Building Reports for Instructors

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)

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

Project Results

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 University
Main Course Evaluations Summer 2019

Joel University
JU

| Level: | Joel Volkert University |
| Response Rate: | 49/69 (71.01 %) |

1 - Did this course meet the objectives set by your instructor?

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	48	97.96%		
No	(2)	1	2.04%		1.02

Response Rate	Mean	STD	Median
49/69 (71.01%)	1.02	0.14	1.00

2 - Did you take this class as part of your major?

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	41	83.67%		
No	(2)	8	16.33%		1.16

Response Rate	Mean	STD	Median
49/69 (71.01%)	1.16	0.37	1.00

3 - Please rate your overall experience in this course (1 = low, 10 = high).

Response Option	Weight	Frequency	Percent	Percent Responses	Means
4	(4)	2	4.08%		
6	(6)	1	2.04%		
7	(7)	7	14.29%		
8	(8)	9	18.37%		8.41
9	(9)	23	46.94%		
10	(10)	7	14.29%		

Response Rate	Mean	STD	Median
49/69 (71.01%)	8.41	1.34	9.00

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

PCS University
Main Course Evaluations Summer 2019

Joel University
JU

| Level: | Joel Volkert University |
| Response Rate: | 49/69 (71.01 %) |

1 - Did this course meet the objectives set by your instructor?

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	48	97.96%		
No	(2)	1	2.04%		1.02

Response Rate	Mean	STD	Median
49/69 (71.01%)	1.02	0.14	1.00

- I really enjoyed it.
- I really enjoyed it!
- The course was very helpful in my learning.
- It was a really fun course overall.
- It really give me a good sense for what is expected as a future business owner. Professor Gates did a fantastic job!
- It was a good course overall.
- They followed the objectives.
- I enjoyed it a lot.
- They did a great job overall. Team-teaching was a good call.
- He was fantastic and kept close to the objectives.

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 University
Response Rate: 49/69 (71.01 %)

Question		1	2	Mean	Std	Median
Did this course meet the objectives set by your instructor?	n	48	1	1.02	0.14	1.00
	%	97.96%	2.04%			
Did you take this class as part of your major?	n	41	8	1.16	0.37	1.00
	%	83.67%	16.33%			

Scale: 1 = Yes, 2 = No

Question	Please rate your overall experience in this course (1 = low, 10 = high).	n	%
4		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	Median
Please rate the following areas of the course.: Instructor feedback	n	26	20	2	1	0	4.45	0.68	5.00
	%	53.06%	40.82%	4.08%	2.04%	0.00%			
Please rate the following areas of the course.: Quizzes	n	22	17	9	1	0	4.22	0.82	4.00
	%	44.90%	34.69%	18.37%	2.04%	0.00%			
Please rate the following areas of the course.: Exams	n	23	14	11	1	0	4.20	0.87	4.00
	%	46.94%	28.57%	22.45%	2.04%	0.00%			
Please rate the following areas of the course.: Final Exam/Essay	n	20	18	7	4	0	4.10	0.94	4.00
	%	40.82%	36.73%	14.29%	8.16%	0.00%			
Please rate the following areas of the course.: Group Projects	n	19	17	11	2	0	4.08	0.89	4.00
	%	38.78%	34.69%	22.45%	4.08%	0.00%			

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

D. <u>**Short Report with Comments:**</u> Comments included with short report results.

Question	Please rate your overall experience in this course (1 = low, 10 = high).	n	%
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 course.: Instructor feedback	n	1	3	0	0	0	4.25	0.50	4.00
	%	25.00%	75.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the course.: Quizzes	n	2	2	0	0	0	4.50	0.58	4.50
	%	50.00%	50.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the course.: Exams	n	3	1	0	0	0	4.75	0.50	5.00
	%	75.00%	25.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the course.: Final Exam/Essay	n	4	0	0	0	0	5.00	0.00	5.00
	%	100.00%	0.00%	0.00%	0.00%	0.00%			
Please rate the following areas of the course.: Group Projects	n	1	3	0	0	0	4.25	0.50	4.00
	%	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	%
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.
• I enjoyed the real-life application of numbers.
• Bringing in real-life examples to work with was cool.

