Course Evaluation Summary Distribution Information (Instructor)

As a reminder, we are using the commercial software Watermark Course Evaluations & Surveys (formerly known as EvaluationKIT) for our course evaluation needs. It is a software package specifically designed for course evaluations.

To access the results, you have to log-in to Lehigh's Course Evaluations & Surveys (CES) portal via this URL:
https://go.lehigh.edu/evalkit (You will be prompted with the Lehigh log-in screen. You must log-in by providing your Lehigh userid and password. Please note: if you are already logged in to some other Lehigh service, such as Google Mail, you might not be prompted for your Lehigh credentials.)

If you have any problems logging in to Lehigh's CES portal, please contact the Office of Institutional Data (OID) by email at inevals@lehigh.edu or by phone at 610-758-5890.

As an instructor, you will only be able to access and view course evaluations that belong to you.

Once you are logged in, you will be presented with the following screen:

Note that if you are in the system as a student (in addition to being an instructor), then you will most likely be presented with a screen that looks like this:

To get to the home screen for an instructor, you have to change your role. Next to your name, which appears on the top right corner, click on "Student/Respondent" and in the drop-down select "Instructor".

Similarly, if you are in the system as an administrator (in addition to being an instructor), you will most likely be presented with a screen that looks like this:
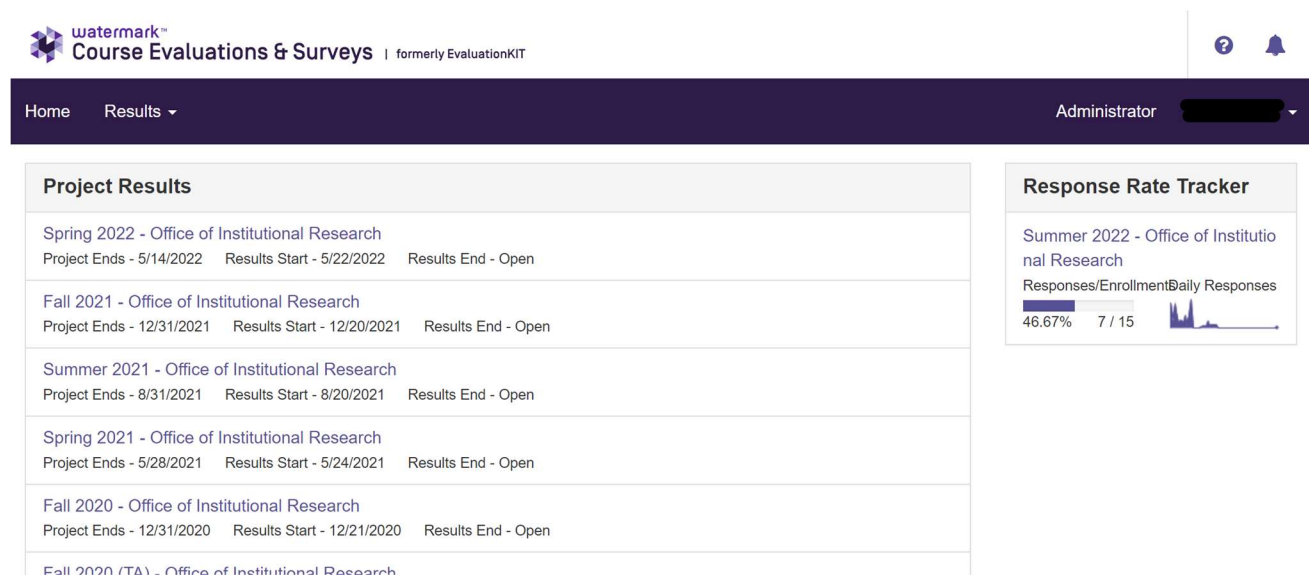
Next to your name, which appears on the top right corner, click on "Administrator" and in the drop-down select "Instructor".

To access/download the results for a single semester

To access the course evaluation results for a single semester, click on the hyperlink marked "TERM 20xx – Office of Institutional Research" for the semester of your choice.

You will then be presented with the following screen:

This screen presents the list of courses that are in the system with an association to your name for the semester you selected. You will be able to obtain the summary report for a particular course or for all the courses at once.

To view or save a summary for one course:
To get the summary report for a course, you have to click on the down arrow icon (that looks like this:) which is located at the far right of the record. Once you click on it, you are presented with the option "*Detailed Report + Comments*" click on that option. A PDF file will be generated and you will be able to view it and/or save it. The PDF will be the summary of the evaluation for that course.

To view or save the summaries for **all** the courses at once:
To get the summaries for all courses at once, you have to check the small box to the left of the
header item "Course Code" and all the courses will be selected as seen on the following screen.

Now click on the option "Batch Report" (the hyperlink right above Project Results.) You will
be provided with a pop-up screen where you will need to make some choices. The following is
a view of that screen:

In the blank box below "Report Name", write the text you wish to use as the name of the report you are about to save. We suggest something along the lines of "TERM 20xx CourseXXX." Once you have provided a name, you want to make sure the first option is selected ("Download Multiple Reports as ZIP File for Selected Courses"). *Doing so, will allow you to have all the individual summaries generated as individual files instead of all in one file.* Once the pop-up screen has been filled out, hit the "GO" button.

