Watermark Course Evaluations & Surveys Frequently Asked Questions

Note: Evaluation Kit has re-branded to Watermark Course Evaluations & Surveys

- What is Watermark Course Evaluations & Surveys?
    - Watermark Course Evaluations & Surveys is the database the Office of Institutional Research is using to administer course evaluations.

- Who do I contact if I have questions about course evaluations?
    - Contact the Office of Institutional Research at ir@usm.edu for any questions regarding course evaluations or Watermark Course Evaluations & Surveys.

- Who do I contact if I have technical issues with course evaluations?
    - Contact the Office of Institutional Research at ir@usm.edu for any questions or issues regarding course evaluations or Watermark Course Evaluations & Surveys. Please do not contact I-Tech or Online Learning for technical issues.

- When do course evaluations begin and end?
    - All courses are scheduled with a specific session (i.e. regular, 8 week 1, etc.). Therefore, their surveys will correspond with the ending date of their assigned session. Please see the chart below to determine when your course's survey will start and end.
    - FALL 2023 Course Evaluation Schedule:

Course Evaluation Timeline					
Course Session Type	Course Session Start Date	Course Session End Date	Course Evaluation Start Date	Course Evaluation End Date	Results Availability (in Faculty Success)
INT	7/31/2023	8/16/2023	8/11/2023	8/19/2023	12/20/2023
Regular	8/21/2023	12/8/2023	11/28/2023	12/10/2023	12/20/2023
8W1	8/21/2023	10/9/2023	10/1/2023	10/12/2023	12/20/2023
8W2	10/10/2023	12/8/2023	11/30/2023	12/10/2023	12/20/2023
CE1	8/17/2023	9/18/2023	9/13/2023	9/21/2023	12/20/2023
CE1	9/19/2023	10/18/2023	10/13/2023	10/21/2023	12/20/2023
CE1	8/21/2023	12/8/2023	11/30/2023	12/10/2023	12/20/2023
CE2	8/21/2023	10/9/2023	10/1/2023	10/12/2023	12/20/2023
CE3	10/23/2023	11/3/2023	10/29/2023	11/6/2023	12/20/2023
CE3	11/6/2023	11/20/2023	11/15/2023	11/23/2023	12/20/2023
CE3	10/10/2023	12/8/2023	12/3/2023	12/10/2023	12/20/2023

- What if the survey times out on a student?

- Have the student clear cache, close the browser, and re-click the evaluation link in their email. A student should never have to log into Watermark Course Evaluations & Surveys.

- I am an instructor. When can I view results?
  - All course evaluations will be available in Watermark Faculty Success (formerly Digital Measures) once the entire semester ends. See the table above to determine when your course ends and when results will be available.

- I am an instructor. How can I view results?
  - Instructors can view results within Watermark Faculty Success (formerly Digital Measures).

- I am a college dean or school director. How do I login to Watermark Course Evaluations & Surveys?

  - Login URL: https://login.watermarkinsights.com/saml-initiate/universityofsouthernmississippi
  - UserName: University email (wempl#@usm.edu)
  - Password: SOAR password

- I am a college dean or school director. How do I view results?
  - Login to Watermark Course Evaluations & Surveys using your soar credentials.
  - **ACCESS AGGREGATED PROJECT RESULTS**
    - Click on the **Results** tab.
    - Select **Project Results**.
    - **Select** the **project** from the project results list.
    - Project Name = current semester (Fall 20XX, Spring 20XX, or Summer 20XX End of Course Evaluations)
    - **Select desired level** from your **hierarchy**.
    - Hierarchy refers to College or School level.
    - **Or**, select the top level for an aggregated report of all courses within the project.
  - **ACCESS PROJECT RESULTS BY COURSE SECTIONS**
    - Click on the **Results** tab.
    - Select **Project Results**.
    - Select the project from the project results list.
    - Project Name = current semester (Fall 20XX, Spring 20XX, or Summer 20XX End of Course Evaluations)

    - Click on **By Course Sections** tab.
    - Filter by Course Code, Course Title, Course Unique ID or Hierarchy Level.
    - To view an individual course section report, click on the **View icon** by course information.

- o **ACCESS PROJECT RESULTS BY INSTRUCTORS**
  - Click on the **Results** tab.
  - Select **Project Results**.
  - **Select** the **project** from the project results list.
  - Project Name = current semester (Fall 20XX, Spring 20XX, or Summer 20XX End of Course Evaluations)
  - Click on the **By Instructors** tab.
  - To view an individual course section report, click on the **View icon** by course information.