SMARTEVALS
An Overview of the Course and Instructor Evaluation Process
Why implement electronic Course Evaluations?

- To be in full compliance with ADA Guidelines
- Reports available as soon as grades have been posted
- Efficiency
- Cost
Summer Semester Proposed Timeline

12 days prior to the last class day

Faculty Email 0

7-10 days prior to the last class day

Students Email 1

1-4 reminder emails

Students Reminder

Sent the last class day

Students Final Reminder

Midnight of last class day

Faculty Email 1

1-4 reminder emails

Faculty Reminder

Sent the last class day

Faculty Final Reminder

University-wide grades posted

Instructor to Student Emails

• Optional and independent from the SmartEvals emails
• Can send a maximum of 3 emails
• SmartEvals will filter these emails to only go to students who have not responded

Process Closes

Reports Released
Instructor to Student Emails
- Optional and independent from the SmartEvals emails
- Can send a maximum of 3 emails
- SmartEvals will filter these emails to only go to students who have not responded
A few things to know about SmartEvals

- Lectures, credit labs, and seminars are evaluated
- Some departments have requested additional schedule types be included
- Anything blue in SmartEvals will allow additional drill-down information
Email 0 is the first communication you will receive and will include a list of courses to be evaluated. If the list of courses is not correct please contact us so we can get it corrected before the evaluation period begins.

From: Dr. Rob Stewart Senior Vice Provost [mailto:evaluations@smartevals.com]
Sent: 4 weeks or 12 days prior to last class day
To: Instructor
Subject: Semester TTU E-vals

Greetings!

Welcome to the start of your electronic course evaluation process. We have moved to a simple, easy, quick way to administer evaluations. The information in this email will help to get you acclimated to our system and show you around. Periodically we'll be sending you emails to introduce you to benefits, features, and tips.

Below is a list of classes currently assigned to you in the SmartEvals system. Please review them for accuracy and contact Institutional Research, 806-742-2166, if you have questions:

<table>
<thead>
<tr>
<th>Eval</th>
<th>Dept</th>
<th>Num</th>
<th>Sec</th>
<th>Type</th>
<th>Name</th>
<th>Begin</th>
<th>End</th>
<th>Not Resp</th>
<th>Resp.</th>
<th>Tot.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview</td>
<td>ART</td>
<td>102</td>
<td>1</td>
<td>Lecture</td>
<td>Watercolor</td>
<td>04-13</td>
<td>05-12</td>
<td>12</td>
<td>0</td>
<td>12</td>
</tr>
</tbody>
</table>
**ART 102 Section 1 Lecture Undergraduate Watercolor [2016 Winter]**

**Taught by: Kerri Ford**

Your thoughtful responses to the following questions will help us improve the quality of the instruction and content of this course. Instructors do not view evaluations until the semester grades have been submitted.

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The course objectives were specified and followed by the instructor.</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Overall, the instructor was an effective teacher.</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Overall, this course was a valuable learning experience.</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Please make any overall comments or observations about this instructor or course:**

Submit
Logging into SmartEvals

www.smartevals.com

We empower instructors to make a difference.
Choose Texas Tech University

This step will only take place the first few times you log in to SmartEvals.

Once you choose Texas Tech University you will login with your eRaider credentials.
This is the instructor’s home screen in SmartEvals. A quick view of all sections being evaluated through SmartEvals, includes current and past semesters.
Email Options for Instructors

- Automatic emails will continue over multiple semesters until such time as the instructor changes the setting.
- Current classes emails and individual section emails will go out once.
Customize the Email

Send button - also tells instructor how many students will receive the email.

This button will bring up formatting tools.
The thank you message is automatically shown to students once they submit the evaluation.
Reports will be released once all grades have been posted and finalized.
Overview Screen

Here is a breakdown of each mean score for each question.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dept</th>
<th>Course Name</th>
<th>Sec</th>
<th>N</th>
<th>Tot</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerri Ford</td>
<td>ART</td>
<td>Watercolor</td>
<td>1</td>
<td>7</td>
<td>12</td>
<td>3.8</td>
<td>4.3</td>
<td>3.6</td>
</tr>
</tbody>
</table>

Note: This screen lists only classes that have at least one respondent. If your class is not listed, you can check the response rates pages to confirm that this is the reason.

If you see multiple solid bars, each one indicates a different set of questions being asked.

Questions? Try clicking "Help" at the top right of your screen.

Click the bar chart icon for more in-depth information.
Reporting

Each section will have its own report.

<table>
<thead>
<tr>
<th>Question Text</th>
<th>N</th>
<th>My Avg</th>
<th>ART Avg</th>
<th>Col Avg</th>
<th>Sch Avg</th>
<th>Str Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Str Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Course objectives</td>
<td>7</td>
<td>3.71</td>
<td>4.48</td>
<td>4.48</td>
<td>4.49</td>
<td>29%</td>
<td>29%</td>
<td>29%</td>
<td>14%</td>
<td>0%</td>
</tr>
<tr>
<td>2 Effectiveness</td>
<td>7</td>
<td>4.14</td>
<td>4.44</td>
<td>4.44</td>
<td>4.33</td>
<td>57%</td>
<td>14%</td>
<td>14%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>3 Valuable learning experience</td>
<td>7</td>
<td>3.43</td>
<td>4.5</td>
<td>4.5</td>
<td>4.50</td>
<td>29%</td>
<td>14%</td>
<td>29%</td>
<td>29%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Anything that is blue will allow further drill down or filtering.

**Text Responses**

**Question:** Please make any overall comments or observations about this instructor or course:

- Great instructor
- The instructor was knowledgeable in every aspect of art I learned so much
- Test SE
- Best instructor I've ever had!!!
- Did not learn anything!!!
- This was a wonderful course, I learned a lot.
- I thought we would be painting underwater
Filtered Report View: results from clicking on the 57% Strongly Agree of Effectiveness

<table>
<thead>
<tr>
<th>Question Text</th>
<th>N</th>
<th>My Avg</th>
<th>ART Avg</th>
<th>Col Avg</th>
<th>Sch Avg</th>
<th>Str Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Str Disagr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course objectives</td>
<td>4</td>
<td>4.48</td>
<td>4.48</td>
<td>4.49</td>
<td>25%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Effectiveness</td>
<td>4</td>
<td>4.44</td>
<td>4.44</td>
<td>4.33</td>
<td>57%</td>
<td>(hidden)</td>
<td>(hidden)</td>
<td>(hidden)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Valuable learning experience</td>
<td>4</td>
<td>4.5</td>
<td>4.5</td>
<td>4.30</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
<td>25%</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

**Text Responses**

Question: Please make any overall comments or observations about this instructor or course:

The instructor was knowledgeable in every aspect of art! I learned so much!

Best instructor I’ve ever had!!!

This was a wonderful course. I learned a lot.

I thought we would be painting underwater
Help Options

There are several help options including some tutorial videos and an FAQ.
Institutional Research Contacts

Mary Elkins
(806)834-0844
mary.elkins@ttu.edu

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(806)834-2991
kerri.ford@ttu.edu