

# Instructor Walkthrough: Using the SmartEvals System

**Office of Institutional Research (OIR) Note:** For a more detailed explanation of the SmartEvals features, please email us at [survey@loyola.edu](mailto:survey@loyola.edu) to let us know which features interest you and any specific questions you have.

## myEvalCenter (Instructor Dashboard)

When you first log into the SmartEvals system the myEvalCenter is the dashboard page that will load. Your myEvalCenter is divided up in sections depending on your courses in the following order, from top to bottom: this year's surveys that are awaiting opening/open, awaiting release, results are ready for viewing and then by year to allow for quick viewing of your historical data.

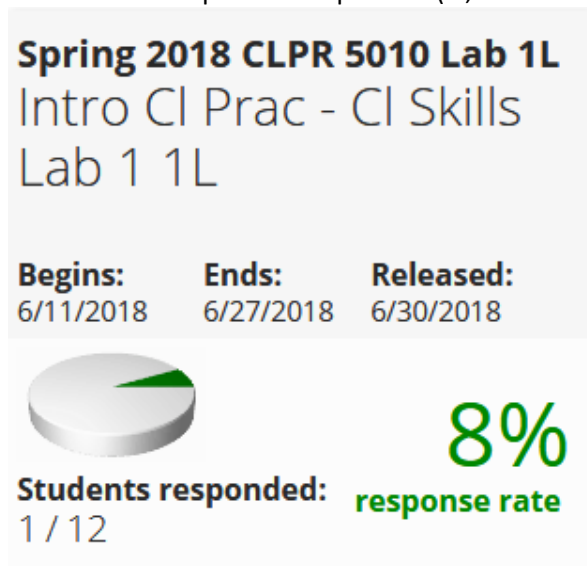
### Course Tiles

#### Information/Tools Included in All Course Tiles

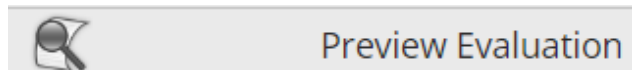
##### Main Tile Informational Components

Each of your courses will be displayed in a "tile" as shown below with the following information:

1. Semester and Year
2. Course subject, number, and section information
3. Dates when the survey begins and ends
4. Earliest date at which the survey results might be released to instructors
5. How many possible respondents there are in the course and how many responded (in real time)
6. Your response rate percent (% , in real time)

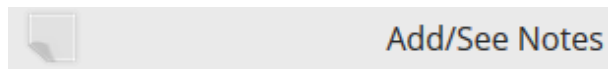


## Preview Evaluation



Clicking on this “Preview Evaluation” link will allow the instructor to preview the course evaluation survey as the course’s student would see it.

## Add/See Notes

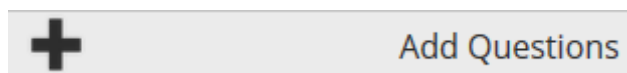


- Add notes(s) for yourself about the course. These notes might detail:
  - logistics about the course (e.g., time of day, majors/non-majors, etc.),
  - information about the course’s students (e.g., motivation, attendance, etc.), as well as
  - instructional notes (e.g., details about any new interventions attempted, how those were received by students, thoughts for continuation/improvement for future instruction, etc.).
- Once you type your note(s) in the text box, click the <<Return to Eval Center button to return to the previous screen.

Depending on whether the course’s survey will open soon, is open, awaiting release, or released results are ready for viewing, you may also see additional information on the course tile. See the headings below for more details about when which tools will be available under the course tile.

## Surveys Waiting to Be Opened

### Add Questions



OIR Note: Currently, instructors can add questions to their form. However, this might change with an update of the course evaluation form used at Loyola (e.g., if there are many questions in the base form, then the Faculty Evaluation Committee might disallow additional questions from being added).

Follow these steps to Add Questions to Course Evaluations:

- Click on the "Add Questions" under the appropriate course. However, **please note:**
  - If you are copying and pasting the text of your additional questions from an electronic document, copy it into Notepad (or another program that has no formatting) before you copy it into this SmartEvals “Full question text (shown to the survey-taker)” field. Otherwise, for example, if you paste directly after copying from MS Word, then you may unintentionally add formatting code from MS Word that does not work well in SmartEvals, leading to errors (e.g., formatting).

- If there are already questions that you have added/used previously, then there will be a table showing them.
  - Click on the “X” (red x) to delete a question you no longer want to use.
  - To add a question, either click “Add Questions” or use the green “+” (plus sign; see related steps below for more details).
  - Clicking on the edit icon allows you to change the wording of the question or to correct an error.
  - Clicking on the arrows on the right of each question moves them up or down, thereby changing the order in which the questions are asked.
- 2. Click on the “Add/Edit Questions” button under one of the potential options, which are:
  - All Classes With This Course Title (all sections of a course with the same title as this),
  - This Class Only (this single section of this course), and
  - Every Class You Teach (now and in the future).
- 3. On the next screen (see image below), you’ll have the choice between three different question types from the “Choose a question type to add or create” drop down menu at the top:

- **Text questions:** Otherwise known as open-ended questions, this question type allows students the freedom to type in their own responses.
  - **Single Choice (to get average; [see note below](#)):** You’ll find that you’ll have to enter a full question text which is what the survey taker will see and a short question text that will show on the report. *Notes: See example image below. If the drop down is not changed, then this is the default question type for the question you are adding. There is no character limit for full question text, but short question text is limited to less than eighty characters.*
  - **Multiple Choice (no average; [see note below](#)):** These questions are used to collect data that does not need an average score. A question that requires a simple yes or no answer would be considered multiple choice.
  - **Please Note: For BOTH Single Choice AND Multiple Choice question types:** Answer choices will have to be selected based on the appropriate responses to the specific question you add. You cannot add different choices than what is already available to you, so if one does not fit, then consider rewording your question.
4. After everything is entered to your specifications click on the green “Create question” button on the bottom of the right half of this screen. You can either enter another question or you can click on the “I’m done adding questions” button.

- If you click on the “I’m done adding questions” button, you’ll be navigated to the page that shows all the questions you added. In the screenshot below of that, you’ll notice that you can:
  - change the layout of the answer choice(s), where the “(change layout)” of choices feature link is outlined in purple, as well as
  - add follow-up questions, where the “add follow-ups” feature link is outlined in red (see next step for more details). Follow-up questions allow you to add a question to a specific response option (e.g., if “Strongly Disagree” is selected for question 1, then you could use a follow-up question asking, “What could have improved the power point slides?”)

Add Q #	Question	Answer Type						Move	QuestionID
x 1 +	The power point slides were beneficial.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	↑ ↓	165539
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
		<a href="#">(change layout)</a>		<a href="#">add follow-ups</a>					

- Click on the “add follow-ups” feature link (see image above in previous step) and you’ll see the image in the screenshot below. Then you can select the response option to which you want to add the follow-up question (example from above is outlined in red in image below).

**Edit/Add follow-up for answers.**

**Answer choices:**

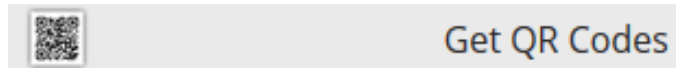
Answer		QID
Strongly Agree	<a href="#">Add Follow-up</a>	0
Agree	<a href="#">Add Follow-up</a>	0
Neutral	<a href="#">Add Follow-up</a>	0
Disagree	<a href="#">Add Follow-up</a>	0
Strongly Disagree	<a href="#">Add Follow-up</a>	0
Not Applicable	<a href="#">Add Follow-up</a>	0

- Adding a follow-up question is exactly like adding a regular question (see steps above). However, since instructors might not be able to accurately predict student responses, it is recommended to use open-ended text questions. This will allow students to explain themselves in their own words. After several iterations of using that open-ended text question, instructors might be able to identify emergent themes from the authentic student responses and use those as response options for a single or multiple choice question type. In that way, as desired, the instructor can replace the open-ended text question with a selected question type instead.

7. When you have clicked on “I’m done adding questions” you can click on the “Preview” link to see how the questions will look to the survey taker. You can also see a preview when on the myEvalCenter by clicking on the magnifying glass/paper icon.

## Open Surveys

### Get QR Codes



Click this tool to be able to get/print the QR codes for this particular course. Note: each QR code is specific to the individual course section for a particular semester/year and therefore it cannot be copied in your course materials (e.g., Moodle course) from semester-to-semester or year-to-year. It must be updated for each course section each time the course is offered.

### *Printing QR Codes*

The system is set to automatically prompt you to print the codes out. Edit the text, as needed, and then click on the print button (4 per page).

DEMO 200 1 taught by: Demo DEMO Undergraduate 2018 Spring



To ensure high response rates, you can ask your class to scan this QR code into their cell phones and complete their DEMO 200 1 taught by: Demo DEMO Undergraduate 2018 Spring evaluations.

This QR code will require the student to type in their login id to the SmartEvals.com system but *not* their password. QR codes are more secure than a typical paper based course evaluation. This code can be set to be used for 60 minutes after the first student scans the code.

### *Saving QR Codes*

If you want to save the QR code electronically instead of printing it, you can hit “Cancel” on the print prompt. Then, you can right click on one of the four copies of the QR code and click either “Save image as” (PNG file format type) or “Copy image” to be pasted in some other location. You can then include

this QR code in reminder messages to your students (e.g., on the opening/closing presentation slide, include in course “Announcement” in the Moodle course page, emails through your Moodle course or Loyola Outlook account, etc.). This will allow an easy and paperless way for you to share the QR code.

- OIR NOTE: Please ensure that you copy/save the image for the correct course to share with the correct students in that course (e.g., save image with filename that includes the course name, number, section, year, and semester). Otherwise, they might get an error that they cannot access that course evaluation if it is for a course in which they are not currently enrolled.

## Closed Surveys Awaiting Release

These course survey tiles will not have any additional options/information. They are listed here in holding until after the semester’s grades are finalized, at which point they will be moved under the heading [Results Ready for Viewing](#) or [Results are Hidden Due to Insufficient Responses](#), depending on number of student respondents.

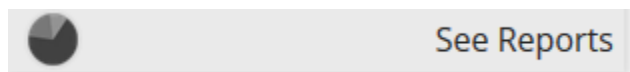
## Results Ready for Viewing

Once a survey’s results have been released to you a new option will appear on the tile.

Note: OIR and SmartEvals have put certain settings in place to help ensure student confidentiality. For instance,

1. only courses with 5 or more students are included in the course evaluation process/SmartEvals system (course tiles are not included in the instructor dashboards);
2. and reports are not shared for courses that had fewer than 3 student respondents (see under the heading [Results are Hidden Due to Insufficient Responses](#) for these course tiles).

