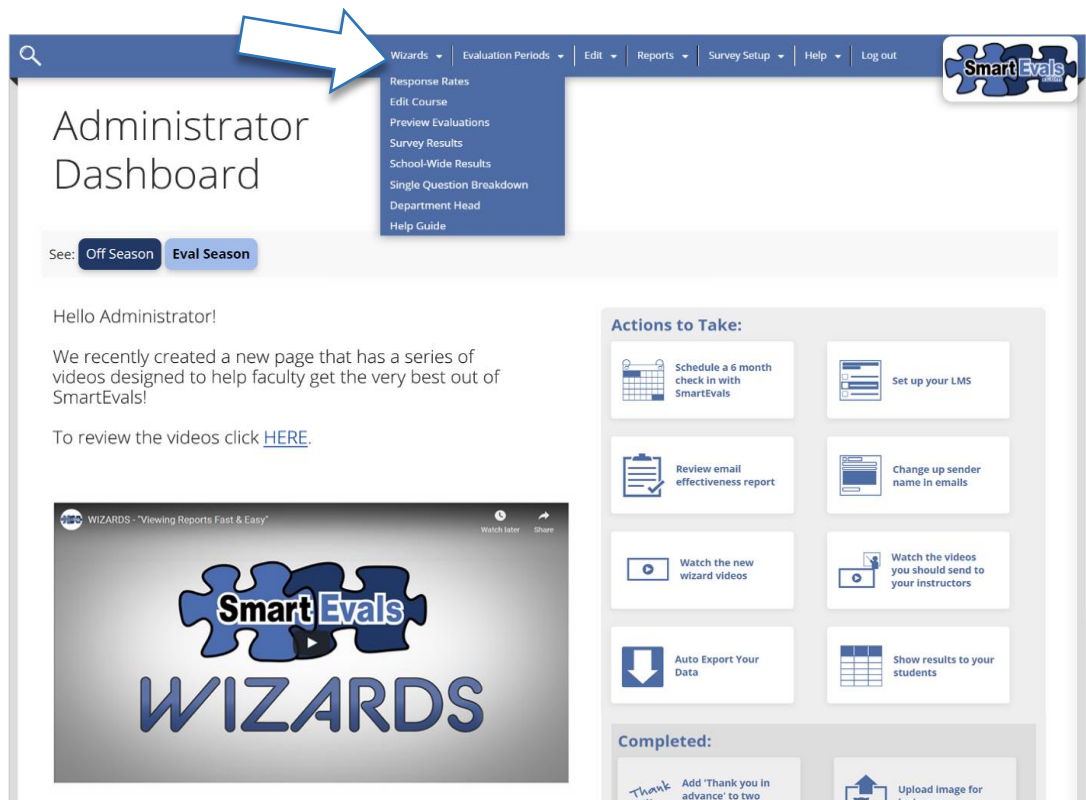


WIZARDS

Find the information and tools you need—fast! SmartEvals' Wizards help you to pull reports and complete routine administrative actions easily.

Ready to check it out? Get started by navigating to the "Wizards" tab in the header menu. From there, you can select from any of the following Wizards:

- [Response Rates](#)
- [Edit Course](#)
- [Preview Evaluations](#)
- [Survey Results](#)
- [School-Wide Results](#)
- [Single Question Breakdown](#)
- [Department Head](#)



HOW TO USE THE WIZARDS

Each of the Wizards has a similar layout that's designed to deliver quick page load times and simple, straightforward navigation.

► See the Wizards video tutorials at smartevals.com/wizards

NAVIGATING THE WIZARDS

When you select a Wizard, you'll see a page with two to three panes depending upon which Wizard you've chosen. The first panel presents high-level options, while the others provide tools for fine-tuning which information you'd like to see.

When viewed with a typical laptop or desktop computer, the Wizard panes will display as columns organized from left to right across the screen. When viewed with narrower displays or a high browser zoom setting, the panes will display vertically from top to bottom.

To start, make a selection from the first pane. The other pane(s) may update depending upon your selection. Next, choose an option from the second or third pane. Once you've made your selections, SmartEvals will automatically load your requested report, or direct you to the next step of the Wizard.

On the following pages, we'll take a closer look at each Wizard.

The screenshot shows the 'Report Wizard' interface. At the top is a navigation bar with links: Wizards, Evaluation Periods, Edit, Reports, Survey Setup, Help, and Log out. The main content area is divided into three panes:

- Which Reports Do You Want to See?**: Contains three options: 'Class-by-Class Reports' (selected), 'Division Totals', and 'Charts'.
- Choose a Year**: Includes a calendar icon, a checkbox for 'Use Calendar Years', and a list of year ranges: '2020 Fall - 2021 Summer', '2019 Fall - 2020 Summer', '2018 Fall - 2019 Summer', '2017 Fall - 2018 Summer', and 'All years, all divisions'.
- OR Choose a Division**: Includes a building icon and a list of divisions: 'Arts and Sciences', 'Communication', 'Education', 'Engineering and Applied Science', and 'Management'.

At the bottom, there is a 'Global Filtering Options *' section with 'Filter by:' buttons for 'Course Types' and 'Semesters'. A callout box points to these buttons with the following text:

Tip: Need to explore a specific subset of data? Click the filter buttons to set custom filters for the duration of your login session, or save defaults for future sessions.

RESPONSE RATE WIZARD

The Response Rate Wizard will help you to pull detailed response rate reports for current or past evaluation periods. Here's how:

Choose an option from the first panel:

Select **Current Classes** to see response rate data for classes or divisions with active survey periods.



Next, specify the scope of data you want to see by choosing an option from either of the other panels:

The **Choose Classes** panel allows you to narrow the report by evaluation status.

The **Choose a Division** panel allows you to narrow the report by institutional division.

Choose **Completed Classes** to see response rate data for completed evaluation periods.



The **Choose a Year** panel allows you to narrow the selection of classes by year or semester.

The **Choose a Division** panel allows you to narrow the selection of classes by institutional division.

What Do You Want to See?

- Current Classes - by Class
- Current Classes - by Division
- Completed Classes - by Class
- Completed Classes - by Division
- View Older Version

Choose Classes

- All Classes (16)
- Not Started (3)
- Open (5)
- Surveys and Action Plans (8)
- Way in the Future (2)

OR Choose a Division

- Arts and Sciences
- Business
- Education
- Engineering
- Law
- Public Health
- Pharmacy
- Social Work

Narrow Your Results For This Visit *

Divisions Years Course Levels Course Types Semesters

* Affects **division totals** and **class-by-class** reports, as well as **charts**

Table	Year	Sem	Dept	Course Name	N	Std. N
1	2020	Winter	COM	Writer Communications	5	25
2	2020	Winter	COM	Intro Bus & Prof Commun	5	25
3	2020	Winter	COM	Principles & Tech of Advertising	5	25
4	2019	Winter	COM	Interpersonal Comm.	3	20
5	2019	Spring	COM	Principles of Comm	26	20

Tip: Not sure what you need? Simply hover your mouse over any of the options in the first pane, and a preview will appear in the window here.

RESPONSE RATE REPORT

Once you make selections on the Response Rate Wizard, SmartEvals will instantly generate your requested report:

Wizards ▾ | Evaluation Periods ▾ | Edit ▾ | Reports ▾ | Survey Setup ▾ | Help ▾ | Log out

Response Rates for Current Classes

◀ Wizard




◀ Back

Customize

Edit	See	Year	ID	Evaluation Period	Sem	Dept	Num	Course Name	Sec	Level	Type	Instructor ID	Instructor	N	Total N	Pct
		2020				Total:								7511	9399	79.9%
		2020	93989SP-20	Spring 2020 Full Term	Spring	ACC	201	Financial Accounting	1	Undergraduate	Lecture	380546	Brenner	22	26	84.6%
		2020	93990SP-20	Spring 2020 Full Term	Spring	ACC	201	Financial Accounting	2	Undergraduate	Lecture	654210	Danson	16	23	69.6%
		2020	93991SP-20	Spring 2020 Full Term	Spring	ACC	201	Financial Accounting	3	Undergraduate	Online	546281	Thomas	18	30	60.0%
		2020	93996SP-20	Spring 2020 Full Term	Spring	ACC	202	Managerial Accounting	1	Undergraduate	Lecture	654210	Danson	31	43	72.1%
		2020	94003SP-20	Spring 2020 Full Term	Spring	ACC	324	Special Topics in Accounting	1	Undergraduate	Lecture	658936	Khan	17	21	81.0%
		2020	94005SP-20	Spring 2020 Full Term	Spring	ACC	325	Cost Accounting	1	Undergraduate	Lecture	586941	Park	23	29	79.3%
		2020	94025SP-20	Spring 2020 Full Term	Spring	ANT	101	Intro to Anthropology	1	Undergraduate	Lecture	654686	Smith	12	19	63.2%
		2020	95028SP-20	Spring 2020 Full Term	Spring	ANT	215	Language and Culture	1	Undergraduate	Lecture	658936	Yoon	20	23	87.0%
		2020	95036SP-20	Spring 2020 Full Term	Spring	ART	101	Intro to Art	1	Undergraduate	Lecture	489603	Diaz	13	19	68.4%
		2020	95037SP-20	Spring 2020 Full Term	Spring	ART	101	Intro to Art	2	Undergraduate	Online	582731	Pictor	14	26	53.8%
		2020	95038SP-20	Spring 2020 Full Term	Spring	ART	203	Basic Drawing	1	Undergraduate	Lecture	489603	Diaz	15	19	78.9%

① Look for the shaded summary rows to see totals for each year or semester.

