

# Faculty Guide: Watermark Faculty Evaluation In 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.

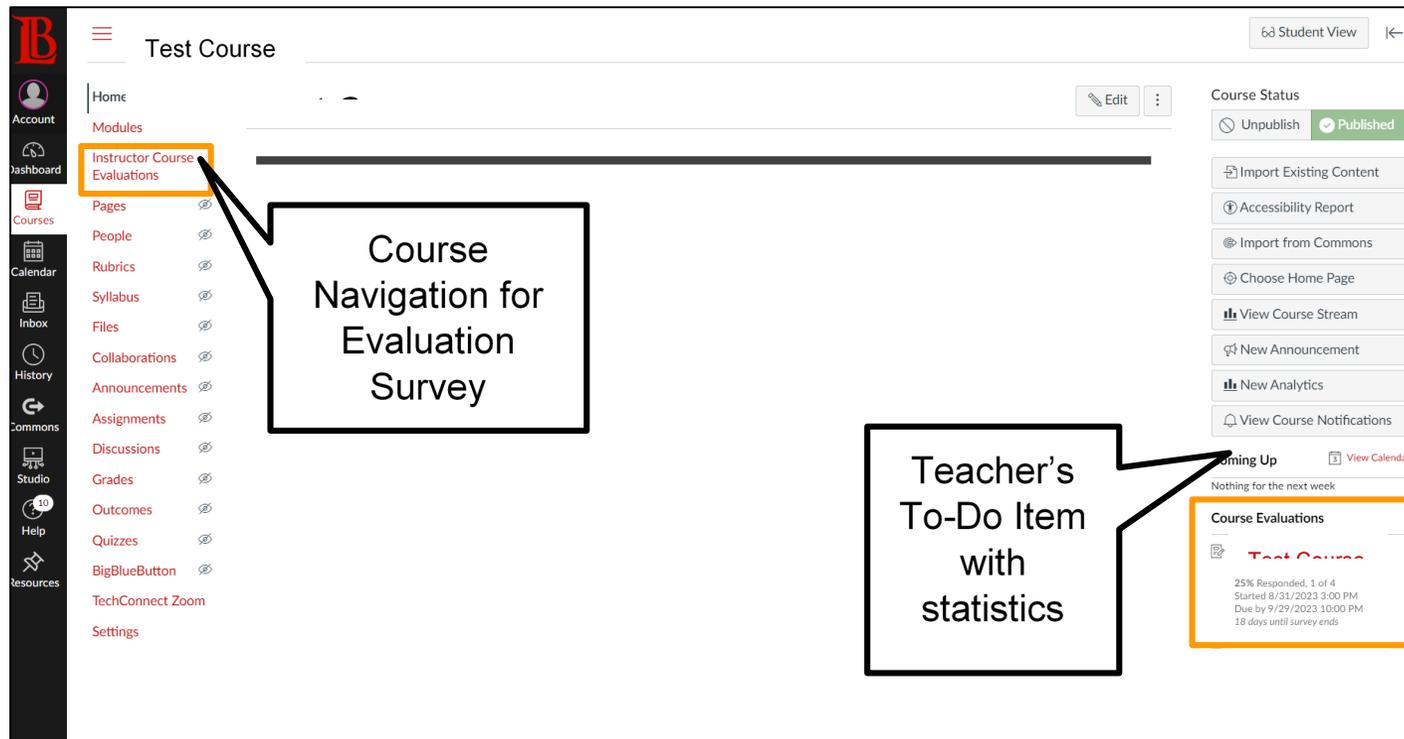
## General Process

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.

