

# Orientation to the new course evaluation platform for Directors of Undergraduate Study and Staff

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© The Office of Assessment,

Trinity College

October 14, 2021



This session will be recorded!

# Acknowledgements



The SISS Office



The Office of the University Registrar



Pratt School of Engineering



Arts & Sciences Council Committee on  
Assessment

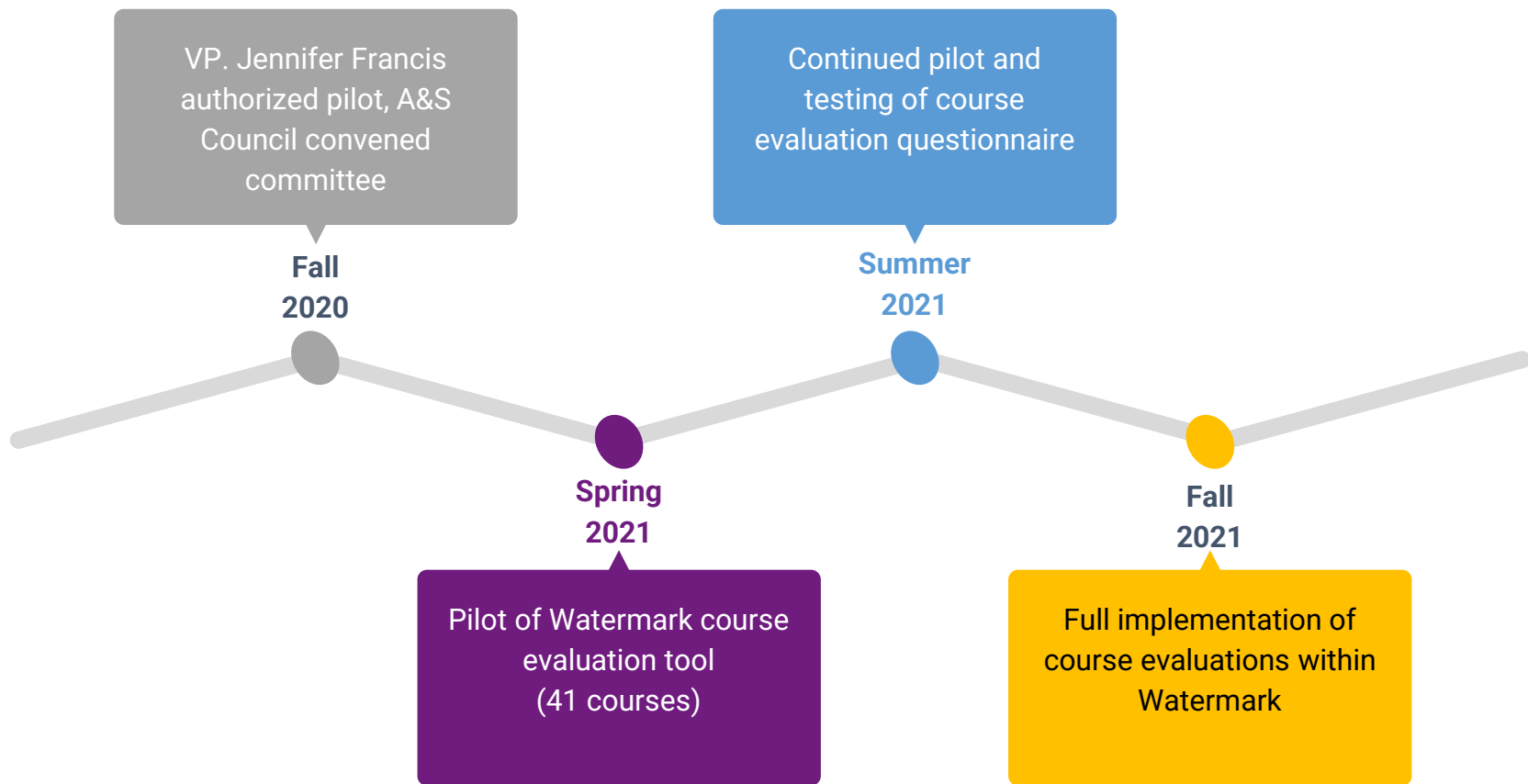


Pilot Participants

# Agenda

- What is Watermark?
- Access
- Navigation
- Support
- Course evaluation processes
  - Course Review
  - Custom Questions
  - Administration
  - Results
  - SACES
- What's next?





# Warning!



watermark™

**Course Evaluations & Surveys** | formerly EvaluationKIT



EvaluationKit is rebranding to Watermark Course Evaluations and Surveys (CES)!



In the meantime, look for inconsistent naming conventions.



