What to Expect for Summer 2023 Course Evaluations

Summer course evaluations will only be in the new course evaluation platform – Watermark Course Evaluations & Surveys (CES)\*. Below are a few things to know about the new process.

1. Blackboard is used for the administration of course evaluations. It is fine if you do not use Blackboard for your course, but you will need to access it for CES.
2. The majority of the information pertaining to CES course evaluations will be done via email.
3. The emails will come from WSU Evaluations (evaluations@ces.wichita.edu). Please add this address to your contacts so that emails won’t be directed to your spam/junk folder.
4. Emails will give you information according to what step your course is in the process. If you teach multiple courses with different date lengths, you will receive multiple emails. Be on the lookout for these emails.
	1. Regarding CES procedure and pertinent dates.
	2. How to delete courses from CES. (Manage Courses)
	3. Reminder of start date for course evaluations for your students.
	4. How to access your results.
5. CES has set dates assigned in the platform that instructors need to follow for tasks to be completed.
6. The courses that you are assigned to in Banner and/or are assigned the role of instructor in Blackboard will appear in the Watermark Manage Courses Dashboard.
	1. Check Blackboard roles. Don’t use “instructor” for someone not teaching the course. Rather, use TA or Course Builder. Don’t use “test student” in a student role. Rather, use Guest or another role. If you have questions, contact OIR.
	2. Courses will only appear In Manage Courses according to what part-of-term the course falls under.
	3. Manage Courses will open when it is available and be unavailable when it closes. The Manage Courses email will give you the open and close dates.
	4. There could be courses omitted from your dashboard due to established university parameters. See FAQs on course exclusions on the [WSU Watermark CES](https://Wichita.edu/watermark) website. (https://wichita.edu/watermark)
7. If you do not want your course evaluated, when you receive the Manage Courses email you will have to opt-out of CES (delete the course).
8. It is important to communicate with your students regarding course evaluations. Emails sent from WSU Evaluations will give you information to pass on to your students.
9. Results will only be available at the end of the completed semester no matter what part-of-term your course was completed. This is because of norming and KBOR requirements.
10. There are a variety of teaching arrangements and methods that may not initially fit CES. We will have to work with each scenario as it arises and figure out a solution.

As with all new platforms, policies and procedures may change. We will continue to keep you informed. Please note that this process will take a few years to learn and fully implement. If you have any questions, please contact Sandra Ranney or David Wright.

\*Watermark Course Evaluations & Surveys (CES) is the new course evaluation tool. CES is the shortened name.