## See Reports



Clicking on the “See Reports” link at the bottom of the course tile will open the custom reporting options from that course’s survey results. See the headings below for information/instructions related to each respective tab for the custom reporting options.

### *Custom Report tab*

Each instructor is emailed a PDF report for each course in each semester from SmartEvals. However, this PDF report is based upon an institutional template. One of the benefits of SmartEvals is that instructors can customize the reports for their own information or for sharing with others (e.g., for promotion/tenure or award nomination documentation).

In this report tab, you can view or edit the look of your report [e.g., table(s), graph(s)] and export it. The following instructions detail the options for customizing your report.

The screenshot shows the 'Custom Report' tab selected. Below the tabs are three dropdown menus: 'This past semester(2023/Spring)', 'All courses', and 'DEMO 107 1 2023/Spring'. To the right are three buttons: 'Export', 'Choose Columns', and 'Choose Questions'. Below the dropdowns, a message states 'There were: 6 possible respondents.'

	Question Text	N	RR	Avg	DEMO Avg	School Academic LVL	University Academic LVL	Str Disagree	Disagree	Slight Agree	Agree	Str Agree	N/A
3	Completed readings/ assignments in timely manner	6	100%	3.3	3.4	3.4	4.4	0%	17%	33%	50%	0%	0%
4	Actively participate in discussions during class/ group work	6	100%	3.8	3.7	3.7	4.2	0%	0%	50%	17%	33%	0%
5	Sought help/ feedback from professor	6	100%	4	3.6	3.6	4.3	0%	17%	17%	17%	50%	0%
6	Prepared for all quizzes /exams/ papers	6	100%	3.7	3.6	3.6	4.3	0%	0%	50%	33%	17%	0%
8	Website was well organized	6	100%	3.8	3.4	3.4	4.4	0%	0%	33%	50%	17%	0%
9	Learning objectives clearly stated on syllabus/ website	6	100%	4	3.8	3.8	4.5	0%	0%	17%	67%	17%	0%
10	Student showed learning through assessment methods	6	100%	3.2	3.3	3.3	4.4	17%	0%	50%	17%	17%	0%
11	Hybrid course met expectations	6	100%	3.3	3.6	3.6	4.4	0%	17%	33%	50%	0%	0%
12	Ample opportunities for one on one communication with instructor	6	100%	3.8	3.8	3.8	4.4	0%	17%	0%	67%	17%	0%

- Use the drop down options directly under the “Custom Report” tab, which are:
  - “This past semester(YEAR/SEMESTER) is the default; however, the following are additional options:
    - “All Academic Years (September 1 – August 31)”
    - “Past 5 years”
    - “Past 3 years”
    - “Sum 2022 – Spr 2023” (this is specific for the last full academic year)
    - “2023 Spring” (this is the same as the “This past semester(YEAR/SEMESTER)” option)
  - “All courses” is the default, but you can filter it by one single course name and number (e.g., “DEMO 107”)
  - “Course Name Number Section YEAR/SEMESTER is the default, which is the third option in this drop down menu; however, the following are additional options:
    - “All sections of this course” (from any year/semester taught)
    - “Export each class to PDF”
- Using the green “Choose Columns” button on the top right of the screen, you can choose your columns to display across the report header (see white text with black cell fill in image above). Scrolling to the bottom of this screen shows the “**USING THE SMARTEVALS CUSTOM REPORT**” and this can be used to walk you through the custom report options, although some of the terms might be slightly different than Loyola’s SmartEvals. Otherwise, see below for general information. For example, the following options are displayed at the top of the screen:

## Columns Displayed on Custom Report

<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> RR	<input type="checkbox"/> Top Two	<input checked="" type="checkbox"/> Avg	<input type="checkbox"/> Median
<input type="checkbox"/> IMedian	<input type="checkbox"/> SD	<input type="checkbox"/> 95% CI Low	<input type="checkbox"/> 95% CI High	<input type="checkbox"/> Instructor Avg
<input type="checkbox"/> Course Avg	<input checked="" type="checkbox"/> Dept Avg	<input type="checkbox"/> Dept SD	<input type="checkbox"/> School Avg	<input type="checkbox"/> School SD
<input checked="" type="checkbox"/> School LVL	<input type="checkbox"/> School LVL SD	<input type="checkbox"/> University Avg	<input type="checkbox"/> University SD	<input checked="" type="checkbox"/> University LVL
<input type="checkbox"/> University LVL SD	<input type="checkbox"/> Course Group Avg	<input type="checkbox"/> Course Group SD	<input type="checkbox"/> Nat'l Avg	<input checked="" type="checkbox"/> Answer Choices

Dev. from Mean    Z-Score    T-Score

School

[Use Until Logout](#)   [Save Permanently](#)   [Customize Questions](#)   [Reload Saved Values](#)   [Go Back](#)

- a. Options and their SmartEvals' definitions in the box (order listed below is from the left to right and top to bottom of the listed options in the box)
- a.i. N = The number of respondents for a survey item.
  - a.ii. RR = Response rate, or the percentage of potential respondents who responded to a survey item.
  - a.iii. Top Two = The percentage of survey respondents who answered within either of the two highest response categories. Note: The Top Two column may not be available to you depending upon your institution's settings.
  - a.iv. Avg = Mean or average score. The mean score is the total value of all survey responses received for a survey item divided by the number of responses received.
  - a.v. Median = Median score, or the central value in a sorted range of scores. The median value is helpful for better understanding trends in scores, as the median is more resistant to the influence of outliers than the mean.
  - a.vi. IMedian = Interpolated median. This is the median value that has been adjusted to better reflect the true central data point were there a different degree of granularity in the rating scale used. The interpolated median is calculated based on a ratio between the data points that surround the central value.
  - a.vii. SD = Standard deviation. This value indicates the degree of variation between all of the responses received for a survey item. Lower SD values indicate a smaller spread among responses; higher SD values indicate a larger spread.
  - a.viii. 95% CI Low = Confidence interval (lower bound). A confidence interval represents the degree of certainty in a data set. A 95% confidence interval, like the one used here, indicates that 95% of all survey responses can be expected to fall within the confidence interval range, which is calculated based on the mean, variance, and standard deviation of the collected response data for each survey question. Specifically, the "95% CI Low" value refers to the lower bound of a confidence interval, meaning that 95% of scores in the data set are likely to be greater than or equal to this value.



- a.ix. 95% CI High = Confidence interval (upper bound). A confidence interval represents the degree of certainty in a data set. A 95% confidence interval, like the one used here, indicates that 95% of all survey responses can be expected to fall within the confidence interval range, which is calculated based on the mean, variance, and standard deviation of the collected response data for each survey question. Specifically, the “95% CI High” value refers to the upper bound of a confidence interval, meaning that 95% of scores in the data set are likely to be less than or equal to this value.
- a.x. Instructor Avg = The aggregated mean or average score for an instructor. This column differs from the “Avg” column in that it is an aggregate data column that represents the mean score that an instructor has earned across all of their courses and classes. SmartEvals calculates the Instructor Avg based on all instances where a given survey item was asked of the selected instructor.
- a.xi. Course Avg = The aggregate mean score for the course. Typically used for benchmarking purposes, the Course Avg column shows the mean score for each survey item based on evaluation scores collected across all instances of a selected course (e.g., PHYS 201), including aggregated results from all available years, semesters, instructors, and class sections.
- a.xii. Dept Avg = The aggregate mean score for the department. The Dept Avg column shows the mean score for each survey item based on all available evaluation scores from instructors and courses within a department.
- a.xiii. Dept SD = The aggregate standard deviation for the department. This column differs from the “SD” column in that it is an aggregate data column that represents the standard deviation based on all available evaluation scores collected for a given survey item within a department, this includes results from multiple years, semesters, instructors, courses, and class sections.
- a.xiv. School Avg = The aggregate mean score for the school (e.g., LCAS, SOE, or SSBM). The School Avg column shows the mean score for each survey item based on all available evaluation scores collected across the entire school, including results from multiple years, departments, instructors, courses, and class sections.
- a.xv. School SD = The aggregate standard deviation for the school (e.g., LCAS, SOE, or SSBM). This School SD column shows the standard deviation for each survey item based on all available evaluation scores collected across the entire school, including results from multiple years, departments, instructors, courses, and class sections.
- a.xvi. School LVL = The mean or average score for the selected course level (e.g., Graduate, Undergraduate) across the entire school (e.g., LCAS, SOE, or SSBM).
- a.xvii. School LVL SD = The standard deviation for the selected course level (e.g., Graduate, Undergraduate) across the entire school (e.g., LCAS, SOE, or SSBM).

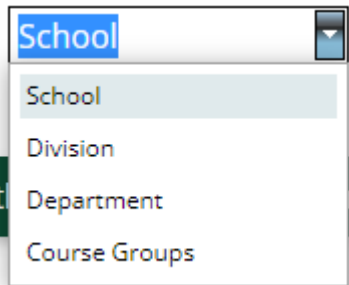
- a.xviii. University Avg = The aggregate mean score for the institution. The University Avg column shows the mean score for each survey item based on evaluation scores collected across the entire institution, including results from multiple years, schools, departments, instructors, courses, and class sections.
- a.xix. University SD = The aggregate standard deviation for the institution. The University SD shows the standard deviation for each survey item based on evaluation scores collected across the entire institution, including results from multiple divisions, departments, instructors, courses, and class sections.
- a.xx. University LVL = The aggregate mean score for the entire institution level. The University LVL column shows the mean score for each survey item based on all available evaluation scores collected across the entire institution, including results from multiple years, schools, departments, instructors, courses, and class sections.
- a.xxi. University LVL SD = The aggregate standard deviation for the institution level. The University LVL SD shows the standard deviation for each survey item based on all available evaluation scores collected across the entire school, including results from multiple years, schools, departments, instructors, courses, and class sections.
- a.xxii. Course Group Avg = The aggregate mean score for a custom group of courses. Typically, this will include courses that span multiple departments, types, or levels. Note: The Course Group Avg column may or may not be available to you depending on whether your institution has opted to create custom groups of courses for interdisciplinary program assessment or other purposes.
- a.xxiii. Course Group SD = The aggregate standard deviation for a custom group of courses. Typically, this will include courses that span multiple departments, types, or levels. Note: The Course Group SD column may or may not be available to you depending on whether your institution has opted to create custom groups of courses for interdisciplinary program assessment or other purposes.
- a.xxiv. Nat'l Avg = The aggregate mean score for the all US institutions. The Nat'l Avg column shows the mean score for each survey item based on all available evaluation scores collected from participating SmartEvals schools. Please note that Nat'l Avg data is available only if your institution uses survey items from our Ascend Normative Survey (*OIR Note: Loyola does not use the SmartEvals Ascend Normative survey.*).
- a.xxv. Answer Choices = Displays a separate column for each rating level or answer choice associated with a question. The name and/or value of the rating level is displayed in the column header (e.g., Strongly Agree, Yes, etc.), and the column values indicate the percent distribution of responses across the rating scale. Tip: Click on any hyperlinked percentages in the Rating Levels columns to apply SmartEvals' Drill-Down Filter, see below (*OIR Note: This SmartEvals tool is only available if you have at least 5 student respondents for the respective question.*).

