Student Course Feedback Survey Reports

This guide will show you how to view and download your results from the student courses feedback surveys.

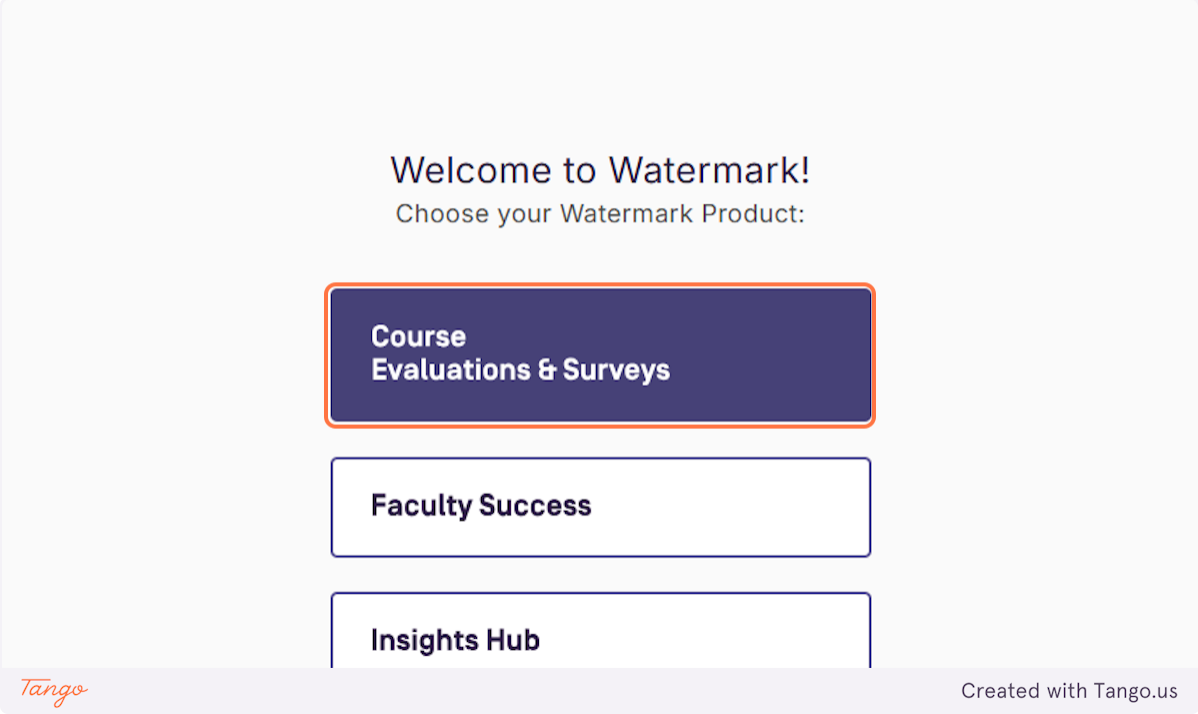
Creation Date: May 09, 2025

Created By: Stephanie Richardson

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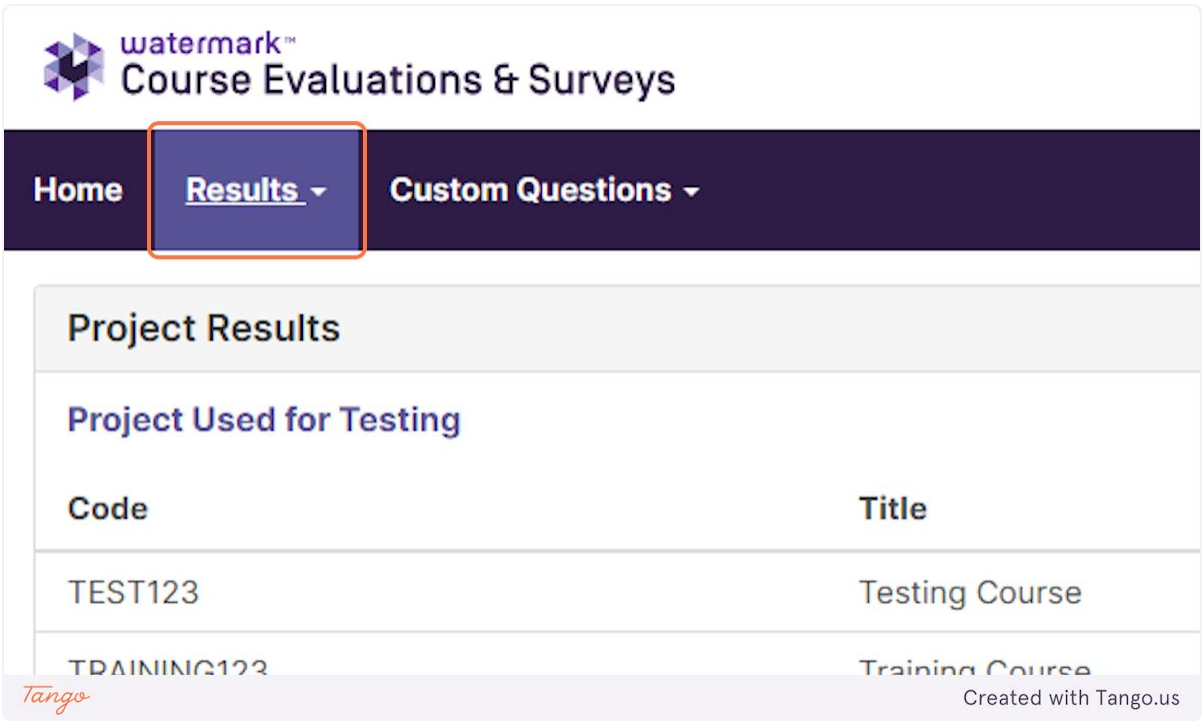
Watermark EIS

