



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 Division Directors/Administrators to access and review course evaluation results in CES.

For assistance, email us at ResearchAndAssessment@hagerstowncc.edu

For more information, visit the following resources:

[D2L](#)

[Teaching & Learning](#)

[CES website](#)

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Access your CES Account

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

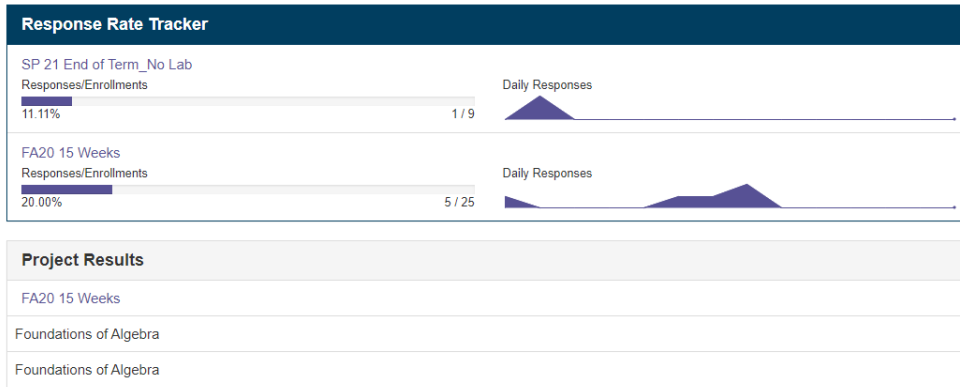
Step 2: On the D2L Home Page, on the right side of your screen see the tile that says “My Surveys” – **CLICK this link to enter your CES account** and view your Instructor Dashboard. (This click will open CES in another tab or window, depending on your computer’s set-up.)

The screenshot shows the D2L Home Page interface. At the top is a purple navigation banner with links: Announcements, Calendar, Help, HCC Web Links, Course Admin, Data Hub, Insights Portal, ePortfolio, and D2L. Below the banner is the 'My Courses' section, which includes a course list with details like course numbers (e.g., 21/CESU ABE), titles, and end dates. On the right side, there is a 'D2L Support Portal' section with a 'Find Answers Here' button. Below that is the 'My Surveys' section, which contains a link that says 'Click here to access CES for course evaluation information and results.' A green arrow points to this link.

Step 3: If you have roles as both administrator and instructor, toggle between these options in either the drop-down box on the main page or the top menu in the purple banner on any page.

The screenshot shows the watermark Course Evaluations & Surveys interface. At the top, there is a logo for 'watermark Course Evaluations & Surveys | formerly EvaluationKIT'. Below the logo is a dark purple navigation bar with 'Home' and 'Results' (with a dropdown arrow). Underneath is a 'Select Role' section with a dropdown menu. The dropdown menu is open, showing 'Instructor' as the selected option.

Step 4: 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.



The Response Rate Tracker is a useful tool for examining the number of respondents for in-progress or completed projects. Click on the name of the project (term) that you would like to view, and you will be taken to a summary of response rates for all divisions you have access to. Click on the Division and then the type of course, if applicable, to further explore response rates by course.

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.)

EvaluationKIT by Watermark™

Home Results ▾

- Response Rate Tracker
- Project Results
- Instructor Results
- Report Builder
- Instructor Means Reporting
- Results Feedback

Project Results

FA20 1st 7.5 Weeks
Project Ends - 10/25/2020 Results Start - 10/25/2020
Open

FA20 12 Weeks
Project Ends - 12/13/2020 Results Start - 10/28/2020 Results End - 12/13/2020
Open

