Watermark Course Evaluations

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CES Results

Info & Tips to Help Navigate Your Results

What happens after course evaluations are done?

Results: Side Note

- The "Semester's project" refers to all courses evaluated in a semester. CES uses the course's part-of-term to run its processes, but everything is combined into one project.
- The graphics used in this presentation may not have the same Project Titles or similar data. They are just used to help visualize the information.
- This information may seem overwhelming at first. Believe me, it gets easier when you get used to using the Watermark Dashboard.
- Some things may evolve over time, either with Watermark upgrading their product or us learning new ways to get necessary information.

Results General Information

- Course evaluation results open to instructors on the Friday after grades are due to the Registrar's Office.
 - The Fall 2023 date was December 22nd
- An email from WSU Evaluations was sent to those instructors who had a course evaluated in the semester's project.
 - The email provided a link to view results. It also provided a Response Rate Table listing the courses and the response data.
- Courses that were merged in Blackboard will have merged results.

Access Results

watermark - Course Evaluations & Surveys formerly EvaluationKIT		
⊭ Home Results - Manage Courses		Instructor
Response Rate Tracker	Project Results	Manage Courses
FA23 Main Course Evaluation Responses/Enrollments Daily Responses	FA22 Course Evaluation Pilot	No Courses found.
0.00% 0 / 68	202310 Image: Constraint of the second	

- Via link in WSU Evaluations email
- Via Blackboard Tools CES box Instructors Dashboard appears
- Results can be accessed from the Project Results Widget and from the purple ribbon bar.

Project Results Widget

- Semester project results will only appear in the widget if there is adequate data to compile the results.
 - There will be no results for courses with no student responses or if the number of responses is less than 5.
- If the instructor has insufficient number of responses for all courses, one or both statements would apply to them.
 - "Note: Courses with response rates lower than the threshold set up by your Administrator may not be displayed below."
 - "No Courses Found"
- If the instructor had a course without enough responses but other courses did have enough responses, the courses with data will be listed.

Home Results - Manage Courses				Instructor	-
# Results / Project Results / Project Results					
Project Results SP23 M	ain Course Evaluation P	filot			
Note: Courses with response rates lower than	the threshold set in hy your Admir	sistrator may not be displayed below			
	and a reason of the state of the state of				
Batch Report					
Project Results					
Course Code	Title		Unique ID		Report
241-222320	And the second sec	2414 Spring 2023)	202320		*
C 1000 330-1000 202320	Sec. 1	-330-50 Spring 2023)	202320		*
Total 2		Records per page 1000 ~		H ┥ Page 1	~ of 1 ► H
Project Results SP23 Main Course Evaluation Pilot					
Note: Courses with response rates lower than the threshold setup by your Administrator	may not be displayed below.				
Project Results					
Course Code	ītle	Unique ID		F	Report
	No	Courses Found.			

Scenarios Regarding Results

Basically, there are three different scenarios regarding results.

- 1. All courses evaluated have data for results.
- 2. No courses evaluated have data for results.
- 3. Some courses evaluated have data for results.

All courses evaluated have data for results

👞 watermark

• Access results via widget by clicking the semester project link or by clicking Results in the ribbon bar.

Course Evaluations & Surveys formerly Evaluation KIT		
Home Results		Instructor
Response Rate Tracker	Project Results	Manage Courses
FA23 Main Course Evaluation Responses/Enrollments Daily Responses 0.00% 0 / 68	FA22 Course Evaluation Pilot TO 9:30:00 Fall 2022) 202310	No Courses found.
	Fall 202310	

• The project names will include the semester and year followed by Main Course Evaluation, unless they were a pilot group.

