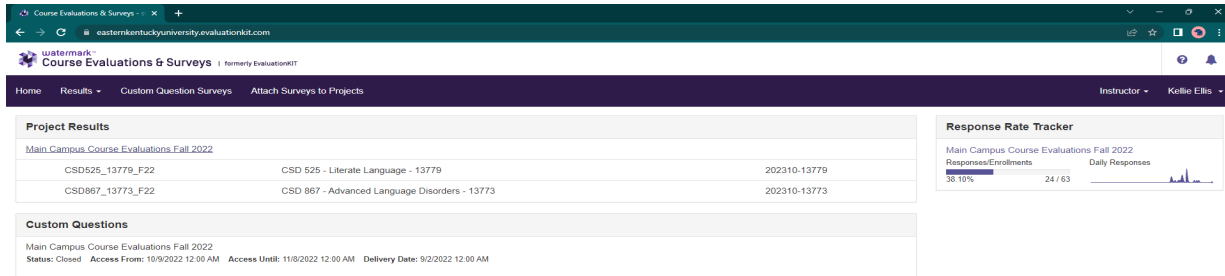
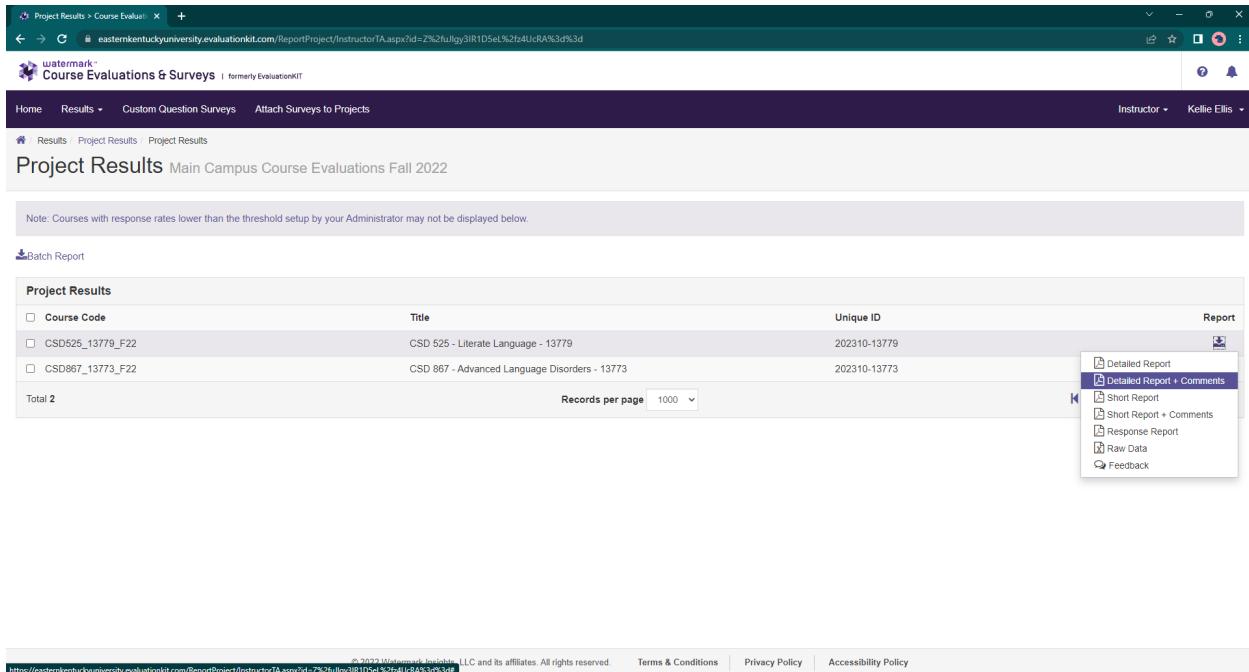


## Step-by-Step Instructions with Screenshots for Accessing Course Evaluation Project Results in Watermark



Once logged into your custom Watermark Dashboard, you will see the **Project Results** header with the project and semester-titled hyperlink displayed on the main page (shown above). The courses that have met the student threshold (minimum three (3) student responses) will be displayed underneath. To access results from these courses, select the project hyperlink. This will take you to a page that displays your courses in a table format (shown below). On the far right of the table, there is a column header, **Report**, and a down arrow icon. Clicking the arrow will bring up a list of options of types of reports to download. The **Detailed Report + Comments** will be like what you have received in the past.



