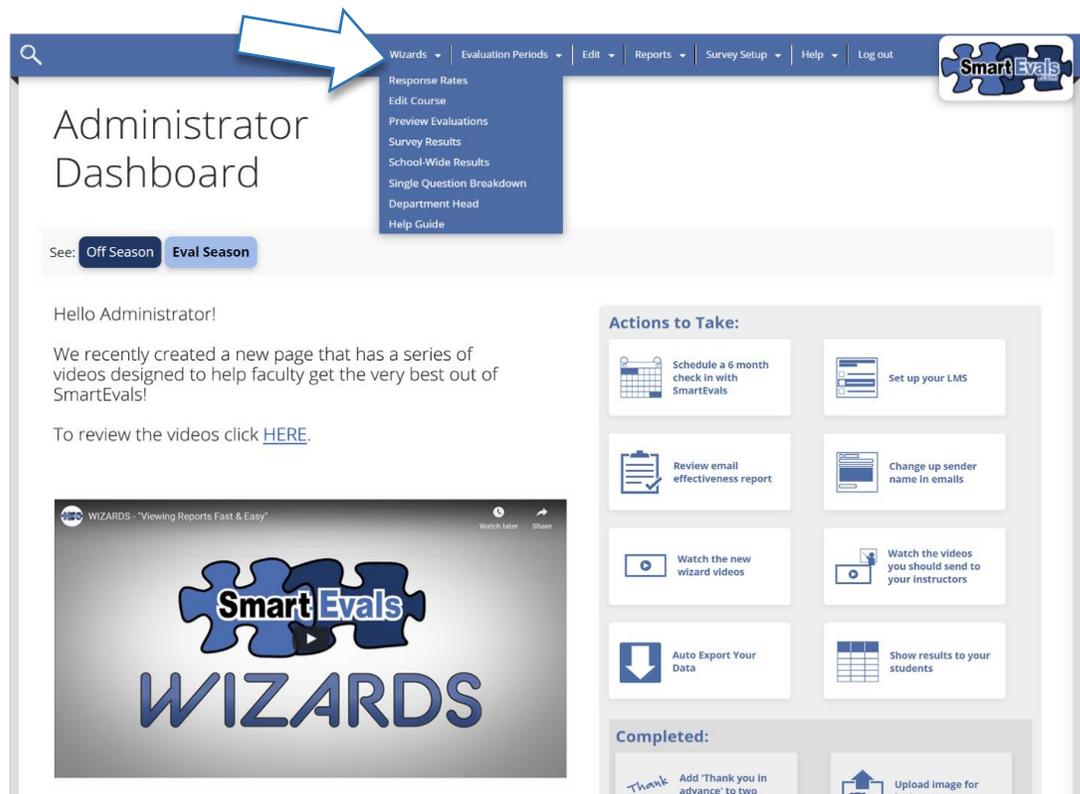


WIZARDS

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.

Report Wizard

Which Reports Do You Want to See?

- Class-by-Class Reports
- Division Totals
- Charts

Choose a Year

Use Calendar Years

- 2020 Fall - 2021 Summer
- 2019 Fall - 2020 Summer
- 2018 Fall - 2019 Summer
- 2017 Fall - 2018 Summer
- All years, all divisions

OR

Choose a Division

- Arts and Sciences
- Communication
- Education
- Engineering and Applied Science
- Management

Global Filtering Options *

Filter by: Course Types Semesters

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

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.



Choose **Completed Classes** to see response rate data for completed 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 report by evaluation status.

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

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

| Edit | Year | Sem | Credit | Course Name | N | Res. # |
|------|------|--------|--------|----------------------------------|----|--------|
| | 2020 | Winter | COM | Written Communications | 5 | 25 |
| | 2020 | Winter | COM | Intro Bus & Prof. Commun. | 5 | 25 |
| | 2020 | Winter | COM | Principles & Tech of Advertising | 5 | 25 |
| | 2019 | Winter | COM | Interpersonal Comm. | 3 | 28 |
| | 2019 | Spring | COM | Principles of Comm. | 26 | 39 |

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**

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:

| 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 | Prictor | 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:

- 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.

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.

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

Preview Evaluation Wizard

What Do You Want to See?

- Current Classes** (Selected)
- Completed Classes
- View Older Version

| Edit | Year | Sem | Dept | Course Name | N | Yr. 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 | 15 | 45 |
| | 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.

The screenshot shows the 'Preview Evaluations for Current Classes' page. At the top, there is a navigation bar with 'Wizards', 'Evaluation Periods', 'Edit', 'Reports', 'Survey Setup', 'Help', and 'Log out'. Below the navigation bar, there are three buttons: 'Wizard', 'Back', and 'Q-Set Assignment Plan'. The main content is a table with the following columns: Edit, See, PDF, Evaluation Period, Sem, Dept, Num, Course Name, Sec, Type, Instructor, and Question Sets Assigned. The table lists seven class sections with their respective details and icons for editing, viewing, and downloading PDFs.

| 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.