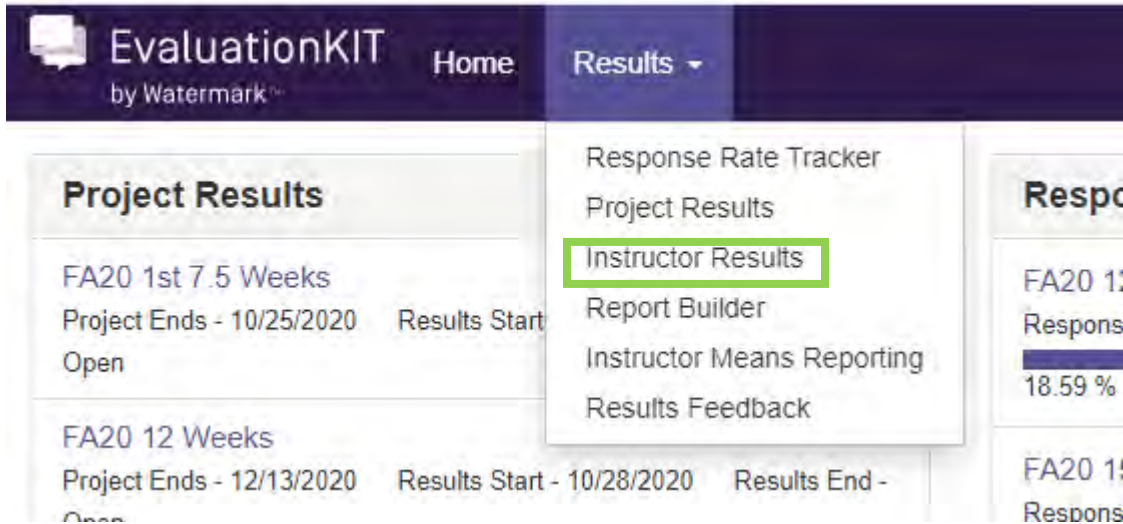
Response Rate Tracker

FA20 1st 7.5 Weeks
Responses/Enrollments
18.59%

FA20 12 Weeks
Responses/Enrollments

RESULTS by INSTRUCTOR by COURSE or COURSES

Step 1: Select “Instructor Results” in the Results drop-down menu in the purple header.



Step 2: Search by first name, last name, or project using the fields in the search box.

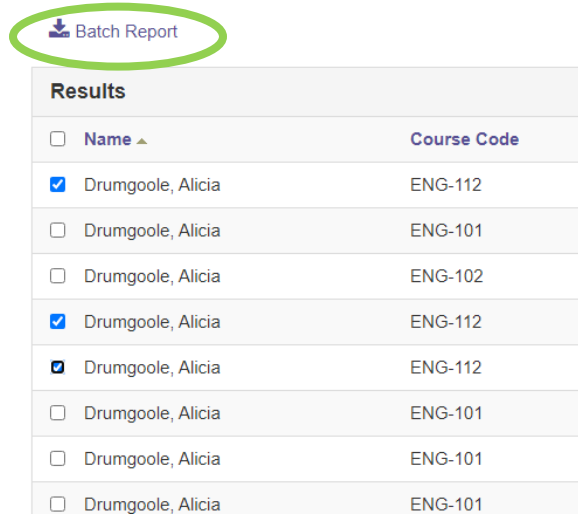
The screenshot shows the 'Instructor Results' search interface. It includes a search box with the following fields: 'Instructor Firstname', 'Instructor Lastname', and 'Project' (a dropdown menu). Below these fields is a 'Hierarchy Level' field with a clear button (x). There is also a 'Show Columns' section with checkboxes for 'Course Code', 'Title', 'Unique ID', 'Hierarchy Level', and 'Project', all of which are checked. At the bottom, there are 'Search' and 'Reset' buttons.

Step 3: Click VIEW icon to download a PDF of an individual instructor report for a single course.

The screenshot shows a table of results with columns: Name, Course Code, Title, Unique ID, Hierarchy Level, and Project. The 'View' icon in the rightmost column is circled in green. The table contains three rows of data for instructor Alicia Drumgoole.

Name	Course Code	Title	Unique ID	Hierarchy Level	Project	View
Drumgoole, Alicia	ENG-112	Technical Writing I	109853	English & Humanities Division	SU20 12 Weeks	
Drumgoole, Alicia	ENG-101	English Composition	109847	English & Humanities Division	SU20 12 Weeks	
Drumgoole, Alicia	ENG-102	Advanced English Composition	109852	English & Humanities Division	SU20 2nd 6 Weeks	