# Office of Institutional Effectiveness and Research

The screenshot shows the 'Course Evaluations & Surveys' interface in Instructor mode. The top navigation bar includes 'Home', 'Results', 'Custom Question Surveys', and 'Attach Surveys to Projects'. The user's name 'Kellie Ellis' is displayed in the top right, with a dropdown menu showing 'Instructor' and 'Administrator'. The main content area is divided into three sections: 'Project Results', 'Custom Questions', and 'Response Rate Tracker'. The 'Project Results' section contains a table with two rows of project data. The 'Custom Questions' section shows the status of the survey. The 'Response Rate Tracker' section displays a bar chart and a line graph showing response rates over time.

Project ID	Project Name	Project ID
CSD525_13779_F22	CSD 525 - Literate Language - 13779	202310-13779
CSD867_13773_F22	CSD 867 - Advanced Language Disorders - 13773	202310-13773

Response Rate Tracker: 38.10% Responses/Enrollments, 24 / 63 Daily Responses

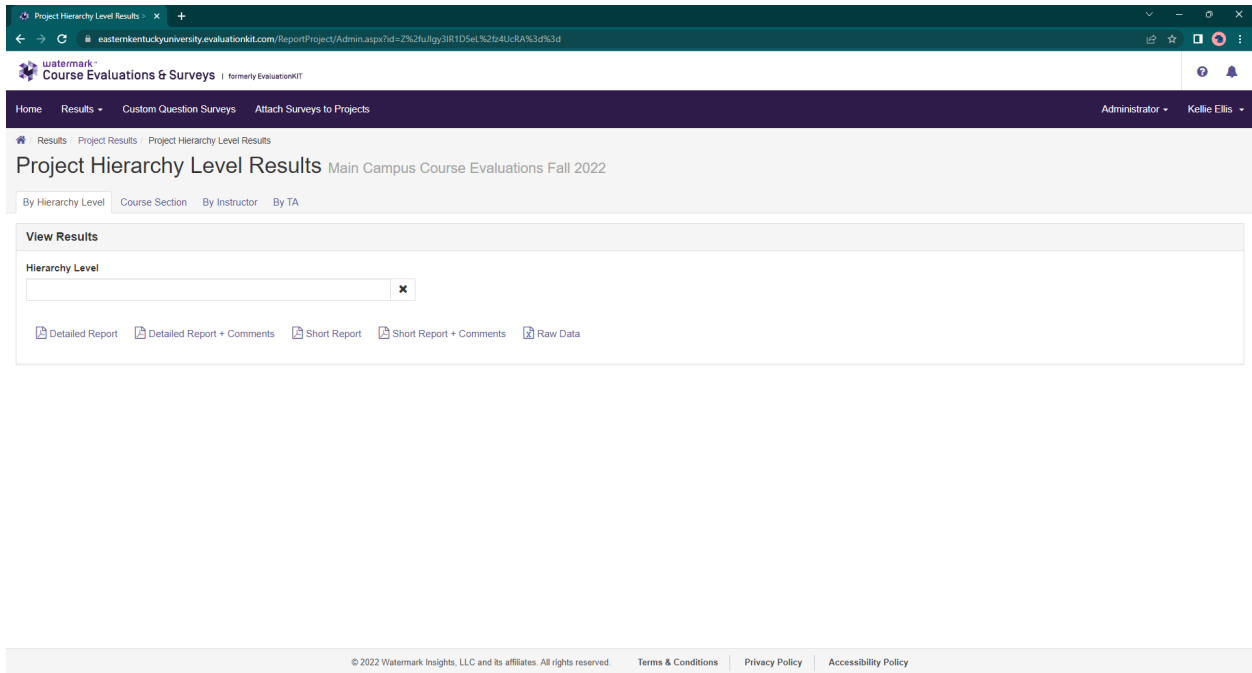
If you are a chair or program coordinator and teach classes, you have two accounts. To toggle between the two accounts, look for the description on the top right header that says **Administrator** or **Instructor** to the left of your name. Selecting this will display the alternative option (shown above). Once logged in as an administrator, you will see a similar page as the instructor page (shown below). The **Project Results** header is in the middle of the page, with the project and semester-titled hyperlink below. Select the hyperlink of the correct project.

