Moodle: View Course Evaluation Results

Last Modified on 10/05/2023 12:23 pm EDT

Bryn Mawr uses Watermark Course Evaluation and Surveys software to conduct end-of-semester course evaluations. Links and reminders within Moodle make it easier for students to complete surveys and for instructors to access results (this article).

> **Before you start**, you will need the following:
>
> - An **Instructor of record role in a Bryn Mawr course** that **is currently under evaluation** (response rates only) or **evaluated in a prior term** (responses)

View response rates and responses

1. Navigate to your Moodle **Dashboard**
2. Click **Open Block Drawer** if the right side drawer is closed.
3. In the **EvaluationKit User Access** block, click **Go to your Course Evaluations dashboard**

> **Note for New Instructors:** The **EvaluationKit User Access** block **won't appear** until the course evaluations for your first term **start**. This is normal.

4. Click in the appropriate block on your Watermark Course Evaluations and Surveys Dashboard:
   - **Reponse Rate Tracker** -- completion data for course evaluations **that are currently underway**
   - **Instructor Results** and **Project Results** -- links to response data from **previous semesters' evaluations.**

Please note that you WILL NOT see responses:

- For the **most recent semester,** until the day **after the final grade submission deadline**.
- For **evaluations prior to fall 2021**, the first year Bryn Mawr College used this platform.

If any other courses are missing from this list or you have questions about evaluations prior to fall 2021, please email courseevaluations@brynmawr.edu or contact the Provost's Office.

Troubleshooting

If you don't see the **EvaluationKit User Access** block

Is this your first term teaching at Bryn Mawr (since fall 2021)?

If the Provost's Office **has not started accepting** course evaluation submissions (typically in the last week classes; exact dates will be listed in a memo they email each semester) it is **normal** that the block is missing. Once course evaluations are underway, the block will appear and you will be able to see response rates. (You will not be able to see actual responses until the day after final grades for the term are due).

Are you an **Instructor of record** in at least one Moodle course?

People who teach, but have a different Moodle role such as **Other editing teacher** or **Non-editing teacher** may evaluated in other ways. Email courseevaluations@brynmawr.edu or ask the Moodle Instructor of record or your department chair for help.

Clear your browser cache or open Moodle in a private browser.

Many types of tech issues are fixed by clearing old cached (stored) data and forcing your browser to reload everything, which both of these actions accomplish.

Reset your Moodle Dashboard.

If you've customized your Dashboard, you may have accidently deleted or moved the **EvaluationKIT User Access** block**.** To restore it, go to your toggle the **Edit Mode** button on, then click the **Reset this page to default** button that appears.

Make sure you are on the Moodle **Dashboard** or **My Courses** page.

The **Evaluation Kit User Access** block only appears in the block drawer on these pages. It does not appear inside individual courses that have been or are being evaluated. If you click the **Go to your Course Evaluations** link inside that block, it will take you to your Dashboard in the Watermark Course Evaluations and Surveys platform, which will have links to response rates and responses for different surveys.

Use an alternative method to access the Watermark Course Evaluation and Surveys site.

- Click the access link in the email the Provost's Office sent you. (Contact courseevaluations@brynmawr.edu if you did not receive one.)
- Log into the Watermark Course Evaluation and Surveys website⧉ using your Bryn Mawr College username and password.

Troubleshooting the Instructor Dashboard

Response rates for current semester courses are missing

No response rates should appear until the Provost's Office opens the course evaluations for student submissions. This is typically on or around the last week of classes; exact dates are in the course evaluation memo the Provost's Office emails to faculty each semester. If course evaluations are open, but a course is missing please contact courseevaluations@brynmawr.edu.

Response rates for current semester courses are low

The Provost's Office recommends setting aside time at the beginning of a class session for students to fill out course evaluations and reminding them to bring a laptop, tablet, or phone with a web browser to class on that day for that purpose.

Evaluation responses are missing

- You should only see responses for **past terms**. Responses for the current term won't be visible before the day after the deadline to submit final grades for that term. If that deadline has passed and responses still aren't visible, email courseevaluations@brynmawr.edu.
- You won't see data for courses taught prior to **fall 2021**, the semester that Bryn Mawr College began using Watermark Course Evaluations and Surveys. Contact the Provost's Office for help with older responses.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor