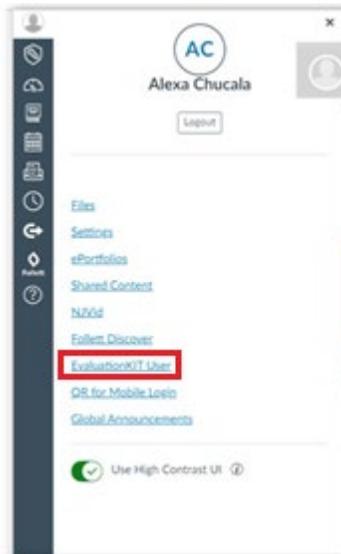


Guide to viewing Course Evaluation Results in Watermark/ EvaluationKit

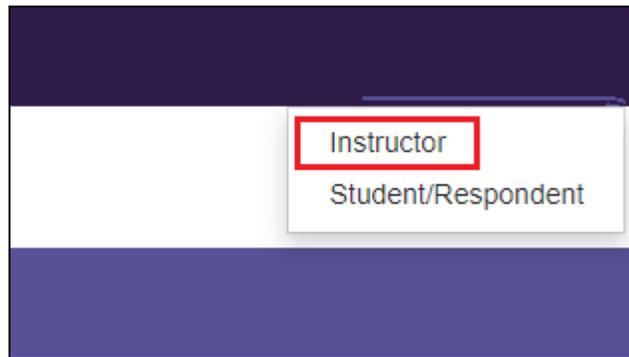
Type “https://montclair.instructure.com” and login to Canvas using your netid and password.



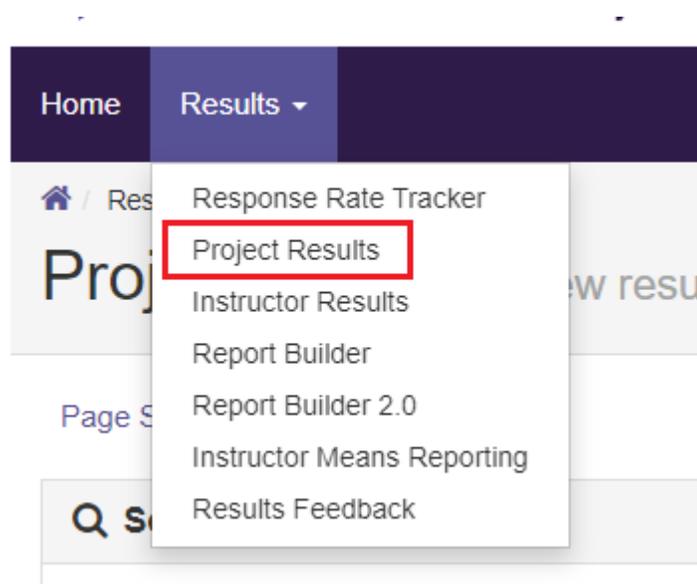
Click on the avatar on the upper left and select EvaluationKit from the menu, as shown below.