The screenshot shows the 'Course Evaluations & Surveys' interface in Administrator mode. The top navigation bar is the same as the instructor mode. The user's name 'Kellie Ellis' is displayed in the top right, with a dropdown menu showing 'Administrator' and 'Instructor'. The main content area is divided into four sections: 'Results Monitor', 'Project Results', 'Custom Questions', and 'Response Rate Tracker'. The 'Results Monitor' section shows a bar chart with two bars representing 'Viewed: Instructor' and 'Viewed: Administrator'. The 'Project Results' section contains a table with two rows of project data. The 'Custom Questions' section shows the status of the survey. The 'Response Rate Tracker' section displays a bar chart and a line graph showing response rates over time.

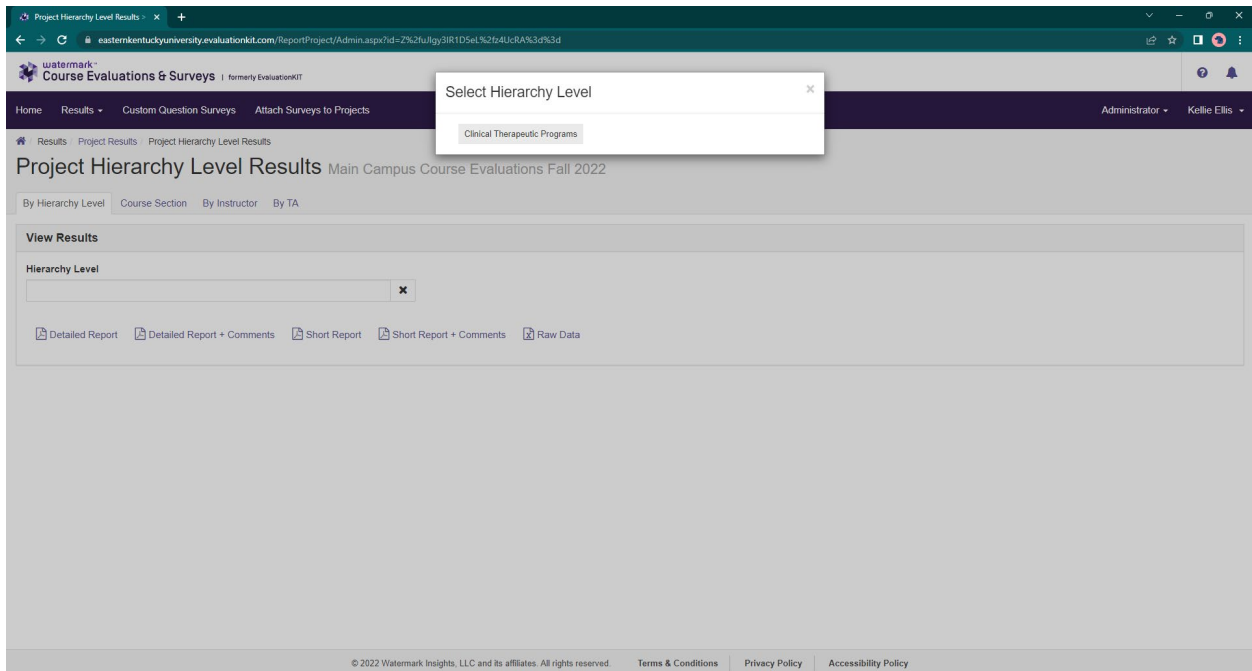
Project ID	Project Name	Project ID
CSD525_13779_F22	CSD 525 - Literate Language - 13779	202310-13779
CSD867_13773_F22	CSD 867 - Advanced Language Disorders - 13773	202310-13773