② Click the “Customize” button to select data columns (see [Customizing Reports](#)).

③ Get quick access to commonly-used tools and reports, such as: Edit Class () , Preview Survey () , and Team Taught Course () flags. See the SmartEvals Icon Glossary for more!

④ Type search terms into the column headers to quickly locate specific records.

⑤ Click to see all classes in this Evaluation Period.

⑥ Click hyperlinks to see and manage a list of survey respondents (“N”) or all registrants (“Total N”) for each class.

CUSTOMIZING REPORTS

Want to adjust the report to suit your preferences? Just click the “Customize” button displayed on the Response Rate Report or other reports! SmartEvals will open a menu that allows you to select from a number of options for customizing the report:

Columns Displayed

Course Info Columns:

- ☒ Course N
- ☒ Course Name
- ☐ Semester
- ☒ Section
- ☒ Type
- ☒ Level
- ☐ Trait
- ☐ CourseGroup
- ☒ Instructor Num
- ☐ Evaluation Period Name

Cross listing options (saved permanently, shared with Division Averages page)

- ☒ When viewing a parent of a crosslisted course, include the results of the child courses.
 - ☒ ...and hide the child course in reports.
- ☐ When viewing a child of a crosslisted course, include the results of the parent course and all child courses.

Links to Show:

- ☒ Edit Course Link
- ☒ Preview Evaluation Link

Summary Rows:

- ☐ Show Year Total Rows

Buttons:

- Use Until Logout
- Save Permanently
- Save As School Defaults
- Save and overwrite all user preferences
- Cancel

- ① Simply check the box next to any data elements you wish to display on your report.
- ② Set preferences for handling of cross-listed courses. You can choose to roll parent and child data together, or report each class section separately.
- ③ Choose to include hyperlinks on the report for quick access to relevant data.
- ④ Simply check the “Summary Rows” option insert shaded rows with total respondents and overall response rates for each year.
- ⑤ Choose how to save your custom settings! You can choose to save them for just this session, or set them as your new defaults. Administrators can also choose to set the chosen settings as the default for all users across the institution.

EDIT COURSE WIZARD

The Edit Course Wizard helps you to look up existing courses, add new courses and class sections, and make changes to survey dates, course data, enrollments and more. Here's how:

Choose an option from the first panel:

Select **Current Classes** to see and [edit classes](#) that are under active evaluation.



Then choose from available options:

The **Choose Classes** panel allows you to narrow the selection of classes by evaluation status.

The **Choose a Division** panel allows you to narrow the selection of classes by institutional division.

Choose **Completed Classes** to see and [edit classes](#) from past evaluation periods.



The **Choose a Year** panel allows you to narrow the selection of classes by year, and semester.

The **Choose a Division** panel allows you to narrow the selection of classes by institutional division.

Choose **Add a New Class** to create a new base course. (Note: in SmartEvals, a "base course" is a container for individual class sections.)



SmartEvals will open a window with form fields. Simply complete the fields and onscreen prompts to add a new course.

The screenshot shows the 'Edit Course Information Wizard' interface. At the top is a navigation bar with links: Wizards, Evaluation Periods, Edit, Reports, Survey Setup, Help, and Log out. The main content area is divided into three panels. The first panel, 'What Do You Want to See?', contains four options: 'Current Classes' (selected with a checkmark icon), 'Completed Classes' (with a clipboard icon), 'View Older Version' (with a clock icon), and 'Add a New Class' (with a plus icon). The second panel, 'Choose Classes', contains five buttons: 'All Classes (16)', 'Not Started (3)', 'Open (5)', 'Surveys and Action Plans (8)', and 'Way in the Future (2)'. The third panel, 'OR Choose a Division', contains four buttons: 'Business', 'Education', 'Health Sciences', and 'Liberal Arts'. At the bottom, there is a section 'Narrow Your Results For This Visit *' with filter options: 'Filter by: Divisions', 'Years', 'Semesters', 'Cross Listings', and 'Team Taught'. A footnote states: '* Affects which division totals and class-by-class reports you view, as well as charts'.

EDITING CLASS INFORMATION

When you choose to edit information for past or current classes, SmartEvals will present a table showing each class section as a row. Each column shows information about the class, as well as links and tools for managing class information, including:

Course Title Info: Click the icon to manage base course information for this class. Note: editing base course information will affect all sections of this course.

Edit: Click the icon to edit class information for the selected section only, including the ability to adjust survey dates, student registrations, add/or modify the instructor(s) of the course.

See: Click the icon to preview the survey form for this class.

Cross-Listed: Click the link to see and modify any cross-listing associations for this class.

Evaluation Period: Click the link to see and modify all other courses included in this survey period.

Dept: Click the link to see all classes within the selected department.

N: Indicates the number of students who have completed the course evaluation to date. Click to see a list of respondents and/or reset individual survey responses (note: this is generally used when a student submits an evaluation in error).

Tot N: Indicates the total number of students registered for the class section. Click the link to see and manage registrations in the class.

See: Click the History link to see a record of data updates and activity impacting this class section.

Wizards ▾ | Evaluation Periods ▾ | Edit ▾ | Reports ▾ | Survey Setup ▾ | Help ▾ | Log out

Edit Class Information for Current Classes

◀ Wizard
Back ▶

Course Title Info	Edit	See	Cross Listed	Evaluation Period	Sem	Dept	Num	Course Name	Sec	Type	Instructor	N	Tot N	See
1273548			No	222175	Fall	ART	101	Intro to Art	1	Lecture	Right	13	25 ✖	History
1273548			No	222175	Fall	ART	101	Intro to Art	2	Lecture	Woods	10	23 ✖	History
1273543			No	222175	Fall	ART	203	Basic Drawing	1	Lecture	Right	7	16 ✖	History
1273545			No	222175	Fall	BIO	103	Environmental Biology Lab	1	Lecture	Remy	12	18 ✖	History
1273544			No	222175	Fall	BIO	103L	Environmental Biology	1	Lab	Smith	15	44 ✖	History
1273546			No	222175	Fall	BIO	205	Human Anatomy	1	Lecture	Whipple	28	48 ✖	History
1273547			No	222175	Fall	BIO	205L	Human Anatomy Lab	1	Lab	Whipple	10	15 ✖	History

Narrow Your Results For This Visit *

Course Types
Semesters

* Affects **division totals** and **class-by-class** reports, as well as **charts**

PREVIEW EVALUATION WIZARD

The Preview Evaluation Wizard will allow you to access complete survey forms for each and every class—both past and present. Here's how to use the wizard:

Choose an option from the first panel:

Select **Current Classes** to see survey information for classes or divisions with active or upcoming survey periods.



Choose **Completed Classes** to see survey information for past evaluation periods.



Next, specify the scope of data you want to see by choosing an option from either of the other panels:

The **Choose Classes** panel allows you to narrow the evaluations shown based on evaluation status.

The **Choose a Division** panel allows you to narrow the evaluations shown by institutional division.

The **Choose a Year** panel allows you to narrow the evaluations shown by year or semester.

The **Choose a Division** panel allows you to narrow the evaluations shown by institutional division.

What Do You Want to See?