a.xxv.1. Drill-Down Filter: Clicking on any of the blue highlighted % will allow you to filter your report on all the responses answered on that %. For example, if 31% of your respondents answered Str Agree to question 6, then clicking on that blue 31% will filter the report and allow you to see how that 31% of users answered the rest of the survey. NOTE: only one filter can be used at a time.

b. Statistical comparison options below the box:

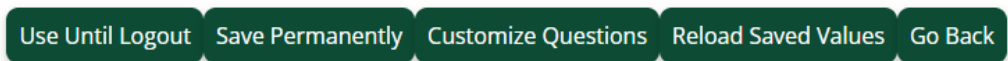
Dev. from Mean  Z-Score  T-Score

- b.i. Dev. From Mean = The mean deviation as compared to a selected data set. The Dev. From Mean column shows the average distance of your scores from the mean for the selected level of aggregation (*OIR Note: see next image and translated meanings below*)
- b.ii. Z-Score = The z-score as compared to the mean for the selected data set. The Z-Score column is measured in terms of the number of standard deviations that your scores vary from the mean for the selected level of aggregation (*OIR Note: see next image and translated meanings below*)
- b.iii. T-Score = The t-score as compared to the mean for the selected data set. The T-Score column is similar to the Z-Score column in that it measures the number of standard deviations that your scores vary from the mean of the selected level of aggregation (*OIR Note: see next image and translated meanings below*). T-scores are typically used for data sets with limited sample sizes, as they account for more deviation from normal statistical distributions.
- b.iv. Drop down menu options and their translated meanings for Loyola, if different:



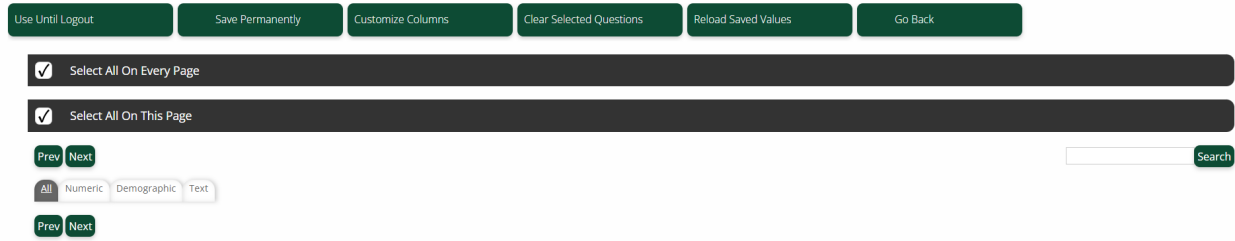
- b.iv.1. School = Loyola
- b.iv.2. Division = School within Loyola (LCAS, SOE, SSBM)
- b.iv.3. Department
- b.iv.4. Course Groups

c. Once you make your selections in the options described in the steps above, choose one of the 5 green button options at the bottom of the screen:



- c.i. Use Until Logout - This will allow you to keep your selection until you log back into SmartEvals. After you log back in, the settings will revert to the institutional default settings.
- c.ii. Save Permanently - This will allow you to ALWAYS use the selections you have made permanently, for each subsequent time you create a custom report.
- c.iii. Customize Questions - This looks like the following image, but at Loyola this option is not set up for instructors to use.

