

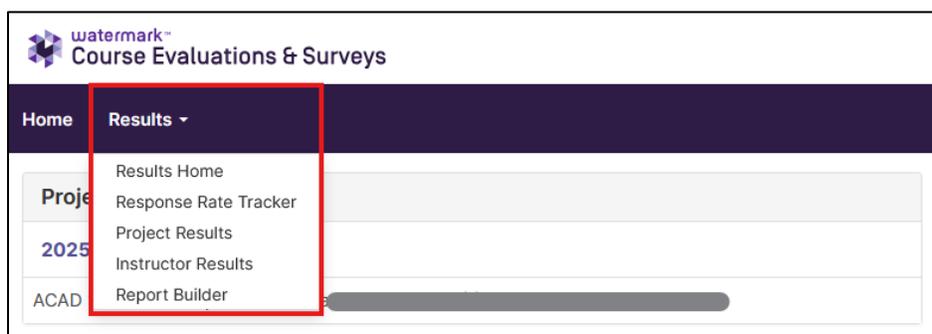
Features available in Watermark CES for Instructors

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. You can also access this page via the link in the email you received letting you know that reports are available.

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 section of this document:

[Results Home](#): The AI tool that will summarize your results and offer recommendations

[Response Rate Tracker](#): See how many students responded and/or opted out in each class

[Project Results](#): Download a PDF of your survey response report for each class

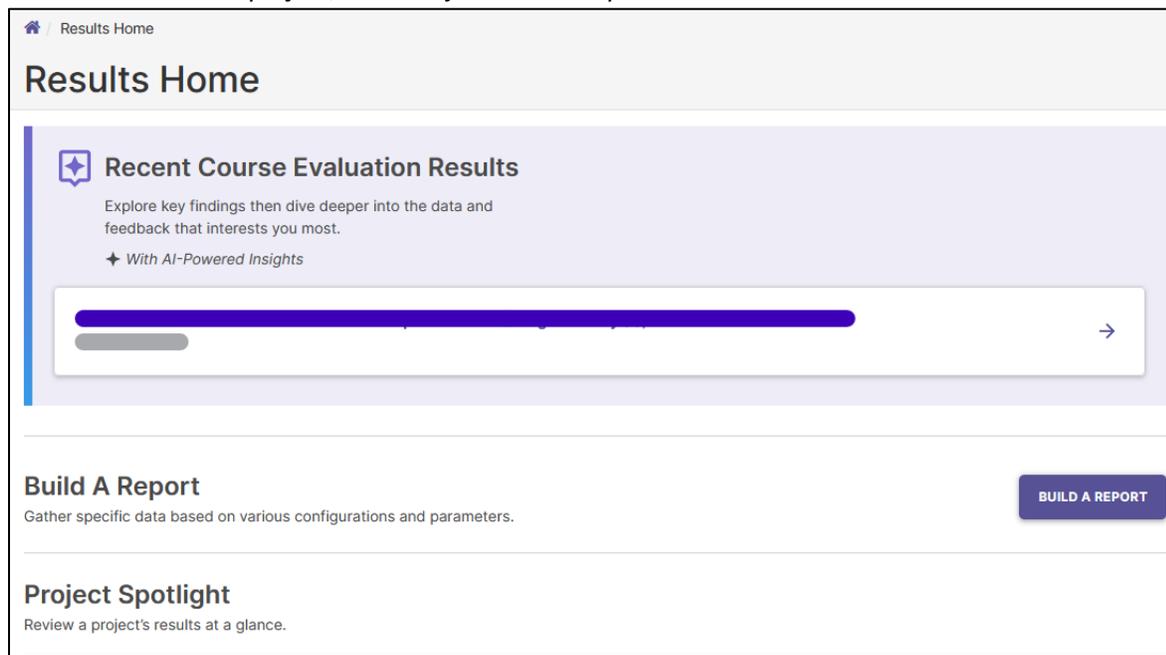
[Instructor Results](#): Download multiple response reports at once, or merge responses from several classes into a comparison report

[Report Builder](#): Build a custom report with responses from one or more courses/projects, with optional filters, and download data to PDF or Excel.

