Watermark: Course Evaluations

A GUIDE ON THE NEW COURSE EVALUATION SYSTEM AS OF MAY 2024, PRESENTED BY:

- *CLAIRE CHENAULT*
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- *CCHENAULT@LAMAR.EDU*

Note:

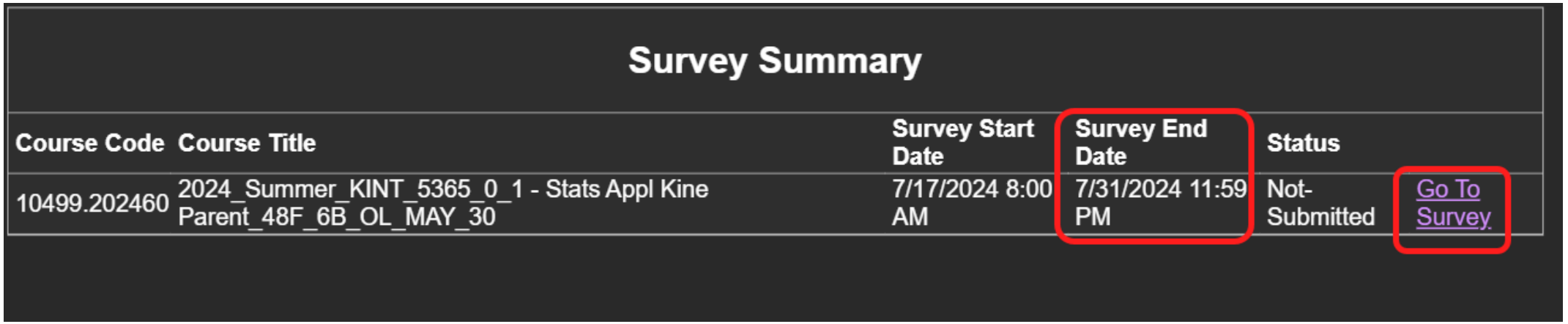
- Watermark Course Evaluations started implementation during the 2024 May Mini Semester
- If you need access to past **SmartEval** evaluations (Spring 2024 or earlier), contact our office at *darpa@lamar.edu*

Evaluation Periods by Part of Term

- *May and Winter Minis:* available for 3 days, end on last day of term
- *Five Week Terms:* available for 1 week, end on last day of term
- *Eight Week Terms:* available for 2 weeks, end on last day of term
- *Full Term:* available for 18 days, end on last class day

How students access course evaluations

- The student will receive links to their evaluations in the initial announcement email for the evaluation period as well as in each reminder email.
- The start and end dates of the evaluation period are stated each time as well.
- If they have trouble accessing their evaluations, have them clear their history or try using a different browser.

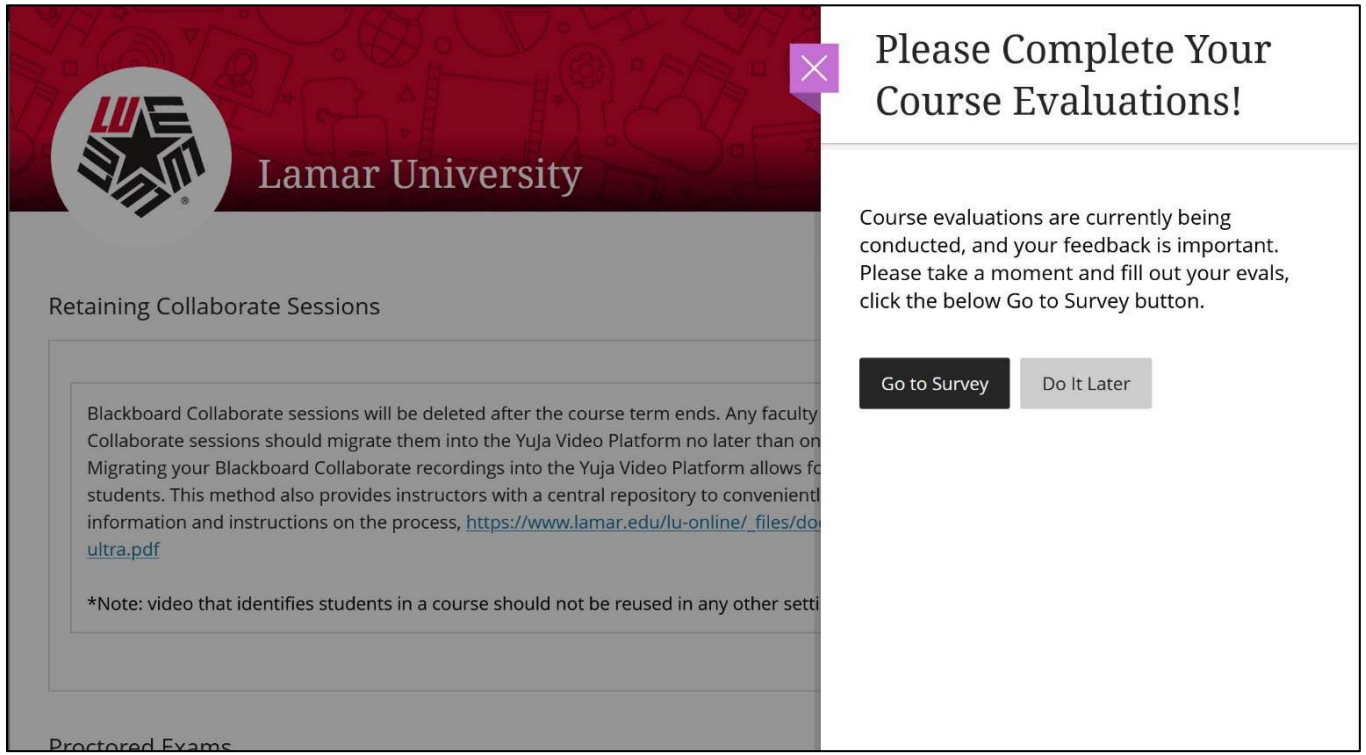


Survey Summary

Course Code	Course Title	Survey Start Date	Survey End Date	Status	
10499.202460	2024_Summer_KINT_5365_0_1 - Stats Appl Kine Parent_48F_6B_OL_MAY_30	7/17/2024 8:00 AM	7/31/2024 11:59 PM	Not-Submitted	Go To Survey

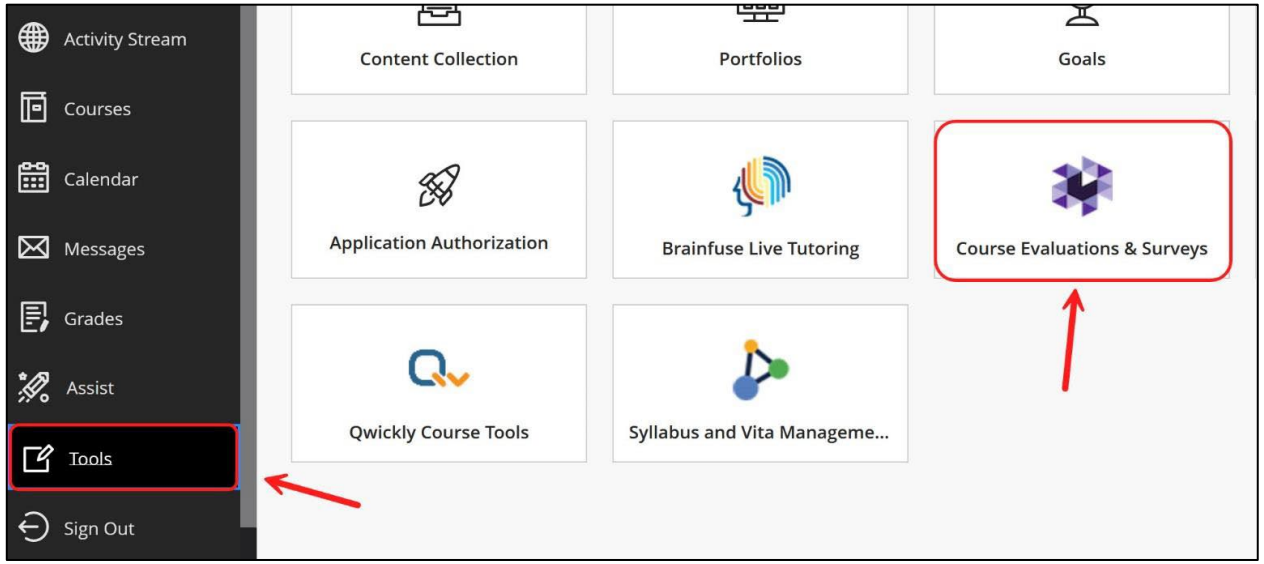
How students access course evaluations (cont'd)

- Students with unfinished evaluations will also have a pop-up prompt appear every single time they log in to Blackboard until they've either completed the evaluations or the evaluation period ends.
- Its annoying, and it works!



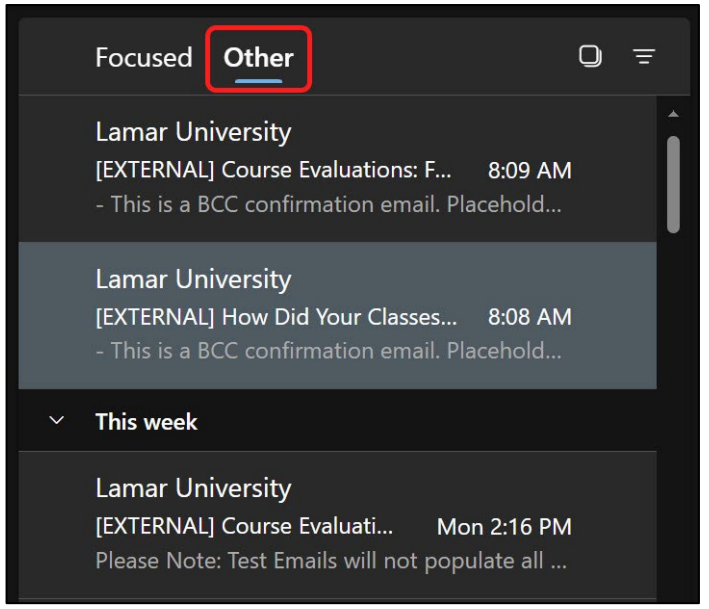
How students access course evaluations (cont'd)

- Evaluations can also be manually accessed within Blackboard by navigating to Tools > Course Evaluations & Surveys
- It will also timestamp when you complete your evaluations
- Evaluations cannot be reopened once the student submits them, nor can they be submitted after the evaluation period ends



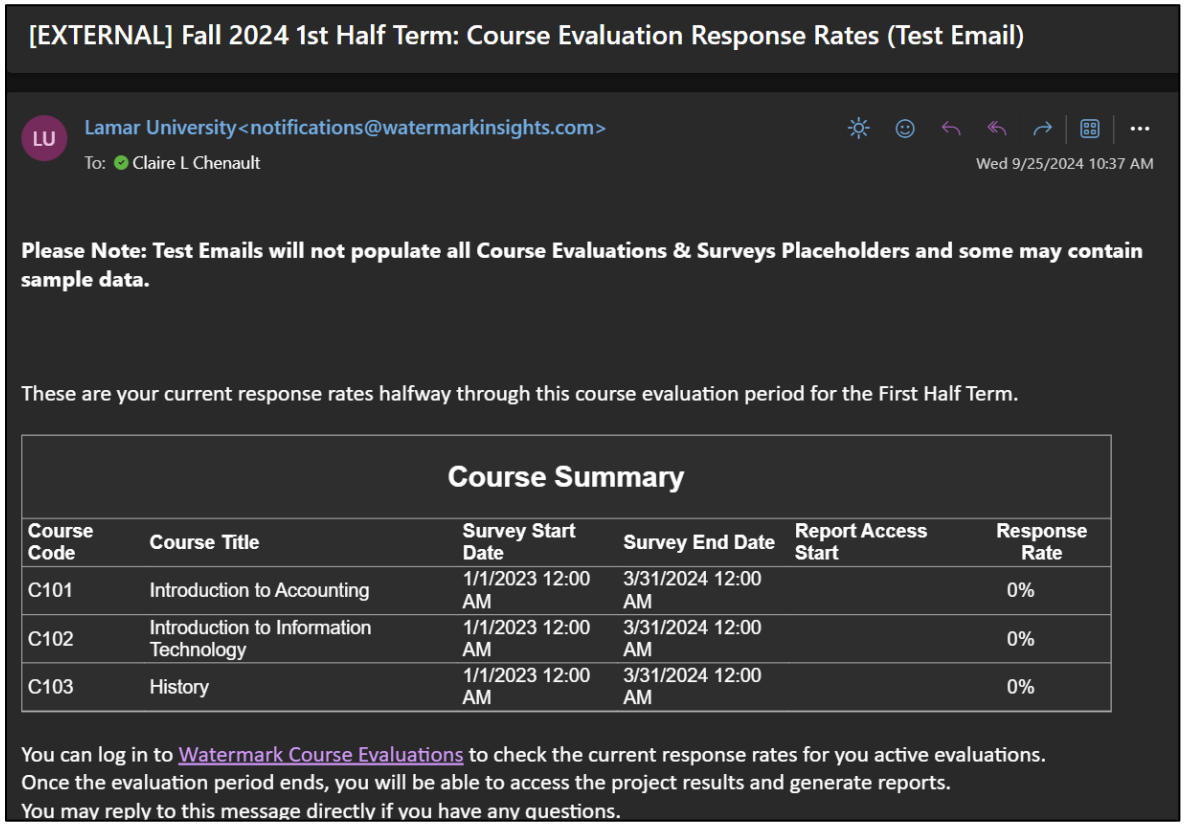
Student Email Schedule

- Students will receive an email announcement when evaluations first launch for each part of term
- Course Evaluation emails may show up under the ‘Other’ tab in Outlook, instead of ‘Focused’
- Students with unfinished evaluations will receive reminder emails every 2- 3 days, as well as a final email the day before the evaluation period ends
- Once the student has completed all of their evaluations, they will *automatically* be sent a confirmation to their Lamar email, which can be provided to the Instructor as Confirmation of Completion



Faculty Email Schedule

- Faculty will receive an email announcement when evaluations first launch for each part of term
- Course Evaluation emails may show up under the '*Other*' tab in Outlook, instead of '*Focused*'
- Roughly halfway through the evaluation period, faculty member will receive an email containing the current ***response rates*** for their classes



[EXTERNAL] Fall 2024 1st Half Term: Course Evaluation Response Rates (Test Email)

LU Lamar University<notifications@watermarkinsights.com>

To: Claire L Chenault

Wed 9/25/2024 10:37 AM

Please Note: Test Emails will not populate all Course Evaluations & Surveys Placeholders and some may contain sample data.

These are your current response rates halfway through this course evaluation period for the First Half Term.

Course Summary

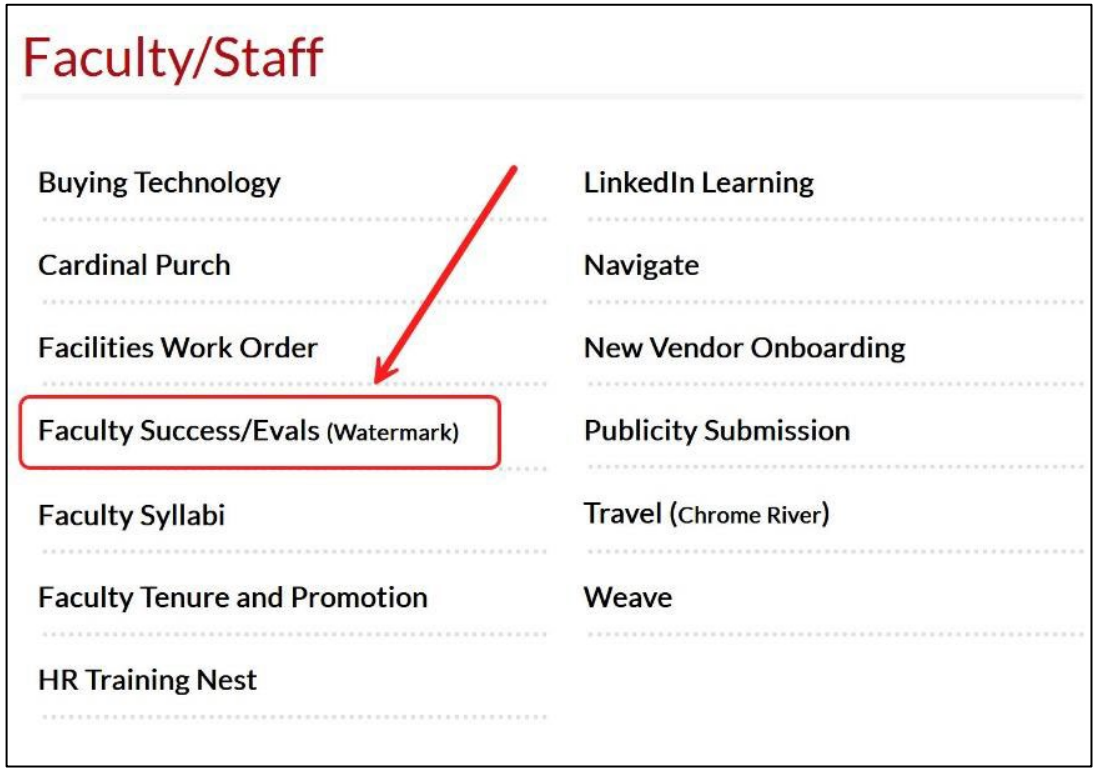
Course Code	Course Title	Survey Start Date	Survey End Date	Report Access Start	Response Rate
C101	Introduction to Accounting	1/1/2023 12:00 AM	3/31/2024 12:00 AM		0%
C102	Introduction to Information Technology	1/1/2023 12:00 AM	3/31/2024 12:00 AM		0%
C103	History	1/1/2023 12:00 AM	3/31/2024 12:00 AM		0%

You can log in to Watermark Course Evaluations to check the current response rates for you active evaluations.
Once the evaluation period ends, you will be able to access the project results and generate reports.
You may reply to this message directly if you have any questions.

Faculty Response Rates

- Faculty can access their live response rates at any time during the evaluation period
- They can log in to https://www.digitalmeasures.com/login/lamar/sso/dashboard/showDashboard, which can also be accessed from the LUConnect page, and navigate to **Results > Response Rate Tracker**.

1



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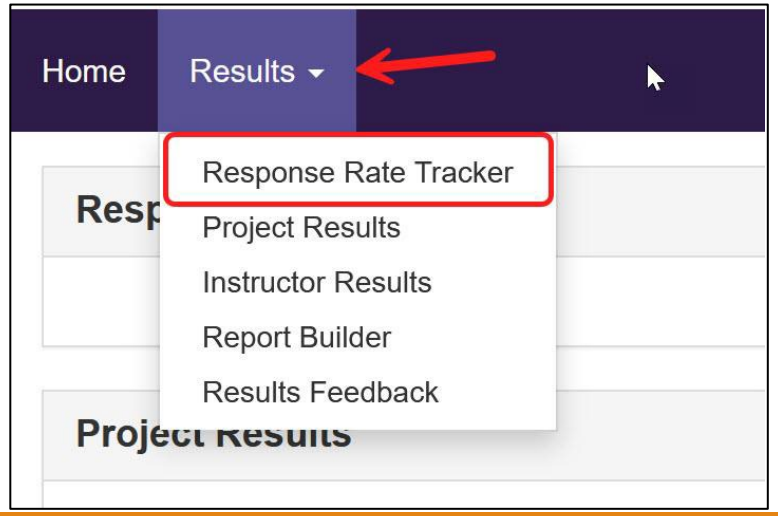
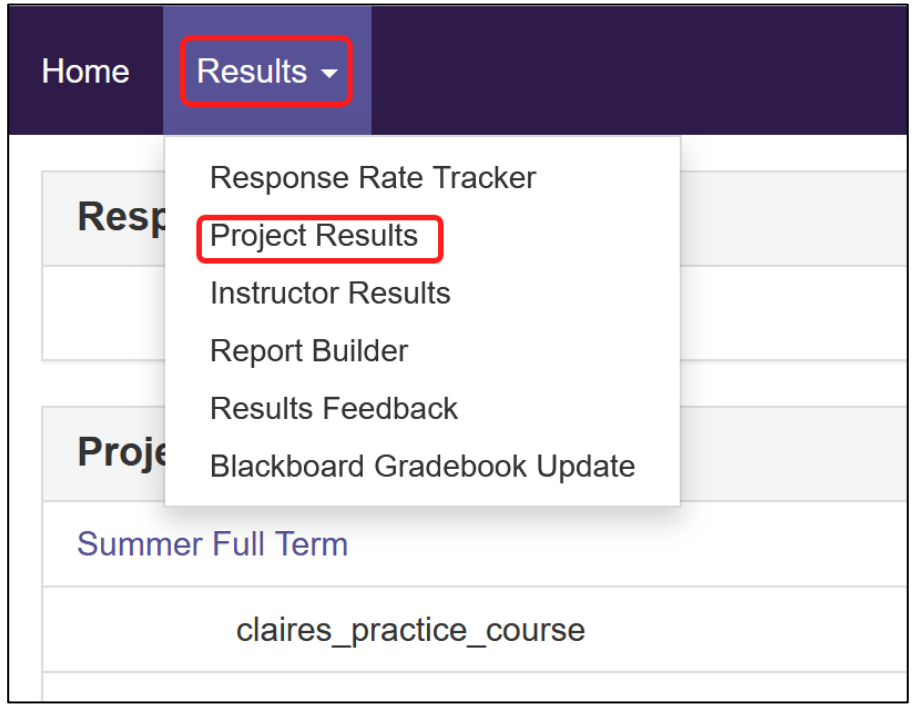