Click the icon under Report and select the report option

A / Results / Project Results / Project Results

Project Results Course Evaluations fa22 pilot us

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

Project Results			
Course Code	Title	Unique ID	Report
FeedbackNew.DEV	CES Practice Course	FeedbackNew.DEV	*
Total 1	Records per page 1000	0 ~ H ◀ Page 1	✓ of 1 ► ►
- Course Evaluatio	IS C SULVEYS formerty Evaluation Kil		
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Results / Project Results	Project Results	us	
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Note: Courses with response	se rates lower than the threshold setup by your Admi	nistrator may not be displayed below.	
Project Results			
Course Code	Title	Unique ID	Repor
FeedbackNew.DEV	CES Practice Course	FeedbackNew.DEV	*
Total 1	Records per page 100	00 ~ I Detailed Re Detailed Re Detailed Re Short Repo Short Repo	port port + Comments rt rt + Comments

No courses evaluated have data for results

 If you have no courses listed, the below screen will appear and display the statement of "No Courses Found." This statement will be shown when there are no responses collected (meaning 0 students responded) or the results are unavailable due to the result restrictions per policy.

roject Results SP23 Main Course Evaluation Pilot								
Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.								
Project Results								
Course Code	Title		Unique ID	Report				
		No Courses Found.						

- You can do a print screen or screen capture to save this statement for future reference or you can always follow these steps to locate it at a later date.
- If you would like to download information to show you requested course evaluations, but not enough data was available for a result report, you can follow the instructions on <u>How to Retrieve Response Rate Information</u>.

Some courses evaluated have data for results

If you have both scenarios, such as some courses appear with results while other courses do not appear, then the below statements might apply to you regarding the missing courses. The instructor opted out (deleted a course) from having course evaluations administered. Therefore, the course is not listed as it is no longer in the system.

If the instructor did not opt-out from having course evaluations administered, but insufficient number of responses occurred, the course will not be listed. In addition, there will not be a statement provided as shown in the previous slide.

The process for results for this scenario can use the previous two scenarios' procedures.

Types of Reports



- All reports will show the course's individual mean, median and standard deviation. It will also show the statistics by university and division.
- The bottom of the report will show the means of means from the instructor questions and then by the course questions.
- Some of the counts may be different question to question if a student didn't answer each and every question.

Detailed Report and Detailed Report + Comments Wichita State University SP23 Main Course Evaluation Pilot



 Course:
 XXX-000-2000-202320: Course (XXX-000-2000 Spring 2023)

 Instructor:
 Test Instructor

 Response Rate:
 17/18 (94.44 %)

Statistics are reported for each question. It includes the instructor's results & compares them with the university & division results.

1 - Please respond to the following statements about the course.															
Course materials prepared me for graded assignments.															
Test Instructor															
Response Option		W	Veight	Frequency	Percent	Ρ	ercent R	espo	onses			Me	ans		
Strongly Disagree			(1)	2	11.76%					4.29	_	4.20	4.21		
Disagree			(2)	0	0.00%	Τ									
Undecided			(3)	0	0.00%	Ι									
Agree			(4)	4	23.53%										
Strongly Agree			(5)	11	64.71%										
						0	25	60	100	Questo	n	University	Division		
Response Rate	Mean	STD	M	ledian	University		Mean		STD	Median		Division	Mean	STD	Median
17/18 (94.44%)	4.29	1.31		5.00	1726		4.20		0.94	4.00		526	4.21	0.95	4.00

2 - Please respond to the following statements about Test Instructor, -															
Conducted the course in a well-planned manner.															
Response Option		Wei	ght Free	quency	Percent	Perc	cent Re	sponses			Me	ans			
Strongly Disagree		(1)	1	5.88%				4.65		4.27	4.33			
Disagree		(2	.)	0	0.00%										
Undecided		(3	6)	0	0.00%										
Agree		(4	9	2	11.76%										
Strongly Agree		(5	i)	14	82.35%										
						0	26	60 100	Questic	n	University	Division			
Response Rate	Mean	STD	Median		University	1	Mean	STD	Median		Division	Mean	S	TD	Median
17/18 (94.44%)	4.65	1.00	5.00		1708		4.27	0.93	4.00		520	4.33	0.	92	5.00

+								
	3 - In what way(s) did Test Instructor support or not support your efforts?							
[Response Rate	14/18 (77.78%)						
I								

Mean of Means Calculations	Mean	University	Division	
Mean of Means Course	4.41	4.19	4.22	
Mean of Means Instructor	4.57	4.16	4.23	

This table lists the mean from the means of the course questions as well as the mean for the instructor questions.

