Building Reports for Chairs and Deans

You can access your Course Evaluations & Surveys account in two ways:

- 1. Log in to Watermark Navigator and select Course Evaluations and Surveys.
- 2. Clicking on the link in an email sent by the main administrator.

Once you see the Course Evaluations & Surveys site, click on the "Results" tab. This will present a list of dropdown reporting menu options (not all may be enabled).

watermark - Course Evaluations &	Surveys formerly EvaluationK/T	•
lome Surveys Projects	Results •	Administrator Aaron Rodgers + 🔮 English (United States) +
Project Results	Response Rate Tracker Project Results	Response Rate Tracker
Project Admin Sample Project Project Ends - 1/28/2022 Results	Instructor Results Report Builder en	Project Admin Sample Project Responses/Enrollments Daily Responses
Training test project - July 2021 Project Ends - 12/31/2021 Results	Instructor Means Reporting Student Reporting Results Feedback	38.89% 7 / 18 Custom Question Overview

Response Rate Tracker

View results of evaluations in real time, including number of respondents out of total enrollments, response rate percentage, and students who opted out

Course Evaluations	& Surveys formerty Evaluati	enK/T									0 4
lome Surveys Projects	Results -							13	Administrator Aaron Rodg	iers 🔸 🛛 😋 English (Unite	ed States)
Results / Project Res	sponse Rates										
Project Res	sponse Ra	ates Search	n By Project								
Q Search											
Name	Status		Туре		Where	Betwee	n Ar	nd			
	Ended		Select		~	~					
Search Reset											
Response Rates											
Project		Start	End	Enrollments	Responded	Response Rate	Opted- Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
End of Course Evalua	tions (May 2021)	5/2/2021 12:00 AM	5/7/2021 12:00 PM	364	364	100%	0	0%	364	100%	*
						0%		0%			±

Project Results

Results of projects at the hierarchy, course, or instructor level. Results show information such as: questions and responses, weight, frequency, percent, percent responses and means (Benchmarks appear in course-level reports only)

A. **Detailed Report:** Results of evaluations, including questions and responses, weight, frequency, percent, percent responses, means, standard deviation and median. (Benchmarks are available for course-level reports.)

PCS Univers	sity se Evaluations S	umme	er 2019			ŗ	ι	Joel Iniversity JU
Level:	Joel Volkert Univ	ersity						
Response Rate:	49/69 (71.01 %)							
1 - Did this course	meet the objectives set	by your in	nstructor?					
Response Option		Weight	Frequency	Percent	Percent Responses		Means	
Yes		(1)	48	97.96%				
No		(2)	1	2.04%]।	1.02		
					0 25 50 100	Question		
	Response Ra 49/69 (71.019				Mean	0.14		Median 1.00
2 - Did you take th	is class as part of your n	najor?						
Response Option		Weight	Frequency	Percent	Percent Responses		Means	
Yes		(1)	41	83.67%		1.16		
No		(2)				1.10		
			8	16.33%				
		(4)	8	16.33%				
			8	16.33%	0 25 50 100	Question		
	Response Ra	te	8	16.33%	0 25 50 100 Mean	STD		Median
	Response Ra 49/69 (71.019	te	8	16.33%	0 25 50 100			Median 1.00
3 - Please rate you		te 6)			0 25 50 100 Mean	STD		
	49/69 (71.019	te 6)	(1 = low, 10 Frequency	= high). Percent	o 25 50 100 Mean 1.16 Percent Responses	STD		
Response Option	49/69 (71.019	te 6)	(1 = low, 10	= high).	0 25 50 100 Mean 1.16	0.37		
Response Option 4	49/69 (71.019	te 6) his course Weight	(1 = low, 10 Frequency	= high). Percent	o 25 50 100 Mean 1.16 Percent Responses	STD		
Response Option 4 6	49/69 (71.019	te 6) his course Weight (4)	e (1 = low, 10 Frequency 2	= high). Percent 4.08%	o 25 50 100 Mean 1.16 Percent Responses	0.37		
Response Option 4 6 7	49/69 (71.019	te 6) Weight (4) (6)	e (1 = low, 10 Frequency 2 1	= high). Percent 4.08% 2.04%	0 25 50 100 Mean 1.16 Percent Responses	0.37		
Response Option 4 6 7 8	49/69 (71.019	te b) Weight (4) (6) (7)	e (1 = low, 10 Frequency 2 1 7	high). Percent 4.08% 2.04% 14.29%	0 25 50 100 Mean 1.16 Percent Responses	0.37		
Response Option 4 6 7 8 9	49/69 (71.019	te b) Weight (4) (6) (7) (8)	e (1 = low, 10 Frequency 2 1 7 9	 high). Percent 4.08% 2.04% 14.29% 18.37% 	0 25 50 100 Mean 1.16 Percent Responses	0.37		
Response Option 4 6 7 8 9	4889 (71.01)	te 6) Weight (4) (6) (7) (8) (9) (10)	e (1 = low, 10 Frequency 2 1 7 9 23	high). Percent 4.08% 2.04% 14.29% 18.37% 46.94%		8.41		1.00
3 - Please rate you Response Option 4 6 7 8 8 9 10	49/69 (71.019	te 6) Weight (4) (6) (7) (8) (9) (10) te	e (1 = low, 10 Frequency 2 1 7 9 23	high). Percent 4.08% 2.04% 14.29% 18.37% 46.94%	0 25 60 100 Mean 1.16 1.16 Percent Responses 1 1 1 1	8.41		

