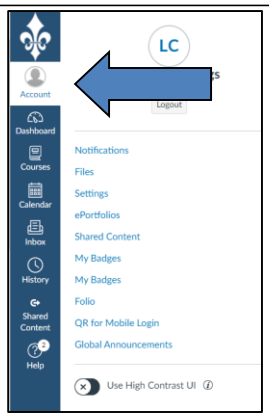
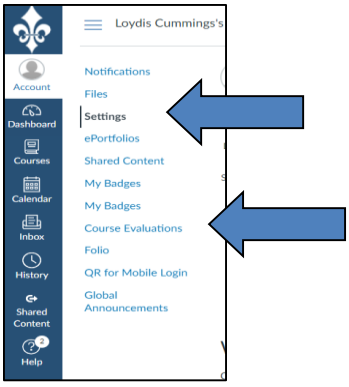
Instructor: How to Access Your Course Evaluation Results

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

To log in from Canvas:

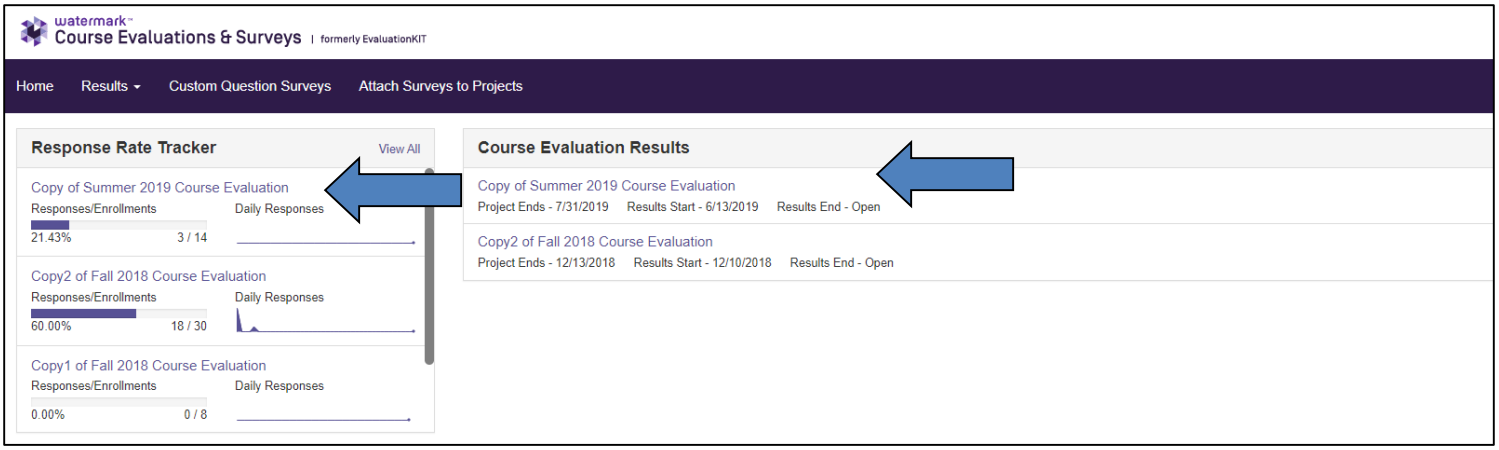
1. Log in to the myMarymount portal, click on “Sign On Links,” and then click on Canvas
2. Click on “Account” in the upper left of the left-side navigation pane
3. Select “Settings” and you will see a “Course Evaluations” link which will log you into Watermark Course Evaluation & Surveys





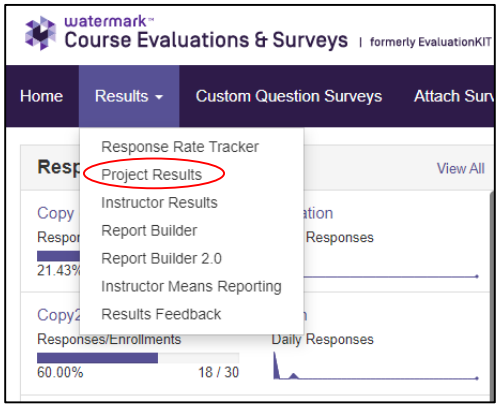
Step 2: Go to your Watermark Course Evaluation & Surveys dashboard

