Course Evaluation Guide - Supervisors

The office of Institutional Effectiveness administers anonymous course evaluations to students near the end of each course. These evaluations are administered through Watermark Course Evaluations & Surveys, an online course evaluation software tool, and consist of a common set of core questions.

Course evaluations provide faculty and Administration with valuable student feedback about their learning experience and support continuous improvement in course design, teaching, and student learning.

Table of Contents

01 Frequently Asked Questions

02 Accessing Results in Watermark

02 Important Information

Frequently Asked Questions

What courses are surveyed?

- All courses taught by a faculty member are included in the course evaluation process.
- If a course does not have a Canvas course shell, it will not follow the course evaluation process.

When are Canvas-based course evaluations administered?

- Canvas-based course evaluations are administered per the following schedule:

Course Length	When the Survey Opens	Survey Availability
16-week	3 weeks before the course ends	10 days
12-week	3 weeks before the course ends	10 days
8-week	3 weeks before the course ends	10 days
6-week	2 weeks before the course ends	7 days
4-week	2 weeks before the course ends	7 days
Short Term 1-27 days	1-5 days before the course ends	1-3 days
*Schedule will be adjusted due to holidays.		

- Canvas-based course evaluations are scheduled to conclude before the final week of the course.
- For courses with nontraditional start and end dates, evaluation periods may vary.

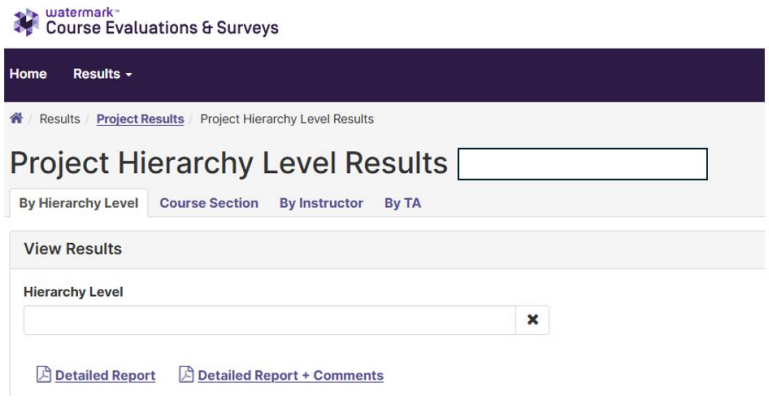
Accessing Course Evaluation Results

Follow these steps to access available survey results:

1. Administrators should either check your email notifications for a unique link to access results directly or visit https://bartonccc.evaluationkit.com.

    - Log-in using your credentials
    - Select," Forgot your password" to set up a new password.
    - Bookmark the link for future reference.

2. Click on a project and the following screen will display:



Note: Survey results are available for review approximately one week after a course ends and grades have been submitted/posted.

Important Information

Contact Institutional Effectiveness for assistance with the following:

- Requesting accounts for new administrators; include names of faculty members they will be monitoring.
- Locating faculty members whose course evaluation results you should have access to but cannot find.
- Resolving login issues with Watermark Administrative accounts.

Important: Do not reply to course evaluation notification emails sent from (Institutional Effectiveness <notifications@watermarkinsights.com). Replies to this email are routed to an unmonitored mailbox. Inquiries submitted through this channel will not receive a response may delay getting assistance.

Please email IE@bartonccc.edu for assistance.