Current Classes

Completed Classes

View Older Version

Edit	Year	Sem	Dept	Course Name	N	Ytd. N
	2020	Winter	COM	Written Communications	5	25
	2020	Winter	COM	Intro Bus & Prof Communic	5	25
	2020	Winter	COM	Principles & Tech of Advertising	5	20
	2019	Winter	COM	Interpersonal Comm.	3	28
	2019	Spring	COM	Principles of Comm	26	39
	2019	Spring	COM	Intercultural Communication	19	45
	2019	Spring	COM	Research Methods	13	40
	2019	Spring	COM	Communication in Organization	27	52

Choose Classes

All Classes (16)

Not Started (3)

Open (5)

Surveys and Action Plans (8)

OR

Choose a Division

Arts and Sciences

Business

Education

Engineering

Law

Public Health

Pharmacy

Social Work

REVIEWING QUESTION SET ASSIGNMENTS

Once you make your selections on the Preview Evaluation Wizard, SmartEvals will present a table showing each class section as a row. Each column shows information about each class, as well as links and tools for previewing survey forms.

Wizards | Evaluation Periods | Edit | Reports | Survey Setup | Help | Log out

Preview Evaluations for Current Classes

Wizard

Back

Q-Set Assignment Plan

Edit	See	PDF	Evaluation Period	Sem	Dept	Num	Course Name	Sec	Type	Instructor	Question Sets Assigned
			222175 Fall 2020 Accelerated	Fall	ART	101	Intro to Art	2	Lecture	Woods	Current: Standard Question Set
			222175 Fall 2020 Accelerated	Fall	ART	203	Basic Drawing	1	Lecture	Right	Current: Standard Question Set
			222175 Fall 2020 Accelerated	Fall	BIO	103	Environmental Biology	1	Lecture	Remy	Current: Standard Question Set
			222177 Fall 2020 Full Term	Fall	BIO	103L	Environmental Biology Lab	2	Lab	Remy	Current: Standard Question Set, Lab Question Set
			222175 Fall 2020 Accelerated	Fall	BIO	103L	Environmental Biology Lab	1	Lab	Smith	Current: Standard Question Set, Lab Question Set
			222175 Fall 2020 Accelerated	Fall	BIO	205	Human Anatomy	1	Lecture	Whipple	Current: Standard Question Set
			222175 Fall 2020 Accelerated	Fall	BIO	205L	Human Anatomy Lab	1	Lab	Whipple	Current: Standard Question Set, Lab Question Set

- ① Type search terms into the column headers to quickly locate classes.
- ② Click the icons for quick access to commonly-used tools and reports, such as: Edit Class () , Preview Survey () , and Download Survey PDF () . See the SmartEvals Icon Glossary for more detail!

- ③ Click Q-Set Assignment Plan to reveal indicator icons that show how each component question set is assigned to the class.
- ④ See the Question Sets Assigned column for detail on which question sets appear in the full survey form for each class.

CLASS-BY-CLASS REPORTS

Choosing the Class-by-Class Reports option from the Survey Results Wizard will direct you to a summary listing of all classes within your selected parameters (either for a given year, or for a selected division). From here, you can easily access detailed reports for each class as well as a variety of other information.

Edit	See	Report	New Chart	Dept	Num	Course Name	Sec	Level	Type	Instructor ID	Instructor	N	Tot N
				Total:								50	1873
				ACL	1510	Speech Communication	1	Undergraduate	Regular	11894	Watt	15	17
				BIO	1530	Fund Biology	1	Undergraduate	Regular	31339	McCandless	8	10
				BIO	3060	Hum Anatomy/Physiology I	1	Undergraduate	Regular	30404	Folsom	15	23
				BIO	3080	Hum Anatomy/Physiology II	1	Undergraduate	Regular	30404	Folsom	8	8
				BUS	2430	Management & Organization	1	Undergraduate	Regular	26495	Wayland	0	4
				BUS	3320	Managerial Finance	1	Undergraduate	Regular	12052	Boyle	0	8
				CHE	1510	Genl Chemistry I	1	Undergraduate	Regular	420175	Kim	0	16
				CHE	1520	Genl Chemistry II	1	Undergraduate	Regular	420175	Kim	0	15
				CSC	1000	Intro-Computers (Hybrid)	4	Undergraduate	Regular	31303	Taliaferro	0	7
				CSC	1000	Intro-Computers (Hybrid)	1	Undergraduate	Regular	46575	Qi	0	7
				DPT	5560	Exercise Principles and Prescript	1	Graduate	Regular	552836	Leineke	0	7

- ① Simply click the “See” button to reveal data columns with mean scores for each survey question. See

[Choosing Questions for Reports](#) to learn how to select which questions are shown!

- ② Click “Customize” to choose data columns to be shown on the report and set other preferences (see [Customizing Reports](#)).

- ③ Type search terms into the column headers to quickly locate specific classes.

- ④ Click the or icons to access tools and more information. Check out the [SmartEvals Icon Glossary](#) to learn more!

- ⑤ Click the icon to see the SmartEvals Custom Report, which offers a flexible data table for the selected class. Or click the icon to see the MultiChart Report if you prefer to see colorful graphic bar and pie chart representations of the data.

- ⑥ Click the hyperlinks to see and manage a list of survey respondents (“N”) or all registrants (“Total N”) for each class.

DIVISION AGGREGATE REPORTS

Choosing the Division Totals option from the Survey Results Wizard will direct you to a high-level overview of response rate and mean score data across various divisions and/or years. From here, you can easily drill down on specific departments and classes as desired.

The screenshot shows the 'Division Aggregate Reporting' page. At the top, there's a navigation bar with links like 'Wizards', 'Evaluation Periods', 'Edit', 'Reports', 'Survey Setup', 'Help', and 'Log out'. Below this, the page title 'Division Aggregate Reporting' is displayed. A toolbar includes a 'Wizard' button, a 'Back' button, and a 'Questions' dropdown menu with options 'None', 'See', and 'Choose'. A 'Customize' button is also present. The main data table has columns: 'Calendar Year', 'Division', 'N', 'Tot N', 'Pct', 'Drop N', 'Tot Drop', 'Clear requirements', 'Challenging material', 'Encouraged discussion', and 'Timely feedback'. The table is divided into sections for 2020 and 2019, with a 'Total' row for each year. A 'Narrow Your Results For This Visit' section at the bottom allows filtering by 'Divisions', 'Years', and 'Semesters'. A note at the bottom states: '* Affects all wizard reports you view, as well as charts'.

Calendar Year	Division	N	Tot N	Pct	Drop N	Tot Drop	Clear requirements	Challenging material	Encouraged discussion	Timely feedback
Total:		18634	22420	83.1%	1766	7.3%	4.2	4.0	4.0	3.8
2020	Arts and Sciences	7865	9622	81.7%	1045	9.8%	3.9	4.1	4.1	3.9
2020	Business	2547	3265	78.0%	216	6.2%	3.9	3.6	4.1	3.5
2020	Education	1650	1985	83.1%	69	3.4%	4.3	4.0	4.0	4.5
2020	Engineering	1203	1663	72.3%	156	8.6%	4.4	3.9	3.8	3.5
2020	Fine Arts	3321	3654	90.9%	94	2.5%	4.4	3.9	3.9	3.6
2020	Health Sciences	2048	2231	91.8%	186	7.7%	4.5	4.2	3.9	3.5
Total:		18640	21877	85.2%	1158	5.0%	4.2	3.9	4.0	3.7
2019	Arts and Sciences	8354	9387	89.0%	722	7.1%	3.8	4.2	4.3	3.7
2019	Business	2256	3154	71.5%	125	3.8%	3.9	3.6	4.2	3.4
2019	Education	1542	1892	81.5%	55	2.8%	4.2	3.9	3.9	4.6
2019	Engineering	1276	1563	81.6%	115	6.9%	4.2	3.8	3.8	3.5
2019	Fine Arts	3266	3703	88.2%	42	1.1%	4.5	3.8	3.9	3.7
2019	Health Sciences	1946	2178	89.3%	99	4.3%	4.4	4.0	3.8	3.3

