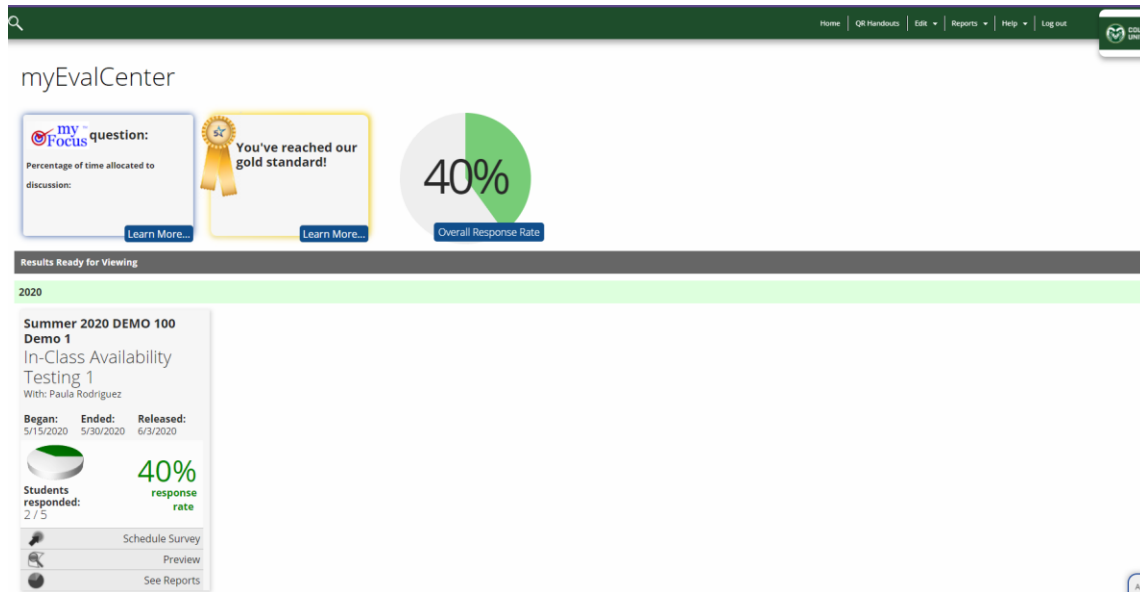


Using the SmartEvals System

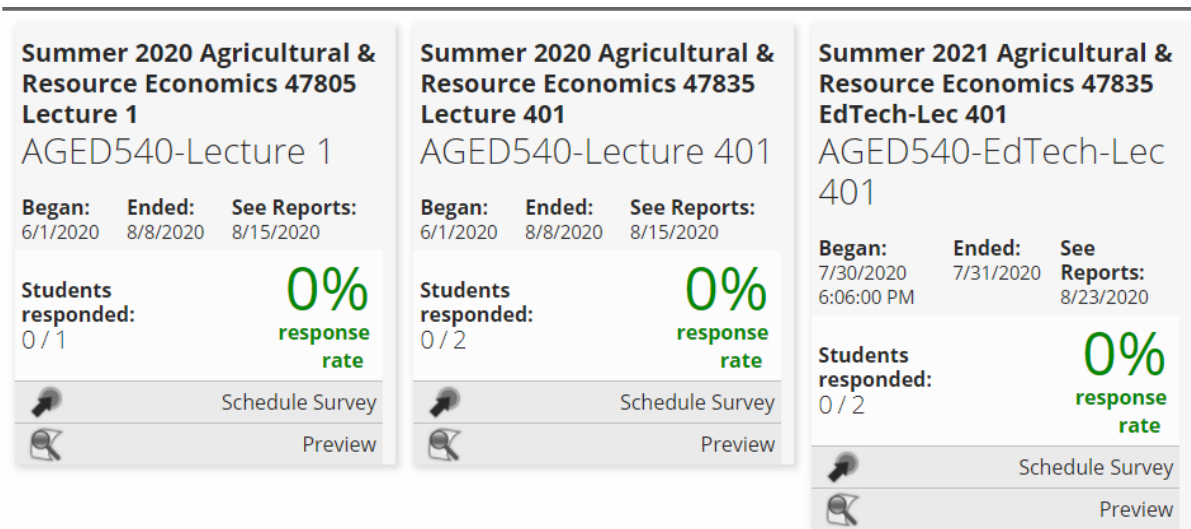
How to Access SmartEvals:

1. Log into Canvas using your eID and password.
2. Click on any of your current published Canvas courses to reveal the list of options.
3. Choose Course Survey
4. Your myEvalCenter dashboard will appear.



Your **myEvalCenter** is divided up in sections depending on your classes: 1) This year's surveys that are open 2) awaiting release, 3) ready for viewing and 4) by year.

All of your classes will be displayed in a "tile" as listed below.

