



KENNESAW STATE
UNIVERSITY

Faculty Success at KSU, Part 1: Tools and Techniques

Tuesday, August 8, 2023

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What We'll Cover

1. Introduction to Watermark Faculty Success
2. Introduction to Watermark Course Evals
3. Campus Resources for Watermark

What is Watermark Faculty Success?

Watermark Faculty Success is a way of cataloging and reporting all of the faculty's accomplishments. This digital portfolio system is used for annual and multi-year reviews, accreditation reports, reports on global and community engagement, high-impact practices, student success measures, etc.

Watermark Resources

<https://facultyactivitydata.kennesaw.edu/index.php>

The screenshot shows the Watermark website interface. At the top left, it says "STATE CITY". In the top right, there are navigation links for "HOME", "ABOUT", "CONTACT", "CALENDAR", and "RESOURCES", along with a search icon. Below the navigation bar, the page title is "Watermark".

WATERMARK

- Home
- Login to Watermark Navigator
- Resources +
- Portfolio Information +
- Annual Review Information +
- Course Evaluation Information
- Feedback
- Contact

Welcome

New Watermark System URL

The Integration of Faculty Success with Course Evaluations and Surveys is now complete. Please update your bookmarks accordingly. In order to view the correct version of the Navigator, you may need to clear your cache.

[LOG IN TO WATERMARK](#)

Entering Workload percentages

Faculty and administrators: Please note that ALL FPAs MUST contain workload percentages. Before you submit, enter these in the screen "Yearly Workload Summary" under the Administrative Data in the Activities tab. If your FPA does not have this data, it will be returned to you. See the "FAQ for Annual Reviews" link under the "Activity Insight" menu to the left.

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August 23 2019: Note to Reviewers having trouble with Links

If the "List of Links to Supplemental Evidence Files" was saved as an .rtf file, the links may not work. The solution to this is to change the suffix to .doc or .docx, and then open it in Word. Then the links should work.

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This website uses cookies. Find out more in our Privacy Notice at <https://www.kennesaw.edu/privacy.php>. Questions or Requests, please complete [this form](#).

[OK](#)

If my former institution used Watermark, how do I have my profile data transferred to KSU?

In order to request Watermark data from a former institution be transferred to KSU, you must first complete the [Import Authorization Form](#) and submit it to facultyactivitydata@kennesaw.edu.

Annual Review Information

| WATERMARK | |
|-------------------------------|---|
| Home | |
| Login to Watermark Navigator | |
| Resources | + |
| Portfolio Information | + |
| Annual Review Information | - |
| For Faculty | |
| For Reviewers | |
| Course Evaluation Information | |
| Feedback | |
| Contact | |

Annual Review Information for Faculty

ANNUAL REVIEW WORKSHOP for Faculty:

Monday, 12/12/22, from 1:00pm - 2:00pm online.

Register through CETL.

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[Video describing the process of submitting Annual Reviews in Watermark](#)

INSTRUCTIONS FOR SUBMITTING AN ANNUAL REVIEW:

Beginning with 2018 ARDs, the annual review process utilizes Watermark Workflow for the entire campus. This means that the reports are automatically generated. Faculty members will enter their data, check that the reports are correct, and Submit.

(I) Enter data: Faculty enter their accomplishment data into the main Activity screens as usual. You may be required to provide supplemental documentation (such as full-text versions of publications), so you should upload files into the Activity screens and click the box for "Include File for Portfolio Review." This is also how you should handle any graphs, charts, or graphics that you would like to link to; upload them into a relevant screen and click the "Include..." box. You should upload your teaching evaluations as well [\(Detailed Instructions\)](#) Goals are entered into the screen called "Narratives for Your Faculty Performance Agreement." (Use "Add a New Item" with the date 2023 for your new, 2023 FPA.) If there is narrative text required for your ARD form, that text goes into the screen called "Narratives for Your Annual Review Document." (Use "Add a New Item" with the date 2022 for your ARD that will cover last year, 2022.)

IMPORTANT: You MUST enter your 2023 FPA Workload Percentages under Administrative Data -> Yearly Workload Summary. You should also make sure that your 2022 Workload percentages are there and correct, as they will appear in your ARD. [\(Detailed Instructions\)](#)

How can I easily import my existing publication information?

There is a feature of Watermark Faculty Success which allows you to run a Google Scholar report on yourself, export that into a bibtex format file, and upload that into Watermark. You can also import an existing cv that might be in Word format.

<https://www.digitalmeasures.com/activity-insight/docs/directdataimports/>

Watermark Course Evaluations and Surveys

Student Course Evaluations

KSU uses a single, university-wide template for course evaluations. The evaluation survey will be available for students to complete for a four-week period, ending on the last day of class.

