

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 screenshot shows the EvaluationKIT interface. At the top, there is a navigation bar with 'Home' and 'Results' links, and the user's role 'Instructor' and name 'Michelle Reed'. Below this, there are two main sections: 'Project Results' and 'Response Rate Tracker'. The 'Project Results' section contains a list of projects: '201580 Fall Traditional CBA survey' (highlighted in blue), 'MTE-6430-01 - Alg Func Mid Schl Tchr', and 'MTE-6100-01 - Math Modeling Behav Sci'. The 'Response Rate Tracker' section shows 'No Project Found'.

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

3. You have options when retrieving the evaluation results. The first is download/review the report for an individual course. Under the far right column, click the down arrow next to the course name. Highlight and click “PDF + Comments”. The file will download, making it available for you to view in any web browser or PDF reader.

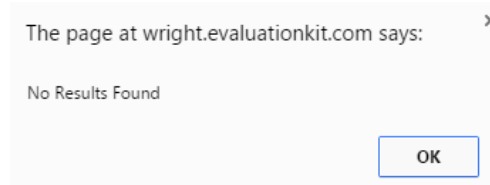
The screenshot shows the 'Project Results' page for '201580 Fall Traditional CBA survey'. There is a 'Batch Report' link. Below it is a table with the following data:

<input type="checkbox"/>	Course Code	Title	Unique ID	Report
<input type="checkbox"/>	74021.201580	MTE-6100-01 - Math Modeling Behav Sci	316826	
<input type="checkbox"/>	74023.201580	MTE-6430-01 - Alg Func Mid Schl Tchr	316830	

The dropdown menu for the second row is open, showing options: PDF, PDF + Comments (highlighted), Raw Data, and Feedback. At the bottom of the table, there is a 'Total 2' and a 'Records per page' dropdown set to 25.

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.

Did you get this message?
This error happens when accidentally



clicking the “PDF” option instead. Choose the “PDF + Comments” option.