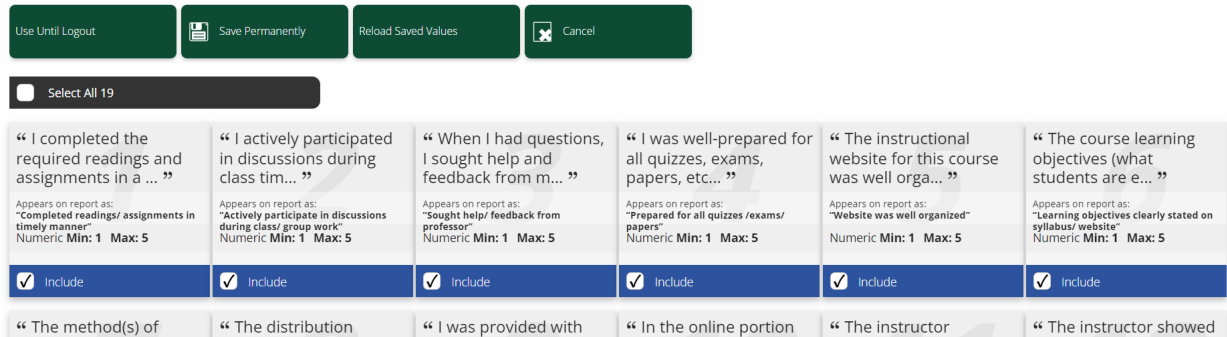
## Choose Questions For Custom Report



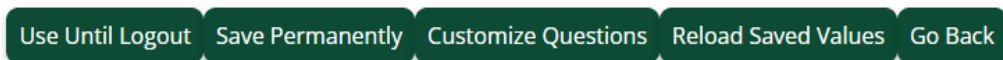
- c.iv. Reload Saved Values - This option is used when you select Option 1 “Use Until logout” and do not want to take the time to log out and back in again to revert back to your original view.
- c.v. Go Back - This allows you to return to the previous screen without making any changes.

3. Using the green “Choose Questions” button on the top right of the screen, you can choose your questions to include to display in the report (table and/or graphs), as per the steps below:

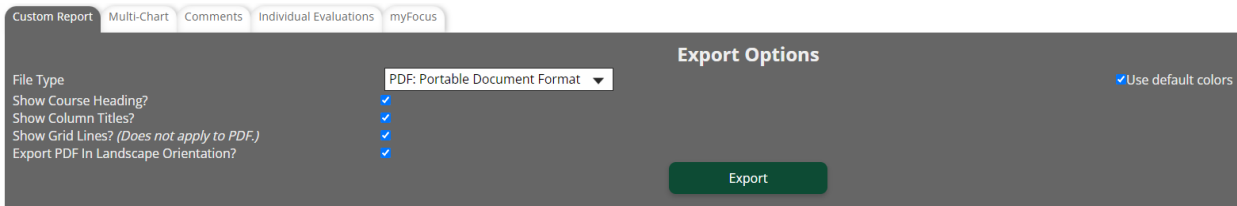
## Choose The Questions You Want To See



- a. Either select the “Select All ###” gray button under the 4 green buttons near the top of the screen or uncheck this box and manually check which questions you want to include in your report.
- b. Once you make your question selections as described in the step above, choose one of the 4 green button options at the bottom of the screen:



- b.i. Use Until Logout - This will allow you to keep your selection until you log back into SmartEvals. After you log back in, the settings will revert to the institutional default settings.
  - b.ii. Save Permanently - This will allow you to ALWAYS use the selections you have made permanently, for each subsequent time you create a custom report.
  - b.iii. Reload Saved Values - This option is used when you select Option 1 “Use Until logout” and do not want to take the time to log out and back in again to revert back to your original view.
  - b.iv. Cancel - This allows you to return to the previous screen without making any changes.
4. Using the green “Export” button on the top right of the screen, you can export the report to various file types and settings (see image and text details below) or use the defaults and click the green “Export” button at the bottom of the screen (see image below).



- a. File Type drop down menu options:
  - a.i. PDF: Portable Document Format
  - a.ii. CSV: Comma Separated Text
  - a.iii. HTML: Web Page
  - a.iv. XLS w/ Formatting (Microsoft Excel)
  - a.v. DOC: Microsoft Word
- b. Other options that you can select/uncheck:
  - b.i. Show Course Heading?
  - b.ii. Show Column Titles?
  - b.iii. Show Grid Lines (*Does not apply to PDF.*)
  - b.iv. Export PDF in Landscape Orientation?
  - b.v. Use default colors?

### *Multi-Chart Tab*

This option will help you evaluate the students’ responses for the Likert-type style question types (quantitative/close-ended) with many possible options for graphical representation.

The dropdown options at the top of this tab allow you to select the semester, course(s), section(s), department(s), as well as varying combinations of course levels (undergraduate or graduate) as well as survey form (types/traits). You can then adjust:

- “Choose Columns” or “Choose Questions” you wish to be included (buttons on top right), as was done on the [Custom Report tab](#) (see above)



- Whether you want to see the chart for each question to be a bar chart or pie chart, either:
  - For all questions



- By individual question(s)
  - 3. I completed the required readings and assignments in a timely manner.



Then, you can view or export a PDF of the question(s) chart(s) for your review and analysis for course improvement and/or for use in your promotion/tenure or award nomination documentation.

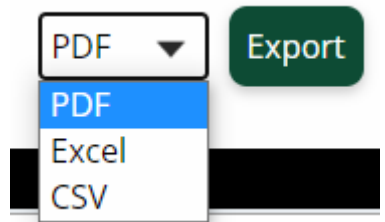


*Comments Tab*

This reporting tool will help you evaluate the students’ responses for the constructed response question types (qualitative/open-ended).

The dropdown options at the top of this tab allow you to select the semester, course(s), section(s), department(s), as well as varying combinations of course levels (undergraduate or graduate) as well as survey form (types/traits).

Then, you can view or export (PDF, Excel, or CSV formats available) the individual students’ responses by open-ended question for your review and analysis for course improvement and/or for use in your promotion/tenure or award nomination documentation. The default is PDF, but if you click on that dropdown menu, you can alternatively select to export the data in either an Excel (.xls) or comma separated value, CSV (.csv) format.



Additionally, if there are enough student responses to the open-ended question(s) on the course evaluation survey, then a word cloud will be generated using frequently used words at the bottom of the page. There will also be information on how SmartEvals create their word clouds and the tool’s limitations.

