watermark™
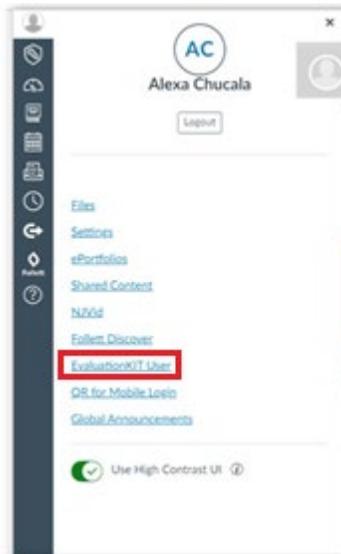**Course Evaluations & Surveys** | formerly EvaluationKIT

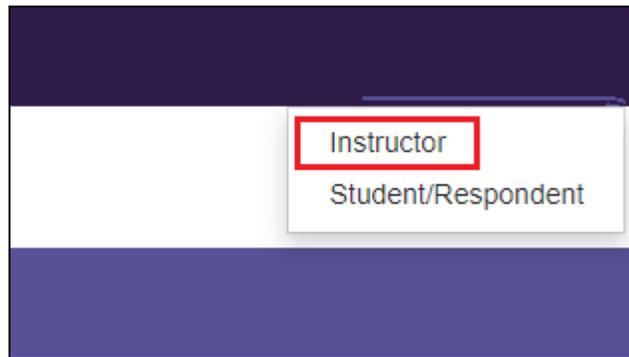<u>Guide to viewing Course Evaluation Results in Watermark/ EvaluationKit</u>

Type "https://montclair.instructure.com" and login to Canvas using your netid and password.
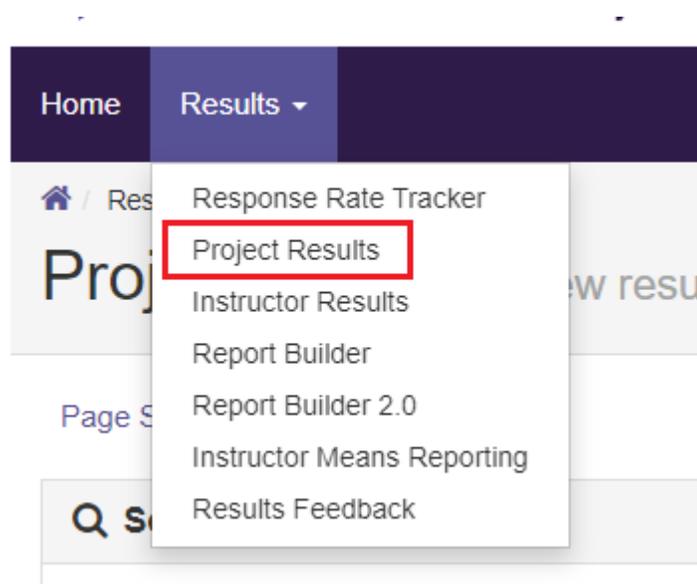

Click on the avatar on the upper left and select EvaluationKit from the menu, as shown below.
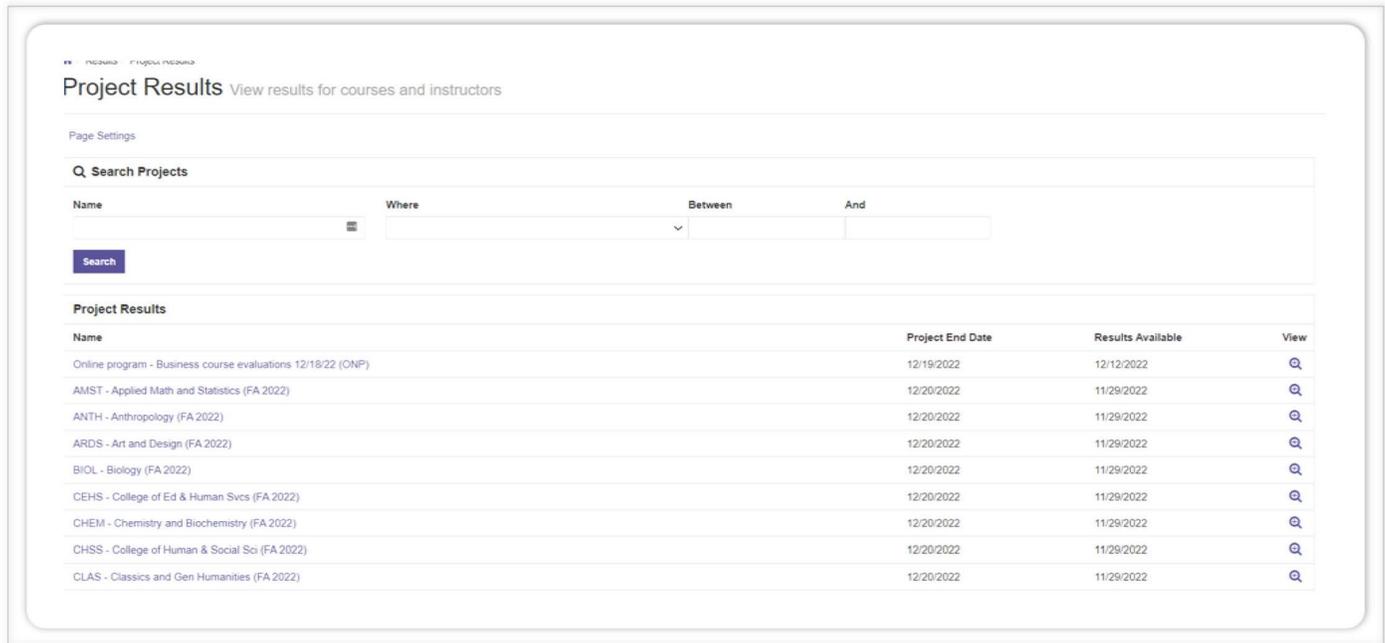
If the screen is blank, make sure the right-hand corner says "Instructor." If it says Student/Respondent," click on the arrow and select "Instructor."

