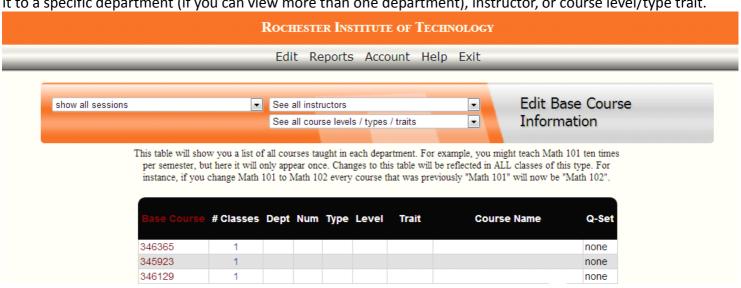
Department Head View

When a Department Head first logs into the SmartEvals system they will see the Department Head Dashboard.



In the gray header you see different areas of the software you can navigate to: Edit, Reports, Account and Help. Exit will log you out of the SmartEvals system. Another way to navigate is clicking on the various options under Useful Tools.

Under Edit you'll find **Class Information**, this shows you the classes you have permission to view. You can change it to a specific department (if you can view more than one department), instructor, or course level/type trait.



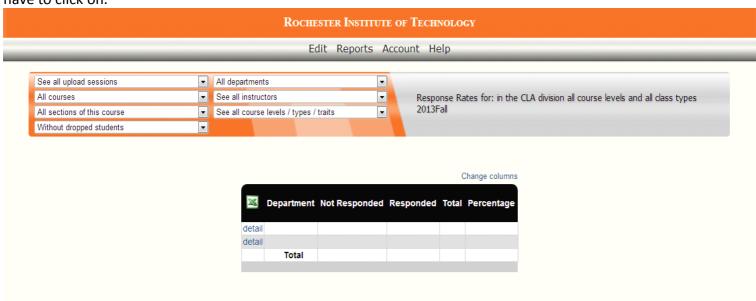
By clicking on the number in the # Classes column you will be able to view all the sections of the class. You'll be able to click on the numbers in the Students and Teachers columns. The Students will show you all the students that are enrolled in the class and if they've dropped. Also, if the evaluations of the class have started it will show whether or not they've completed the evaluation. The Teachers will show who exactly is teaching the class (helpful if it is a team-taught class).

Next under Edit is Preview Course Evaluations



Again you will see a list of classes you have been given permission to see. By clicking on the magnifying glass and paper icon you'll be able to see a preview of what a student will see when completing an evaluation. This way if something does not seem correct you can contact the Student Ratings of Teaching Effectiveness office at srate@rit.edu. And that concludes what can be found under Edit.

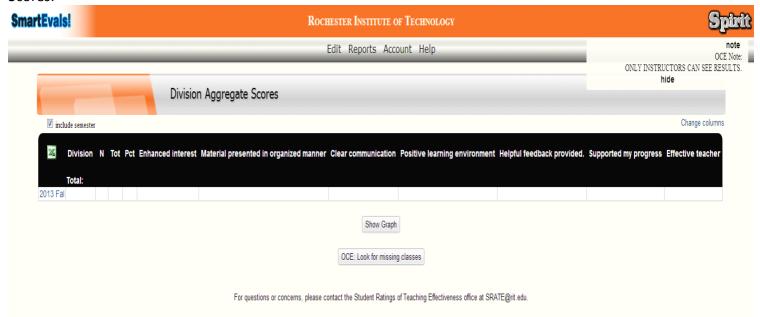
The next area of the SmartEvals system is Reports. When hovered over **Response Rates** is the first option you have to click on.



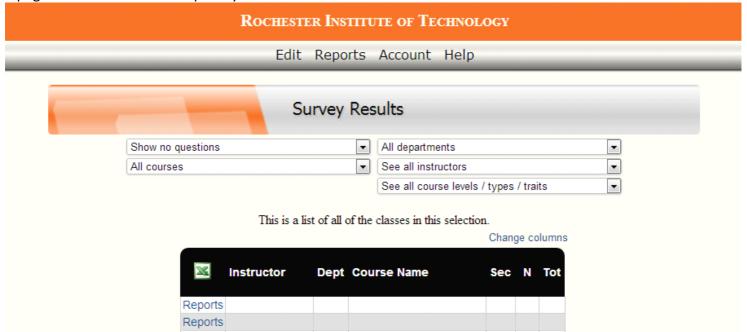
11This shows you the response rates for departments you're allowed to view. Not only does it give you the percentage, but it will also give you the total overall. You can manipulate the drop downs by upload session, courses, section, without dropped students, departments, instructors and/or level/type/trait.

