

GW Student Feedback Results for School and Department Administrators

How to Use SmartEvals

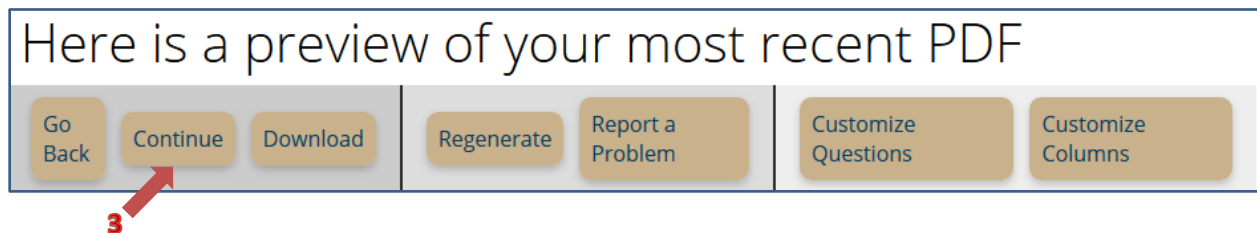
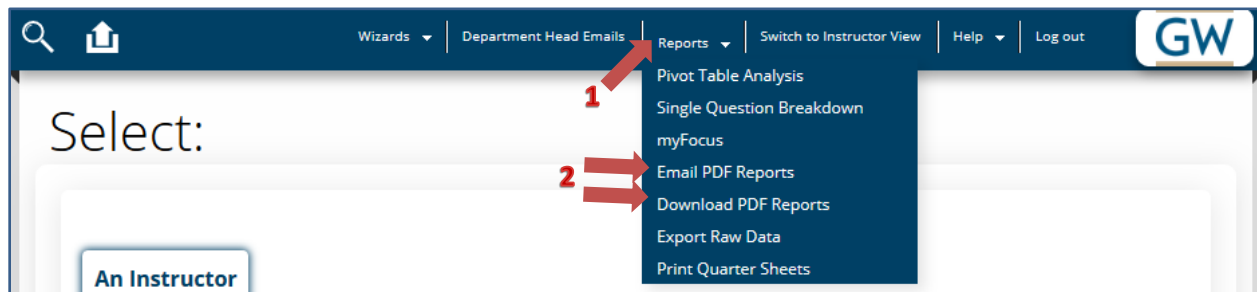
Here are instructions for school/department chairs and administrators to navigate the updated SmartEvals system (<https://gwu.smartevals.com>).

[Download or Email PDFs](#)

[View course results via SmartEvals web interface](#)

Download or Email PDFs (follow steps 1-7)

If users would like to download PDFs (similar to what instructors receive in their email), then navigate to “Reports,” click on “Download PDF Reports.” The other option is to “Email PDF Reports.” This will email to the user’s GW email address. Then the system will show you a sample report, click on “Continue” to go to the screen where a few dropdown lists will allow users to make more selections.



Wait for the list to display, and click on the “this past semester” dropdown to select the time period in which you are interested in. Then, view the list of instructors and their respective courses, put a check mark next the instructor and course (or the next to the “All” at the top of the table). If users select the optional step 6, the system will create separate PDFs for each course. If this option is not selected, the system will create one PDF with all courses selected with bookmarks for each course. Lastly, click on either “Download reports” or “Email reports” depending on which was selected earlier in step 2.

PDF Report Generator and Downloader

4
this past semester(2020/Fall)

See all instructors

Report type: Both comments AND custom report

See all course levels / types / trait

See all course groups

Report type: Both comments AND custom report

Hide reports not shown for instructors

For multiple reports, use separate PDFs for each report (stored in zip file)

[Setup Automated Exports for Custom Reports](#)

Generate missing reports (369) (only most recent 2 years)

