# HOW TO REGISTER COURSES FOR STUDENT FEEDBACK

1. Use your GW NetID and password to log in to the Student Feedback Course Administration website at https://my.gwu.edu/mod/studentfeedback.
   a. Note that this website is ONLY for assigning courses to feedback periods. Results are accessible on the student feedback website at https://gwu.smartevals.com.
   b. Courses must be registered for a feedback period **at least TWO WEEKS** prior to the start of the period.

2. On the landing page, click on "Administration" to register courses for feedback.



This site only allows admins to set up courses to receive Student Feedback and to view archived results from the retired Online Course Evaluation system (Spring 2015 and earlier).

The Student Feedback system was selected by faculty to address limitations of the OCE system. Here are some features of the new system:

- Co-taught courses will have multiple instructors listed on the same form.
- Cross-listed courses will have results more easily combined.
- Departments will have more flexibility in choosing student feedback dates.
- Departments may have subject code-specific and course-specific questions that will roll over from semester to semester.
- Instructors will have results automatically emailed to them as a PDF when results are released.

| To View SmartEvals Results | Administration | Contact Us |
|---|---|---|
| You will be redirected to GW Student Feedback system at https://gwu.smartevals.com. Use your GW NetID and password. If you are a department/school admin and need access, please contact us. | Your are an administrator. Click here to access the administration section. This allows admins to set up courses to receive Student Feedback. In this section, you will be able to set dates and edit instructors. Courses must be set up at least 2 weeks before it will be open for Student Feedback. | If you would like to request access, have any problems or questions, please contact us. |

3. On the next page, click on the "Course Participation" link (in blue) to continue to course registration. In addition, the "Archived Reports" tool can be used to view results from the old Online Course Evaluation system, which is now inactive.

**Welcome, Jennifer. You are a system administrator.**

**Course Participation**
View your courses and set up their participation in upcoming surveys.

**Archived Reports**
Standard Reports | Custom Reports | SmartEvals Reports
Find available reports for your courses from past surveys.

4. On the next page, use the drop down menu to select the term you want to set up. If you manage more than one subject code use the department drop down to select the subject code you want to set up. You will have to repeat this process for each subject code separately. Click "Go" after making your selections.

Set Up Course Participation

Please use the form below to select the term and courses.

Term: *          In Department: *

[ Fall 2018 ▼ ]   [ ACA : Academy for Classical A ▼ ]   [ Go » ]

5. The next page shows a list of all courses for the term you have selected. If all courses should receive feedback during the same period, use the check box in the top right corner to "select all" and then select dates from the "Edit Course(s)" dropdown menu. If you need to assign separate dates to a course or set of courses, select the course(s) that need a separate date using the check boxes to the far right of the course, and then use the "Edit Course(s)" menu to assign dates. Repeat this as necessary to assign dates to all participating courses.



6. IMPORTANT NOTE ON INSTRUCTORS: All courses must have an instructor listed in order to be uploaded to the SmartEvals Student Feedback System. Once you have assigned dates, courses without an instructor will have the "-none-" instructor designation highlighted in red. Click on "-none-" to open a dialog box where you can add one or more instructor(s) using his or her GWID. After typing the GWID click the + icon next to the name to add the instructor. You can add additional instructors, or click "Update" to finish.

7. You can change instructors using the same process in Step 6. Click on the instructor's name, use the X icon to delete the listed instructor, and type in the GWID of the correct instructor. Further, you can add additional instructors to a course using the same process. When there is more than one instructor, one must be selected as primary. This is indicated by the drop down menu next to the instructor names, and the primary instructor is always listed first. To change the primary instructor, select the appropriate title next to the name of the instructor who should be primary; s/he will default to the top of the list of instructors. Only one instructor can be listed as primary.

   **New beginning Summer 2020:** When you add a second instructor, the default title should be "Instructor." Some departments have specific questions such as AMST below. If that is the case, the second instructor will automatically populate with "[department code] Instructor." You do not need to select anything different in the drop down menu unless you are 1) changing the primary instructor or 2) have been approved by our office for specific question sets (these departments are ASTR, PHYS, and PSC)



8. Any course that has been assigned to a feedback period will be highlighted in orange. When you are finished assigning courses click "Save Changes." NOTE: If any courses still do not have instructors listed your assignment will NOT BE SAVED. However, all others changes will be saved.

**Fall 2018**

| Term | CRN | Subj | Course | Title | Type | Credits | Enrolled | XList | Start/End Dates | Instructors | Survey Dates | |
|------|-----|------|--------|-------|------|---------|----------|-------|-----------------|-------------|--------------|---|
| **Primary Courses** | | | | | | | | | | | | |
| 201803 | 24986 | ACA | 6201.10 | Acting I | S | 3.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24987 | ACA | 6205.10 | Topics:Classical Drama/Cult I | L | 2.00 | 18 | | 08/27/18-12/10/18 | Jacobson, L | 12/13/2018-12/21/2018 | |
| 201803 | 24988 | ACA | 6209.10 | Text I | L | 2.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24989 | ACA | 6211.10 | Voice and Speech I | L | 3.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24992 | ACA | 6215.10 | Movement I | S | 2.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24995 | ACA | 6219.10 | Alexander Technique I | S | 2.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24996 | ACA | 6223.10 | Stage Combat I | S | 2.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24997 | ACA | 6227.10 | Practicum III | S | 3.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |
| 201803 | 24998 | ACA | 6595.10 | Selected Topics | S | 1.00 | 18 | | 08/27/18-12/10/18 | Wild, A | 12/13/2018-12/21/2018 | |

Cancel Changes    Save Changes

9. CUSTOM DATES: If none of the available feedback periods work for your department you can create a custom feedback period to serve one or more courses. Some notes on using custom dates:
    a. A custom date range can be no more than 2 weeks long.
    b. The start of the custom period must be at least 2 weeks in the future.
    c. Our office will not manage sending emails for custom dates. The SmartEvals system will automatically send an email during a custom period every 48 hours, at midnight. During regular feedback periods we manually send notices during ideal business hours.
    d. We request that custom dates be used as sparingly as possible and only in cases where a course can absolutely not be served by an existing period.

To create custom dates, click on the "Select Date" link next to a course and select "Alternate Date" from the drop down menu. Next, click in the left empty text box to activate a calendar date selection tool. Choose the desired start date for your custom period. Repeat this process by clicking in the right empty text box, and choose the end date for your custom period. When finished, verify your start- and end-dates and click "Update." Repeat this process for all courses that should be in the custom date range.
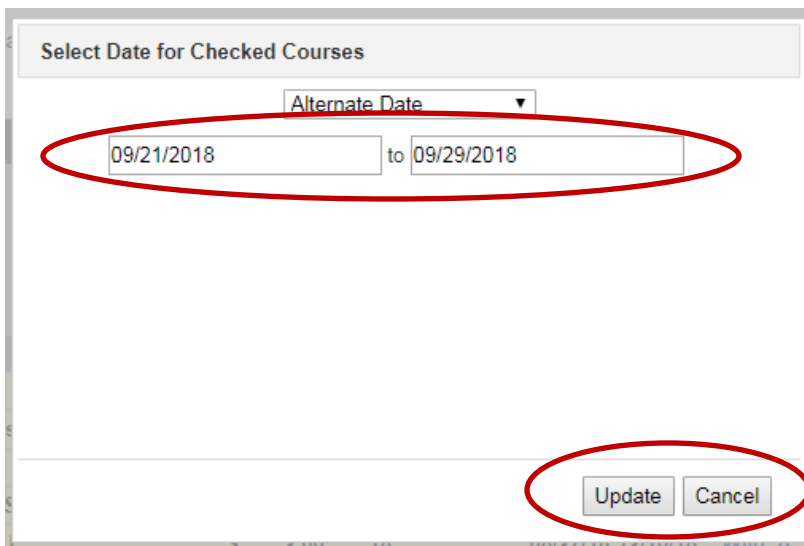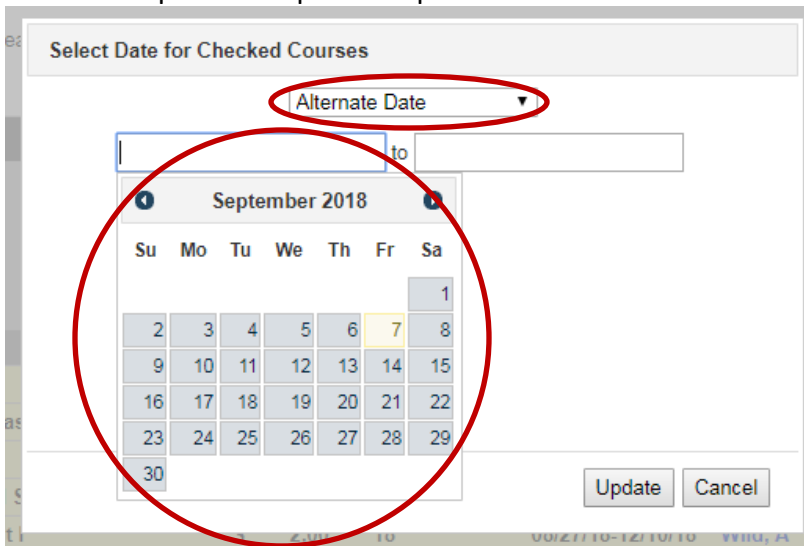




10. To register more courses, click the "Participation" link in the menu bar at the top of the page to return to the "Set Up Course Participation" page (see Step 4), where you can select the term and subject code.