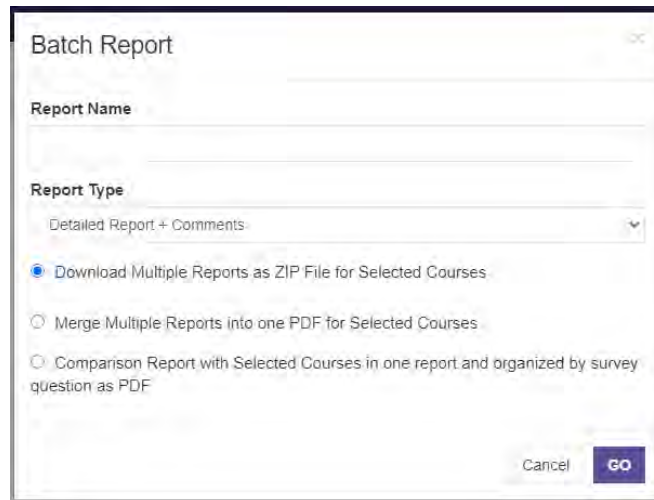
Step 4: To download results for multiple courses for an individual instructor: Select at least two courses using the check boxes in the first column of the Results Table. Then select “Batch Report”.



The screenshot shows a 'Batch Report' button circled in green at the top. Below it is a table titled 'Results' with two columns: 'Name' and 'Course Code'. The table contains ten rows, each representing a student named 'Drumgoole, Alicia' in different courses. The first, fourth, and fifth rows have their respective checkboxes selected.

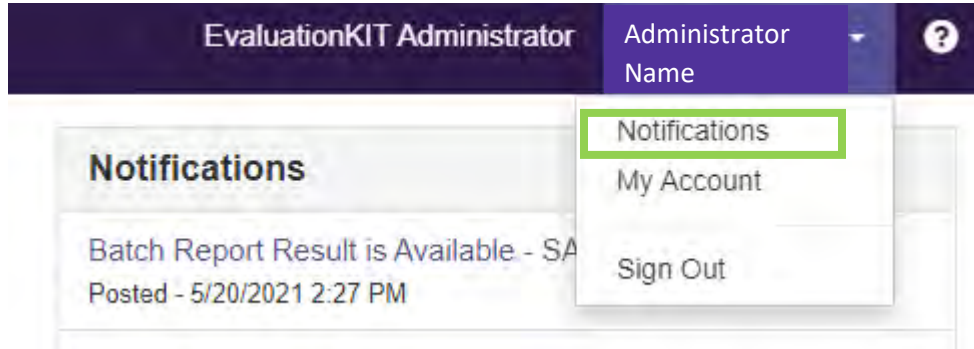
<input type="checkbox"/>	Name ▲	Course Code
<input checked="" type="checkbox"/>	Drumgoole, Alicia	ENG-112
<input type="checkbox"/>	Drumgoole, Alicia	ENG-101
<input type="checkbox"/>	Drumgoole, Alicia	ENG-102
<input checked="" type="checkbox"/>	Drumgoole, Alicia	ENG-112
<input checked="" type="checkbox"/>	Drumgoole, Alicia	ENG-112
<input type="checkbox"/>	Drumgoole, Alicia	ENG-101
<input type="checkbox"/>	Drumgoole, Alicia	ENG-101
<input type="checkbox"/>	Drumgoole, Alicia	ENG-101
<input type="checkbox"/>	Drumgoole, Alicia	ENG-101

Step 5: When the Batch Report box opens, 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).



The screenshot shows the 'Batch Report' dialog box. It has a title bar with 'Batch Report' and a close button. Below the title bar is a 'Report Name' text input field. Underneath is a 'Report Type' dropdown menu currently set to 'Detailed Report + Comments'. There are three radio button options: 'Download Multiple Reports as ZIP File for Selected Courses' (which is selected), 'Merge Multiple Reports into one PDF for Selected Courses', and 'Comparison Report with Selected Courses in one report and organized by survey question as PDF'. At the bottom right, there are 'Cancel' and 'GO' buttons.

Step 6: 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.



RESULTS by COURSE (multiple instructors)

Step 1: Select “Project Results” in the Results drop-down menu in the purple header or select the desired project from the Project Results box on the main page. If you use the drop-down menu, select the desired project from the list of Project results.

The screenshot shows the EvaluationKIT interface. At the top, there is a purple header with the logo 'EvaluationKIT by Watermark™', a 'Home' button, and a 'Results' dropdown menu. The 'Results' dropdown menu is open, showing options: 'Response Rate Tracker', 'Project Results' (highlighted with a green box), 'Instructor Results', 'Report Builder', 'Instructor Means Reporting', and 'Results Feedback'. Below the header, there is a 'Project Results' section with a list of projects. The first project, 'FA20 1st 7.5 Weeks', is highlighted with a green box. It shows 'Project Ends - 10/25/2020' and 'Results Start - Open'. Below it is 'FA20 12 Weeks' with 'Project Ends - 12/13/2020' and 'Results Start - 10/28/2020'. To the right, there is a 'Response Rate Tracker' section showing a bar chart for 'FA20 1st 7.5 Weeks' with a response rate of 18.59%.

