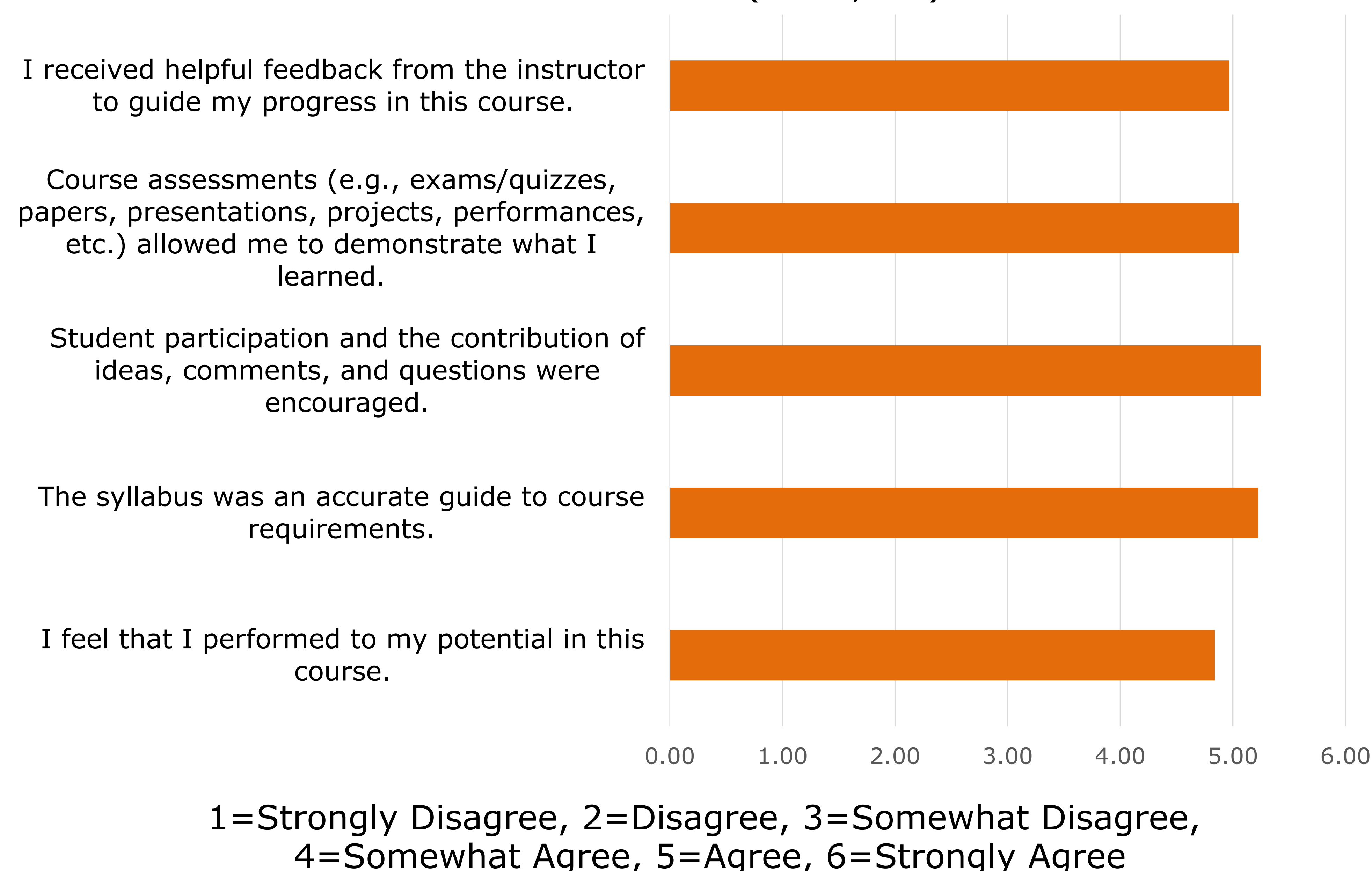


### Update on Fall Course Feedback in EvaluationKIT

The fall 2020 semester marked the full launch of EvaluationKIT as the University's new course feedback platform. The overall response rate for flexible format and regular session courses was 45%. School/college response rates ranged from 38% to 61%, while individual course response rates ranged from 0% to 100%. Talking with students about the importance of course feedback and providing time during a class session to complete the form contribute to higher course response rates.

The majority of items included on course forms consisted of school/college and/or department questions. A set of Academic Affairs common questions was distributed on all course forms.

Academic Affairs Common Questions  
Fall 2020 Overall (n=44,080)



### Time Sensitive!

OIR-produced student ratings reports from fall 2007 to spring 2020 are currently available in MySlice. Departments and schools/colleges can continue accessing and downloading these reports through June 30, 2021. Starting July 1, reports will no longer be accessible in MySlice, but can be requested from IEA.

### New Resource for the Course Confirmation Process

IEA created a new checklist tool to assist administrators with the necessary steps to fully complete the course confirmation process, a critical component of a successful course feedback project. This is available on the [EvaluationKIT Administrator webpage](#) and will be attached to the initial communication sent to administrators to start the process on February 9th.