- OIR Note: the words in your word cloud might provide insight into common themes in student responses, but sometimes they are too general to be useful (e.g., class, student, homework).

If a word cloud is provided, then you can click the green “Show Preferences” button to view/update the word cloud preferences. These preferences include the ability to:

- select the threshold frequency with which words must occur to be included in the word cloud;
- select the number of size groups of the words – where largest words indicate the most frequently used and the smallest words indicate the least frequently used, that are still at or above the threshold frequency;
- select whether to use a logarithmic or linear scale to increase font size;
- as well as an option to put the frequency value next to each word.

If you make any changes to these preferences, be sure to click the green button “Save Word Cloud Preferences”.

### *Individual Evaluations tab*

This tab allows you to “Export” each of the respondents’ survey responses (e.g., “Individual Evaluation: 1 out of 6”), including text responses. Please note there are no distinguishing factors allowing you to identify the particular student respondent for “Single answer questions,” but the “Answers” to the “Text response questions” may contain identifiable information. However, to help maintain student confidentiality and protect individual students (e.g., from retaliation), faculty should not attempt to identify any particular student respondent.

### *myFocus tab*

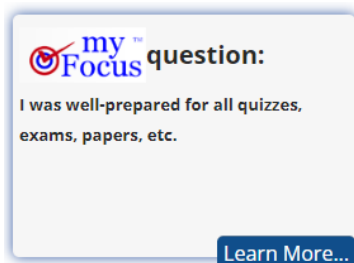
The SmartEvals “myFocus” tool is designed to identify the two or three questions an instructor should focus on to have the largest overall increase in their course evaluations – based upon their previous students’ responses.

### *How do SmartEvals calculate your score on questions for use in myFocus?*

SmartEvals’ score calculation goes from 1-100 and is a proprietary analysis that includes your average percentile rank score for each question, what you note as applicable and not applicable, a confidence calculation, and other factors. During the action plan creation process (see next section) you may indicate general agreement or disagreement with the score or whether you feel our analysis is correct or wildly off. If ‘too few respondents’ appears in the last column, not enough evaluations were completed to produce meaningful data.

### *Selecting myFocus Question(s) and Creating Aligned Action Plan(s)*

1. At the top left of the [myEvalCenter \(Instructor Dashboard\)](#), there will be a tile with an example myFocus question at the top left. Click on the “Learn More...” green button on the bottom right of that tile.



- Next, or if you are accessing this directly from the course tile's See Reports > myFocus tab, then you will see two to three question tiles. On the question you want to use the myFocus tool – to focus on a particular aspect of instruction and track changes in student responses to it – click “Select this question” to get to the action plan page for it.

**Dr., you should focus on these questions to make the greatest overall improvement with the least amount of effort:**

Was well-prepared for all quizzes, exams, papers, etc	Method(s) of course assessment (writing assignments, multiple-choice/ essay format, projects, etc.) provided adequate opportunity for me to demonstrate what I learned in the course	Distribution between face-to-face instruction and online sessions met my expectations for a hybrid course. (Was the course split up the “right way,” and with the right time division?)
Select this question	Select this question	Select this question
<a href="#">See Advice</a>	<a href="#">See Advice</a>	<a href="#">See Advice</a>

Find a mentor

←

- At the top of this question’s action plan page, it will reiterate the subject of the question you selected in the previous screen, although it might be the abbreviated “short name” of the question if it is more than 78 characters. To help you reflect on your goals and plan for action steps to make progress, there will be the following seven questions that are “designed to aid you in creating a plan to increase your score. Feel free to answer some or all of them.”
  - Are you going to seek any additional training to improve on this question? If so, what kinds and by when?
  - What resources can your school provide you to help you improve?
  - What have you tried in the past that did not work?
  - What element(s) in your course(s) are you going to change to bring this score to a higher level?
  - Is there a way to measure progress midway through the next course you teach to see if you are succeeding?
  - Are there any additional elements to your plan?
  - Is there anything else you would like to add?
- When you are finished entering your responses, click green “Save this Action Plan” button at the bottom right of the page.

**Save this Action Plan**

- If you want to return to myFocus to repeat this process for a different suggested myFocus question, then click the green “Back to myFocus” button at the bottom right of the page and repeat the steps above.

**Back to myFocus**

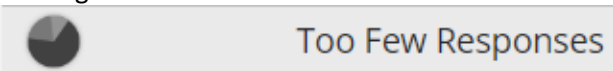


Otherwise, once your myFocus action plan(s) is(are) complete, you can use the [Quick Navigation menu bar](#) at the top of your page to navigate to any other location of your SmartEvals account.

6. After you have made progress on the action steps(s), you might want return to your question's myFocus action plan page and add or update responses to some of the questions. For example, after you participated in a workshop about the instructional intervention (teaching- or learning-focused) or researched the literature about it, you might have specific elements in your course that you would want to change.

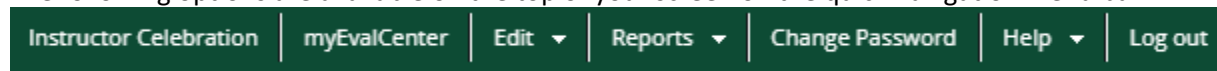
### Results are Hidden Due to Insufficient Responses

Any course tiles below this heading are only for courses where there were less than three student survey respondents. Therefore, most faculty will not see this heading on their instructor dashboard if they had at least three respondents in each of their SmartEvals course surveys. It will have the same course tile set-up as other course tiles, except it will also have the following "Too Few Responses" message near the bottom.



