# CES Instructor Access and Reporting

Access to your Course Evaluations

Instructors will be able to access their Watermark CES dashboard directly through Canvas or through the links provided in the emails from courseevaluations@courseevaluations.uta.edu.

Once you log into Canvas, go to your courses, and in the course menu in the left of your screen you will see a tab "Course Evaluations". You will find a link there that will direct you to your CES Dashboard. This link will be active to you even after evaluations have been closed and the course ended.

Below is a screenshot of what this dashboard will look like in Canvas:
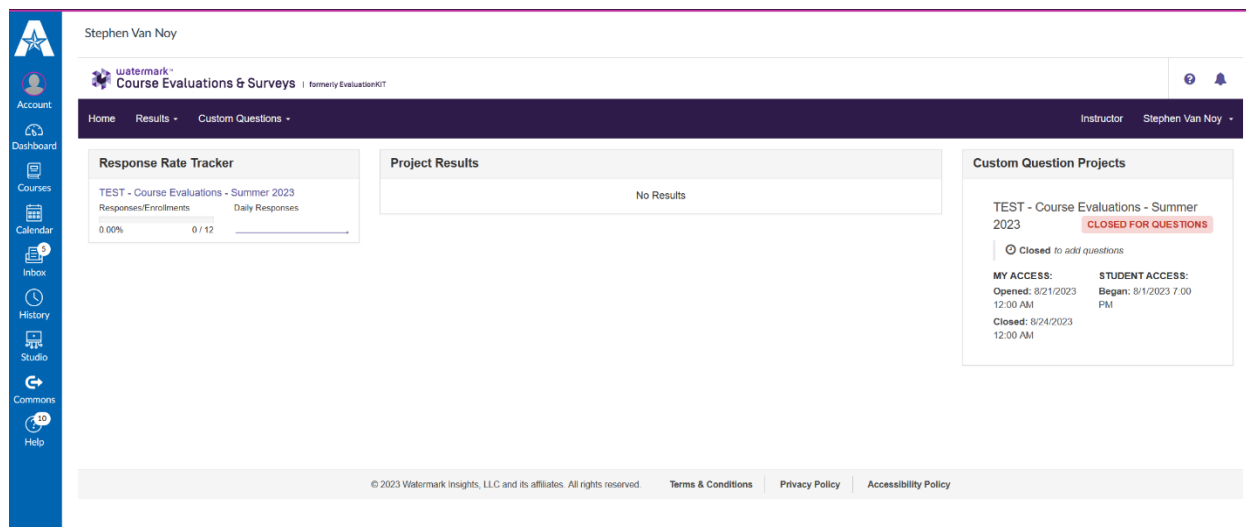
Student Survey View

Please click the link below to watch a video on how students will access their evaluations, and what they will see once surveys are deployed. Please note students **will not** be able to access the evaluations through the MyMav portal:

Student Survey View

Students will receive an initial invitation through email from courseevaluations@courseevaluations.uta.edu, followed by daily reminders with links to their surveys.

They will also be notified every time they login to Canvas during the period of deployment. Once they have submitted all their evaluations, the pop-screen with this notification will disappear.

They will also see a link to the survey under the tab "Course Evaluations" (see below). Once students submit their responses, they cannot access the evaluation again. Links will be removed after the survey period ends.
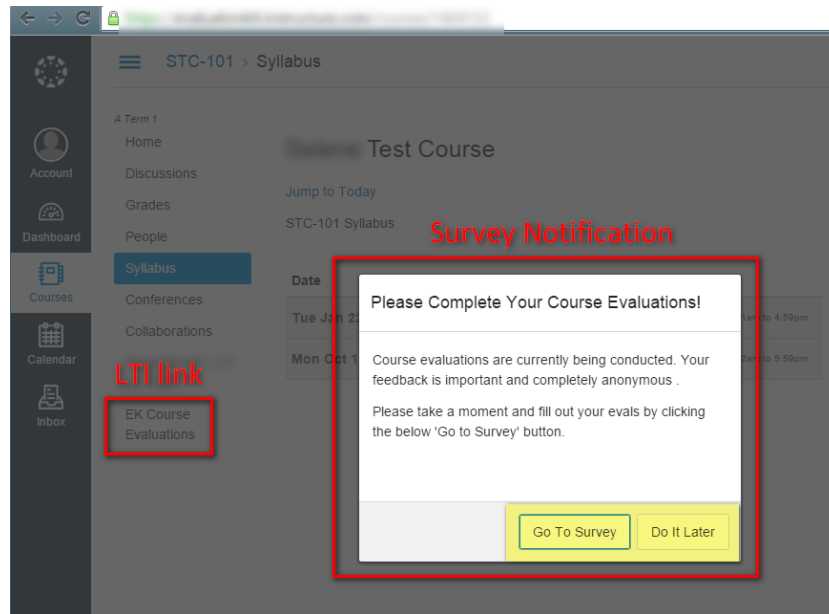
Adding Custom Questions