Step 2: Select “Course Section”

The screenshot shows the 'Project Hierarchy Level Results' page for 'FA20 1st 7.5 Weeks'. At the top, there is a header with the title 'Project Hierarchy Level Results' and the course section 'FA20 1st 7.5 Weeks'. Below the header, there is a navigation bar with options: 'By Hierarchy Level', 'Course Section' (highlighted with a green box), 'By Instructor', and 'By TA'. Below the navigation bar, there is a 'View Results' section. Under 'View Results', there is a 'Hierarchy Level' dropdown menu. Below the dropdown menu, there are three buttons: 'Detailed Report', 'Detailed Report + Comments', and 'Raw Data'.

Step 3: A list of all courses available to you will populate. Either select desired courses by using the checkboxes, or use the search fields at the top of the page to narrow your options. The “Code” box uses predictive text, making it an easy tool for narrowing down to examine one specific course (e.g., PSY-101; MAT-095).

Course Section Results SP 21 End of Term_No Lab

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

Q Search Course Sections


Code Title Unique ID




Hierarchy Level
 ✕

Show Columns
 Course Code Title Unique ID Hierarchy Level

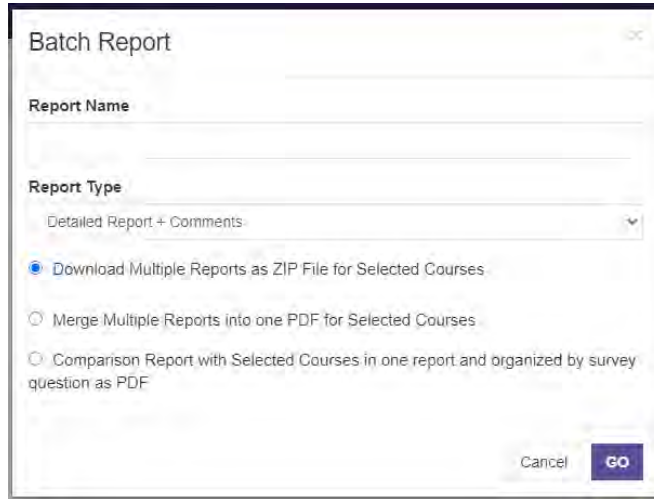
Search Reset

Step 4: Click VIEW icon to download a PDF of an individual section report. To download results for multiple courses, select at least two courses using the check boxes in the first column of the Results Table. Then select “Batch Report”.

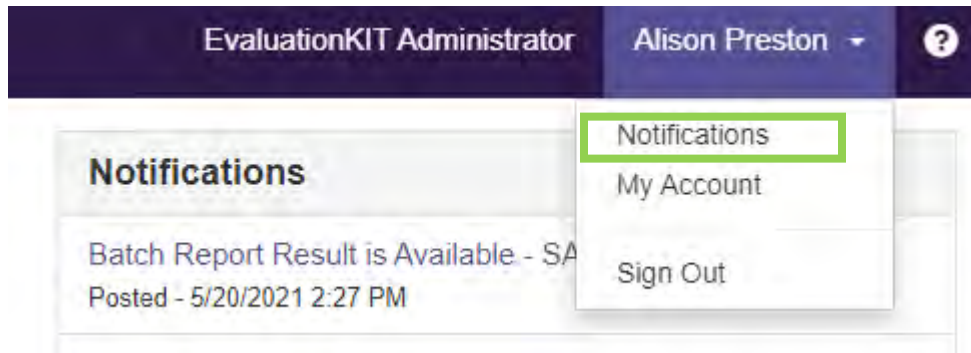
 Batch Report

Course Results					
<input checked="" type="checkbox"/>	Code	Title ▲	Unique ID	Hierarchy Level	View
<input checked="" type="checkbox"/>	PSY-101	General Psychology	113947	Behavioral & Social Sciences/Business Division	
<input checked="" type="checkbox"/>	PSY-101	General Psychology	113318	Behavioral & Social Sciences/Business Division	
<input checked="" type="checkbox"/>	PSY-101	General Psychology	111612	Behavioral & Social Sciences/Business Division	

Step 5: When the Batch Report box opens, 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).