Narrow Your Results For This Visit *

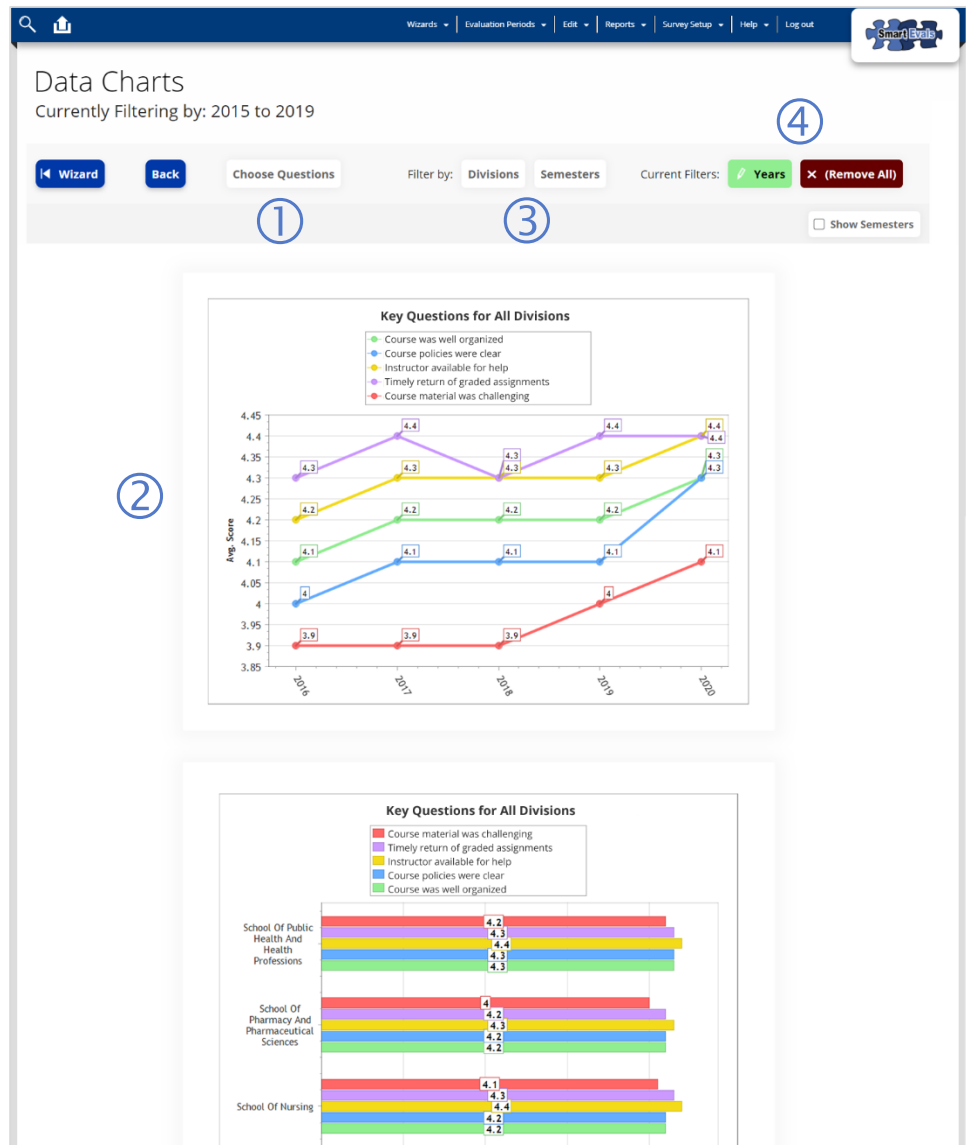
Filter by: Divisions Years Semesters

* Affects all wizard reports you view, as well as charts

- ① Summary data is shown with shaded lines dividing each year. Simply click the [+sem](#) link to break the data down by semester.
- ② Click the "See" button to reveal data columns for each survey question. You can also click the [Choose](#) link to select which questions are shown.
- ③ Aggregate mean scores will appear as data columns for each survey question (e.g. "Challenging material").
- ④ Click "Customize" to select which data columns you'd like to display on the report (see [Customizing Reports](#)).
- ⑤ Click the year or division hyperlinks to see more detailed survey result data for departments within each division.
- ⑥ For response rate data, see the survey respondents ("N"), all registrants ("Total N"), and percent response rates ("Pct") columns.
- ⑦ SmartEvals also reports data on dropped courses, including the number of drops ("Drop N") and percentage of drops ("Tot Drop").

CHART REPORTS

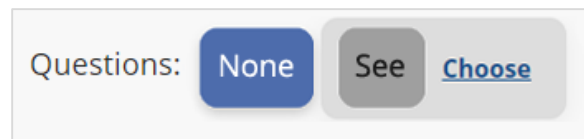
Choosing the Charts option from the Survey Results Wizard will direct you to a page with interactive charts showing trends and data relationships for the data set you've specified. You can leverage a number of tools and options to filter data and modify the charts to suit your needs.



- ① Click the "Choose Questions" button to select up to five questions to show on the charts!
- ② Your charts will automatically update as you apply filters or choose questions to display. Here, line and bar charts show mean scores across all of this school's divisions.
- ③ Look in the "Filter by" area to see which filters are available for your report. Simply click on one of the filter tags to apply it.
- ④ Look in the "Current filters" area to see which filters are applied to the report. Click any label to remove a filter or click the "Remove All" button to clear all filters.

CHOOSING QUESTIONS FOR REPORTS

SmartEvals allows you to choose exactly which questions appear on your report. On many reports, you'll see a series of options that looks like this:



Choosing the “See” button will reveal data columns for selected survey questions. To select which questions are displayed on the table, click the “Choose” link. When you do so, a new window will open like the example shown below:

[https://www.smartevals.com/reporting/Summary/ChooseQuestions.aspx?5=5&questions=common](#) - Google Chrome

[www.smartevals.com/reporting/Summary/ChooseQuestions.aspx?5=5&questions=common](#)

Save

Close

Choose Questions

These are the questions used by this Time Period, sorted by order of usage

<input type="checkbox"/>	Approx. Usage	Question Text	Short Question	Old	Question ID
<input checked="" type="checkbox"/>	16564	How much would you say you learned in this course?	Course: Amount learned	N	84093
<input checked="" type="checkbox"/>	16481	Considering everything, this was an effective course.	Course: Overall effectiveness	N	84096
<input checked="" type="checkbox"/>	16284	Degree to which activities and assignments facilitated learning:	Course: Assignments facilitated learning	N	84094
<input checked="" type="checkbox"/>	16185	Rate how prepared you were to take this subject.	Course: How prepared to take subject	N	84092
<input checked="" type="checkbox"/>	16047	Course: Assignments measured knowledge	Course: Assignments measured knowledge	N	84095
<input checked="" type="checkbox"/>	10945	The instructor clearly communicated what it would take to succeed in this course.	Instructor: Communicated how to succeed	N	84101
<input checked="" type="checkbox"/>	10918	Considering everything, the instructor was an effective teacher.	Instructor: Overall effectiveness	N	84107
<input checked="" type="checkbox"/>	10139	Instructor's availability for consultation:	Instructor: Availability	N	84105
<input checked="" type="checkbox"/>	10082	What percentage of classes did you attend?	Student: Percent attendance	N	84090

Simply check the boxes next to any questions you'd like to include on your report, and uncheck any that you wish to hide. You can also type search terms into the column headers to quickly look up specific questions. When you're done making changes, simply click the “Save” button, and SmartEvals will update the report according to your selections.

SCHOOL-WIDE REPORT

Once you've finished selecting your options from the School-Wide Reports Wizard, SmartEvals will return a data table like the example shown below. In this case, the user selected the Search by Course Option for a single semester. Records shown will vary according to your selected parameters and preferences. From here, you'll have access to each of the following features:

Wizards ▾ | Evaluation Periods ▾ | Edit ▾ | Reports ▾ | Survey Setup ▾ | Help ▾ | Log out

Course Analysis

Wizard
Back
3
4

2

Year	Sem	Dept	Num	Course Name	N	Total N	Pct	Syllabus clearly explained objectives	Assigned readings contributed to learning	Received timely feedback	Course material was challenging	Cl
2020	Spring	PSYC	206	Intro Psychology	92	120	76.7%	4.2	4.1	4.2	4.4	
2020	Spring	PSYC	206L	Intro Psychology Lab	96	128	75.0%	4.0	3.6	3.4	4.7	
2020	Spring	PSYC	220	Cognitive Psychology	68	73	93.2%	3.2	3.7	4.0	4.5	
2020	Spring	PSYC	270	Developmental Psychology	33	39	84.6%	3.9	4.1	4.3	4.0	
2020	Spring	PSYC	302	Quant & Psychomet Methods	32	43	74.4%	2.9	3.1	3.8	4.2	
2020	Spring	PSYC	303	Research Methodology	44	47	93.6%	4.4	4.2	4.5	3.9	
2020	Spring	PSYC	303L	Research Methodology Lab	40	42	95.2%	4.5	4.5	4.1	3.9	
2020	Spring	PSYC	310	Psychology of Gender	72	78	92.3%	4.1	4.2	4.1	4.0	
2020	Spring	PSYC	319	Social Psychology	73	82	89.0%	3.8	4.1	4.3	3.8	
2020	Spring	PSYC	327	Abnormal Psychology	21	23	91.3%	4.8	4.3	4.6	3.9	
2020	Spring	PSYC	336	Learning & Cognition	66	72	91.7%	3.9	3.7	4.1	3.9	

5

1
4

- 1 Click the download icon to export the report to any of several supported standard formats.
- 2 Type search terms into the column headers to filter the records by department, course, or other criteria.
- 3 For response rate data, see the survey respondents ("N"), all registrants ("Total N"), and percent response rates ("Pct") columns.
- 4 Click the "School Defaults" button to allow student access, and to set reporting permissions and preferences. See [Setting School Defaults](#) to learn more!
- 5 Aggregate mean scores will appear as data columns for each survey question (e.g. "Received timely feedback"). You can customize the report by choosing which question columns to display (see [Choosing Questions for Reports](#)).

