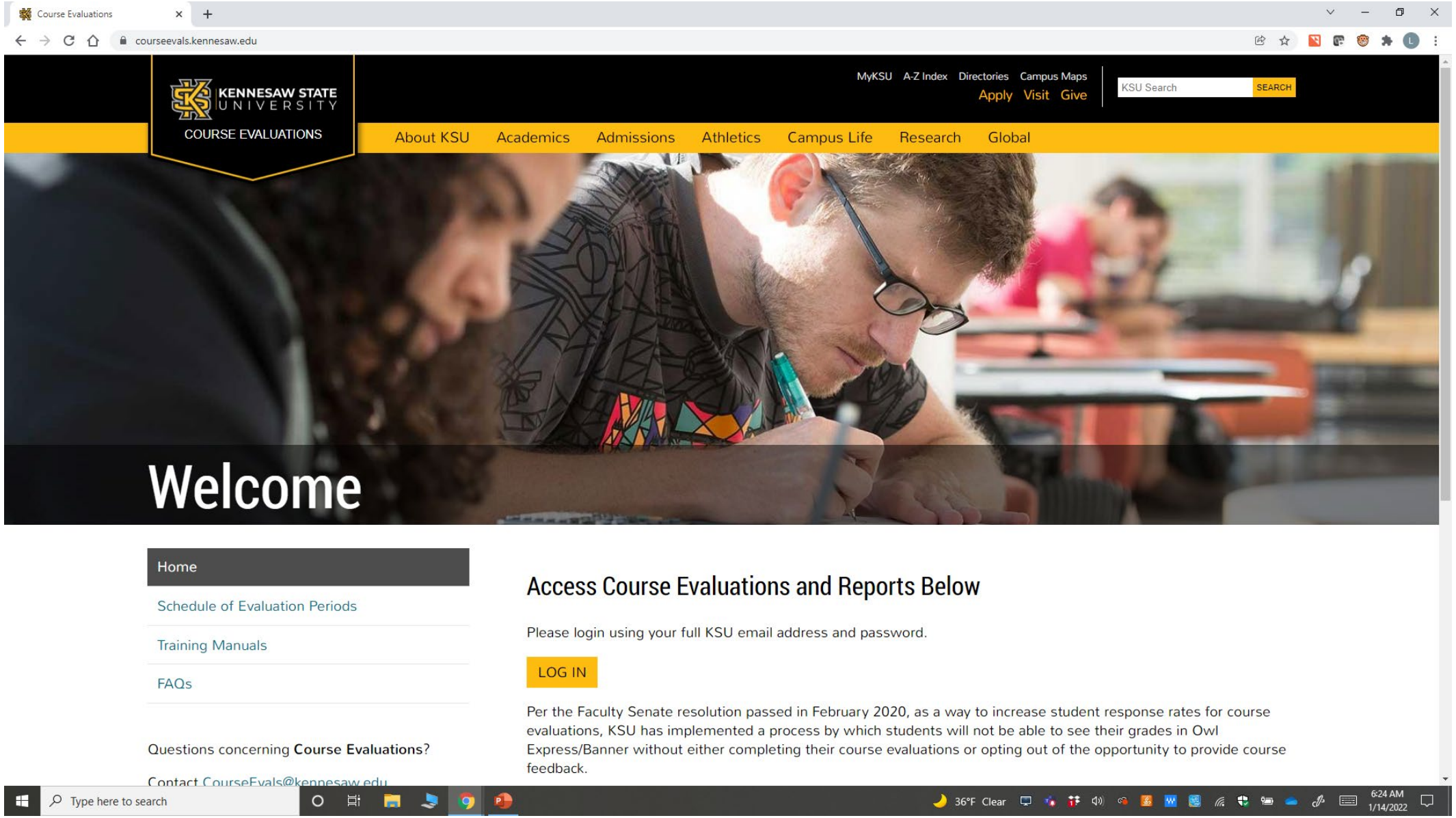
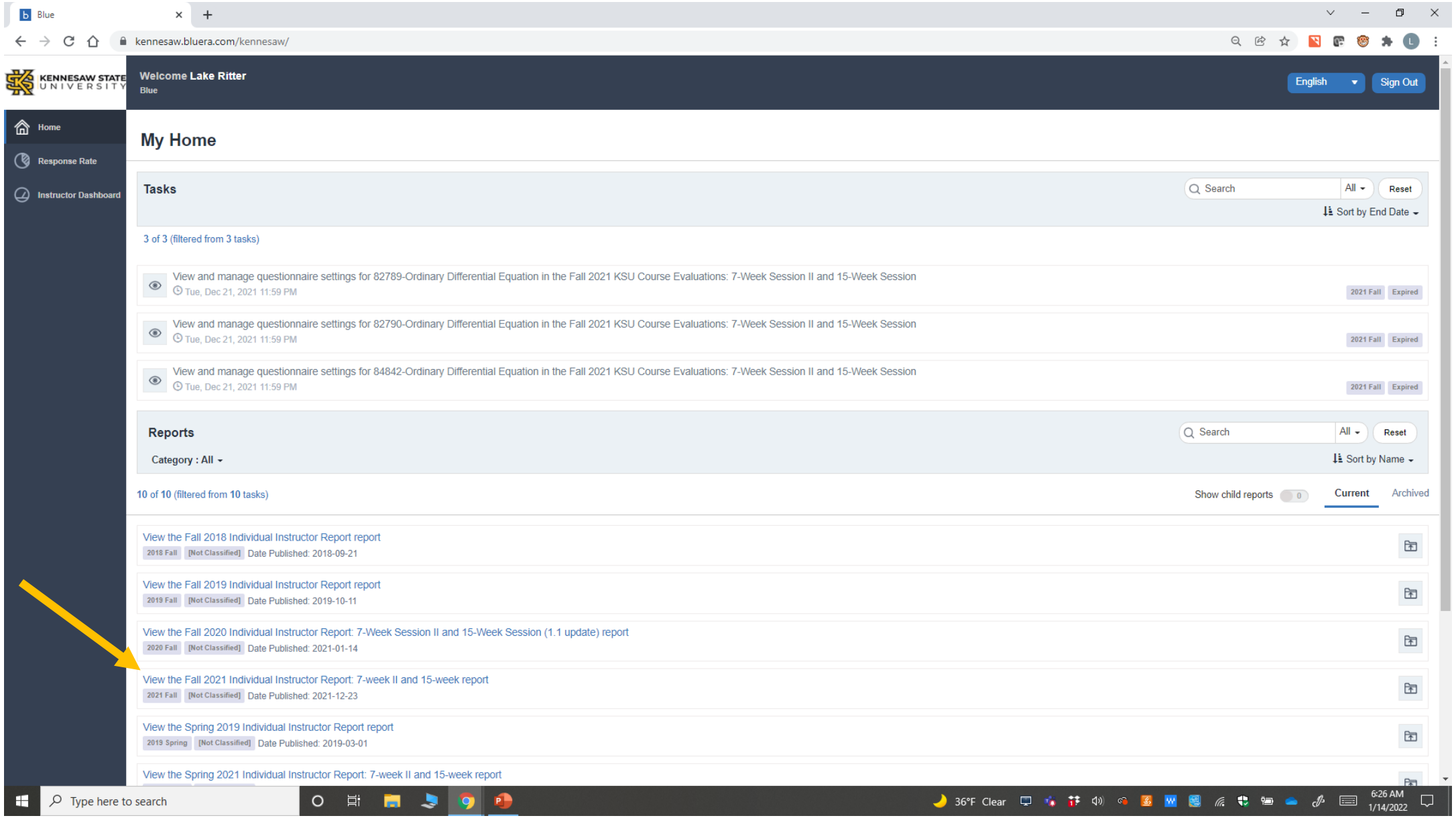
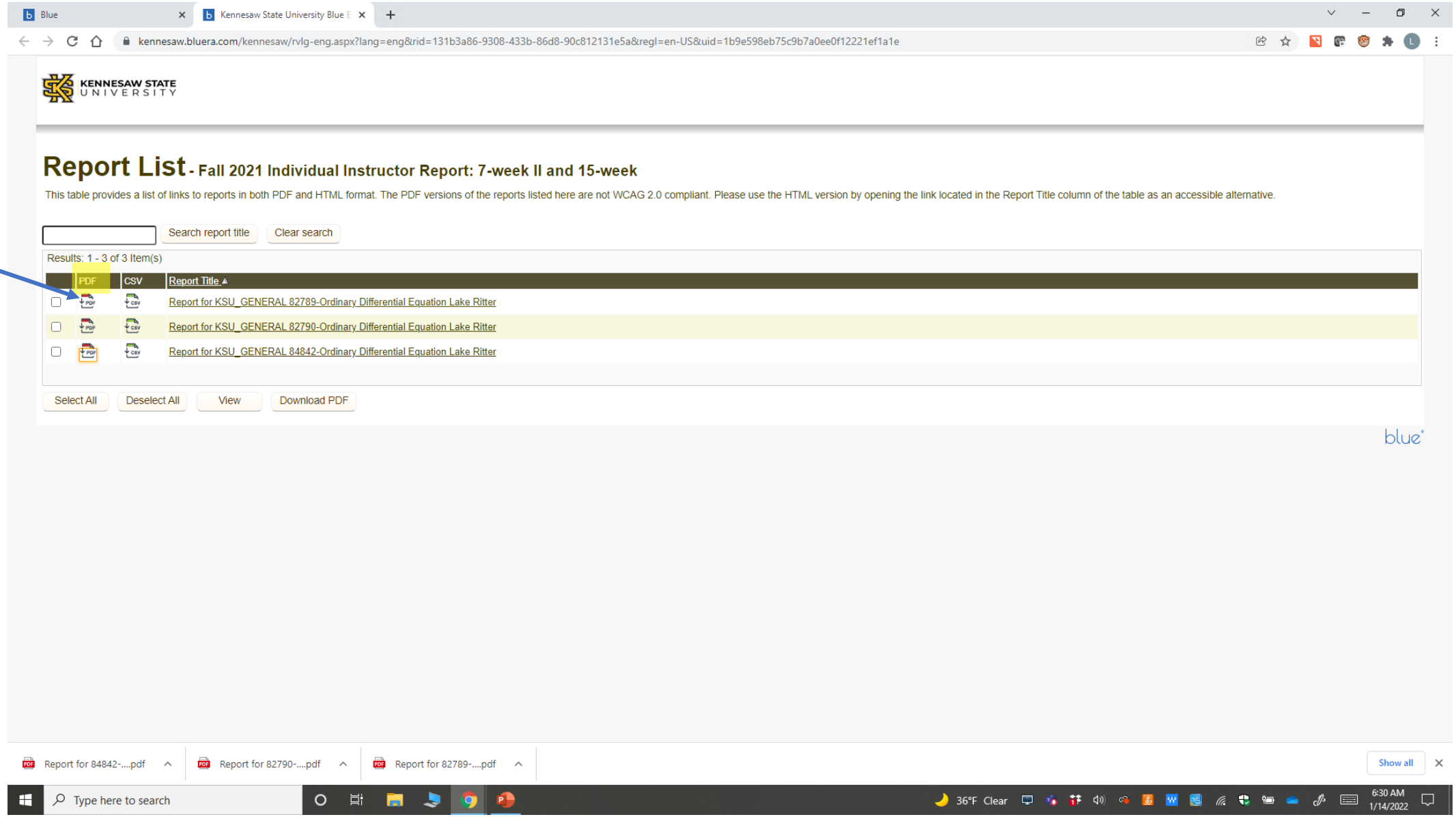