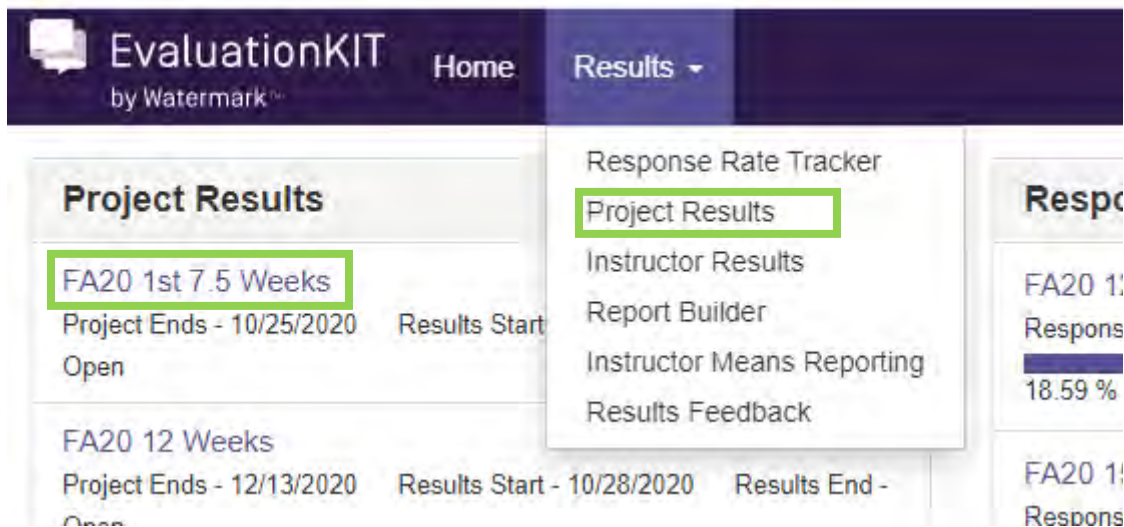


Step 6: Select “Go” and you will receive a message that your report is being generated. Once it is finished, you’ll receive an email with a link to download your report. You can also access your completed reports from the notification box on your main page or by selecting your name then “Notifications” in the purple header.



Results by DIVISION

Step 1: Select “Project Results” in the Results drop-down menu in the purple header or select the desired project from the Project Results box on the main page. If you use the drop-down menu, select the desired project from the list of Project results.



The screenshot shows the EvaluationKIT interface. At the top, there is a purple header with the logo 'EvaluationKIT by Watermark™', a 'Home' button, and a 'Results' dropdown menu. The 'Results' dropdown menu is open, showing a list of options: 'Response Rate Tracker', 'Project Results' (highlighted with a green box), 'Instructor Results', 'Report Builder', 'Instructor Means Reporting', and 'Results Feedback'. Below the header, there is a 'Project Results' section with a list of projects. The first project, 'FA20 1st 7.5 Weeks', is highlighted with a green box. To its right, there is a 'Results Start' button. Below this, there is another project, 'FA20 12 Weeks', with 'Results Start - 10/28/2020' and 'Results End -' buttons. On the right side of the page, there is a 'Response Rate Tracker' section showing a bar chart for 'FA20 1st 7.5 Weeks' with a response rate of 18.59%.

Step 2: Click in the Hierarchy Level box to bring up a list of Divisions and make a selection. To complete the report, select from the report types (Detailed Report, Detailed Report + Comments, or Raw Data). The first two options will generate an aggregate report showing all responses from all courses and instructors to each question. The third option provides an Excel file with the raw data.