CHOOSING QUESTIONS TO SHARE WITH STUDENTS

Setting School Defaults helps you to determine whether and how evaluation results should be shared with students. One of these options is the ability to specify exactly which survey questions should be reported to students.

To do so, simply click the “Click here to choose the questions” button (shown on page 18). When you do so, a new window will open similar to the example shown below.

Choose Summary Questions

This screen is used to pick which questions are shown to students. If a question is selected, it will be shown to all students, regardless of which question set is has been assigned to.

View questions in category: School Questions

Summary / Student Questions

[Don't Show Checked Questions >>](#)

<input type="checkbox"/>		Short Question	Question Text	ID
<input type="checkbox"/>		Understood the learning goals of this course	I understood the learning goals of this course.	41617
<input type="checkbox"/>		Course was well organized	The course was well organized.	41618
<input type="checkbox"/>		Student Effort	How much effort did you put into this course?	48277
<input type="checkbox"/>		Encouraged participation in class	I was encouraged and given the opportunity to participate in class.	41620
<input type="checkbox"/>		Assignments returned in a timely fashion	The instructor returned assignments in a timely fashion.	41621
<input type="checkbox"/>		Exams returned in a timely fashion	The instructor returned exams in a timely fashion.	41622
<input type="checkbox"/>		Evaluation method of performance clear	The instructor's method of evaluations of student performance was clear and published in the course outline.	41623
<input type="checkbox"/>		Method of evaluation was fair	The instructor's method of evaluation was fair.	41624

Non Summary / Student Questions

[<< Show Checked Questions](#)

<input type="checkbox"/>	Question Text	ID
<input type="checkbox"/>	I liked the online format of this course	105957
<input type="checkbox"/>	I would take another course that had an online format	105958
<input type="checkbox"/>	The online format helped me in meeting the stated learning objectives of this course	105959
<input type="checkbox"/>	The online resources available through this course were valuable	105960
<input type="checkbox"/>	The comments and content left by classmates on the Discussion Boards were valuable	105961
<input type="checkbox"/>	The instructor was available for comment and/or feedback	105962
<input type="checkbox"/>	I would like to take additional courses in an online only format	105963
<input type="checkbox"/>	Please let us know of any specific recommendations you have for the improvement of this course.	105965
<input type="checkbox"/>	When I was constructing my fall schedule, my advisor explained how this course fit into my General Education Program.	141601
<input type="checkbox"/>	The General Education Student Learning Objectives specific to this course were printed on my course syllabus.	141603

To remove student permissions:

- The table on the left shows a listing of all survey items that **are** currently reported to students.
- To revoke student permissions for one or more questions, just check the box next to each item. For convenience, use the checkbox in the header of the table to check/uncheck all listed items.
- Once you've made your selections, click the “Don't Show Checked Questions” button. All checked items will be moved to the table on the right, indicating that results for those survey items will no longer be viewable by students.

To add sharing permissions:

- The table on the right shows a listing of all survey items that **are not** reported to students.
- To grant student permissions for one or more questions, just check the box next to each item. For convenience, use the checkbox in the header of the table to check/uncheck all listed items.
- Once you've made your selections, click the “Show Checked Questions” button. All checked items will be moved to the table on the left, indicating that results for those survey items will be viewable by students.

SETTING SCHOOL DEFAULTS

When you click the “School Defaults” button from any School-Wide Analysis Report, you’ll have the ability grant student access to course evaluation survey result data, and set default report settings to limit their access. This includes a number of preferences and tools, as shown below:

School-Wide Results
This page is designed to show one particular set of questions to a group of people, typically students. The administrator is the only person who can change the settings on this page.

① ☐ Enable This For Students ☐ Block students from school-wide results page if they have surveys to complete.

☐ Allow anonymous students to see the page without logging in. ☐ Enable School-Wide Viewing For Instructors and Department Heads

② Hide results from students for classes with fewer than students took the class. Hide from students if less than % responded.

Hide results from students if fewer than students responded.

③ [Click here to choose the questions.](#) ☒ Show the year ☐ Hide Course Level ☐ Hide Course Type ☐ Hide Course Trait

④ Hide these departments:

Cross Listing:
These are controlled by your school wide preferences for your typical reports. Currently you are set to:
Roll child class into parent class: True
Hide the child class: True

⑤ [Save as School Default](#)
[Back To Wizard](#)

- ① Check the boxes to define how students may access evaluation data. If no boxes are checked, then students will have no access to survey results.
- ② Set minimum thresholds to protect the anonymity of responses. SmartEvals will automatically hide data when a pool of respondents (“N”) falls below your specified thresholds.
- ③ The “Click here to choose the questions” button allows you to select which survey questions will be shared with students (see [Choosing Questions to Share with Students](#)).
- ④ The “Hide these departments” option allows you to exclude certain departments from reporting results to students.
- ⑤ Click the “Save as School Default” button to commit your changes.

SINGLE QUESTION BREAKDOWN

The Single Question Breakdown Wizard helps you to take a detailed look at evaluation results for each survey question. Here's how:

First, choose an option from the first panel:

Select [Class-by-Class Reports](#) to see a table with survey question results displayed as a separate row for each class section.

Choose [Division Totals](#) to see a table with survey question results displayed as a separate row for each division (e.g. Arts & Sciences, Nursing, etc.).

Select [For Each Instructor](#) to see a table with survey question results displayed as a separate row for each faculty member or instructor.

Select [For Each Course Title](#) to see a table with survey question results displayed as a separate row for each course (i.e. class sections are aggregated by course).

Next, choose an option from either of the other panels:

The [Choose a Year](#) panel allows you to pull data for a single academic or calendar year, or to view data for all years.

The [Choose a Division](#) panel allows you to narrow the report by institutional division.

The screenshot shows the 'Single Question Wizard' interface. The top navigation bar includes links for Wizards, Evaluation Periods, Edit, Reports, Survey Setup, Help, and Log out. The main content area is divided into three panels:

- Which Reports Do You Want to See?** This panel contains four options: [Class-by-Class Reports](#) (selected), [Division Totals](#), [For Each Instructor](#), and [For Each Course Title](#). Below these options is a preview table showing survey results for various courses.
- Choose a Year** This panel includes a calendar icon, a checkbox for 'Use Calendar Years' (checked), and a list of years from 2020 down to 2016. There is also a checkbox for 'Show all years'.
- OR Choose a Division** This panel features a building icon and a list of institutional divisions: Humanities, Natural Sciences, Social Sciences, Surveys, and University Programs.

