

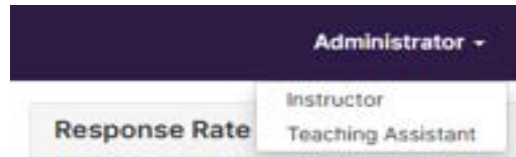
Accessing Course Evaluation Reports

(*Not all features may be enabled)

Step 1. You can access your Course Evaluations and Surveys account in three ways:

1. Logging in to D2L Brightspace and clicking on the established evaluations link. Once logged in to D2L, scroll down until you see the widget titled “My Surveys.” Clicking on this link will take you directly to your Course Evaluations account. No username/password is required.
2. Clicking on the link in an email sent by the main administrator (if applicable). Clicking on this link will take you directly to your account. No username/password is required.
3. Logging in to Watermark through OneStop.

Note: If you are a Chair who also teaches, you will be able to toggle between Instructor and Administrator roles. To view department results, change your role from Instructor to Administrator.



Step 2. Once you see the Course Evaluations and Surveys site, click on the “Results” tab. This will present a dropdown of reporting options (not all may be enabled). (See A1) These options include:

- Results Home: Results home provides a view to see all project results at a glance. Instructors and Administrators can filter by Project, Course, or Question to see an overall response rate.
- Response Rate Tracker: View results of evaluations in real time, including the number of respondents out of total enrollments and the response rate percentage by course, department, or college (depending on access). (See A3)
- Project Results: Results of projects at the hierarchy, course, or instructor level. Results show information such as questions and responses, weight, frequency, percent, percent responses, and means (Benchmarks will appear in course-level reports only in the future):
 - a) Detailed Report - Results of evaluations, including questions and responses, weight, frequency, percent, percent responses, means, standard deviation, and median. (Benchmarks will appear in course-level reports only in the future.) (See A4)
 - b) Detailed Report with Comments - Comments included with detailed report results. (See A5)
 - c) Short Report - Results of project in a condensed form. Includes question, frequency, percentage, means, standard deviation and median. (See A6)
 - d) Short Report with Comments - Comments included with short report results. (See A7)

- e) Response Report – Allows instructor to view responses by individual student (no names of students are listed). (See A8)
- f) Raw Data - Excel file containing data about user responses, including timestamps and course information
- Instructor Results: Ability to search for results across projects. Click on the project and choose relevant projects to search for. You will see a list of courses and can click on “View” on the right-hand side to be presented with a list of reporting options. (See A9)
- Report Builder: Ability to filter and build reports by Project and Course. Also allows for saving and sharing of reports to other CES users and to others by inputting their email addresses. (See A10 and A11)
- Results Feedback: Shows a list of feedback comments from the administrator to the instructor. (See A12)
- Student Alert Reporting: Shows a record of students who have sent an administrator or instructor a message using the student alert function. (See A13)
- Instructor Means Reporting: Shows the means score of specific questions of instructors. You can choose multiple projects and multiple questions. (See A14)

Questions and concerns should be brought to the attention of the Institutional Effectiveness Coordinator, Brandi Bickham, at (931) 221-6244 or bickhamb@apsu.edu.

A1. Results Dropdown

A2. Results Home

A3. Dashboard View- Overview of response rate information

Results Project Response Rates

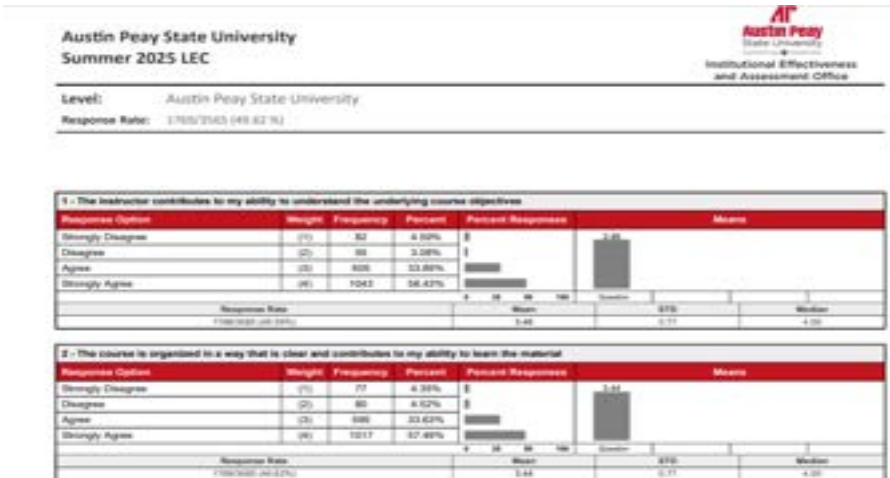
Project Response Rates Search By Project

