

How to View Course Survey Results in Watermark Course Evaluations and Surveys (CES)

For Administrators



Photo credit: Montclair State University

FOR ADMINISTRATOR USE

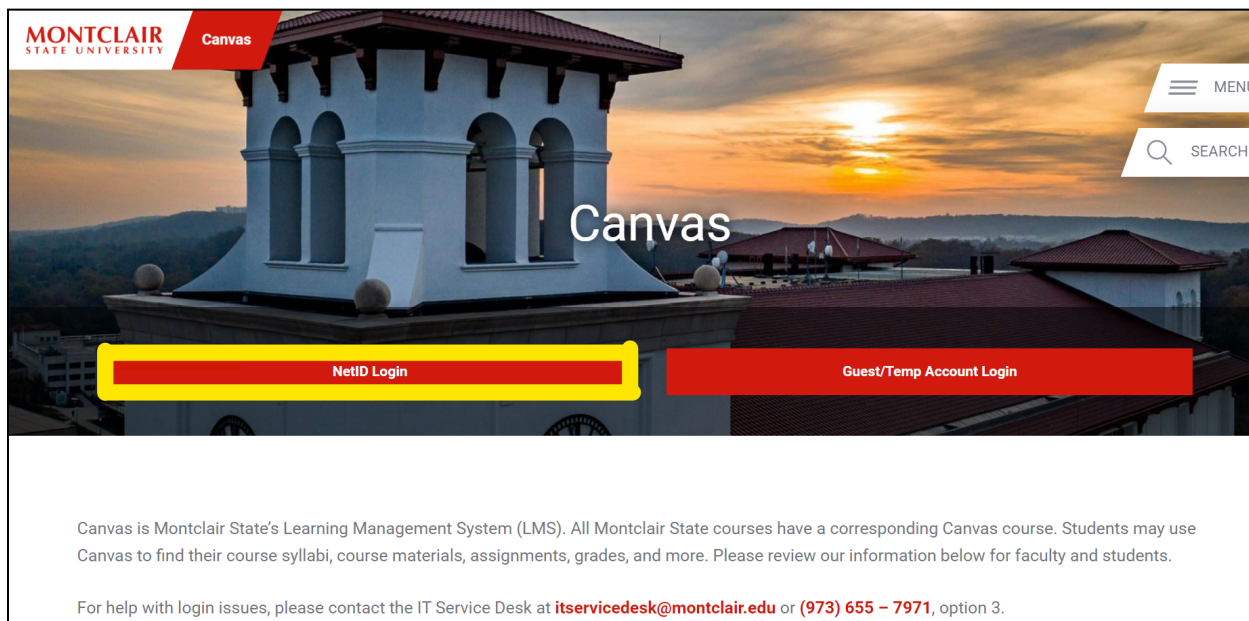
Logging into CES.....	3
HELP: I can't log into Canvas.....	3
HELP: I can't authenticate using Duo.....	3
HELP: CES landing page shows "No Active Surveys"	5
HELP: CES landing page only shows the courses I taught.....	6
HELP: I don't see an Administrator profile on my account.....	6
HELP: CES landing page is blank.....	6
Accessing your Course Survey Results.....	7
HELP: I can't find a course or instructor in the project I'm viewing.....	11

FOR ADMINISTRATOR USE

Course surveys are administered using Watermark Course Evaluation and Surveys (Watermark CES - formerly EvaluationKit). CES is integrated with Canvas.

Logging into CES

1. Navigate to [Canvas](https://montclair.instrucure.com) and click “NetID Login” (montclair.instrucure.com).



2. Enter your NetID username and password. You will need to authenticate using Duo.

MONTCLAIR STATE UNIVERSITY

User Name

Password

LOG IN

[Forgot Username or Password?](#)

Questions or Concerns please email:
netidmanagement@mail.montclair.edu or contact the
IT Service Desk at: 973-655-7971

HELP: I can't log into Canvas

- Please contact [IT support](https://www.montclair.edu/information-technology/it-service-desk/) for help logging into Canvas (<https://www.montclair.edu/information-technology/it-service-desk/>).

