

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.

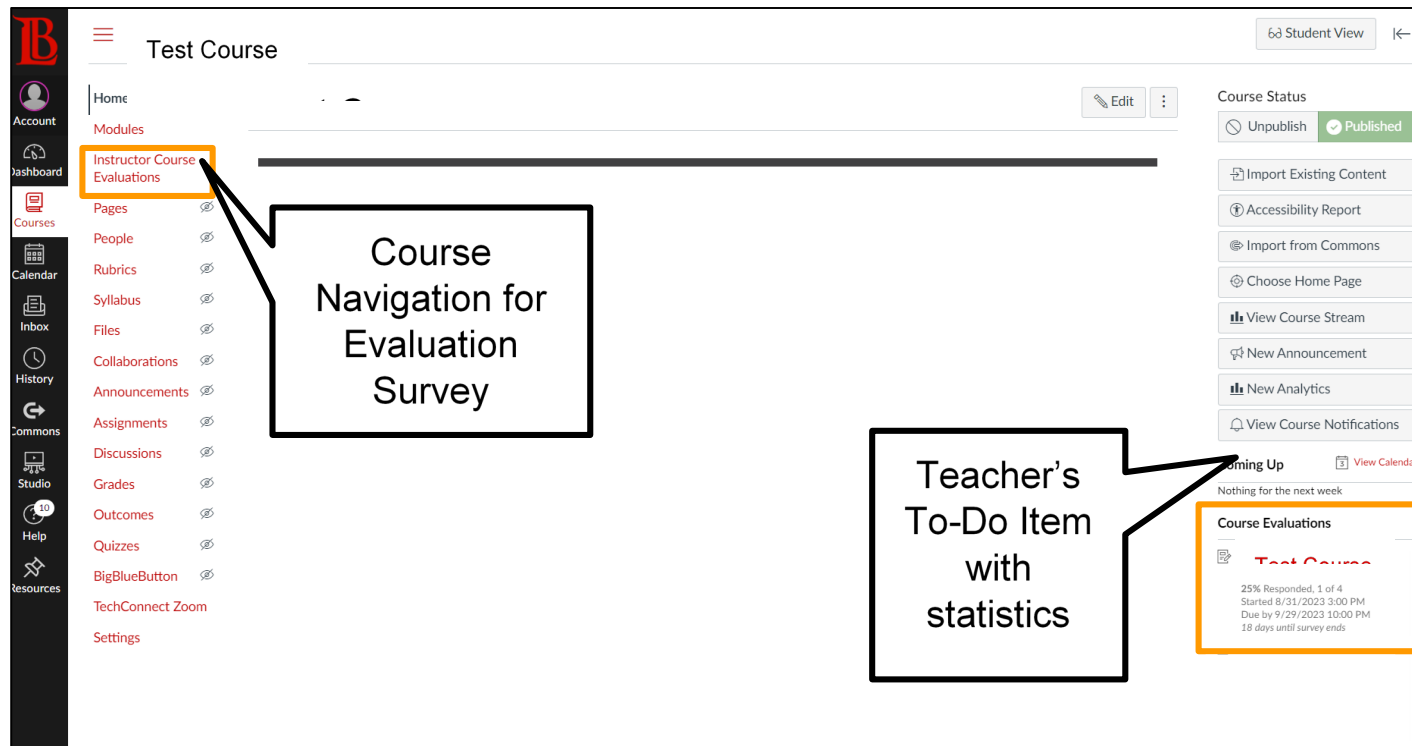
General Process

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

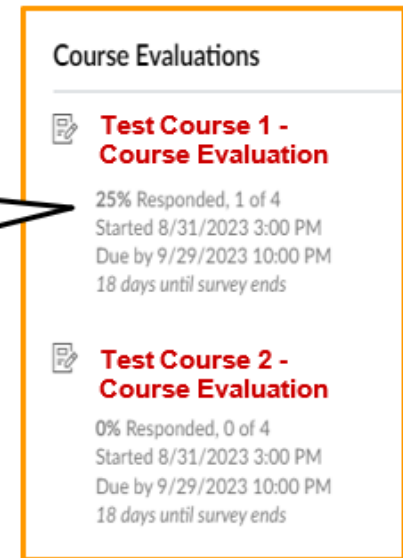
1. You can access your E.8 Evaluation Results from the course menu or from your To-Do item list.



The screenshot shows the Canvas LMS interface for a course titled "Test Course". The left sidebar contains a navigation menu with items like Home, Modules, Pages, People, Rubrics, Syllabus, Files, Collaborations, Announcements, Assignments, Discussions, Grades, Outcomes, Quizzes, BigBlueButton, TechConnect Zoom, and Settings. The "Instructor Course Evaluations" item is highlighted with a yellow box and a callout box that says "Course Navigation for Evaluation Survey". The main content area shows course status (Unpublish/Publish), import options, and a "To-Do" section. A callout box points to a "Course Evaluations" item in the To-Do list, stating "Teacher's To-Do Item with statistics".