Q Search

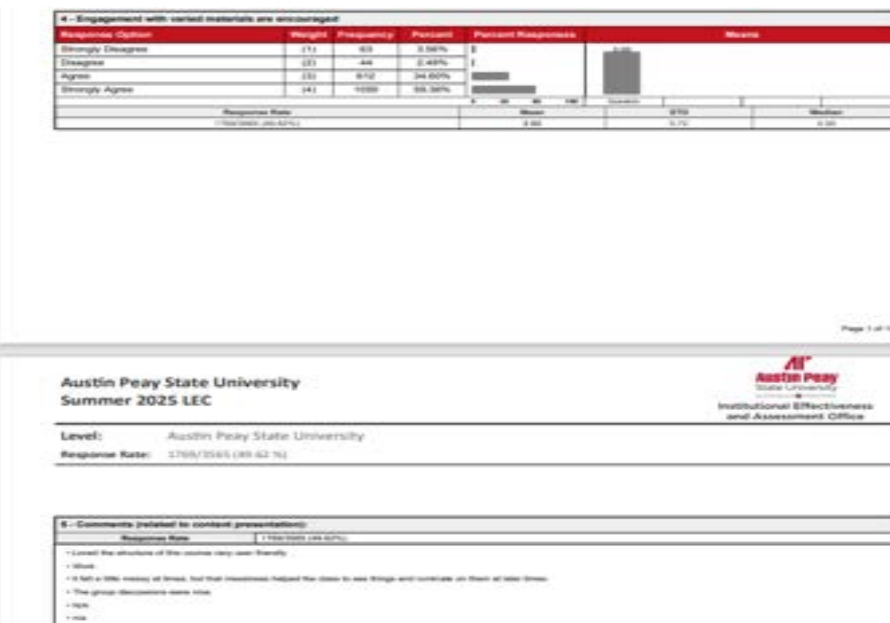
Name: Status: Type: Where: Between: And:

| Project | Start | End | Enrollments | Responded | Response Rate | Opted-Out | % of Enrollments Opted Out | Responded With Opted-Out Removed | Response Rate With Opted-Out Removed | View |
|---------------------------------------|--------------------|--------------------|-------------|-----------|---------------|-----------|----------------------------|----------------------------------|--------------------------------------|------|
| End of Course Evaluations (May 2021) | 5/2/2021 12:00 AM | 5/10/21 12:00 PM | 364 | 364 | 100% | 0 | 0% | 364 | 100% | |
| End of Course Evaluations Winter 2020 | 11/15/2020 2:15 PM | 12/15/2020 1:55 PM | 1 | 0 | 0% | 0 | 0% | 0 | 0% | |

A4. Detailed Report



A5. Detailed Report with comments



A6. Short Report

**Austin Peay State University
Summer 2025 LEC**



Level: Austin Peay State University
Response Rate: 1768/2345 (48.62%)

| Question | 1 | 2 | 3 | 4 | Mean | Std | Median |
|--|-------------|-------------|---------------|----------------|------|------|--------|
| The instructor contributes to my ability to understand the underlying course objectives | 82 4.58% | 85 3.88% | 808 33.88% | 1061 58.43% | 3.46 | 0.77 | 4.00 |
| The course is organized in a way that is clear and contributes to my ability to learn the material | 77 4.35% | 80 4.52% | 588 33.82% | 1017 57.49% | 3.44 | 0.77 | 4.00 |
| The instructor provides effective feedback on assignments, tests, and class participation | 80 5.12% | 88 4.82% | 577 32.32% | 1038 57.73% | 3.43 | 0.81 | 4.00 |
| Engagement with related materials are encouraged | 83 3.95% | 44 2.49% | 412 34.82% | 1000 59.36% | 3.50 | 0.72 | 4.00 |
| Students are encouraged to ask questions related to the course subject | 80 3.39% | 30 1.75% | 472 34.82% | 1007 50.02% | 3.52 | 0.70 | 4.00 |
| Students are valued as part of a learning community | 80 3.39% | 40 2.26% | 391 33.41% | 1078 50.94% | 3.52 | 0.71 | 4.00 |
| Diverse perspectives are supported in the course | 88 3.28% | 27 1.52% | 473 34.82% | 1071 50.34% | 3.52 | 0.68 | 4.00 |
| Respect of cultural and personal differences are acknowledged | 84 3.22% | 38 1.47% | 388 33.12% | 1103 52.35% | 3.50 | 0.68 | 4.00 |