To retrieve your course evaluations, log in to Watermark Insights at https://login.watermarkinsights.com/connect/kennesaw or at https://courseevals.kennesaw.edu/ .

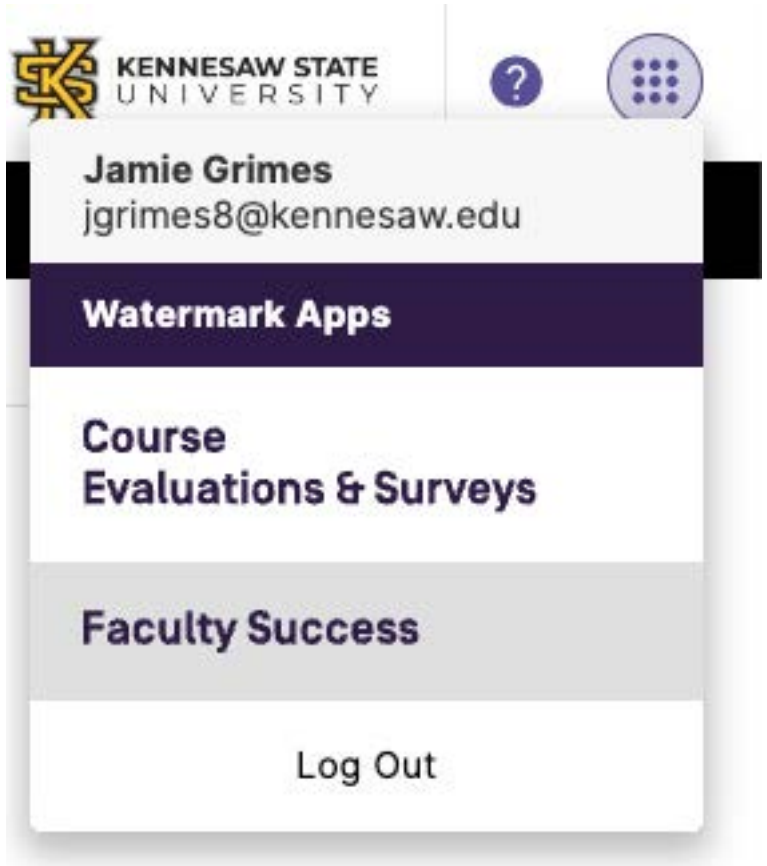
Here are the evaluations I want to add.



