



# SMARTEVALS

An Overview of the

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Course and Instructor Evaluation Process

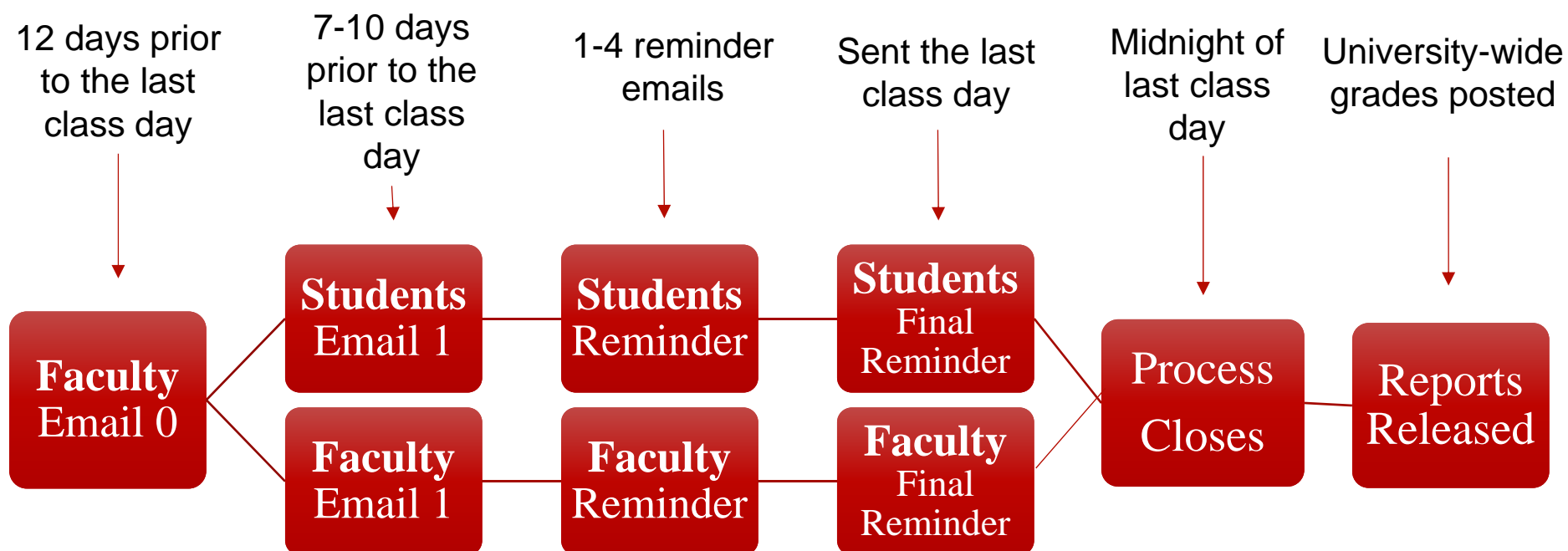


# Why implement electronic Course Evaluations?

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



# Summer Semester Proposed Timeline

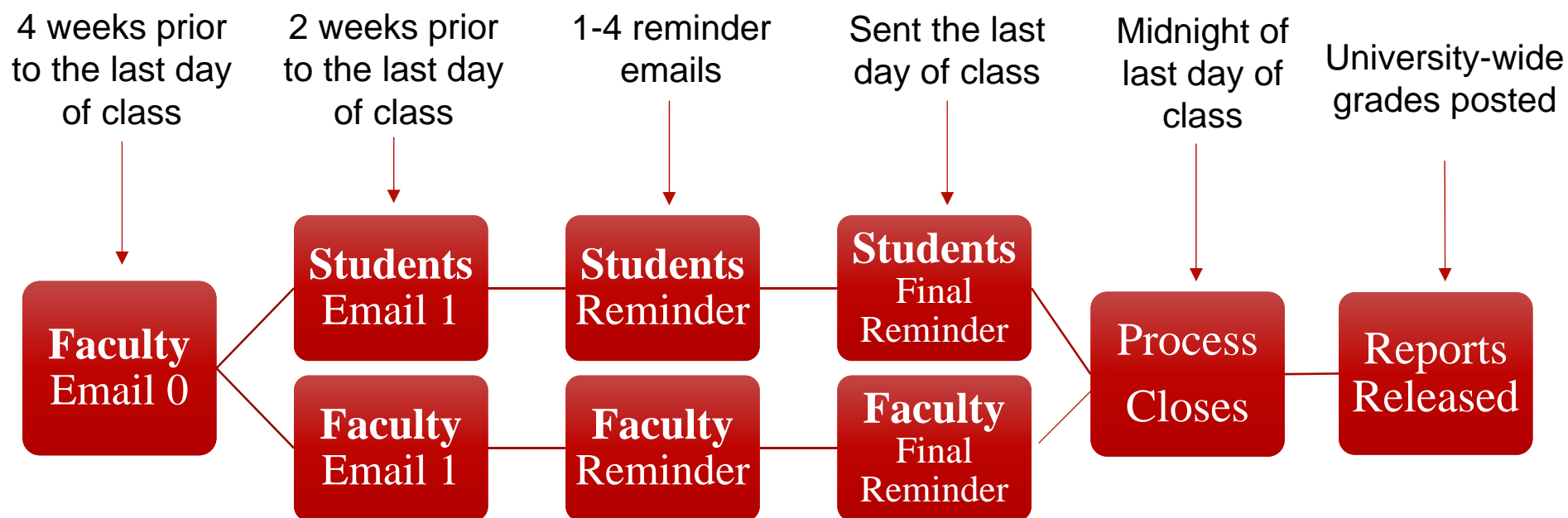


## Instructor to Student Emails

- 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



# Long Semester Proposed Timeline



## 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



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.

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**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:

Eval	Dept	Num	Sec	Type	Name	Begin	End	Not Resp.	Resp.	Tot.
<a href="#">Preview</a>	ART	102	1	Lecture	Watercolor	04-13	05-12	12	0	12



# Preview of Evaluation Tool



## 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.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
--	----------------	-------	---------	----------	-------------------

\*

The course objectives were specified and followed by the instructor.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
--	----------------	-------	---------	----------	-------------------

\*

Overall, the instructor was an effective teacher.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
--	----------------	-------	---------	----------	-------------------

\*

Overall, this course was a valuable learning experience.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

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

Submit



# Logging into SmartEvals

[www.smartevals.com](http://www.smartevals.com)



[HOME](#) [FAQ](#) [TESTIMONIALS](#) [TECHNICAL INFO](#) [COMPANY](#)



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.

Alamance Community College	Governors State University - New	Santa Barbara College of Law
Albany Technical College	Grace Bible College	Saybrook University
Albertus Magnus College	H. Lavity Stoutt Community College	Sentara College of Health Sciences
Aquinas College	Indiana University	Shippensburg University
Bluefield College	Lamar University	Suffolk University
Borough of Manhattan Community College	Landmark College	Tennessee Wesleyan University
Boston Architectural College	Lawson State Community College	Terra State Community College
BridgeValley Community and Technical College	LeMoyne-Owen College	Texas Christian University
Brite Divinity School	Lehigh University	<b>Texas Tech University</b>
Brooklyn Law School	Lesley University	Texas Tech University - School of Pharmacy
Buena Vista University	Lincoln University	The Chicago School of Professional Psychology
Butler County Community College		

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Once you choose Texas Tech University you will login with your eRaider credentials.



# My EvalCenter (Dashboard)

This is the instructor's home screen in SmartEvals. A quick view of all sections being evaluated through SmartEvals, includes current and past semesters.

