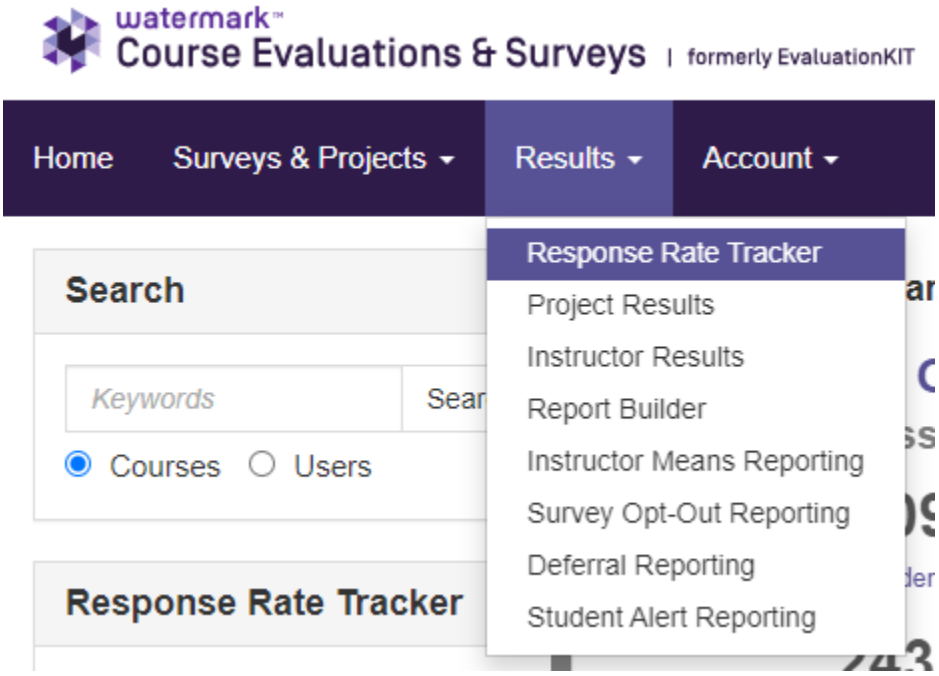
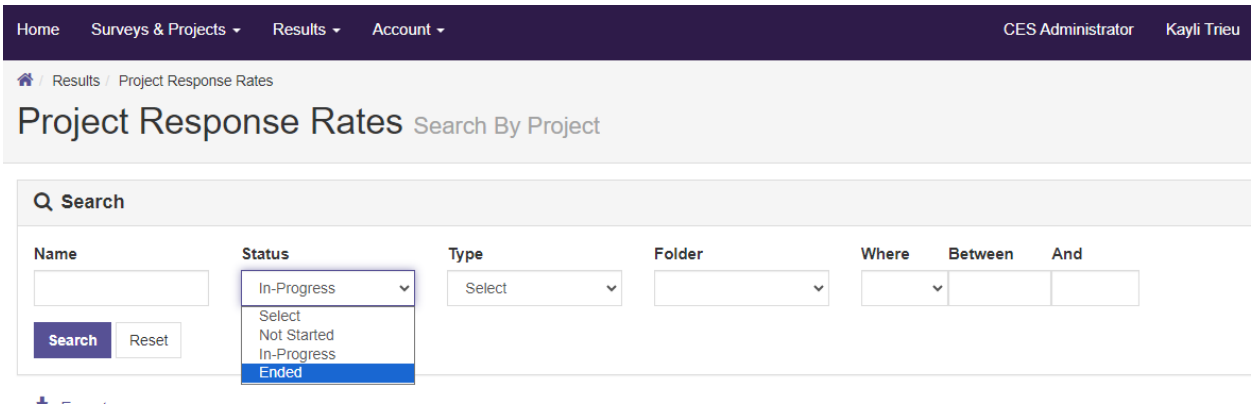
Faculty Course Evaluation Response Rate Tracker for Individual CBU Faculty Evaluations

You can access the evaluation system by logging into **Course Evaluations & Survey User Integration** through your CANVAS course (if you have an evaluation cycle that is open) or directly through **calbaptist.evaluationkit.com**. If your password does not work at the website, please reset it with your CBU username at the calbaptist.evaluationkit.com login screen. Once logged in, select Results which is located on the top of the screen. You can view the response rates for your course by selecting **Response Rate Tracker**.



By default, Project Response Rates show any in-progress terms. If the term you are looking for does not show up that means the evaluation period has Ended , so please check the ended status for that term. Once the evaluation period is over the steps are the same except you will change the status to "Ended" followed by search.



Once you have identified the term you are interested in, select the term you wish to view. This will show you all courses you are teaching during that evaluation term. Once you find the courses you are interested in select  followed by "Respondents". This will trigger the report to automatically download.

If you would like to see a walkthrough of these steps please see the following video that is also linked in the instructions: https://calbaptist.mediaspace.kaltura.com/media/Navigating+Course+Evaluations+%26+Surveys+for+Instructors/1_eubwnqr9

These instructions are also available on InsideCBU (login required): https://insidecbu.calbaptist.edu/ICS/Provost/Educational_Effectiveness/Course_Evaluations.jnz.