B. Detailed Report with Comments: Comments included with detailed report results.

PCS Univers Main Cours	ity e Evaluations Summer 2019	Joel University JU
Level:	Joel Volkert University	
Response Rate:	49/69 (71.01 %)	

Response Option	Weight	Frequency	Percent	Perci	ent Re	sponse			M	eans
Yes	(1)	48	97.96%							
No	(2)	1	2.04%]1				1.02		
				0	25	50 10	10	Question	1	
R	esponse Rate				M	ean			STD	Media
4	9/69 (71.01%)				1	.02		0.14		1.00
I really enjoyed it. I really enjoyed it!										
I really enjoyed it! The course was very helpful in my lease over ally fun course overall.		business owner	Professor Ga	tes did a f	fantasti	c iob/				
I really enjoyed it! The course was very helpful in my learning the second se		business owner	. Professor Ga	tes did a f	fantasti	c jobl				
I really enjoyed it! The course was very helpful in my lea It was a really fun course overail. It really give me a good sense for what		business owner	Professor Ga	tes did a f	fantasti	c jobf				
I really enjoyed it! The course was very helpful in my lea It was a really fun course overall. It really give me a good sense for wha It was a good course overall.		business owner	Professor Ga	tes did a f	fantasti	c job!				
I really enjoyed it The course was very helpful in my lea It was a really fun course overall. It really give me a good sense for wha It was a good course overall. They followed the objectives.	t is expected as a future	business owner	Professor Ga	tes did a f	fantasti	c job!				

C. **Short Report:** Results of project in a condensed form. Includes question, frequency, percent, means, standard deviation and median.

PCS University Main Course Evaluations Summer 2019									Joel University JU			
Level:	Joel Volkert Un	ivers	ity									
Response Ra												
Question			1		2	M	an	Std		Median		
	meet the objectives set by	n	48		1	1.	02	0.14		1.00		
your instructor	?	%	97.96%	i	2.04%							
Did you take th major?	is class as part of your	n	41		8	1.	16	0.37		1.00		
major?		%	83.67%		16.33%							
Question 4	Please rate your overall expe	erience	in this course	(1 = low, 10 =	high).			n 2		% 4.08%		
6								1		2.04%		
7								7		14.29%		
8								9		18.37%		
9								23		46.94%		
10								7		14.29%		
Mean								8.41				
Std								1.34				
Median								9.00				
Question			5	4	3	2	1	Mean	Std	Media		
Please rate the course.: Instru	following areas of the	n	26	20	2	1	0	4.45	0.68	5.00		
		% n	53.06% 22	40.82%	4.08%	2.04%	0.00%	4.22	0.82	4.00		
Please rate the course.: Quizz	e following areas of the es	n %	44.90%	34.69%	9 18.37%	2.04%	0.00%	9.22	0.82	≪.00		
	following areas of the	n	23	14	11	1	0	4.20	0.87	4.00		
course.: Exam		%	46.94%	28.57%	22.45%	2.04%	0.00%					
Please rate the course.: Final I	e following areas of the Exam/Essay	n %	20 40.82%	18 36.73%	7 14.29%	4 8.16%	0	4.10	0.94	4.00		
Diegeo rate the	following areas of the Projects	n	19	17	11	2	0	4.08	0.89	4.00		

