

CWU went to an online SEOI system starting in the spring 2012 quarter. CWU is using a third party vendor to create the online reports and save the data.

The vendor is called EvaluationKIT. A summary and FAQ (targeted to faculty) is at:
<http://www.cwu.edu/associate-provost/Online-SEOI>

1. Faculty, one staff from each department, and chairs can all log in and download SEOI reports.
2. A typical calendar for each quarter is:
 - a. 3rd week of quarter: Josh & I download all courses being taught
 - b. 4th week – we send the list to all departmental SEOI staff and ask them to tell us which SEOI form to use with each course section
 - c. 5th week – we upload courses into EvaluationKIT
 - d. 6th & 7th week – faculty can add custom questions
 - e. 8th & 9th week – students can complete SEOIs
3. **Log in** – you should be able to log in by:
 - a. Go to CWU’s home page
 - b. Click on the MyCWU in the top menu bar
 - c. Log in to MyCWU
 - d. Click on the link in the Applications toolbox that says “SEOIs”

The screenshot displays the EvaluationKIT web interface. At the top, there is a navigation bar with 'Home', 'Surveys', 'Projects', 'Results', and 'Account' menus, and a user profile for 'EvaluationKIT Administrator'. The main content area is divided into several sections:

- Search:** A search box with 'Keywords' and a 'Go!' button, and radio buttons for 'Courses' and 'Users'.
- Project Results:** A list of project results with columns for project name and end date. The list includes:

Project Name	Project End Date
Geol489	7/31/2015
Geology493.001 2015 Fire Camp	7/1/2015
Spring 2015 - Form A	6/7/2015
Spring 2015 - Form C	6/7/2015
Spring 2015 - Form D	6/7/2015
- Projects:** A table listing projects with columns for Project Name, Starts, Ends, and Status.

Project Name	Starts	Ends	Status
Geol489	7/13/2015	7/31/2015	In-Progress
Geology493.001 2015 Fire Camp	6/24/2015	7/1/2015	Ended
Spring 2015 - RS	5/26/2015	6/30/2015	Ended
Spring 2015 - Form A	5/26/2015	6/7/2015	Ended
Spring 2015 - Form C	5/26/2015	6/7/2015	Ended
Spring 2015 - Form D	5/26/2015	6/7/2015	Ended
Spring 2015 - Form E	5/26/2015	6/7/2015	Ended
Spring 2015 - Form F	5/26/2015	6/7/2015	Ended
Spring 2015 - Form W	5/26/2015	6/7/2015	Ended
Winter 2015 - RS	3/16/2015	4/3/2015	Ended
- Notifications:** A section stating 'No Announcements at this time' with a 'View All Notifications' link.
- Select Role:** A dropdown menu currently set to 'EvaluationKIT Administrator'.
- My Surveys:** A blue button with a right-pointing arrow.
- Response Rate Tracker:** A section with line graphs and data for various projects:

Project Name	Responses/Enrollments
Geol489	0 / 15 - 0%
Geology493.001 2015 Fire Camp	1 / 7 - 14.29%
Spring 2015 - RS	204 / 2219 - 9.19%
Spring 2015 - Form E	358 / 1734 - 20.65%
Spring 2015 - Form F	83 / 225 - 36.89%

At the bottom of the page, there is a footer with the text: © 2015 EvaluationKIT. All Rights Reserved.

4. **The new SEOI system uses 6 different forms for different types of courses.** The results for each form are in a different “Project” in EvaluationKIT. If a faculty asks you for his/her results you may need to search each project. The forms are:

5. **Forms**

Form A – Lecture

Form C – Skills Acquisition

Form D – Lab

Form E – Visual & Performing Arts

Form F – Field Experience / Student Teaching

Form W – Classes that are taught 100% online

6. **There are two different types of reports**

If you click on the Results – Project Results, for example, this is what you see:

The screenshot shows the EvaluationKIT interface. At the top, there is a navigation bar with 'Results' and 'Account' dropdown menus. The 'Results' dropdown menu is open, showing options: 'Response Rate Tracker', 'Project Results' (highlighted), 'Instructor Results', 'Report Builder', 'Instructor Means Reporting', 'Survey Opt-Out Reporting', 'Results Feedback', and 'Student Alert Reporting'. Below the dropdown, the 'Project Results' page is visible. It has a breadcrumb trail: 'Home > Results > Project Results'. The page title is 'Project Results' with a subtitle 'View results for courses and instructors'. There is a 'Page Settings' link. Below that is a search section titled 'Search Projects' with a search bar and filters for 'Name', 'Where', 'Between', and 'And'. A 'Search' button is present. The main content is a table of project results:

