

# How to Access and Print Student Survey of Instruction (Course Evaluation) Reports in Canvas for Faculty

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## Viewing or Printing Your Student Course Evaluation Reports

1. Log in to your Canvas account.
  2. Select the desired course.
  3. On the inner left-hand menu, click **Course Evaluation**. (Note: It's located near the bottom of the list. We are working with Watermark to update this menu name, but it will remain as-is for now.)
  4. In the dark header box at the top, make sure you see **Instructor** on the right:
    - If not, click the dropdown where it says *Student/Respondent* or *Teaching Assistant*, and select **Instructor**.
  5. Under **Project Results**, click the appropriate project name (e.g., *Spring 2025 Credit Courses*).
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## To View an Individual Course Report

- Click the report icon next to the course name to download a PDF.
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## To View or Print Multiple Reports (Batch Reports)

### Option A: Select All Courses

- Check the box next to **Course Code** to select all course sections.
- Choose a report format:
  - *Detailed Report + Comments*
  - *Short Report + Comments*

### Option B: Select Specific Courses

- Check only the boxes next to the courses you wish to include.

Then continue with the following steps:

6. Click **Batch Report**.
7. **Report Name:** Enter a name for your report.
8. **Report Type:** Select your desired format:

- *Detailed Report + Comments*
- *Short Report + Comments*

### **9. Choose Delivery Option:**

- Merge reports into a single PDF
- Download multiple reports as a ZIP file
- Create a comparison report organized by survey question (PDF)

You will receive an email from **support@watermarkinsights.com** with a link to download your reports.

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### **Need Help?**

If you have any questions or need further assistance, please contact us at [IRO-StudentEvals@collin.edu](mailto:IRO-StudentEvals@collin.edu).