Scale: 1 = Strongly Disagree, 2 = Disagree, 3 = Agree, 4 = Strongly Agree

| Question | 1 | 2 | Mean | Std | Median |
|--|-------------|---------------|------|------|--------|
| I took responsibility for my own learning in this course | 25 1.58% | 144 88.42% | 1.88 | 0.10 | 2.00 |
| The course developed my ability to think critically | 73 8.12% | 188 33.67% | 1.88 | 0.20 | 2.00 |
| I participated in class/discussion | 73 4.12% | 188 33.67% | 1.88 | 0.20 | 2.00 |
| I was prepared for class/discussion | 81 3.95% | 137 36.95% | 1.88 | 0.18 | 2.00 |

Scale: 1 = Disagree, 2 = Agree

A7. Short Report with Comments

**Austin Peay State University
Summer 2025 LEC**



Level: Austin Peay State University
Response Rate: 1768/2345 (48.62%)

| Question | 1 | 2 | 3 | 4 | Mean | Std | Median |
|--|-------------|-------------|---------------|----------------|------|------|--------|
| The instructor contributes to my ability to understand the underlying course objectives | 82 4.58% | 85 3.88% | 808 33.88% | 1061 58.43% | 3.46 | 0.77 | 4.00 |
| The course is organized in a way that is clear and contributes to my ability to learn the material | 77 4.35% | 80 4.52% | 588 33.82% | 1017 57.49% | 3.44 | 0.77 | 4.00 |
| The instructor provides effective feedback on assignments, tests, and class participation | 80 5.12% | 88 4.82% | 577 32.32% | 1038 57.73% | 3.43 | 0.81 | 4.00 |
| Engagement with related materials are encouraged | 83 3.95% | 44 2.49% | 412 34.82% | 1000 59.36% | 3.50 | 0.72 | 4.00 |

Scale: 1 = Strongly Disagree, 2 = Disagree, 3 = Agree, 4 = Strongly Agree

Comments related to content presentation:

- Loved the structure of this course very user friendly
- Nice
- It felt a little heavy at times, but that reassured helped the class to see things and contribute on them at later times.
- The group discussions were nice
- Nice
- Nice
- Content was self-explanatory and easy to understand
- Loved the study abroad aspect of class

A8. Response Report

Austin Peay State University Summer 2025 LEC

Course: 202554_APE_ACTY_2001_W11: Accounting 2001-W11, Summer Session 2025

Instructor: ██████████

Total: 9

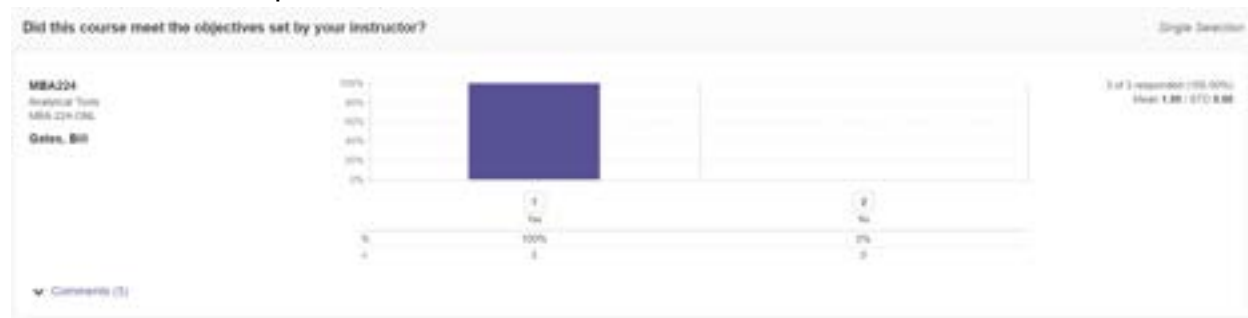
| | |
|---|-----------------------|
| 1. The instructor contributes to my ability to understand the underlying course objectives | Strongly Disagree (1) |
| 2. The course is organized in a way that is clear and contributes to my ability to learn the material | Agree (3) |
| 3. The instructor provides effective feedback on assignments, tests, and class participation | Strongly Disagree (1) |
| 4. Engagement with varied materials are encouraged | Strongly Agree (4) |
| 5. Comments (related to content presentation): A different program was mainly used; there wasn't much interaction between the professor and the student, only announcements about assignments and that no extensions are allowed | |
| 6. Students are encouraged to ask questions related to the course subject | Agree (3) |
| 7. Students are valued as part of a learning community | Agree (3) |
| 8. Diverse perspectives are supported in the course | Agree (3) |
| 9. Respect of cultural and personal differences are acknowledged | Agree (3) |
| 10. Comments (related to class environment): Were always told to email with any questions or concerns | |
| 11. What are one to three specific things about the course that especially supported your learning? N/A | |
| 12. Which part of the course was the most challenging? What resources did you use to overcome those challenges? Just the overall assignments, it was nice that we were given 3 trials on question to get more points | |
| 13. What specific recommendations do you have on how to improve the course? N/A | |
| 14. I took responsibility for my own learning in this course | Agree (2) |
| 15. The course developed my ability to think critically | Agree (2) |
| 16. I participated in class/discussion | Agree (2) |
| 17. I was prepared for class/discussion | Agree (2) |

