# Features available in Watermark CES for Administrators

To access your Watermark CES home page:

Log in to Blackboard and go to **Tools**, then click on **Course Evaluations and Surveys**.

Note: you can access your account at any time via this link, but evaluation results will not be available for you to view until after the grading deadline for each term.

Note: If you have also been an instructor and/or student for any of the evaluations conducted through Watermark, you can toggle between roles using the dropdown menu next to your name in the top right corner of the screen. The instructions below are for the Administrator role only.
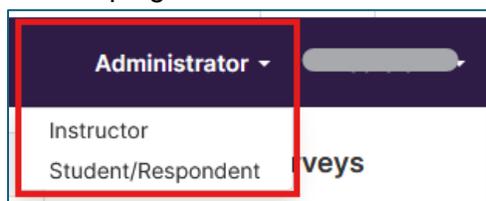
Click on the **Results** tab. This will present a dropdown menu with several options, which are each explained below.
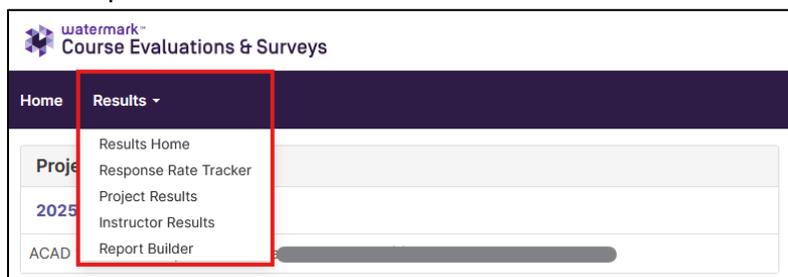
Note: Throughout the system you will see evaluations sorted by "Project". A project corresponds to each deployment of the course evaluation survey, so each semester will have separate projects for the courses that end at different times throughout the term. There are also separate projects for courses that use different survey questions, like the Competency-Based Education program's classes.

Here is a summary of each page in the dropdown menu. Click the link to jump to that section:

Results Home: This is not a useful page for administrators. (For instructors, the AI tool is here.)

Response Rate Tracker: See how many students responded and/or opted out in each class

Project Results: Download reports for one or more classes within a Project

Instructor Results: Download reports for one or more classes across Projects

Report Builder: Build and download a customized report with responses from one or more courses/projects, with optional filters

Response Rate Tracker

This page shows you the response rates for each project/course, including the number of respondents out of total enrollments, response rate percentage, and the number of students who opted out. The main page shows response rates aggregated across all courses in your unit(s) for each project. If you click on the project name, you will see the data broken down by unit level (more useful for deans, to see data by department), and then if you click on a unit name, you will see the data broken down by course.

Note: The filters at the top of this page default to showing only projects that are "in progress" (I.e., currently still in the data collection phase). If you access this page after an evaluation has ended, you'll need to change the **Status** field to "Ended" and then click the **Search** button.

Project Results

This is where you can access and download the responses to individual or aggregated evaluations (after the grading deadline for that term has passed). You can get results aggregated across your whole unit, aggregated by instructor/course, or individually for one course at a time. The main page will list each of the projects (i.e. survey deployments) that included courses in your unit, and clicking on the name of the project will take you to a page where you can download results in several ways (explained below the report types).

Report types available

Detailed Report – Multiple-choice question responses with a chart showing the percentages for each response, and with each response option shown on the table.
The Detailed Report with Comments has the same formatting but also includes open-ended question responses.

Course:	...
Instructor:	...
Response Rate:	11/22 (50.00 %)

1 - First, we want to know why you took this class. This course is (select all that apply):

Response Option	Weight	Frequency	Percent	Percent Responses
Required for my major(s)/degree program	(1)	4	36.36%	
Required for my minor(s)	(2)	1	9.09%	
Required for my graduate program	(3)	4	36.36%	
Required for a General Education requirement	(4)	5	45.45%	
An elective	(5)	0	0.00%	
Part of a competency-based education (CBE) program	(6)	2	18.18%	
A library session	(7)	0	0.00%	
I don't know / I'm not sure	(8)	1	9.09%	
Response Rate	11/22 (50%)			

Short Report – Multiple-choice question responses in a condensed format, with no chart and the response options listed beneath the table.
The Short Report with Comments has the same formatting but also includes open-ended question responses.