SURVEY RESULTS WIZARD

The Survey Results Wizard helps you to run evaluation reports for any analysis need. With SmartEvals, you can easily pull aggregate overviews, or dig into detailed class-by-class reports. Here's how:

Choose an option from the first panel:

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

Select [Class-by-Class Reports](#) to see detailed data tables showing evaluation results for each class.



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

Choose [Division Totals](#) to view tables with aggregate data across each college or school. You'll also be able focus in on individual departments.



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

Select [Charts](#) to see graphic bar, pie, and line charts that show trends and data relationships for your selected data set.



Which Reports Do You Want to See?

- Class-by-Class Reports
- Division Totals
- Charts

Choose a Year

Use Calendar Years

All years

2020

2019

2018

OR

Choose a Division

Arts and Sciences

Business

Education

Engineering

Law

Public Health

Pharmacy

Social Work

Global Filtering Options *

Filter by: **Course Types** **Semesters** Team Taught

| 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 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.

Division Aggregate Reporting

Wizard Back Questions: None See Choose Customize

| Calendar Year +sem | 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 *

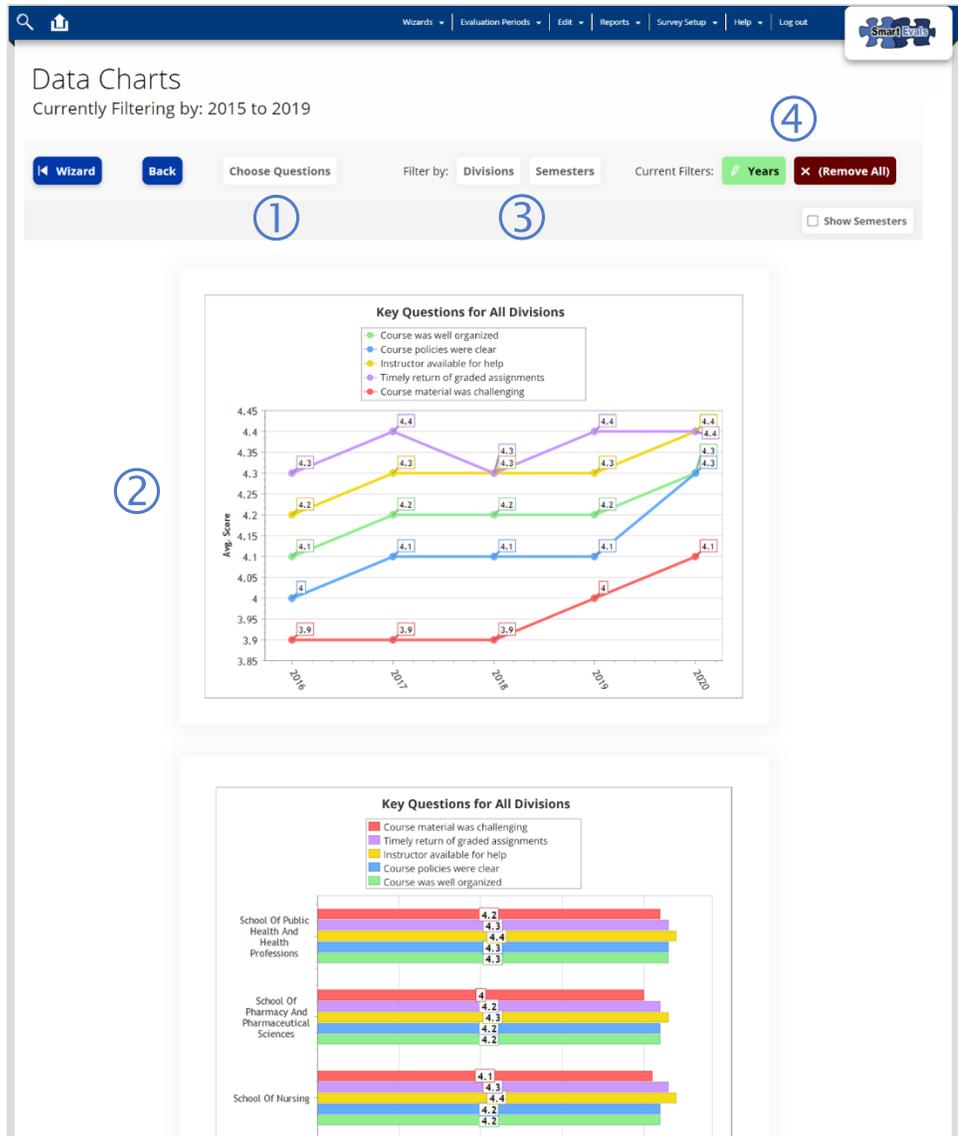
Filter by: Divisions Years Semesters

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

- Summary data is shown with shaded lines dividing each year. Simply click the [+sem](#) link to break the data down by semester.
- 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.
- Aggregate mean scores will appear as data columns for each survey question (e.g. “Challenging material”).
- Click “Customize” to select which data columns you’d like to display on the report (see [Customizing Reports](#)).
- Click the year or division hyperlinks to see more detailed survey result data for departments within each division.
- For response rate data, see the survey respondents (“N”), all registrants (“Total N”), and percent response rates (“Pct”) columns.
- 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!

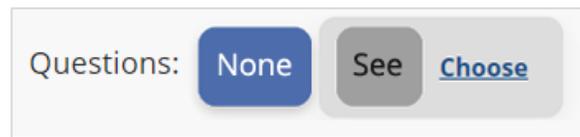
② Your charts will automatically update as you apply filters or choose questions to display. Here, line and bar charts show mean scores across all of this school’s divisions.

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:

Choose Questions [Save](#) [Close](#)

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 RESULTS WIZARD

The School-Wide Results Wizard helps you to configure settings for sharing evaluation survey results with students at your school (note: these tools are available to system administrators only). The Wizard will guide you in reviewing data by year, division, class, or instructor, and provide you with quick access to tools for configuring report access. Here's how:

Choose an option from the first panel:

Select [Search by Course](#) to see a data table with evaluation results aggregated for each base course, along with links to more detailed reports and other options.

Choose [Search by Instructor](#) to see a data table with evaluation results aggregated for each instructor, along with links to more detailed reports and other options.

Select [Section by Section Analysis](#) to see a data table with evaluation results by each class section.

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.