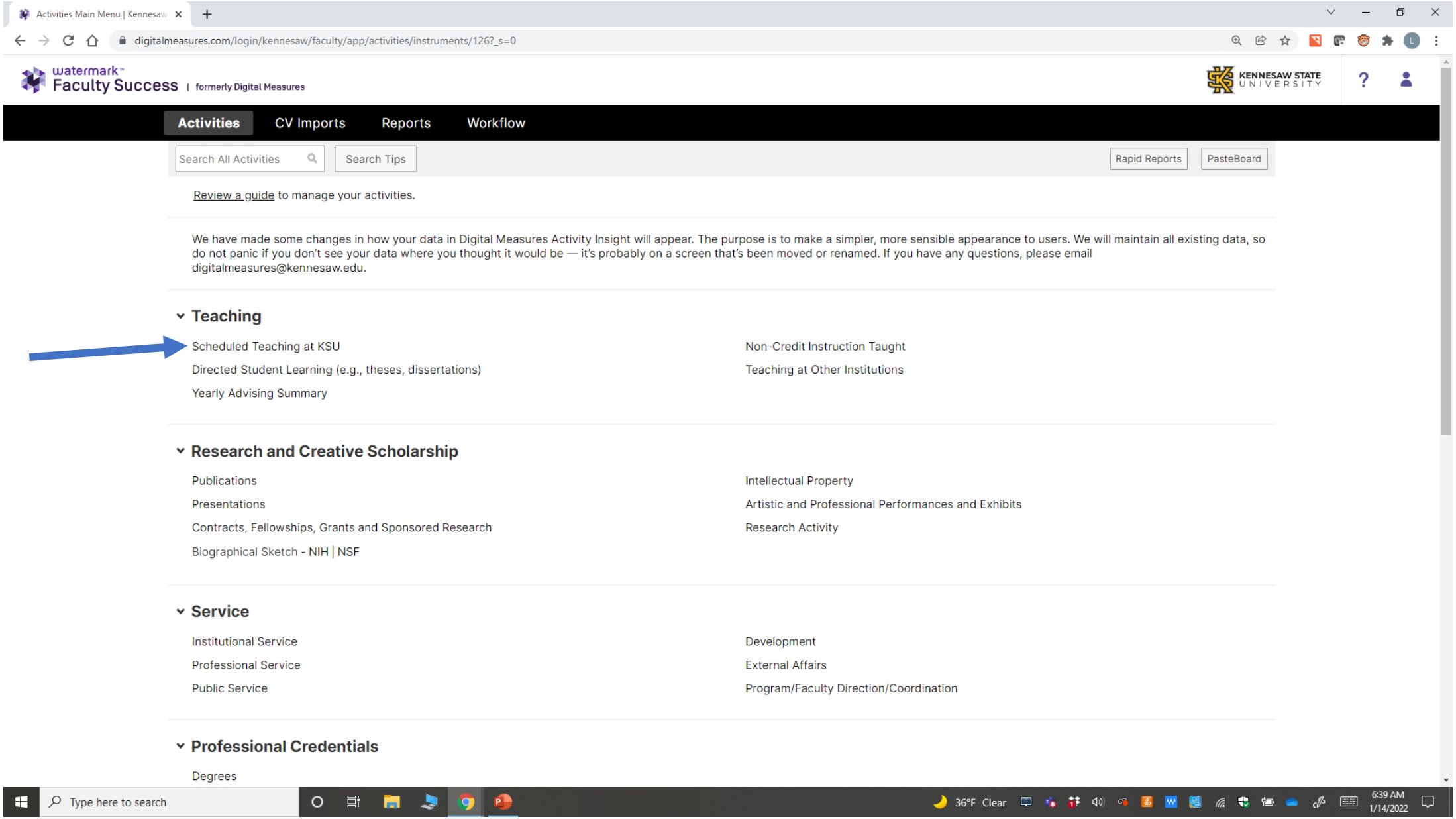
Look for links under Reports for the relevant semester(s).



All course reports for the semester should appear after clicking that semester. Click the PDF icons to download a copy of each course report. (Note, clicking on the report link usually opens it in another browser.)