Instructors are allowed up to three custom questions for all their courses. Only instructors are allowed custom questions at this time (administrators don't have this option).

Please click on the link below to watch a video on how to add custom questions to your course evaluations:

**Custom Questions for Instructors**

Building Reports

Step 1. You can access your Course Evaluations and Surveys account in two ways:

1. Logging in to Canvas and clicking on the established evaluations link. In Canvas, you will see a link entitled "Instructor Course Evaluations". Once you click on the link, it will direct you to your CES account. No username/password is required.

UTA – Watermark CES (Course Evaluations and Surveys)

2. Clicking on the link in an email sent by the main administrator. Clicking on this link will take you directly to your account. No username/password is required.

Step 2. Once you see the Course Evaluations and Surveys site, click on the "Results" tab. This will present a dropdown list with reporting menu options:
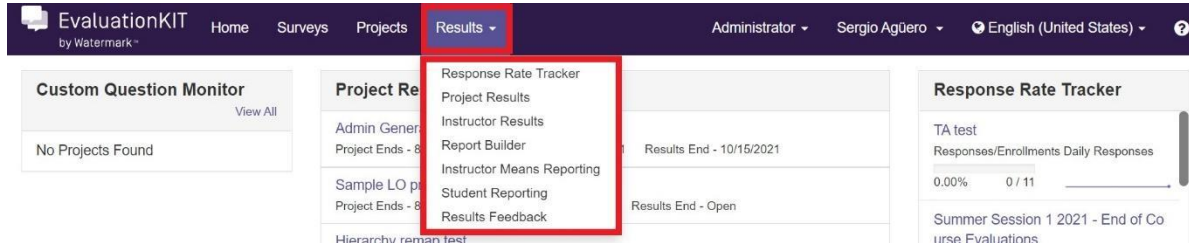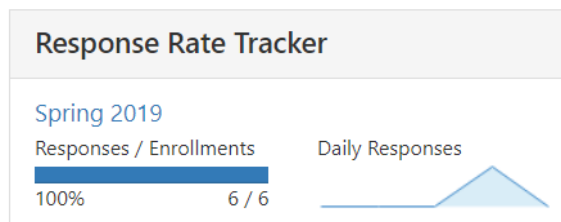

Response Rate Tracker

View results of evaluations in real time, including number of respondents out of total enrollments and response rate percentage.

Dashboard view - Overview of response rate information.

Alternatively, you can also access the most recent project response rates from the **Response Rate Tracker Widget** on your instructor dashboard, as shown below.

You can export the information displayed on the front page of the Response Rate Tracker to an Excel file by selecting the Export button.

Project Results

Within **Project Results**, you can search for and download the following types of reports from one project:

- Summary Aggregated Report for the whole project.
- Summary Aggregated Reports by hierarchy level.
- Individual Course Section Reports.
- Batch Reports.

To access your reports:

1. Click on the **Results** tab.
2. Select **Project Results**.
3. Select the project from the project results list.
4. To view an individual course section report, click on the **Report icon** by course information.
5. The following report will be available to you:

   - Detailed Report with Comments - Results of evaluations, including questions and responses, weight, frequency, percent, percent responses, means, standard deviation and median. (Benchmarks are available for course-level reports). 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.

- <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.

To generate a batch report, select more than one course section and click on **Batch Report**.

1. Name the batch report.
2. Select one of the following options:
    1. Merge Multiple Detailed Reports into one PDF for Selected Courses: Individual course section reports will be compiled into a single PDF report. Data is not aggregated.

