

ACCESSING THE ACE SYSTEM

An email will be sent out to your university email account one week before course evaluations open to students. This email will contain the course summary in table format as shown below. The table lists the courses you teach that will have surveys available to students to fill out, the start and end dates for the survey period, the date you will be able to access your survey results, and the response rate which shows the number of students in each course.

Course Summary						
Course Code	Course Title	Survey Start Date	Survey End Date	Report Access Start	Response Rate	
CSCI1620001.1231	23SP CSCI1620-820:Intro To CS II	4/28/2023 12:00 AM	5/12/2023 11:59 PM	6/2/2023 12:00 AM	0.00% (0/54)	
CSCI1620001.1231	23SP CSCI1620-851:Intro To CS II	4/28/2023 12:00 AM	5/12/2023 11:59 PM	6/2/2023 12:00 AM	0.00% (0/166)	
CSCI1620001.1231	23SP CSCI1620-001:Intro To CS II	4/28/2023 12:00 AM	5/12/2023 11:59 PM	6/2/2023 12:00 AM	0.00% (0/55)	
CSCI1620001.1231	23SP CSCI1620-850:Intro To CS II	4/28/2023 12:00 AM	5/12/2023 11:59 PM	6/2/2023 12:00 AM	0.00% (0/57)	

You can access your account by two ways:

1. **Option 1:** Logging in your watermark account
<https://login.watermarkinsights.com/connect/universityofnebraskaomaha>
2. **Option 2:** Log into your Canvas account and click the ACE Instructor Course Evaluations link. This link is visible a week before the course evaluations open to students.

The screenshot displays the Watermark Course Evaluations & Surveys interface. The sidebar on the left contains navigation options: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Help, Keep Learning, and Bridge. The main content area is titled 'CSCI1620001.1231 > ACE Course Evaluations' and shows 'Project Results' for '2021FA UNO SEEQ Course Evaluations (Blue)' and '2022SP UNO SEEQ Course Evaluations (Blue)'. A 'Response Rate Tracker' widget shows '0.00%' for '2023SP UNO SEEQ Course Evaluations'. The footer includes copyright information and links for Terms & Conditions, Privacy Policy, and Accessibility Policy. A red arrow points to the 'Settings' link in the sidebar.

ACCESSING RESPONSE RATES

Once the evaluation period begins, you can access your response rates by clicking the **Response Rate Tracker**.

The screenshot shows the 'Project Results' page. On the right side, a 'Response Rate Tracker' panel is highlighted with a red circle. An arrow points to the '2023SP UNO SEEQ Course Evaluations' link within this panel. Below the link, there are two sub-sections: 'Responses/Enrollments' showing '0.00%' and '0 / 332', and 'Daily Responses' with a line graph.

This will list all the classes and show how many students have filled and submitted the surveys so far as shown below.

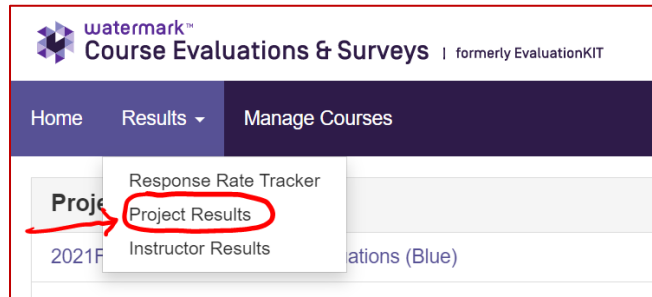
The screenshot shows the 'Course Response Rates' page for '2023SP UNO SEEQ Course Evaluations'. It features a search bar with fields for 'Course Code', 'Course Title', and 'Course Unique ID'. Below the search bar is a table with the following data:

Level	Code	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	Opted-Out	% of Enrollments Opted Out	Responded With Opted-Out Removed	Response Rate With Opted-Out Removed	View
Computer Science	CSCI1620001.1231	23SP CSCI1620-001:Intro To CS II	CSCI1620001.1231	Agatha Owora	55	0	0%	0	0%	0	0%	
Computer Science	CSCI1620001.1231	23SP CSCI1620-820:Intro To CS II	CSCI1620820.1231	Agatha Owora	54	0	0%	0	0%	0	0%	
Computer Science	CSCI1620001.1231	23SP CSCI1620-850:Intro To CS II	CSCI1620850.1231	Agatha Owora	57	0	0%	0	0%	0	0%	
Computer Science	CSCI1620001.1231	23SP CSCI1620-851:Intro To CS II	CSCI1620851.1231	Agatha Owora	166	0	0%	0	0%	0	0%	

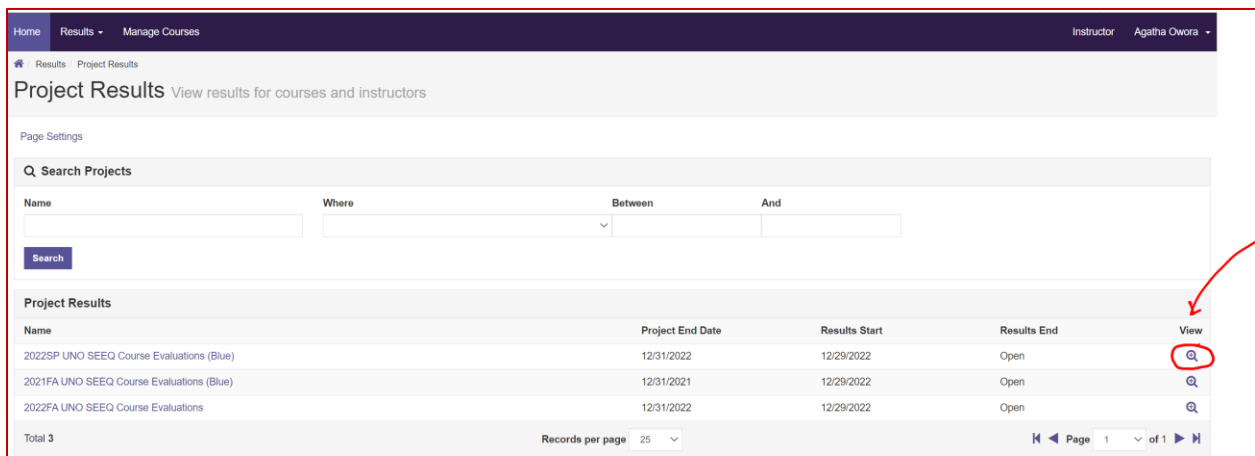
At the bottom of the table, it shows 'Total 4' records and a 'Records per page' dropdown set to 50. The page number is 1 of 1.

ACCESSING SURVEY RESULTS

To access project results, click the **Results** tab and select **Project Results**.



Click the icon in the **View** column for the course results you want to review.



This will open all the courses listed under that project from which you will be able to click the **Download** icon in the **Report** column and select the type of report you want to download.

