

Course Evaluation Summary Distribution Information (Department Administrator)

As a reminder, we are using the commercial software Watermark Course Evaluations & Surveys (formerly known as EvaluationKIT) for our course evaluation needs. It is a software package specifically designed for course evaluations.

To access the results, you have to log-in to Lehigh's Course Evaluations & Surveys (CES) via this URL: <https://go.lehigh.edu/evalkit> (You will be prompted with the Lehigh log-in screen. You must log-in by providing your Lehigh userid and password. Please note: if you are already logged in to some other Lehigh service, such as Google Mail, you might not be prompted for your Lehigh credentials.)

If you have any problems logging in to Lehigh's CES portal, please contact the Office of Institutional Research & Strategic Analytics (OIRSA) by email at inevals@lehigh.edu or by phone at 610-758-5890.

All department chairs and coordinators have been assigned the role of administrator. As an administrator, you will have access to all of the evaluations that belong to your department/program. *Individual instructors will only be able to access and view their evaluations.*

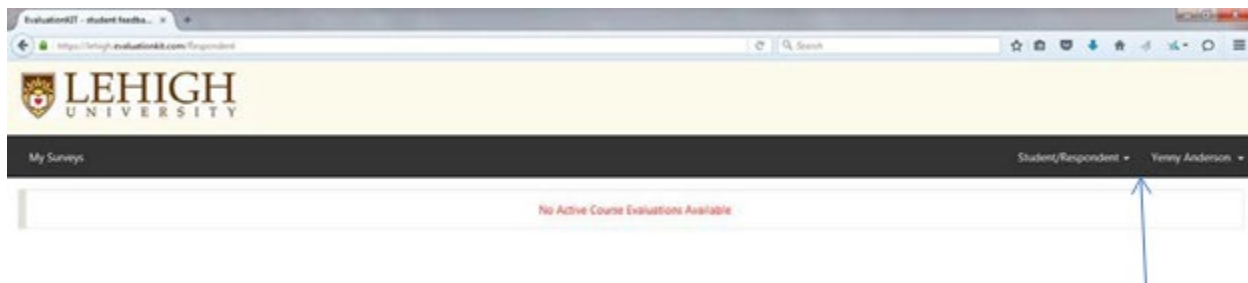
Once you log-in, you will be presented with the following screen:

The screenshot shows the Watermark Course Evaluations & Surveys interface. The header includes the logo and text "watermark™ Course Evaluations & Surveys | formerly EvaluationKIT". Below the header is a navigation bar with "Home" and "Results" (with a dropdown arrow). On the right of the navigation bar, it says "Administrator" next to a user profile icon. The main content area is divided into two sections. The left section, titled "Project Results", contains a table of project information. The right section, titled "Response Rate Tracker", shows a bar chart and a line graph for the Summer 2022 project.

Project Results			
Spring 2022 - Office of Institutional Research			
Project Ends - 5/14/2022	Results Start - 5/22/2022	Results End - Open	
Fall 2021 - Office of Institutional Research			
Project Ends - 12/31/2021	Results Start - 12/20/2021	Results End - Open	
Summer 2021 - Office of Institutional Research			
Project Ends - 8/31/2021	Results Start - 8/20/2021	Results End - Open	
Spring 2021 - Office of Institutional Research			
Project Ends - 5/28/2021	Results Start - 5/24/2021	Results End - Open	
Fall 2020 - Office of Institutional Research			
Project Ends - 12/31/2020	Results Start - 12/21/2020	Results End - Open	
Fall 2020 (TA) - Office of Institutional Research			

Response Rate Tracker	
Summer 2022 - Office of Institutional Research	
Responses/Enrollment	Daily Responses
46.67%	7 / 15

If you are in the system as a student (in addition to being an administrator), then you will most likely be presented with a screen that looks like this:



To get to the home screen for an administrator, you have to change your role. Next to your name, which appears on the top right corner, click on the link “Student/Respondent” and select “Administrator.”

Similarly, if you are in the system as an instructor (in addition to being an administrator), then you might be presented with a screen that looks like this:

Project Results		
Fall 2015 - Office of Institutional Research		
FREN_001-211	Elementary French I	FREN_001-211-201540
FREN_001-210	Elementary French I	FREN_001-210-201540

Custom Questions			
Fall 2015 - Office of Institutional Research			
Status: Closed	Access From: 11/21/2015 11:00 AM	Access Until: 11/23/2015 11:00 AM	Delivery Date: 11/23/2015 11:00 AM

Next to your name, which appears on the top right corner, click on “Instructor” and in the drop-down select “Administrator”.