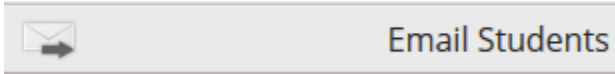


The tiles allow you to view useful information about your surveys such as:

1. The survey begin and end date
2. When the survey results will be released

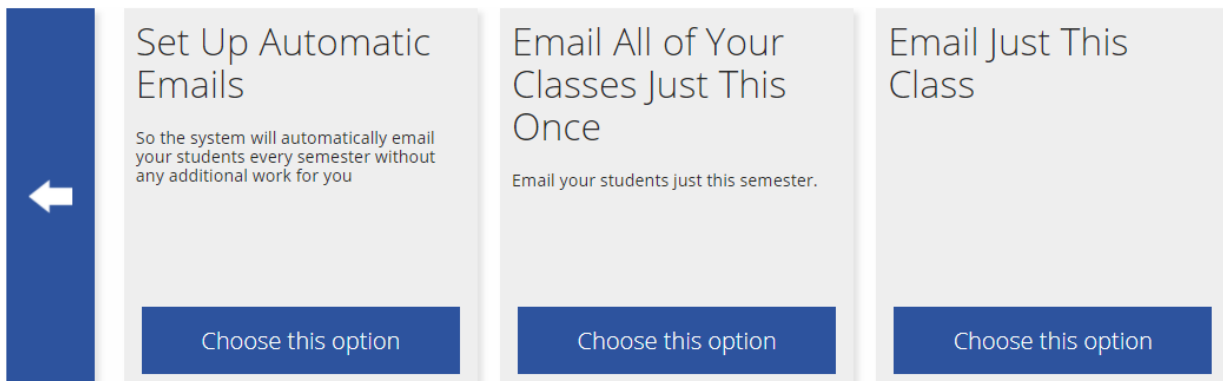
3. How many possible respondents there are in the course and how many responded
4. Your response rate % in real time

Email Students



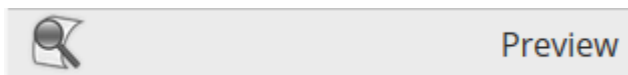
Emailing Non Responding Students

1. Click on the "Email Students" under the appropriate class.
2. There will be four different tabs once the page loads. The options will be A back arrow, "Set Up Automatic Email" and "Email All of Your Classes Just This Once" and "Email Just this class". Setting automatic emails will send out reminders to non-responding students of all your classes without input. Email All of Your Classes Just This Once will email ALL non-responding students regardless of which class they are enrolled in, While Email Just This Class emails just the selected class.



3. When you click an Email option, you will then be taken to template choices. Here you can click on the "Choose this Option" button to the corresponding message you would like to send.
4. Change the text to what you want to send to your non responding students or leave the default template verbiage. Once that is complete click on the "Save Message" button.
*Note: If you would like to add bold text, font color, etc. click on down button click the down arrow in the text editor then click on the "Save Message" button.
5. Click on the button that states "Send this email".

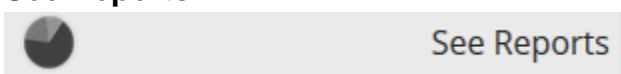
Preview



A link to preview the survey as the recipient.

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

See Reports



- Clicking on the See Reports will open up the custom report from that class survey.

Custom Report tab

Custom Report
Percentile Rank
Individual Evaluations

this past semester(2017/spring)
BIOC BIOC

All courses
See all course levels / types

BIOC 5014.1 2017/spring

There were: 24 possible respondents.

Export
Choose Columns
Choose Questions

	Question Text	N	My Avg	Div Avg	Sch Avg	Str Agree	Agree	Smwt Agree	Smwt Disagree	Str Disagree
1	◊ Syllabus clearly commu...	13	3.5	4.4	4.4	23%	38%	15%	15%	8%
2	◊ Started/ended on time	13	3.5	4.5	4.5	23%	23%	38%	8%	8%
3	◊ Used variety of assessment ...	13	3.9	4.2	4.2	38%	31%	23%	0%	8%
4	◊ Test questions accurately re...	13	3.5	4.2	4.2	23%	23%	38%	8%	8%
5	◊ Exam questions clear and e...	13	3.2	4.1	4.1	15%	23%	31%	23%	8%
6	◊ Course helped critical think...	13	3.8	4.3	4.3	31%	46%	8%	8%	8%
7	◊ Developed commitment to ...	13	3.4	4.2	4.2	23%	23%	31%	15%	8%
8	◊ Developed knowledge of ba...	13	4.1	4.2	4.2	38%	46%	8%	0%	8%
9	◊ Developed clinical skills in p...	13	3.4	4.3	4.3	15%	38%	23%	15%	8%
10	◊ Developed commitment to ...	13	3.4	4.3	4.3	23%	31%	15%	23%	8%
11	◊ Developed scholarship/ life...	13	3.8	4.3	4.3	31%	46%	0%	15%	8%
12	◊ Studied/put effort into cour...	13	4.5	4.5	4.5	62%	31%	0%	8%	0%

	Question Text	N	My Avg	Div Avg	Sch Avg	Always	Frequently	About Half	Rarely	Never
13	◊ Percentage of time prepared	13				23%	62%	8%	0%	8%

You now have the ability to view and/or edit the look of your report.

