

## Step-by-Step Instructions with Screenshots for Monitoring Response Rates for Course Evaluations in Watermark

The screenshot shows the Watermark Course Evaluations & Surveys dashboard. The 'Response Rate Tracker' box in the top right corner is highlighted with a red border. It displays two charts showing response rates for different evaluation periods. The first chart, 'Main Campus Course Evaluations Fall 2022 - Labs', shows a response rate of 47.46% (28/59). The second chart, 'Main Campus Course Evaluations Fall 2022', shows a response rate of 66.67% (86/129).

Log into your Watermark Dashboard and locate the **Response Rate Tracker** box in the top right-hand corner of the main display page as shown above. To see your individual courses, select the appropriate project you would like to monitor. The next page that displays will be a table of your courses with several columns of data. The **Response Rate** for each course is towards the middle right of the table, as shown below.

The screenshot shows the 'Course Response Rates' page in Watermark. A table lists courses with columns for Level, Code, Title, Unique ID, Instructor, Enrollments, Responded, Response Rate, Opted-Out, % of Enrollments Opted Out, Responded With Opted-Out Removed, and Response Rate With Opted-Out Removed. The 'Response Rate' column is highlighted with a red border.

Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
	BIO100_10002_F22	BIO 100 - Introductory Biology - 10002	202310-10002	Kenneth Blank	42	28	66.67%	0	0%	28	66.67%	
	BIO100_10900_F22	BIO 100 - Introductory Biology - 10900	202310-10900	Kenneth Blank	42	23	54.76%	0	0%	23	54.76%	
	BIO111_11029_F22	BIO 111 - Cell and Molecular Biology - 11029	202310-11029	Kenneth Blank	45	35	77.78%	0	0%	35	77.78%	
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