Short Report and Short Report + Comments

Overall response rate for course

Response Rate: 22/26 (84.62 %)

							Ŷ	.↓			
Question		1	2	3	4	5	B1	B2	Mean	Std	Median
The learning outcomes for this course were clearly stated.	n	0	1	2	11	8	4.23	4.18	4.18	0.80	4.00
	%	0.00%	4.55%	9.09%	50.00%	38.36%					
The course followed the syllabus	n	0	0	4	5	13	4.30	4.28	4.41	0.80	5.00
appropriately.	%	0.00%	0.00%	18.18%	22.73%	59.09%					
The course was organized in a way that	n	0	0	2	10	10	4.10	4.00	4.35	0.00	4.00
helped me learn.		0.00%	0.00%	9.09%	45.45%	45.45%					

Scale: 1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree

📫 B1 – University, B2 – College 🛑

The information not labeled as University or Division is the course results for that question.

The Short Report does not show the response rate for each question or the semester's total count by university and division.

The displayed information is for each question – distribution of responses and the percent. Data includes information regarding the mean, median and standard deviation.

Raw Data

- When you select the option Raw Data it will create the Excel file for that course.
- The downloaded Excel file will contain data about the user responses, including timestamps and course information.
- It will show in the RawData tab the data from each student without any identifying information.
- The QuestionMapper tab will show what the questions are in the evaluation.

Batch Reporting

EvaluationKIT 📮 Home	Baselite	Instructor Eri	c Downs - 🧃
Results Project Results Project Result	Batch Report	×	
Project Results Spring	Report Name		
	Advanced Biochemistry 401, all sections		
Batch Report	Report Type		
Project Results	Detailed Report + Comments	•	
Course Code	O Download Multiple Reports as ZIP File for Selected Courses		Report
BIOCHEM	O Merge Multiple Reports into one PDF for Selected Courses	PU517	±
BIOCHEM	 Aggregate Data for Selected Items into One Report 	PU515	*
BIOCHEM		PU516	*
Total 3	Cancel G	K A Page 1	s of 1 M

- To generate a batch report, select more than one course section and click on Batch Report when you are in Project Results.
- It will ask you a few questions. Example of a screen below. The screen that will appear for you will be updated.

Feedback

This option is intended for different purposes than what our determined settings are programmed for. However, you can use this to keep notes for yourself.

Results Feedback

Project Course

Instructor(s)



Feedback (0)

There is not any feedback at this time

Add Feedback

I used a new textbook this semester and feel the lower results reflected this.

Send to users: 0 (Change)





watermark-Course Evaluations & Surveys

Home	Results -	Manage Cou	urses
Resp	Response F Project Res	Rate Tracker ults	
	Found		

Click on Response Rate Tracker

Course Evaluations & Surveys termenty EvaluationKiT	
Home Results - Manage Courses Instructor 📜	-
💏 Results - Project Response Rates	
Project Response Rates Search By Project	
Q Search	
Name Status Where Between And	
In-Progress v v	
Search Reset	
🛓 Export	
Response Rates	
Project Start End Enrollments Responded Response Rate Opted-Out % of Enrollments Opted With Opted- Out Out Removed Opted-Out Removed	View
FA23 Main Course Evaluation 8/10/2023 12:00 AM 12/19/2023 11:59 PM 68 0 0% 0 0% 0 0% 0 0%	*
Total 1 Records per page 50 v K 🖣 Page 1 v of 1 🖡	► M

It will only list the current semester's project because that is the one that is In-Progress.