1. Choose your columns to display across the header

☒ N
☐ RR
☐ Top Two
☒ Avg
☐ Median

☐ IMedian
☐ SD
☐ 95% CI Low
☐ 95% CI High
☐ Instructor Avg

☐ Course Avg
☐ Dept Avg
☐ Dept SD
☒ Div Avg
☐ Div SD

☐ Div Lvl
☐ Div Lvl SD
☒ Sch Avg
☐ Sch SD
☐ Sch Lvl

☐ Sch Lvl SD
☐ College Avg
☐ Course Grp Avg
☐ Nat'l Avg
☒ Rating Levels

☐ Dev. from Mean
☐ Z-Score
☐ T-Score

School

Use Until Logout
Save Permanently
Reload Saved Values
Cancel

- Once you make your selections Choose one of the 4 options
 - Use Until Logout - This will allow you to keep your selection until you log back into SmartEvals
 - Save Permanently - This will allow you to Always save the selections you have made permanently.
 - 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 to your original view.
 - Cancel - This allow you to return to the previous screen without making any changes

2. Choose what question(s) you want to display

Choose The Questions You Want To See

Use Until Logout
Save Permanently
Reload Saved Values
Cancel

- Once you make your question selections Choose one of the 4 options

3. Filter the response
 - 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. Clicking on the 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.
4. Export
 - This allows you to export your custom report in a PDF format.

Percentile Rank tab

Custom Report
Percentile Rank
Individual Evaluations

this past semester(2017/spring) ▼

BIOC BIOC ▼

All courses ▼

See all course levels / types ▼

BIOC 5014 1 2017/spring ▼

There were: 24 possible respondents.
Your average score compared to 4767 student responses

Export
Choose Columns
Choose Questions

	Question Text	N	Above Average			Average				Below Average		
			100%	-	70%	69%	-	-	30%	29%	-	1%
1	Syllabus clearly communicated expectations	13								----	-----	3.5-
2	Started/ended on time	13								----	-----	3.5-
3	Used variety of assessment methods	13			----	-----	-----	-----	-----	3.9	-----	

The **percentile rank** of a score is the percentage of scores in its [frequency distribution](#) that are equal to or lower than it. For example, a Test score that is greater than 75% of the scores of people taking the test is said to be at the 75th [percentile](#), where 75 is the percentile rank. In educational measurement, a range of percentile ranks, often appearing on a score report, shows the range within which the test taker's "true" percentile rank probably occurs. The "true" value refers to the rank the test taker would obtain if there were no random errors involved in the testing process.

- You have the same Export, Choose Columns, and Choose Questions options as you did on your Custom Report Tab

Individual Evaluations tab

This tab allows you to Export each respondent individual responses including text responses. Please note there is no distinguishing factors allowing you to identify the particular user.

Quick Navigation menu bar

EvalCenter ▼
|
Edit ▼
|
Reports ▼
|
Help ▼
|
Exit ▼

1. EvalCenter

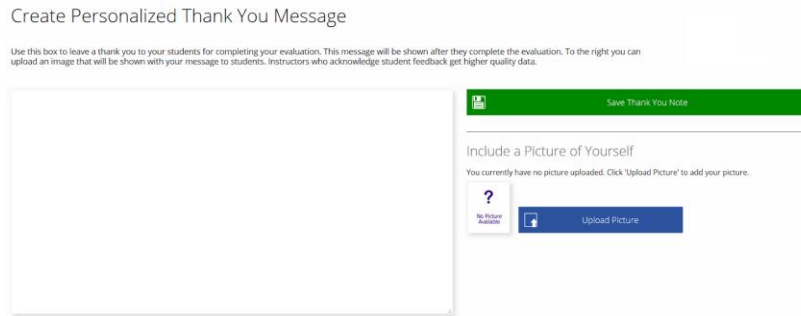
- Home - Returns to your myEvalCenter

2. Edit

- Thank You Note

Creating an Instructor Thank You

1. In order to create a thank you message click on the “Create Thank You” header.
2. Type your message in the text box and click on the “Save Thank You Note” button.



3. In order to add a picture to your message, which is optional, Then click on the “Upload Picture” button. You will be directed to another screen, Click the Browse button to choose your picture from your PC. Once you have your wanted picture file Click the “Upload” button

- Upload Picture - Upload a picture of yourself

3. Reports

- My Focus - Will Show You What To Focus On
 - How did we calculate your score? Our 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 'create action plan' process 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.
 - From here you can create yourself an Action Plan
- See Advice - Advice on what questions you may need improvement on
- Historical Reporting - Multiple Year Reporting

4. Help

- FAQ - Frequently Asked Questions
- Help Videos - Quick access to helpful videos provided by SmartEvals
- Contact - Your Schools Contact information if you have problems with the site
- Terms of Use
- Password - Change your password
- Privacy - In accordance with SmartEvals.com's privacy policy (and the General Data Protection Regulation - GDPR), we want you to feel secure that we are protecting your private data. Here is where we list of all of the data we have about you which will be kept as long as your school retains your survey responses.

5. Exit