Go to "Results" on the menu, then select "Project Results."

Clicking **"View All"** in Response Rates will result in this screen. You may enter text in the search to narrow down the results. Leaving the fields blank and clicking on **"search"** will show <u>all</u> projects.Clicking **"View All"** in Project Results will result in a similar screen, with the same options and capabilities. You can also use conditions and filter by date.

Once you select a project, you can search by instructor name or by hierarchy.
Searching by hierarchy level results in a search by college or department.

All of the results, except for the **"Raw Data"** option are in PDF format. The raw data can be downloaded and opened in Excel. It downloads as a CSV (comma separated values).
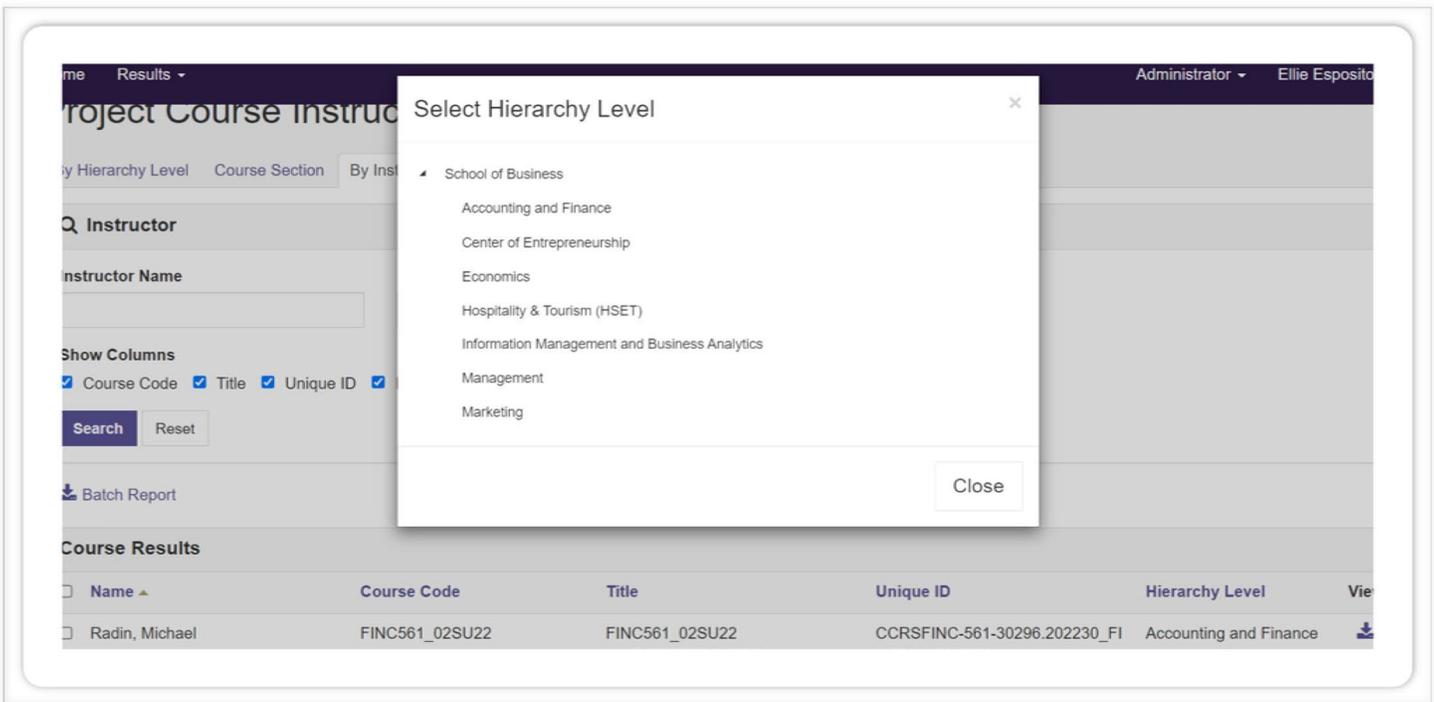
Searching by hierarchy level results in a search by college or department

Here is an example of the raw data. The course information is available, the answers to each question and the comments are as well. No identifying data of the respondents is available.