

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

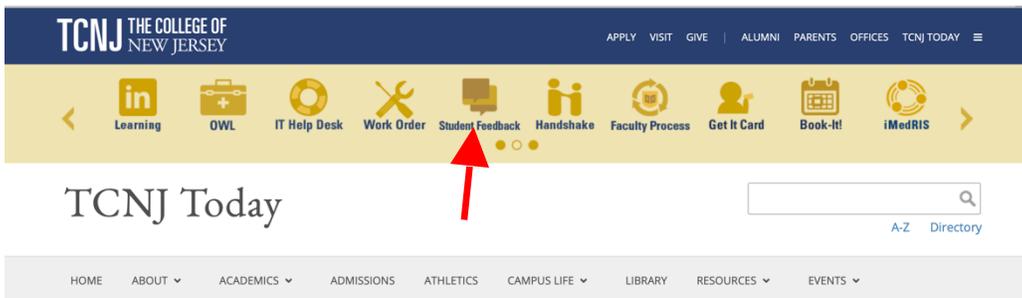
There are three ways to log into Watermark Course Evaluation & Surveys:

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.

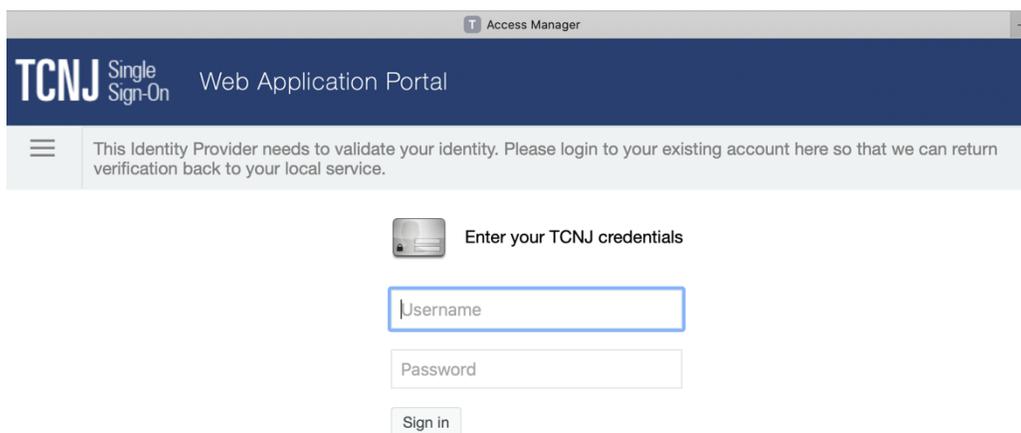
### Direct log in

Go to the TCNJ home page ([today.tcnj.edu](http://today.tcnj.edu)).

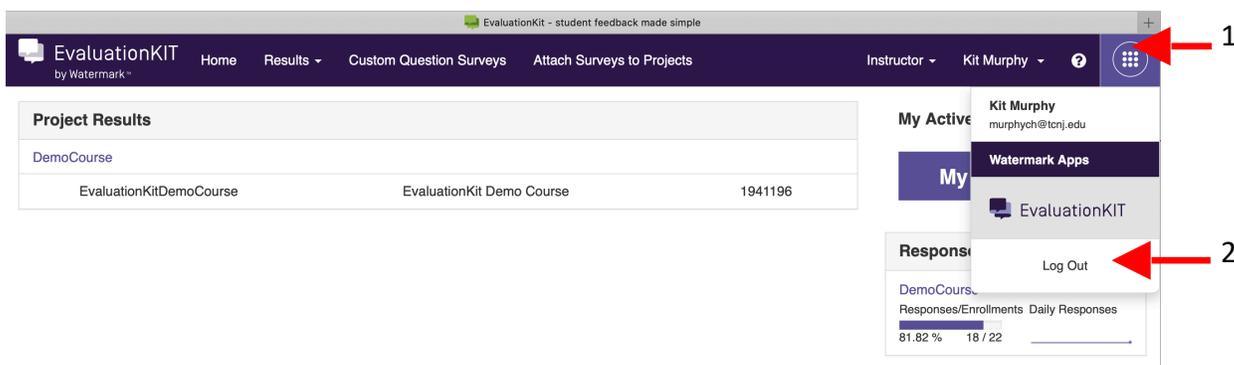
Click on the Student Feedback icon in the banner at the top of the page (you may need to scroll through the banner to find it):



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

A screenshot of the TCNJ Single Sign-On Web Application Portal. The page has a dark blue header with the TCNJ logo and the text "Single Sign-On Web Application Portal". Below the header is a message: "This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service." The main content area is white and contains a form titled "Enter your TCNJ credentials". The form has two input fields: "Username" and "Password", and a "Sign in" button.

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

A screenshot of the EvaluationKIT interface. The top navigation bar is dark purple and contains the EvaluationKIT logo, Home, Results, Custom Question Surveys, Attach Surveys to Projects, Instructor, Kit Murphy, and a user profile icon. A red arrow labeled "1" points to the user profile icon. Below the navigation bar is a "Project Results" table with one row: "EvaluationKitDemoCourse" | "EvaluationKit Demo Course" | "1941196". To the right of the table is a "My Active" section showing the user's name "Kit Murphy" and email "murphyk@tcnj.edu". Below this is a "Watermark Apps" section with the EvaluationKIT app icon. A red arrow labeled "2" points to the "Log Out" button in the user profile 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 a course titled "EvaluationKit Demo Course". The left-hand navigation menu includes items such as 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 course title, a "Jump to Today" link, and an "Edit" button. Below this, there is a description of the syllabus page and a "Course Summary:" section with a table header containing "Date" and "Details". On the right side, the "Course Status" is shown as "Published", and there are several action buttons like "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, a calendar for October 2020 is visible, with the 16th highlighted.

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](mailto:studentfeedback@tcnj.edu) should you have any questions or comments.

Sincerely,

Academic Affairs