Earliest report generated: 9/18/2018 6:58:00 PM

Delete ALL reports

Download reports

(Re)Generate Selected

Optional 6 →

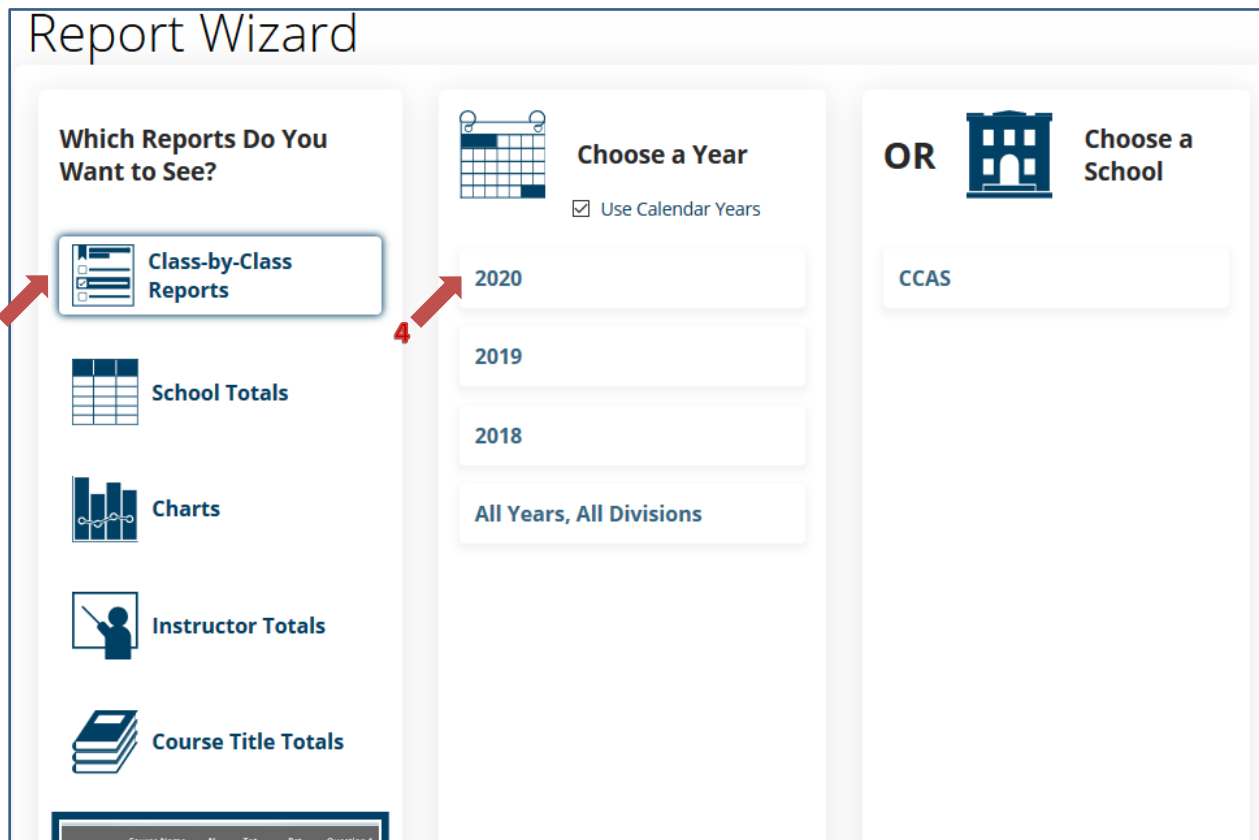
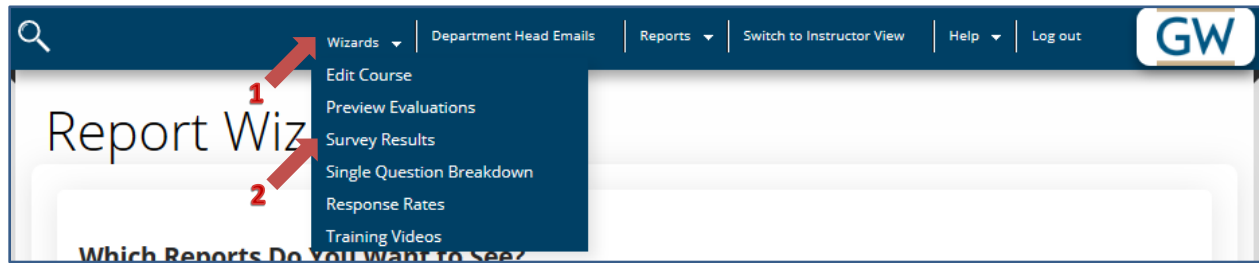
7 (or Email reports) →

Click on column header to change sort order.

<input type="checkbox"/> All	Instructor	Course	Generated
5 <input type="checkbox"/>	Kennedy, Dane	HIST 1011 10	
<input type="checkbox"/>	Walanzola, Ashley (additional)	HIST 1011 10	
<input type="checkbox"/>	Osenberg, Nathaniel (additional)	HIST 1011 10	

View course results via SmartEvals web interface (follow steps 1-4)

This option allows users to have more interaction with the results directly in the SmartEvals system itself.



