard



The second navigation bar is for EvaluationKIT

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

Custom Questions	
No Courses found.	

Response Rate Tracker
No Project Found

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.

Manage Courses

Q Search Projects

Name Status Where Between And

Projects

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	

Total 2 Records per page Page 1 of 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.

Manage Courses / Project Courses

Project Courses Fall 2017 (2177) | Student Feedback: Classroom | First 8-week, First 6-week and Second 4-week courses

Q Search Courses

Course Code Title Call#/Unique ID

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	

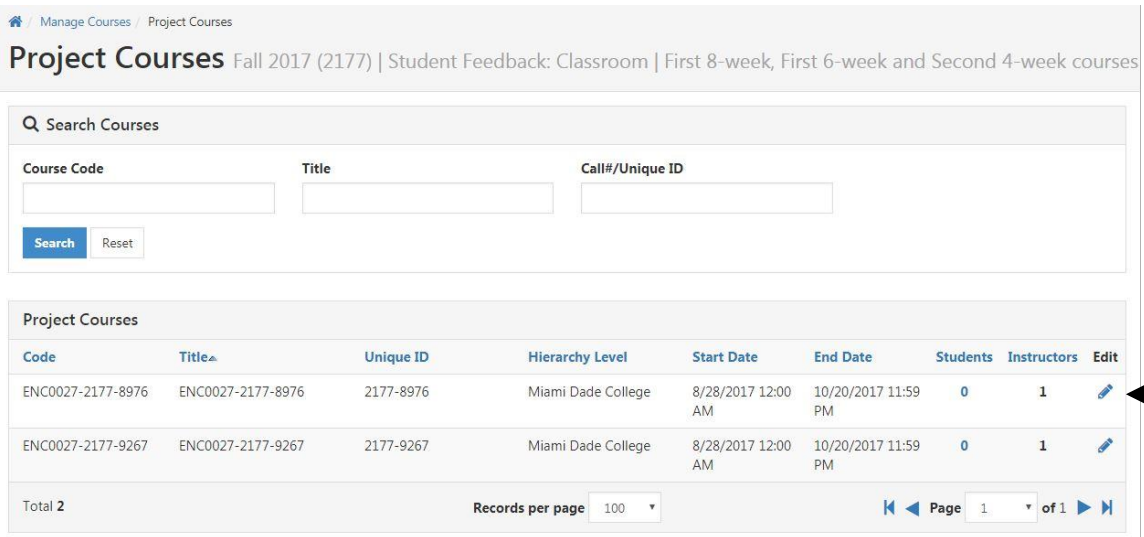
Total 2 Records per page Page 1 of 1

STEP 7

Manage Administration Dates

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

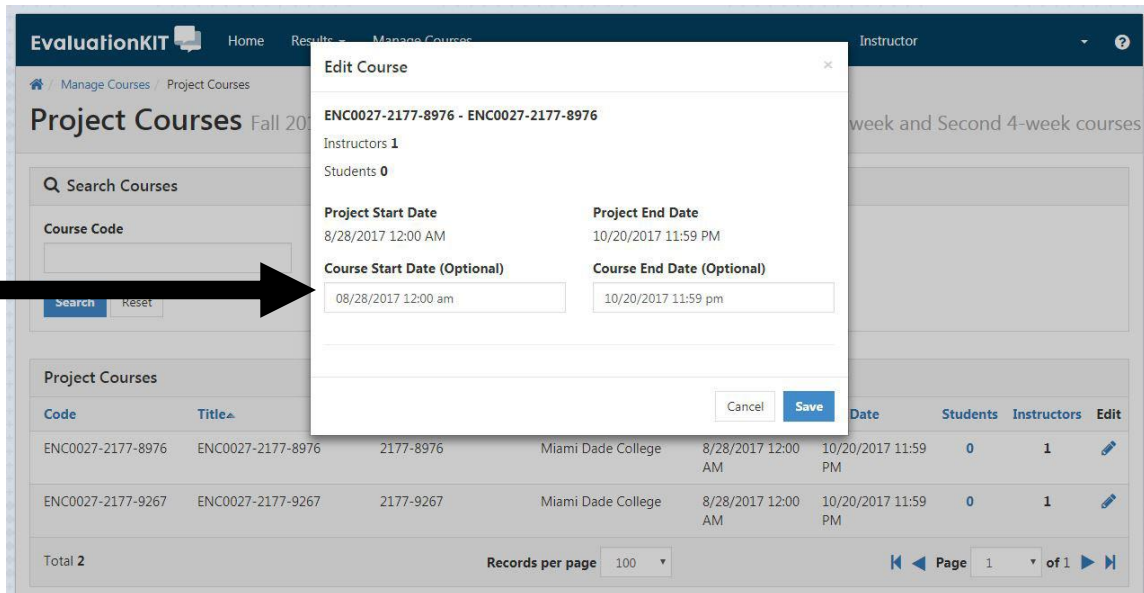
Begin by completing step 6 above, then click the edit symbol