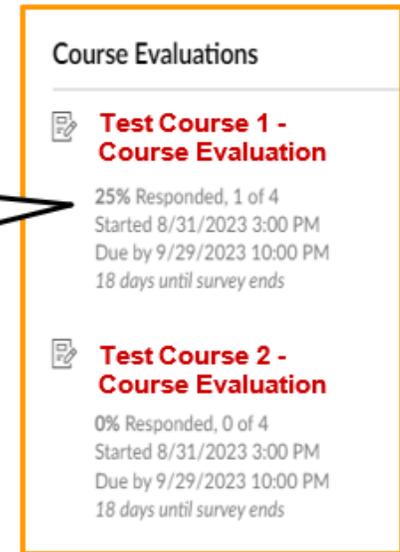
## Accessing & Downloading Your E.8 Evaluation Results From Canvas

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.

Instructor's To-Do item list will update statistics as more

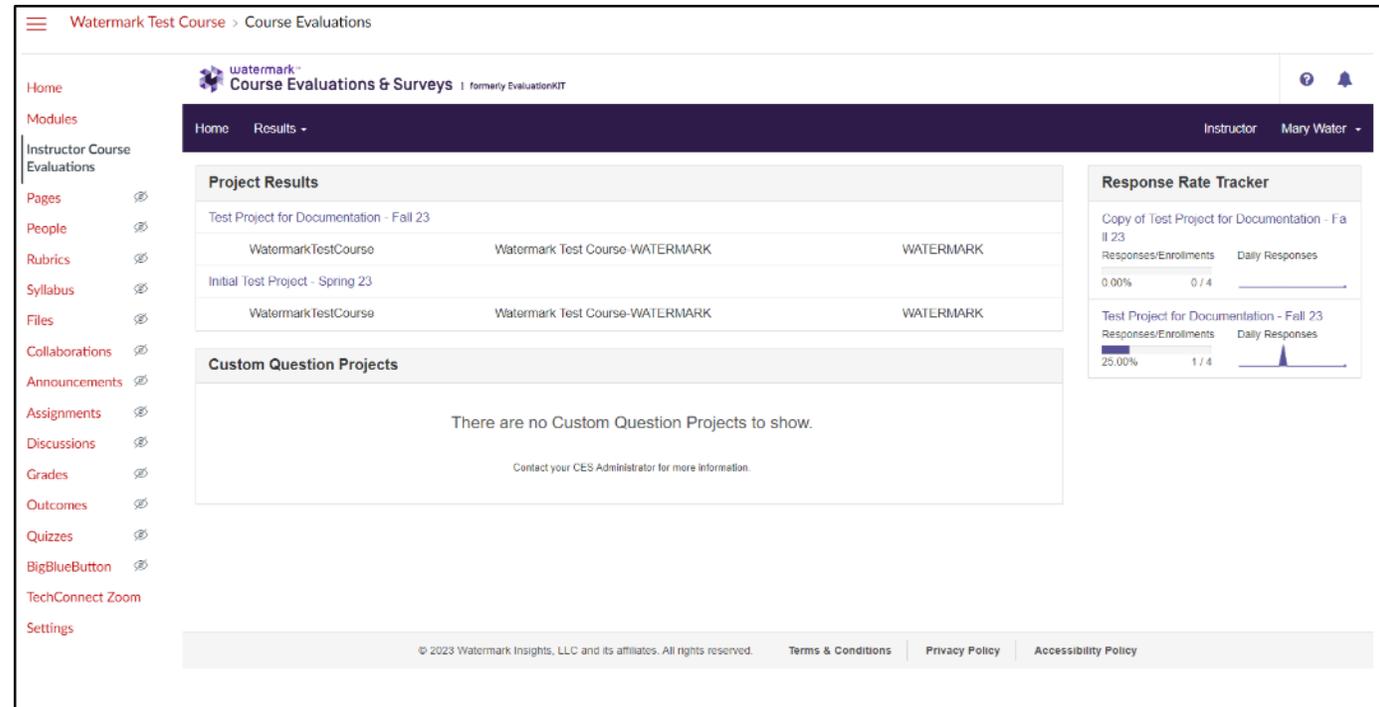


The detailed view shows two course evaluation items:

- Test Course 1 - Course Evaluation**  
25% Responded, 1 of 4  
Started 8/31/2023 3:00 PM  
Due by 9/29/2023 10:00 PM  
18 days until survey ends
- Test Course 2 - Course Evaluation**  
0% Responded, 0 of 4  
Started 8/31/2023 3:00 PM  
Due by 9/29/2023 10:00 PM  
18 days until survey ends

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

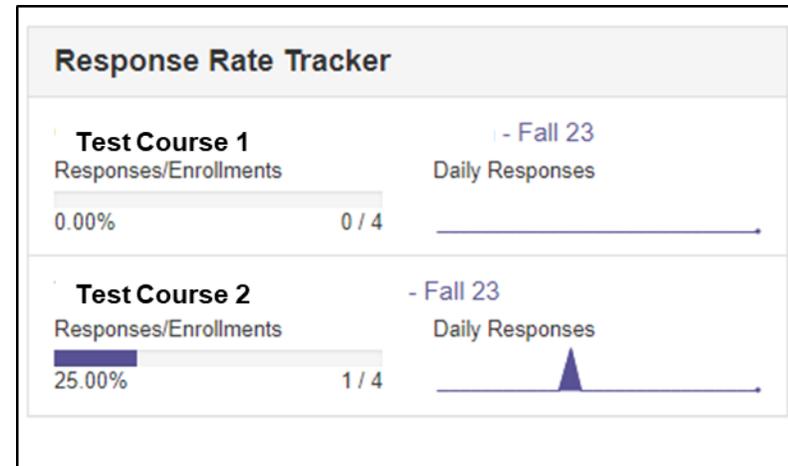


The screenshot displays the 'Watermark Course Evaluations & Surveys' dashboard. The left sidebar contains a navigation menu with items like Home, Modules, Instructor Course Evaluations, Pages, People, Rubrics, Syllabus, Files, Collaborations, Announcements, Assignments, Discussions, Grades, Outcomes, Quizzes, BigBlueButton, TechConnect Zoom, and Settings. The main content area is titled 'Watermark Test Course > Course Evaluations' and features a 'Project Results' table with two rows of evaluation data. Below this is a 'Custom Question Projects' section with a message: 'There are no Custom Question Projects to show. Contact your CES Administrator for more information.' On the right, a 'Response Rate Tracker' shows progress bars for 'Copy of Test Project for Documentation - Fall 23' (0.00% responses) and 'Test Project for Documentation - Fall 23' (25.00% responses).

Project Name	Course	Status
Test Project for Documentation - Fall 23	WatermarkTestCourse	Watermark Test Course-WATERMARK
Initial Test Project - Spring 23	WatermarkTestCourse	Watermark Test Course-WATERMARK

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

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

Project Results		
Test Course 1 - Fall 23		
WatermarkTestCourse	Test Course-WATERMARK	WATERMARK
<b>Test Course 2 - Fall 23</b>	Test Course-WATERMARK	WATERMARK
WatermarkTestCourse	Test Course-WATERMARK	WATERMARK

- Click on the *Report* download menu option.

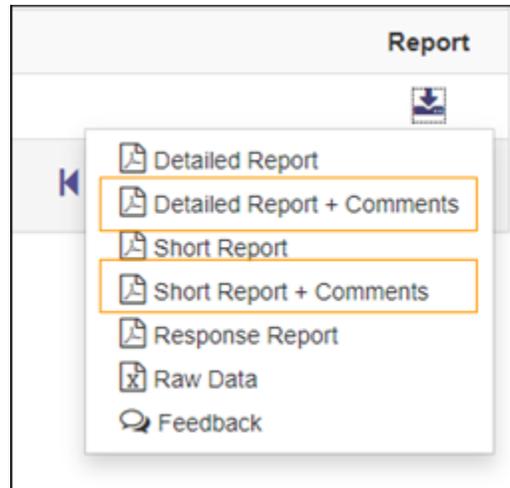
Project Results		
Course Code	Title	Unique ID
WatermarkTestCourse	Watermark Test Course-WATERMARK	WATERMARK

Total 1      Records per page: 1000

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

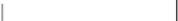
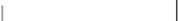
6. Select which report you would like to download. We recommend selecting a report that includes Comments.
7. Name your file and save it to your computer.