**SmartEvals!** **TEXAS TECH UNIVERSITY**

EvalCenter Handouts Reports See Advice Create Thank You Help Exit

All years

My EvalCenter

Customize

Table contains all sections evaluated using SmartEvals

Preview		Term	CRN	Dept	Num	Sec	Course	Type	Total	Resp	Not Resp	% Resp	Survey Start	Auto Email	Survey End
	QR code	WI 2016	15167IN-16	ART	102	1	Watercolor	Lecture	18	4	14 (email)	22 %	06/02/16	not set	12/11/16
		SU 2016	15167SU-16	ART	102	1	Watercolor	Lecture	19	14	5	74 %	05/11/16	not set	05/18/16

Pie chart shows overall response rate

Response Rates:

Not Responded: 19

Responded: 18

51.35 %

48.65 %

Click here to access email options

# Email Options for Instructors



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EvalCenter Handouts Reports See Advice Create Thank You Help Exit Mary Elkins

### Automatic Emails to Students

Three email options

[Back to EvalCenter](#)  
[Set automatic email for next years](#)  
[Email students in current classes](#)  
[Email: ART 102 1](#)

**Response Rate Tip:**  
One of the best ways to increase your response rate is to email your students during the evaluation period and ask them to complete their evaluations. We know of one instructor who achieved a 90%+ response rate every semester in ever class for the last 7 years using this method. The only other thing she does is read some comments from her previous students and then state what she's done to address the comments. This creates the clear picture in her students mind that she really will use their evaluations.

**Automatic Emailing:**  
You have the option of sending out emails for each specific class. This is a great way of personalizing your request to your students. Alternately, you may set up emails to go out automatically each semester on a certain day. This makes it easy to remember, because you only have to do this once before you can forget about forever. If you choose to send out emails automatically, then make sure that you do not include specific dates in your email, as they will change.

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

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- 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

SmartEvals!

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EvalCenter Handouts Reports See Advice Create Thank You Help Exit

Mary Elkins

## Edit Emails To Be Sent Out

Send a test to yourself

Possible Email To Students #1

The name that will appear in the from line:

Mary Elkins

Subject Line:

Please fill out your class evaluations.

Email address to reply to:

mary.elkins@ttu.edu

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

This is the message you will send. This email will be sent to all non responding students for all classes shown in table.  
The login instructions will be automatically added at the bottom of the email.

Send this email to the 14 students in your class(es) who have not responded.

Update Message

Hello. Class evaluations have started, and I would really appreciate your feedback. Just follow the directions at the bottom of the email to login to the smartevals system.  
This survey is important to the school for several reasons. First, it is used to measure the success of the program and the quality of the teaching you are receiving. The school takes the evaluations seriously and you can have a direct impact by what you say. All responses are confidential. And it is important to me also. I strive to offer the best class I can, and I always look for ways to improve the courses I teach.  
The survey will take at most ten minutes to fill out.

Thanks.  
Regards,

**This button  
will bring up  
formatting  
tools.**



# Thank You Message to Students (optional)

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EvalCenter Handouts Reports See Advice **Create Thank You** Help Exit Mary Elkins

### Create Personalized Thank You Message

**Thank you**  
Use this box to leave a thank you to your students for completing your evaluation. This message will be shown after they complete the evaluation. To the right you can upload an image that will be shown with your message to students. Instructors who acknowledge student feedback get higher quality data.

**?**  
No Picture Available

Your image file must be smaller than 50kb, in JPG or PNG format, and, ideally, 100px by 100px.  
This image will be displayed when students complete their evaluations.  
This image will not be included in emails.

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

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The thank you message is automatically shown to students once they submit the evaluation.



# Reporting

Reports will be released once all grades have been posted and finalized.

**TEXAS TECH UNIVERSITY**

EvalCenter Handouts **Reports** See Advice Create Thank You Help School-Wide Results Exit

Hover here and choose "Survey Reports"

My EvalCenter

Customize

Preview	Term	CRN	Dept	Num	Sec	Course	Type	Total	Resp	Not Resp	% Resp	Survey Start	Auto Email	Survey End
	WI 2016	15167IN-16	ART	102	1	Watercolor	Lecture	12	7	5	58 %	04/04/17	not set	04/07/17

**Response Rates:**

Not Responded: 5

Responded: 7

Category	Count	Percentage
Not Responded	5	41.67 %
Responded	7	58.33 %

# Reporting



## Overview Screen

**TEXAS TECH UNIVERSITY**

EvalCenter Handouts Reports See Advice Create Thank You Help School-Wide Results Exit

Results for Kerri Ford

Preferences  
see video

See mean scores for each question  See course levels/types dropdown

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

**Customize**

Click the bar chart icon for more in depth information.