HELP: I can't authenticate using Duo

- If you have not registered for Duo already, you may do so using IT's [instructions](https://www.montclair.edu/information-technology/duo-mfa-enrollment-usage-guide) (<https://www.montclair.edu/information-technology/duo-mfa-enrollment-usage-guide>). If you are registered for Duo and are having trouble authenticating your

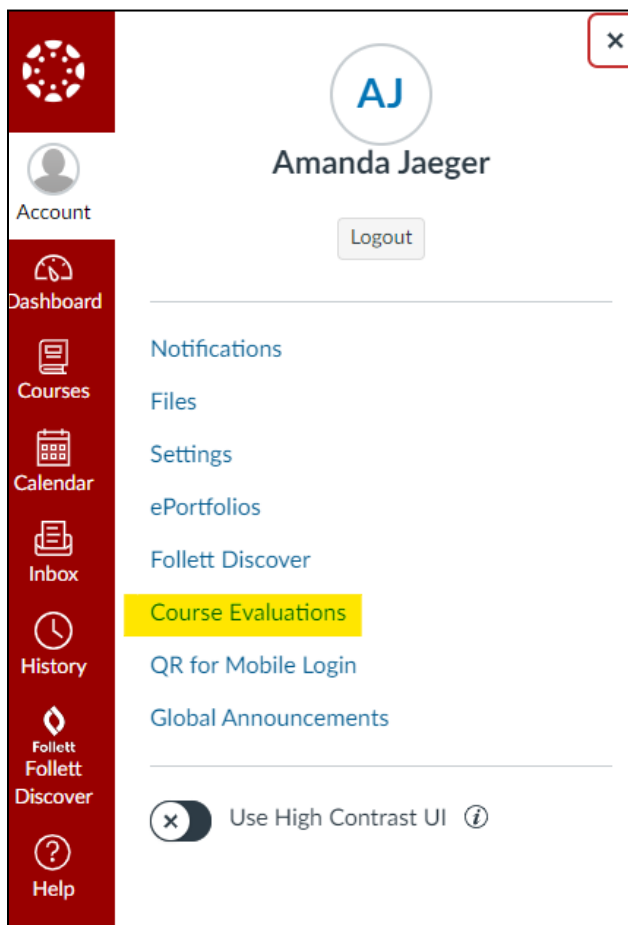
FOR ADMINISTRATOR USE

credentials, please contact [IT support](https://www.montclair.edu/information-technology/it-service-desk/) for help
(<https://www.montclair.edu/information-technology/it-service-desk/>).

3. Canvas will open on your “Dashboard.” Click the “Account” icon above “Dashboard” on your navigation pane.

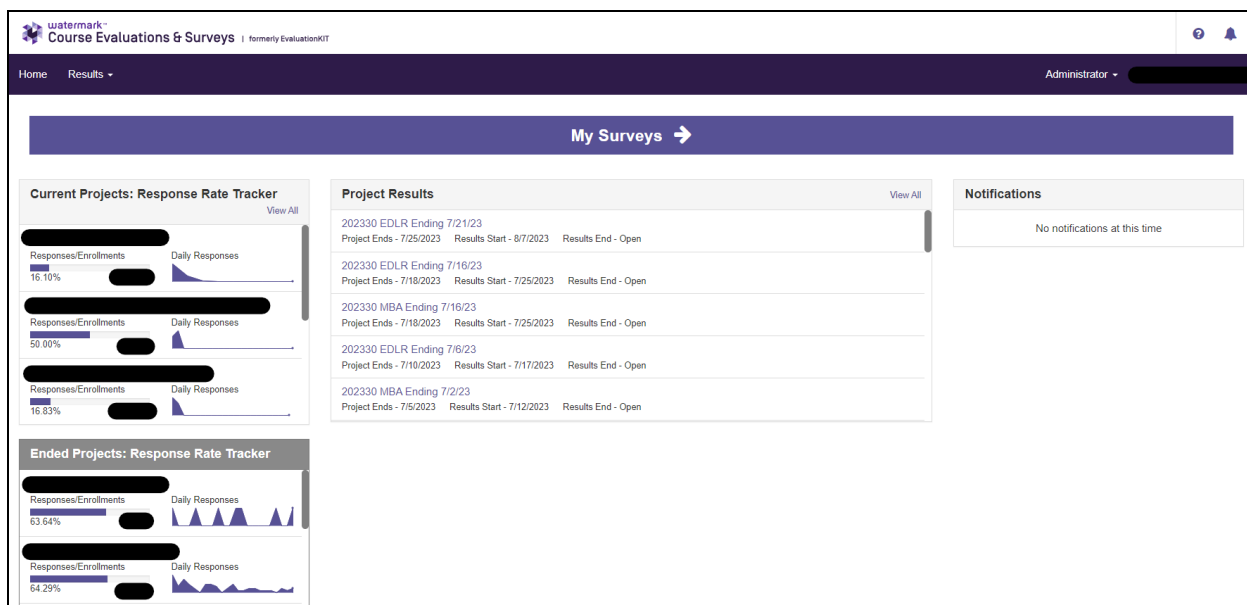


4. After your “Account” menu opens, select “EvaluationKIT User”.



5. You should see a landing page similar to below.

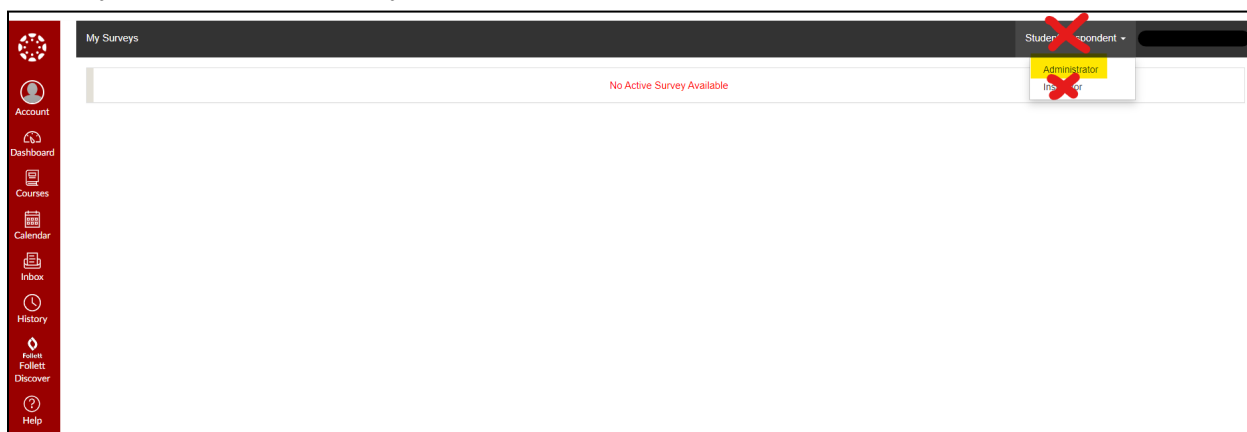
FOR ADMINISTRATOR USE



- Your “Current Projects: Response Rate Tracker” shows how many of your students have responded in each active project.
- Your “Ended Projects: Response Rate Tracker” shows how many of your students responded in each historic project.
- Your “Project Results” table provides quick links to the projects in which your departmental courses have been surveyed, sorted by most recent.
- Your “Notifications” widget will list CES touchpoints, including the last time you requested a report.

HELP: CES landing page shows “No Active Surveys”