To access/download the results for a single semester

To access the course evaluation results for a single semester, click on the hyperlink marked “[TERM 20xx – Office of Institutional Research](#)” for the semester of your choice. You will then be presented with the following screen:

Project Hierarchy Level Results Spring 2019 - Office of Institutional Research

By Hierarchy Level Course Section By Instructor By TA

View Results


Hierarchy Level



Detailed Report + Comments

From this screen, you will be able to see the list of available summaries by course or by instructor. Click on the link marked “[Course Section](#)” if you wish to see the summaries by course, or click “[By Instructor](#)” if you wish to see the list of summaries by instructor name. You might find that viewing the list of courses *by instructor* might prove to be more useful to you as a department administrator.

This is what you will see if you select “Course Section”:

 watermark
Course Evaluations & Surveys | formerly EvaluationKIT

HomeResults

ResultsProject ResultsCourse Section Results

Course Section Results

Spring 2019 - Office of Institutional Research

By Hierarchy LevelCourse SectionBy InstructorBy TA

Search Course Sections

Code

Title

Unique ID




Hierarchy Level

Show Columns


☒ Course Code☒ Title☒ Unique ID☒ Hierarchy Level

SearchReset

Batch Report

Course Results				
<input type="checkbox"/> Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> ART_296-010-SP19-01	Advanced Drawing Studio	884689097-SP19-19404	Art, Architecture, and Design	
<input type="checkbox"/> ARCH_043-010-SP19-01	Architectural Design I	839466664-SP19-17152	Art, Architecture, and Design	
<input type="checkbox"/> ARCH_343-060-SP19-01	Architectural Design IV	877906654-SP19-17515	Art, Architecture, and Design	

This is what you will see if you select “By Instructor”:

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Course Evaluations & Surveys | formerly EvaluationKIT

HomeResults

ResultsProject ResultsProject Course Instructor Results

Project Course Instructor Results

Spring 2019 - Office of Institutional Research

By Hierarchy LevelCourse SectionBy InstructorBy TA

Instructor

Instructor Name




Hierarchy Level

Show Columns

☒ Course Code☒ Title☒ Unique ID☒ Hierarchy Level

SearchReset


Batch Report

Course Results					
<input type="checkbox"/> Name	Course Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> [redacted]	ART_004-060-SP19-01	Three-Dimensional Design	858100828-SP19-17137	Art, Architecture, and Design	
<input type="checkbox"/> [redacted]	DES_248-060-SP19-01	Furniture Design II (Includes DES 148-060)	858100828-SP19-16096	Art, Architecture, and Design	
<input type="checkbox"/> [redacted]	ART_277-010-SP19-01	Digital Photography II	818267719-SP19-19433	Art, Architecture, and Design	

From either screen you will be able to obtain the summary report for a particular record or for all the records at once.

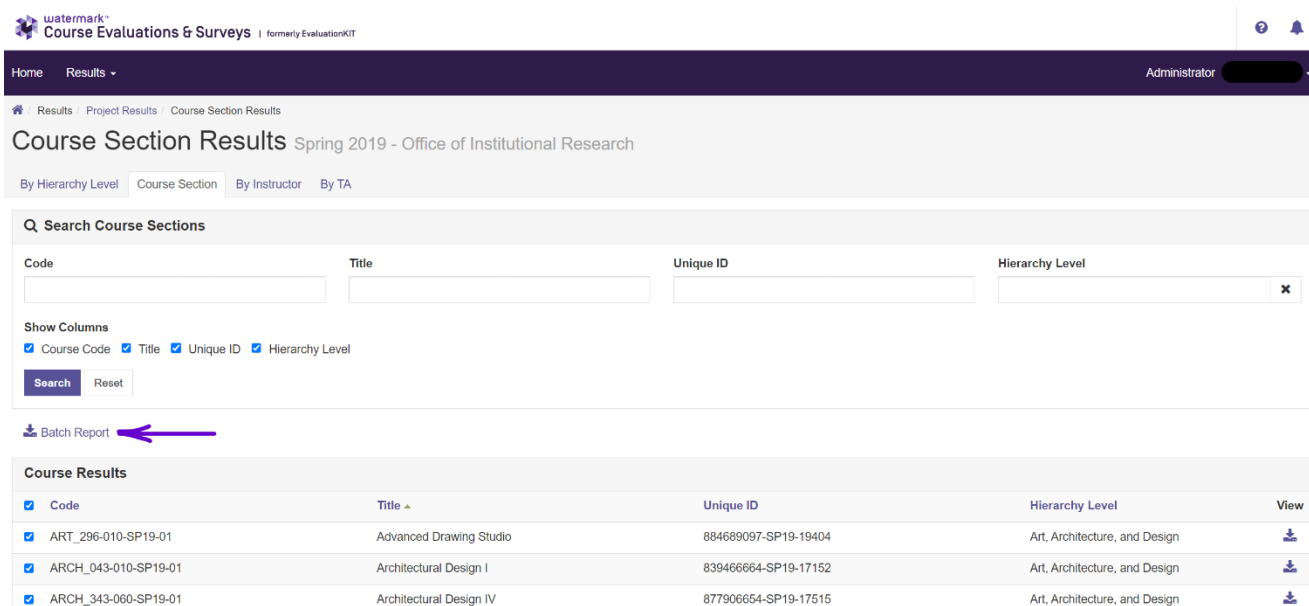
View or save a summary for one course:

To get the summary report for a record, you have to click on the down arrow icon (that

looks like this: ) which is located at the far right of the record. Once you click on it, you are presented with the option “*Detailed Report + Comments*” click on that option. A PDF file will be generated and you will be able to view it and/or save it. The PDF will be the summary of the evaluation for that course and instructor.

View or save the summaries for **all** the courses at once:

From the “**Course Section**” screen, you have to check the small box to the left of the header item “Code” and all the courses will be selected as seen on the following screen. (If you wish to generate the summary reports from the “*By Instructor*” screen, you have to check the small box to the left of the header item “Name” and all the courses will be selected.)



watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results Administrator

Results Project Results Course Section Results

Course Section Results Spring 2019 - Office of Institutional Research

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

Batch Report

Code	Title	Unique ID	Hierarchy Level	View
<input checked="" type="checkbox"/> ART_296-010-SP19-01	Advanced Drawing Studio	884689097-SP19-19404	Art, Architecture, and Design	
<input checked="" type="checkbox"/> ARCH_043-010-SP19-01	Architectural Design I	839466664-SP19-17152	Art, Architecture, and Design	
<input checked="" type="checkbox"/> ARCH_343-060-SP19-01	Architectural Design IV	877906654-SP19-17515	Art, Architecture, and Design	

Now click on the option “**Batch Report**” (the hyperlink right above Course Results.) You will be provided with a pop-up screen where you will need to make some choices. The following is a view of that screen:

In the blank box below “Report Name”, write the text you wish to use as the name of the report you are about to save. We suggest something along the lines of “Term 20xx Department Course Evaluations.” Once you have provided a name, you want to make sure the first option is selected (“Download Multiple Reports as ZIP File for Selected Courses”). *Doing so, will allow you to have all the individual summaries generated as individual files instead as all in one file.* Once the pop-up screen has been filled out, hit the “GO” button.

You will be presented with a message indicating that the report is being generated and an email will be provided to you when it is ready. *Please keep in mind that some reports will take longer than others depending on the size of the department. Based on OIRSA’s observations, it can take between 1 to 7 minutes.* The message screen looks like this:

Once the report is ready, you will receive an email from support@watermarkinsights.com and the content will look as follows:

From: support@watermarkinsights.com <support@watermarkinsights.com>
Date: Fri, Apr 8, 2022 at 11:36 AM
Subject: Batch Report Result is Available - TA Evaluations - College of Business - Fall 2021
To: Caroline Séguin <cas718@lehigh.edu>

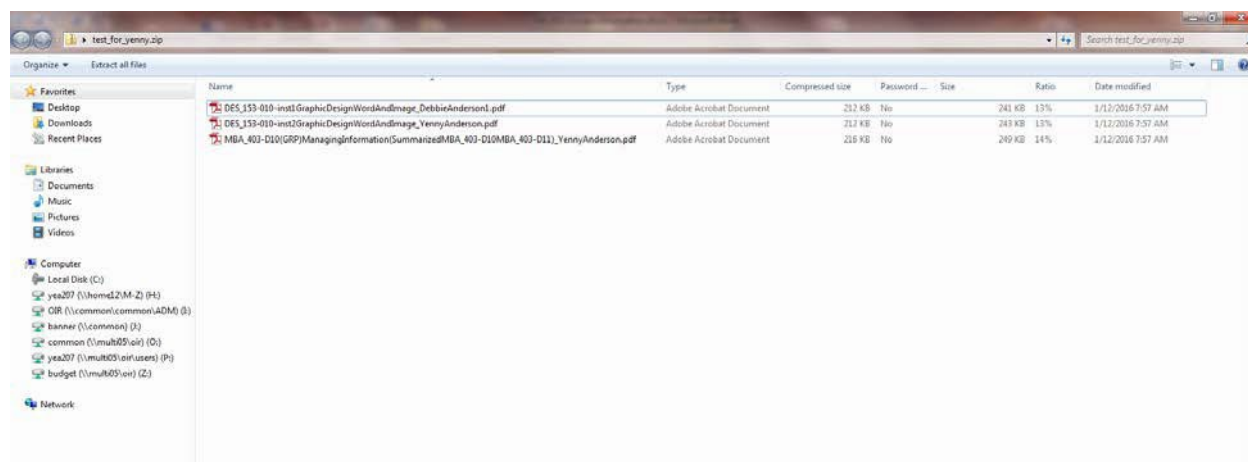
This email has been sent by Watermark Course Evaluations & Surveys to inform you that the following requested report has been generated and is available for viewing