Which Reports Do You Want to See?

[Search by Course](#)

[Search by Instructor](#)

[Section by Section Analysis](#)

| 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 | 17 | 77 | 62% | 4.8 |

Choose a Year

2020

2019

2018

2017

2016

Show all years

OR

Choose a Division

Arts and Sciences

Business

Education

Engineering

Law

Public Health

Pharmacy

Social Work

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:

The screenshot shows the 'Course Analysis' report interface. At the top, there is a navigation bar with 'Wizards', 'Evaluation Periods', 'Edit', 'Reports', 'Survey Setup', 'Help', and 'Log out'. Below this is a search bar and a 'School Defaults' button. The main area contains a table with columns for Year, Sem, Dept, Num, Course Name, N, Total N, Pct, and several survey questions. Callouts 1-5 point to specific features: 1 (download icon), 2 (search filters), 3 (wizard/back buttons), 4 (School Defaults button), and 5 (survey question column).

| 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 | |

- 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.

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:

- 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.

Single Question Wizard

Which Reports Do You Want to See?

- Class-by-Class Reports** (Selected)
- Division Totals
- For Each Instructor
- For Each Course Title

| Course Name | N | Tot | Pct | Question 1 |
|-----------------------|-------|-------|-----|------------|
| Total: | 15772 | 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 |

Choose a Year

Use Calendar Years

2020

2019

2018

2017

2016

Show all years

OR

Choose a Division

- Humanities
- Natural Sciences
- Social Sciences
- Surveys
- University Programs

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:

| 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 | 21 | 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 | Neiderman | 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:

Single Question Analysis: Explained concepts clearly

Wizard 1 Back 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 | 80.0% | 3.81 | 2 | 4 | 5 | 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 |

- 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 break the data down by semester rather than year.
- ④ Click the hyperlinked course title to see a table with survey data for the selected course broken down by individual class section.
- ⑤ 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:

| 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 | Swoods, 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:

The screenshot shows the 'Department head reporting access' page. At the top, there is a navigation bar with 'Wizards', 'Evaluation Periods', 'Edit', 'Reports', 'Survey Setup', 'Help', and 'Log out'. The main content area is titled 'Department head reporting access' and includes a 'Wizard' indicator for user 'Randal Right'. Below the title, there are two sections:

- Randal Right can see these results:** This section contains a button 'Unassign Checked Instructor(s) >>' and a table with columns 'Last Name' and 'First Name'. The table lists:

| | Last Name | First Name |
|--------------------------|-----------|------------|
| <input type="checkbox"/> | Whipple | Allison |
| <input type="checkbox"/> | Woods | Stephanie |
- They can't see these (unless assigned by department):** This section contains a button '<< Assign Checked Instructor(s)' and a table with columns 'Last Name' and 'First Name'. The table lists:

| | 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.