Name	Project End Date	Results Available	View
Geol489	8/1/2015	7/13/2015	View
Geology493.001 2015 Fire Camp	7/2/2015	6/24/2015	View
Spring 2015 - Form A	6/8/2015	5/26/2015	View
Spring 2015 - Form C	6/8/2015	5/26/2015	View

If you click on “Find results by Course Section” this is what you see:

Home > Results > Project Results > Project Hierarchy Level Results

Project Hierarchy Level Results Spring 2015 - Form A

By Hierarchy Level **By Course Section** By Instructor

View Results

Hierarchy Level
 ✕

[PDF Report](#) [PDF Report + Comments](#) [Raw Data](#)

If you click on “view” link to the right of the course you are seeking, you will see that you have the option to print two different reports:

Home > Results > Project Results > Project Course Section Results

Project Course Section Results Spring 2015 - Form A

By Hierarchy Level **By Course Section** By Instructor

Search Course Sections

Code Title Unique ID Hierarchy Level ✕

Show Columns
 Course Code Title Unique ID Hierarchy Level

[Search](#) [Reset](#)

[Batch Report](#)

Code	Title	Unique ID	Hierarchy Level	View
ABS308.001_1153	African American Folklore	007467_001_1_1153	ABS	View
ABS201.001_1153	Intro African Studies Pre-1865	007506_001_1_1153	ABS	View
ABS398.001_1153	Race, Sports, Freedom, Power	008351_001_1_1153	ABS	View
ACCT455.L01_1153	Accounting Information Systems	000120_L01_1_1153	ACCT	View
ACCT455.D01_1153	Accounting Information Systems	000120_D01_1_1153	ACCT	View
ACCT460.L02_1153	Auditing	000123_L02_1_1153	ACCT	View
ACCT460.D01_1153	Auditing	000123_D01_1_1153	ACCT	View
ACCT460.001_1153	Auditing	000123_001_1_1153	ACCT	View
ACCT305.001_1153	Cost Accounting	000107_001_1_1153	ACCT	View
ACCT305.L01_1153	Cost Accounting	000107_L01_1_1153	ACCT	View

Unique ID	Hierarchy Level	View
007467_001_1_1153	ABS	View
007506_001_1_1153	ABS	View
008351_001_1_1153	ABS	View
000120_L01_1_1153	ACCT	View
000120_D01_1_1153	ACCT	View
000123_L02_1_1153	ACCT	View
000123_D01_1_1153	ACCT	View

- [Short Report](#)
- [Short Report + Comments](#)
- [PDF](#)
- [PDF + Comments](#)
- [Raw Data](#)
- [Feedback](#)

7. Reports

The “Short Report + Comments” is a report on one page that summarizes responses to the first two question banks: Student Learning Environment and Teaching for Student Learning. Students’ open-answer responses are also included at the end of the report.

The “PDF + TEXT” report gives details for each question. Each report is nine pages or longer. Students’ open-answer responses are also included at the end of the report.

8. Batch Reports

To print a batch report:

- select either find results by “course section” or by “instructor”
- click the box to the left of “course code” to select all
- click the green box that says “generate batch report”
- click “merge multiple PDF Reports into one PDF file to make one PDF of many pages or click “download multiple PDF reports...” to create many reports
- click the check box to include the responses students wrote to open-ended text questions
- click “go”

The screenshot displays the 'Project Course Section Results' interface for Spring 2015 - Form A. The interface includes a search bar, a table of course sections, and a 'Batch Report' dialog box. A red arrow points to the 'Batch Report' button in the interface. The dialog box is open, showing options for report generation. The 'Download Multiple PDF Reports/Batch as ZIP File for Selected Courses' option is selected and circled in red. The 'GO' button is highlighted in blue.