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

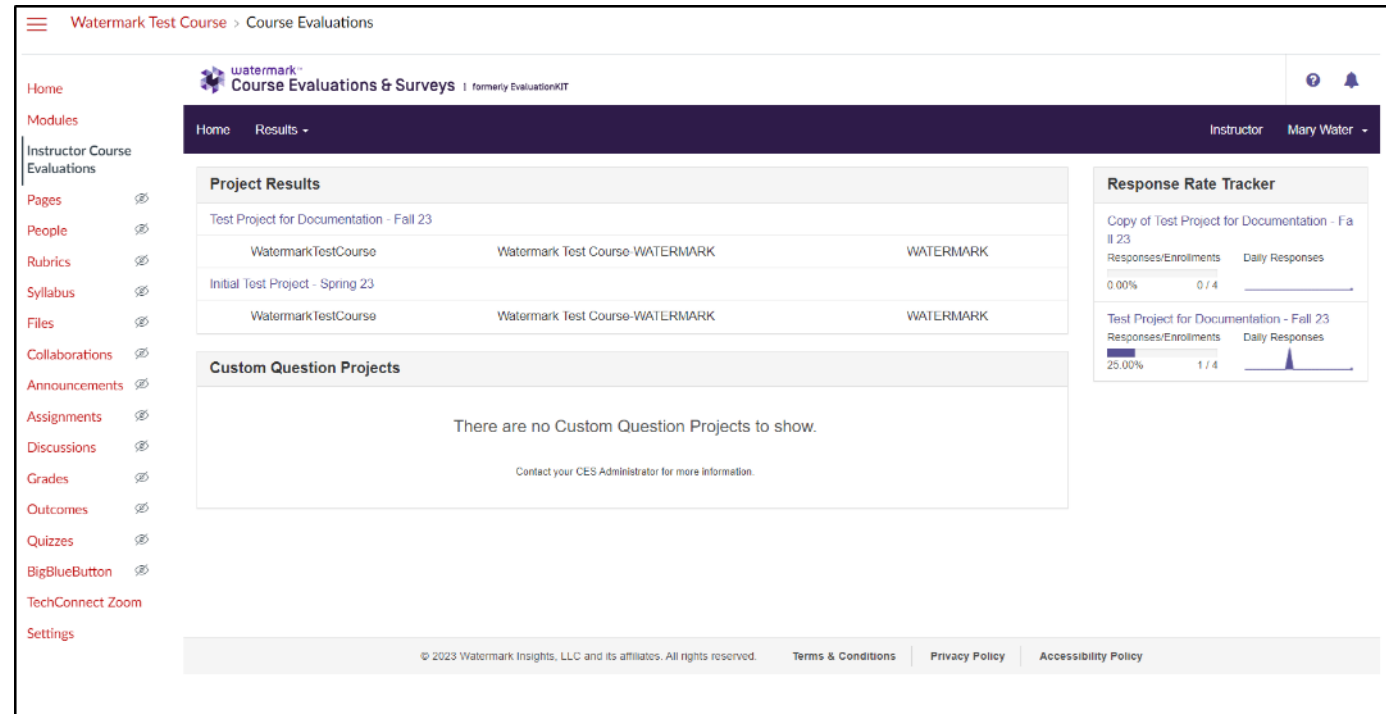


The screenshot shows a detailed view of "Course Evaluations". It lists two evaluations:

- 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.

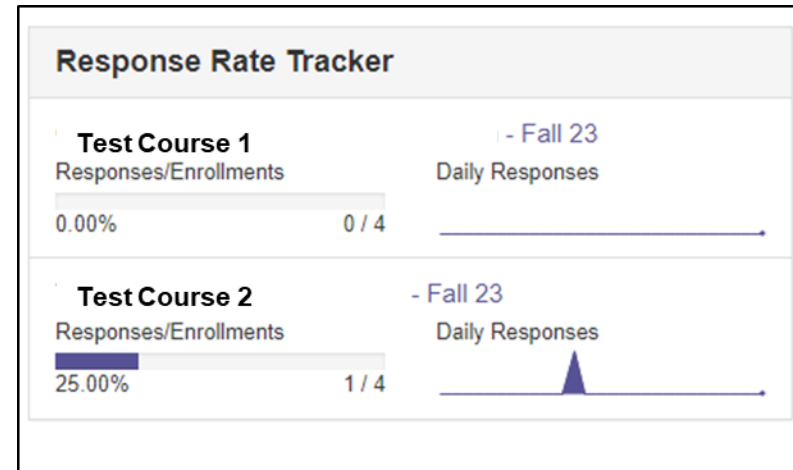


The screenshot displays the 'Watermark Course Evaluations & Surveys' dashboard. The left sidebar contains a navigation menu with items like Home, Modules, Instructor Course Evaluations, Pages, People, Rubrics, Syllabus, Files, Collaborations, Announcements, Assignments, Discussions, Grades, Outcomes, 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 two different evaluation periods, with the first showing 0.00% and the second showing 25.00%.

