



Watermark FS Documentation

Running the SRI Report

This document describes the process for running the SRI report. The SRI report can be filtered by dates and displays the student ratings of instruction along with links to official student comments.

STEP 1:

LOG IN TO DIGITAL MEASURES

1. Go to <https://www.msudenver.edu/watermark-fs/>.
2. Click **Logon to Watermark FS**.
3. Enter your **MSU Denver NetID** and **Password**. This is the same username and password that you use to log on to your office computer and email account at MSU Denver.
4. Click **Submit**.

STEP 2:

RUN THE SRI REPORT

1. To run your SRI report, click the **Reports** button at the top of the page.



2. From the **Reports** menu that appears, select **SRI Report**.
3. Under **Date Range**, enter the Start Date and End Date for the semester(s) for which you want to see your Student Ratings of Instruction. We recommend being generous when selecting start and end dates. For example, to select SRI data for Spring semester, set the start date to January 1 and the end date to July 1 of that year. If you select more restrictive dates, no data may appear and you will need to expand your date range for the results to appear.

| Term | Start Date | End Date |
|--------|-----------------|-------------------|
| Fall | August 1, YYYY | December 31, YYYY |
| Spring | January 1, YYYY | July 1, YYYY |
| Summer | May 1, YYYY | August 31, YYYY |

STEP 2:

RUN THE SRI REPORT,
continued

2. Click **Run Report**.

After running the SRI report, you can open or save it. The SRI Report lists the SRI numbers. To see the written student comments, click the **Official Student Comments** links.

When you are prompted to log in AFTER clicking on the **Official Student Comments** link for a class, enter your username (do not include @msudenver.edu in the username field). For example, if your MSU Denver email address is rowdy@msudenver.edu, only enter rowdy as your username to access student comments.