The screenshot shows the 'Project Courses' page. At the top, there is a search bar with the text 'Search Courses'. Below it, there are three input fields: 'Course Code', 'Title', and 'Call#/Unique ID'. A 'Search' button and a 'Reset' button are located below these fields. The main content area is a table titled 'Project Courses' with the following columns: Code, Title, Unique ID, Hierarchy Level, Start Date, End Date, Students, Instructors, and Edit. The table contains two rows of data. The first row has the following values: Code: ENC0027-2177-8976, Title: ENC0027-2177-8976, Unique ID: 2177-8976, Hierarchy Level: Miami Dade College, Start Date: 8/28/2017 12:00 AM, End Date: 10/20/2017 11:59 PM, Students: 0, Instructors: 1, and Edit: (edit icon). The second row has the following values: Code: ENC0027-2177-9267, Title: ENC0027-2177-9267, Unique ID: 2177-9267, Hierarchy Level: Miami Dade College, Start Date: 8/28/2017 12:00 AM, End Date: 10/20/2017 11:59 PM, Students: 0, Instructors: 1, and Edit: (edit icon). At the bottom of the table, there is a 'Total 2' label, a 'Records per page' dropdown set to 100, and a pagination bar showing 'Page 1 of 1'.

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	

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



The screenshot shows the 'Edit Course' modal form. The modal has a title bar 'Edit Course' and a close button. Below the title bar, there is a section for 'ENC0027-2177-8976 - ENC0027-2177-8976'. This section includes 'Instructors 1' and 'Students 0'. Below this, there are two columns of date fields. The first column has 'Project Start Date' (8/28/2017 12:00 AM) and 'Course Start Date (Optional)' (08/28/2017 12:00 am). The second column has 'Project End Date' (10/20/2017 11:59 PM) and 'Course End Date (Optional)' (10/20/2017 11:59 pm). At the bottom of the modal, there are 'Cancel' and 'Save' buttons. The background of the screenshot shows the 'Project Courses' table from the previous screenshot, with the 'Edit' icon for the first row highlighted by an arrow.

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	

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

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

Now

Done

Save

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

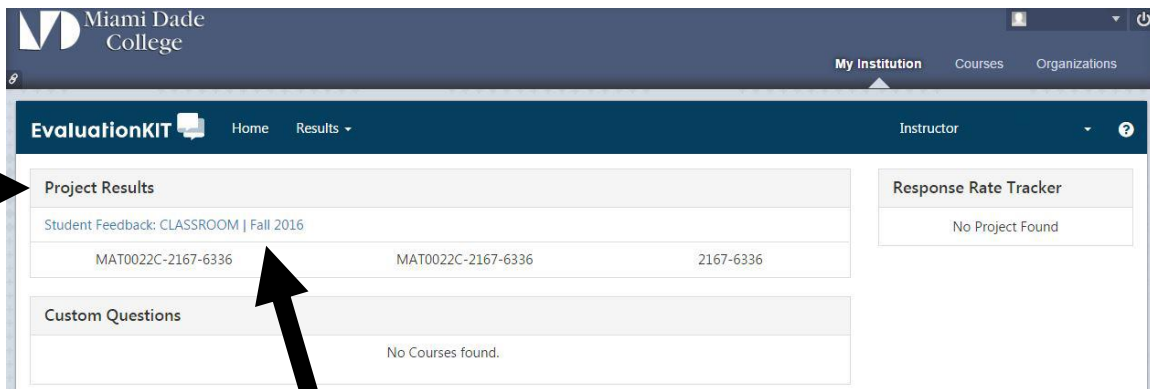
If you have any questions, please make sure to review the information provided through the Help Center before contacting an MDC administrator

STEP 9

Access Results

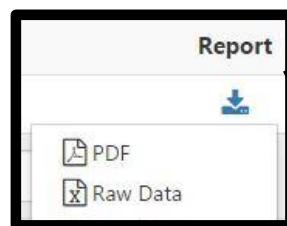
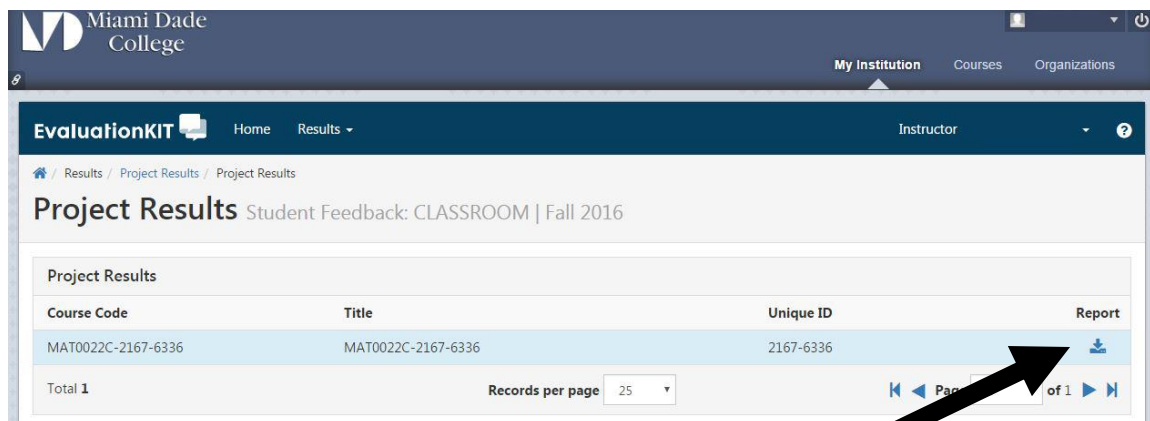
In the EvaluationKIT home page, you will find your courses in the **Project Results** section