To further confuse you, we're calling the new platform "Watermark"

# Access


## Points of access:

- duke.evaluationkit.com
- Emails
- DukeHub

## Who has access?

- Department administrators  
([http://bit.ly/CE\\_access](http://bit.ly/CE_access))
- Instructors
- Students

# Navigation

 **EvaluationKIT**  
by Watermark™

HomeResults ▾Manage Courses

Administrator ▾Alessandra Dinin ▾?

### Manage Courses

Trinity Course Evaluations - EXAMPLE  
Access From: 9/22/2021 12:00 AM Access  
Until: 10/19/2021 11:59 PM

### Project Results

Trinity Course Evaluations - Summer II 2021		
Project Ends - 8/25/2021	Results Start - 8/12/2021	Results End - Open
Trinity Course Evaluations - Summer I 2021		
Project Ends - 8/25/2021	Results Start - 6/30/2021	Results End - Open
Course Evaluations - Spring 2021		
Project Ends - 4/26/2021	Results Start - 5/3/2021	Results End - Open

### Response Rate Tracker

No Project Found

# Support

Watermark Help Center –  
upper right corner of account





[illegible]

[Learn More](#)

## Resources

## FAQs

<https://assessment.trinity.duke.edu/course-evaluations-process>

# Support

## Current Calendar

Fall 2021	
October 18	Course review window begins - Departments
November 1	Course review window ends - Departments
November 8	Custom Question set-up window begins - Instructors
November 22	Custom Question set-up window ends - Instructors
November 23	General evaluation window begins*
December 3	Undergraduate classes end
December 6	Evaluation window ends
December TBD	Distribution of evaluation reports - once 95% of grades have been submitted
February 1	SACES selection deadline for Fall 2021

\*Courses operating on a different schedule will be evaluated in a window reflexive of their course end date.

<https://assessment.trinity.duke.edu/current-course-evaluation-calendar>

# Course Review

- 2-week window: October 18<sup>th</sup> - November 1<sup>st</sup>
- Review course lists, make edits as needed, such as,
  - add/edit instructor information
  - remove courses or components
- Policy updates:
  - all courses uploaded now, regardless of class size, but results will be withheld from instructors where course has fewer than 5 students enrolled;
  - graduate level course evaluations supported by the Graduate School

# Course Review

Manage Courses

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Response Rate Tracker

No Project Found

# Course Review (Manage Courses > Project > View)

EvaluationKIT  
by Watermark™

HomeResultsManage Courses

AdministratorAlessandra Dinin?

Manage Courses

Manage Courses

Q Search Projects

Name

Status

Where

Between


And

Select

Access Star

Search

Projects

Name	Access Starts	Access Ends	Courses	Students	Instructors	Teaching Assistant	View
Trinity Course Evaluations - EXAMPLE	9/22/2021 12:00 AM	10/19/2021 11:59 PM	3	2	3	0	
Total 1							

Records per page25

Page1 of 1

# Course Review (Manage Courses > Project > View)

EvaluationKIT  
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HomeResultsManage Courses

AdministratorAlessandra Dinin?

Instructor NameInstructor EmailInstructor UsernameEnrollment

StuderEquals

Search

Reset

✕ Delete Selected Courses

📄 Export Selected Courses

📄 Export All Courses

Project Courses

<input type="checkbox"/>	Code	Title▲	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Enrollments	Preview
<input type="checkbox"/>	SPANISH-101D-01	Intro to Spanish	1780-2110	SPANISH	11/23/2021 12:00 AM	12/6/2021 11:59 PM	1	1	0	+	🔍
<input type="checkbox"/>	SPANISH-101D-01D	Intro to Spanish	1780-2111	SPANISH	11/23/2021 12:00 AM	12/6/2021 11:59 PM	1	1	0	+	🔍
<input type="checkbox"/>	SPANISH-101D-02D	Intro to Spanish	1780-2112	SPANISH	11/23/2021 12:00 AM	12/6/2021 11:59 PM	0	1	0	+	🔍

Total 3

Records per page100

⏪ ⏩ Page 1 of 1 ⏪ ⏩

## Course Review - Remove unwanted courses or sections

EvaluationKIT  
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HomeResultsManage Courses

AdministratorAlessandra Dinin?