Results Home

The top section on this page, labeled **Recent Course Evaluation Results**, will take you to Watermark’s new AI tool, which they call “Instructor Insights”.

The **Build a Report** button is an alternate way to access the same pages you can access from the Results drop-down menu. The **Project Spotlight** section shows combined responses from all your courses in the same project, but it only shows one question at a time.



Instructor Insights overview

This tool is designed to summarize results and suggest actions for you to take based on that feedback.

Please note:

- This tool is available for any evaluation results within a rolling six-month window, so the courses available to you in this tool right now will disappear eventually. (The response data will always be available via the regular PDF download and reporting tools; only the AI tool has a time limit. The tool does not yet have a built-in way for you to download/save its analysis.)
- If you have courses that were combined for the evaluation (i.e. an honors section or cross-listed section with fewer than three students), both the parent and child sections will be listed in this section, but both links will show you the same aggregated data.

When you click on a specific course in this section, you will be taken to a page showing an AI Summary of Results based on the student feedback for that course. You can click the **Explore Insights** button to explore further feedback and recommendations for the course with a chatbot-style tool, or scroll down the page to see a variety of AI-generated analyses and charts.

COURSE EVALUATION RESULTS

← **Results for Child Psychology**

PSYCH1302.01 - Child Psychology
Spring 2025

Instructors & Teaching Assistants: Dr. Ida Instructor (Me) | Students: 169

Explore more insights about your course evaluation results. [+ EXPLORE INSIGHTS](#)
+ Powered by AI

⚠️ AI-powered insights are intended to be supplementary. Please use your judgment to confirm findings. [Report an AI Issue](#)

Overview

Summary of Results +

Overall, students had a positive experience in Child Psychology. Dr. Ida received praise for the structured and organized nature of the course, which facilitated their learning. However, students expressed a desire for more detailed feedback on assignments and indicated that the pacing of the course felt fast at times. Additionally, there is a strong interest in incorporating more application-based assignments to enhance understanding of psychological concepts. This feedback provides valuable insights for continuous improvement.

Response Rate

Course Section Response Rate



74%

■ Responded ■ Not Responded

Scrolling down the page will take you to the Highlights & Guidance section, which includes **Takeaways, Sentiment, Categories, and Recommendations**. These are explained below.

Highlights & Guidance

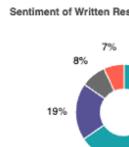
Takeaways + 1 [+ EXPLORE TAKEAWAYS](#)

Overall takeaways from the results.

- Students appreciate the structured and organized nature of the course, which enhances their learning experience. The clarity and thoroughness of the course syllabus received high praise, with 90% of students indicating strong agreement. Additionally, 76% felt that the workload was appropriate, suggesting that the course is well-structured to facilitate learning.
- The pacing of the course is a concern for some students, indicating a need for adjustments to ensure comprehension. Students expressed that the pacing felt fast at times, with comments suggesting that slowing down could enhance understanding of key concepts. This feedback highlights the importance of pacing in facilitating student learning.
- Students desire more application-based assignments to enhance their understanding of psychological concepts. Feedback indicates a strong desire for assignments that connect theoretical knowledge to real-world applications. This suggests that incorporating more practical assignments could enhance student engagement and learning outcomes.

Sentiment + 2 Breakdown of sentiment for written responses.

Sentiment of Written Responses



- Positive Responses: 85
- Neutral Responses: 11
- Negative Responses: 9
- Mixed Responses: 25

Due to limited written responses, these results may not be fully representative.

Categories + 3 [+ EXPLORE CATEGORIES](#)

Key topics in student feedback.

STRUCTURE | ASSIGNMENTS | FEEDBACK | PACING

Structure ●

POSITIVE SENTIMENT

Students praised the organization and clarity of the course structure, indicating that it facilitated their learning experience.