	Instructor	Dept	Course Name	Sec	N	Tot	1	2	3
	Kerri Ford	ART	Watercolor	1	7	12	3.8	4.3	3.6

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.



# Reporting

Each section will have it's own report.

[EvalCenter](#) [Handouts](#) [Reports](#) [See Advice](#) [Create Thank You](#) [Help](#) [School-Wide Results](#) [Exit](#)

Kerri Ford Teaching ART 102 Undergraduate Watercolor Lecture FACE sec: 1 2016 Winter

[Custom Report](#) [Distribution](#) [Percentile Rank](#) [Statistics](#) [Comments](#) [Individual Evaluations](#)

See course levels/types dropdown

There were: 12 possible respondents.

[Customize](#)

	Question Text	N	My Avg	ART Avg	Col Avg	Sch Avg	Str Agree	Agree	Neutral	Disagree	Str Disagr
1	<a href="#">Course objectives</a>	7	3.71	4.48	4.48	4.49	29%	29%	29%	14%	0%
							<b>Str Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Str Disagr</b>
2	<a href="#">Effectiveness</a>	7	4.14	4.44	4.44	4.33	57%	14%	14%	14%	0%
							<b>Str Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Str Disagr</b>
3	<a href="#">Valuable learning experience</a>	7	3.43	4.5	4.5	4.30	29%	14%	29%	29%	0%
							<b>Str Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Str Disagr</b>

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

[Customize](#)

**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





# Reporting

## Filtered Report View: results from clicking on the 57% Strongly Agree of Effectiveness

**TEXAS TECH UNIVERSITY**

EvalCenter Handouts Reports See Advice Create Thank You Help School-Wide Results Exit

You are only seeing the results of students who answered Strongly Agree to 'Effectiveness' for Kerri Ford Teaching ART 102 Undergraduate Lecture FACE sec: 1 2016 Winter

Custom Report Distribution Percentile Rank Statistics Comments Individual Evaluations

ART 102 1 2016/winter See course levels/types dropdown

**Customize**

	Question Text	N	My Avg	ART Avg	Col Avg	Sch Avg	Str Agree	Agree	Neutral	Disagree	Str Disagr
1	Course objectives	4	4	4.48	4.48	4.49	25%	50%	25%	0%	0%
							<b>Str Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Str Disagr</b>
2	Effectiveness	4	5	4.44	4.44	4.33	57% (remove filter)	(hidden)	(hidden)	(hidden)	0%
							<b>Str Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Str Disagr</b>
3	Valuable learning experience	4	4	4.5	4.5	4.30	50%	25%	0%	25%	0%

**Customize**

### 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.

**SmartEvals!** TEXAS TECH UNIVERSITY

EvalCenter Handouts Reports See Advice Create Thank You **Help** School-Wide Results Exit Kerri Ford

Welcome Instructor Help Options

If you are new to our system, we recommend you visit our [instructor training website](#). Below are some options to help you get started. Each school sets itself up differently, so some of these may not apply to you. Contact your school Primary Evaluation Administrator or OCE if you have questions.

**Some suggestions that will help boost your response rates:**

1. [Print out these sheets and hand them to your classes.](#)
2. Consider sharing your results with your students.
3. State 1-2 specific examples of changes you have made to course design based on student evaluation feedback.
4. [Read these suggestions.](#)

**Here is a overview of the options you see on your header bar:**

EvalCenter ~ Your landing page when you enter SmartEvals.com. Here, you see a preview of the surveys for your courses. Surveys can be exported by selecting the green Excel icon.

Password ~ If your Evaluation Administrator allows it, you are able to change your login password.

Handouts ~ Printable flyers you can distribute to your students to improve response rates. These are edited by your evaluation administrator.

Reports ~ Select this to view the survey results for your classes. The results are released after the survey period has expired.

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

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## Institutional Research Contacts



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