

The logo for ARC23 is centered within a large white circle. It features the text "ARC23" in a bold, black, sans-serif font. Below the text are four stylized leaf shapes in a row, colored from left to right: orange, red, green, and blue. To the right of the white circle is a smaller, solid light gray circle.

ARC23



Watermark Course Evaluations

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Today's Agenda

- What is Watermark's Course Evaluation tool?
- Adoption schedule
- Spring 2023 pilot
- Accessing CES
- Student Experience
- Faculty Experience
- Privacy
- Support



What is the Watermark tool?

- “Watermark” is the company that provides our new “Course Evaluation and Surveys Tool” (CES)
- Not to be confused with another Watermark product for tenure and promotion packets, which is TBA
- The CES tool replaces SPTE’s, which will be discontinued at the end of Summer, 2023



Adoption Schedule

- The CES pilot is underway and has been since Summer, 2022
- The full roll-out of the CES tool will happen in **Fall, 2023**, at which time the instrument will be norm-based, per KBOR policies
- Once the CES tool is rolled out, no other course evaluation tool will be available from the university



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Leaving the pilot

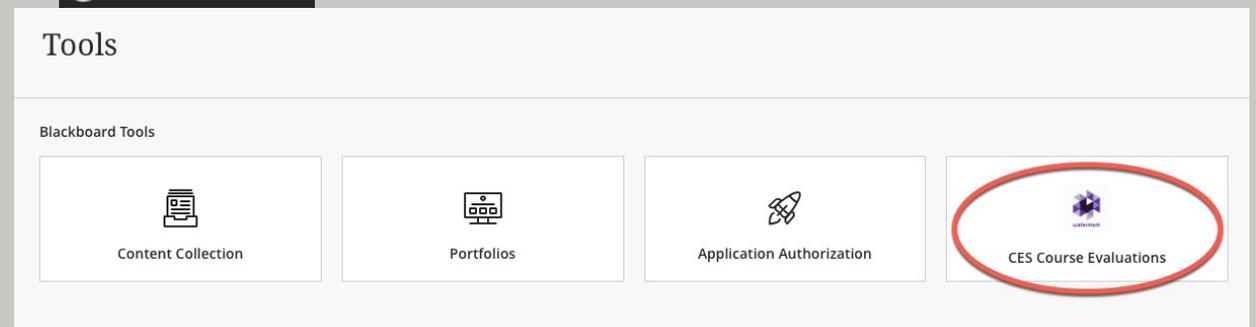
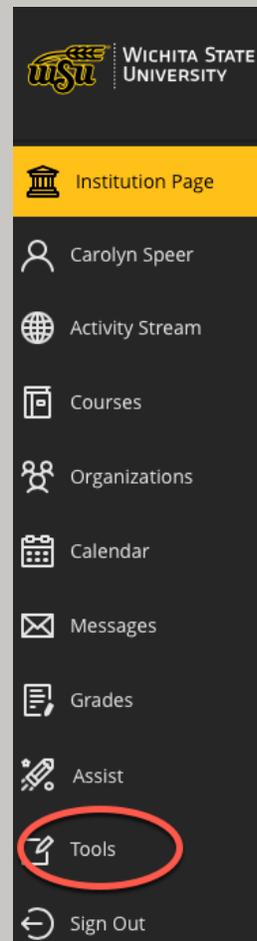
- The pilot project will become **opt-out** in the Spring (except for early in the semester courses and policy-excluded courses)
- At this time, CES evaluation results do not fulfill the requirements for FAR, T&P, or post-tenure review. Some departments might have other policies as well. **If you need SPTE's in the Spring, you should opt out of the CES pilot**



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Blackboard or Email

- Both instructors and students will receive emails that contain links to the relevant CES materials
- Students are also prompted to fill out their evaluation **when they enter Blackboard** during the collection window
- Faculty can always access CES through the “**Tools**” link on the main Bb menu



Sample Opt-Out Email for Faculty

Dear [UserFullName],

Now is the time to decide which courses you would like to be evaluated. With the Watermark Course Evaluations & Surveys (CES) tool, instructors **must delete** the courses that **do not** need to be evaluated. This process has a set schedule. You will have 1 week to complete this process. After this date, whatever courses remain in CES will be evaluated. Once a course is deleted, it cannot be added back to the evaluation queue to be evaluated.

Procedure for Deleting Courses

1. Log in to your **Blackboard** account.
2. In the navigation bar on the left, locate **Tools** and click on it.
3. Click on **CES Course Evaluations** box.
4. In the box on the right labeled **Manage Courses**, click on the current part-of-term's project name. This is a link that will allow you to view the project information.
5. In the box labeled **Project Courses**, click on the magnifying glass to **View** the current part-of-term's project.
6. It will list the courses you are assigned for the current part-of-term.
7. If you want to delete any courses from being evaluated during this administration, YOU MUST...
 1. Click the box by the course code listed.
 2. Then select "**Delete Selected Courses**" above the Project Courses box. This will delete the course(s) in CES and the students will not be sent an evaluation.

If you have any questions, contact the [Office of Instructional Resources](#) or [myself](#).

