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  We do not publish evaluation data of sections with fewer than 5 students enrolled.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)?
  o Once you log in . . .
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


58% response rate

Students responded: 7/12

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?**
  o 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’

![Dashboard](image)

• **What if I’m an instructor and a student?**
  o **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.
  o **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.