## Quick Navigation menu bar

The following options are available on the top of your screen on the quick navigation menu bar.



### Instructor Celebration

Takes you to your Instructor Celebration, which is an individualized presentation SmartEvals has created for each instructor based upon the student responses to the “What are the major strengths of this course?” question in the common course evaluation survey form. They are not always verbatim, but they get at the main ideas of the students’ responses.

After clicking on this link, you can copy your specific Instructor Celebration URL (generic URL is: <https://smartevals.com/YourLoyolaEmailAddress>, where “YourLoyolaEmailAddress” is in the form of [username@loyola.edu](mailto:username@loyola.edu)) and share it in your email signature, website, or as part of your other self-promotion activities.

### myEvalCenter

Home - Returns to your [myEvalCenter \(Instructor Dashboard\)](#). You will see at least two tiles at the top of your myEvalCenter page, although you might see additional ones. They are described below.

### myFocus question

To learn more about how your myFocus question(s) is(are) identified and more, see above under [Results Ready for Viewing](#) > [See Reports](#) > [myFocus tab](#).

### Overall Response Rate

This pie chart graph and superimposed percent value indicate your response rate across all of your courses whose course evaluations have been administered in the SmartEvals system. Find out more related to why and how to [improve response rates](#).



## Edit

### Thank You Note

OIR Note: OIR does not recommend that you use this “Thank You Note” SmartEvals tool.

- Loyola’s settings to allow instructors to send out emails to students via the SmartEvals system have been disabled. This is since if an instructor sends out an email to the students in their course(s), then that shifts the next available planned email that OIR drafted to send as reminders to those students, which is generally every two days (if they haven’t completed it yet). This is based on a limit of the number of emails students can be sent in an evaluation period (8) and the timing of when emails can be sent – in an attempt to cut down on total number of emails students see regarding course evaluations.
- When a student completes a course evaluation, they automatically receive a “Thank you” message from the SmartEvals system on their screen.
- If you wish to thank you student participants, please consider doing that in conjunction with reminders to those students that have not yet completed the survey to do so (e.g., on the opening/closing presentation slide, verbally during class meeting, in course “Announcement” in the Moodle course page, emails through your Moodle course or Loyola Outlook account, etc.).

### Your Picture

You can upload a picture of yourself to the SmartEvals platform. This picture will be displayed to your students on their evaluations and if you customize a “Thank You Note” (see above). By including your picture, your students will be better able to identify which class they are evaluating and are more likely to provide feedback.

**Note:** The image file (JPG or PNG filetypes accepted) must be smaller than 90kb and ideally should be 100 pixels by 100 pixels (pix or px). Therefore, before you upload your picture to SmartEvals, as needed:

Follow the additional steps below to use a free photo-resizing service

If you don’t have a picture of yourself that meets the above criteria and you don’t have a favorite photo editing software, Loyola’s Office of Marketing and Communications recommends <https://PicResize.com>. It has a lot of ads, but it lets you resize easily for free.

1. Select “BROWSE” button and navigate to location of image on your computer/OneDrive, then click “OPEN.”
2. (After a few seconds) the image will automatically load in the next screen where you can edit the image.
3. Either use the Crop & Rotate step, as needed, or skip that and go down to the Resize Your Picture step.
4. In the dropdown, change it from 50% smaller to “Custom Size...” and you can set the Width to something at or less than 100 pixels and leave the Height blank and it will do the correct proportions of the picture for you, so you don’t have to worry about that.
5. Click “I’M DONE, RESIZE MY PICTURE!”
6. Save picture to your computer (save to disc).

## How to Upload Your Picture to SmartEvals

1. Top navigation menu bar > Edit > Your Picture
2. Click the “Choose File” button to select your picture to upload from your device.
3. Then, click the green “Upload” button.

## Reports

OIR Note: Most of the information available under the following menu options for “Reports” are also available via the [myEvalCenter \(Instructor Dashboard\)](#) course tiles or specifically under those tiles under the heading [Results Ready for Viewing](#) and then by clicking on [See Reports](#).

- Historical Reporting – Multiple Year Reporting
- Evaluation Previews (view the course evaluation form for current or completed classes)
- Response Rates
- Single Question Breakdown
- myFocus (see above under [Results Ready for Viewing](#) > [See Reports](#) > [myFocus tab](#))
- See Advice [Advice on course evaluation survey questions (*OIR Note: This is not available at this time at Loyola.*)]

## Change Password

OIR Note: OIR does not recommend that you change your password. This is not your Loyola password. It is a password that is specific to your SmartEvals account. However, since most people will not know this, we suggest that you instead access SmartEvals via the link in your Moodle course(s) or the reminder emails’ table links in the body of the email or personalized link at the bottom of the emails under “Login Instructions.” These ways will automatically authenticate you and give you access to your specific SmartEvals dashboard.

## Help

OIR Note: Rather than referring to these SmartEvals’ Help resources, please visit the OIR’s Course Evaluation websites for Loyola-specific information (<https://www.loyola.edu/department/institutional-research/course-evaluations>).

## Log out

Logs you out of the SmartEvals system.