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

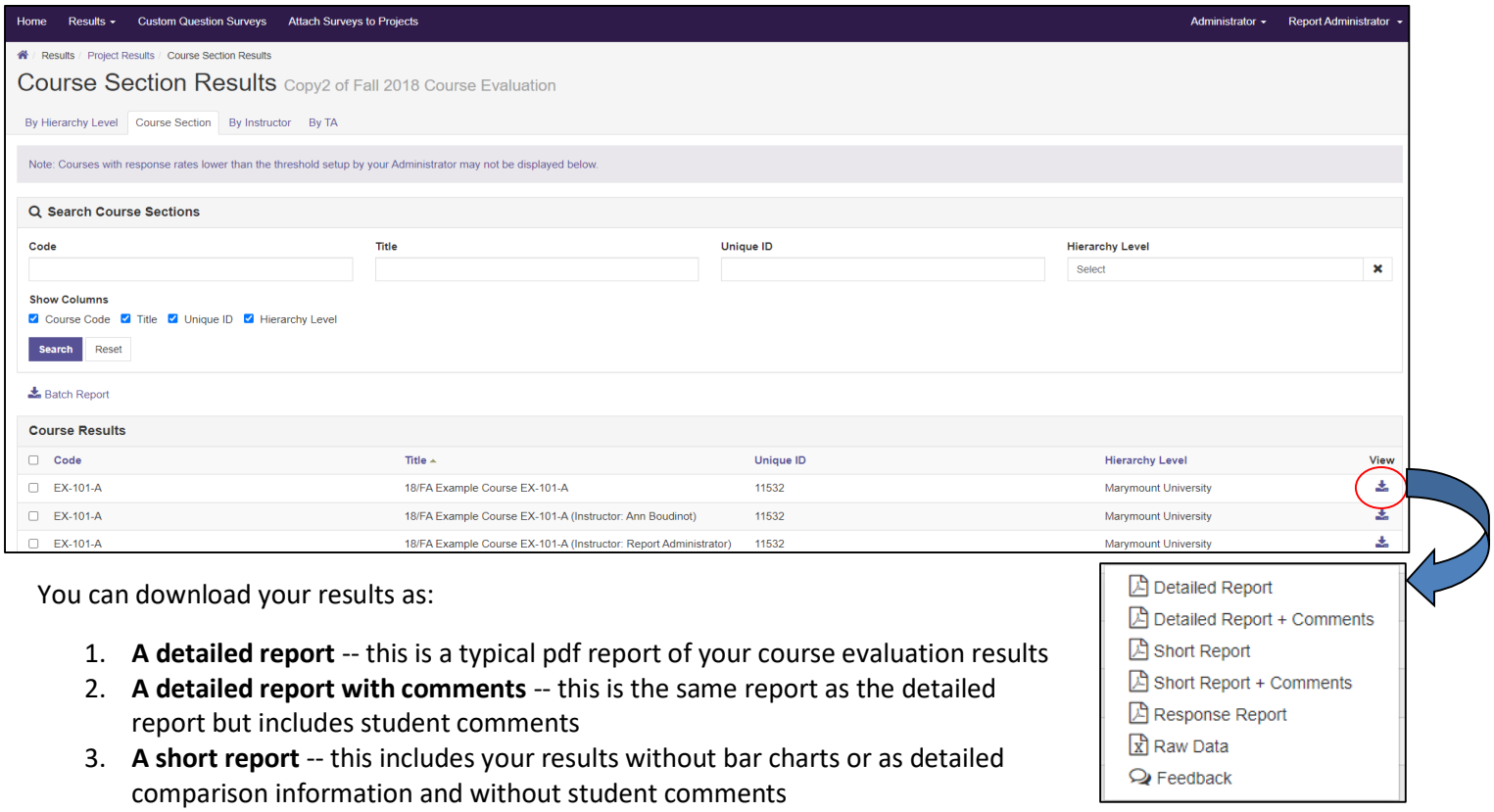


Step 3: Access your results

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



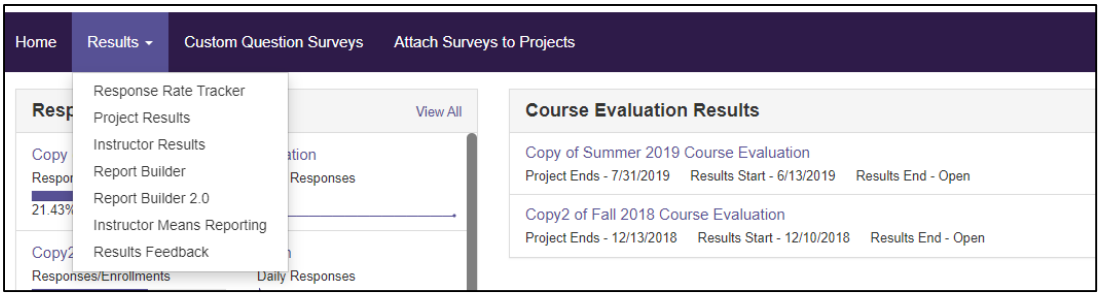
Click here for a drop-down list and select the format for your report. You can save each report to your desktop.



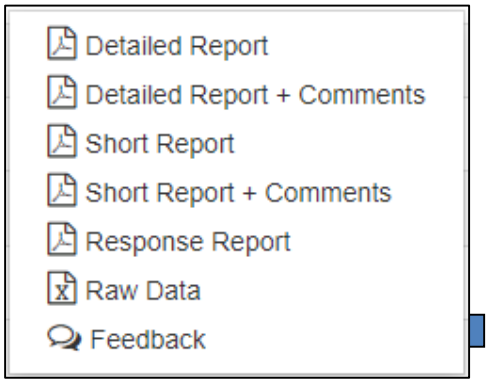
You can download your results as:

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

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



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



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.