The preview table in the 'Class-by-Class Reports' section is as follows:

Course Name	N	Tot	Pct	Question 1
Total	15773	21031	75%	4.9
Writing & Rhetoric	70	152	46%	5.0
Intro to Literature	608	1220	50%	4.7
Technical Writing	9	23	39%	4.8
Classic American Lit	662	1375	48%	4.5
European Poets	17	27	63%	4.8
Fiction & Culture	43	54	80%	5.0

CLASS-BY-CLASS ANALYSIS

Choosing the Class-by-Class Reports option from the Single Question Breakdown Wizard will direct you to a summary listing of all classes within your selected parameters (either for a given year, or for a selected division). From here, you can select any survey question, and see a data table with results for that question shown as a separate row for each class section:

Single Question Analysis: Explained concepts clearly

Wizard Back Choose Question Customize

Edit	See	Report	New Chart		Year	Semester	Dept	Num	Course Name	Sec	Instructor	N	Tot N	Mean	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Total:												14722	18676						
					2020	Fall	ACC	201	Financial Accounting I	1	Brenner	22	26	3.77	5	11	3	2	1
					2020	Fall	ACC	201	Financial Accounting I	2	Danson	16	23	4.13	8	4	2	2	0
					2020	Fall	ACC	201	Financial Accounting I	3	Thomas	18	30	3.83	4	9	4	0	1
					2020	Fall	ACC	202	Managerial Accounting	1	Danson	31	43	4.06	10	16	3	1	1
					2020	Fall	ACC	202	Managerial Accounting	2	Khan	28	38	3.89	7	14	5	1	1
					2020	Fall	ACC	324	Special Topics in Accounting	1	Park	17	21	3.41	4	5	4	2	2
					2020	Fall	ACC	325	Cost Accounting	1	Brown	23	29	2.91	3	3	9	5	3
					2020	Fall	ACC	325	Cost Accounting	2	Joyner	27	31	3.93	8	10	8	1	0
					2020	Fall	ANT	101	Intro to Anthropology	1	Smith	12	19	4.08	4	5	3	0	0
					2020	Fall	ANT	101	Intro to Anthropology	2	Yoon	15	20	3.47	3	4	5	3	0
					2020	Fall	ANT	215	Language and Culture	1	Yoon	20	23	4.15	8	9	2	0	1
					2020	Fall	ART	101	Intro to Art	1	Diaz	13	19	3.62	3	5	3	1	1
					2020	Fall	ART	101	Intro to Art	2	Pricor	14	26	3.50	3	3	6	2	0
					2020	Fall	ART	203	Basic Drawing	1	Bayes	15	18	3.80	3	7	4	1	0
					2020	Fall	ART	205	Basic Drawing	2	Nelderman	15	19	3.73	4	6	3	1	1
					2020	Fall	ART	210	Painting	1	Reiner	12	16	4.08	3	7	2	0	0

① Click the “Choose Question” button to select a different survey item for analysis. The header text will update to identify the chosen question (e.g. “Explained concepts clearly”).

② Click “Customize” to choose which data columns are shown (see [Customizing Reports](#)).

③ Type search terms into the column headers to quickly locate specific classes.

④ The icons in the first several columns provide information and access to relevant features. Check out the [SmartEvals Icon Glossary](#) to learn what each icon does!

⑤ The rating scale columns (here, Strongly Agree – Strong Disagree) show you how many responses were recorded for each response choice in each class.

DIVISION AGGREGATE ANALYSIS

Choosing the Division Totals option from the Single Question Breakdown Wizard to a data table showing results aggregated by institutional division. From here, you can easily drill down on specific departments or years, and you can also choose to view data for a different survey question:

Single Question Analysis: Provided useful feedback on my performance

Wizard Back Choose Question Customize

Calendar Year +sem	Division	# Classes	N	Tot N	Pct	Mean	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Total:			18634	22420	83.1%	3.49	4289	5097	5650	2726	872
2020	Arts and Sciences	385	7865	9622	81.7%	3.50	1898	2073	2333	1168	393
2020	Business	133	2547	3265	78.0%	3.20	382	509	1020	509	127
2020	Education	79	1650	1985	83.1%	3.57	399	472	489	249	41
2020	Engineering	66	1203	1663	72.3%	3.22	181	266	45	241	60
2020	Fine Arts	146	3321	3654	90.9%	3.72	937	171	752	260	201
2020	Health Sciences	89	2048	2231	91.8%	3.58	492	606	601	299	50
Total:			18640	21877	85.2%	3.56	4471	5474	5453	2463	779
2019	Arts and Sciences	376	8354	9387	89.0%	3.56	2030	2373	2533	1062	356
2019	Business	126	2256	3154	71.5%	3.28	386	515	798	462	95
2019	Education	76	1542	1892	81.5%	3.67	406	499	398	199	40
2019	Engineering	63	1276	1563	81.6%	3.22	19	277	476	256	68
2019	Fine Arts	148	3266	3703	88.2%	3.77	943	1201	743	201	178
2019	Health Sciences	87	1946	2178	89.3%	3.65	507	609	505	283	42

Narrow Your Results For This Visit *

Filter by: Divisions Years Semesters

* Affects all wizard reports you view, as well as charts

- ① Click the "Choose Question" button to select a different survey item for analysis. The header text will update to identify the chosen question (e.g. "Provided useful feedback on my performance").
- ② Click "Customize" to select which data columns you'd like to display on the report (see [Customizing Reports](#)).
- ③ Click the **+sem** link to break the data down by semester.
- ④ Look for the shaded rows to see totals for each year (if multiple years are shown on the selected report).
- ⑤ Click the year or division hyperlinks to see more detailed survey result data for departments within each division.
- ⑥ The rating scale columns (here, Strongly Agree – Strong Disagree) show you how many responses were recorded for each response choice in each division.

EACH INSTRUCTOR ANALYSIS

Choosing the **For Each Instructor** option from the Single Question Breakdown Wizard will direct you to a summary listing of all instructors within your selected parameters (either for a given year, or for a selected division). From here, you can select any survey question, and see a data table with results for that question shown as a separate row for each faculty member or instructor, as shown below:

Academic Year	Division	Instructor ID	Instructor Name	# Classes	N	Tot N	Pct	Mean	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
				53	1236	1431	86.4%	3.71	271	502	322	86	47
2020-2021 Fall	Business	93007556	Bond, Laura	3	68	74	91.9%	3.68	9	34	20	4	1
2020-2021 Fall	Business	93007598	Johnson, Elaine	2	46	52	88.5%	3.57	7	21	11	5	2
2020-2021 Fall	Business	93007660	Park, Hye-jung	3	58	68	85.3%	3.41	5	26	18	6	3
2020-2021 Fall	Business	93007689	Golden, Marcia	4	66	79	83.5%	3.83	13	30	22	1	0
2020-2021 Fall	Business	93007778	Thomas, Joyce	3	52	66	78.8%	3.81	10	28	10	2	2
2020-2021 Fall	Business	93007811	Patel, Nimit	2	43	48	89.6%	3.58	10	16	9	5	3
2020-2021 Fall	Business	93007862	Nowak, Lena	1	23	26	88.5%	3.65	2	14	5	1	1
2020-2021 Fall	Business	93007874	Escajeda, Mateo	3	65	71	91.5%	4.06	15	40	9	1	0
2020-2021 Fall	Business	93007880	Brown, Jamar	2	36	42	85.7%	4.17	12	20	3	0	1
2020-2021 Fall	Business	93007882	McDowell, Peter	3	56	71	78.9%	3.11	1	19	25	7	4
2020-2021 Fall	Business	93007901	Donalson, Elizabeth	4	72	78	92.3%	3.61	6	40	20	4	2
2020-2021 Fall	Business	93007912	Bukhari, Rahima	1	19	22	86.4%	3.26	3	7	4	2	3
2020-2021 Fall	Business	93007925	Franklin, Richard	2	18	23	78.3%	4.11	6	9	2	1	0
2020-2021 Fall	Business	93007961	Thomson, Lorne	2	41	46	89.1%	4.05	12	19	10	0	0
2020-2021 Fall	Business	93007964	Holland, Lance	1	16	19	84.2%	2.88	0	7	3	3	3
2020-2021 Fall	Business	93007976	Chase, Cameron	2	24	28	85.7%	3.63	2	12	9	1	0

- ① Click the "Choose Question" button to select a different survey item for analysis. The header text will update to identify the chosen question (e.g. "Explained concepts clearly").
- ② Click "Customize" to select which data columns you'd like to display on the report (see [Customizing Reports](#)).
- ③ Click the -sem link to aggregate the data by year rather than semester, as shown here.
- ④ Click the hyperlinked values to focus in on data for a selected year, semester, or division. Or click an Instructor ID or Name to see more detailed results for a selected Instructor (see following page).
- ⑤ The rating scale columns (here, Strongly Agree – Strong Disagree) show you how many responses were recorded for each response choice across all of an instructor's classes.

