

HOW TO REGISTER COURSES FOR STUDENT FEEDBACK

1. Use your 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.

Three navigation buttons are shown: "To View SmartEvals Results", "Administration", and "Contact Us". The "Administration" button is circled in red. Below each button is a brief description of its function.

To View SmartEvals Results
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.

Administration
You 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.

Contact Us
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.

Two links are shown: "Course Participation" and "Archived Reports". The "Course Participation" link is circled in red. Below each link is a brief description of its function.

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.

A form titled "Set Up Course Participation" is shown. It contains two dropdown menus: "Term:" and "In Department:". The "Term:" dropdown is set to "Summer 2016" and the "In Department:" dropdown is set to "ACA : Academy for Classical". A "Go »" button is located to the right of the dropdowns. The entire form is circled in red.

Set Up Course Participation
Please use the form below to select the term and courses.

Term: * In Department: *

Summer 2016 ACA : Academy for Classical 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, you can use the drop down in the top right of the table to select the appropriate dates. If there should be different dates for each course, or if you want to create custom dates (see step 9), use the "Select Date" link next to each course to choose the appropriate period.

Summer 2016											
Primary Courses											
Term	CRN	Subj	Course	Title	Type	Credits	Enrolled	XList	Start/End Dates	Instructors	Survey Dates
201602	90836	AMST	1070.D01	The American Cinema	L	3.00	14		05/16/16-06/25/16	Deutsch, J	Select Date
201602	92534	AMST	2010.80	Early American Cultural Hist.	L	3.00	5	JW	05/16/16-06/25/16	Larson, S	Select Date
201602	91574	AMST	3835.80	HistoricalArchaeologyFieldProg	L	3.00	0	UH	05/16/16-06/25/16	Cressey, P	Select Date
201602	92636	AMST	3950.81	Discussing Discrimination	A2	3.00	2	MS	07/05/16-08/13/16	Ertung Fallon, C	Select Date
201602	92210	AMST	3950.D01	Disposable People	A	3.00	5		05/16/16-06/25/16	Warren, C	Select Date
201602	91676	AMST	3950.D21	Power and Popular Culture	A5	3.00	9		07/05/16-08/13/16	Warren, C	Select Date
201602	92862	AMST	3950.D80	SciencePolitc s&SocietyinModAme	A3	3.00	2	IS	05/16/16-06/25/16	Cohen-Cole, J	Select Date
201602	90212	AMST	4400.70	Independent Study	X	1.00	0		05/16/16-08/20/16	McAlister, M	Select Date
201602	90996	AMST	6190.10	Post-9/11 Popular Culture	P	3.00	11		05/16/16-06/25/16	Anker, B	Select Date
201602	93065	AMST	6190.20	History in Public	A1	3.00	0		07/05/16-08/13/16	-none-	Select Date
201602	90382	AMST	6190.80	America in Crisis 1929-1945	A	3.00	2	DR	05/16/16-06/25/16	Kosek, J	Select Date
201602	92637	AMST	6190.82	Discussing Discrimination	T	3.00	1	MS	07/05/16-08/13/16	Ertung Fallon, C	Select Date
201602	92441	AMST	6190.83	America:VisualCulture&PopMedia	Q	3.00	8	J7	07/05/16-08/13/16	Gifford, D	Select Date
201602	91576	AMST	6835.80	HistoricalArchaeologyFieldProg	F	3.00	2	UH	05/16/16-06/25/16	Cressey, P	Select Date
201602	90213	AMST	6930.70	Independent Study	X	3.00	1		05/16/16-08/20/16	McAlister, M	Select Date
201602	90214	AMST	6998.70	Thesis Research	X	3.00	0		05/16/16-08/20/16	McAlister, M	Select Date
201602	90215	AMST	6999.70	Thesis Research	X	3.00	0		05/16/16-08/20/16	McAlister, M	Select Date
201602	91382	AMST	8998.70	Advanced Reading and Research	X	3.00	0		05/16/16-08/20/16	McAlister, M	Select Date
201602	90216	AMST	8999.70	Dissertation Research	X	3.00 TO 12.00	0		05/16/16-08/20/16	McAlister, M	Select Date

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.

