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Faculty Guide: Watermark Faculty Evaluation In Canvas

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- **Accessing & Downloading your E.8 Evaluation Results from Canvas**
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Overview

Beginning Fall of 2023, LBCC will utilize a new *E.8 Student Evaluation of Faculty (SEF)* tool called Watermark. A shortcut to this tool will be available in the Canvas class navigation and can also be accessed via a dedicated survey link as well.

General Process

Each Fall and Spring term, HR will notify Instructors, Deans, and Department Heads regarding evaluation requirements as stipulated by their contracts.

- All students will be assigned a survey for their classes during a determined two-week evaluation window. Evaluation windows are dependent upon class term length (1st 8 week, 12/16 week, 2nd 8 week).

- Students and instructors will receive an email introducing the surveys, as well as a pop-up message in the student's Canvas Dashboard and Course Shell.

- Students who do not complete their surveys will receive up to two reminder emails. Also pop-up reminders will continue every time the student logs into canvas and the course shell until they complete the survey or the evaluation period ends.

- When the evaluation window closes, instructors will be able to go into the Watermark tool to download a report that aggregates all student feedback for their personal review. Faculty will have ongoing access to their evaluation reports.

- If an instructor is to be evaluated for a specific term, they should access their relevant class evaluations for the term in Watermark and provide a printed or electronic copy to their evaluation committee.

- NOTE: Deans and department heads do not have access to student evaluation reports in Watermark.

# Accessing & Downloading Your E.8 Evaluation Results From Canvas

1. You can access your E.8 Evaluation Results from the course menu or from your To-Do item list.
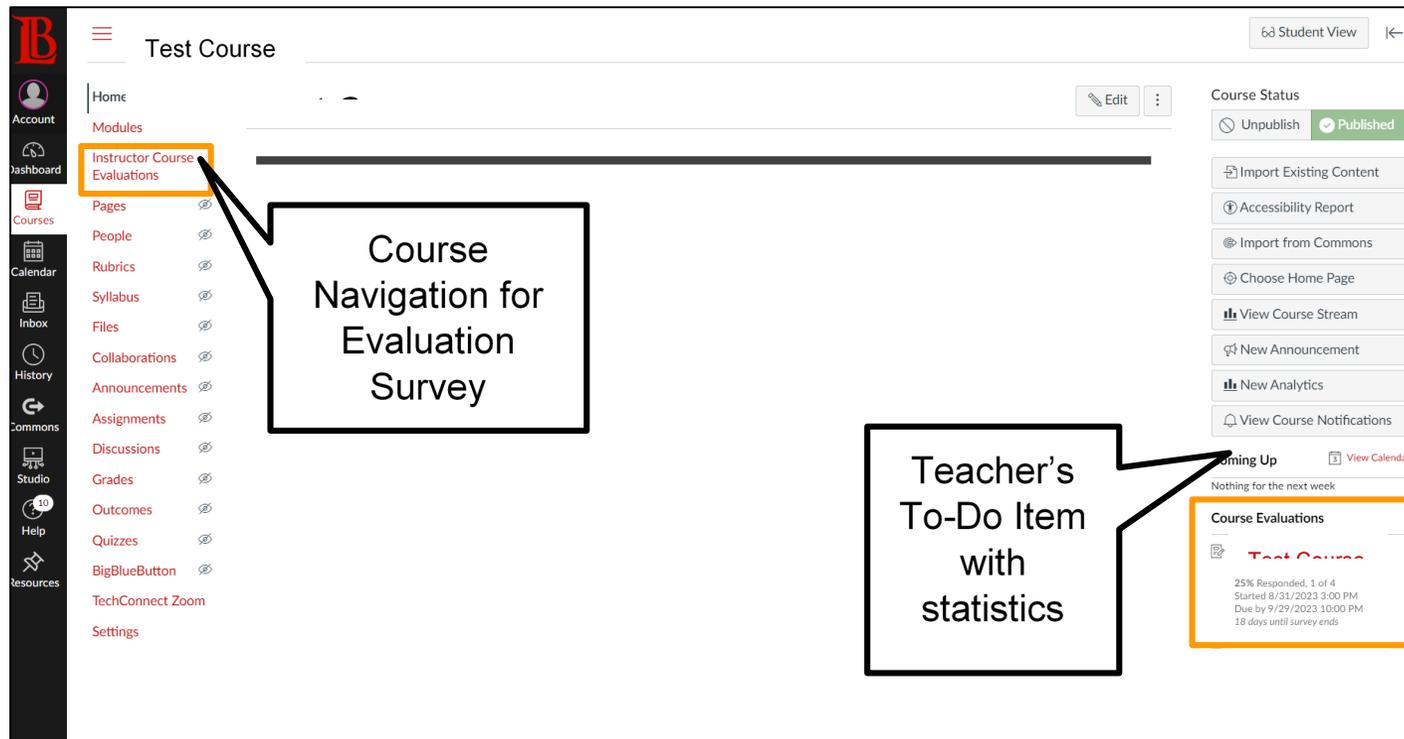
Note: Evaluations listed under the course To-Do list will display updated statistics regarding submission data.