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

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
Test Course 2 - Fall 23	Test Course-WATERMARK	WATERMARK
WatermarkTestCourse	Test Course-WATERMARK	WATERMARK

- Click on the *Report* download menu option.

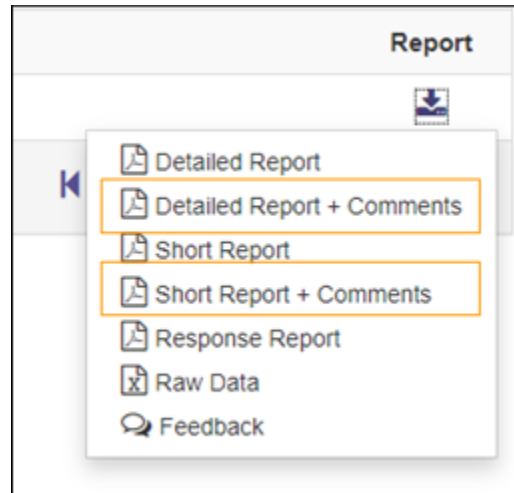
Project Results		
Course Code	Title	Unique ID
WatermarkTestCourse	Watermark Test Course-WATERMARK	WATERMARK

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

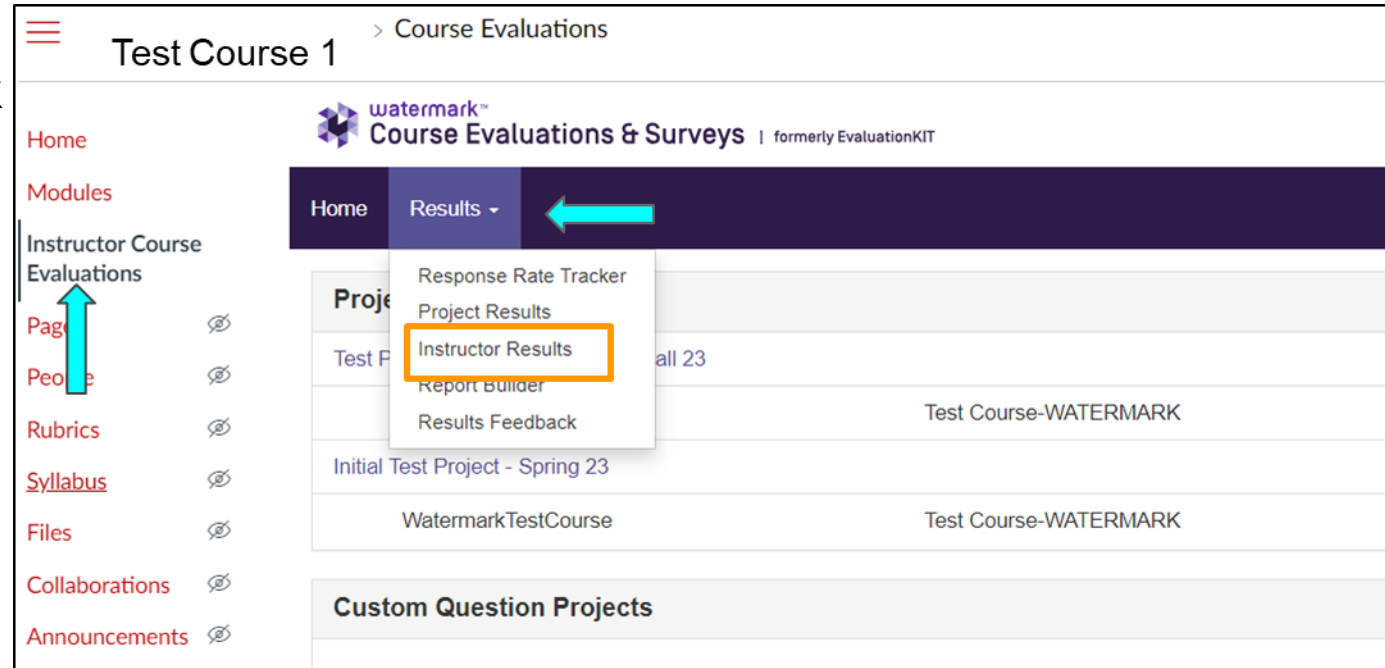
8. Your document will be saved as a pdf file. The report includes a summary of the responses to each question including statistics such as:

- 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	

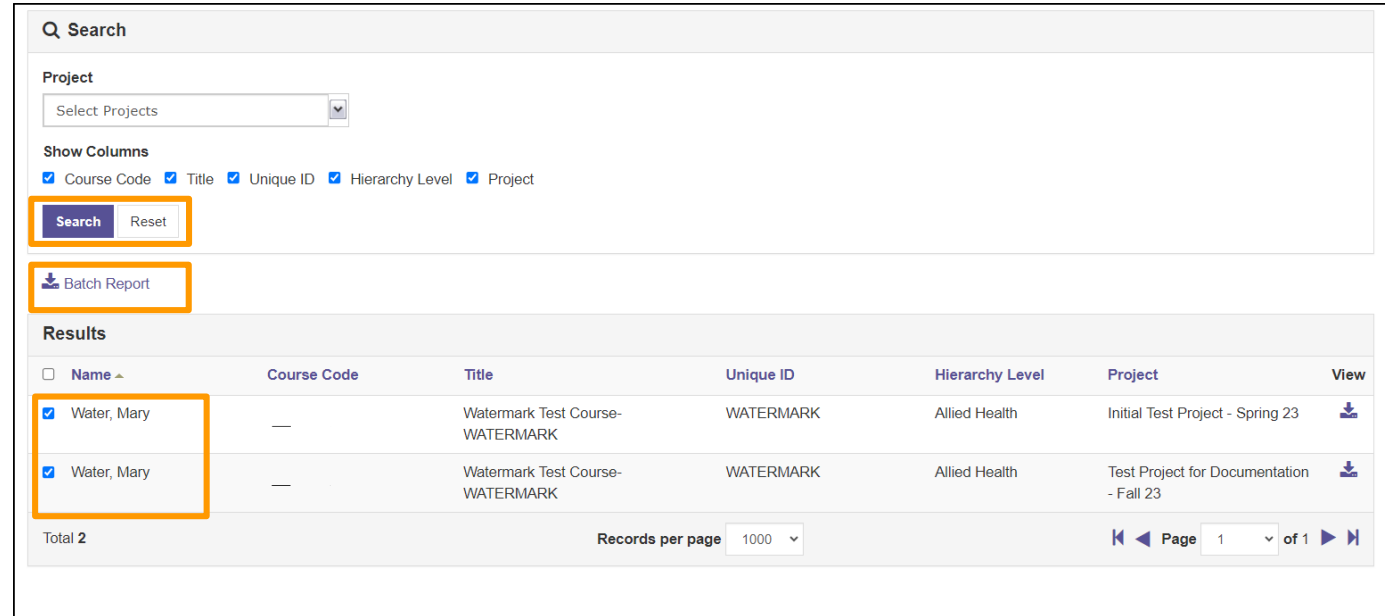
Batch downloading all your course evaluations

1. Click on Instructor Course Evaluations to go to your Watermark dashboard.
2. Click on Results, then select Instructor results.





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 reporting on course evaluations. At the top, there is a search bar with a magnifying glass icon and the text "Search". Below this is a "Project" section with a dropdown menu labeled "Select Projects". Underneath is a "Show Columns" section with checkboxes for "Course Code", "Title", "Unique ID", "Hierarchy Level", and "Project", all of which are checked. Below the columns section are two buttons: "Search" and "Reset", both highlighted with orange boxes. Below these buttons is a "Batch Report" button, also highlighted with an orange box. The main section is titled "Results" and contains a table with the following columns: "Name", "Course Code", "Title", "Unique ID", "Hierarchy Level", "Project", and "View". The table has two rows, both of which are highlighted with orange boxes. The first row has a checked checkbox in the "Name" column, the name "Water, Mary", a hyphen in the "Course Code" column, the title "Watermark Test Course-WATERMARK", "WATERMARK" in the "Unique ID" column, "Allied Health" in the "Hierarchy Level" column, and "Initial Test Project - Spring 23" in the "Project" column. The second row has a checked checkbox in the "Name" column, the name "Water, Mary", a hyphen in the "Course Code" column, the title "Watermark Test Course-WATERMARK", "WATERMARK" in the "Unique ID" column, "Allied Health" in the "Hierarchy Level" column, and "Test Project for Documentation - Fall 23" in the "Project" column. At the bottom of the table, it says "Total 2". To the right of the table, there is a "Records per page" dropdown menu set to "1000" and a pagination control showing "Page 1 of 1".

<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