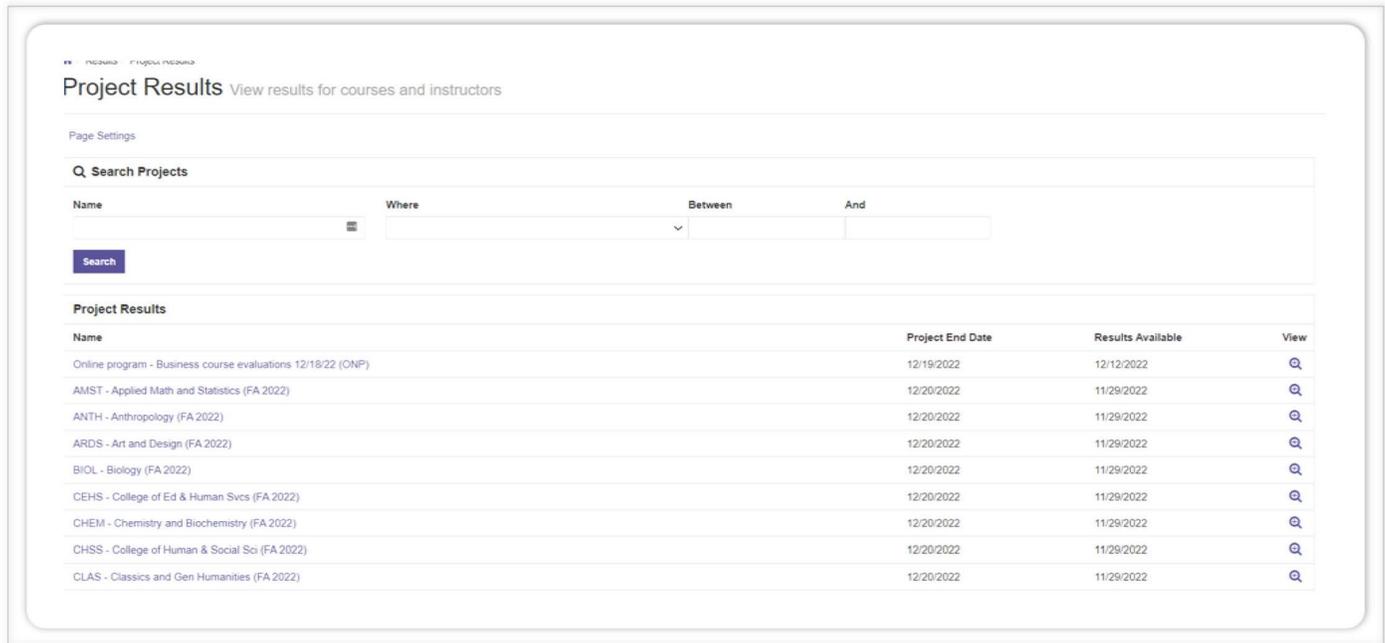
If the screen is blank, make sure the right-hand corner says “Instructor.” If it says “Student/Respondent,” click on the arrow and select “Instructor.”



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 all 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.



The screenshot displays the 'Project Results' interface. At the top, it says 'Project Results View results for courses and instructors'. Below this is a 'Page Settings' section with a 'Search Projects' filter. The search filter includes a 'Name' field, a 'Where' dropdown menu, a 'Between' date range selector, and an 'And' field. A 'Search' button is located below the filter fields. The main content area is a table titled 'Project Results' with the following columns: Name, Project End Date, Results Available, and View. The table lists several projects with their respective end dates and available results.

Name	Project End Date	Results Available	View
Online program - Business course evaluations 12/18/22 (ONP)	12/19/2022	12/12/2022	View
AMST - Applied Math and Statistics (FA 2022)	12/20/2022	11/29/2022	View
ANTH - Anthropology (FA 2022)	12/20/2022	11/29/2022	View
ARDS - Art and Design (FA 2022)	12/20/2022	11/29/2022	View
BIOL - Biology (FA 2022)	12/20/2022	11/29/2022	View
CEHS - College of Ed & Human Svcs (FA 2022)	12/20/2022	11/29/2022	View
CHEM - Chemistry and Biochemistry (FA 2022)	12/20/2022	11/29/2022	View
CHSS - College of Human & Social Sci (FA 2022)	12/20/2022	11/29/2022	View
CLAS - Classics and Gen Humanities (FA 2022)	12/20/2022	11/29/2022	View

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.

Q Instructor

Instructor Name

Hierarchy Level **x**

Show Columns

Course Code Title Unique ID Hierarchy Level

Search

Batch Report

Course Results

<input type="checkbox"/> Name	Course Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> Radin, Michael	FINC561_02SU22	FINC561_02SU22 INVESTMENTS: PRINC & PRACTICE-FINC561_02SU22	CCRSFINC-561-30296.202230_FI NC561_02SU22	Accounting and Finance	
<input type="checkbox"/> Yu, Susana	FINC560_01SU22	FINC560_01SU22 CORP FINANCIAL DECISION MAKING- FINC560 01SU22	CCRSFINC-560-30329.202230_FI NC560_01SU22	Accounting and Finance	

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).