1. Click on Course Evaluations & Surveys

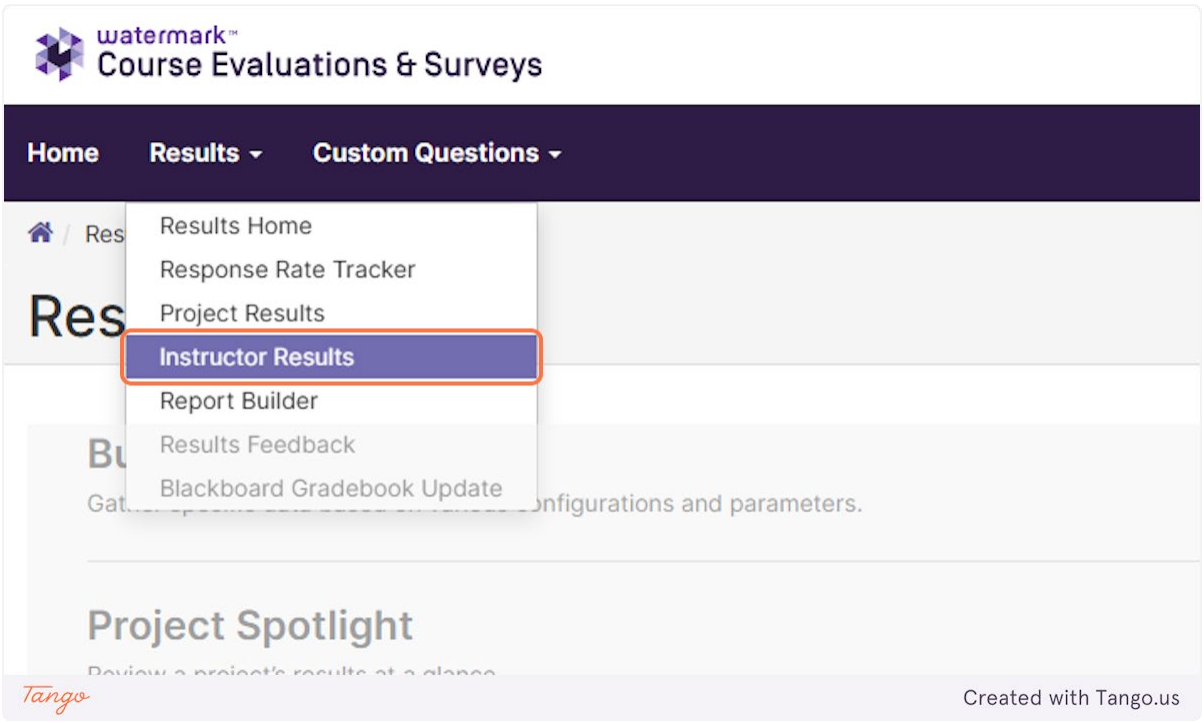


Watermark Course Evaluations & Surveys

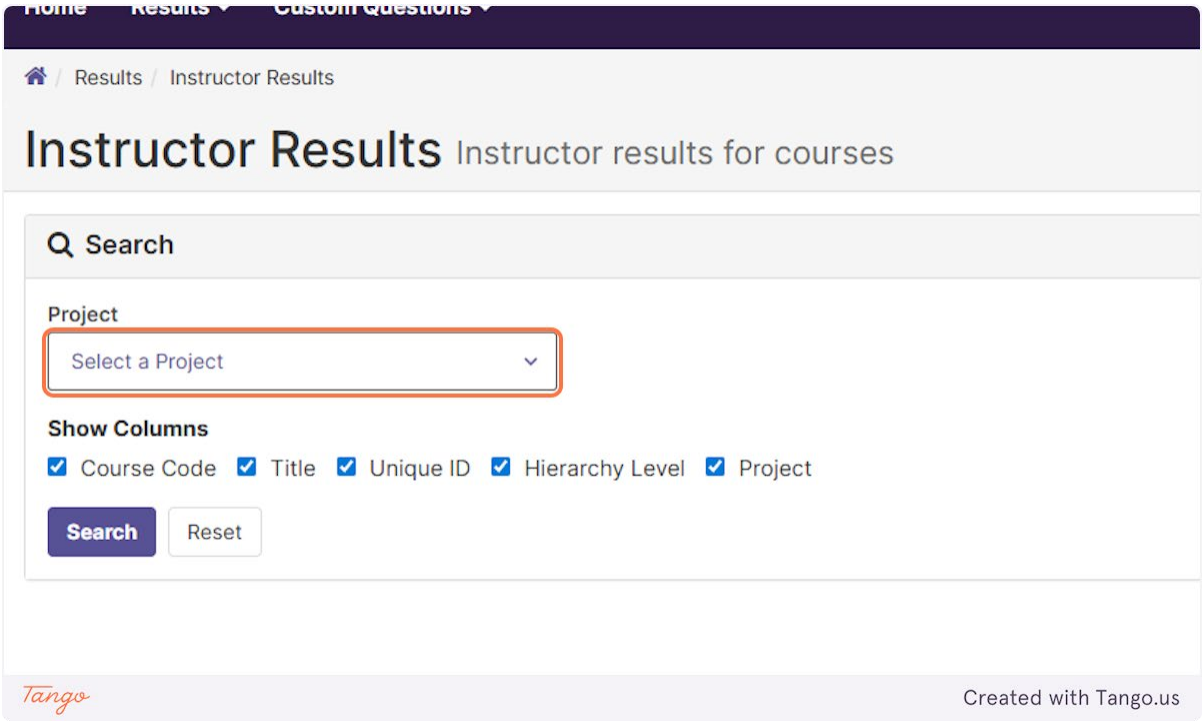
2. Click on Results