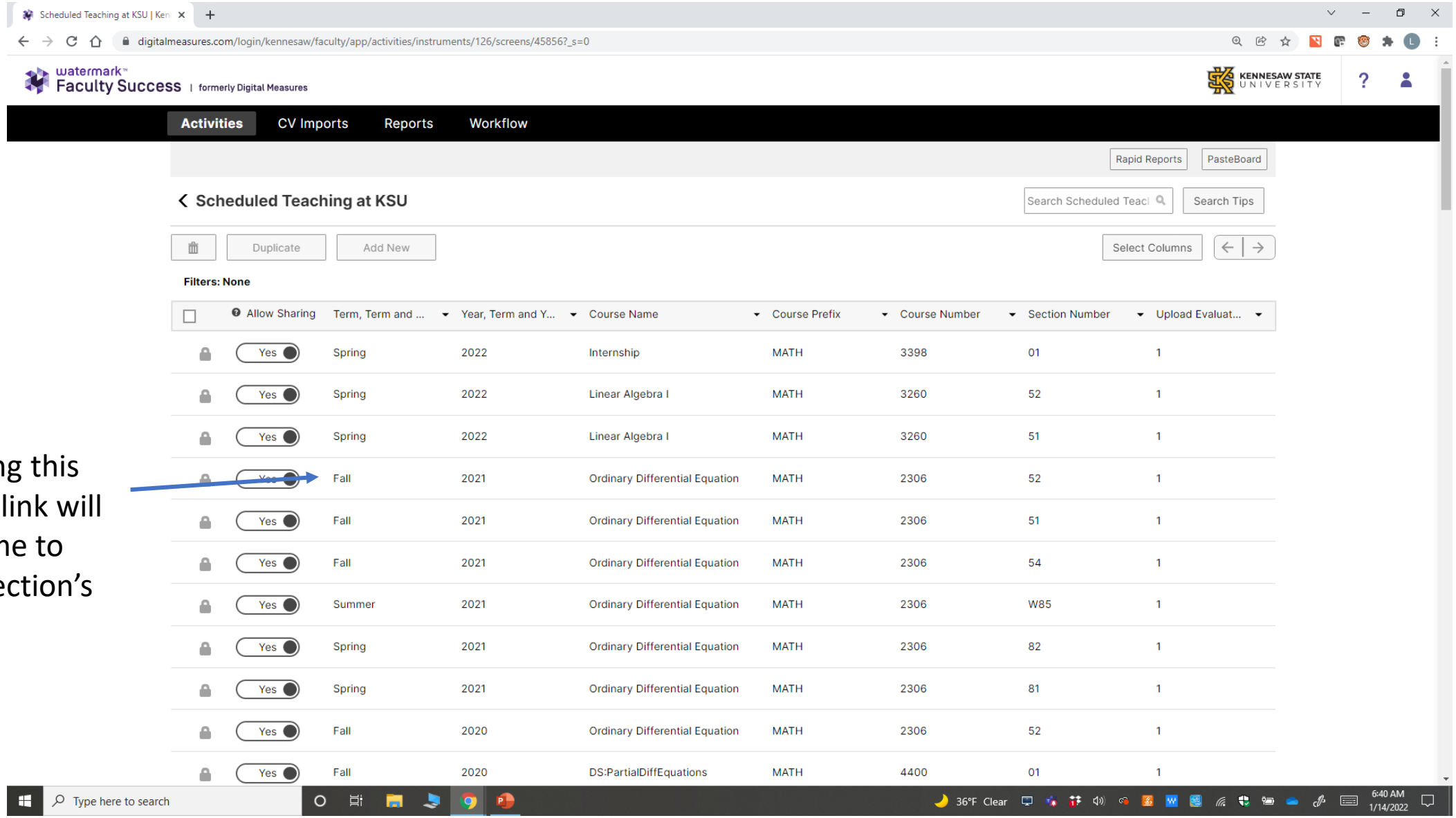


Navigate to Faculty Success by selecting it from the application list found at your account menu.

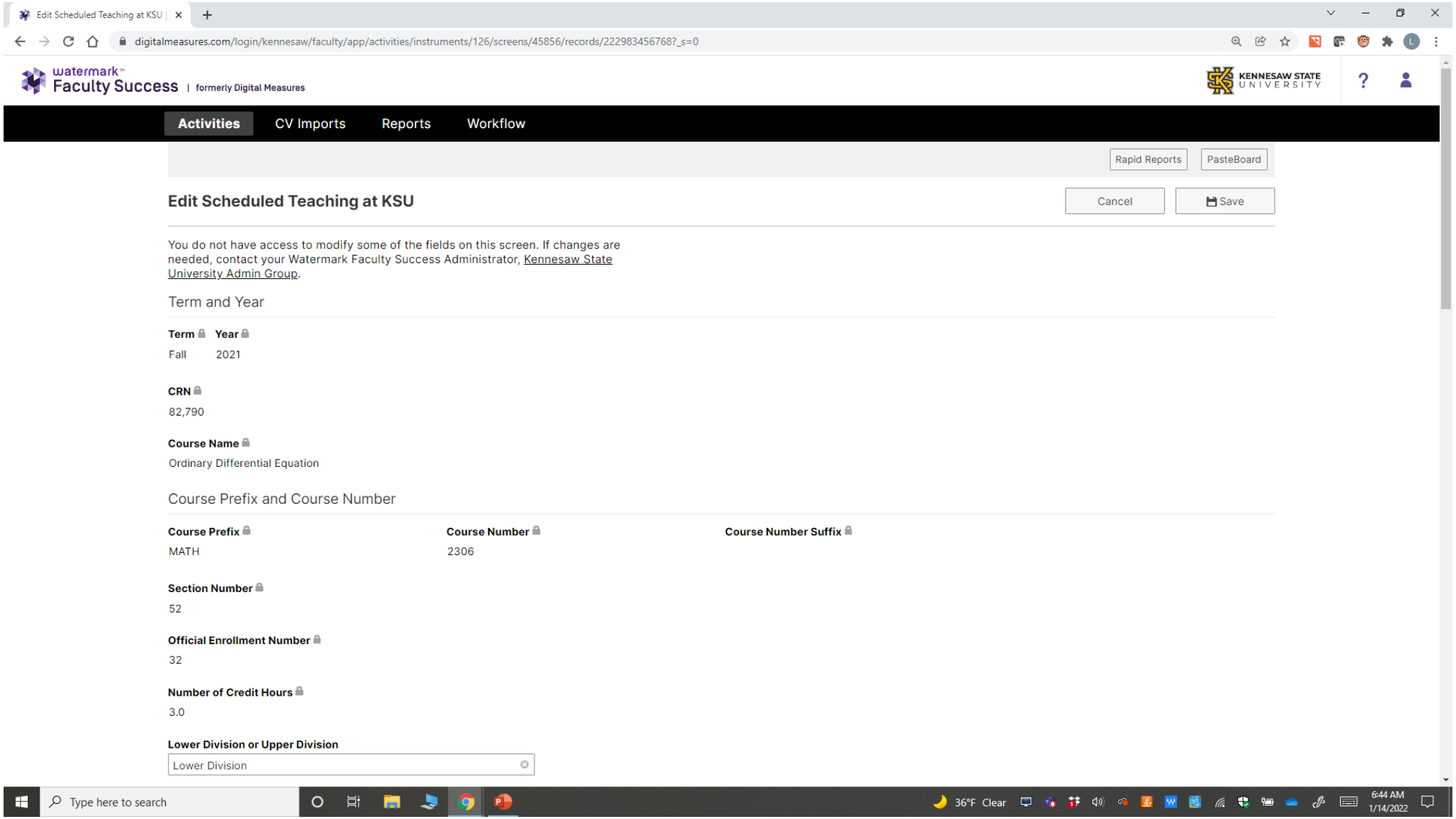


From the Activities page, under Teaching, select Scheduled Teaching at KSU.

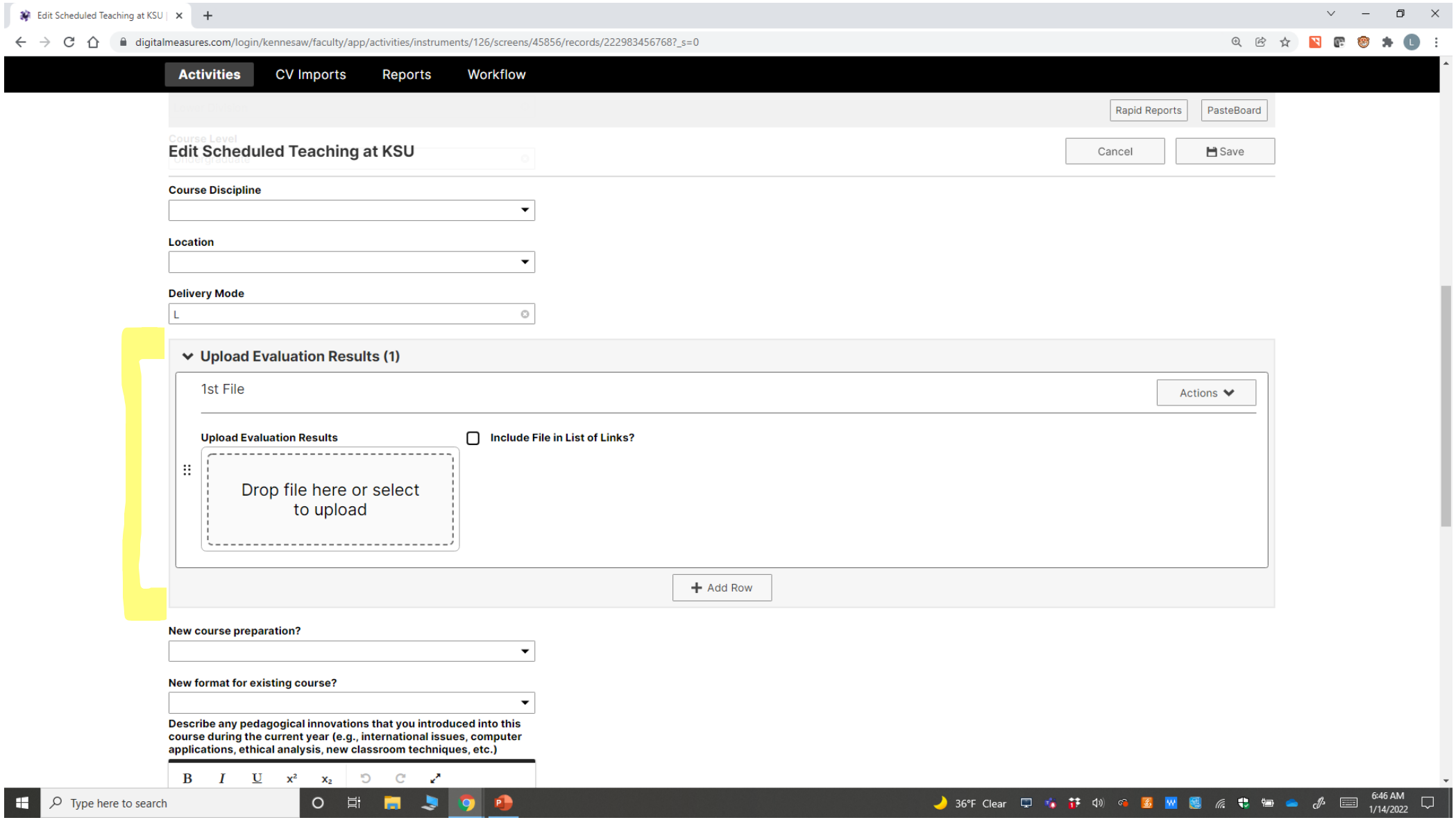
Clicking this “Fall” link will take me to this section’s page.