2. Download Multiple Detailed Reports/Batch as ZIP File for Selected Courses: Course section reports will be downloaded as individual PDF files into a single ZIP file. Data is not aggregated.
3. Aggregate Data for Selected Items into One Report: Results for all selected course sections will be aggregated into one single PDF report.
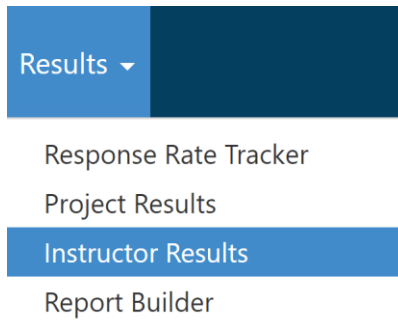4. Select your report
5. Click GO.

Instructor Results

Within **Instructor Results**, you can search for and download the following types of reports across multiple projects:

- Individual Course Section Reports
- Summary Aggregated Reports by hierarchy level.
- Batch Reports.

To access your reports:

1. On the top navigation, click on **Results**; then, select **Instructor Results**.

2. Under the **Search** section, filter by **Project**(s).

3. Once the desired filters are set, click on the [Search] button.
4. Search results appear under the **Results** section. To view the available reports for an individual course section, click on the download icon ⬇ , located under the **View** column at the end of the row of each respective course / instructor listed.

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	⬇

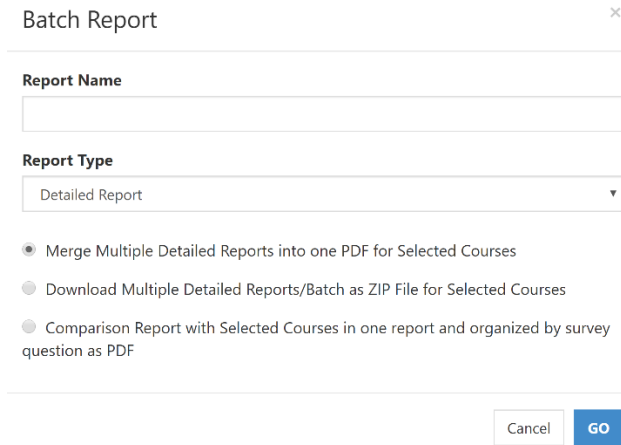| Total 3 | | Records per page 1000 ⌄ | | Page 1 ⌄ of 1 |

5. Select the report.

You can also generate and download batch reports:

1. Under the **Results** section, select the respective checkbox of two or more courses.

Results

☐ Name ▲	Course Code
☑ Smith, John	BIO101_SP18A
☑ Smith, John	BIO101_SP18B

2. Click on Batch Report to open the **Batch Report** window.

Batch Report   ✕

Report Name

[   ]

Report Type

[Detailed Report   ▾]

⦿ Merge Multiple Detailed Reports into one PDF for Selected Courses

◯ Download Multiple Detailed Reports/Batch as ZIP File for Selected Courses

◯ Comparison Report with Selected Courses in one report and organized by survey
question as PDF

                                                    [Cancel] [**GO**]

3. **Report Name:** Enter the report name.

Report Name

[BIO101 Instructor - John Smith - Spring Term Results   ]

4. **Report Type:** Click on the **Report Type** drop-down menu and select the desired report type.
5. Select on the following:

⦿ Merge Multiple Detailed Reports into one PDF for Selected Courses

◯ Download Multiple Detailed Reports/Batch as ZIP File for Selected Courses

◯ Comparison Report with Selected Courses in one report and organized by survey
question as PDF

6. Click GO.
7. A message will appear letting you know your report is being generated.

Generating Report

Report is being generated. An email alert will be sent to you when report is
ready.