Results Monitor: Viewed: Instructor (0 / 20), Viewed: Administrator (0 / 1)

Response Rate Tracker: 49.94% Responses/Enrollments, 385 / 771 Daily Responses



The page that displays next gives you several options. You may download reports for your area by selecting **By Hierarchy Level** (shown above). Click in the empty text box and a pop-up window with the area you have access to will display (shown below). Select this area and then select the report you would like to download. The **Detailed Reports + Comments** will be the most like what you received in the past.



# Office of Institutional Effectiveness and Research

**Course Section Results** Main Campus Course Evaluations Fall 2022

By Hierarchy Level | **Course Section** | By Instructor | By TA

**Search Course Sections**

Code:  Title:  Unique ID:  Hierarchy Level:

Show Columns  
 Course Code  Title  Unique ID  Hierarchy Level

[Batch Report](#)

<input type="checkbox"/> Code	Title -	Unique ID	Hierarchy Level	View
<input type="checkbox"/> COU803_12156_F22	COU 803 - Prin & Prac of Mental Hlth Cou - 12156	202310-12156	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU804_13049_F22	COU 804 - Counseling Diverse Populations - 13049	202310-13049	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU813_11768_F22	COU 813 - Prof Orient & Ethics in Course - 11768	202310-11768	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU813_12993_F22	COU 813 - Prof Orient & Ethics in Course - 12993	202310-12993	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU820_11265_F22	COU 820 - Group Counseling - 11265	202310-11265	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU820_12737_F22	COU 820 - Group Counseling - 12737	202310-12737	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU822_10187_F22	COU 822 - Lifestyle & Career Counseling - 10187	202310-10187	Clinical Therapeutic Programs	<a href="#">View</a>
<input type="checkbox"/> COU840_10867_F22	COU 840 - Counselino Theory and Practice - 10867	202310-10867	Clinical Therapeutic Programs	<a href="#">View</a>

You may also select **Course Section** to run reports on all courses of the same subject code or title. You may use the check boxes to manually check certain courses, or you may use the **Code** or other search boxes to narrow down the list that displays. For example, to narrow down to only COU courses, see screen below. Make sure to select the check box next to Code to select all courses that were narrowed down by the search and then select **Batch Report** to generate a report on just your selections.

**Course Section Results** Main Campus Course Evaluations Fall 2022

By Hierarchy Level | **Course Section** | By Instructor | By TA

**Search Course Sections**

Code:  Title:  Unique ID:  Hierarchy Level:

Show Columns  
 Course Code  Title  Unique ID  Hierarchy Level

[Batch Report](#)

<input checked="" type="checkbox"/> Code	Title -	Unique ID	Hierarchy Level	View
<input checked="" type="checkbox"/> COU803_12156_F22	COU 803 - Prin & Prac of Mental Hlth Cou - 12156	202310-12156	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU804_13049_F22	COU 804 - Counseling Diverse Populations - 13049	202310-13049	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU813_11768_F22	COU 813 - Prof Orient & Ethics in Course - 11768	202310-11768	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU813_12993_F22	COU 813 - Prof Orient & Ethics in Course - 12993	202310-12993	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU820_11265_F22	COU 820 - Group Counseling - 11265	202310-11265	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU820_12737_F22	COU 820 - Group Counseling - 12737	202310-12737	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU822_10187_F22	COU 822 - Lifestyle & Career Counseling - 10187	202310-10187	Clinical Therapeutic Programs	<a href="#">View</a>
<input checked="" type="checkbox"/> COU840_10867_F22	COU 840 - Counselino Theory and Practice - 10867	202310-10867	Clinical Therapeutic Programs	<a href="#">View</a>