Batch Report

Report Name

Merge Multiple PDF Reports into one PDF for Selected Courses

Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

Aggregate Data for Selected Items into One Report

Include Write-in Questions

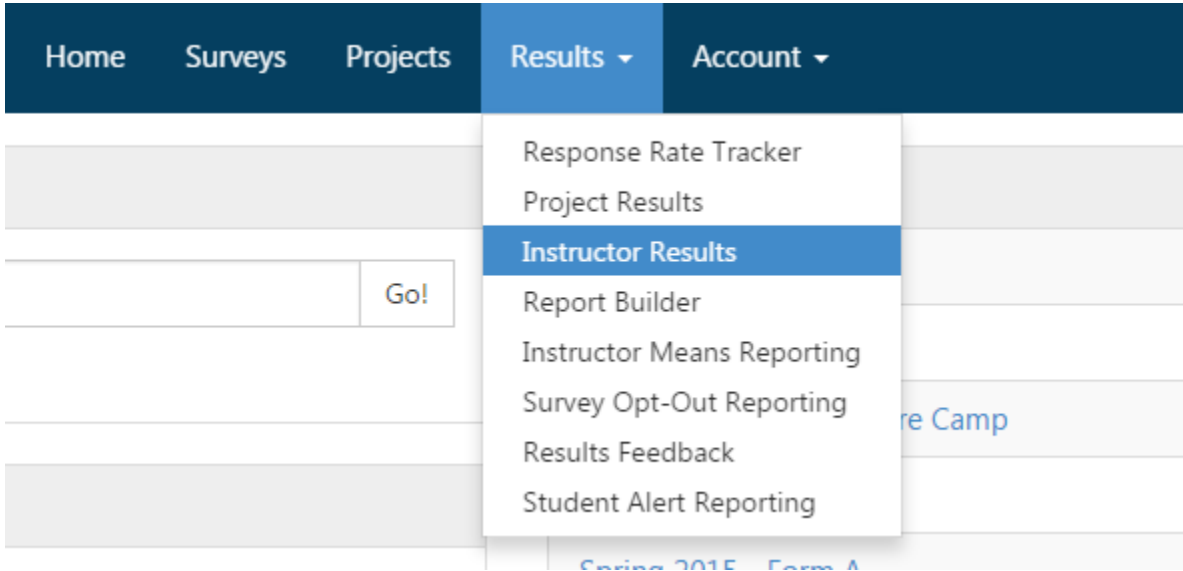
Use Short Report Format for PDF Reports

Cancel GO

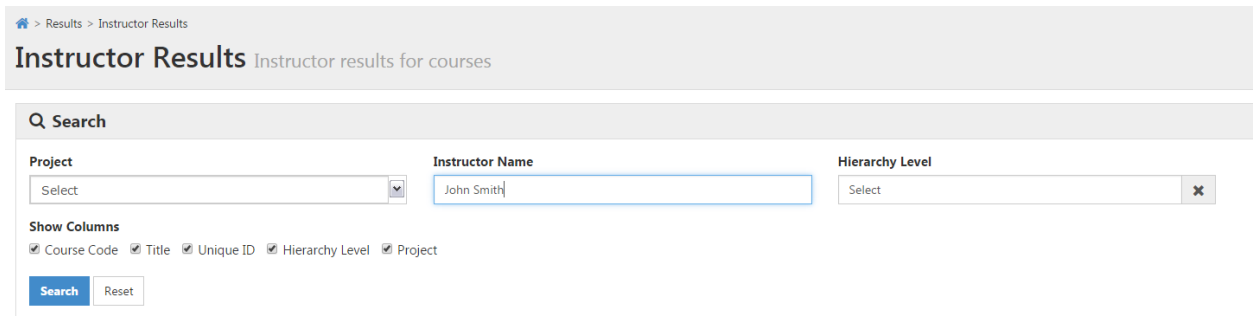
Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> ABS308.001_1153	African American F...		ABS	
<input type="checkbox"/> ABS201.001_1153	Intro African Studie...		ABS	
<input type="checkbox"/> ABS398.001_1153	Race, Sports, Freedo...		ABS	
<input checked="" type="checkbox"/> ACCT455.L01_1153	Accounting Information Systems	000120.L01_1_1153	ACCT	
<input type="checkbox"/> ACCT455.D01_1153	Accounting Information Systems	000120.D01_1_1153	ACCT	
<input type="checkbox"/> ACCT460.L02_1153	Auditing	000123.L02_1_1153	ACCT	
<input checked="" type="checkbox"/> ACCT460.D01_1153	Auditing	000123.D01_1_1153	ACCT	
<input type="checkbox"/> ACCT460.001_1153	Auditing	000123.001_1_1153	ACCT	
<input type="checkbox"/> ACCT305.001_1153	Cost Accounting	000107.001_1_1153	ACCT	
<input type="checkbox"/> ACCT305.L01_1153	Cost Accounting	000107.L01_1_1153	ACCT	

9. Reports by Instructor Recently, an option was released by EvaluationKIT allowing for searching and viewing reports by instructor across all projects (across all form-types & terms). To view reports by instructor:

a. Highlight the “Results” tab in the blue navigation bar toward the top of the page.



b. Begin typing the name of the instructor into the search bar. If the instructor has any SEOI reports available (across all projects), the search should autocomplete with their name. That instructor’s reports will populate the table below.



c. Proceed as you would when searching by course within a single project.

Questions?

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