At this point, users will have options.

Option A: If users would like to see course-by-course results (with comments) click on bar graph icon next to the course. This option gives users the fullest information about each course. It is very similar to viewing the PDF reports without them being actual PDFs.

Option B: If users would like to view numeric results directly in the existing table, then click on Questions “See” button. This allows users to view the means from questions where means can be calculated, it will not display comments or questions that cannot have a mean calculated (non-Likert scale questions).

Option A

Course Evaluation Results in 2020

Wizard Questions: None See [See older version](#) Customize

See	Report	New Chart	Dept	Num	Sec	Level	Instructor	N	Tot N	Pct
Total:								2634	5246	50.2%
				1011	32	Undergraduate		7	20	35.0%
				1011	38	Undergraduate		9	25	36.0%
				1011	41	Undergraduate		9	25	36.0%
				1011	13	Undergraduate		10	24	41.7%
				1011	36	Undergraduate		10	25	40.0%
				1011	40	Undergraduate		10	25	40.0%

Will display the numeric results and comments for the course selected. It will allow for chairs/administrators to have more filtering capabilities. You could stop here and just view the results for the course, then if you wanted to view for other courses, go back to the page with bar graph icon and click on the next one you're interested in.

(Steps A1-A3 below) If you use more of the drop downs, you can also view the subject code as a whole. This option also allows for more dropdown controls and for you to view all courses together, if that is useful. Remember to be **patient** as you use the dropdowns. The system sometimes has to filter through thousands of records, so it is recommended to changing one dropdown waiting for it to finish loading, then changing the next dropdown. Click on each dropdown to see what how it can help you add or filter the results. Users can tell if a page is still loading by looking at a spinning circle or moving line in the web browser's tab.

It is suggested to first start with selecting the bottom, left dropdown and select "All sections of this course." Make sure the middle, left dropdown says "All courses." Then if would like instructors to be only listed once (versus per course), then select "Show each instructors name" or "Group all instructors together" depending on the user's preference.

History, 1500-Present Lecture Sec. 12 2020 Spring

Custom Report Percentile Rank Multi-Chart Export Choose Columns Choose Questions

A2 2020 Spring

A1 All courses

A1 HIST 1011 12 2020/Spring

A3 See all instructors

See all course levels / types / traits

See all course groups

There were 29 possible respondents. This number will change based on your selections

Question Text	N	Avg	HIST Avg	Sch Avg	Gened	Required	Interest	It
Primary reasons for taking	16				70% (11)	22% (4)	87% (14)	

Option B

Course Evaluation Results in 2020

Wizard Questions: None See See older version Customize

See	Report	New Chart	Dept	Num	Sec	Level	Instructor	N	Tot N	Pct
Total:								2634	5246	50.2%
			HIST	1011	32	Undergraduate		7	20	35.0%
			HIST	1011	38	Undergraduate		9	25	36.0%
			HIST	1011	41	Undergraduate		9	25	36.0%
			HIST	1011	13	Undergraduate		10	24	41.7%
			HIST	1011	36	Undergraduate		10	25	40.0%
			HIST	1011	40	Undergraduate		10	25	40.0%

Step B1 allows users to select which questions they would like to see displayed.

Step B2 allows users to select more fields to add to the table (e.g., semester, see full question text).

Step B3 allows users to filter for more or fewer results. Scroll to the bottom of the page and look for “Narrow Your Results For This Visit” (e.g., Years, Course Levels, and Semesters).

Course Evaluation Results in 2020

Wizard Questions: None See Choose See older version Customize

See	See	New	Dept	Num	Sec	Level	Instructor	N	Tot N	Pct	Overall rating of instructor	Knowledgeable	Enthusiasm	Fair gradin
Sch Avg														
Total:								2651	5292	50.1%				
			1011	13	Undergraduate			10	24	41.7%	4.7	4.9	4.9	4.8
			1011	31	Undergraduate			13	24	54.2%	4.5	4.9	4.5	4.4
			1011	32	Undergraduate			7	20	35.0%	3.9	4.8	4.8	4.0

Notice this change after “See” is selected.

Narrow Your Results For This Visit *

Filter by: Years Course Levels Semesters

* Affects all wizard reports you view, as well as **charts**

If you still have questions, please contact Kim Dam (madmik@gwu.edu).