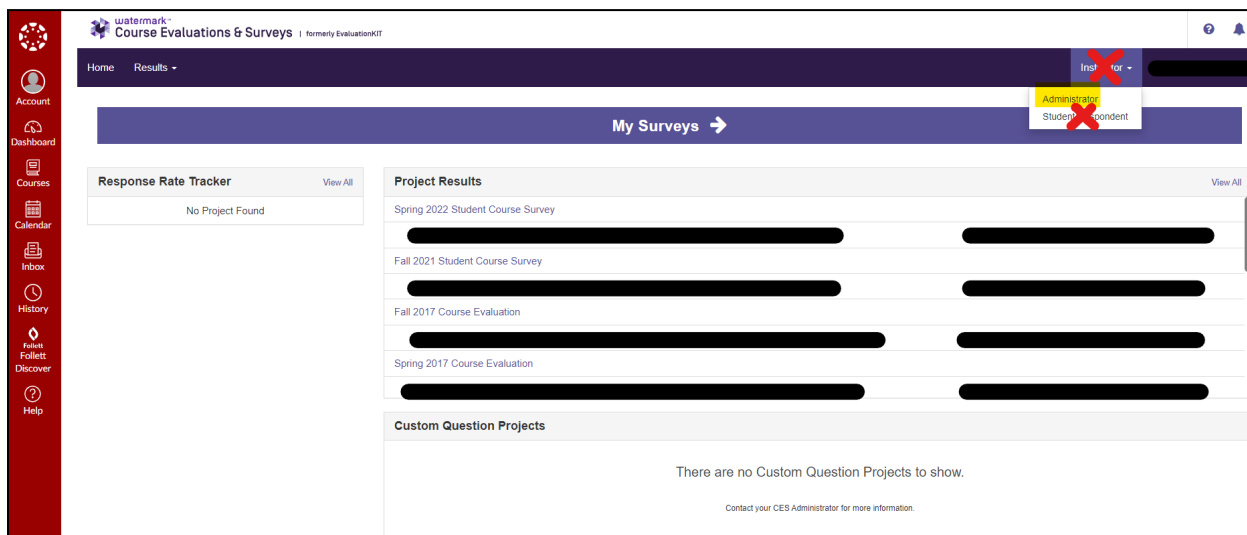
- Users that have been a combination of students, instructors, and/or administrators may see a different landing page when they log in. If your account opens to a page with the message “No Active Survey Available,” you are defaulted to your “Student” page. Go to the drop down menu on the top right of your screen and switch from your “Student” page to your “Administrator” page.



FOR ADMINISTRATOR USE

HELP: CES landing page only shows the courses I taught.

- If your CES landing page only shows you the individual courses you taught within each project, you are defaulted to your “Instructor” page. Go to the drop down menu on the top right of your screen and switch from your “Instructor” page to your “Administrator” page.



HELP: I don't see an Administrator profile on my account

- If you do not see an Administrator profile on your account, you may not be permitted as a CES Report Administrator. Your Department Chair can contact course-survey@montclair.edu to request an Administrator account for you.