D. Short Report with Comments: Comments included with short report results.

Question	Please rate your overall experience in this course (1 = low, 10 = high).	n	5
8		2	50.00%
9		1	25.00%
10		1	25.00%
Mean		8.75	
Std		0.96	
Median		8.50	

Question		5	4	3	2	1	Mean	Std	Median
Please rate the following areas of the	n	1	3	0	0	0	4.25	0.50	4.00
course.: Instructor feedback	- 1/6	25.00%	75.00%	0.00%	0.00%	0.00%	ę – – – – – – – – – – – – – – – – – – –		
Please rate the following areas of the course.: Quizzes	n	2	2	0	0	0	4.50	0.58	4.50
	-36-	50.00%	50.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the	n	3	1	0	0	0	4.75	0.50	5.00
course.: Exams	%	75.00%	25.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the	n	4	0	0	0	0	5.00	0.00	5.00
course.: Final Exam/Essay	76	100.00%	0.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the	n	1	3	0	0	0	4.25	0.50	4.00
course.: Group Projects	56	25.00%	75.00%	0.00%	0.00%	0.00%			

Scale: 5 = Excellent, 4 = Great, 3 = Average, 2 = Poor, 1 = Very Poor

Question	Please rate the overall performance of instructor(s). (1 = Poor, 10 = Excellent)	n	5
10		4	100.00%
Mean		10.00	
Std		0.00	
Median		10.00	

What was your favorite part of this course?
Practicing with so many numbers helped me learn about them.
So many numbers to practice with and discuss with my Professor Roberts and my classmates.
+ Lenjoyed the real-life application of numbers.
Bringing in real-life examples to work with was cool.

E. **Response Report:** Allows administrator to view responses by individual student (no names of students are listed) *Only available in the Course Section, By Instructor and By TA tabs.

PCS Univ Main Cou	ersity Irse Evaluations Summer 2019	
Course:	ENGL201: English Composition	
Instructor:	Aaron Rodgers *	
Total: 1		
1. Did this cou	rse meet the objectives set by your instructor?	Yes (1)
1. Did this cou	rse meet the objectives set by your instructor? - Comments:	
I really enjoye	d it.	
3. Did you tak	e this class as part of your major?	Yes (1)
4. Please rate	your overall experience in this course (1 = low, 10 = high).	10
5. Please rate	the following areas of the course Instructor feedback	Excellent (5)
5. Please rate	the following areas of the course Quizzes	Excellent (5)
5. Please rate	the following areas of the course Exams	Great (4)
5. Please rate	the following areas of the course Final Exam/Essay	Great (4)
5. Please rate	the following areas of the course Group Projects	Great (4)
6. Please rate	the overall performance of Instructor(s). (1 = Poor, 10 = Excellent)	10
7. What was y	our favorite part of this course?	
The instructor	was incredible!	
8. Do you have	e any recommendations for this course?	
Offer it more of	often.	

F. **Raw Data:** Excel file containing data about user responses, including timestamps and course information.

Instructor Results

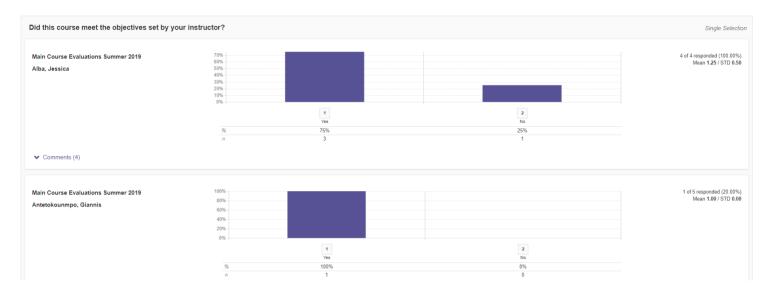
Ability to search for instructor results across projects. Click on project and choose relevant projects to search for. You will see a list of courses and can click on "View" on the right hand side to be presented with a list of reporting options.