The screenshot shows the 'Project Course Instructor Results' page for 'Main Campus Course Evaluations Fall 2022'. The 'By Instructor' tab is selected. The search filters are empty. The 'Show Columns' section has 'Course Code', 'Title', 'Unique ID', and 'Hierarchy Level' checked. Below the search filters is a 'Batch Report' link. The main table, titled 'Course Results', has columns for Name, Course Code, Title, Unique ID, Hierarchy Level, and View. It lists several courses taught by Spiers, Angela, Addington, Brenda, Sommer, Carol, and Somer, Carol.

Name	Course Code	Title	Unique ID	Hierarchy Level	View
Spiers, Angela	EPY869_11763_F22	EPY 869 - Research & Program Evaluation - 11763	202310-11763	Clinical Therapeutic Programs	
Spiers, Angela	EPY839_10707_F22	EPY 839 - Human Growth & Development - 10707	202310-10707	Clinical Therapeutic Programs	
Spiers, Angela	COU980_14310_F22	COU 980 - Doctoral Practicum - 14310	202310-14310	Clinical Therapeutic Programs	
Spiers, Angela	COU881_11592_F22	COU 881 - Internship in Counseling - 11592	202310-11592	Clinical Therapeutic Programs	
Addington, Brenda	CSD897_13788_F22	CSD 897 - School Experiences in CD - 13788	202310-13788	Clinical Therapeutic Programs	
Sommer, Carol	COU820_11265_F22	COU 820 - Group Counseling - 11265	202310-11265	Clinical Therapeutic Programs	
Sommer, Carol	COU902_14309_F22	COU 902 - Advanced Group Counseling - 14309	202310-14309	Clinical Therapeutic Programs	
Somer, Carol	COU820_12737_F22	COU 820 - Group Counseling - 12737	202310-12737	Clinical Therapeutic Programs	

To view the course evaluation reports for the individual faculty in your area, select the **By Instructor** tab. This will display all the faculty in your area and the courses they taught. You will select the down arrow underneath the **View** column header on the far right and select the appropriate report. Again, the **Detailed Reports + Comments** will be most like what you have received in the past. You may also narrow down the list and search for certain faculty by using the search box underneath **Instructor Name**, or by area if you have multiple departments or programs, by using the search box underneath **Hierarchy Level**. You may view these individually or select **Batch Report** to generate a report of all courses together (remembering to select the check boxes of which courses to include).

The screenshot shows the 'Project Course Instructor Results' page with the search filter 'Robinson' entered in the 'Instructor Name' field. The 'Show Columns' section has 'Course Code', 'Title', 'Unique ID', and 'Hierarchy Level' checked. Below the search filters is a 'Batch Report' link. The main table, titled 'Course Results', has columns for Name, Course Code, Title, Unique ID, Hierarchy Level, and View. It lists four courses taught by Robinson, Jade. At the bottom of the table, there is a 'Total 4' row, a 'Records per page' dropdown set to '1000', and a pagination control showing 'Page 1 of 1'.

Name	Course Code	Title	Unique ID	Hierarchy Level	View
Robinson, Jade	CSD741_13791_F22	CSD 741 - School Services in Comm Dis - 13791	202310-13791	Clinical Therapeutic Programs	
Robinson, Jade	CSD360_13797_F22	CSD 360 - Normal Speech & Lang. Dev - 13797	202310-13797	Clinical Therapeutic Programs	
Robinson, Jade	CSD541_13780_F22	CSD 541 - School Services in Comm Dis - 13780	202310-13780	Clinical Therapeutic Programs	
Robinson, Jade	CSD365_14020_F22	CSD 365 - Language Disorders: Assessment - 14020	202310-14020	Clinical Therapeutic Programs	
Total 4			Records per page: 1000	Page 1 of 1	