## Accessing & Downloading Your E.8 Evaluation Results From Canvas Part 6

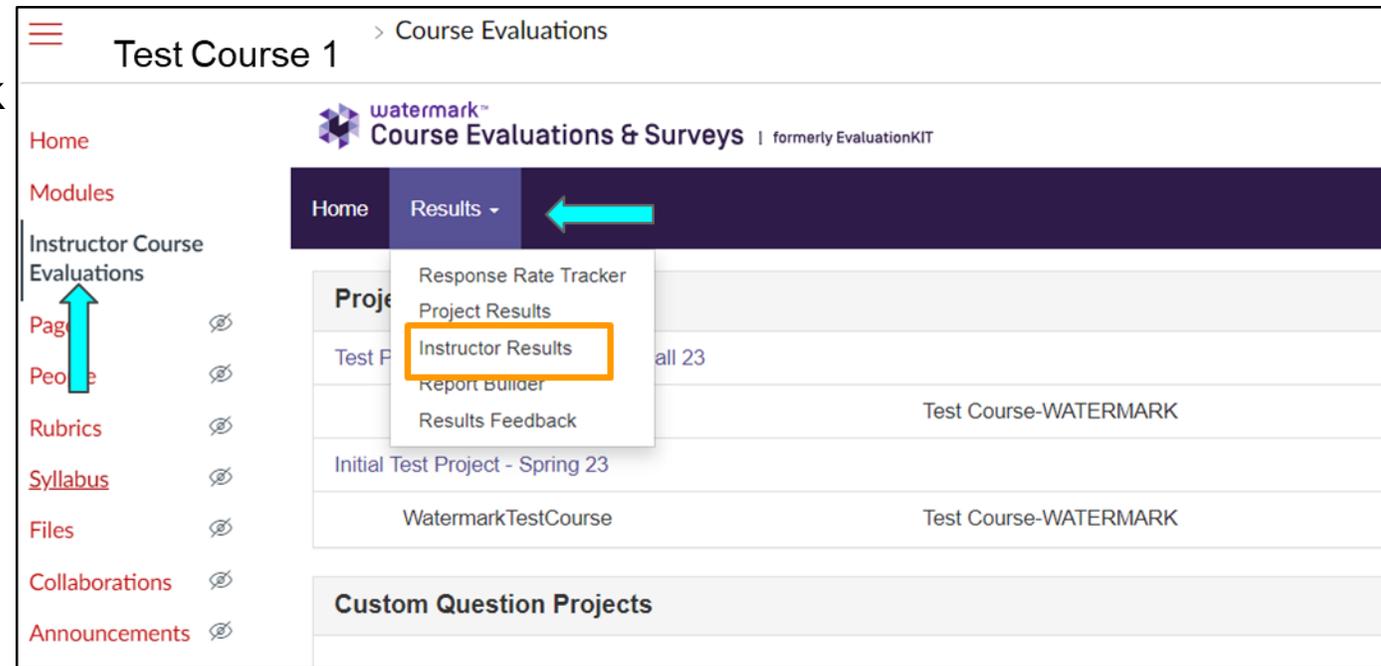
8. Your document will be saved as a pdf file. The report includes a summary of the responses to each question including statistics such as:

- 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.