Recommendations 4 [+ EXPLORE RECOMMENDATIONS](#) 5

Considerations for next steps.

- Enhance feedback mechanisms for assignments. Implement more frequent and detailed feedback on assignments to support student learning and improvement. **Why this Matters**
- Adjust course pacing to enhance comprehension. Consider slowing down the pace of the course to ensure that students have adequate time to grasp key concepts. **Why this Matters**
- Incorporate more application-based assignments. Develop assignments that require students to apply psychological concepts to real-world situations to enhance engagement and learning outcomes. **Why this Matters**

1. The **Takeaways** section uses AI to read through student comments and provide an overall view of the comments. This section allows you to quickly understand common feedback. You can click the eye icon to see a representative list of comments that prompted this takeaway. Each takeaway includes a key theme and an icon indicating the overall tone of the takeaway. The tone could be:

- 👍 **Positive:** Indicates comments with a positive tone.
- 🗨️ **Negative:** Indicates comments with a negative tone.
- 👍 🗨️ **Neutral:** Indicates comments that are neither positive nor negative.

2. The **Sentiment** section provides a visual summary of all student feedback. A donut chart displays the overall percentage of positive, negative, and neutral comments, giving you a high-level overview of student sentiment.

- **Positive:** Comments with a favorable tone.
- **Negative:** Comments with a non-favorable tone.
- **Neutral:** Comments that do not express a strong favorable or non-favorable tone.
- **Mixed:** Comments with both a favorable and non-favorable tone.

3. The **Categories** section provides a list of specific categories that the comments fall into. The category button contains an icon to indicate whether the overall feedback for that category was positive 👍 , negative 🗨️ , or neutral 👍 🗨️ . Clicking on a category will give a review of the sentiment specific to that category as well as list some specific comments that led to that category being included.

4. The **Recommendations** section gives suggestions based on the student feedback. Some specific suggestions will appear in this section automatically. Instructors can click the eye icon to see a representative list of comments that prompted this recommendation.

5. Within the **Recommendations** section, you can click the **Explore Recommendations** button to open a prompted AI dialogue box to explore the recommendations further. In the box that appears, you can click on any of the AI prompts to drill further into the feedback and suggestions.

Note: All of the insights and recommendations are powered by AI, and the feature is brand new as of Fall 2025. If you see an analysis that doesn't accurately reflect the student feedback, you can report the issue by clicking the **Report an AI Issue** button.

⚠️ AI-powered insights are intended to be supplementary. Please use your judgment to confirm findings. [Report an AI Issue](#)

Response Rate Tracker

This page shows you the response rates for each 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 your courses in each project, but if you click on the project name, you will the same data broken down by individual 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.

Results Project Response Rates

Project Response Rates Search By Project

Q Search

Name Status Ended Type Select Where Between And

Search Reset

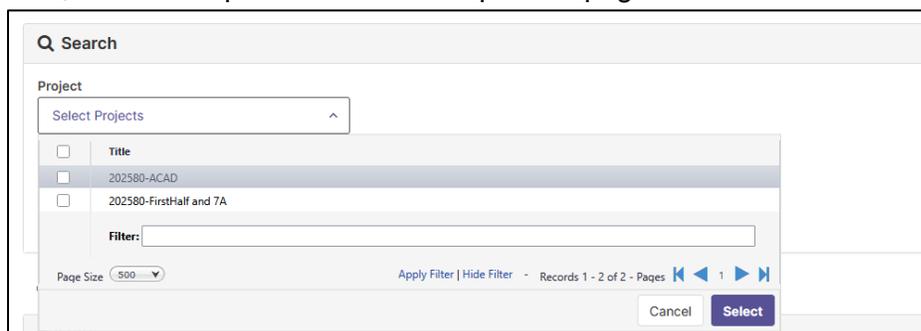
Response Rates

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
End of Course Evaluations (May 2021)	5/2/2021 12:00 AM	5/7/2021 12:00 PM	364	364	100%	0	0%	364	100%	
End of Course Evaluations Winter 2020	11/15/2020 2:45 PM	12/15/2020 4:55 PM	1	0	0%	0	0%	0	0%	

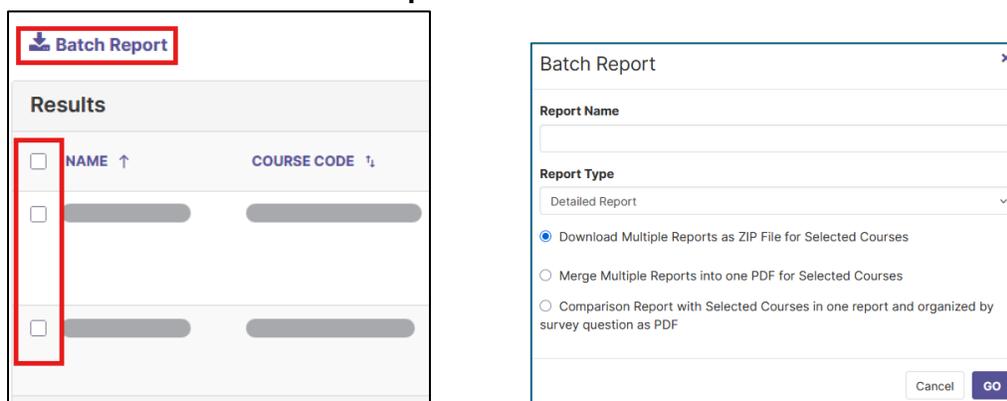
Instructor Results

This page will give you the option to download the same types of reports as on the **Project Results** page, or a few types of combined reports. This page could be particularly useful after a few semesters of data collection if you want to download all your course evaluation results at once, rather than clicking into and out of multiple projects on the **Project Results** page.

First, use the dropdown box at the top of the page to select one or more projects.



Once you have selected the project(s) you want to include, click on the **Select** button to view them. You can then click the download icon next to each course to download the results one at a time, or you can use the selection boxes next to each course to select multiple/all courses, and then click on the **Batch Report** button.



This will take you to a popup window where you can name the report, select the report type, and decide how you want the results 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.

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 your class because it was required for their major, or combining the responses for your ACAD101 courses over multiple semesters.)

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, but this is how the page will look the first time you access it:

The screenshot shows the 'Report Builder' interface. At the top, there is a breadcrumb 'Report Builder' and a home icon. Below the title, there are three tabs: 'My Reports', 'Projects', and 'Courses'. Underneath, there are three boxes representing report categories: 'Recent' (containing 'No recent reports'), 'Saved Reports' (containing 'No saved reports'), and 'Shared with Me' (containing 'No shared reports').

To build a report, click on the **Projects** or **Courses** tab. If you want to combine results from all the courses in one or more projects you should go through the **Projects** tab, while if you want to compare a single course across multiple projects you should go through the **Courses** tab. (The instructions below use the Projects tab, but the process is the same on the Courses tab.)

The screenshot shows the 'Report Builder' interface with the 'Projects' tab selected. The breadcrumb is 'Report Builder / Report Builder Projects'. Below the title, there are three tabs: 'My Reports', 'Projects', and 'Courses'. The main heading is 'Course Evaluation Project'. Below this is a 'Run' button with a play icon. The configuration section includes five rows, each with a label and a dropdown menu with a '+' button: 'Course Evaluation Project' (dropdown: 'Select'), 'Questions' (dropdown: 'Select'), 'Grouping' (dropdown: 'Select'), 'Question Filters' (dropdown: 'None'), and 'Benchmarks' (dropdown: 'None').

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

- **Course Evaluation Project** (required): 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. Typically, the “Project” option will be what you want. (The other options are more useful if you’re running reports as a department chair or dean.)
- **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 your course because it was required for their major, select that option next to the first question. You can select multiple responses here if you want to, 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 your 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.

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.

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 ▾