Instructor Name

Instructor Email

Instructor Username

Enrollment  
Studer ▾ Equals ▾

SearchReset

✕ Delete Selected Courses

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Project Courses


<input type="checkbox"/>	Code	Title▲	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Enrollments	Preview
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Total 3


Records per page 100 ▾

⏪ ◀ Page 1 ▾ of 1 ▶ ⏩

## Course Review - Enrollments changes (add instructors or TAs)

 EvaluationKIT  
by Watermark™

[Home](#) [Results](#) [Manage Courses](#)

Administrator [Alessandra Dinin](#) 

Instructor Name

Instructor Email

Instructor Username

Enrollment




Studer [v](#) Equals [v](#)

Search

Reset

[✕ Delete Selected Courses](#) [📄 Export Selected Courses](#) [📄 Export All Courses](#)

Project Courses

<input type="checkbox"/>	Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Enrollments	Preview
<input type="checkbox"/>	SPANISH-101D-01	Intro to Spanish	1780-2110	SPANISH	11/23/2021 12:00 AM	12/6/2021 11:59 PM	1	1	0	<div>+</div>	
<input type="checkbox"/>	SPANISH-101D-01D	Intro to Spanish	1780-2111	SPANISH	11/23/2021 12:00 AM	12/6/2021 11:59 PM	1	1	0	<div>+</div>	
<input type="checkbox"/>	SPANISH-101D-02D	Intro to Spanish	1780-2112	SPANISH	11/23/2021 12:00 AM	12/6/2021 11:59 PM	0	1	0	<div>+</div>	

Total 3

Records per page 100 [v](#)

[⏪](#) [⏩](#) Page 1 [v](#) of 1 [⏪](#) [⏩](#)



Its Manage Courses

Enroll User

If the user already exists in your account, enter the username only.

SPANISH-101D-01 : Intro to Spanish

Enroll As

Instructor

Username


Email

First Name

Last Name

Cancel Save

# Course Review - Export course list

 EvaluationKIT  
by Watermark™

HomeResultsManage Courses

AdministratorAlessandra Dinin?

Instructor NameInstructor EmailInstructor UsernameEnrollment

StuderEquals

SearchReset

✕ Delete Selected Courses

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Project Courses

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Total 3Records per page100Page1 of 1

# Custom Questions



These are optional!



2-week window for set-up: November 8<sup>th</sup>-22<sup>nd</sup>




Instructors will have access to customize survey for their course(s) by adding their own **custom questions** or selecting questions from the **question bank**



Email messages will be sent out with current questionnaire and instructions

# Custom Questions

 **EvaluationKIT**  
by Watermark™

Home

Results ▾

Custom Question Surveys

Attach Surveys to Projects

### Custom Questions

Trinity Course Evaluations - EXAMPLE

**Status:** Open    Access From: 9/24/2021 12:00 AM    Access Until: 11/22/2021 11:59 PM    Delivery Date: 11/23/2021 12:00 AM

### Project Results

# Administration

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Course evaluation windows continue to be reflexive of course end dates in DukeHub, the general window is November 23<sup>rd</sup> - December 6<sup>th</sup>


Emails, emails, emails!

All emails will include links to the course evaluation platform and course specific dates (end of course evaluation windows)


Now, departments can see course evaluation return rates live



# Administration

 EvaluationKIT  
by Watermark™

[Home](#) [Results ▾](#) [Manage Courses](#)

[Administrator ▾](#) [Alessandra Dinin ▾](#) 

### Manage Courses

[Trinity Course Evaluations - EXAMPLE](#)  
**Access From:** 9/22/2021 12:00 AM **Access Until:** 10/19/2021 11:59 PM

### Project Results

<a href="#">Trinity Course Evaluations - Summer II 2021</a>
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<a href="#">Course Evaluations - Spring 2021</a>
Project Ends - 4/26/2021   Results Start - 5/3/2021   Results End - Open

### Response Rate Tracker

No Project Found

# Results

Watermark compiles the results automatically, however, Trinity College will not release the reports to instructors and staff until 95% of all Trinity College final grades are submitted (TBD in December)

Email notifications will be sent to departments and instructors, which include links to results

# Results

## Manage Courses

Trinity Course Evaluations - EXAMPLE

Access From: 9/22/2021 12:00 AM Access

Until: 10/19/2021 11:59 PM

## Project Results

Trinity Course Evaluations - Summer II 2021

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Course Evaluations - Spring 2021


Project Ends - 4/26/2021 Results Start - 5/3/2021 Results End - Open

## Response Rate Tracker

No Project Found



# Results

 EvaluationKIT  
by Watermark™

Home

Results ▾

Manage Courses

Administrator ▾

Alessandra Dinin ▾

?