3. Click on Instructor Results

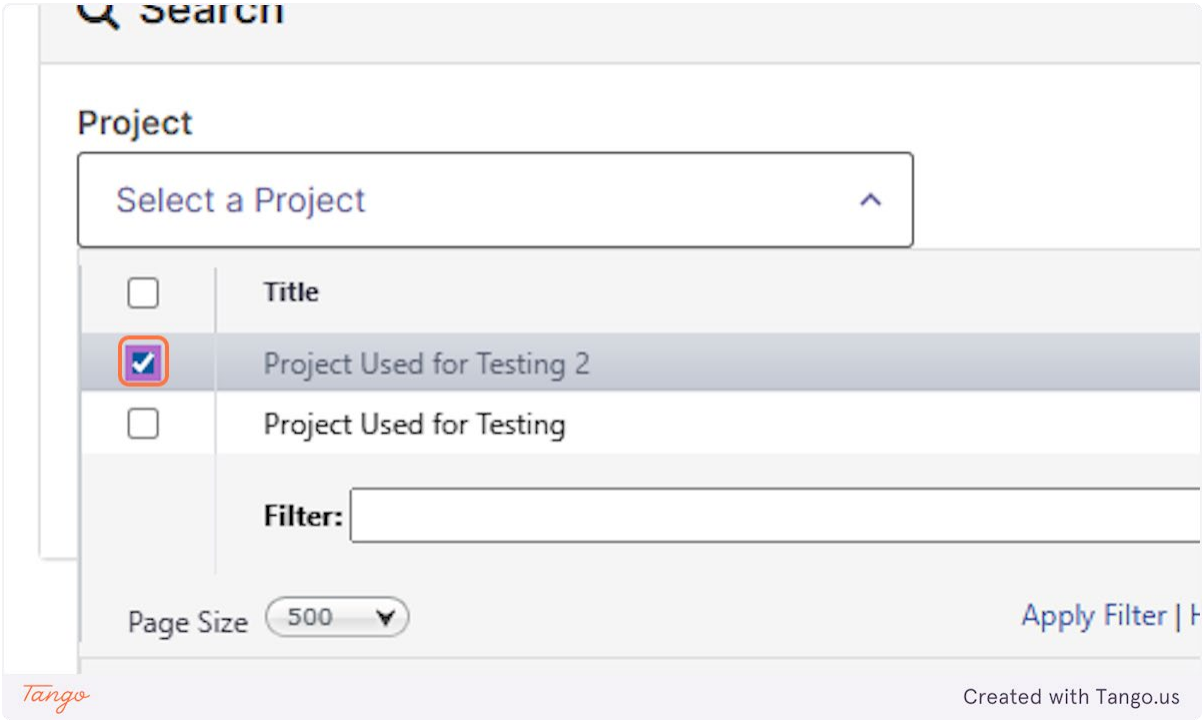


4. Click on Select a Project

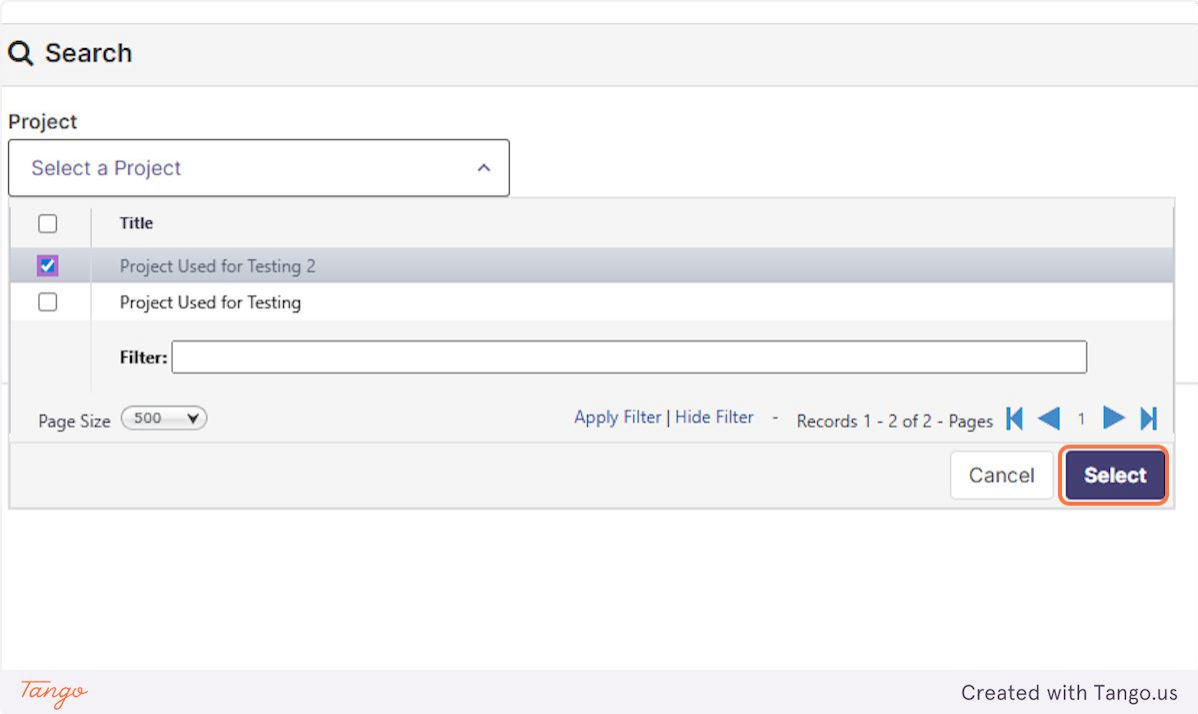


5. Check the box next to the project title you want to view