You will be presented with a message indicating that the report is being generated and an email will be provided to you when it is ready. *Please keep in mind that some reports will take longer than others depending on the number of courses that were selected. Based on OID's observations, it can take between 1 to 5 minutes.* The message screen looks like this:
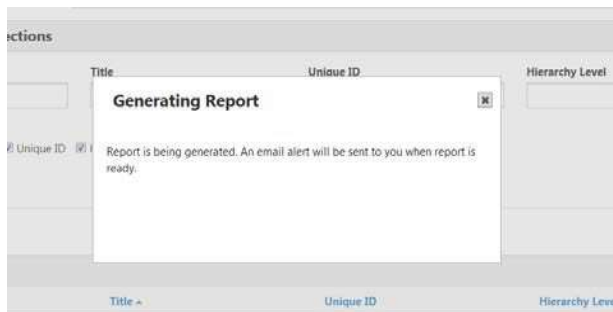
Once the report is ready, you will receive an email from support@watermarkinsights.com with a hyperlink to download the batch report file. After clicking on the hyperlink "Download Batch Report File", a pop-up window will appear asking you to select where you wish to save the file. The saved file is a compressed zipped file that will contain all the individual reports. Once you open the file, you will see all the individual reports that are contained within and your screen might look like this:
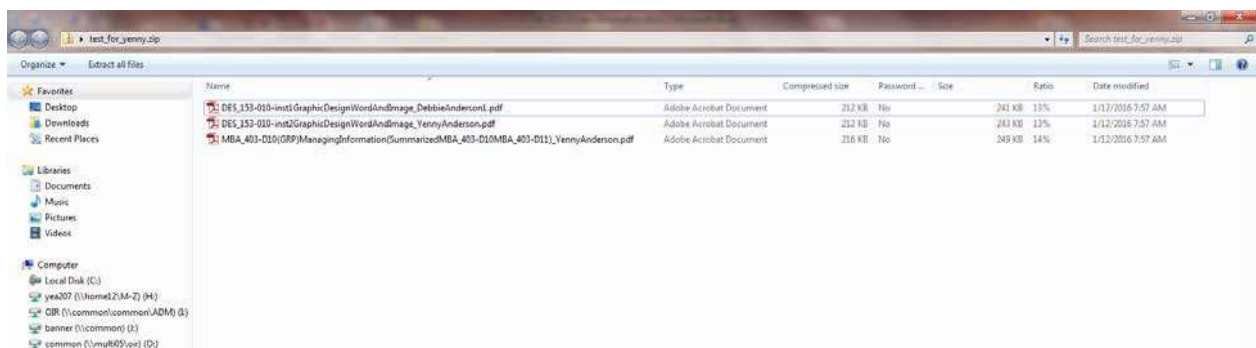
The length of the summary reports can vary between 3 to 6 pages, depending on the number of comments provided by students. A response rate is provided for each question, indicating the number/percent of students that answered that question. Here is a sample of what the report looks like:

Lehigh University
Fall 2019 - Office of Institutional Research

Course:
Instructor:
Response Rate: 40/92 (43.48 %)

1 - Why did you take this class?

Response Option	Weight	Frequency	Percent
This course is required for my major	(1)	39	97.50%
My advisor recommended the course	(2)	0	0.00%
I wanted to take a course with the instructor	(3)	0	0.00%
Other students recommended the course to me	(4)	0	0.00%
I am interested in the topic/subject	(5)	1	2.50%
Other	(6)	0	0.00%

Response Rate	Mean	STD	Median	Department	Mean	STD	Median	College	Mean	STD	Median	University	Mean	STD	Median
40/92 (43.48%)	1.10	0.63	1.00	1355	1.48	1.24	1.00	7798	2.52	1.90	1.00	16902	2.06	1.73	1.00

2 - What percentage of class meetings did you attend?

Response Option	Weight	Frequency	Percent
More than 90%	(5)	32	80.00%
80-89%	(4)	4	10.00%
70-79%	(3)	4	10.00%
60-69%	(2)	0	0.00%
Less than 60%	(1)	0	0.00%

Response Rate	Mean	STD	Median	Department	Mean	STD	Median	College	Mean	STD	Median	University	Mean	STD	Median
40/92 (43.48%)	4.70	0.65	5.00	1349	4.75	0.65	5.00	7783	4.78	0.63	5.00	16824	4.79	0.62	5.00

To access/download the results for multiple semesters

In the top left-hand corner of the page, click on "Results", and select "Instructor Results". In the Project drop-down, select the semesters of your choice, or leave blank to select all semesters. Click "Search". This will return the list of all your course evaluations for the semesters selected.

Following the same steps as above, you can select to download a single summary report, or to download a number of them or all of them by using the "Batch Report" option.

Questions or concerns?

At this point, you have accessed the reports that were generated for the courses that were evaluated under your name. If you look through the list and notice that there is a course that does not belong to you or if you are missing a course, please notify OID at extension 8-5890 or via email inevals@lehigh.edu.

Please note: we want to establish a central area for all course evaluation inquiries and requests. Therefore, we ask that you send all emails related to course evaluations directly to: inevals@lehigh.edu

These instructions and more course evaluation information are available via our web site: https://data.lehigh.edu/course-evaluations