### Manage Courses

Trinity Course Evaluations - EXAMP

Access From: 9/22/2021 12:00 AM Acc

Until: 10/19/2021 11:59 PM

Response Rate Tracker

Project Results

Instructor Results

Report Builder

Instructor Means Reporting


Results Feedback

ations - Summer II 2021	Results Start - 8/12/2021	Results End - Open
ations - Summer I 2021	Results Start - 6/30/2021	Results End - Open
Course Evaluations - Spring 2021	Project Ends - 4/26/2021	Results Start - 5/3/2021
	Results End - Open	

### Response Rate Tracker

No Project Found

# Results

 EvaluationKIT  
by Watermark™

Home

Results ▾

Manage Courses

Administrator ▾

Alessandra Dinin ▾

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### Manage Courses

Trinity Course Evaluations - EXAMP

Access From: 9/22/2021 12:00 AM Acc

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Response Rate Tracker

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		Results End - Open


### Response Rate Tracker

No Project Found

# Results

 EvaluationKIT  
by Watermark™

[Home](#) [Results ▾](#) [Manage Courses](#)

[Administrator ▾](#) [Alessandra Dinin ▾](#) 

[Home](#) / [Results](#) / [Project Results](#) / [Project Hierarchy Level Results](#)


## Project Hierarchy Level Results


 Trinity Course Evaluations - Summer II 2021


[By Hierarchy Level](#) [Course Section](#) [By Instructor](#) [By TA](#)


### View Results


Hierarchy Level




 Detailed Report

 Detailed Report + Comments

 Short Report

 Short Report + Comments

 Raw Data

## Results

Key for user access:

- F = Faculty
- D = Department leadership
- S = Student
- T = Teaching assistant
- A = Administration (deans, provost)

Question	[F]	[D]	[S]	[T]	[A]
Your level of engagement with the course was	F	D		T	A
What knowledge, methods, skills, insights, or ways of thinking did you develop in this course? Please describe three specific things you learned.	F	D	S	T	A
Reflecting on the overall learning environment of this class, in what ways did the instructors and the structure or components of the course facilitate your learning? Are there specific course components or methods of instruction you'd keep for future years?	F	D	S	T	A
What might improve the course? Are there specific course components or methods of instruction you'd change for future years? Did anything in particular impede a positive learning environment?	F			T	
The course was intellectually stimulating. It made me think in new ways, encouraged me to adopt different points of view, or challenged me to develop new skills.	F	D	S	T	A

# Student Accessible Course Evaluation System (SACES)

---

## Archived reports in Tableau (prior to Summer 2021)

- These results represent where instructors opted-in to sharing their course evaluation results. Instructors who chose not to opt-in to the SACES system will not appear in these tables.
- These data are no longer being updated (instructors can no longer opt-in to sharing course evaluation results prior to Summer 2021).

## Current reporting in Watermark

- Searchable function in Watermark system
- Arts & Sciences Council is discussing changing to a default opt-in, where instructors will have to take additional steps to opt-out of sharing their results
- Now instructors can only make their SACES selections for a short time following the end of the semester. The deadline to make selections for...
  - Fall course evaluation results is February 1st
  - Spring and Summer course evaluation results is September 1st

# SACES

Duke  
UNIVERSITY

My Surveys **Student Reporting**

Student/Respondent ▾ Alessandra Dinin ▾

## Student Accessible Course Evaluation System (SACES)



# Student Accessible Course Evaluation System (SACES)

## Course


## Instructor

## Term

## Year

## Area

## Question

 Search

 Start Over

Instructor :

Sort by: **Best Match** ▾

[redacted]

Summer II 2021

 Questions

### Course Summary



Mean : **4.41** / Std: 0.66

7 of 9 responded (77.78%)

 Download PDF

The course had clearly defined student learning objectives and overall goals.



Mean : **4.57** / Std : 0.53

The course had a welcoming and inclusive classroom environment



Mean : **4.71** / Std : 0.49

Considering all components of the course (lectures, discussions, sections/labs, assessments, projects, course environment, etc), overall the course was



Mean : **4.14** / Std : 0.38

Based on the effectiveness of instruction (clarity, expertise, enthusiasm, rigor, support, inspiration, etc), overall the instructor, [InstructorName], was



Mean : **4.71** / Std : 0.49

The course was intellectually stimulating. It made me think in new ways, encouraged me to adopt different points of view, or challenged me to develop new skills.



Mean : **4.29** / Std : 0.76



What's  
next?

Arts & Sciences Council votes

Regardless of the vote, we are  
committed to the Watermark platform

Trinity College was the first school to  
pilot course evaluations within this new  
enterprise platform. We continue to  
grow relationships with and support  
other schools with their transition to  
Watermark, especially with our  
resources on our website and in  
Qualtrics



# What's next? Office Hours - Course list review

Monday, October 25, 9:00–11:00 am

<https://duke.zoom.us/j/96563719937?pwd=UVUxUWtGK1lnS0NLQXc4L24ydnlrUT09>

Meeting ID: 965 6371 9937

Passcode: durham

Wednesday, October 27, 1:00–3:00 pm

<https://duke.zoom.us/j/99116344321?pwd=Ty96bzZPZEMzN1MvcDQvQ1JtYTF0QT09>

Meeting ID: 991 1634 4321

Passcode: durham