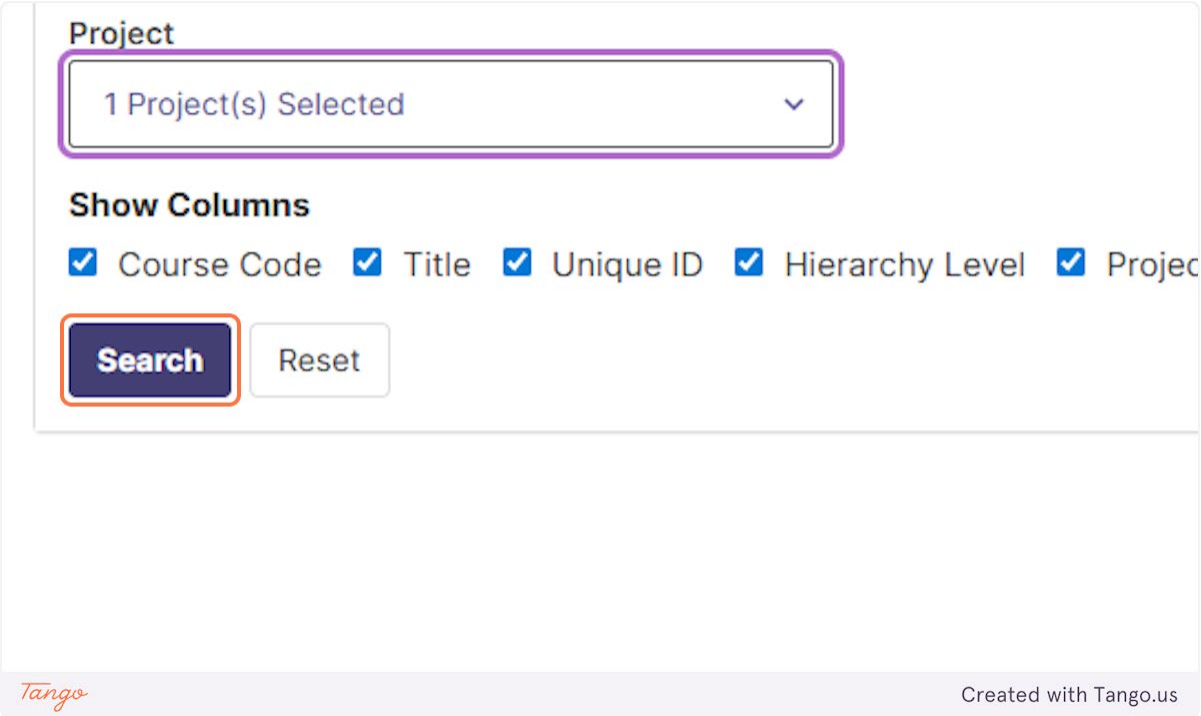
The title of the project will include the term, year, part of term, and modality. For example, Fall 2024 Full Term - F2F.



