

Logging into the Student Feedback System (Watermark Course Evaluation & Surveys)

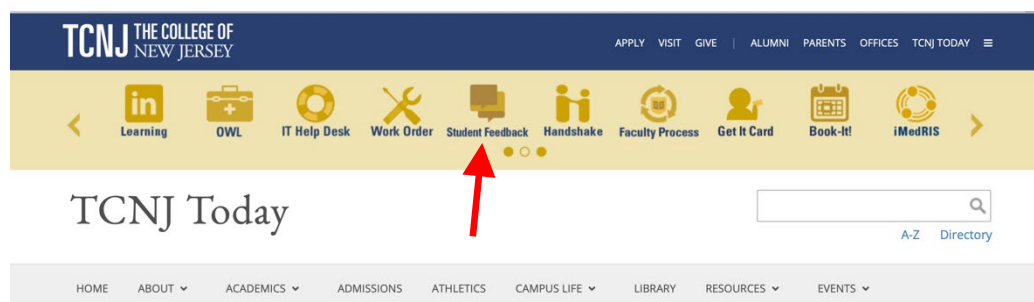
There are three ways to log into Watermark Course Evaluation & Surveys:

1. Directly
2. Via Canvas
3. Via the email you receive as an instructor or administrator when the results of student feedback are available to be viewed.

Direct log in

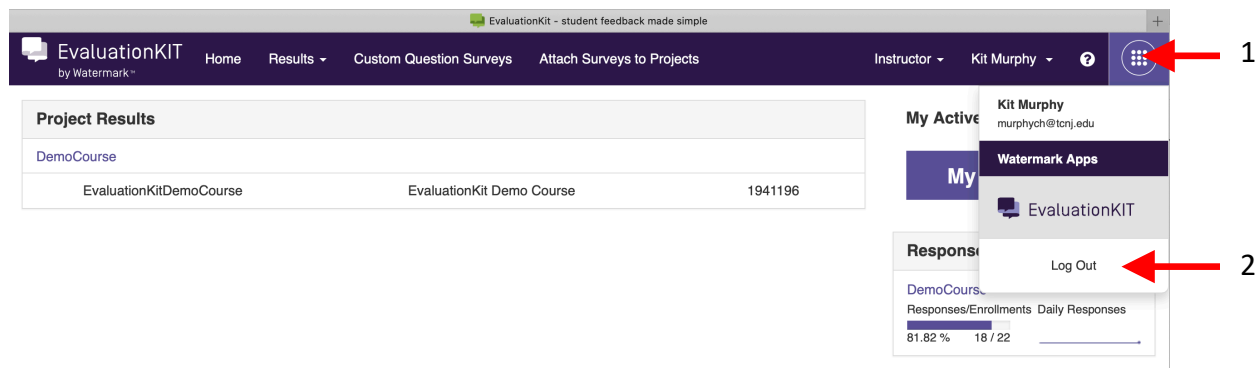
Go to the TCNJ home page (today.tcnj.edu).

Click on the Student Feedback icon in the banner at the top of the page (you may need to scroll through the banner to find it):



A login prompt will appear. Enter your TCNJ username and password and click the “Sign in” button.

To logout, click in the circle surrounding the nine dots and click on “Log Out” in the menu:



Access via Canvas

Log into [Canvas](#).

Select the course for which you wish to view the results of student feedback.

Click on “Instructor Course Evaluations” on the left side menu; you will be taken directly to Watermark Course Evaluation & Surveys without needing to login to Watermark Course Evaluation & Surveys.

The screenshot shows the Canvas LMS interface for the 'EvaluationKit Demo Course'. The left sidebar contains a navigation menu with items like Home, Announcements, Assignments, Discussions, Grades, People, Files, Syllabus, Modules, Quizzes, NameCoach Roster, **Instructor Course Evaluations** (highlighted with a red arrow), Pages, Outcomes, Collaborations, and Conferences. The main content area displays the 'EvaluationKit Demo Course' page, which includes a 'Jump to Today' link, an 'Edit' button, and a 'Course Status' section showing 'Unpublish' and 'Published' buttons. Below this, there are buttons for 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', 'Student View', 'View Course Analytics', and 'View Course Notifications'. At the bottom right, there is a calendar for October 2020.

October 2020						
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

For Administrators, Chairs, and Deans

Once logged in, you can click on the dropdown menu in the top right to change between viewing your profile as an Instructor or Administrator.

The screenshot shows the top right corner of the Canvas LMS interface. A dropdown menu is open, displaying the user's name 'Ann Warner-Ault' and a dropdown arrow. Below the name, there are two options: 'Instructor' (selected) and 'Administrator'. The 'Instructor' option is highlighted with a red circle. Below the dropdown menu, there is a section titled 'My Active Surveys' with a table containing a 'Unique Id' column.

Unique Id

Via the email announcing that student email is available for viewing by instructors and administrators

The email will contain a link that, when you click on it, will take you directly to Watermark Course Evaluation & Surveys without needing to login to Watermark Course Evaluation & Surveys.

Dear _____:

Academic Affairs writes to announce that the 2020 Summer 3 Feedback on Teaching Individual Student Reports are now available in Watermark Course Evaluation & Surveys.

You may access your student feedback for your courses through Watermark Course Evaluation & Surveys (login: [Login](#) *(Note: This link should not be shared with others; it is unique to you.)*). The 2020 Summer 3 courses for which student feedback is available are indicated in the following table (*hypothetical example*):

Course Summary					
Course Code	Course Title	Survey Start Date	Survey End Date	Report Access Start	Response Rate
Watermark Course Evaluation & SurveysDemoCourse	Watermark Course Evaluation & Surveys Demo Course	10/15/2020 12:01 AM	10/17/2020 10:59 AM	7/27/2020 12:00 AM	0.00% (0/22)

If results are not available for a course, it is due to one of the following reasons: a) the class enrollment is less than 7, b) none of the students in the class completed a course evaluation, or c) the class is a non-traditional class and therefore the instructor had the option not to use the online student feedback platform in lieu of another course evaluation format.

Before accessing your course feedback, we invite you to visit the webpage on Student Feedback and Watermark Course Evaluation & Surveys on the Academic Affairs web site: <https://academicaffairs.tcnj.edu/student-feedback/>

The [Instructor FAQs and Resources page](#) of the Student Feedback website provides resources on viewing the results of student feedback.

With Watermark Course Evaluation & Surveys you can create a wide variety of reports, and toward the end of the summer, we are planning on having virtual training sessions on accessing results and developing reports. We will let you know when those will be conducted.

As noted in MOA #98, faculty are allowed to share their course evaluation data with relevant reappointment and promotions committee members, and the Instructor FAQ and Resources provides a resource for how to share in Watermark Course Evaluation & Surveys.

Please email studentfeedback@tcnj.edu should you have any questions or comments.

Sincerely,

Academic Affairs