Course:	...
Instructor:	...
Response Rate:	11/22 (50.00 %)

Question		1	2	3	4	5	6	7	8
First, we want to know why you took this class. This course is (select all that apply):	n	4	1	4	5	0	2	0	1
	%	36.36%	9.09%	36.36%	45.45%	0.00%	18.18%	0.00%	9.09%

Scale: 1 = Required for my major(s)/degree program, 2 = Required for my minor(s), 3 = Required for my graduate program, 4 = Required for a General Education requirement, 5 = An elective, 6 = Part of a competency-based education (CBE) program, 7 = A library session, 8 = I don't know / I'm not sure

Question		1	2	3	4	5	Mean	Std	Median
On a scale of 1-5, please rank how much you feel you learned about the course material presented in this course, with 1= "I did not learn anything", and 5= "I learned a great deal".	n	0	0	0	2	9	4.82	0.40	5.00
	%	0.00%	0.00%	0.00%	18.18%	81.82%			

Scale: 1 = 1, 2 = 2, 3 = 3, 4 = 4, 5 = 5

Raw Data – Spreadsheet of individual responses (without student names).

Ways to access aggregated or individual course reports

<u>By Hierarchy Level</u>: This will combine the results from all courses at that level (college or department) into a single report. Select a unit name from the dropdown menu, and then select the report type you want to download.

<u>Course Section</u>: This will default to showing all the courses in your unit for the project you selected on the first page. You can narrow down the list using the search fields at the top of the page, and you can then download individual reports for any class in your unit by clicking on the download icon next to that class and selecting the report type that you want. You can also select multiple courses at once and use the **Batch Report** option to download aggregated responses for those courses (see below for the options available through this method).

<u>Batch Reports</u>: When you select multiple courses and click the Batch Report link, you will see the following popup box.

Batch Report   ✕

Report Name

[   ]

Report Type

| Detailed Report | ⌄ |

🔘 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**]

Type in a name for the report you will download and select the Report Type (same options as detailed above). Then select how you want the report organized:

- Multiple reports as individual files in a ZIP folder
- Multiple reports merged into a single PDF (all the responses for Class A, then all the responses for Class B, etc)
- A comparison report with the results from all the selected courses in a single PDF (Question 1's responses from Class A, Class B, Class C, etc, and then Question 2's responses from Class A, Class B, Class C, etc).

The system will email you a link to download the files once they're ready.

By Instructor and **By TA**: These pages work just like the previous page, but you can use the filters at the top of the page to look at the courses for just one person at a time. You can then download reports individually or via the **Batch Report** option. (Note: We don't have any TA evaluations through this system, so that page is not relevant at this time.)

By Hierarchy Level   Course Section   **By Instructor**   By TA

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

🔍 Instructor

Instructor Name   **Hierarchy Level**

[   ]   [   ] ✖

Show Columns

☑ Course Code ☑ Title ☑ Unique ID ☑ Hierarchy Level

[**Search**] [Reset]

⬇ Batch Report

Course Results

☐	Name ↑	Course Code	Title	Unique ID	Hierarchy Level	View
☐	▬▬▬▬	▬▬▬▬	▬▬▬▬	▬▬▬▬	▬▬	⬇

Instructor Results

This page will give you the option to download the same types of reports as on the **By Instructor** tab in the **Project Results** page. The one difference on this page is that you can show courses from more than one Project on the same screen, and therefore you can download them into a single Batch Report. (E.g.: Us this page if several years from now you want to see all of Professor X's evaluations that have been collected through this system all at once.)

First, use the dropdown box at the top of the page to select one or more projects, and optionally also filter by instructor name and/or hierarchy level.
Note: You may have to adjust the browser window to be extra wide or scroll sideways in order to see the Select button in the Project dropdown list.
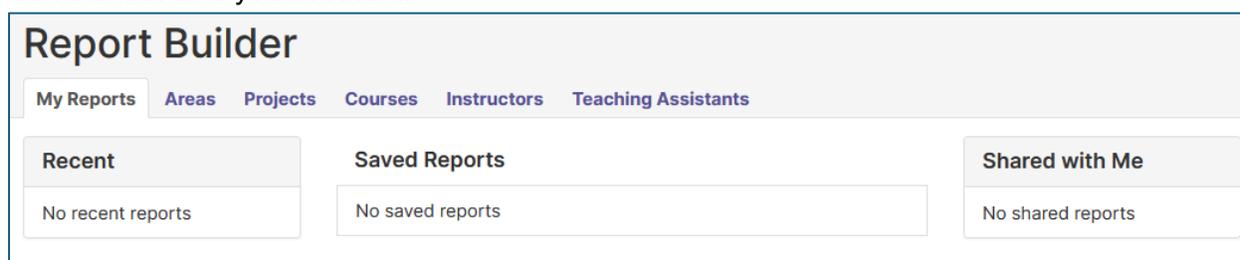

Below the filter settings will be a list of courses. You can use the download icon in the View column to download individual reports, or the selection boxes and **Batch Report** link to download aggregated reports. See the descriptions in the Project Results section above for more information about these options.

Report Builder

This page lets you build custom reports across multiple projects, with the option to filter the results by course or question criteria. (E.g.: Showing the results only for students who took the class because of a major requirement, or combining the responses from all of your 100-level courses.)

Once you build a report it will automatically appear in your Saved Reports, and you can access it again in the future. You can also share reports with other faculty, so if someone shares one of their reports with you it would appear on this page as well. However, this is how the page will look the first time you access it:

Report Builder					
My Reports	Areas	Projects	Courses	Instructors	Teaching Assistants
Recent		**Saved Reports**			**Shared with Me**
No recent reports		No saved reports			No shared reports

To build a report, click on the **Areas**, **Projects, Courses,** or **Instructors** tab.

- Areas: Combine results for one or more units across one or more Projects. This would be useful for a dean who wants to limit results to a single department, for example. For a department chair with access to only one unit, you would get the same reports here as on the Projects tab.
- Projects: Combine results for one or more projects. This will automatically include results from all units that you have administrative access for.
- Courses: Combine results for specific courses, across multiple projects.
- Instructors: Combine results for specific instructors, across multiple projects.
- Teaching Assistants: Combine results for specific Teaching Assistants (we do not currently use this function, so there won't be anything for you to run here).

The instructions below use the **Projects** tab, but the process is the same for the other tabs.

Whichever tab you go through, the first step is to set up your filters.

- **Course Evaluation Project** (required) [*This filter will change to Areas, Courses, or Instructors if you go through one of those tabs*]: Click the plus icon next to this field to bring up a popup window where you can select one or more projects to include. Click "Apply" on that page once you've made your selection. To change the selection, click the X icon to remove everything, or click the plus icon to bring up the popup window again.

- **Questions** (required): Click the plus icon next to this field to bring up another popup window. Select each question you want to see on the report, or click the **Select Page** option at the bottom of the popup window to select all of the questions in the survey.

- **Grouping** (required): This field is where you tell the system whether to group the data by project alone, by project and then instructor, or by project and then course.

- **Question Filters** (optional): This field is where you can narrow down the results by the answer to one or more questions. For example, to see results from only the students who indicated that they took the course because it was required for their major, select that option next to the first question. You can select multiple responses here, so you could select both "Required for my major" and "Required for my minor" to view responses that selected either of those options.

- **Benchmarks** (optional): This field lets you add a line below each question on the report that shows the average responses to that question for all of the courses at the university, college, or department level. Select the level you want to see data for, and then in the "Label" field type in the name for that level however you want to see it on the report.

After setting up the first three filters, and optionally the fourth and fifth, click on the **Run** button. This will bring up the report in the same window, and you can then download it as a spreadsheet or a PDF. Each report you run will automatically be saved to your account with a very generic name, but if you click the **Save** option on this page, you can give the report a more specific name. **Delete** will remove the report from your list of saved reports, and **Copy** will make a second report with the same filters already selected, so you can change the filters on the copied report without having to select everything from scratch, while retaining the first report unchanged.

Course Evaluation Project - Report
Projects: 1 , Questions: 18 , Grouping: Project
12/15/2025 2:30 PM
▼ Filters   **🖫 Save**   **✖ Delete**   **🗗 Copy**   **🗊 Excel**   **🗋 PDF**
Question Results (18)   **Aggregated Results (8)**   View : Chart ▾

You can change the chart type shown via the tab on the right side of the screen that by default says "View: Chart". You can also toggle between **Question Results** (shows each question separately) and **Aggregated Results** (combines all of the sub-questions in the matrix-style question into a single chart). Click on **Filters** to go back to the filter setting page if you want to adjust your selections there.