

Student Course Evaluations

Watermark Course Evaluations & Surveys – Faculty Instructions

Course Evaluation & Surveys is the software used for our student course evaluations. Students are contacted via email with a link to complete the course evaluations. Faculty are highly encouraged to take the time in class to have students conduct the evaluations via computer, notepad, or phone. Online instructors are asked to send students reminders to encourage evaluation completion.

Option 1

1. You will receive an email from Surveys@Volstate.edu when an evaluation for a course you are teaching has started. This email will contain a link that will take you directly to your dashboard.

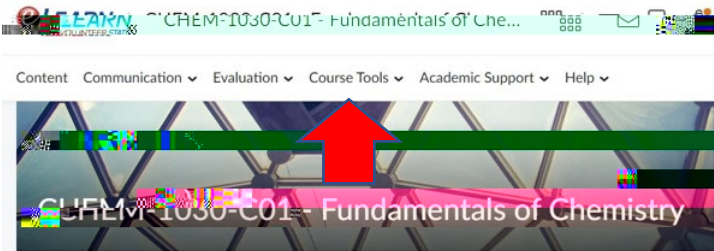
Option 2

1. On your eLearn homepage, click on the **My Course Evaluations** tab at the top.

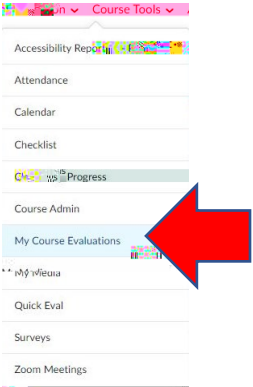


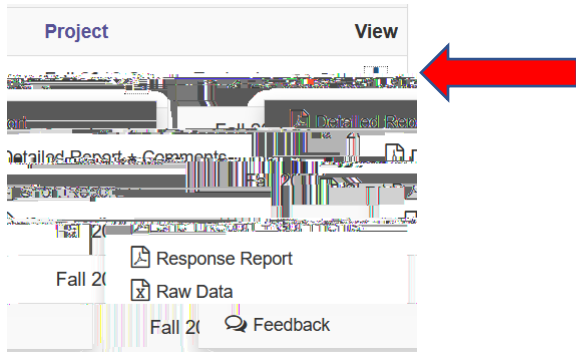
Option 3

1. In a course, click the **Course Tools** tab

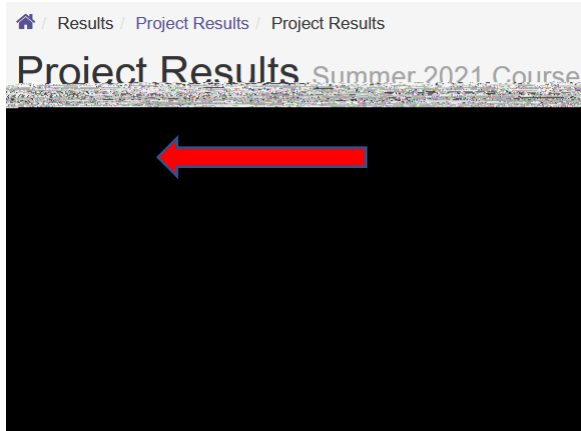


2. Scroll down and click the **My Course Evaluations** tab

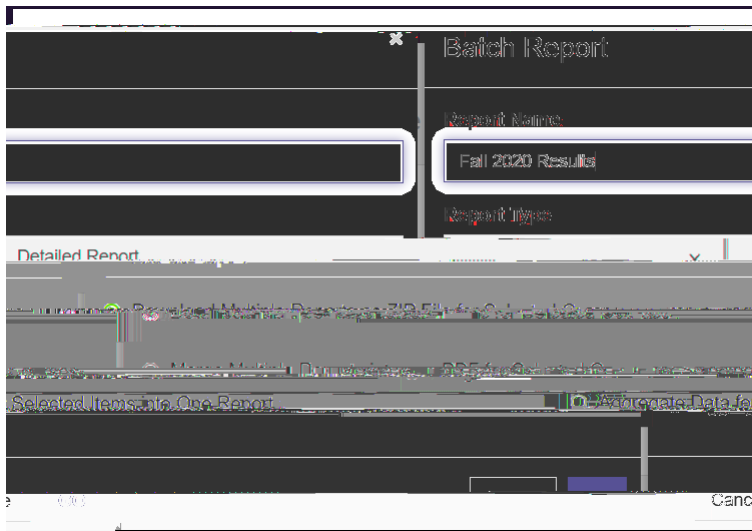




4. You can select more than one course from a project/semester and combine the results in a Batch Report.



5. Next, give your Batch Report a name and select the Report Type from the drop-down menu.



6. Select from the three options on how you would like the report.
- Download Multiple Reports as a Zip File... will give you all the course reports separately in a zip file.
 - Merge Multiple Reports into one PDF... will give you a PDF with the course results stacked on top of each other.
 - Aggregate Data.... Aggregates the courses and places them into one report/score.

Reports for Department Chairs/Directors

Administrators (Currently Deans) can search by department and save the report as an Excel file to share as needed. Deans can request to give chairs access to department-level reports.

Course Evaluations & Surveys Help Center

Course Evaluations & Surveys has an excellent and easily accessible Help Center with articles and videos about the role of the person who is logged in. As an instructor, when logged in, you will only see article ai-4 (w)onsll ref30.1[



Certificate of Completion Email

Students will receive an email when they submit a course evaluation. The message will state: Congratulations, you have completed your [CourseTitle] course survey! Thank you for taking the time to complete this - we appreciate your feedback. If applicable, students can send this email to the faculty member as proof for extra credit.