8. Once the email alert is received, click on the link to download the file(s).

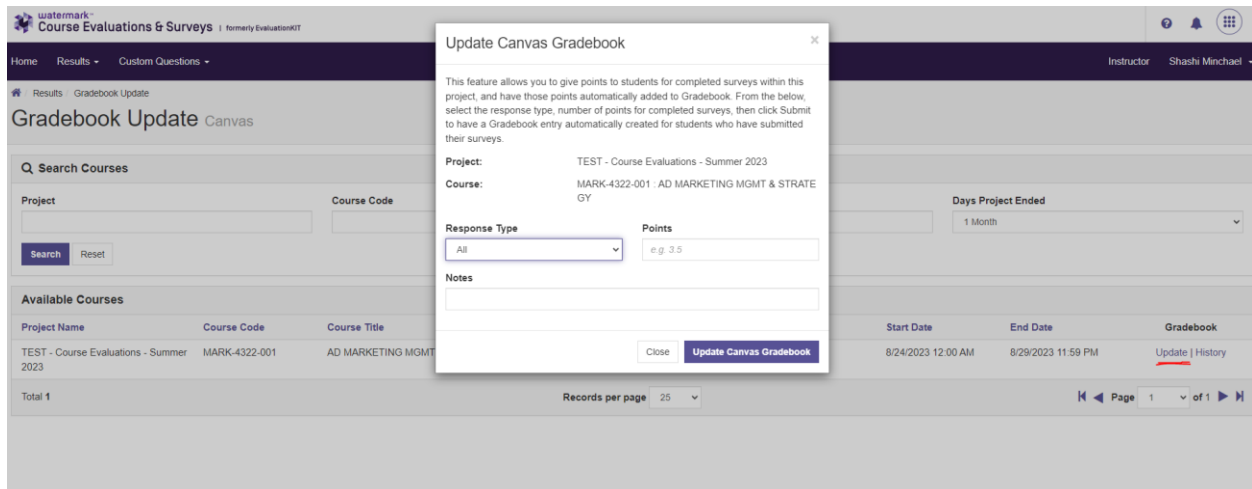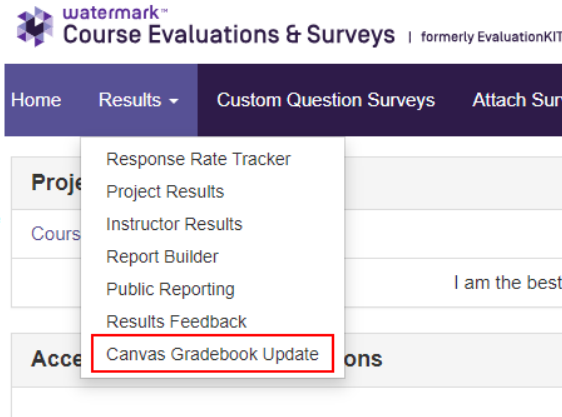Here is a video with more details on how to retrieve your results:

Instructor Results

Results Feedback

Shows list of feedback comments from administrator to instructor.

Results Feedback

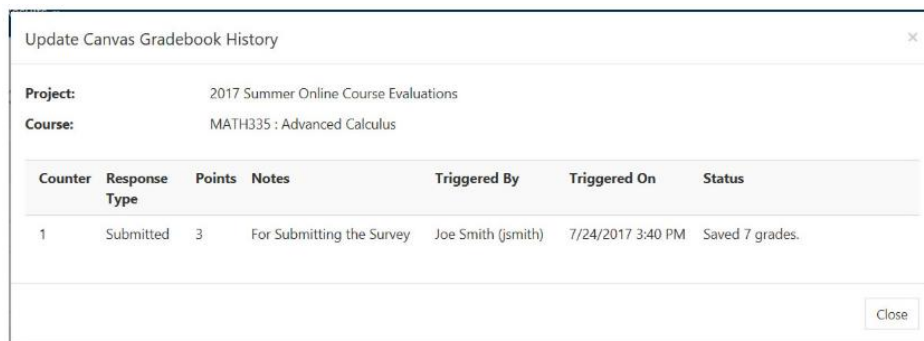| Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text	Reply
Joel Volkert	jvolkert@watermarkinsights.com	7/2/2019 12:49 PM	Engage test - Study Abroad 2019	Study Abroad	LOCLA	Local Languages Basics 223	Bob Uecker	Great job, Bob!	Reply
Joel Volkert	jvolkert@watermarkinsights.com	7/2/2019 12:50 PM	Engage test - Study Abroad 2019	Study Abroad	LOCLA	Local Languages Basics 223	Bob Uecker	You did fine	Reply

Update Canvas Gradebook

This feature allows you to give points to students for completed surveys within this project, and have those points automatically added to Gradebook. Through this feature, you can select the response type, number of points for completed surveys, then click Submit to have a Gradebook entry automatically created for students who have submitted their surveys.

