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How to: Maximize Course Evaluations

Learn how to:

- ✓ Maximize functionality of Watermark Course Evaluations & Surveys
- ✓ Use the Manage Courses function
- ✓ Administer Course Evaluations effectively
- ✓ Implement feedback received



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Background

- Course evaluations are deployed as semester-long ‘projects’ by the Assessment team through Watermark Course Evaluations and Surveys (CES)
- Course evaluations are populated through the information on courses, students enrollments, and instructors that appear in **Canvas**, which comes directly from **Banner**.
- Course evaluations are deployed in the 2 weeks before exams.
- If your unit or college operates on a different schedule, please contact the Assessment team at the beginning of the semester so we can determine the timeline for course evaluation deployment



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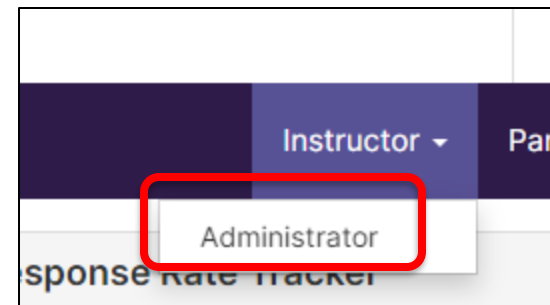
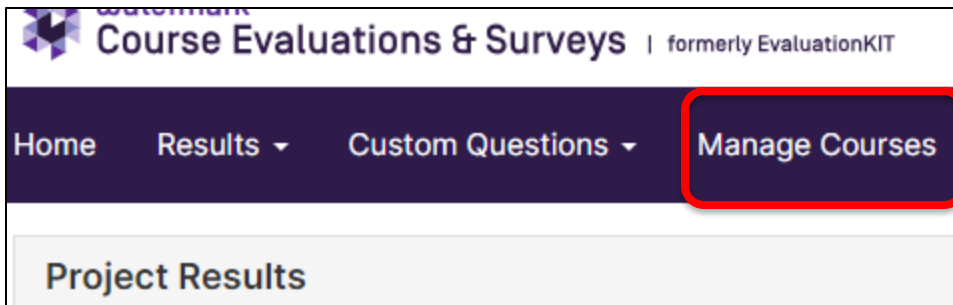
Maximizing functionality

- Administrators and instructors can use the **'custom question'** feature in CES to add custom questions to the evaluation survey.
- Additionally, please contact the Assessment team if your college or unit requires a **targeted survey** (useful to ask questions specific to the unit in question). These can be applied to individual courses as well.
- Use the **TA function** to allow TAs to receive reviews as well.
- Prioritize ensuring that course information is correct in **Banner and Canvas** to ensure that course evaluations render properly



“Manage Courses” feature

- To allow administrators to add/remove instructors from courses in the CES system as needed, we’ve enabled the Manage Courses feature. This feature is available to Deans/Chairs.
- Toggle to the Administrator login screen on the right-hand side of the page
- Press “Manage Courses” on the left-hand side of the page

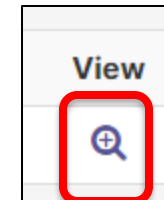




“Manage Courses” feature

Find the current project and hit the View button

Projects
Name
Fall 2023 Course Evaluations
Total 1



Locate the buttons under Instructors, TAs, and enrollments

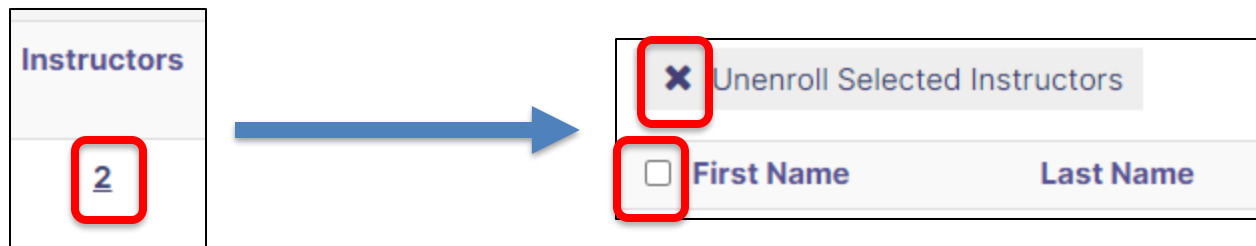
Students	Instructors	Teaching Assistant	Enrollments	Preview
0	2	0	+	🔍



“Manage Courses” feature

To Unenroll Instructors:

Click the number under the Instructors header to see the instructors. A dialog box will appear. Check the box next to the instructor you want to unenroll.



To Unenroll TAs:

Use the same process but click the number under the TA header.

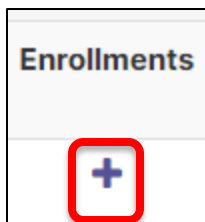




“Manage Courses” feature

To Enroll Instructors:

- Click the + under the Enrollments header to see the instructors. A dialog box will appear.
- Type in the first name, last name, and Howard email address of the instructor you want to enroll. Use their email address (including @howard.edu) as their username. Press save.



Enroll As

Instructor

Username

FirstName.LastName@Howard.edu

Email

FirstName.LastName@Howard.edu

First Name

FirstName

Last Name

LastName

Cancel Save



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When should you contact the Assessment Team for additional assistance?

- Extra support with any of these steps
- If you notice a course is missing from your unit's course evaluations altogether
- If you notice a course incorrectly listed in your unit's course evaluations
- If you notice student enrollments in CES that do not match the current enrollment

Our team is available to assist with any issues that might arise in this process.



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How to better administer course evaluations

- Encourage instructors to include the days course evaluations go live and close on their syllabus course schedule
- Encourage instructors to mention course evaluations throughout the semester, including how student feedback has helped them improve the course
- Send students a reminder email about course evaluations and reiterate that they are anonymous & that faculty will not access them until after grades are submitted.

Additional best practices can be found on our website:

<https://ira.howard.edu/course-evaluations>



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How implement course evaluation feedback

The Assessment team has curated a variety of resources for closing the loop on course evaluation feedback, which can be accessed by scanning the QR code or visiting the site below:



<https://ira.howard.edu/course-evaluations>



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