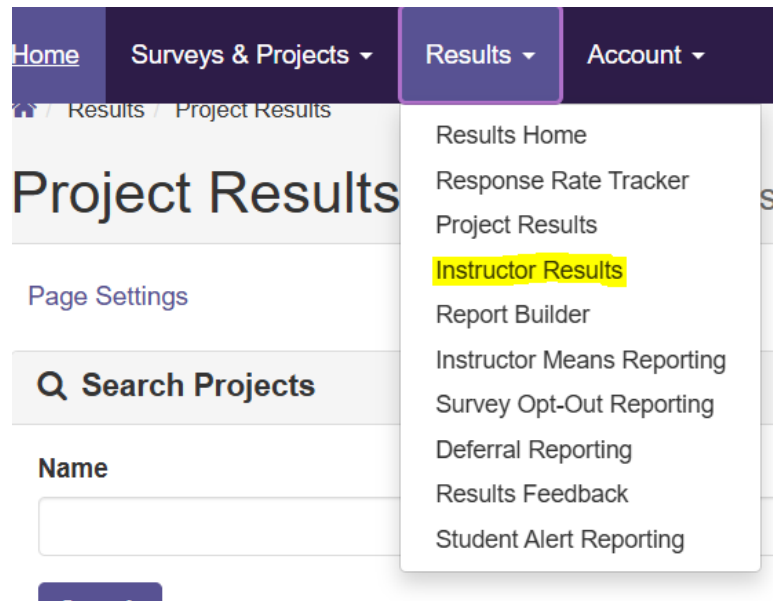
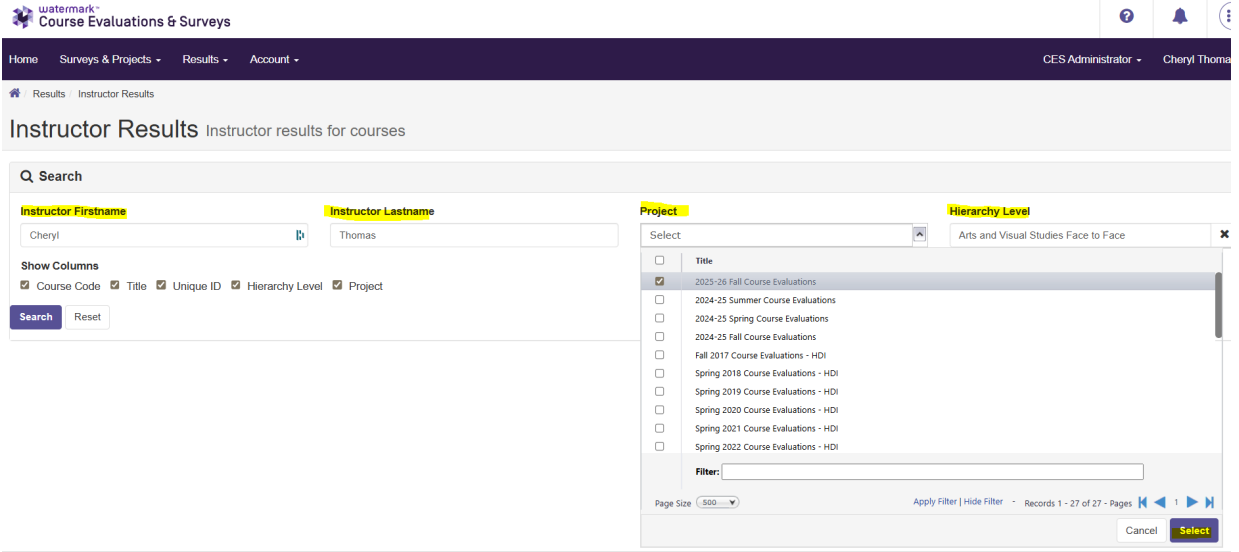


How to Access Course Evaluations Results

- 1) Navigate to Watermark Course Evaluations & Surveys
- 2) Enter your WSSU credentials to log in.
- 3) From the navigation bar, go to **Results** and click on **Instructor Results**.



- 4) Fill in the fields indicated in the highlighted screenshot below.
 - Instructor Firstname: Enter instructor's first name.
 - Instructor Lastname: Enter the instructor's last name.
 - Project: Click on this field to open a drop-down menu and select one or multiple projects or the semester(s) for which you are seeking results.
 - Hierarchy Level: This field allows you to search by your department.



