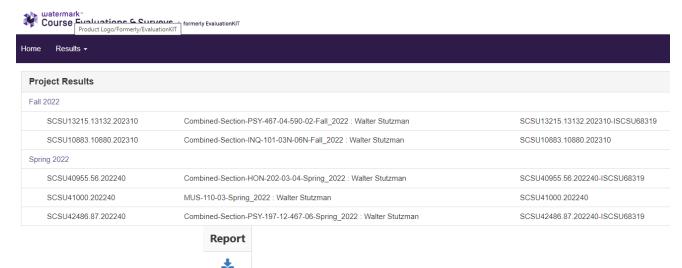
Quick Guide for Instructors – Viewing Results

You should receive an email with a link directly into your EvaluationKIT account.

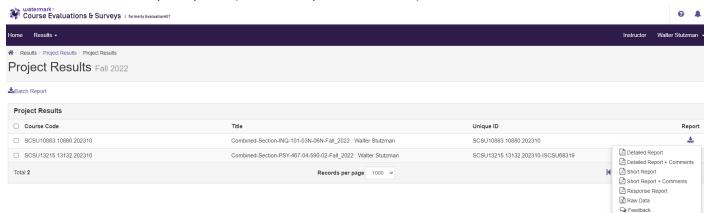
You can also log in at: https://southernct.evaluationkit.com Your username is your Southern username. You will have to use the **Forgot your password?** function to set-up a password and log in.

To View Results

• Click on the project name in the Project Results list



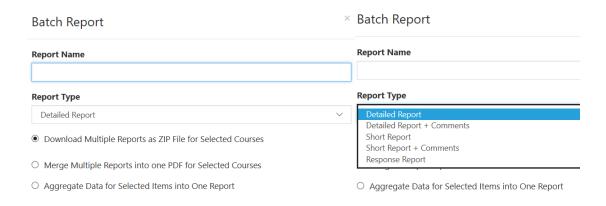
- Click on the **Report** drop-down _____. If you have more than one course, check the box to the left of the **Course Code**, and then click on the **Report** dropdown.
- Click on one of the report options (i.e., Short Report + Comments)



• The Detailed Report presents overall results by individual question with frequency and percent counts and includes charts, while the Short Report provides an overall summary of results.

- A pop-up will give you your options. **Open** will create a pdf of the report. You may get different option depending on the browser and/or operating system you are using.
- If you have results for more than one course you also have the option to create a **Batch Report**. This will only appear if you have results for more than one course.
- Click on **Batch Report** in the upper left side of the screen.





Help Resources

- Please email any questions you have to: assessment@southernct.edu
- Once you are in *Watermark Course Evaluations & Surveys* you can access their help center by clicking on in the upper right- hand corner of your screen.