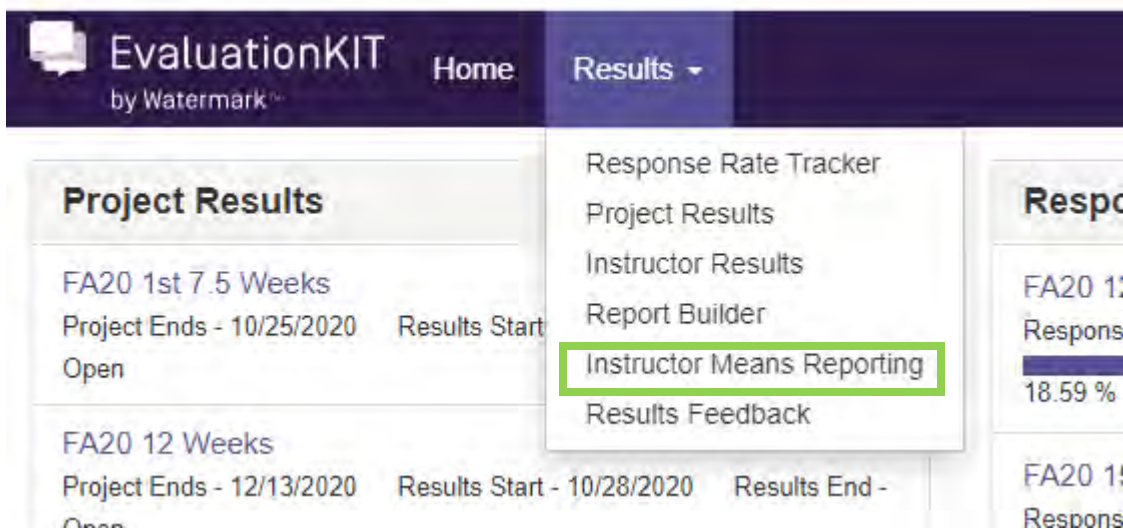
The screenshot shows the 'Project Hierarchy Level Results' page for 'SP 21 End of Term_No Lab'. At the top, there is a navigation bar with 'By Hierarchy Level' (selected), 'Course Section', 'By Instructor', and 'By TA'. Below this is a 'View Results' section. The 'Hierarchy Level' dropdown menu is open, showing a list of divisions. The selected division is 'Behavioral & Social Sciences/Business Division', which is highlighted with a green box. Below the dropdown menu, there are three report type options: 'Detailed Report', 'Detailed Report + Comments', and 'Raw Data'.

Instructor Means Reporting

The Instructor Means Reporting option is a powerful tool to aggregate many surveys into one easy-to-analyze Excel spreadsheet. Customizable selections include Project, Instructor, Questions (must all have the same scale), and Courses.

Note: The report does not use numbering from the Survey Questions, it creates new numbering for the questions selected. It will always start with Q1, even if you selected the third question in the survey.

Step 1: Select “Instructor Means Reporting” in the Results drop-down menu in the purple header.



Step 2: Select at least one project using the drop-down menu. (Reminder: A new survey instrument was implemented beginning in Fall 2020).

Instructor Means Reporting

Q Search

Project
Select a Project

Instructor
All Instructors

Question
Select Question

Group By
Course

Level
Select

Course
All Courses

Where
Respondents Greater than

Group By Question
Aggregate Questions

Search Reset

To use the filter in the project box, type your search term into the filter box and click “Apply filter”.

The screenshot shows a search interface titled "Q Search". It features a "Project" section with a dropdown menu labeled "Select a Project" and a "Level" section with a dropdown menu labeled "Select". Below these is a list of projects with checkboxes and a "Title" column. The projects listed are: FA2013 3rd 5 Week, FA20 1st 7.5 Weeks, FA20 12 Weeks, FA20 15 Weeks, FA20 2nd 7.5 Weeks, and FA20 ESL Courses. A "Filter:" input field contains the text "FA20". At the bottom, there is a "Page Size" dropdown set to "25", a "Records 1 - 6 of 6 - Pages" indicator, and a "Select" button.

Step 3: Use the remaining drop-down boxes to refine the parameters for the report.

Helpful information:

- Reset the fields at any time using the “Reset” button at the bottom of the box.
- The Instructor and Course boxes do not allow for the selection of multiple options. Keep set at “All”.
- Question box: Select at least three questions to include in the report. All selected questions must have the same answer scale. Remember that the report does not use numbering from the Survey Questions, it creates new numbering for the questions selected. It will always start with Q1, even if you selected the third question in the survey.
- Where: Allows for suppression of data due to low response rates (e.g., “respondents greater than 10” will only include data for questions with more than 10 respondents).
- Group By: Select one option to group results by course, instructor, instructor/project, or hierarchy level.
- Group By Question: Select Aggregate Questions or Individual Questions.
 - o Aggregate Questions: Provides “super score,” view on screen, options to download PDF or Excel
 - o Individual Questions: Breaks out average response by question into separate columns in Excel

Step 4: Click “Search” to automatically run the report and download the Excel document.