



## Topic: Accessing Results in Course Evaluations & Surveys (CES)

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### About

Credit Course Evaluations are conducted online using Course Evaluations & Surveys (CES; formerly EvaluationKit) by Watermark. Prior to Spring 2020, only ONLINE/WEB courses were evaluated in CES. A new course evaluation survey instrument was approved and launched for Fall 2020.

This document provides step-by-step instructions for Instructors to access and review course evaluation results in CES.

For assistance, email us at [ResearchAndAssessment@hagerstowncc.edu](mailto:ResearchAndAssessment@hagerstowncc.edu)

For more information, visit the following resources:

[D2L](#)

[Teaching & Learning](#)

[CES website](#)

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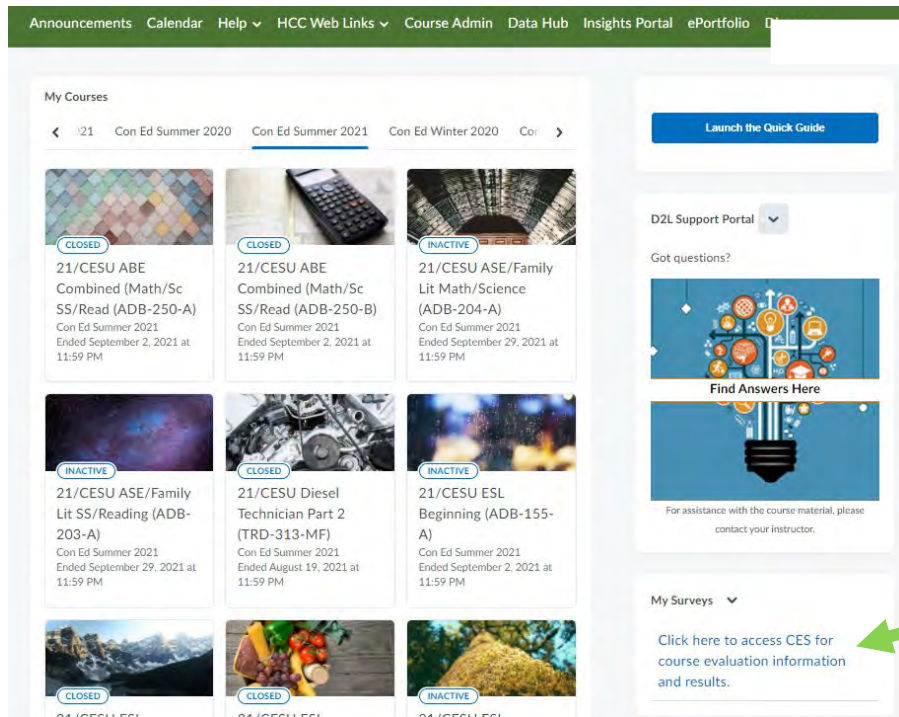
[ResearchAndAssessment@hagerstowncc.edu](mailto:ResearchAndAssessment@hagerstowncc.edu)

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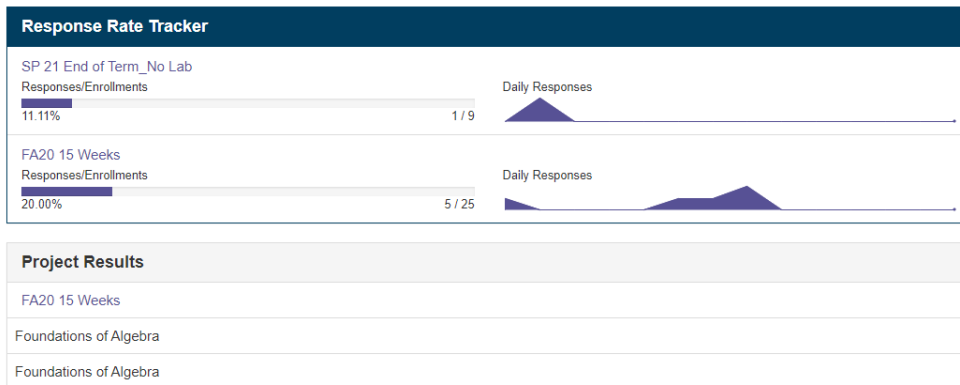
# Access your CES Account

**Step 1:** [Log in to D2L](#)

**Step 2:** On the D2L Home Page, on the right side of your screen see the tile that says “My Surveys” – **CLICK this link to enter your CES account** and view your Instructor Dashboard. (This click will open CES in another tab or window, depending on your computer’s set-up.)



