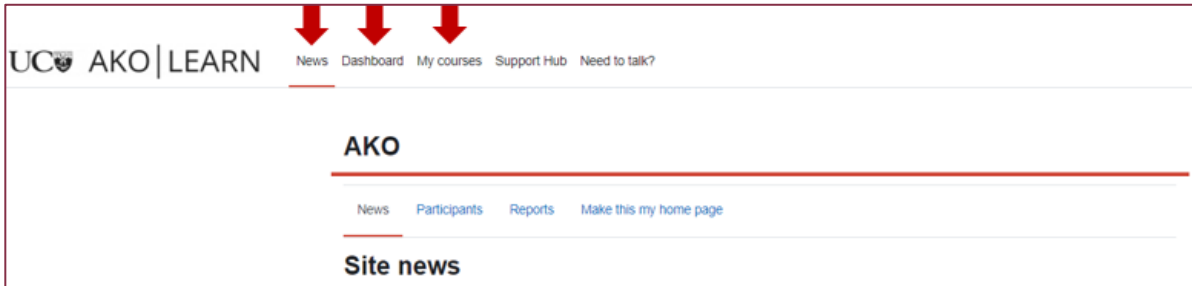
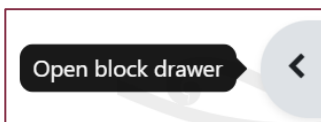


Accessing Your Evaluation Results

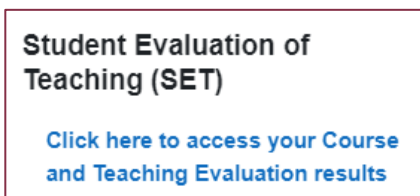
- 1) Login to [LEARN](#).
- 2) Ensure you are either on the “News” or “Dashboard” or “My courses” page. If you are on a particular course LEARN page, you will need to either click on “News” or “Dashboard” or “My courses” found on the top menu bar.



- 3) At the top right side of the page (below your initials), click on the icon “<” to open the block drawer if it is not already open.



- 4) Look for the block titled “Student Evaluation of Teaching (SET)” and click the link “Click here to access your Course and Teaching Evaluation results”. *TIP: If you still can't find the SET block try using a different browser.*

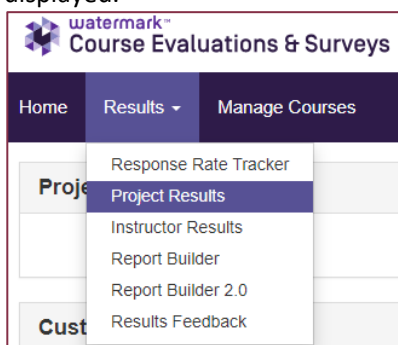



- 5) A new page will appear for the Watermark Course Evaluations & Surveys webpage.

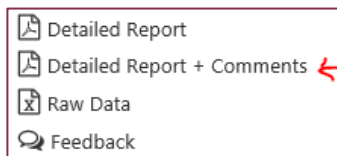
Options for Downloading Results


How to download results from the same evaluation window

- 1) Click “Results▼” then “Project Results”; a list of project titles and course(s) that you can access will be displayed.



- 2) Click on a project title.
- 3) There are two ways to download Evaluation reports:
 - a) Download a single evaluation result:
 - i) Click the icon  at the right end of the course's row.
 - ii) Select "Detailed Report + Comments" to download a report containing mean scores and qualitative feedback from students.

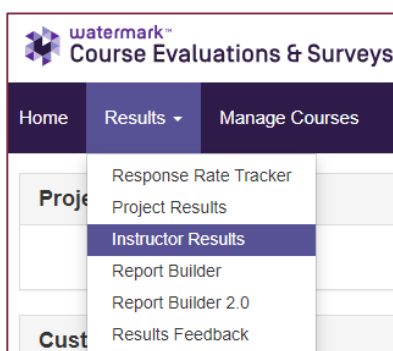


- iii) A PDF will be generated and available to download.
- b) If you have more than one evaluation within a project, you can **download multiple evaluation results** from the project:
 - i) To select all results, tick the box next to "Code".
 - ii) Click  Batch Report
 - iii) Type in a report name and select report type.
 - iv) A pop-up window will appear saying your report is being generated. Check your inbox for an automated email that contains a link to download your results report.

How to download evaluation results across projects and timeframes

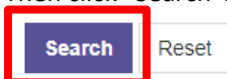
You may wish to download **multiple evaluation results across different projects and timeframes** (e.g., 2023 Teaching Evaluation – Window 1 + 2023 Teaching Evaluation – Window 2 + 2023 Course Evaluation – Semester 1). This is especially important to use when uploading a report into **Prolorus (online PD&R system)**.

- 1) Click "Results▼" then "Instructor Results".




- 2) Under "Project", select the projects by opening the dropdown menu.
TIP: Type in a filter e.g. "2023" and click on "Apply Filter". Only projects from 2023 will appear. After selecting the projects, click "Select".

- 3) Then click "Search".



- 4) A list of evaluations will appear. To download **all** listed evaluation results, select the tick box next to the "Name" in the table header row.

- 5) Click  [Batch Report](#)
- 6) Type in a report name and select report type.
Note: “Detailed Report” will only contain mean scores. “Detailed report + comments” will include students’ qualitative feedback.
- 7) For a report that is being uploaded to Prolorus, select “Merge Multiple Reports into one PDF for Selected Courses”.
- 8) For individual PDFs for each of the results, select “Download Multiple Reports as a ZIP File for Selected Courses”.
- 9) Then click the button “GO”.
- 10) A pop-up window will appear saying your report is being generated. Check your inbox for an automated email that contains a link to download your results report.