Course Navigation for Evaluation Survey

Teacher's To-Do Item with statistics

Instructor's To-Do item list will update statistics as more
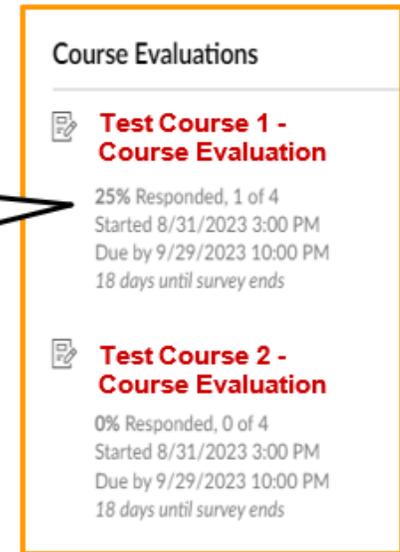
Accessing & Downloading Your E.8 Evaluation Results From Canvas Part 2

2. Click on the link (*Instructor Course Evaluations*) from the To-Do List or the Course Navigation Menu. You will see the *Watermark Course Evaluations & Surveys* Dashboard within your Canvas course.

Accessing & Downloading Your E.8 Evaluation Results From Canvas Part 3

3. The *watermark Course Evaluations & Surveys* Dashboard will display your evaluations along with a response rate tracker summarizing the current number of responses that have been submitted.
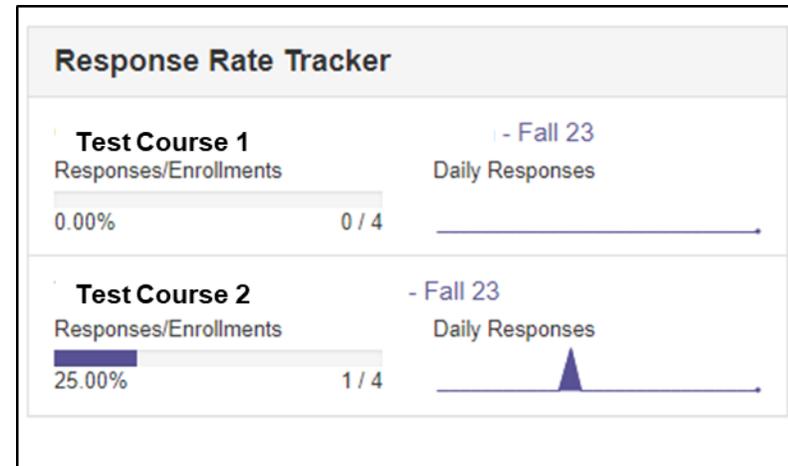
Accessing & Downloading Your E.8 Evaluation Results From Canvas Part 4

4. Click on the name of the evaluation to view the report download options.

5. Click on the *Report* download menu option.

Accessing & Downloading Your E.8 Evaluation Results From Canvas Part 5

6. Select which report you would like to download. We recommend selecting a report that includes Comments.

7. Name your file and save it to your computer.

Report

- Detailed Report
- Detailed Report + Comments
- Short Report
- Short Report + Comments
- Response Report
- Raw Data
- Feedback
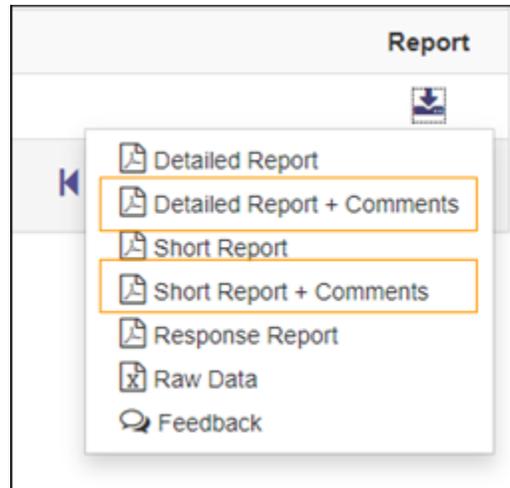
# Accessing & Downloading Your E.8 Evaluation Results From Canvas Part 6

8. Your document will be saved as a pdf file. The report includes a summary of the responses to each question including statistics such as:

a. Weight
b. Frequency
c. Percent
d. Mean/STD/Median

4 - By the second week of the semester, the instructor provided a welcoming course syllabus.					
Mary Water					
Response Option	**Weight**	**Frequency**	**Percent**	**Percent Responses**	**Means**
Strongly Agree	(4)	1	100.00%		4.00
Agree	(3)	0	0.00%		
Disagree	(2)	0	0.00%		
Strongly Disagree	(1)	0	0.00%		
				0 25 50 100	Question
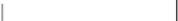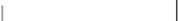
| Response Rate	Mean	STD	Median
1/4 (25.00%)	4.00	0.00	4.00