All of your classes should automatically populate this page. To upload your course evaluations, click any of the associated links (term, year, course name), all of them lead to the same page.

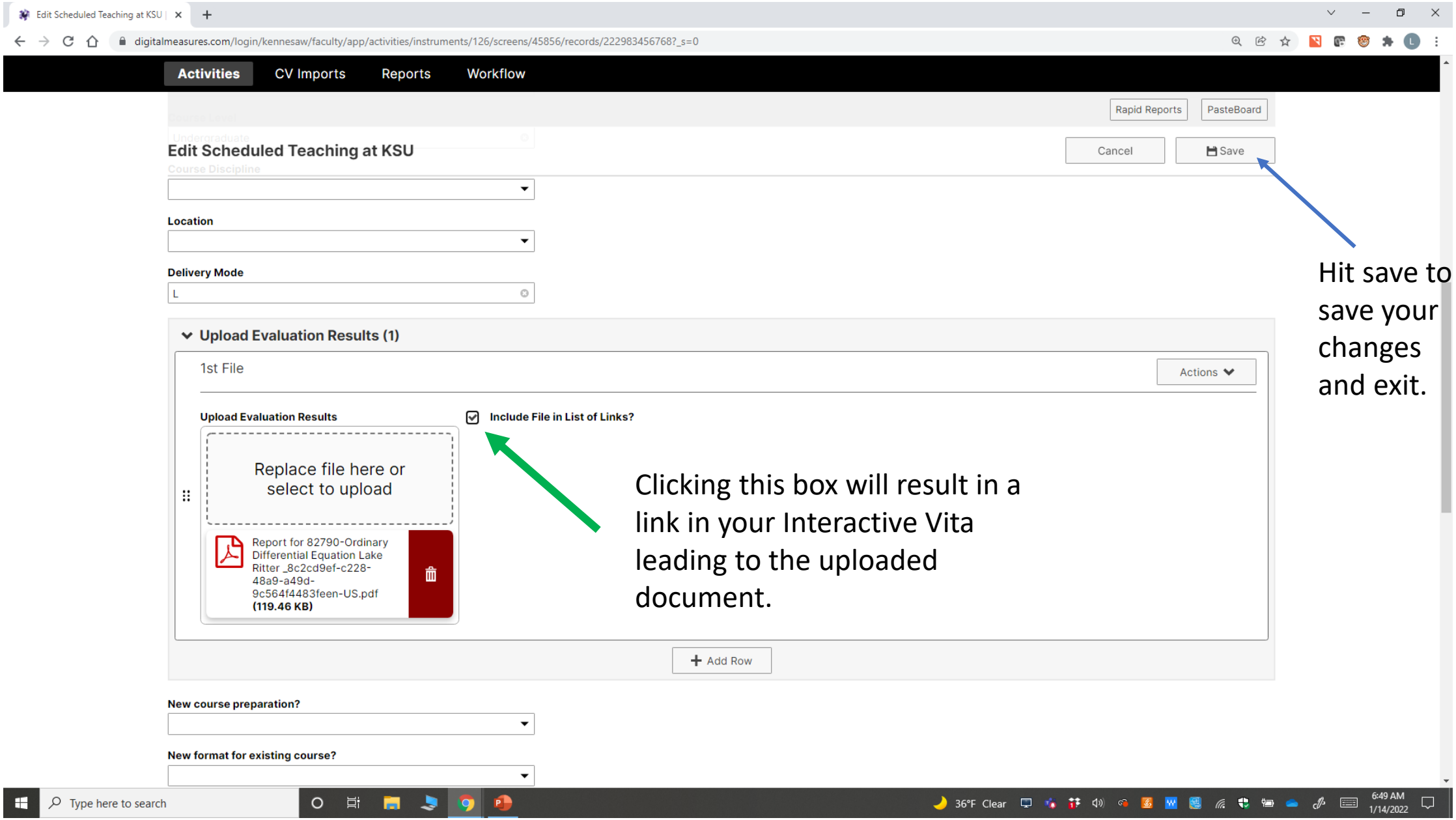


Most course information will automatically appear. To upload course evaluations, scroll down to roughly the middle of the page.