Project Hierarchy Level Results MBA 8/25/22 (F2F, Hybrid)

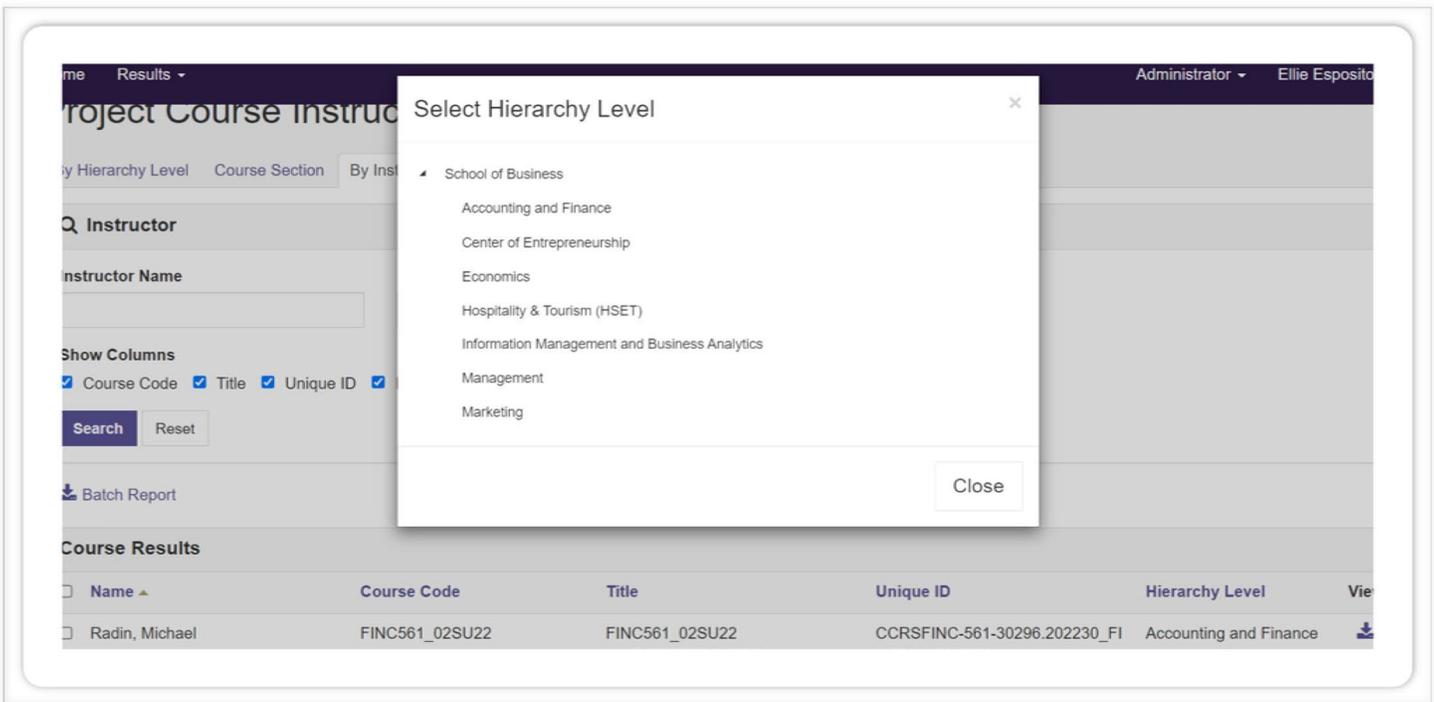
By Hierarchy Level

View Results

Hierarchy Level **x**

Detailed Report Detailed Report + Comments Short Report Short Report + Comments Raw Data

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.

