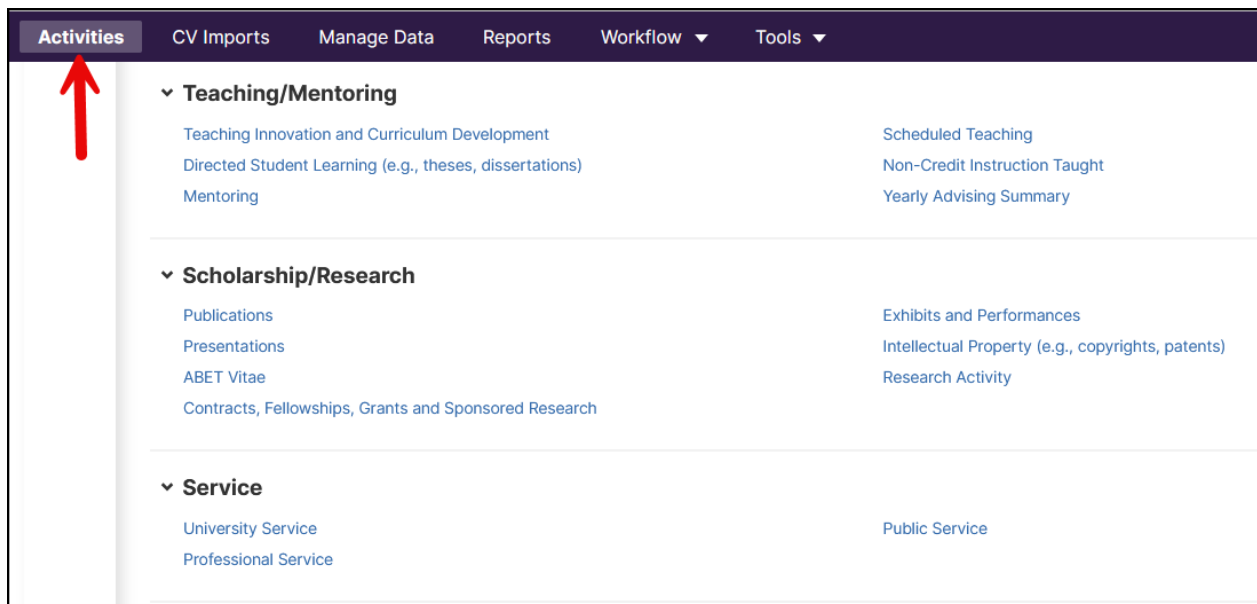


Submitting a F2.08 in Watermark

- Email darpa@lamar.edu for assistance.
- If you are teaching as an adjunct, please email darpa@lamar.edu.
- All required fields must be completed before the option to submit will become available.
- You can save as a draft at any time.

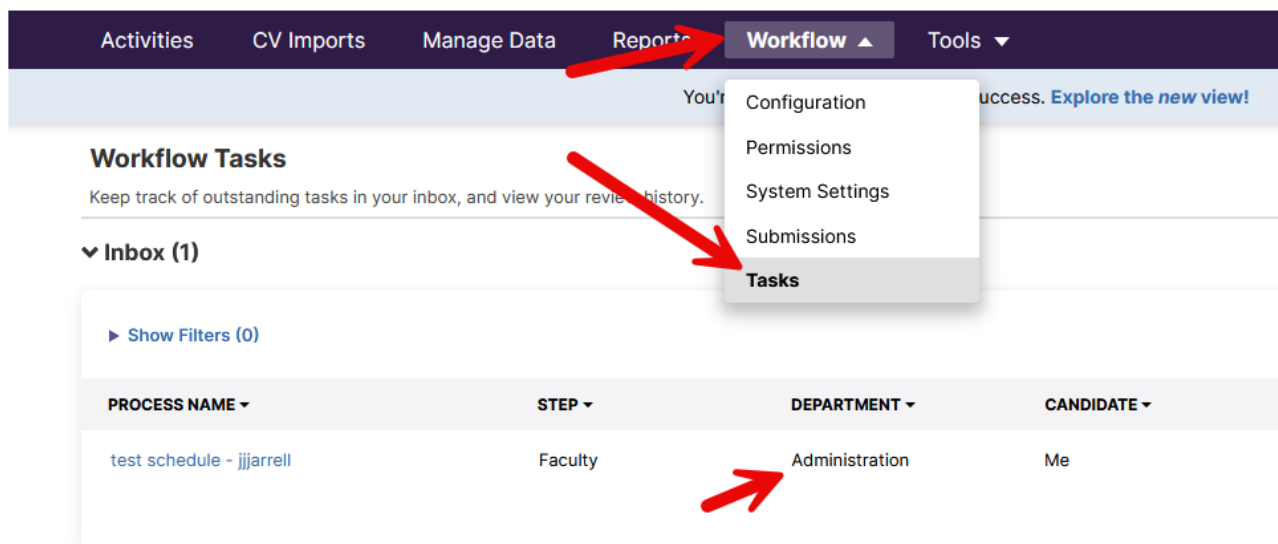
Individual Activities should be entered through the links located on the Activities page in Watermark.

How to enter goals, outcomes and workload distribution will be discussed later in the document.

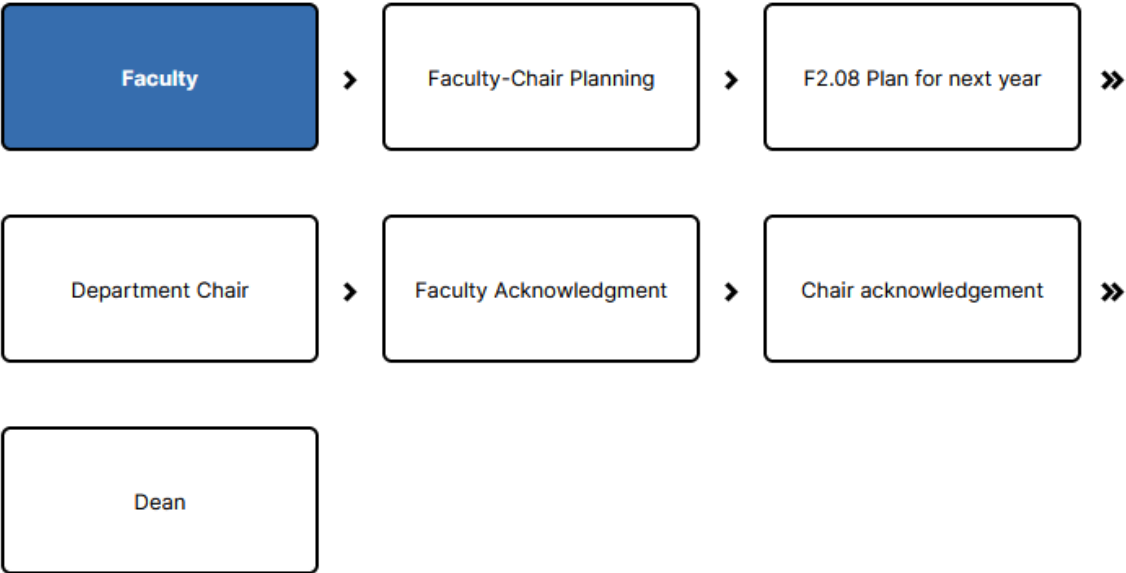


Once all activities have been entered, you can complete the F2.08 by clicking on the link from an email invite from Watermark or by going to your tasks screen.

Make sure the correct department is shown.



After the planning step with the department chair, you will be able to enter in your f2.08 goals and workload distribution for next year’s reporting period. You can check the status at any time in the Tasks window.



Use the optional File Upload areas on the form to add additional supporting documents. Each section has its own upload area.

Optional supporting document attachments for this section.

[Drop files here or click to upload](#)

This is a summary of all activities entered in the Activities area. You can click the Refresh icon if you add new entries at a later time.

F2.08 Annual Report Summary



Last Updated
Date and Time



The schedule teaching report is automatically generated based on your courses listed in Banner.


Scheduled Teaching Report



Last Updated
Date and Time



You'll need to go to Watermark Course Evaluations and Surveys to download your course evaluations.



Welcome to Watermark!

Choose your Watermark Product:

Course Evaluations & Surveys

Choose Results→Project Results.

HomeResultsInstructor

Results Home
Response Rate Tracker
Project Results
Instructor Results
Report Builder
Results Feedback
Blackboard Gradebook Update

No Project Found

Project Results

Summer 2025: 2nd Half

Code	Title	Unique Id
10771.202560	Summer 2025 Curriculum Management (EDLD-5335-A34)_OL	10771.2025
11179.202560	Summer 2025 Curriculum Management (EDLD-5335-A33)_OL	11179.2025

Choose a term.

NameWhereBetweenAnd

mm/dd

mm/dd

Search

Project Results

NAME	PROJECT END DATE	RESULTS START	RESULTS END	VIEW
Summer 2025: 2nd Half	7/31/2025	8/1/2025	Open	
Summer 2025: 1st Half	6/27/2025	6/28/2025	Open	
Spring 2025: Full Term	5/8/2025	5/9/2025	Open	
Spring 2025: 3rd Five Weeks	5/7/2025	5/8/2025	Open	



Choose the Batch Report download icon.

The results will be emailed to you.

Project Results Summer 2025: 2nd Half

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

📄 Batch Report

Project Results			
<input checked="" type="checkbox"/>	Course Code	Title	Report
<input checked="" type="checkbox"/>	11179.202560	Summer 2025 Curriculum Management (EDLD-5335- A33)_OL	11179.202560 
<input checked="" type="checkbox"/>	10771.202560	Summer 2025 Curriculum Management (EDLD-5335- A34)_OL	10771.202560 
Total 2			
		Records per page 1000 ▾	⏪ ◀ Page 1 ▾ of 1 ▶ ⏩

Batch Report

Report Name

Report Type

Detailed Report + Comments ▾

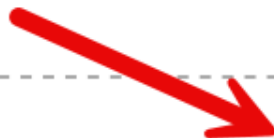
- ☒ Download Multiple Reports as ZIP File for Selected Courses
- ☐ Merge Multiple Reports into one PDF for Selected Courses
- ☐ Aggregate Data for Selected Items into One Report

Cancel

GO

After you have downloaded your course evaluations, drag them into the Course evals upload box.

Course Evaluation Files *



[Drop files here or click to upload](#)