A9. Instructor Results

| Results | | | | | | |
|---|-------------|---------------------|------------|------------------------------------|---|-------------------|
| <input type="checkbox"/> Name | Course Code | Title | Unique ID | Hierarchy Level | Project | View |
| <input type="checkbox"/> Winfrey, Oprah | ACC | Accounting 101 | ACC101 | Accounting (Undergrad) (in-person) | Summer 2020 Term 1 - End of course evaluation | 📄 |
| <input type="checkbox"/> Winfrey, Oprah | ACC | Accounting 101 | ACC101 | Accounting (Undergrad) (in-person) | Fall 2019 Mid-term Evaluations | 📄 |
| <input type="checkbox"/> Winfrey, Oprah | ACC101-GC | Intro to Accounting | ACC-101-01 | Accounting (Undergrad) (in-person) | Men Course Evaluations Summer 2019 | 📄 |

Total 3 Records per page: 1000 Page 1 of 1

A10. Customize report in "Chart View"



A11. Customized report in “All View”



A12. Results Feedback

| Sender Name | Sender Email | Received On | Project | Level | Course Code | Course Title | Instructor | Posted Text | Reply |
|--------------|------------------------------|-------------------|---------------------------------|--------------|-------------|----------------------------|------------|-----------------|-------|
| Joel Volkert | jvolkert@watermarkrights.com | 7/2/2019 12:49 PM | Engage test - Study Abroad 2019 | Study Abroad | LOCLA | Local Languages Basics 223 | Bob Uecker | Great job, Bob! | Reply |
| Joel Volkert | jvolkert@watermarkrights.com | 7/2/2019 12:50 PM | Engage test - Study Abroad 2019 | Study Abroad | LOCLA | Local Languages Basics 223 | Bob Uecker | You did fine | Reply |

A13. Student Alert Reporting

Export to PDF

| Name | Email | Phone | Received On | Project | Level | Course Code | Course Title | Posted Text |
|-------|------------------|--------------|--------------------|-------------------------------------|--------------------|-------------|-------------------------|--|
| James | james@school.edu | 512-555-5555 | 8/1/2019 7:47 AM | Fall 2019 Mid-term Evaluations | Kinesiology | KIN | Toe Wiggling | Hi, I'm a little confused by question 3. Could you explain it further? |
| | | | 12/10/2019 3:51 PM | Main Course Evaluations Summer 2019 | English (Campus B) | ENGL110 | British Spelling Basics | Can you please explain question 3? I don't know how to answer. |
| | | | 12/10/2019 3:53 PM | Main Course Evaluations Summer 2019 | English (Campus B) | ENGL110 | British Spelling Basics | What is question 5 asking for? It's a little confusing to me. Thank you! |

A14. Instructor Mean Reporting

Austin Peay State University
Fall 2025 LEC

Course: ACC: Accounting 303
Instructor: Oprah Workley *
Response Rate: 2/4 (50.00%)

1 - Did this class meet your expectations?

| Response Option | Response | Percentage | Percent Response |
|-----------------|----------|------------|------------------|
| Yes | 2/2 | 100.00% | 100.00% |
| No | 0/0 | 0.00% | 0.00% |

2 - Did you take this course as part of your major?

| Response Option | Response | Percentage | Percent Response |
|-----------------|----------|------------|------------------|
| Yes | 2/2 | 100.00% | 100.00% |
| No | 0/0 | 0.00% | 0.00% |

3 - Please rate your overall experience in this course (1 - low, 5 - high)

| Response Option | Response | Percentage | Percent Response |
|-----------------|----------|------------|------------------|
| 1 | 0/2 | 0.00% | 0.00% |
| 5 | 2/2 | 100.00% | 100.00% |