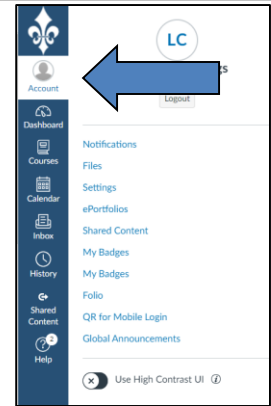
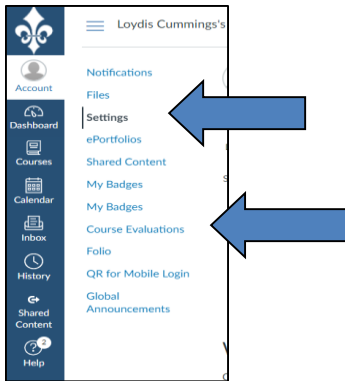


Instructor: How to Access Your Course Evaluation Results

Step 1: Log in to Watermark Course Evaluation & Surveys through Canvas

To log in from Canvas:

1. Log in to the [myMarymount](#) portal, click on "Sign On Links," and then click on Canvas
2. Click on "Account" in the upper left of the left-side navigation pane
3. Select "Settings" and you will see a "Course Evaluations" link which will log you into Watermark Course Evaluation & Surveys



Step 2: Go to your Watermark Course Evaluation & Surveys dashboard

From your dashboard, you can click into response rates by term or course evaluation results by term.

Step 3: Access your results

From here, you can access your reports by clicking on "Results > Project Results" in the top navigation bar:

Click here for a drop-down list and select the format for your report. You can save each report to your desktop.

Home Results Custom Question Surveys Attach Surveys to Projects Administrator Report Administrator

Results Project Results Course Section Results

Course Section Results Copy2 of Fall 2018 Course Evaluation

By Hierarchy Level Course Section By Instructor By TA

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

Q Search Course Sections




Code Title Unique ID Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

Search Reset

Batch Report






Course Results

Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> EX-101-A	18/FA Example Course EX-101-A	11532	Marymount University	
<input type="checkbox"/> EX-101-A	18/FA Example Course EX-101-A (Instructor: Ann Boudinot)	11532	Marymount University	
<input type="checkbox"/> EX-101-A	18/FA Example Course EX-101-A (Instructor: Report Administrator)	11532	Marymount University	

You can download your results as:

1. **A detailed report** -- this is a typical pdf report of your course evaluation results
2. **A detailed report with comments** -- this is the same report as the detailed report but includes student comments
3. **A short report** -- this includes your results without bar charts or as detailed comparison information and without student comments
4. **A short report with comments** -- this includes your results without bar charts or as detailed comparison information and includes student comments
5. **Raw data** -- this is a spreadsheet of your results by individual student response



-  Detailed Report
-  Detailed Report + Comments
-  Short Report
-  Short Report + Comments
-  Response Report
-  Raw Data
-  Feedback

You can also send feedback to your department chair, if requested, by clicking on "Results > Results Feedback" in the top navigation bar:

Home Results Custom Question Surveys Attach Surveys to Projects

Results Feedback

Response Rate Tracker
 Project Results
 Instructor Results
 Report Builder
 Report Builder 2.0
 Instructor Means Reporting
 Results Feedback
 Responses/Enrollments Daily Responses

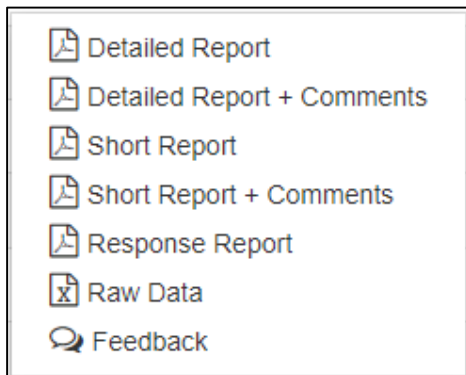
View All








Course Evaluation Results

Copy of Summer 2019 Course Evaluation
 Project Ends - 7/31/2019 Results Start - 6/13/2019 Results End - Open

Copy2 of Fall 2018 Course Evaluation
 Project Ends - 12/13/2018 Results Start - 12/10/2018 Results End - Open

Or by clicking on "Feedback" in the dropdown menu in Project Results:



-  Detailed Report
-  Detailed Report + Comments
-  Short Report
-  Short Report + Comments
-  Response Report
-  Raw Data
-  Feedback

If you are experiencing any difficulty in accessing your course evaluation reports, please contact Planning and Institutional Effectiveness at any of the following emails:

assess@marymount.edu -- aboudino@marymount.edu -- lcumming@marymount.edu

Or by calling us during regular office hours at 703-284-3846 or 703-284-3809.