

Managing Administrators

Any existing CES Administrator on the account can use this feature to create and manage administrators within their account. Examples of an administrator would be a Dean, Department Chair or any other type of administrator who needs access to reports and/or the custom questions feature within a specified area of your institution's hierarchy.

Within Manage Administrators under Site Settings in the Account tab you can:

- Manually Create a New Administrator
- Edit Administrators
- Promote/Demote CES Administrators

Manually Create a New Administrator

- Click on +Add New Administrator
- Assign the administrator a Username, Password (required when manually creating an administrator) and input their Name and E-mail Address.
 - If the administrator plans to access Watermark CES through a link in Canvas, **please ensure the username is set to their A-State ID number.**
- Under Select Role(s), select the level of access the Administrator will need.
 - For a new CES Administrator, select any role. Once the administrator is created you can then promote them to the CES Administrator role.
- Under Select Level(s), select the specific areas within your hierarchy wherein the administrator should have access. (Note: Selecting a higher level/node in the hierarchy DOES NOT automatically include all lower levels/nodes!)
- Click on Save to create & save the administrator.

Once you have manually inputted administrators you will be able to see all of the administrators in your account listed at the bottom of the page, as well as search for and edit the Administrators within the account.

Request to Have an Administrator Added to Your Account

Watermark CES is set up for each department or group to manage their own accounts. Each Department or Program should identify a person as the primary CES Administrator for their evaluations. If you don't have another CES Administrator that can create accounts, the Chair or Program Administrator should send a request to the Center for Excellence in Teaching and Learning

to set up the new administrator. This request should include the following information for the new administrator.

- Administrator's Name
- Administrator's A-State ID Number.
- Administrator's A-State E-mail Address
- Levels of the account (department or program) they will be managing
- Role they will need
 - **CES Administrators:** Super-users with access to ALL areas of the account. This role is needed to: create, deploy, and collect results for course evaluation projects. This is the most common role for the administrator that manages the department's evaluations.
 - **Survey Admin:** Select this role if you would like to create a node administrator who would only create/edit surveys. Survey admins only have access to the surveys they have created.
 - **Report Admin:** Select this role to allow the node administrator access to reporting for Instructors and courses within their specific area(s), school/college/department(s)
 - **Custom Question Admin:** Select this role to allow the node administrator access to author and add custom question surveys for their specific areas or courses therein.
 - **Student Alert Admin:** Select this role to allow the node administrator to receive student alerts and access Student Alert Reporting.
 - **Course Admin:** Select this role if you are using the “Manage Courses” feature in your project for node administrators. This role allows the administrator to manage course and enrollment information in a project.
 - **Custom Question Monitoring Admin:** Select this role if the node administrator should have access to view custom question surveys that were associated to their specific areas or courses therein.
 - **Results Monitoring Admin:** Select this role if the node administrator should have access to view who has accessed results for Projects associated to their specific areas.
 - **Project Admin:** Select this role to allow the node administrator to create, manage and deploy projects within their academic area or level(s) of access. This role allows the administrator to only control projects in their academic unit or level(s) of access.

Revision #1

Created 2026-01-13 16:18:27 UTC by William Murry

Updated 2026-01-13 16:18:58 UTC by William Murry