DETAILED RESULTS BY INSTRUCTOR

When viewing the Single Question Analysis for Each Instructor (see previous page), you can see additional detail by clicking on an Instructor's name or ID number in the table. When you do so, SmartEvals will load a table with all of the Instructor's results for the selected evaluation question shown as a separate row for each class:

Wizards ▾ | Evaluation Periods ▾ | Edit ▾ | Reports ▾ | Survey Setup ▾ | Help ▾ | Log out

Single Question Analysis: Explained concepts clearly

1

Choose Question

2

Customize

Edit	See	Report	New Chart	Year	Sem	Dept	Num	Course Name	Sec	Type	N	Tot N	Pct	Mean	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
				2020		Total:					135	151	89.4%	3.87					
				2020	Fall	PSYC	201	Intro Psychology	3	LEC	38	42	90.5%	3.76	10	15	8	4	1
				2020	Fall	PSYC	201L	Intro Psychology Lab	1	LAB	12	15	80.0%	4.03	4	6	2	0	0
				2020	Fall	PSYC	336	Learning & Cognition	1	LEC	34	38	89.5%	3.76	8	15	7	3	1
				2020	Spring	PSYC	303	Research Methods	2	LEC	38	41	92.7%	4.00	11	17	8	1	1
				2020	Spring	PSYC	303L	Research Methods Lab	5	LAB	13	15	86.7%	3.97	4	6	2	1	0
				2019		Total:					134	152	88.2%	3.85					
				2019	Fall	PSYC	201	Intro Psychology	1	LEC	39	44	88.6%	3.77	11	14	9	4	1
				2019	Fall	PSYC	201L	Intro Psychology Lab	2	LAB	13	15	86.7%	4.03	4	7	2	0	0
				2019	Fall	PSYC	336	Learning & Cognition	1	LEC	36	40	90.0%	3.80	9	15	9	2	1
				2019	Spring	PSYC	303	Research Methods	1	LEC	34	39	87.2%	3.90	11	13	7	2	1
				2019	Spring	PSYC	303L	Research Methods Lab	5	LAB	12	14	85.7%	3.97	4	5	2	1	0
				2018		Total:					134	149	89.9%	3.71					
				2018	Fall	PSYC	201	Intro Psychology	3	LEC	38	41	92.7%	3.61	10	13	8	4	3
				2018	Fall	PSYC	201	Intro Psychology	1	LEC	38	42	90.5%	3.63	8	15	10	3	2
				2018	Spring	PSYC	303	Research Methods	1	LEC	33	36	91.7%	3.76	9	13	7	2	2
				2018	Spring	PSYC	303L	Research Methods Lab	3	LAB	13	15	86.7%	3.89	4	6	2	0	0
				2018	Spring	PSYC	303L	Research Methods Lab	4	LAB	13	15	86.7%	3.89	4	6	2	0	0

① Click the **Wizard** button to start over from the beginning, or click the **Back** button to return to the [previous page](#).

② Click the **Choose Question** button to select a different survey item for analysis, or click the **Customize** button to select data columns (see [Customizing Reports](#)).

③ Look for the shaded summary rows to see totals for each year or semester.

④ Use the icons to Edit Class () or Preview Survey () or get quick access to other Reports (or). See the SmartEvals Icon Glossary for more info!

EACH COURSE TITLE ANALYSIS

Choosing the **For Each Course Title** option from the Single Question Breakdown Wizard will return survey result data aggregated by base course. In this view, each row of the data table provides the total values of survey responses collected across all class sections of a course within your selected parameters (either for a given year, or for a selected division). An example is provided below:

Single Question Analysis: Student prepared for class sessions

Wizard Back Choose Question Customize

Academic Year +sem Division Base Course ID Course Name # Classes N Tot N Pct Mean Top 2 Always Usually About half the time Rarely Never

Total: 79 1699 1975 86.0% 3.9 1229 446 784 296 116 57

2020	Education	116548	Introduction to Education	10	252	303	83.2%	3.9	189	63	126	38	18	7
2020	Education	116549	Introduction to Literacy	10	235	297	79.1%	3.8	176	50	126	33	16	10
2020	Education	116550	Intro to Early Childhood Education	4	79	98	80.6%	4.0	58	30	28	14	6	1
2020	Education	116551	Teaching Mathematical Concepts Early Childhood	2	49	58	84.5%	3.7	35	10	25	8	3	3
2020	Education	116552	Teaching Elementary School Mathematics	2	44	49	89.8%	3.8	32	11	21	7	3	2
2020	Education	116553	Teaching Social Studies in the Elementary School	5	102	118	86.4%	4.0	78	29	49	16	6	2
2020	Education	116554	Teaching Language Arts in the Elementary School	8	168	198	84.8%	3.5	94	30	64	49	16	9
2020	Education	116555	Teaching Science and Mathematics	1	23	28	82.1%	4.0	18	8	10	3	2	0
2020	Education	116556	Teaching Science in Childhood Settings	1	24	29	82.8%	4.2	19	10	9	4	1	0
2020	Education	116557	Early Literacy and Language Development	2	49	55	89.1%	4.0	39	14	25	7	2	1
2020	Education	116558	Fundamentals of Play	2	45	59	76.3%	4.0	35	15	20	6	3	1
2020	Education	116559	Middle Childhood Development and Learning	3	59	65	90.8%	3.8	42	15	27	12	3	2
2020	Education	116560	Technology and Education	4	81	94	86.2%	4.1	60	30	30	18	2	1
2020	Education	116561	Integrated Thematic Instruction for Young Children	1	19	23	82.6%	4.1	16	7	9	1	1	1
2020	Education	116562	Methods of Teaching ESL	2	38	46	82.6%	4.0	29	12	17	6	2	1
2020	Education	116563	Middle School ESL Teaching	2	37	42	88.1%	3.6	24	8	16	5	5	3

- Click the "Choose Question" button to select a different survey item for analysis. The header text will update to identify the chosen question (e.g. "Explained concepts clearly").
- Click "Customize" to select which data columns you'd like to display on the report (see [Customizing Reports](#)).
- Click the **+sem** link to break the data down by semester rather than year.
- Click the hyperlinked course title to see a table with survey data for the selected course broken down by individual class section.
- The rating scale columns (here, Always-Never) show you how many responses were recorded for each response choice across instances of a course.

DETAILED RESULTS BY CLASS

When viewing the Single Question Analysis for Each Course Title (see previous page), you can see additional detail by clicking on a Course Name in the table. When you do so, SmartEvals will load a new data table with all results for the selected evaluation question shown as a separate row for each class section:

Single Question Analysis: Student prepared for class sessions

Wizard ① Back Choose Question ② Customize

Edit	See	Report	New Chart	Year	Sem	Dept	Num	Course Name	Sec	Type	Instructor	N	Tot N	Mean	Top 2	Always	Usually	About half the time	Rarely	Never
				2020		Total:						252	303	3.9	189	63	126	38	18	7
				2020	Fall	EDU	210	Intro to Education	1	LEC	Potter	28	31	4.1	25	8	17	2	1	0
				2020	Fall	EDU	210	Intro to Education	2	LEC	Wu	23	30	3.7	15	5	10	4	3	1
				2020	Fall	EDU	210	Intro to Education	3	LEC	Yates	24	28	3.5	14	5	9	4	4	2
				2020	Fall	EDU	210	Intro to Education	4	LEC	Simmons	28	32	4.1	24	10	14	3	0	1
				2020	Fall	EDU	210	Intro to Education	5	LEC	Keita	23	27	4.0	18	7	11	4	1	0
				2020	Spring	EDU	210	Intro to Education	1	LEC	Ramos	26	32	4.2	24	9	15	1	1	0
				2020	Spring	EDU	210	Intro to Education	2	LEC	Wu	23	30	3.8	17	3	14	5	0	1
				2020	Spring	EDU	210	Intro to Education	3	LEC	Diaz	26	31	3.7	17	4	13	6	3	0
				2020	Spring	EDU	210	Intro to Education	4	LEC	Simmons	26	32	3.8	19	6	13	4	2	1
				2020	Spring	EDU	210	Intro to Education	5	LEC	Keita	25	30	3.7	16	6	10	5	3	1
				2019		Total:						246	296	3.8	170	62	108	43	23	10
				2020	Fall	EDU	210	Intro to Education	1	LEC	Ramos	27	31	4.1	23	8	15	3	1	0
				2020	Fall	EDU	210	Intro to Education	2	LEC	Wu	25	30	3.7	16	6	10	5	3	1
				2020	Fall	EDU	210	Intro to Education	3	LEC	Yates	22	28	3.4	12	5	7	4	3	3
				2020	Fall	EDU	210	Intro to Education	4	LEC	Simmons	26	32	4.0	20	9	11	3	2	1
				2020	Fall	EDU	210	Intro to Education	5	LEC	Keita	22	27	3.9	16	6	10	4	2	0

① Click the **Wizard** button to start over from the beginning, or click the **Back** button to return to the [previous page](#).