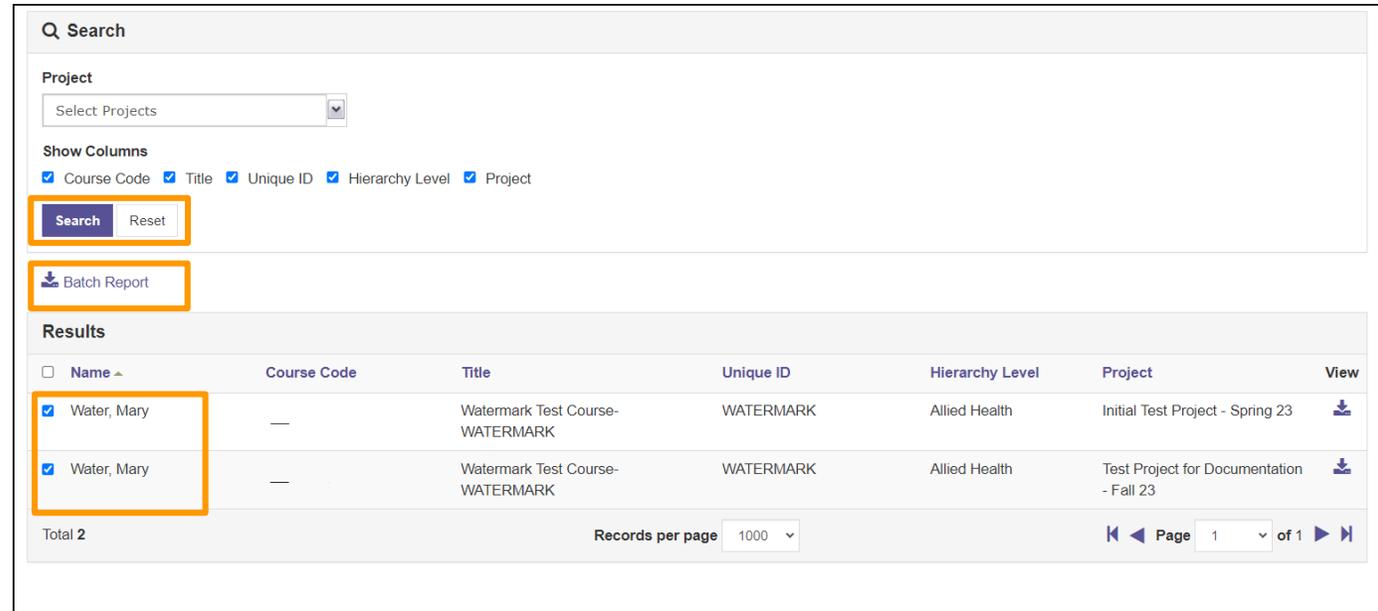


Project	Results
Test P	all 23
	Test Course-WATERMARK
Initial Test Project - Spring 23	
WatermarkTestCourse	Test Course-WATERMARK

**Custom Question Projects**

## 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.



The screenshot shows the Canvas interface for searching and generating a batch report. The 'Search' section includes a search bar, a 'Project' dropdown menu, and a 'Show Columns' section with checkboxes for 'Course Code', 'Title', 'Unique ID', 'Hierarchy Level', and 'Project'. Below this are 'Search' and 'Reset' buttons. A 'Batch Report' button is also visible. The 'Results' section displays a table with columns for 'Name', 'Course Code', 'Title', 'Unique ID', 'Hierarchy Level', 'Project', and 'View'. Two rows are shown, both with the 'Name' column selected. The table footer indicates 'Total 2' records and 'Records per page 1000'.

<input type="checkbox"/>	Name ^	Course Code	Title	Unique ID	Hierarchy Level	Project	View
<input checked="" type="checkbox"/>	Water, Mary	---	Watermark Test Course-WATERMARK	WATERMARK	Allied Health	Initial Test Project - Spring 23	
<input checked="" type="checkbox"/>	Water, Mary	---	Watermark Test Course-WATERMARK	WATERMARK	Allied Health	Test Project for Documentation - Fall 23	

## 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.

# 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](mailto:helpdesk@lbcc.edu)