Sample Evaluations Email for Faculty

Dear [UserFullName],

This email is to notify you that evaluation results for your course(s) are now available for you to view. To view your results, click[EvalKitLogin]Please Click Here[/EvalKitLogin].

Here is a list of response rates for your evaluated courses:

[TableOfCourses]

Once you are in your Course Evaluations & Surveys account, you can click on the “Results” tab at the top to view and build reports.

If you have any further questions, you can reach out to myself Sandra.ranney@wichita.edu or David Wright David.wright@wichita.edu.

Sample Student Emails

Initial Prompt

Dear [UserFullName],

It's time for you to provide feedback since this course is coming to an end. Wichita State University is committed to providing a positive and successful learning experience for students. Please take the opportunity to complete your Course Evaluations by providing feedback to each of the courses listed in the table below.

[TableOfSurveys]

You are being provided unique and individual links to each of the courses. As always, your responses will be confidential, and the faculty will only have access to aggregated results each semester. These links are also available in your Blackboard account.

Please take a few moments to complete all the surveys as this is the best time to voice your opinion about your courses and instructors. Click this link to access your survey: [EvalKitLogin]Please Click Here[/EvalKitLogin]

Thank you in advance for completing your course evaluations.

Reminder

Dear [UserFullName],

If you are receiving this message, our records indicate that you have yet to complete the Student Course Evaluation for your class. Please take a few minutes to complete this anonymous Course Evaluation. Your responses are important to us and will be kept confidential.

Please click the following link to access the survey now: [EvalKitLogin]Please Click Here[/EvalKitLogin]

Here is a full list of the surveys you have not yet completed:

[TableOfSurveys]

Sincerely,

The Student Experience

- Students receive email and Blackboard “popup” prompting
- They can “dismiss” the Blackboard prompt **for a while**, but not forever
- Eventually, they will not be able to proceed in Blackboard without filling out the evaluation
- **Manage expectations** with your students



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This is a culture change

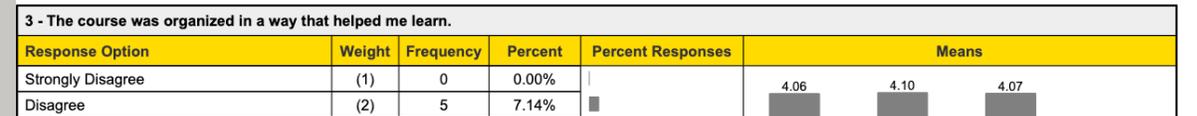
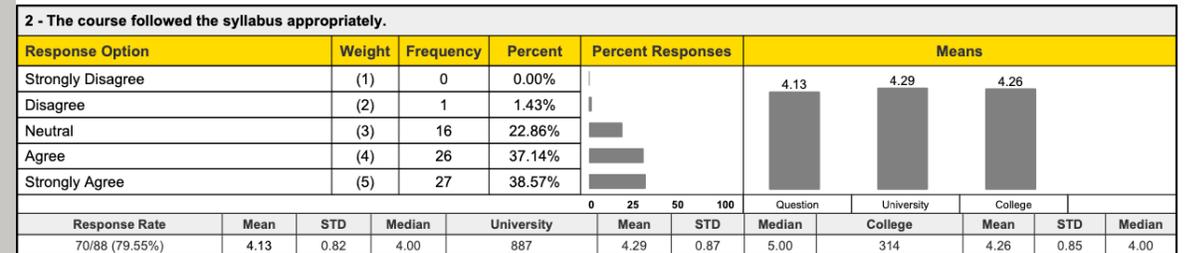
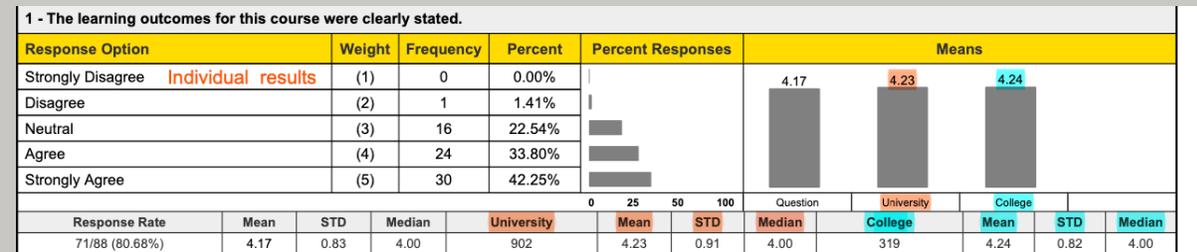
- Many other universities require evaluations in the same way
- This process increases submission rates **substantially**
- Again, help to manage expectations by explaining the process to your students



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What Professors Can Expect

- There is a full website with information and training coming: **Wichita.edu/Watermark**
- You will receive an email offering you an opportunity to opt-out of CES
- You will be asked to announce CES to your students
- Results will be available through Blackboard **after the semester is over**



Privacy and use

- Instructors **still control** who can see results
- Instructors will eventually be able to tie CES results into T&P packets using the other Watermark tools



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Let's go have a look in Blackboard

- Login to Blackboard using your WSU credentials
- Look for “Tools” in the main menu
- Click on CES
- Click on term under “Project Results”
- Download reports by class



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Thank You!