There is a specific place for student course evaluations. You'll want to do two things:

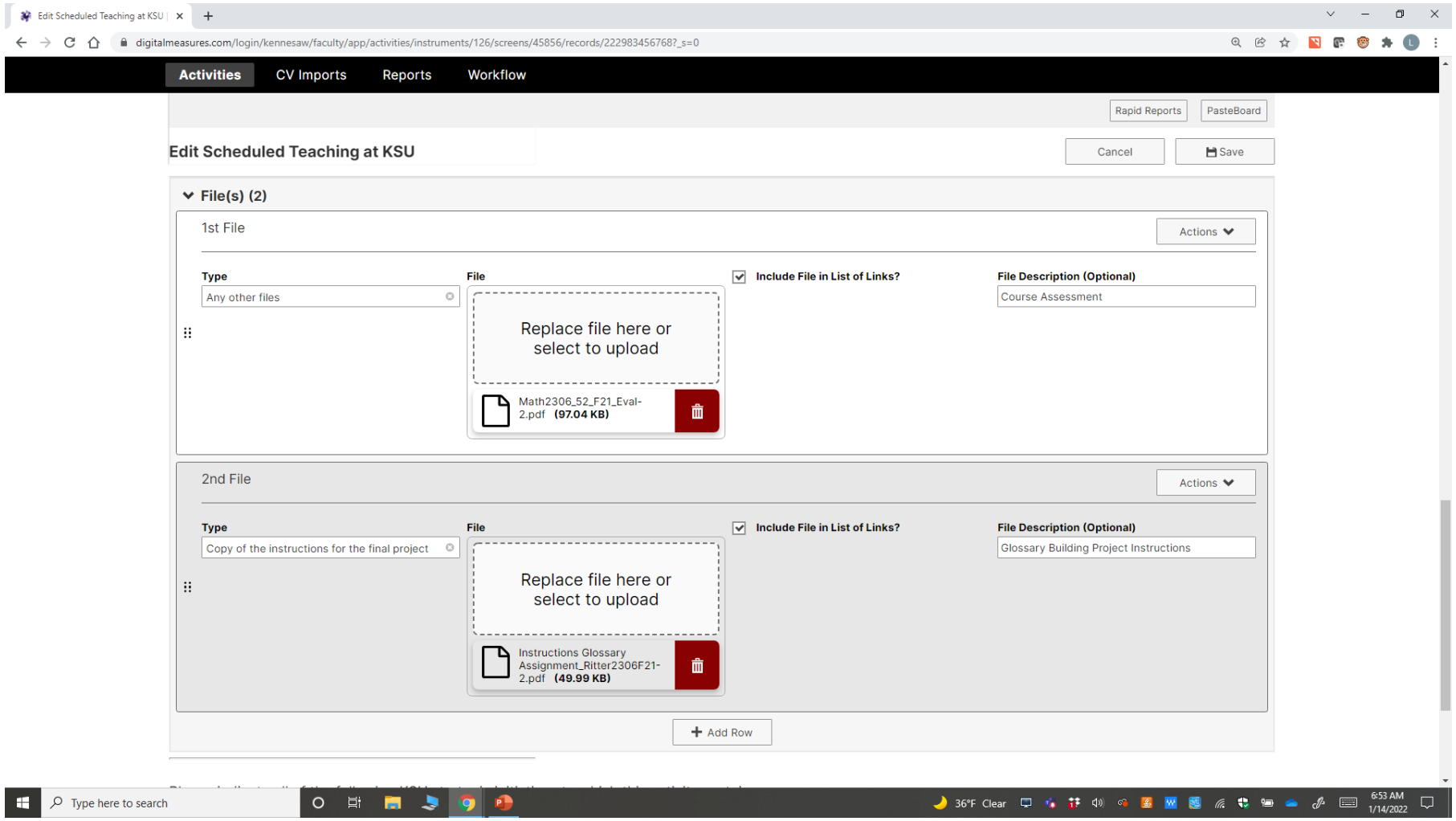
1. Upload the file to the indicated space, and
2. Click the box that says "Include File in List of Links"



Hit save to save your changes and exit.

Clicking this box will result in a link in your Interactive Vita leading to the uploaded document.

Remember to save the page when you're done.



If you scroll lower on the page, there is a place to upload additional teaching materials you'd like to share. This is true for almost every Activities page in Watermark. Any document you'd like considered can be linked in your Interactive Vita (certificates, publications, presentations, etc.) by uploading to the corresponding activity item and clicking the "Include File in List of Links" box.