Account: Lehigh University
Project: Fall 2021 (TA) - Office of Institutional Research
Report Name: TA Evaluations - College of Business - Fall 2021
Type : Multiple Reports as ZIP File

You can download the file by clicking on below link:

[Download Batch Report File](#)

After clicking on the hyperlink “Download Batch Report File”, a pop-up window will appear asking you to select where you wish to save the file. The saved file is a compressed zipped file that will contain all the individual reports. Once you open the file, you will see all the individual reports that are contained within and your screen might look like this:



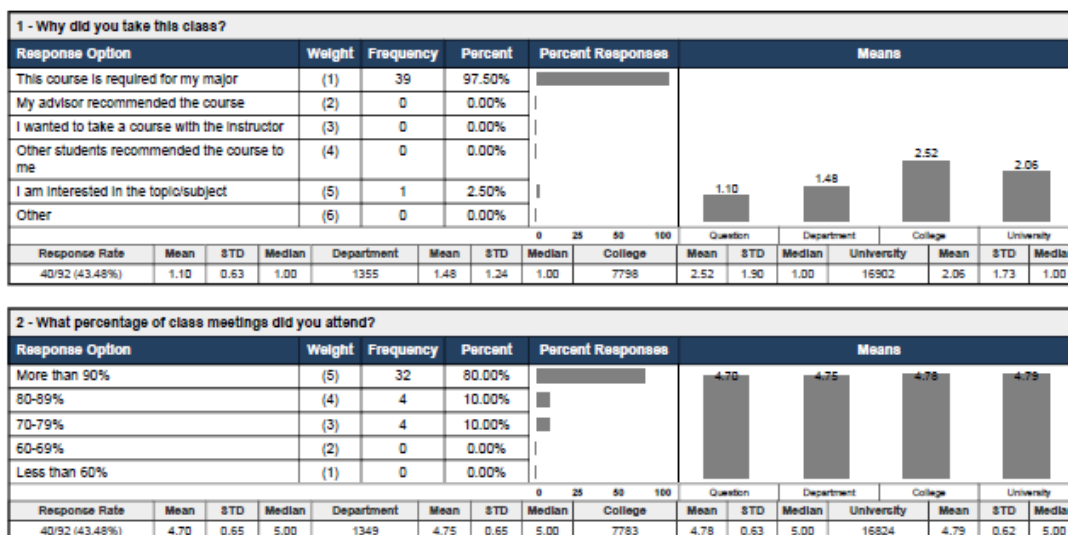
The length of the summary reports can vary between 3 to 6 pages, depending on the number of comments provided by students. A response rate is provided for each question, indicating the number/percent of students that answered that question. Here is a sample of what the report looks like:

Lehigh University
Fall 2019 - Office of Institutional Research

Course:

Instructor:

Response Rate: 40/92 (43.48 %)



To access/download the results for multiple semesters

In the top left-hand corner of the page, click on “Results”, and select “Instructor Results”. In the Project drop-down, select the semesters of your choice, or check the box next to “Title” to select all semesters. You can choose to narrow your search to a single instructor by entering their first and last name. Then, click “Search”. This will return the list of all your course evaluations for the

semesters selected.

Following the same steps as above, you can select to download a single summary report, or to download a number of them or all of them by using the “Batch Report” option.

Questions or concerns?

At this point, you have accessed the reports for your department/program. If you look through the list and notice that there is a course/instructor that does not belong to your department or if you are missing a course, please notify OIRSA at extension 8-5890 or via email inevals@lehigh.edu.

Please note: we want to establish a central area for all course evaluation inquiries and requests. Therefore, we ask that you send all emails related to course evaluations directly to: inevals@lehigh.edu

These instructions along with other course evaluation information are available via our web site: <https://oirsa.lehigh.edu/course-evaluations>