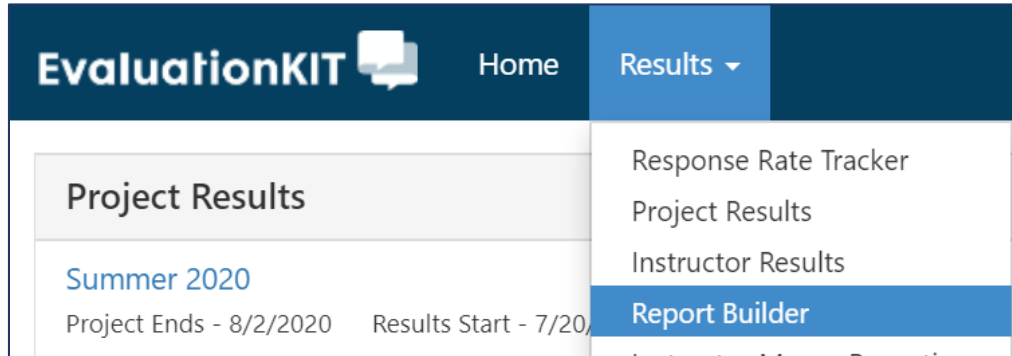


## Student Evaluation Report Builder Process

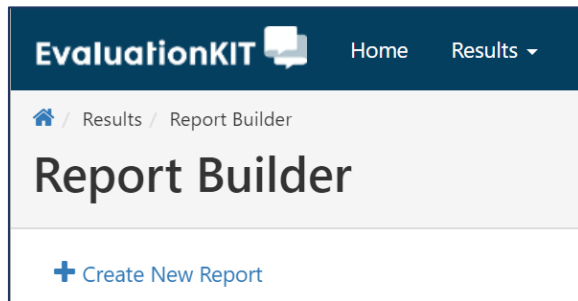
1. Log into CNM Learn and select EvaluationKIT Course Evaluation. The direct link is below.

<https://learn.cnm.edu/webapps/evk-EvalKIT-EUIBB-BBLEARN/courseEval.jsp?rid=2>

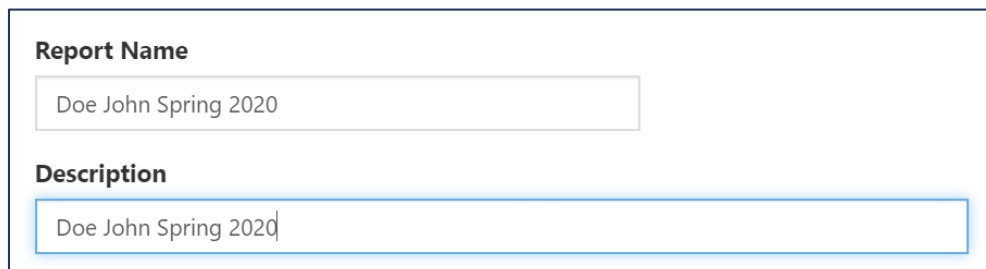
3. Click 'Results' drop box and select 'Report Builder'.



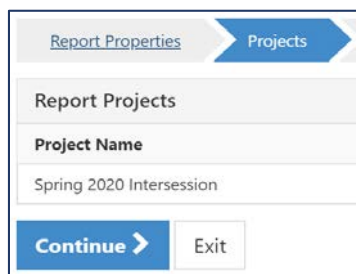
4. Click '+ Create New Report'.



5. Enter Report Name & Description. Ex: Doe John Spring 2020. Click 'Continue'.

A screenshot of the 'Report Name' and 'Description' input fields. The 'Report Name' field contains the text 'Doe John Spring 2020'. The 'Description' field contains the text 'Doe John Spring 2020'.

6. Select project (ex: Spring 2020) and click '+Add Selected Projects'.

A screenshot of the 'Report Properties' dialog box. The 'Report Properties' tab is selected, and the 'Projects' tab is also visible. The 'Report Projects' section shows 'Project Name' as 'Spring 2020 Intersession'. At the bottom, there are two buttons: 'Continue' (with a right arrow) and 'Exit'.

You will see the added projects and click 'Continue'

Student Evaluation Report Builder Process

7. **Questions:** On **Main Survey**, check 'Select All'. On **Write In Questions** (bottom of page), check 'Select All'. Click, 'Continue'

**Main Survey: Main Survey for Intercession**

Select All

**Write In Questions**

Select All

8. **Build Query:** Select Areas and click '+Add Selected Area'.

**Add Areas**

[+ Add Selected Areas](#)

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**Select Name**

Accounting

On bottom of same page, click 'Select Instructors'. Search instructor, select name and click 'Add Selected Instructor'. Once both area and instructor are added, click 'Continue'.

**Instructor**

All : Instructors Selected

[Select Instructors](#)

First Name John	Last Name Doe
Email	Course Unique ID
<input type="checkbox"/> Show Selected Instructors Only (All Instructors Selected)	
<input type="button" value="Search"/> <input type="button" value="Reset form"/>	
<a href="#">+ Add Selected Instructors</a> <a href="#">* Remove All Selected All Instructors</a>	

9. **Report Template:** Click 'Generate'. Click 'Export'. Click 'PDF'. The PDF file will download and you can rename and save to a folder.

**Generate** >

Exit

Select a template by clicking on a number, then click on the "Generate" button.

**3. Project Summary Report**

-Organized by Project(s)

-Summarizes individual survey questions for all Courses

Reasonableness of assigned work was:							
Project	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Respondents/ Enrollments	Mean	STD
Project 2	1 (16.67%)	2 (33.33%)	2 (33.33%)	1 (16.67%)	6 / 6 (100.00%)	2.50	1.05
Total	1 (16.67%)	2 (33.33%)	2 (33.33%)	1 (16.67%)	6 / 6 (100.00%)	2.50	1.05