07/05/16-08/13/16 **-none-** 07/20/2016-07/28/2016

Select Instructors for AMST 6190.20 History in Public

Instructors: These edits are for Student Feedback purposes only and do NOT update Banner.

Add:

Add instructors by typing in the instructor's GWid. The person's last name and first initial will then display. If this is the correct person, click

Select Instructors for AMST 6190.20 History in Public

Instructors: These edits are for Student Feedback purposes only and do NOT update Banner.

Add: Pattershall-Geide, J.

Add instructors by typing in the instructor's GWid. The person's last name and first initial will then display. If this is the correct person, click

Select Instructors for AMST 6190.20 History in Public

Instructors: These edits are for Student Feedback purposes only and do NOT update Banner.

Pattershall-Geide, J.

Add:

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 circle icon next to the instructor names, and the primary instructor is always listed first. To change the primary instructor, click the unfilled circle next to the name of the instructor who should be primary; s/he will default to the top of the list of instructors.

Select Instructors for AMST 3950.D80 SciencePolitics&Societ...

Instructors:

Cohen-Cole, J	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>
Pattershall-Geide, J.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="X"/>

These edits are for Student Feedback purposes only and do NOT update Banner.

Add:

Select Instructors for AMST 3950.D80 SciencePolitics&Societ...

Instructors:

Pattershall-Geide, J.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>
Cohen-Cole, J	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="X"/>

These edits are for Student Feedback purposes only and do NOT update Banner.

Add:

8. Any course that has been assigned to a feedback period will be highlighted in yellow. 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.

Summer 2016												
Primary Courses												
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✓	201602	91676	AMST	3950.D21	Power and Popular Culture	A5	3.00	9		07/05/16-08/13/16	Warren, C	07/20/2016-07/28/2016
✓	201602	92862	AMST	3950.D80	SciencePolitics&SocietyinModAme	A3	3.00	2	IS	05/16/16-06/25/16	Cohen-Cole, J	07/20/2016-07/28/2016
✓	201602	90212	AMST	4400.70	Independent Study	X	1.00	0		05/16/16-08/20/16	McAlister, M	07/20/2016-07/28/2016
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✓	201602	93065	AMST	6190.20	History in Public	A1	3.00	0		07/05/16-08/13/16	Pattershall-Geide, J.	07/20/2016-07/28/2016
✓	201602	90382	AMST	6190.80	America in Crisis 1929-1945	A	3.00	2	DR	05/16/16-06/25/16	Kosek, J	07/20/2016-07/28/2016
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✓	201602	91576	AMST	6835.80	HistoricalArchaeologyFieldProg	F	3.00	2	UH	05/16/16-06/25/16	Cressey, P	07/20/2016-07/28/2016
✓	201602	90213	AMST	6930.70	Independent Study	X	3.00	1		05/16/16-08/20/16	McAlister, M	07/20/2016-07/28/2016
✓	201602	90214	AMST	6998.70	Thesis Research	X	3.00	0		05/16/16-08/20/16	McAlister, M	07/20/2016-07/28/2016
✓	201602	90215	AMST	6999.70	Thesis Research	X	3.00	0		05/16/16-08/20/16	McAlister, M	07/20/2016-07/28/2016
✓	201602	91382	AMST	8998.70	Advanced Reading and Research	X	3.00	0		05/16/16-08/20/16	McAlister, M	07/20/2016-07/28/2016
✓	201602	90216	AMST	8999.70	Dissertation Research	X	3.00 TO 12.00	0		05/16/16-08/20/16	McAlister, M	07/20/2016-07/28/2016

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.
 - e. Please notify our office at sra@gwu.edu if you have created custom dates.

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.

The image shows two screenshots of a web interface for setting custom dates for a course. The title of the interface is "Select Date for AMST 1070.D01 The American Cinema".

Top Screenshot: Shows the "Alternate Date" dropdown menu selected. Below it is a calendar for May 2016. The date 23 is highlighted in yellow, indicating it is the selected start date. The "Update" and "Cancel" buttons are visible at the bottom right.

Bottom Screenshot: Shows the date range "06/23/2016 to 06/30/2016" entered in the text boxes. The "Update" and "Cancel" buttons are visible at the bottom right.

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.