E. **Response Report:** Allows instructor to view responses by individual student (no names of students are listed)

PCS University
Main Course Evaluations Summer 2019

Course: ENGL201: English Composition
Instructor: Aaron Rodgers *

Total: 1

1. Did this course meet the objectives set by your instructor?	Yes (1)
1. Did this course meet the objectives set by your instructor? - Comments:	
I really enjoyed it.	
3. Did you take 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 your favorite part of this course?	
The instructor was incredible!	
8. Do you have any recommendations for this course?	
Offer it more often.	

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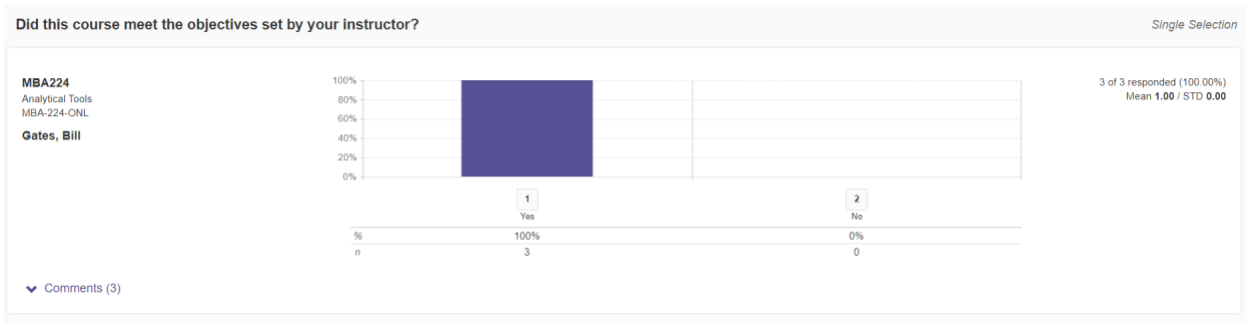
Instructor Results

Ability to search for 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	📥

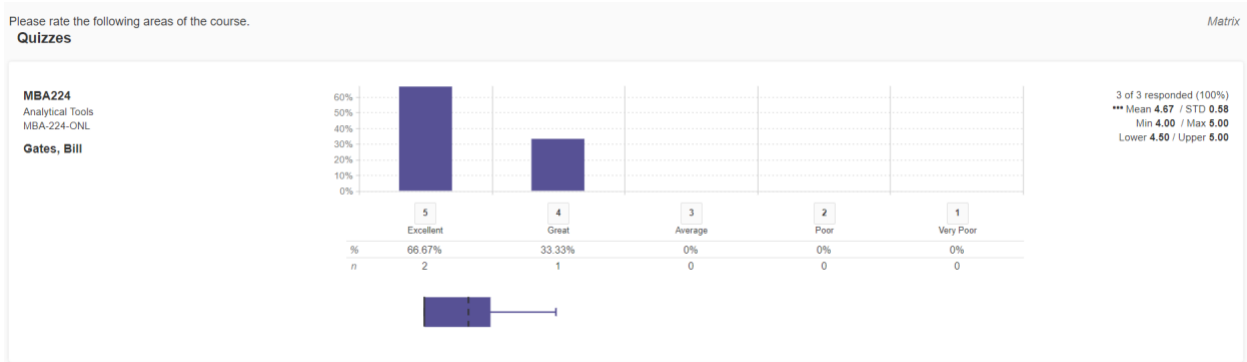Total 3   Records per page 1000 ⌄ |◀ ◀ Page 1 ⌄ of 1 ▶ ▶|

Report Builder

Ability to filter and build reports by Project and Course. 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.

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 Abroad 2019	Study Abroad	LOCLA	Local Languages Basics 223	Bob Uecker	Great job, Bob!	Reply
Joel Volkert	jvolkert@watermarkinsights.com	7/2/2019 12:50 PM	Engage test - Study Abroad 2019	Study Abroad	LOCLA	Local Languages Basics 223	Bob Uecker	You did fine	Reply

Student Alert Reporting

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

⟳ Export to PDF

Student 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 to me. Thank you!