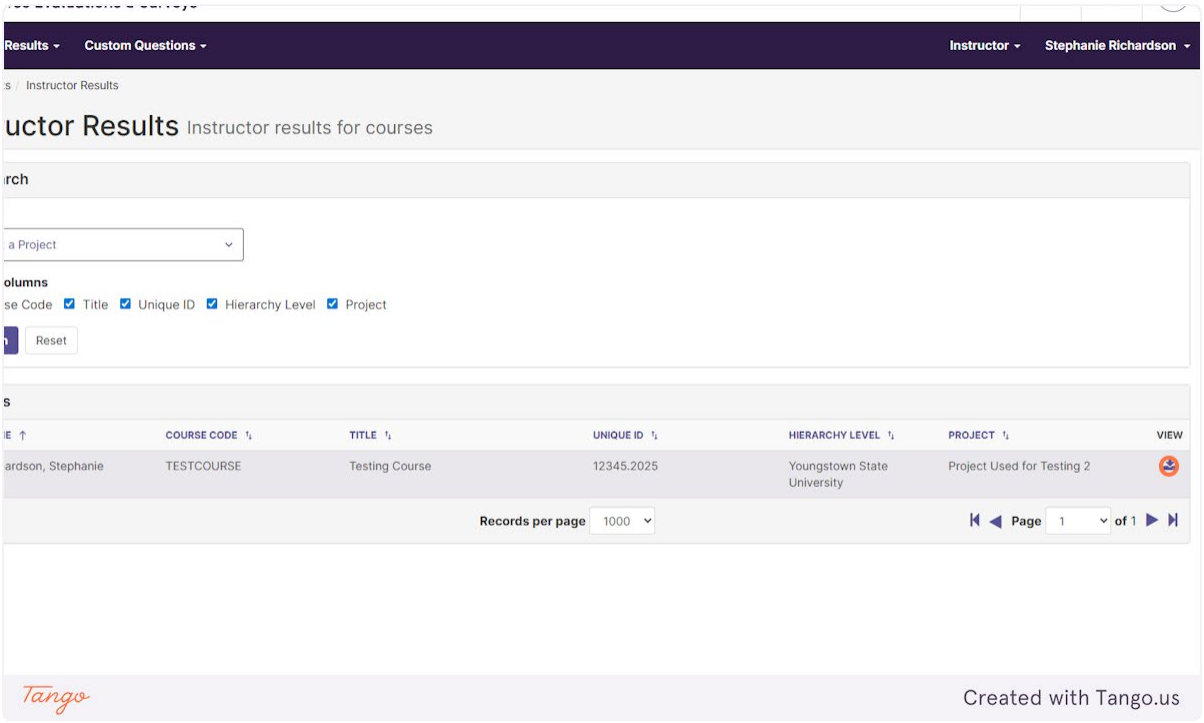
6. Click on Select



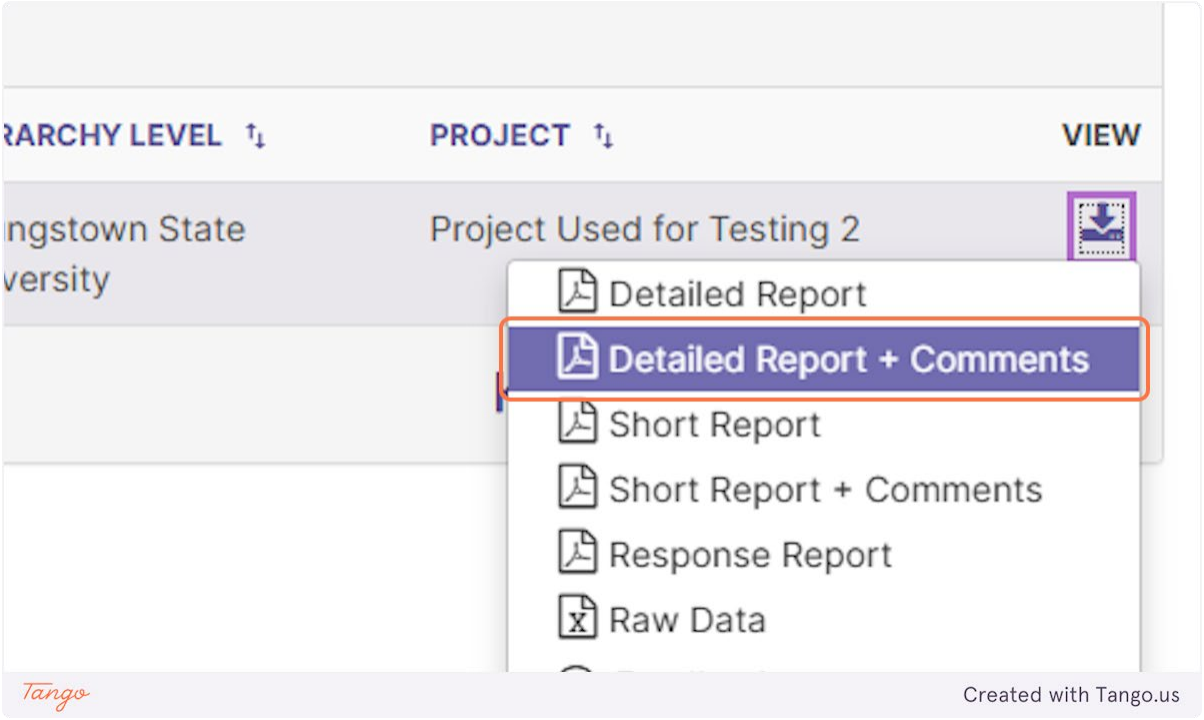
7. Click on Search



8. Click on the Download button to the right of the course.

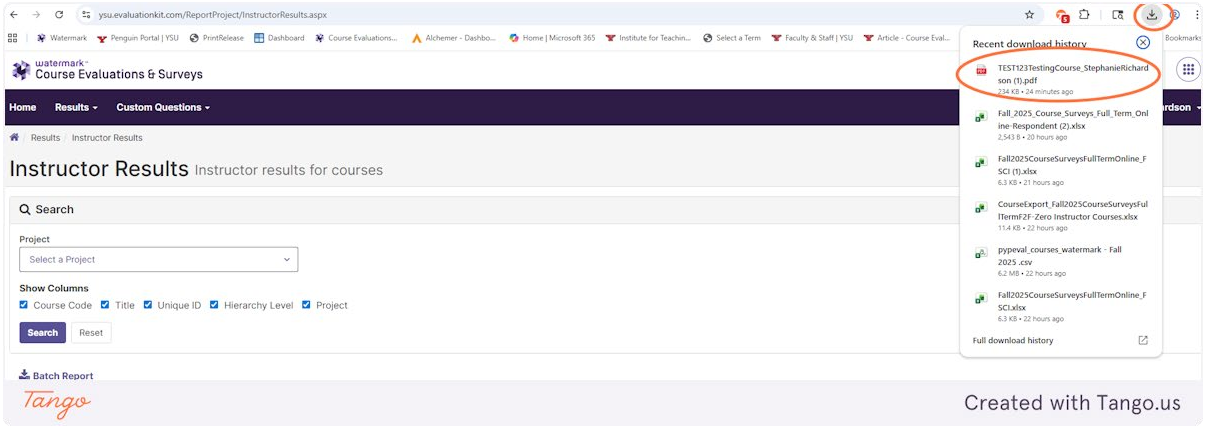