**Step 3:** Your Instructor Dashboard contains a response rate tracker for all past and current evaluations and a project results display showing the semester and courses for all results that have been released to you.



## Review Results

There are multiple ways to get into the results, either through the results drop-down menu in the purple header or through the Project Results box on your main screen. An overview of methods for obtaining a variety of results is below. (Hint: if you do not see the Results tab, either maximize your browser window or use the ☰ menu icon.)

**Step 1:** Select the project you wish to view from the Project Results box or select “Project Results” from the drop-down Results menu then select the project you wish to view.

The screenshot shows the EvaluationKIT interface. At the top, there is a purple header with the logo and text "EvaluationKIT by Watermark™", a "Home" button, and a "Results" dropdown menu. The dropdown menu is open, showing options: "Response Rate Tracker", "Project Results" (highlighted with a green box), "Instructor Results", "Report Builder", and "Results Feedback". Below the header, there is a "Response Rate Tracker" section with two entries: "SP 21 End of Term\_No Lab" with a response rate of 11.11% and "FA20 15 Weeks" with a response rate of 20.00%. At the bottom, there is a "Project Results" section with a dropdown menu showing "FA20 15 Weeks" (highlighted with a green box).

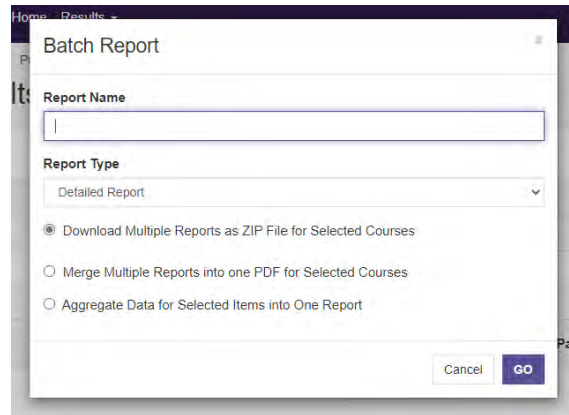
**Step 2:** To download your results for a single course, select an individual course report. To download multiple courses at once, check the box next to the desired courses then select “Batch Report”.

The screenshot shows a table titled "Project Results" with the following data:

<input checked="" type="checkbox"/>	Course Code	Title	Unique ID	Report
<input checked="" type="checkbox"/>	MAT-090	Foundations of Algebra	110019	<a href="#">Download</a>
<input checked="" type="checkbox"/>	MAT-090	Foundations of Algebra	110017	<a href="#">Download</a>

Annotations: A green arrow points to the "Batch Report" link above the table, labeled "Multiple Course Download". Another green arrow points to the "Report" column header, labeled "Individual Course Download". A third green arrow points to the download icon in the "Report" column for the first row, also labeled "Individual Course Download". The table footer shows "Total 2", "Records per page" set to 1000, and "Page 1 of 1".

**Step 3:** If you chose to download a batch report, the download box pops up. Type a name for the report in the “Report Name” box, use the dropdown menu to select “Detailed Report” or “Detailed Report + Comments”, and finally select whether you’d like the reports for each course in a separate file in a ZIP folder, all of the individual course reports merged into one PDF file (one course after the other), or all of the individual course reports combined into one aggregate file (all responses across sections reported for each question).



**Step 4:** Select “Go” and you will receive a message that your report is being generated. Once it is finished, you’ll receive an email with a link to download your report. You can also access your completed reports from the notification box on your main page or by selecting your name then “Notifications” in the purple header.

