

1. Use the “Click here to access Watermark Course Evaluations & Surveys” link provided in Pilot under the My Course Evaluations section.
2. Click the Project name in blue; in our example the link is named “201580 Fall Traditional CBA Survey”. The Fall Online CBA survey link you see below includes courses reported as distance learning.

The screenshot shows the EvaluationKIT interface. At the top, there is a dark blue navigation bar with the logo 'EvaluationKIT' and a speech bubble icon, followed by links for 'Home', 'Results', and 'Manage Courses'. On the right side of the bar, the user role is identified as 'Administrator'. Below the navigation bar, a section titled 'Project Results' contains two entries:

- [201580 Fall Online CBA survey](#)  
Project End Date: 12/20/2015   Results Start: 1/4/2016   Results End: Open
- [201580 Fall Traditional CBA survey](#)  
Project End Date: 12/20/2015   Results Start: 12/16/2015   Results End: Open

See something else? You might be a student in someone else’s course or an instructor who participated. Be sure the role listed to the left of your name (top right corner) says “Administrator”. If it isn’t, change it to “Administrator”.

3. You have options when retrieving the evaluation results.
  - a. The first is download/review the report for an entire hierarchy level. Hierarchy level means department or college; we do not recommend using this view results method. The result is a PDF where all answers are grouped together by question with no differentiation of course or instructor.
  - b. By Course Section:
    - i. Click the By Course Section tab

The screenshot shows the 'Project Course Section Results' page for the '201580 Fall Online CBA survey'. The breadcrumb trail at the top reads: Home > Results > Project Results > Project Course Section Results. Below the title, there are three tabs: 'By Hierarchy Level', 'By Course Section' (which is selected), and 'By Instructor'. A search bar with a magnifying glass icon and the text 'Search Course Sections' is located below the tabs.

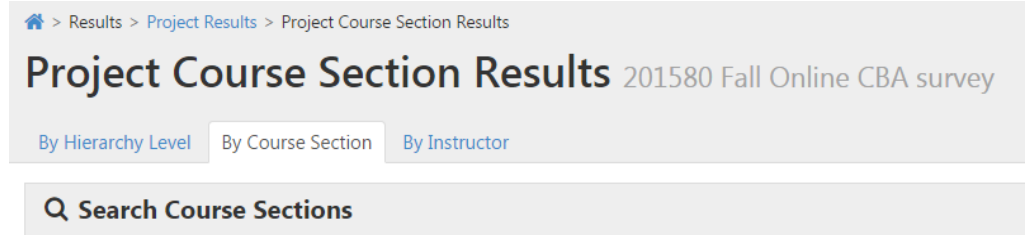
- ii. Click the down arrow icon to the right of the course name. Highlight and choose “PDF + Comments”.

The screenshot shows a dropdown menu for course sections. The menu is titled 'Hierarchy Level' and has a 'View' button on the right. It lists four 'WSU-Lake Campus' entries, each with a download icon. A context menu is open over the second entry, showing the following options: 'PDF', 'PDF + Comments' (which is highlighted), 'Raw Data', and 'Feedback'. At the bottom of the menu, there is a 'Page' indicator with navigation arrows.

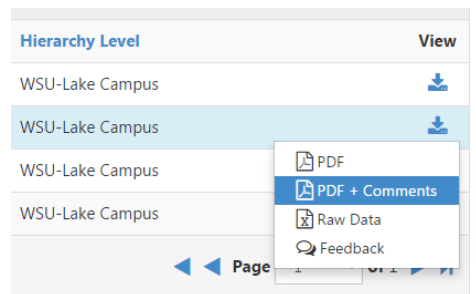
- iii. If you'd prefer to retrieve the semester's information in one file, click the box to the left of Course Code, selecting all courses. Click the "Batch Report" link. You'll receive an email with a link to retrieve the file.  
Recommendation: Sort by title first; to do this, click the Title column.

c. By Instructor:

- i. Click the By Instructor tab



- ii. Click the down arrow icon to the right of the course name. Highlight and choose "PDF + Comments".



- iii. If you'd prefer to retrieve the semester's information in one file, click the box to the left of Name, selecting all courses. Click the "Batch Report" link. You'll receive an email with a link to retrieve the file.  
Recommendation: Sort by name first; to do this, click the Name column.