9. Click on Detailed Report + Comments from the drop-down menu



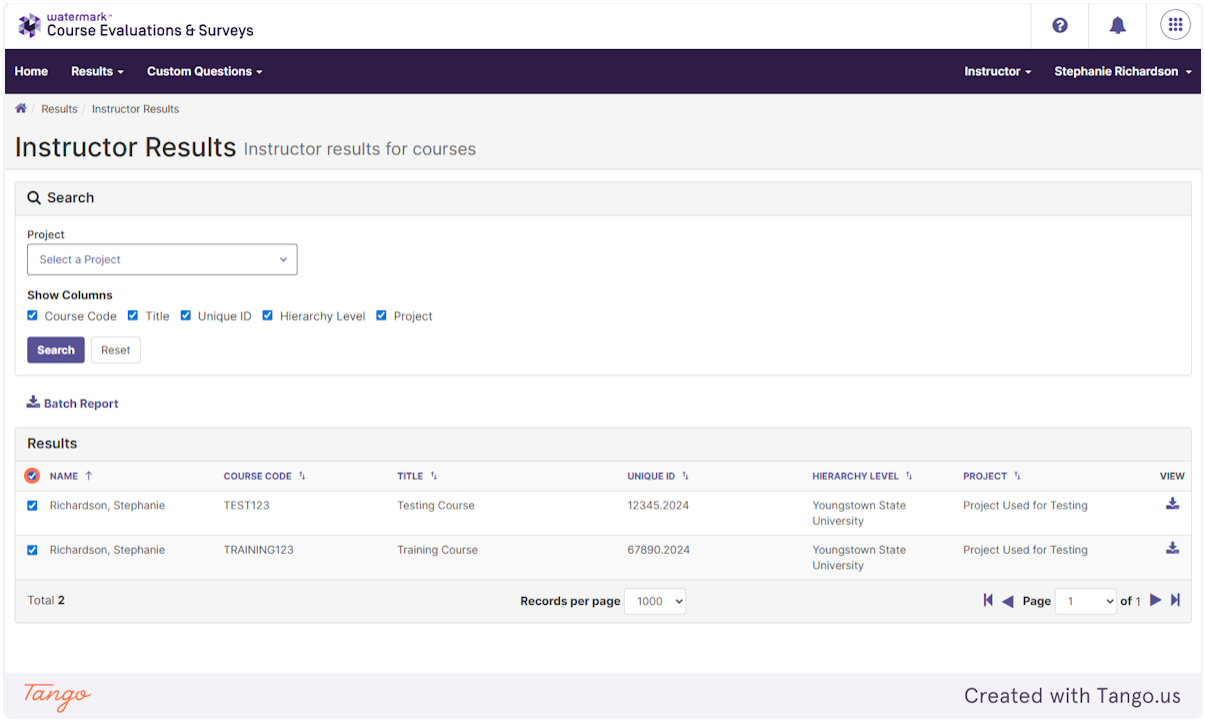
10. The detailed report of your course surveys including comments will be downloaded to your computer.

The image is if you are using the Google Chrome browser.