Batch downloading all your course evaluations

1. Click on Instructor Course Evaluations to go to your Watermark dashboard.

2. Click on Results, then select Instructor results.
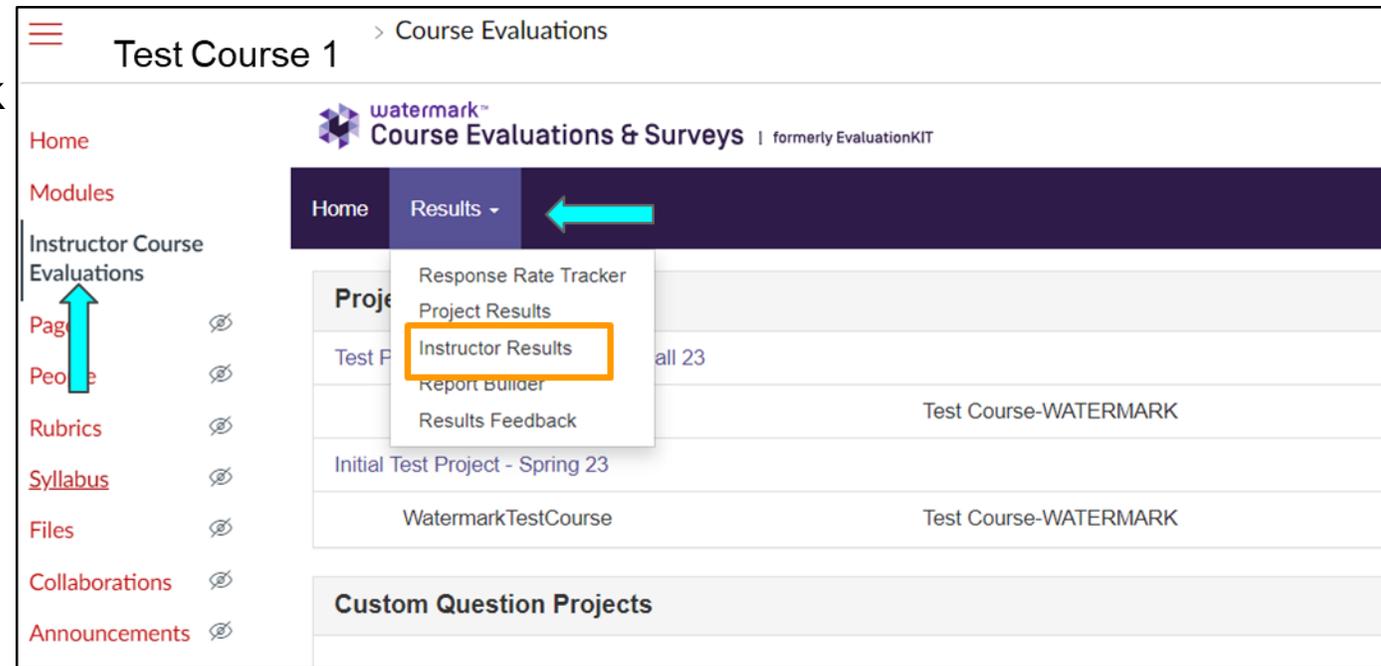
Batch downloading all your course evaluations part 2

3. Click the search button to view all courses.

4. Select all courses then click Batch Report.

FAQs

Q1: Will all courses have student evaluation surveys every semester?

A: Yes. Students will be able to complete evaluations for all classes. However, only you as faculty will have access to see the results.

Q2: Who will have access to my evaluation results?

A: Only faculty will have access to their course evaluation results. If a faculty is in the process of being reviewed, it is up to the faculty to download and provide a copy of their evaluation report to the review committee.

Q3: It is not time for my evaluation, why is there a student evaluation in my course?

A: Every class will give students an opportunity to provide feedback. However, the results are only seen by you as faculty. There has been a steady decline in *Student Evaluation of Faculty (SEF)* response rates at LBCC. Creating a culture where students can evaluate faculty teaching courses will increase student response rates and provide actionable insights that improve teaching and learning outcomes and the overall student experience.

Q4: It is time for my evaluation, how will my committee receive the results?

A: If you are in the process of being reviewed, it is up to you to download and provide a copy of your evaluation report to the review committee. This is because only you have access to your results.

If an instructor is to be evaluated for a specific term, they should access their relevant evaluations for the term in Watermark and provide a printed or electronic copy to their evaluation committee.

NOTE: Deans and department heads do not have access to student evaluation reports in Watermark.

Q5: How do I download my results?

A: View the steps in the above guide on how to download the results.

Q6: When and how long is the evaluation period?

A: Depending on the term length (1st 8 week, 12/16 week, & 2nd 8 week) there are set periods when the evaluation will be visible to students. Please connect with your DH and Dean for exact dates.

Students will typically have around 2 weeks to complete.

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Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu