



Student Course Evaluations

Watermark Course Evaluations & Surveys – Faculty Instructions

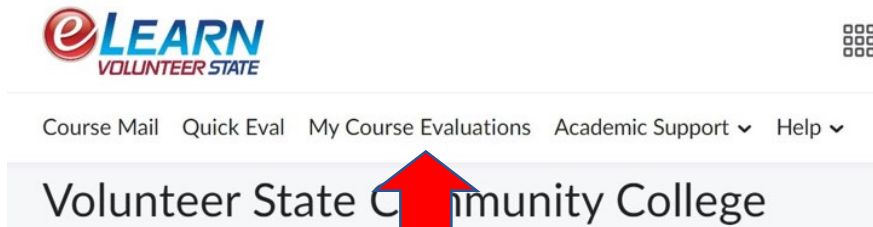
Course Evaluation & Surveys is the software used for our student course evaluations. Students are contacted via email with a link to complete the course evaluations. Faculty are highly encouraged to take the time in class to have students conduct the evaluations via computer, notepad, or phone. Online instructors are asked to send students reminders to encourage evaluation completion.

Option 1

1. You will receive an email from Surveys@Volstate.edu when an evaluation for a course you are teaching has started. This email will contain a link that will take you directly to your dashboard.

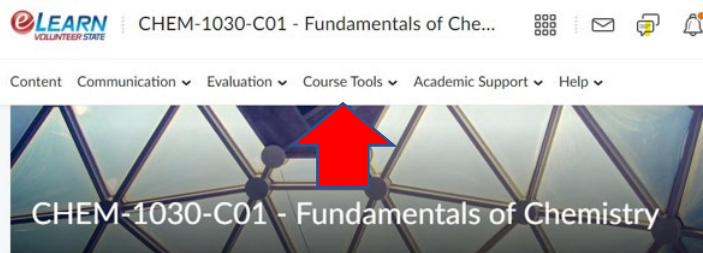
Option 2

1. On your eLearn homepage, click on the **My Course Evaluations** tab at the top.

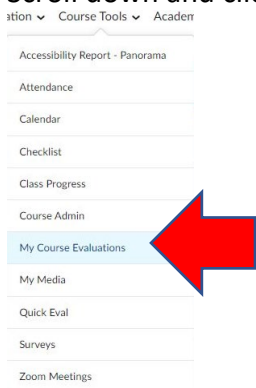


Option 3

1. In a course, click the **Course Tools** tab



2. Scroll down and click the **My Course Evaluations** tab



Note:

You may see an error message if this is your first-semester teaching at VSCC. If you see the error message, you must wait until the evaluation period has started, as your access is given at the start of the evaluation.



Failed to Login. Please try again.
Contact your Administrator if you feel you have reached this page in error.

Course Evaluations & Surveys Results

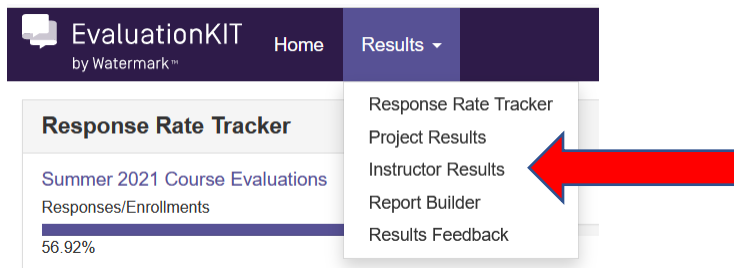
Faculty and administration will receive an email and a link to view results when the course evaluation period has ended. Faculty can view past and current results at any time, which is necessary for the Promotion and Tenure process. Currently, instructors cannot build surveys, projects, or custom questions.

Note: It is highly recommended that instructors watch the short (2:03) Video: Instructor Results for instructors

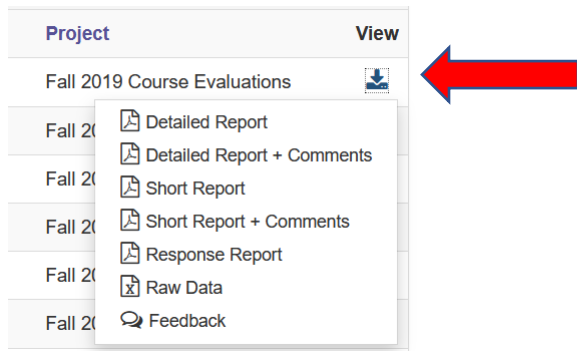
Viewing Results

Either use the link in the email or log in to the system using the directions above.

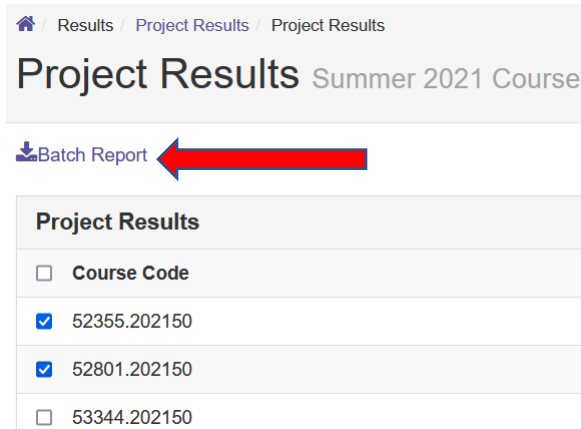
1. Select Instructor Results from the Results tab on your dashboard.



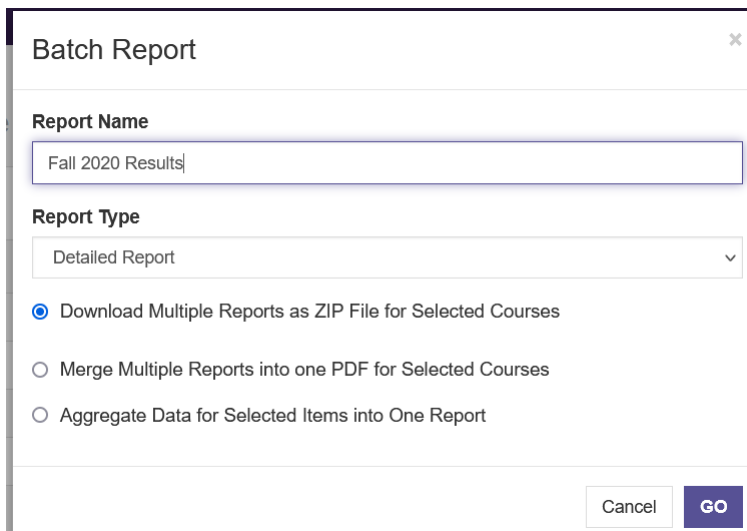
2. Select the appropriate semester or multiple semesters that you want to view and hit Search.
3. Select the View download icon and select the report you wish to view.
 - The Detailed Report + Comments is a popular report with instructors.
 - The Raw Data report will place all the data in an Excel file.
 - Feedback is used to communicate with the Dean and vice versa. If the Dean uses this option, the communication will appear in your Results Feedback widget on your home dashboard.



4. You can select more than one course from a project/semester and combine the results in a Batch Report.



5. Next, give your Batch Report a name and select the Report Type from the drop-down menu.



6. Select from the three options on how you would like the report.
- Download Multiple Reports as a Zip File... will give you all the course reports separately in a zip file.
 - Merge Multiple Reports into one PDF... will give you a PDF with the course results stacked on top of each other.
 - Aggregate Data.... Aggregates the courses and places them into one report/score.

Reports for Department Chairs/Directors

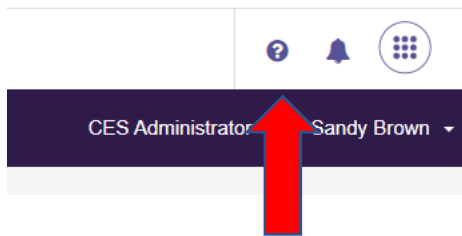
Administrators (Currently Deans) can search by department and save the report as an Excel file to share as needed. Deans can request to give chairs access to department-level reports.

Course Evaluations & Surveys Help Center

Course Evaluations & Surveys has an excellent and easily accessible Help Center with articles and videos about the role of the person who is logged in. As an instructor, when logged in, you will only see articles and videos pertaining to instructors. If you still have questions that the Help Center cannot answer, email Surveys@volstate.edu, and the VSCC Course Evaluations & Surveys Administrator will reply. Please note that the “Contact Us” tab **will contact the vendor**, not the VSCC Administrator.

Access the Help Center

1. Follow the steps above to log in.
2. The Help Center is the question mark in the upper right-hand corner beside your name.



Student Access Instructions

When the survey starts, students can access their course surveys from the link in the email they will receive from Surveys@volstate.edu. This link will take them directly to the survey.

Students can also go to the survey in their courses in eLearn. Below is what students will see in their course. Clicking “Click here to complete your course evaluations” will take them to their list of available surveys for them to complete (2nd screenshot below).

My Course Surveys

[Click here to complete your course evaluations.](#)

You do not have any surveys to complete at this time.

Summer 2021 Course Evaluations

52887.202150 : READ-0810-CX1 - Skills for College Reading :
College Success

Starts 7/5/2021 11:59 PM - Ends 7/15/2021 11:59 PM

Certificate of Completion Email

Students will receive an email when they submit a course evaluation. The message will state: Congratulations, you have completed your [CourseTitle] course survey! Thank you for taking the time to complete this - we appreciate your feedback. If applicable, students can send this email to the faculty member as proof for extra credit.