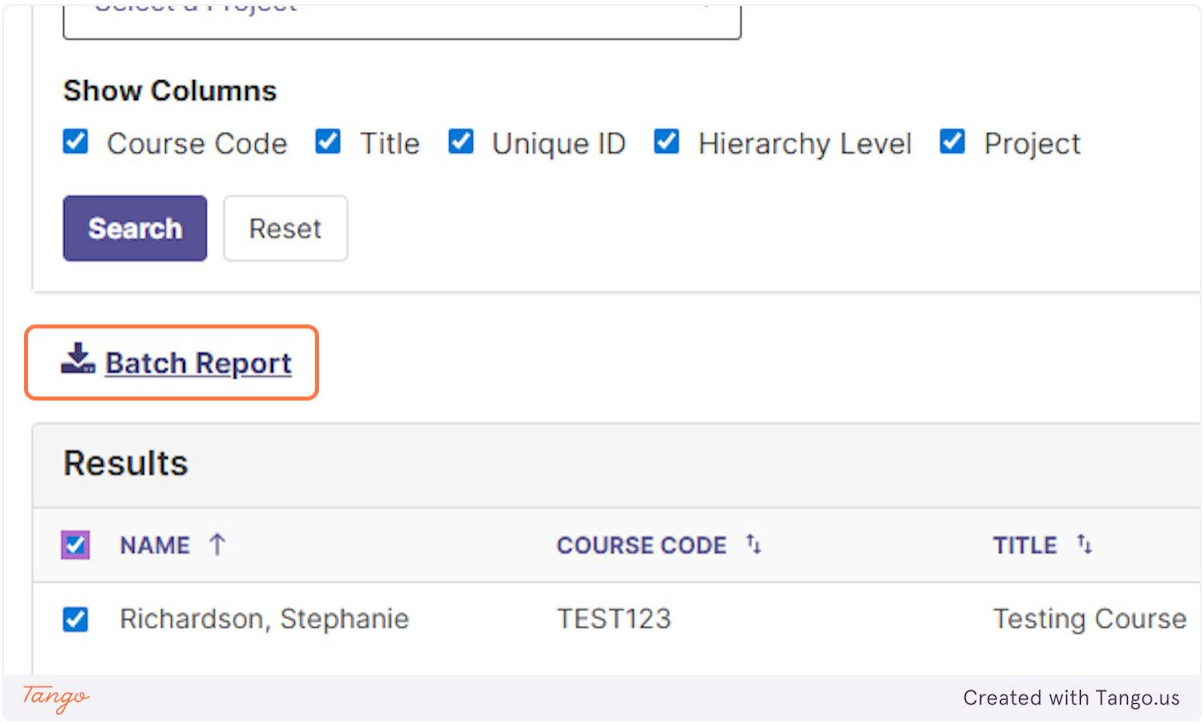


11. Another option is to download the results for all your courses in a project into one file.

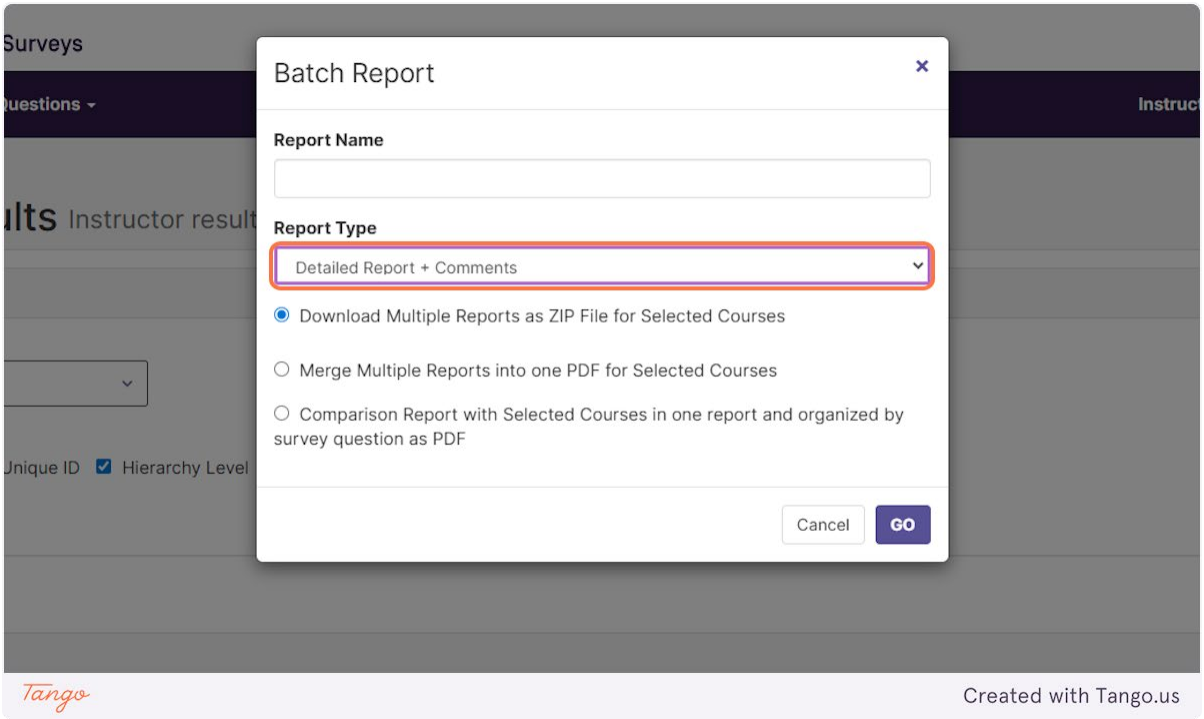
12. Check the box next to Name to Select All Courses Listed



