

## SmartEvals FAQs

A list of questions included:

- **How do I log in?**
- **What course sections are evaluated?**
- **Why can't I see my courses?**
- **How do I access the departmental results (as a department head)?**
- **How do I see my results as an instructor?**
- **What if I'm a department head and an instructor?**
- **What if I'm an instructor and a student?**

## SmartEvals FAQs

- **How do I log in?**

Go to [www.smartevals.com](http://www.smartevals.com) > Log In Here > search for or scroll down to Texas Tech University > enter your eRaider credentials



- **What course sections are evaluated?**

We evaluate lectures, credit labs, and seminars. We also include additional schedule types specifically requested by departments.

- **Why can't I see my courses?**

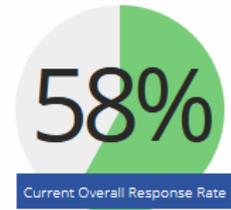
We do not publish evaluation data of sections with fewer than 5 students enrolled.

- How do I access the departmental results (as a department head)?
  - Once you log in . . .

The screenshot shows a dashboard for Texas Tech University. At the top, there is a navigation bar with a 'Submit Query ?' button and a menu containing 'Edit', 'Reports', 'Account', 'Help', 'School-Wide Results', and 'Exit'. The main header is 'Dashboard'. On the left, there is a pie chart showing 'Do Not Send Emails' at 98% and 'Send Out Emails' at 2%. A text box next to it states: 'Our statistics show that 98% of a typical schools' faculty do not send out emails and get a 12% response rate.' Below this is a link: 'Click here to setup Email Reminders'. On the right, there is a section titled 'Email Effectiveness by Subject:' with a bar chart titled 'Great Subject Lines'. The chart shows response rates for various subject lines: 'Please Evaluate (Name) Classes Now' (~14%), 'Please Evaluate Your Classes' (~14%), 'Please Evaluate Your Course Evaluations This Weekend!' (~14%), 'Students Be On The Lookout!' (~14%), and 'Please fill out your course evaluations!' (~12%). At the bottom left, there is a 'Useful Tools:' section with a list of tools: 'Preview Course Evaluations', 'Response Rates', 'Survey Results', 'Email PDF Report', 'Dropped Course Survey Results', and 'Export Raw Data'. A red callout box with a white background and black text says: 'To view reports (if you choose the top option you will need to hover and then choose Survey Results)'. Two red arrows point from this box: one to the 'Reports' menu item in the top navigation bar, and another to the 'Survey Results' tool in the 'Useful Tools' list.

- How do I see my results as an instructor?
  - Once you log in to SmartEvals.com . . .

# myEvalCenter



Results Ready for Viewing

2016

## Winter 2016 ART 102 Lecture 1

### Watercolor 1

<b>Began:</b> 4/4/2017	<b>Ended:</b> 4/7/2017	<b>Released:</b> 4/8/2017
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Students responded: 7 / 12

**58%**  
response rate



Preview

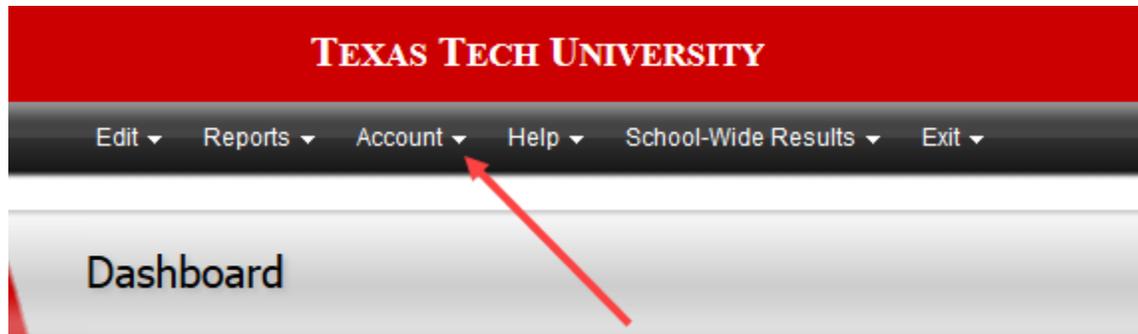


See Reports

All sections for which you have evaluations will be listed here. To see the reports click on 'See Reports'

- **What if I'm a department head and an instructor?**

- When you log in you will be taken to your department head access screen. To switch to your instructor view you will need to click on the Account dropdown and choose 'Switch to Instructor View'



- **What if I'm an instructor and a student?**

- **Emails** – SmartEvals contains an email filter which will only allow a person to receive one email within a 22 hour window. SmartEvals first sends out the student emails, followed by the instructor emails. Until you complete all your student evaluations you will not receive the instructor emails.
- **Instructor View and Student View** – although you may not be receiving the instructor emails you will still have access to the instructor controls.

When you first log into SmartEvals the system will take you to a neutral screen.

