Institutional Research
California Baptist University

Course Evaluation FAQs

1. **What is Watermark Course Evaluations & Surveys?**
   Watermark Course Evaluations & Surveys (WMCES) is the new rebranded name for CBU's course evaluation provider Evaluation Kit (EK). It is embedded in CANVAS and uses CANVAS course and user records to administer the evaluations.

2. **How do students submit their course evaluations?**
   During the open evaluation period (the final two weeks preceding finals week of the session or subsession), students will receive email notifications and reminders that they can complete their course evaluations. They can click a link within this email to access their course evaluations. Students will also receive a notification to evaluate their courses each time they log into CANVAS and can complete the evaluations using this notification. This notification appears on the left side of the student's screen in their CANVAS portal under the Course Evaluation & Surveys User Integration Tab. Students also will receive up to four reminder emails during the evaluation period, encouraging them to complete their remaining course evaluations.

3. **How do I access my course evaluation results?**
   When you log into your CANVAS account, you can access your WMCES dashboard by first selecting Course Evaluation & Surveys User Integration Tab on the left-hand side of your screen through the Courses Tab. This login will work only if you have an evaluation cycle that is currently open. If you do not have an open course evaluation, please use the calbpatist.evaluationkit.com website and login through this portal. Please change your password with your username if you get an error message at this website. After you log in, you can access you course evaluation results by clicking the appropriate link under the "Results" heading. For video instructions select this link.

4. **Who is evaluated in Watermark Course Evaluations & Surveys?**
   Watermark Course Evaluations & Surveys will provide students enrolled in the CANVAS course section the opportunity to evaluate each person in the instructor role for the course. It is important that **only the instructor(s) of record** for the course are enrolled in the CANVAS course **in the instructor role**. For questions regarding how to best arrange the roles in your course accurately, please contact the Center for Faculty Development (CFD) at facultydevelopmentcenter@calbaptist.edu. Only courses with at least five students that are marked "available" will be evaluated.

5. **How does EvaluationKit know to whom evaluations should be sent?**
   EvaluationKit sends course evaluations to all students enrolled in the course as of the day following the last withdraw date for the semester or session of the course. On the academic calendar this is the date titled "Last Day to Withdraw from a class with "W" (no refund). Students enrolled in the CANVAS course at this time will receive the opportunity to evaluate each user assigned to the instructor role in CANVAS.

6. **What do I do if the class listing or course evaluation roster looks inaccurate?**
   If the course evaluation list or evaluation roster look inaccurate, please contact evaluations@calbaptist.edu.

7. **How do I check the response rates and respondents for an active evaluation?**

   If course evaluations are currently open:

   a. Log into your WMCES account via your CANVAS account by first selecting the ""Course Evaluation & Surveys User Integration Tab" on the left-hand side of your screen through the Courses Tab link on the left side of your screen.
   b. After you are logged in, Click the "Results" heading and select "Response Rate Tracker".
   c. Click on the appropriate link under "Response Rate Tracker" (typically on the right side of the screen).
   d. Under "view," click on the  symbol and select the appropriate report.
   e. A file will download with the list of respondents as long as at least five students have responded.
   f. For video instructions select this link.

   If course evaluations are currently closed:

   a. Log into your WMCES account via calbaptist.evaluationkit.com website. Please use reset password with your CBU username if you encounter an error at the login screen.
   b. Clickl the "Results" heading select "Response Rate Tracker".
   c. Click on "Results" ➔ "Response Rate Tracker"
   d. Under "Status" ➔"Ended." Click "Search."
   e. On the appropriate line, click  ➔"Respondents"
   f. A report will download.
   g. For video instructions select this link.

8. **How can I receive help interpreting my course evaluation results?**
   The Center for Faculty Development (CFD) can help you interpret the results of your course evaluations and look for ways to improve teaching effectiveness and course evaluation scores. Please contact facultydevelopmentcenter@calbaptist.edu.

9. Please contact evaluations@calbpatist.edu if you have any questions or concerns regarding your course evaluations