To locate the Response Rate for previous semesters

watermark Course Evaluations & Surveys formerly Evaluation KIT										
Home Results - Manage Courses										
★ / Results / Project Response Rates Project Response Rates Search By Project										
Q Search										
Name	Status	v	Vhere	Between	And					
Search Reset	Ended	~	~							
			4							

- On the Project Response Rates screen, click on the drop down under Status.
- Change the option to Ended
- Click Search

Listing of all course evaluation projects that you participated in

ome Results - Manage Courses internetly Evaluations (Figure 2) Internetly (Figure											D 🔺
Results Project Response Rates Project Response F	Rates Search E	By Project									
Q Search											
Name	Status	*	Where Bet	tween	And						
Search Reset											
🛓 Export											
Response Rates											
Project		Start	End	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted- Out Removed	Response Rate With Opted-Out Removed	View
FA22 Course Evaluation Pilot		11/21/2022 12:00 AM	12/8/2022 11:59 PM	51	43	84.31%	0	0%	43	84.31%	*
SP23 Main Course Evaluation Pilot		2/21/2023 12:00 AM	5/5/2023 11:59 PM	7	4	57.14%	0	0%	4	57.14%	*

This is the overall project information. Meaning the start/end dates are for the semester project not when your evaluations were distributed and completed. Also, response rate information is the total for all your courses in that project.

• The Opted-Out column is in reference to any students who have opted-out from the evaluation.

Drill down to the next level of information

Course Evalu	ations & Surveys I formerly Eva	luationKIT									(A G
Home Results -	Iome Results - Manage Courses											
# Results / Project R	esponse Rates / Node Response Ra	ates Course Response Rates										
Course Re	sponse Rates s	P23 Main Course Evalua	ation Pilot									
Q Search												
Course Code			Course Title				Course Uni	que ID				
Search												
Courses												
Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Respons Rate With Opted-Or Remove	e View h at d
	202320	rnw 09:30:00 Spring 2023)	202320		7	4	57.14%	0	0%	4	57.14%	

Lower than 5 responses: Download Course Info

Course Evaluations & Surveys normedy EvaluationKIT											
Home Results - Manage Courses										Instructor	
Results Project Response Rates Project Response R	ates Searc	ch By Project									
Q Search											
Name Search Reset	Status Ended	~	Where Bet	tween	And						
🛓 Export											
Response Rates											
Project		Start	End	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted- Out Removed	Response Rate With Opted-Out Removed	View
FA22 Course Evaluation Pilot		11/21/2022 12:00 AM	12/8/2022 11:59 PM	51	43	84.31%	0	0%	43	84.31%	*
SP23 Main Course Evaluation Pilot		2/21/2023 12:00 AM	5/5/2023 11:59 PM	7	4	57.14%	0	0%	4	57.14%	*

- Click the Go Back One page arrow in your browser to get to the previous screen.
- Click on the View icon associated with the semester project.

Download Course Info, continued

- A small courses box appears, click on it.
- It will download the data into an Excel file.
- Locate the Excel file from where your downloads are stored or open the file in the download notification box.
 - Example: SP23MainCourseEvaluationPilot-RRCourse.xlsx
- The information in the Excel file will be the same as shown on the Course Response Rates screen.
 - It will not have a statement of no results due to the low number of responses. However, it will show the actual number of responses and that you requested this course for an evaluation.

Download Course Info, continued

• Example of downloaded Excel File



Save Results

- You can access your results at any time after they become available.
- Watermark stores the results.
- CES Results from previous semesters are also available.

Save a copy

- 1. Open the PDF of your results. Use the save function in Adobe to save your results.
- 2. Save it to your secure drive.
- 3. This may be a good option to use if you want to have a backup copy of your results.

Share Results

 University policy is that your results are only available to you. If the results need to be shared with others, please check with your department on their policy.

• If you need to share your results with your chair or a committee you can provide them with a printed copy of your results or email it to them.

Questions



- If you would like a copy of these slides, email me at <u>sandra.ranney@wichita.edu</u>
- Information regarding CES can be found at <u>https://wichita.edu/watermar</u> <u>k</u>
- Click on the Sections for the various topics related to CES.