Please answer the following statements on a 4 item Likert scale:

1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

1. The instructor was effective in helping me learn.

1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

2. The instructor created a learning environment wherein I felt comfortable participating.

1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

3. Overall, the content of this course contributed to my knowledge and skills.

1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

Student Course Evaluation Survey (continued)

Open Ended Responses:

4. Please provide your feedback on the instructor's role in supporting your learning in this course.
5. Please comment on the instructor's strengths.
6. Please comment on how the instructor can improve your learning in this class.
7. Please comment on how the course can be improved.

Course surveys are available for students to provide feedback on their instructors during the evaluation periods as defined at CourseEvals.Kennesaw.edu.

Students can access course evaluations via prompts in D2L or through direct links provided by system-generated emails.

Fig. 1. System-generated Email to Students:

Thank you for taking the time to give your feedback and helping us improve your educational experience.

| Survey Summary | | | | | | |
|-----------------------------|--|--------------------|--------------------|---------------|------------------------------|--|
| Course Code | Course Title | Survey Start Date | Survey End Date | Status | | |
| CO.430.HIST1112.51001.20241 | Survey of World History II Section W01 Summer Semester 2023 CO | 7/12/2023 12:00 AM | 7/26/2023 11:59 PM | Not-Submitted | Go To Survey | |
| CO.430.PSYC3205.51839.20241 | Psychology Child Development Section W01 Summer Semester 2023 CO | 7/12/2023 12:00 AM | 7/26/2023 11:59 PM | Not-Submitted | Go To Survey | |
| CO.430.TCOM2010.52843.20241 | Technical Writing Section W14 Summer Semester 2023 CO | 7/12/2023 12:00 AM | 7/26/2023 11:59 PM | Not-Submitted | Go To Survey | |

Upon navigating to the survey, students will be able to provide feedback on the course and instructor. If multiple instructors are assigned to a course, students will be asked to complete a survey for each instructor.

Project Name

* Overall, the content of this course contributed to my knowledge and intellectual skills.

Strongly Disagree

Disagree

Agree

Strongly Agree

N/A

Faculty Results Tracking

Faculty can access evaluation data by logging in to Watermark and selecting Course Evaluations & Surveys.

<https://facultyactivitydata.kennesaw.edu/index.php>



Choose your Watermark Product Destination:

**Course
Evaluations & Surveys**

Faculty Success

- This will take you to the home screen. From here you have at-a-glance access to current and previous evaluation periods. By selecting a project from the Project Results table, you can access more detailed information.

Instructor Home Screen

watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Surveys Projects **Results** Instructor - Joel Volkert - English (United States)

Project Results

| | | |
|-----------|--|-------------|
| Fall test | | |
| ACC101-GC | | ACC-101-01 |
| MATH124 | | MATH-124-01 |

My Surveys →

Response Rate Tracker

Response Rate Tracker

View results of evaluations in real time, including number of respondents out of total enrollments, response rate percentage, and students who opted out

watermark
Course Evaluations & Surveys | formerly EvaluationKIT

Home Surveys Projects Results - Instructor - Joel Volkert - English (United States)

Results Project Response Rates Search By Project

Q Search

Name Status Type Where Between And

Search Reset

Response Rates

| Project | Start | End | Enrollments | Responded | Response Rate | Opted-Out | % of Enrollments Opted Out | Responded With Opted-Out Removed | Response Rate With Opted-Out Removed | View |
|---------------------------------------|--------------------|--------------------|-------------|-----------|---------------|-----------|----------------------------|----------------------------------|--------------------------------------|------|
| End of Course Evaluations (May 2021) | 5/2/2021 12:00 AM | 5/7/2021 12:00 PM | 364 | 364 | 100% | 0 | 0% | 364 | 100% | 📄 |
| End of Course Evaluations Winter 2020 | 11/15/2020 5:15 PM | 12/15/2020 4:55 PM | 1 | 0 | 0% | 0 | 0% | 0 | 0% | 📄 |

The Project Results detail screen gives you access to all your course surveys for the selected term. From here you can download individual course data or batch results.

| Results | | | | | | |
|---|-------------|---------------------|------------|------------------------------------|---|------|
| <input type="checkbox"/> Name | Course Code | Title | Unique ID | Hierarchy Level | Project | View |
| <input type="checkbox"/> Winfrey, Oprah | ACC | Accounting 101 | ACC101 | Accounting (Undergrad) (In-person) | Summer 2020 Term 1 - End of course evaluation | |
| <input type="checkbox"/> Winfrey, Oprah | ACC | Accounting 101 | ACC101 | Accounting (Undergrad) (In-person) | Fall 2019 Mid-term Evaluations | |
| <input type="checkbox"/> Winfrey, Oprah | ACC101-GC | Intro to Accounting | ACC-101-01 | Accounting (Undergrad) (In-person) | Main Course Evaluations Summer 2019 | |

Total 3

Records per page 1000

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If faculty or students have questions about or issues accessing their evaluations, they can reach out to CourseEvals@kennesaw.edu for assistance.

If faculty have questions or issues with accessing Watermark, they may contact facultyactivitydata@kennesaw.edu.