Accessing Basic Evaluation Results

- Once the evaluation period has ended, faculty can log in to **Watermark** and navigate to **Results > Project Results** and click **View.**
- Then click under **Report** and choose from there. This will both open the report in your browser and download it as a PDF.

1



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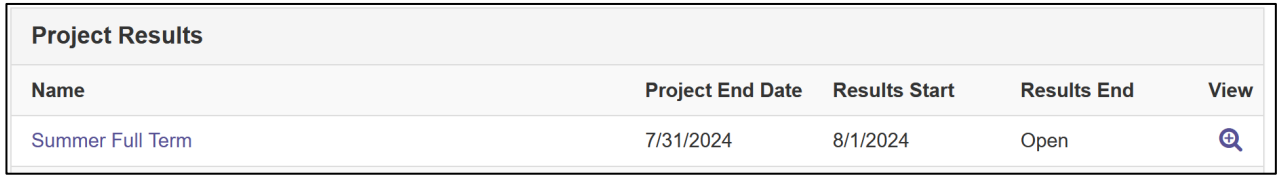

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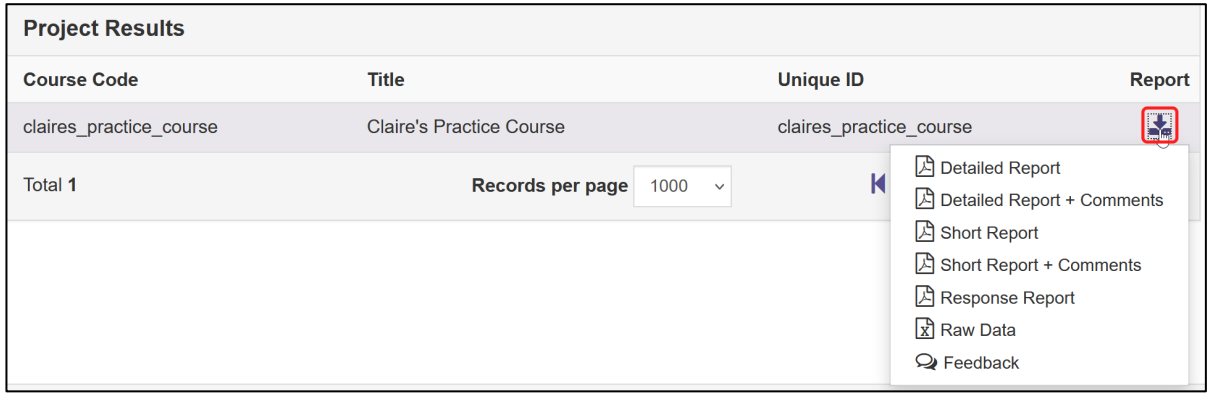

Contact us

For any questions regarding the **course evaluations**, please email *darpa@lamar.edu*