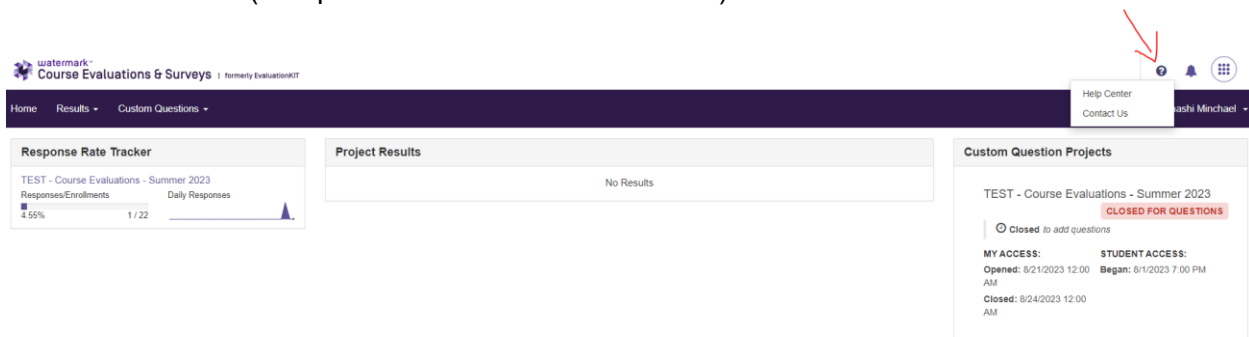This will open a box where you can configure the following fields:

- **Response Type:** Allows the Instructor to choose if the points apply to submitted evaluations.
- **Points:** Assign the number of points that will be added when a student completes the survey for the course.
- **Notes (Optional):** Add notes to the Canvas Gradebook Update History for the course to provide additional notes of how or why the points were assigned.

- After you have configured how you wish to assign points to the Canvas Gradebook, click Update Canvas Gradebook to **push** points to students in the course who have completed their course evaluation.
- If you wish to change the points, follow the steps above and then click the **Update** link for the desired course. Subsequent submissions will update the points and will not create duplicates.
- Click the **History** link to view the historical Canvas Gradebook Updates for the desired course:
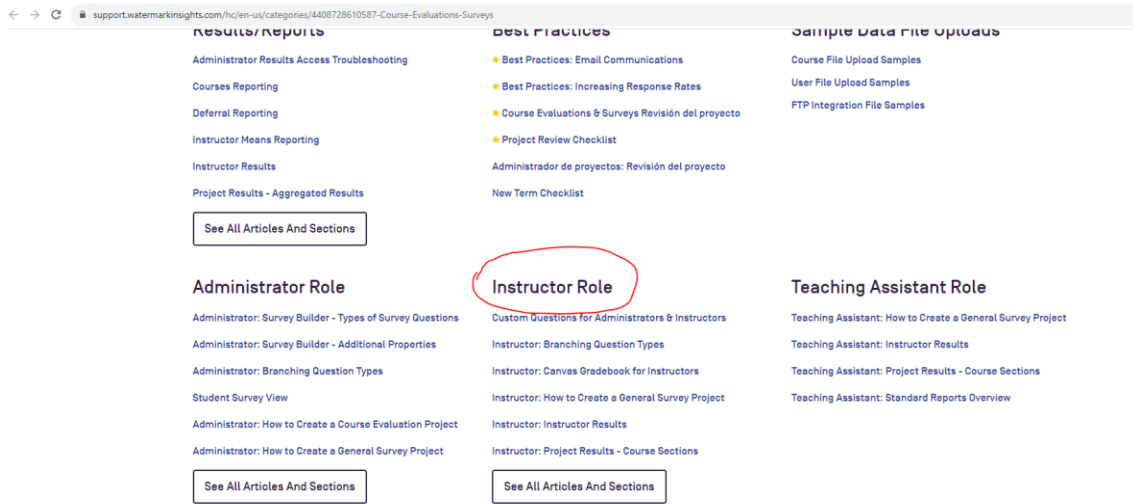

More Resources

There is a plethora of resources for instructors at the help center at the top right corner of your dashboard screen (the question mark icon – see below).

You can search for a specific topic at the search bar, or just browse at the articles and videos available under "Instructor Role" at the bottom of the page.

If you have any issues with the software or your course evaluations, please contact us directly at courseevaluations@courseevaluations.uta.edu.