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



Student Feedback: CLASSROOM | Fall 2016

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



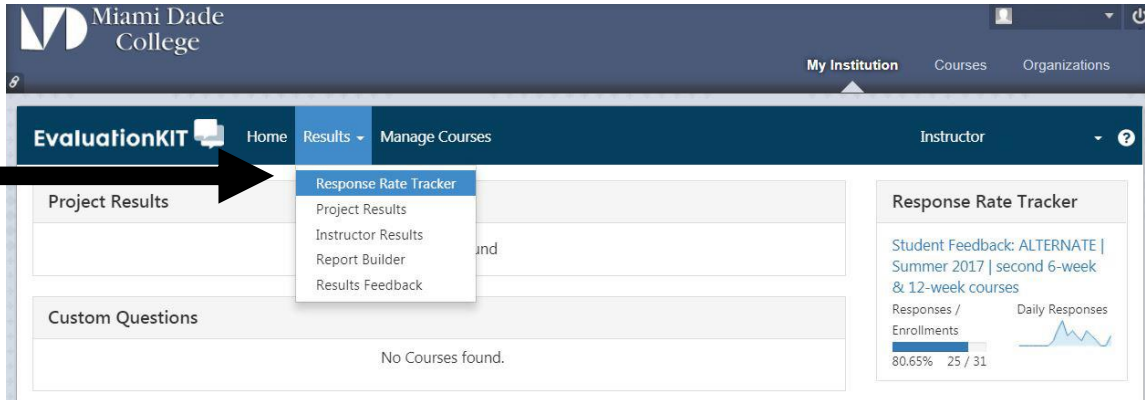
Click the icon below **Report** and select the file
method in which you would like to view the results

NOTE: The file will download to your computer

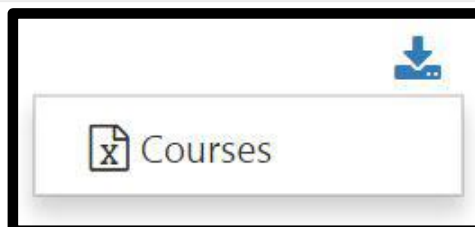
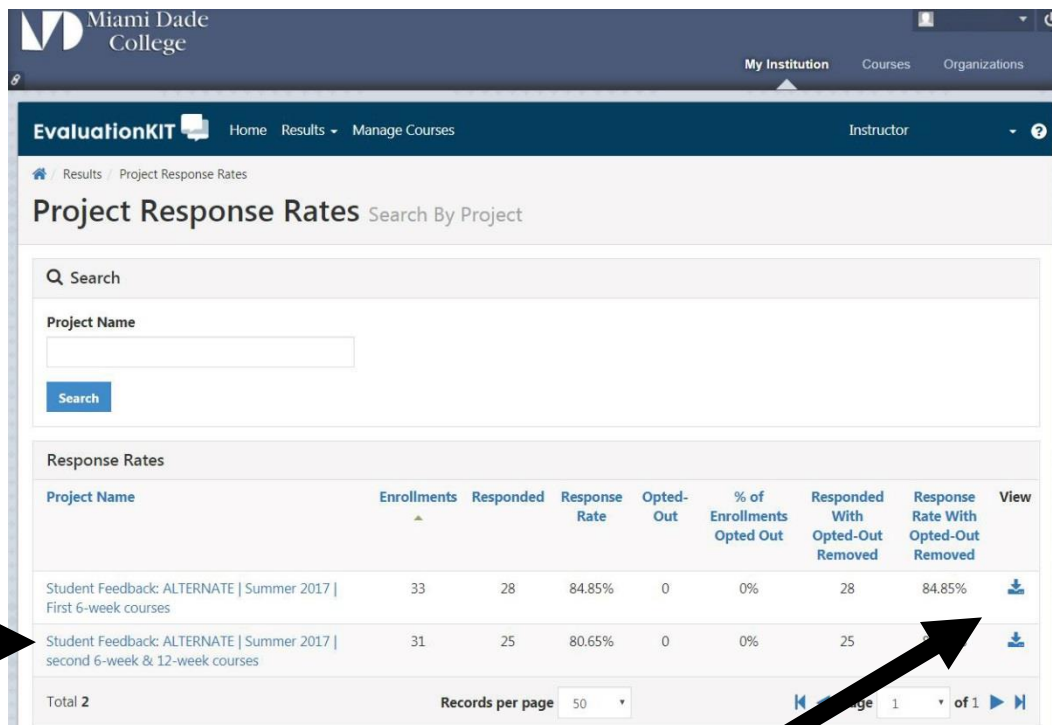
STEP 10

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