### Important Spring 2021 Dates

- Spring 2021 term dates: **2/8 – 5/21**
- EvaluationKIT course confirmation with administrators begins: **2/9**
- Course feedback window starts for full-term courses: **5/3**
- Instructor-selected question option opens **3 weeks before course feedback window opens for each course** (dependent on course end date and school/college participation in this option)

### EvaluationKIT Training for Faculty and Administrators

EvaluationKIT training sessions are being offered in the spring semester via Zoom. Options include general training, as well as special topic sessions, such as how to use the Instructor-Selected Question and Results/Report Builder capabilities. [Learn More and Register Now!](#)

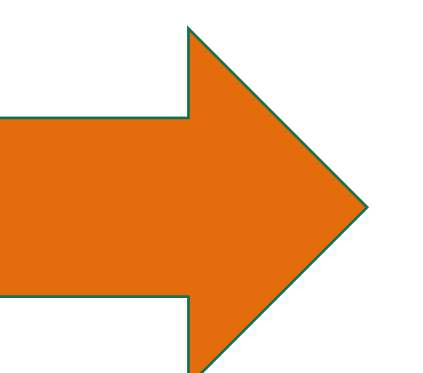
### On Another Note: Exam Scoring Services

The University's exam scoring services (scoring and analysis of multiple-choice exams using Scantron forms) remain available for instructors throughout the spring semester. An exam drop box is located outside of the Goldstein Alumni and Faculty Center.

**Instructors must email [examscoring@syr.edu](mailto:examscoring@syr.edu) to notify IEA of a drop off.**

The anticipated processing time to receive results is 24-72 hours.

More information is available on [our website](#).





# Using EvaluationKIT to Collect Mid-Course Feedback

## What

- Mid-course feedback is an opt-in project in EvaluationKIT for instructors of regular session (i.e., full semester) courses.
- Instructors log in to the platform to create and attach a custom survey to their course(s).
- Results are available to the instructor only.
- Once a custom survey is created by instructors for mid-course feedback, it is saved within the system for continued use.

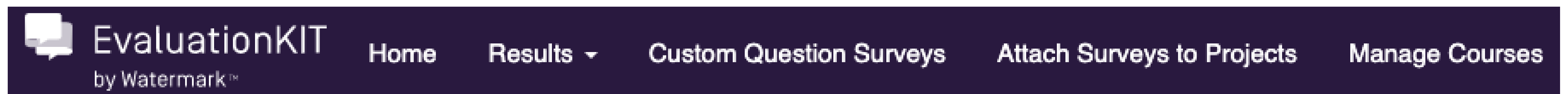
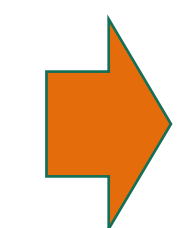
## When

- **Build:** Custom surveys can be created at any time, but they can only be attached to courses between **3/1–14/2021**.
- **Administer:** The survey window for students to provide mid-course feedback in EvaluationKIT is from 1 p.m. on **3/15** through 11:59 p.m. on **3/21/2021**.
- **Learn:** Results are available to instructors only, starting at 12:01 a.m. on **3/22/2021**.

## How

- Instructors log in to EvaluationKIT any of the following ways: Single Sign On @ [coursefeedback.syr.edu](https://coursefeedback.syr.edu) | Blackboard Course Feedback Module | MySlice Faculty Services Pagelet | Link in System Emails
- The banner at the top of the instructor EvaluationKIT dashboard, shown below, is used to create and attach a survey to courses.
- Instructions are on the EvaluationKIT Instructor webpage: <https://effectiveness.syr.edu/course-feedback/evaluationkit/for-instructors/>

View of instructor  
EK banner  
(top of screen)



Click here to create a survey by drafting 3-10 forced-choice and/or open-ended questions or selecting from the EK item banks.



Click here to attach the survey to course(s).



Click here to view details about course(s), including enrollment and survey start and end dates

**Important! Chrome and Firefox are EvaluationKIT's preferred browsers. If instructors or students are unable to access the site, they should check to see that cookies are enabled and cache is cleared. EvaluationKIT requires the acceptance of a session cookie by the browser.**

## About the Student EvaluationKIT Experience

- Students access the platform via Single Sign On @ [coursefeedback.syr.edu](https://coursefeedback.syr.edu) | Blackboard Course Feedback Module | Link in System Emails
- EvaluationKIT automatically sends email notifications to students on the day the mid-course survey opens, with reminders every three days until it closes.
- Student responses are confidential; no identifying information is included in the aggregated results.

### Getting the Most Out of Mid-Course Feedback

An asynchronous offering from IEA and the Center for Teaching and Learning Excellence (CTLE) available in mid-February.



If you have any questions or need assistance, contact IEA: [coursefeedback@syr.edu](mailto:coursefeedback@syr.edu)