FOR INSTRUCTOR USE

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

For Instructors

Photo credit: Montclair State University

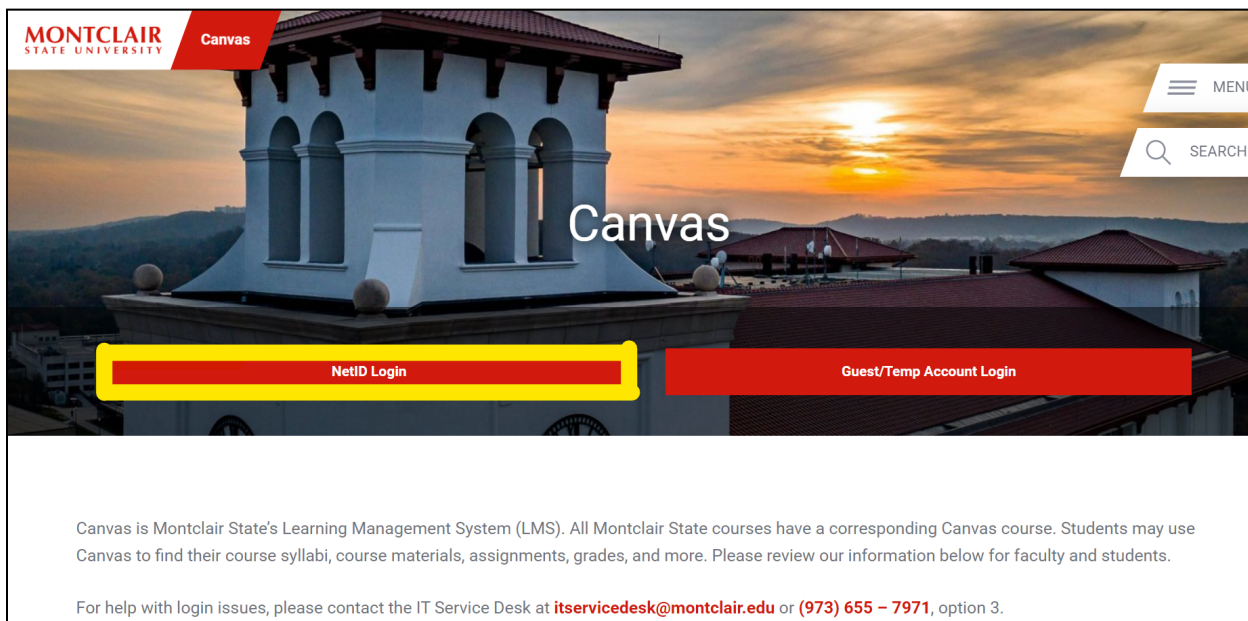**Contact us at: course-survey@montclair.edu**

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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 and click "NetID Login" (montclair.instrucure.com).

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

HELP: I can't log into Canvas

- If you are unable to log in to Canvas, you can contact IT support for help (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). If you are having trouble authenticating your log in through Duo, you can
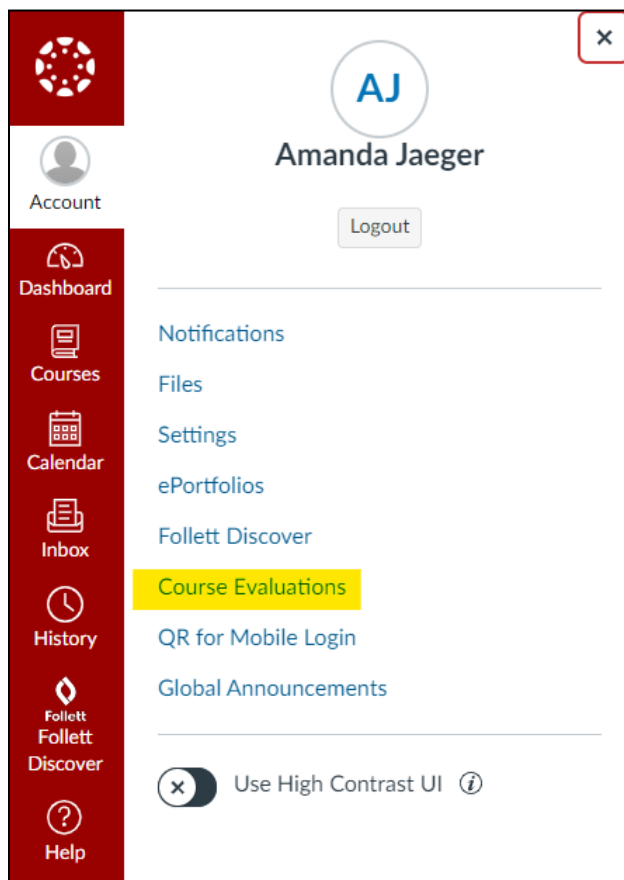
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(https://www.montclair.edu/information-technology/it-service-desk/).

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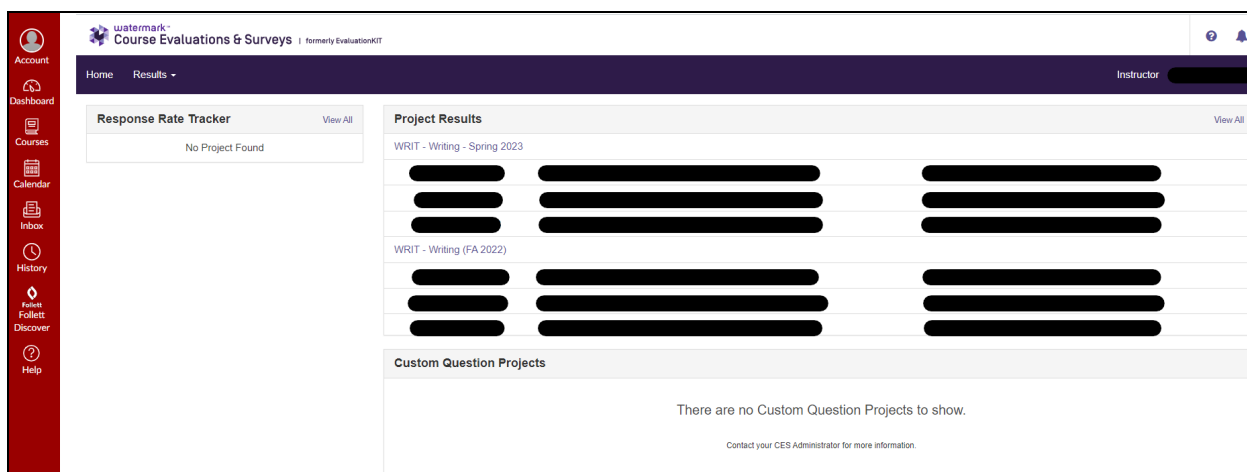

4. After your "Account" menu opens, select "EvaluationKIT User".

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

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- Your Project Results table will show in which projects your courses were included.
- Your "Response Rate Tracker" will show how many of your students have responded to their survey in each active project. This does not include projects that have finished or have yet to start.

HELP: CES landing page shows "No Active Surveys"

- Users that have been both students and instructors 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 "Instructor" page.
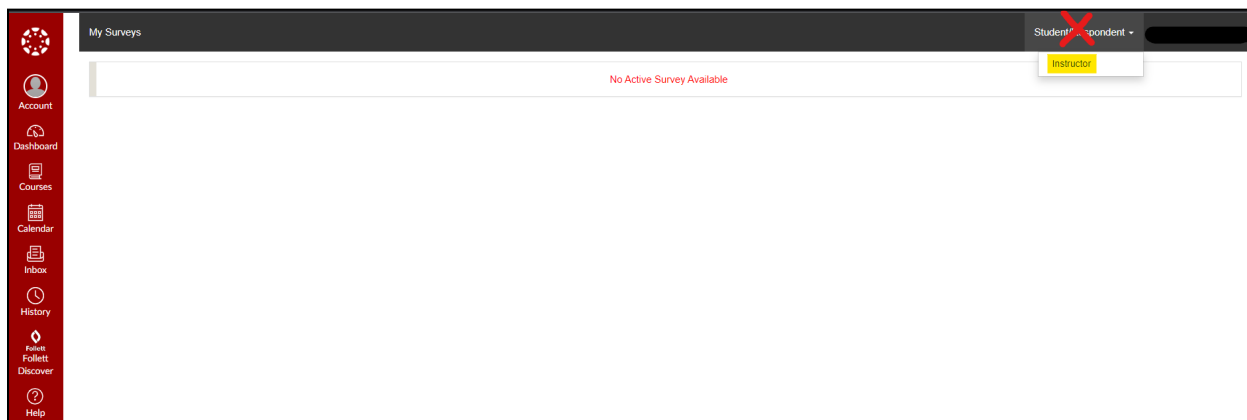
HELP: I don't see an Instructor profile on my account

- If you do not see an Instructor profile on your account, you likely were not the primary instructor on your courses that were surveyed. We only associate course surveys with the primary faculty assigned to the course in Banner. You can contact course-survey@montclair.edu for more information.

Contact us at: course-survey@montclair.edu

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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 loading the page 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 separated by department and/or college. If you teach or have taught across multiple departments, 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:
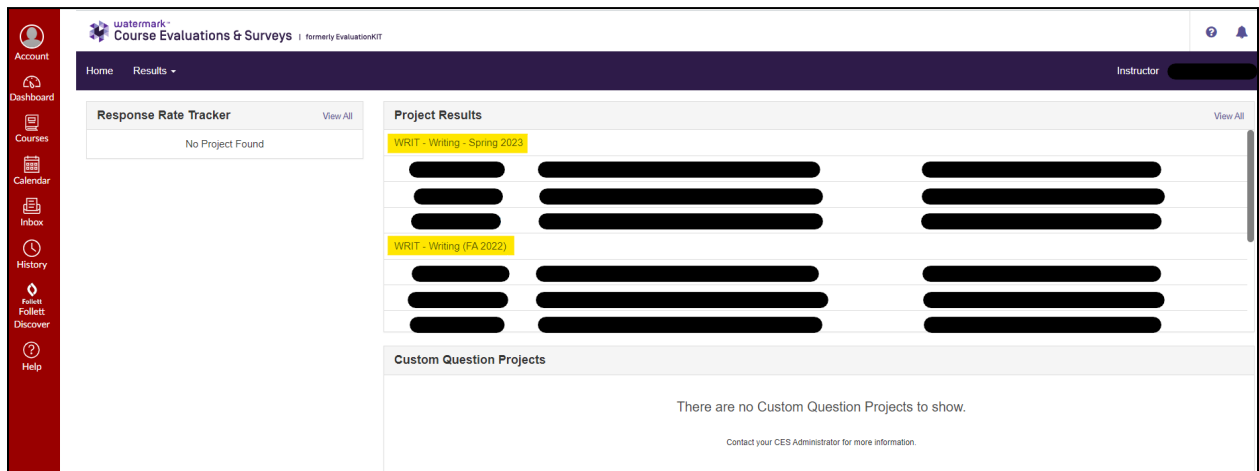
   a. By clicking the project name hyperlink within your Project Results table. This will take you directly to the page where you can download your reports.
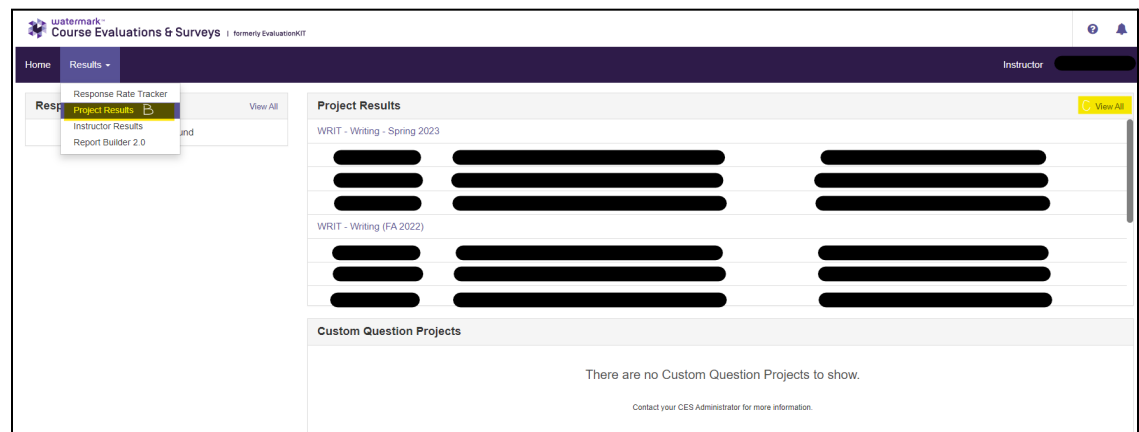
   b. By clicking the "Results" drop down menu in your toolbar and selecting "Project Results". This will take you to a screen that lists all your projects.
   c. By clicking the "View All" link within your Project Results table. This will also take you to a screen that lists all your projects.

From your project list, 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 that lists all the courses you taught that were associated with that project.

Clicking the arrow under Report will allow you to download a PDF 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.
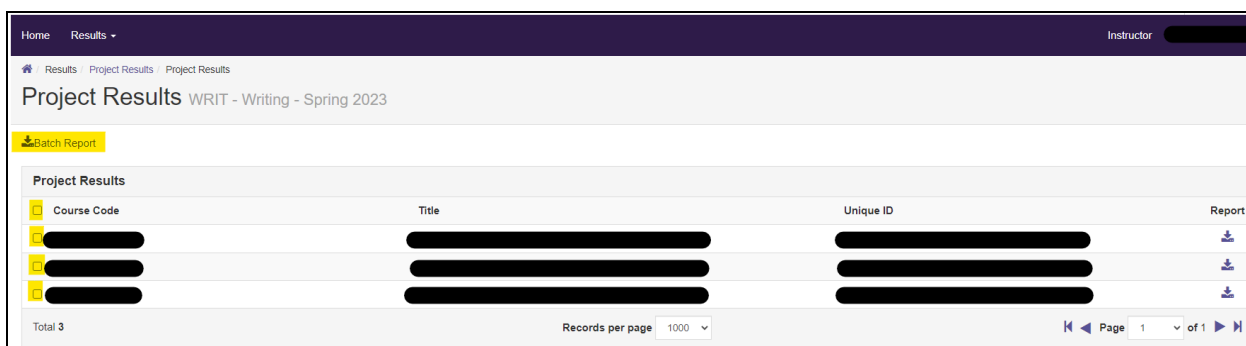

Downloaded reports are saved to your local computer.

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".

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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.
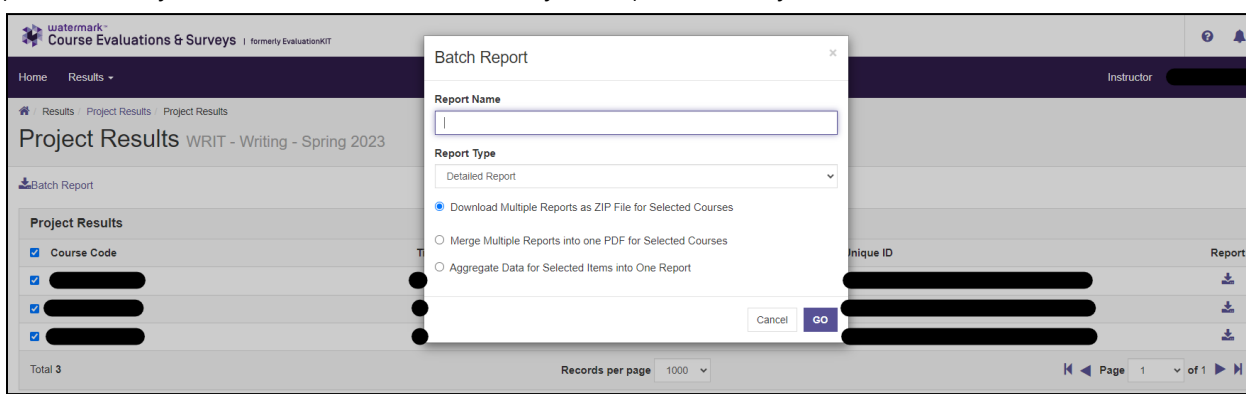
Results are stored in CES for at least 5 years.

HELP: I can't find my course in the project I'm viewing

- Your Projects Results table on your home page will show you which courses were included in which projects. You can search for a partial course name or code match by using Ctrl+F in your browser. Your browser will highlight which matches it finds on the page. If you find no matches, contact course-survey@montclair.edu for assistance.

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