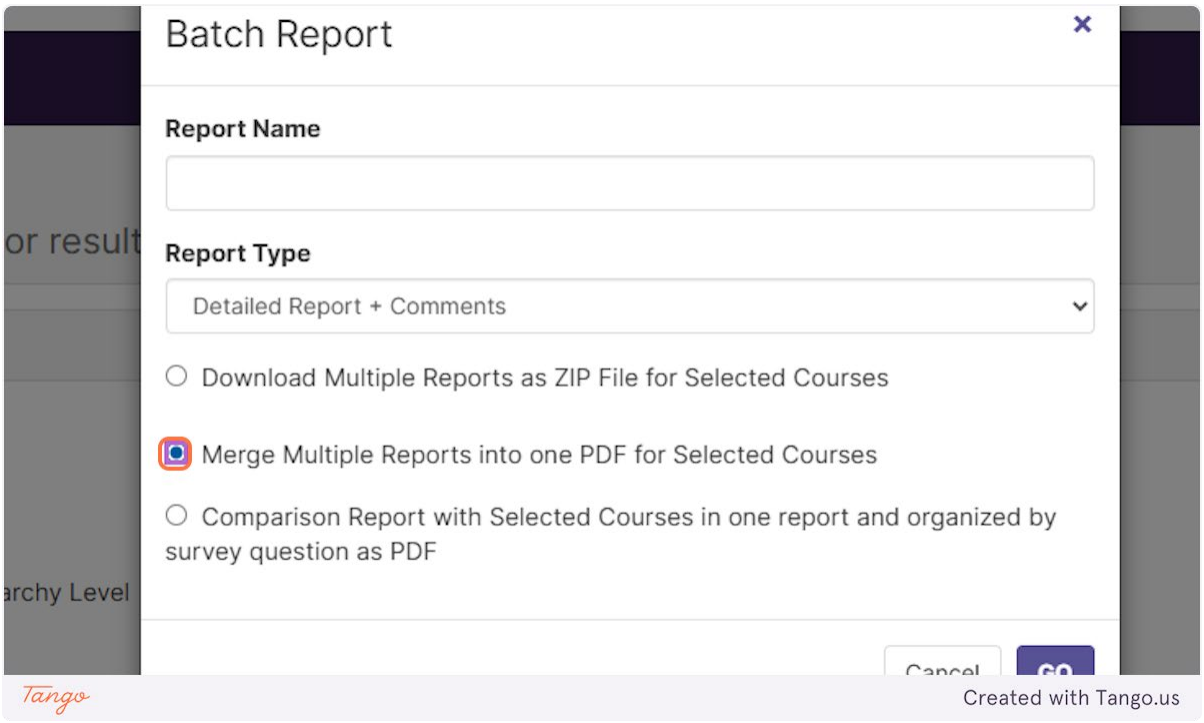
13. Click on Batch Report



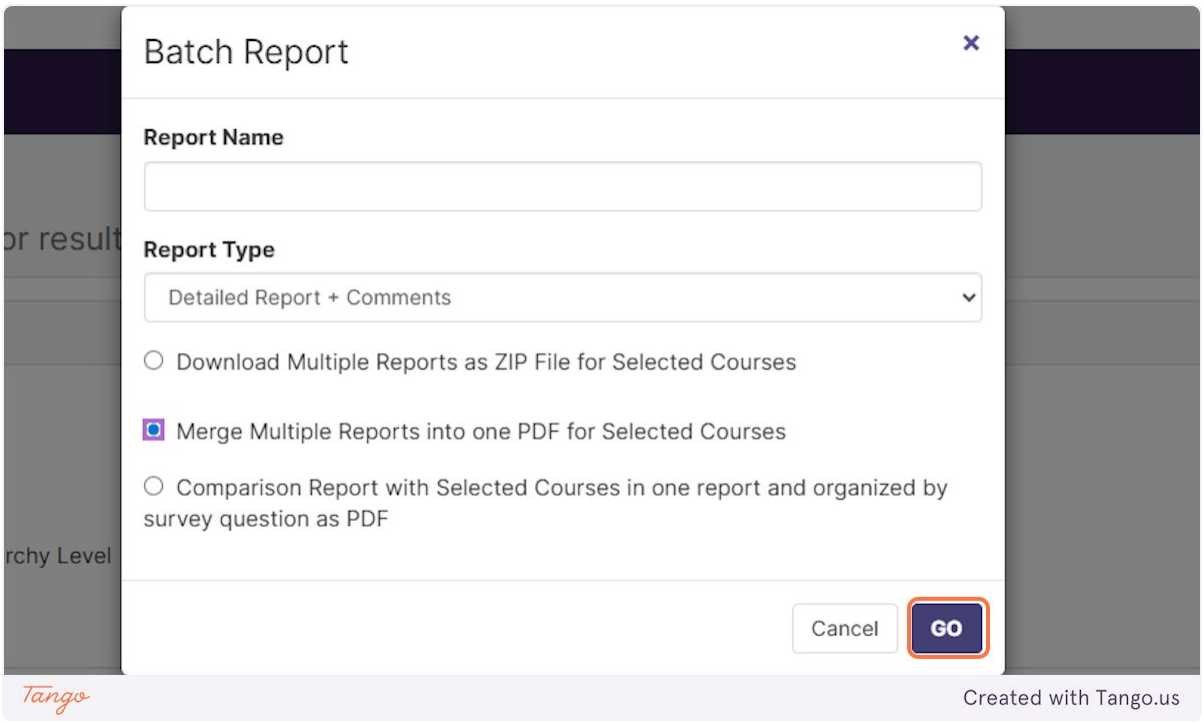
14. Select Detailed Report + Comments from Report Type drop-down menu



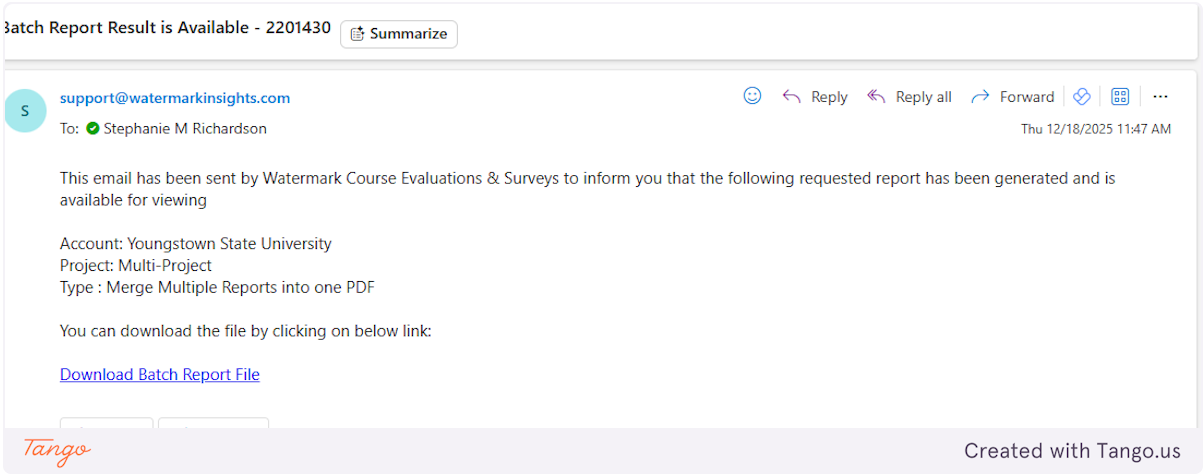
15. Select Merge Multiple Reports into one PDF for Selected Courses



16. Click on GO



17. You will receive an email with a link to download the batch report file of the courses you selected.



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