

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 main content area is divided into two sections: 'Project Results' and 'Response Rate Tracker'.

Project Results: A table listing course evaluations. The first section is 'Main Campus Course Evaluations Fall 2022' with three rows:

Course Code	Course Title	Unique ID
BIO100_10002_F22	BIO 100 - Introductory Biology - 10002	202310-10002
BIO111_11029_F22	BIO 111 - Cell and Molecular Biology - 11029	202310-11029
BIO100_10900_F22	BIO 100 - Introductory Biology - 10900	202310-10900

The second section is 'Main Campus Course Evaluations Fall 2022 - Labs' with three rows:

Course Code	Course Title	Unique ID
BIO100_12065_F22	BIO 100 - Introductory Biology Lab - 12065	202310-LAB-12065
BIO111_11044_F22	BIO 111 - Cell and Molecular Biology Lab - 11044	202310-LAB-11044
BIO100_10475_F22	BIO 100 - Introductory Biology Lab - 10475	202310-LAB-10475

Response Rate Tracker: Two bar charts showing 'Responses/Enrollments' and 'Daily Responses' for the selected projects. The first chart for 'Main Campus Course Evaluations Fall 2022 - Labs' shows a response rate of 47.46% (28/59). The second chart for 'Main Campus Course Evaluations Fall 2022' shows a response rate of 66.67% (86/129).

At the bottom of the dashboard, there is a footer with copyright information and links for Terms & Conditions, Privacy Policy, and Accessibility Policy.

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. Select the appropriate project you would like to monitor. The next page will display 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 the Watermark dashboard. It features a search bar at the top and a table of course response rates.

Search Bar: Includes fields for 'Course Code', 'Course Title', and 'Course Unique ID', with a 'Search' button.

Courses Table:

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%	

At the bottom of the table, there is a 'Total 3' summary and a 'Records per page' dropdown set to 50. Navigation arrows and 'Page 1 of 1' are also visible.

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