

View and Download Course, Teaching and TA/Tutor Evaluation Results

Accessing Your Evaluation Results

- 1) Login to [LEARN](#).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.

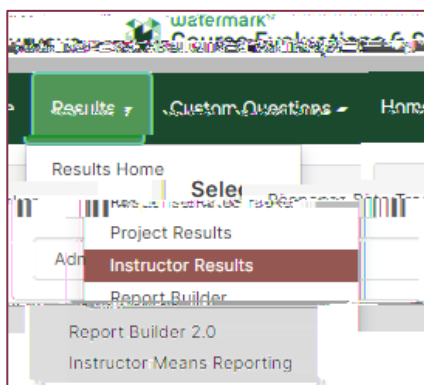
- 5) A new page will appear for the Watermark Course Evaluations & Surveys (CES) webpage.
- 6) Need more help. Click [here to watch the video on where to find the Watermark CES link in LEARN](#) (staff only).

2) If you want a quick overview of the response rate and the mean score for a specific question, you can select a
pre response issues 56.7 (.1 5p)4(es)6.6u0.1 (es)6.6 (p)seas56.7 (es)4(es)ecessesd0.1 (es m)9eas (.1 5p)4(es)6.6 (p)

How to download evaluation results across projects and timeframes

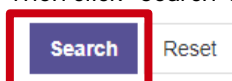
You may wish to download **multiple evaluation results across different projects and timeframes** (e.g., 2023 Teaching Evaluation – Window 1 + 2023 Teaching Evaluation – Window 2 + 2023 Course Evaluation – Semester 1). This is especially important to use when uploading a report into **Prolorus (online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