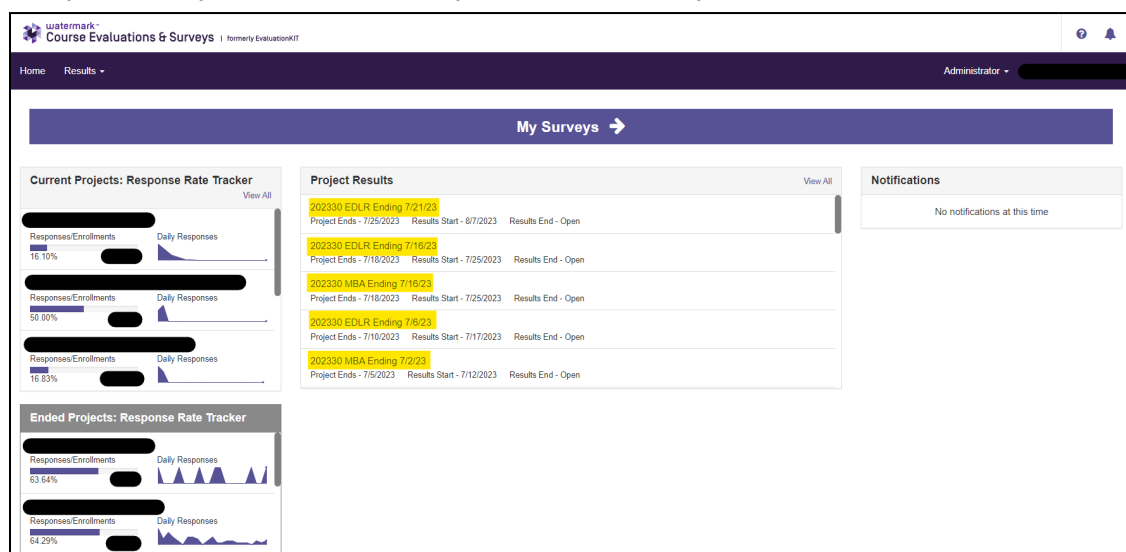
HELP: CES landing page is blank

- If your CES landing page is blank, you likely have an issue with your browser. Clear your browser cookies and cache, restart your browser, and try logging into CES again. You can also try switching browsers or computers. In our experience, CES works best with Google Chrome.

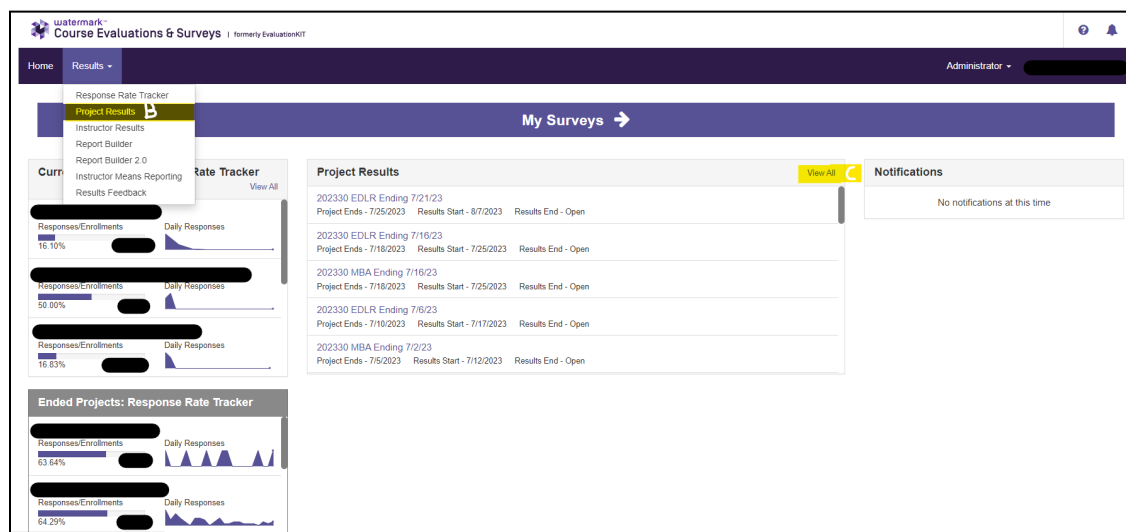
Accessing your Course Survey Results

Note: you can only retrieve survey reports by project, which are organized by department and/or college. If you work across multiple departments and/or colleges, you may need to navigate through more than one project to get all your survey reports.

6. You can access your survey results using one of these methods:
 - a. By clicking the project name hyperlink within your Project Results table. This will take you directly to the page where you can download your reports.

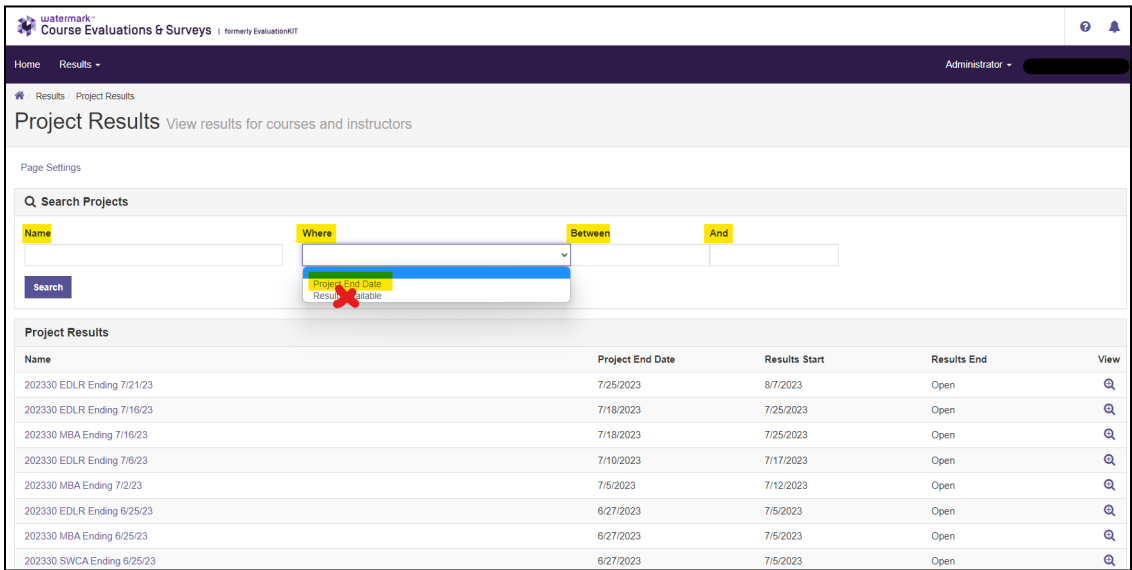


- b. By clicking the "Results" drop down menu in your toolbar and selecting "Project Results". This will take you to a screen that lists all your projects.
 - c. By clicking the "View All" link within your Project Results table. This will also take you to a screen that lists all your projects.

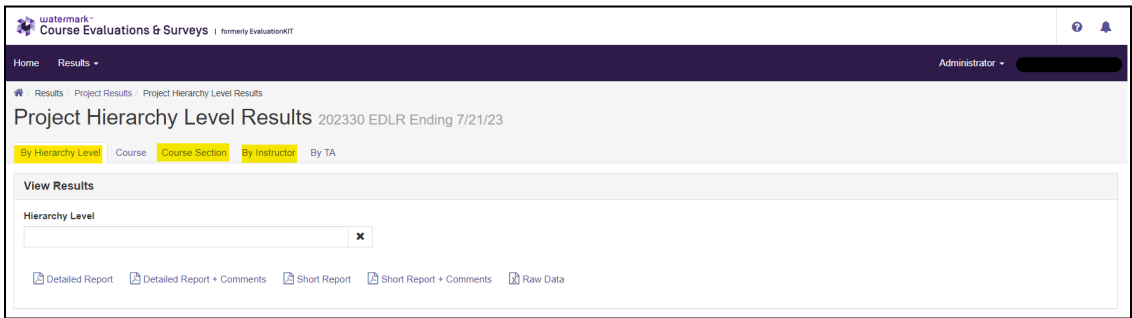


FOR ADMINISTRATOR USE

From your project list on the “Project Results” page, you can narrow down your search by using name and/or project end date filters. Clicking the project name hyperlink will bring you to the page where you can download your reports.



- 7. After selecting a project, you will be taken to a page to choose at which level of aggregation you want your report.
 - a. “By Hierarchy Level” allows you to download a report that combines all results by department or college.



- b. “By Course Section” allows you to download one or more reports by course code. For example, you can produce a report with all sections of the same course code.

FOR ADMINISTRATOR USE

Home Results ▾ Administrator ▾

Results Project Results Course Section Results

Course Section Results 202330 EDLR Ending 7/21/23

By Hierarchy Level Course Course Section By Instructor By TA

Q Search Course Sections

Code Title Unique ID Hierarchy Level

Show Columns

☒ Course Code ☒ Title ☒ Unique ID ☒ Hierarchy Level

Search Reset

Batch Report

<input type="checkbox"/> Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/>			Educational Leadership (EDLR)	
<input type="checkbox"/>			Educational Leadership (EDLR)	
<input type="checkbox"/>			Educational Leadership (EDLR)	
<input type="checkbox"/>			Educational Leadership (EDLR)	

- c. "By Instructor" allows you to download one or more reports by the same instructor. Searching by instructor name will allow you to filter for only those reports associated with that instructor.