5) Next, click the **Search** button to retrieve the matching results. You can also click the "Reset" button to clear your search criteria and start a new one.

Viewing and Downloading Instructor Results

After performing a search, matching results will appear in the "Results" table. To download a report, you have two options:

- **Individually:** Individual instructor results can be downloaded by course by clicking on the facing downward arrow icon within the **View** column.

A menu will then appear, from which you can select the report type, and the report will then be automatically downloaded to your device.

-

Results							
<input type="checkbox"/>	Name -	Course Code	Title	Unique ID	Hierarchy Level	Project	View
<input type="checkbox"/>	Williams, Roger	Accounting-101	Accounting	Accounting-101-01	Accounting	Spring Course Evaluations 2024	
<input type="checkbox"/>	Lopez, Daniel	Accounting-101	Accounting	Accounting-101-01	Accounting	Spring Course Evaluations 2024	
<input type="checkbox"/>	Garcia, Noah	Chemistry-101	Chemistry	Chemistry-101-01	Chemistry	Spring Course Evaluations 2024	

- **Available report types are:**
 - Detailed Report: A quantitative report without write-in comments in PDF format.
 - Detailed Report + Comments: A quantitative report including write-in comments in PDF format.

- Short Report: A condensed, quantitative report without write-in questions in PDF format.
- Short Report + Comments: A condensed, quantitative report including write-in comments in PDF format.
- Response Report: Detailed responses in a PDF format.
- Raw Data: Provides detailed evaluation data in a spreadsheet format.
- Feedback: Dialogue about results between instructors and administrators through the [Results Feedback](#) feature.

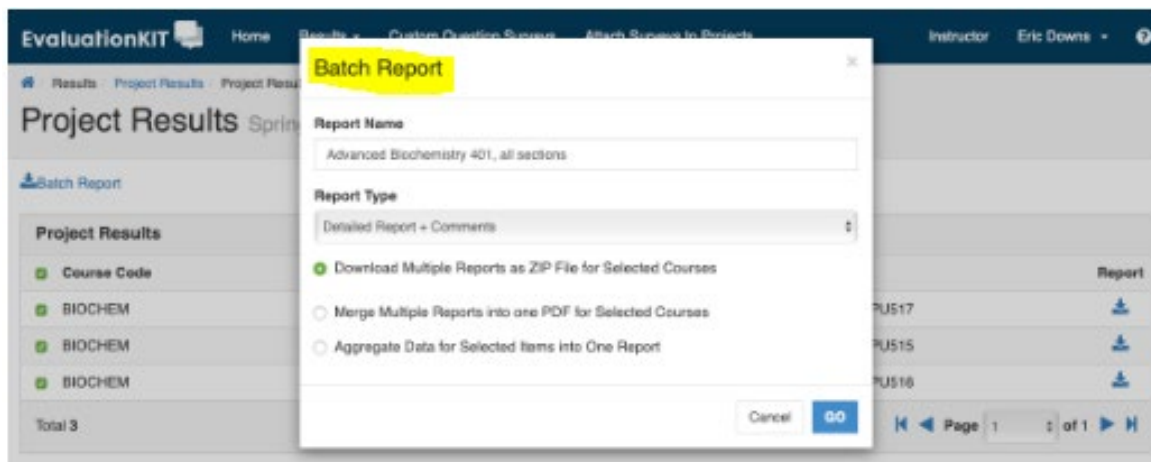
6) Click on the Export icon in the top right corner to download a copy of your report.

7) Choose the file type you'd like to export (PDF, JPG, CSV, or TSV), and click Export.

We recommend changing browser zoom settings if navigating to Export button is difficult.

8) Once your report has been generated, you can save and open the file.

Batch Report



Batch reports can be downloaded by selecting more than one course section at a time and clicking on **Batch Report**.

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

- b) 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.
- c) Aggregate Data for Selected Items into One Report: Results for all selected course sections will be aggregated into one single PDF report.
- d) Raw Data: Course section reports will be downloaded as individual Excel files into a single ZIP file. Data is not aggregated.

Select your desired report type/format

Detailed Report: A quantitative report without write-in comments in PDF format.

3. Click **GO**.