Results						
🗆 Name 🔺	Course Code	Title	Unique ID	Hierarchy Level	Project	View
Winfrey, Oprah	ACC	Accounting 101	ACC101	Accounting (Undergrad) (In- person)	Summer 2020 Term 1 - End of course evaluation	*
Winfrey, Oprah	ACC	Accounting 101	ACC101	Accounting (Undergrad) (In- person)	Fall 2019 Mid-term Evaluations	*
Winfrey, Oprah	ACC101-GC	Intro to Accounting	ACC-101-01	Accounting (Undergrad) (In- person)	Main Course Evaluations Summer 2019	*
Total 3		Records p	er page 1000 V		K ◀ Page 1 ∨ of 1	N N

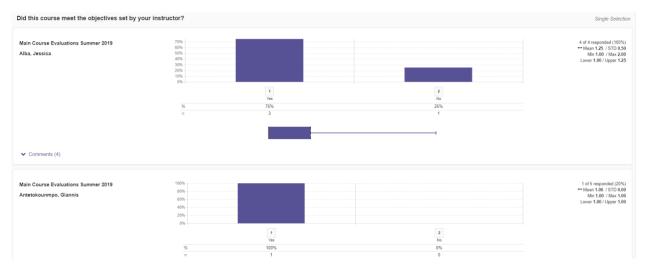
Report Builder

Ability to filter and build reports by Area, Project, Course, Instructor or Teaching Assistant. Also allows for saving and sharing of reports to other CES users and to others through inputting their email addresses.

(Example of customized report in "Chart" view)



(Example of customized report in "All" view)



Results Feedback

Shows list of feedback comments from administrator to instructor.

esults Feedback										
Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text	Reply	
Joel Volkert	jvolkert@watermarkinsights.com	7/2/2019 12:49 PM	Engage test - Study Abro ad 2019	Study Abro ad	LOCLA	Local Languages Basics 223	Bob Ueck er	Great job, Bob!	Reply	
Joel Volkert	jvolkert@watermarkinsights.com	7/2/2019 12:50 PM	Engage test - Study Abro ad 2019	Study Abro ad	LOCLA	Local Languages Basics 223	Bob Ueck er	You did fine	Reply	

Student Alert Reporting

Shows record of students who have sent administrator or instructor a message using student alert function.

C Export to PDF

lent Alerts								
Name	Email	Phone	Received On	Project	Level	Course Code	Course Title	Posted Text
Jaime	jaime@school.edu	512- 555- 5555	8/1/2019 7:47 AM	Fall 2019 Mid-term Evaluations	Kinesiology	KIN	Toe Wiggling	Hi, I'm a little confused by question 3. Could you explain it further?
			12/10/2020 3:51 PM	Main Course Evaluations Summer 2019	English (Campus B)	ENGL110	British Spelling Basics	Can you please explain question 3? I don't know how to answer.
			12/10/2020 3:53 PM	Main Course Evaluations Summer 2019	English (Campus B)	ENGL110	British Spelling Basics	What is question 5 asking for? It's a little confusing t me. Thank you!

Instructor Means Reporting

Shows the means score of specific questions of instructors. You can choose multiple projects and multiple questions.

Results						
Instructor	Course	Respondents	Enrollments	Response Rate	Average	1 5
Aaron Rodgers	ENGL : English Composition	1	2	50.00%	4.00	
Bob Uecker	ACC : Accounting Capstone	1	2	50.00%	2.00	
George Washingon	KIN : Body Types	2	4	50.00%	1.50	
Julia Roberts	MATH : Numbers	2	2	100.00%	2.50	
Liam Neeson	DENT : Intro to Dental Hygiene	1	2	50.00%	3.00	
Liam Neeson	DENT100 : Intro to Dental Hygiene	1	1	100.00%	4.00	
Oprah Winfrey	ACC : Accounting 101	1	2	50.00%	3.00	

You can click on an individual course to have a report generated for that specific course/instructor.