② Click the **Choose Question** button to select a different survey item for analysis, or click the **Customize** button to select data columns (see [Customizing Reports](#)).

③ Look for the shaded summary rows to see totals for each year or semester.

④ Use the icons to Edit Class (), Preview Survey (), or get quick access to other Reports (or). See the SmartEvals Icon Glossary for more info!

DEPARTMENT HEAD WIZARD

In SmartEvals, a “Department Head” is a user role that offers limited administrative capabilities, as well as reporting access that goes beyond the scope of an Instructor. In this way, the Department Head role helps to meet the specialized needs of Chairs, Deans, Provosts, Program Coordinators, and others.

The Department Head Wizard helps you to manage the complex reporting access permissions of Department Heads and others. Here’s how:

Assign Permissions: Define granular reporting access permissions for individual users. In the right pane, you’ll see a table of current department heads. Simply click a link in one of the columns to review and manage permissions for that person.

Copy Permissions: Easily copy reporting permissions over from one user to another.

Export All Permissions: Download a complete listing of permissions assignments to any of several standard formats.

Login As: Use this tool to login as a selected user for troubleshooting, testing, or support purposes.

Edit Person Information: While user profiles are mostly managed through automated data imports, this tool allows you to manually edit details such as user name, email addresses, and attributes.

Email Reports: Provides tools for generating PDF reports, and bulk emailing them to users.

Send Misc. Email: Provides quick access to SmartEvals’ email management tools, where you can edit automated reminder templates.

Promote Existing User: Allows you to Department Head access to existing Instructors.

Create New Person: While most user accounts are managed through automated data synchronization, this tool allows you to manually create a new user by completing a few form fields.

Change Preferences: Provides quick access for defining institutional preferences that govern Department Head and Administrator access.

Question Permissions: Define permissions for individual survey questions for each user role.

Dept Head Wizard -- Edit Permissions by Selecting Link in Table Below

- Or select another action -

- Assign Permissions
- Copy Permissions
- Export All Permissions
- Login As
- Edit Person Information
- Email Reports
- Send Misc. Email
- Promote Existing User
- Create New Person
- Change Preferences
- Question Permissions

# Dept/Type/Level Combos Assigned	# People Assigned	Name	School #	Email	Last Login
2	0	Remy, Julia	151464	jremy@sample.edu	
0	1	Right, Randal	172552	rright@sample.edu	
1	0	Smith, Joanna	658936	jsmith@sample.edu	
0	0	Spikes, Joe	1485		
1	0	Woods, Stephanie	185550	swoods@sample.edu	11/25/20

Grant precision reporting access by department, course level, and type.

Grant access to individual instructors’ reports.

ASSIGNING REPORTING ACCESS BY DEPARTMENT, COURSE TYPE OR LEVEL

Assigning reporting access in SmartEvals is easy! Simply choose a user from the table displayed on the first page of the Wizard. When you choose to assign by Department, Level, and Type combinations, you'll see a page that looks like this:

Department head reporting access

◀ Wizard Hide Types and Levels

Julia Remy can see these results:

Unassign Checked Depts >>

■	Division ^	Dept	Level	Type	Trait
<input type="checkbox"/>	Arts and Sciences	BIO	Undergraduate	Lab	none
<input type="checkbox"/>	Arts and Sciences	BIO	Undergraduate	Lecture	none

They can't see these:

<< Assign Checked Depts

■	Division ^	Dept	Level	Type
<input type="checkbox"/>	Arts and Sciences	AAS	Undergraduate	Lecture
<input type="checkbox"/>	Arts and Sciences	ACT	Graduate	Lecture
<input type="checkbox"/>	Arts and Sciences	ACT	Undergraduate	Lecture
<input type="checkbox"/>	Arts and Sciences	ANT	Undergraduate	Lecture
<input type="checkbox"/>	Arts and Sciences	ART	Graduate	Lecture
<input type="checkbox"/>	Arts and Sciences	ART	Undergraduate	Lecture
<input checked="" type="checkbox"/>	Arts and Sciences	BIO	Graduate	Lab
<input checked="" type="checkbox"/>	Arts and Sciences	BIO	Graduate	Lecture

To manage current access permissions:

1. The table on the left shows a listing of all reporting access permissions currently assigned to the selected user.
2. To revoke permissions for a Department or Dept/Level/Type combo, just check one or more boxes. For convenience, use the checkbox in the header of the table to check/uncheck all listed items.
3. Once you've made your selections, just click the "Unassign Checked Depts" button. SmartEvals will save your changes, and you'll see that your selections have been moved to the table on the right.

To grant additional access:

1. The table on the right shows a listing of all the Dept/Level/Type combos that the user cannot access.
2. To grant access to a Department or Dept/Level/Type combo, just check one or more boxes. For convenience, use the checkbox in the header of the table to check/uncheck all items.
3. Once you've made your selections, just click the "Assign Checked Depts" button. SmartEvals will save your changes, and you'll see that your selections have been moved to the table on the left.

Tip: By default, each row of the table shows a unique combination of Department, Level, and Type. Simply click the "Hide Types and Levels" button for a simplified version that allows you to manage access by Department only.

ASSIGNING REPORTING ACCESS BY INSTRUCTOR

You can also assign access to Department Heads based on instructor. When you choose to assign by Instructor, you'll see a page that looks like this:

Department head reporting access

Wizard

Randal Right can see these results:

Unassign Checked Instructor(s) >>

	Last Name	First Name
<input type="checkbox"/>	Whipple	Allison
<input type="checkbox"/>	Woods	Stephanie

They can't see these (unless assigned by department):

<< Assign Checked Instructor(s)

	Last Name	First Name
<input type="checkbox"/>	Remy	Julia
<input type="checkbox"/>	Smith	Joanna

The first table (left) shows all of the user's current access permissions, while the other table (right) shows all possible instructors. To manage the user's access, simply check the appropriate boxes on either table, and click the Unassign or Assign button.

To manage current access permissions:

1. The table on the left shows a listing of all the instructors whose reports the selected user has permission to view.
2. To revoke the user's access to reports for a given instructor, just check the box next the instructor's name. You can select or deselect all permissions at once by checking the box in the table header.
3. Once you've made your selections, just click the "Unassign Checked Instructors" button. SmartEvals will save your changes, and you'll see that the instructors have been moved to the table on the right.

To grant additional access:

1. The table on the right shows a listing of all the instructors whose reports the selected user cannot access.
2. To grant access to reports for a given instructor, just check the box next the instructor's name. You can select or deselect all permissions at once by checking the box in the table header.
3. Once you've made your selections, just click the "Assign Checked Instructors" button. SmartEvals will save your changes, and you'll see that the instructors have been moved to the table on the left.

SMARTEVALS ICON GLOSSARY



Cross-listed course (child): This icon indicates a “child” class in a cross-listing relationship. In SmartEvals, your school has the ability to set administrative preferences to define whether cross-listed child courses should be reported individually or rolled up with parent courses.



Cross-listed course (parent): This icon indicates a “parent” class in a cross-listing relationship. A single parent class can have multiple child class sections associated with it. If desired, SmartEvals will allow child course enrollments to be rolled up with a parent course for reporting purposes.



Delete: The delete icon allows the user to remove a selected record from a table.



Edit base course information: This tool allows users to modify various characteristics of a base course (e.g. COMM 202). Editable attributes include department, type, level, course number, course name, and question sets assigned at the level of the base course. Your changes will be applied to all instances or class sections of the base course.



Edit class information: This tool allows users to create and edit individual class sections within a base course (e.g. PHYS 1010 Section 1). Authorized users are able to add new class sections, edit section numbers, edit unique course ID numbers, create or modify cross-listing relationships, assign instructors to classes, add or remove students from a class, and move classes to another evaluation period.



PDF download: This icon allows you to download a printable version of a selected survey form.



Preview survey form: This icon opens an interactive preview of a survey form for a selected class or question set.



Team-taught course: This icon indicates that a course has multiple instructors associated with it. Depending upon your school's settings, each instructor in a team-taught course may have different roles (e.g. lead or primary instructor, teaching assistants, guest lecturers, etc.).



View custom report: This icon provides quick access to SmartEvals' Custom Report for the selected dataset. The Custom Report presents data in a comprehensive data table, with interactive elements, such as customizable columns and filtering tools.



View multichart report: This icon provides quick access to SmartEvals' MultiChart Report for the selected dataset. The MultiChart report presents data in graphic bar and pie charts.