



EvaluationKIT Project Checklist (Project Admin)

Surveys		
Single Selection questions are not accidentally entered as Multiple Selection questions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Numeric Weightings for all survey question Response Options are correct.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All Non-Numeric (e.g., N/A) responses utilize the Non-Numeric option.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For team-taught courses, all Instructor-specific questions are enabled.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project Properties		
Project dates are aligned with your course survey period.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Custom Questions are enabled (if allowing instructors or administrators to add their own questions).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exit Button: The best practice is to enable the Exit button AND enable Hide Exit button 3-5 days before survey end date to require student survey participation during the last few days. If applicable, verify that you have the Exit Button configured to meet these best Practices.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Come Back Later Button: The best practice with the 'Come Back Later' button is to leave the default setting, which is disabled, especially if you have the 'Exit' button enabled. If you choose to use the 'Come Back Later' button rather than the 'Exit' Button the best practice would be to enable 'Hide Come Back Later' button 3-5 days before survey end date to require student survey participation during the last few days. If applicable, verify that you have the 'Come Back Later' configured to meet these best practices.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student Survey Notification Setting – If "Do it Later" button is enabled at the EK admin level and you want to override that, verify that the settings are configured to limit student ability to click "Do it Later."	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project: Courses Tab		
Desired courses are listed in Project Courses grid.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enrollments – you have verified that enrollment numbers are correct for courses.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If there are courses with multiple instructors, instructor-specific questions in the survey are enabled for Team Taught configuration.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Review the Hierarchy Level in the Project Courses grid--all courses mapped to the desired level.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If course-level dates are being utilized for any courses in this project, they are correctly set up.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project: Users Tab		
Enrollment refresh (Users Tab >> Data Import >> Your Institution's LMS) is set to refresh student enrollments at the beginning of the project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All users have email addresses.	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Project: Surveys Tab		
Verify that you have chosen the correct survey as the Main Survey by clicking "Select a Survey," clicking on the check mark and "Select Survey."	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Targeted Surveys are being used, you have verified that they've been assigned to the correct courses or hierarchy levels.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project: Communications Tab		
All of the communication dates are set correctly to correspond with the start/end dates of the project or courses (if course-level dates are used in the Project).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Login URL placeholder has been added to email message text to allow students to directly access their surveys via email.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Non-respondent emails are being utilized to help drive response rates.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project: Report Setup Tab		
Reporting Access is enabled, and dates set for Administrators (if applicable).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reporting Access is enabled, and dates set for Instructors.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applicable, Benchmarks are setup under Benchmark Data to allow comparisons of course data to hierarchy levels in account (e.g., department, school, etc).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applicable, Mean of Means have been created for any groups of survey questions you want automatically averaged on reports.	Yes <input type="checkbox"/>	No <input type="checkbox"/>