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.

ACCESSING RESPONSE RATES

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

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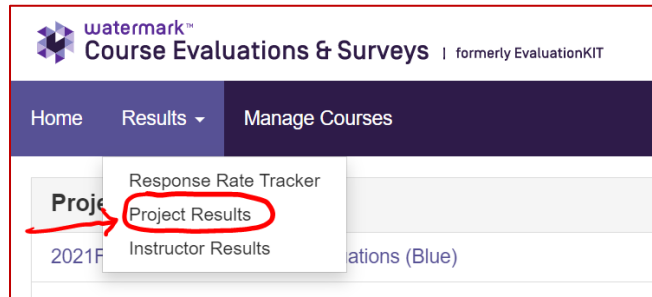
ACCESSING SURVEY RESULTS

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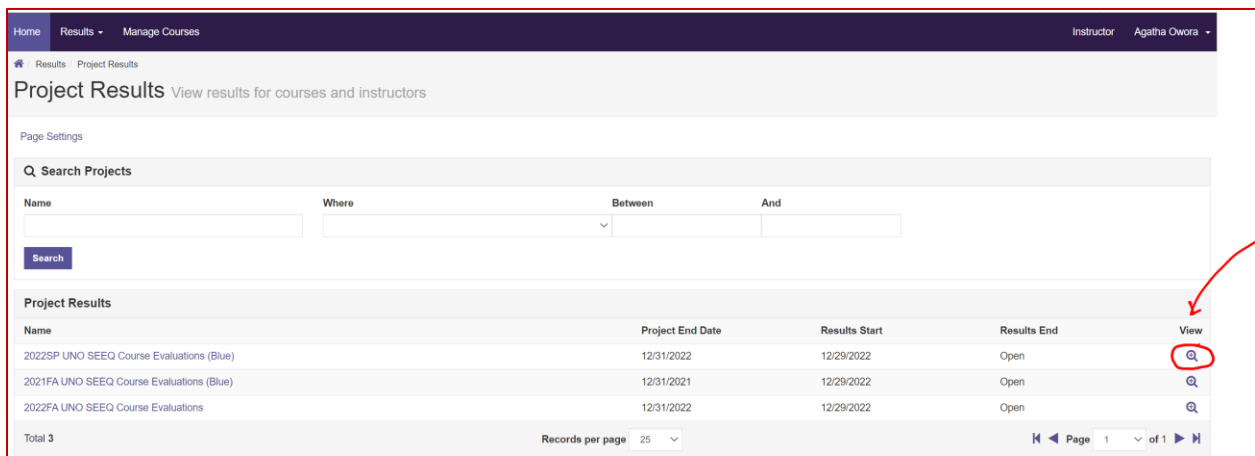
This will open all the courses listed under that project from which you will be able to click the **Download** icon in the **Report** column and select the type of report you want to download.