Home Results ▾ Administrator ▾

Results Project Results Project Course Instructor Results

Project Course Instructor Results 202330 EDLR Ending 7/21/23

By Hierarchy Level Course Course Section By Instructor By TA

Q Instructor

Instructor Name Hierarchy Level

Show Columns

☒ Course Code ☒ Title ☒ Unique ID ☒ Hierarchy Level

Search Reset

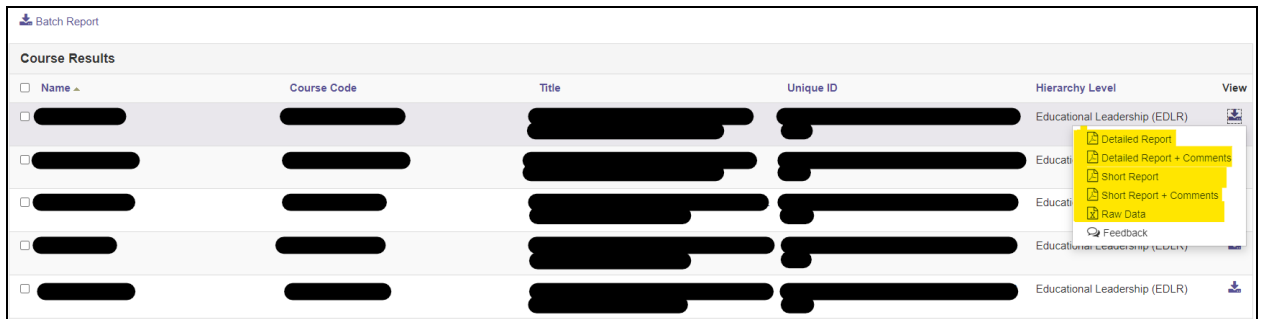
Batch Report

<input type="checkbox"/> Name	Course Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/>				Educational Leadership (EDLR)	
<input type="checkbox"/>				Educational Leadership (EDLR)	
<input type="checkbox"/>				Educational Leadership (EDLR)	
<input type="checkbox"/>				Educational Leadership (EDLR)	

Clicking the arrow under "View" will allow you to download a PDF or Excel report for that course specifically. You can choose a:

- Detailed Report: a PDF report with results for all close-ended questions only, displayed in barcharts and as cross tabulations.
- Detailed Report + Comments: the same information in a detailed report, plus the comments provided by students in open-ended questions.
- Short Report: a PDF report with results for all close-ended questions only, displayed in barcharts.
- Short Report + Comments: the same information in a short report, plus the comments provided by students in open-ended questions.
- Raw Data: de-identified individual responses for all questions on the survey exported in Excel.

FOR ADMINISTRATOR USE

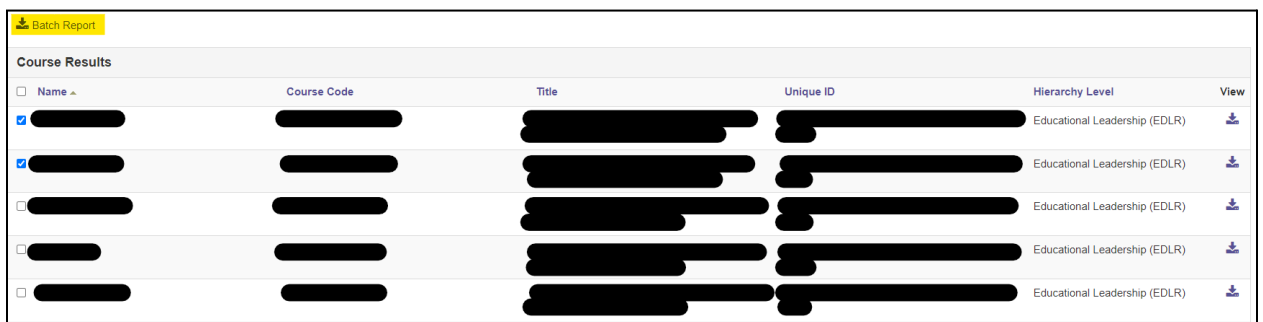


The screenshot shows a 'Batch Report' pop-up menu over a table of course results. The table has columns: Name, Course Code, Title, Unique ID, Hierarchy Level, and View. The 'Batch Report' menu is open, showing options: Detailed Report, Detailed Report + Comments, Short Report, Short Report + Comments, Raw Data, and Feedback. The 'Detailed Report' option is highlighted.

Name	Course Code	Title	Unique ID	Hierarchy Level	View
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]

Downloaded reports are saved to your local computer.

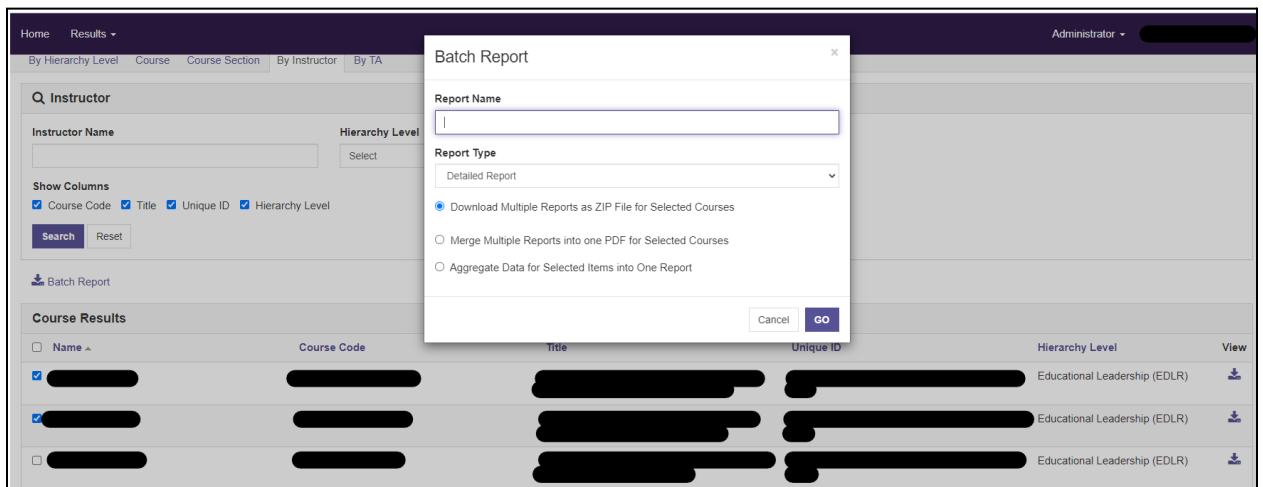
You may also batch reports for two or more courses. Check the box next to the courses you want in your report and click “Batch Report”.



The screenshot shows the 'Batch Report' button highlighted in yellow above a table of course results. The table has columns: Name, Course Code, Title, Unique ID, Hierarchy Level, and View. The first two rows have checkboxes checked, indicating they are selected for the batch report.

Name	Course Code	Title	Unique ID	Hierarchy Level	View
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]

In the “Batch Report” pop-up, enter a report name, select what type of report you want, select how you want that report delivered, and click “Go”. Batch reports take some time to produce, so you will receive an email once your report is ready to download.



The screenshot shows the 'Batch Report' pop-up form over a table of course results. The form has fields for 'Report Name', 'Report Type', and 'Download Multiple Reports as ZIP File for Selected Courses'. The 'Report Type' dropdown is set to 'Detailed Report'. The 'Download Multiple Reports as ZIP File for Selected Courses' option is selected. The 'Go' button is highlighted.

Name	Course Code	Title	Unique ID	Hierarchy Level	View
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Educational Leadership (EDLR)	[Download Icon]

Results are stored in CES for at least 5 years.

FOR ADMINISTRATOR USE

HELP: I can't find a course or instructor in the project I'm viewing

- Unless specifically requested, courses are included in projects based on department/college name and course end date. For example, survey results from a Fall 2023 History course that ends on 12/17/2023 will be in the "202340 HIST Ending 12/17/23" project. If you are unable to find a specific course in the project it should be in, contact course-survey@montclair.edu for assistance.