When "detail" is clicked on it will break the Response Rates down by the individual classes.

Survey Results are under Response Rates under Reports, when first clicked you reach the Division Aggregate Scores.



This will give you an overview on how well the division did with the questions that are displayed. You can change the questions shown by clicking on "Change columns". You will drill down to reach the reports by first clicking on the Division which will lead you to a page that shows the departments you can view. Like with the Division Aggregate Scores you'll find a table with the Department Scores. Then click on the Department and you'll land on a page that lists out all the reports you can view.



Again, you can manipulate the drop downs to see EXACTLY what report you want to view. Then simply click on "Reports", this will lead you to the report itself.

When you first load up a report you'll be in the Custom Report.

Custom Report Percentile Rank Individual Evaluations																	
		Se	e all u	ıpload	sessions		▼					•					
		All courses								•							
						See all course levels / types / traits											
		There were: 15 po						ssible respond	ents.								
													Change	columns			
×	Question Text	N	Avg	SD	NCAR Avg	Div Avg	Sch Avg	Str Disagr	Disagree	Neutral	Agree	Str Agree					
1	Enhanced interest																
2	Material presented in organized manner																
3	Clear communication																
4	Positive learning environment																
5	Helpful feedback provided.																
6	Supported my progress																
7	Effective teacher																
								No	Yes								
8	Regularly attended class																
								0	17	18	19	20	21 22 2	23 24	25-30	31-40 4	1+ 9-16
	Student age							-	M								
	Student gender							F	M								
	Student gender																

These are the results to the questions asked of the students on their evaluation. They may vary throughout the different departments and whether or not instructors added their own questions. After the numeric questions you have the option to view the Chart of Averages. This gives you a comparison between the Instructor's average, Department average, Division average and the School average in a nicely color coded bar graph. Then is the Chart of Scores, which gives you the numeric point values of the answers to the questions. The last portion of the Custom Report are the comments, if you are viewing one instructor at a time there will be no name column. However, if you are looking at more than one instructor at a time the name will be in front of the comment so there is no confusion.

At the top you see the three reporting tabs. As stated the first you land on is the Custom Report, but you can also open the Percentile Rank report and the Individual Evaluations. Percentile Rank gives you a color coded look on how an instructor is doing in a particular class, green is above average, white is average and red indicates below average scores. The Individual Evaluations show exactly that, it combines both the numeric questions as well as the comments (no student identifies are attached to the evaluations you see). *Note* You can export the Custom and Percentile rank reports by click on the Excel icon on the left hand corner of the table.

Next is the **myFocus** tool, that you can view for any instructor in your department(s).

	 # Resp.	Score	Questions asked about you or your courses.						
	8	34	Instructor presented the course material in an organized manner						
	8	37	Instructor enhanced my interest in this subject						
	8	37	Am satisfied with this instructor's communication skill.						
	8	40	Instructor communicated the course material clearly						
	8	60	Am satisfied with this instructor's teaching skill						
	8	64	Learned a lot from this instructor						
	8	67	Instructor provided helpful feedback about my work in this course						
	8	70	Instructor supported my progress towards achieving the course objectives						
Best in School	8	74	Instructor established a positive learning environment						

Instructors will receive a myFocus score for each question on their course evaluation surveys (except write-in comments). These myFocus scores are calculated by including all of an instructor's evaluations from all of his/her classes. It will be a score from 1 to 100, based upon:

The average of the instructor's percentile rank scores for each question. This compares the instructor's scores to those of his/her peers.

A confidence interval calculation for each question * Question Applicability **

myFocus calculates scores based on these criteria across all the instructors classes, for each question. It then compares these scores to those of other instructors who where asked the same question.

* Confidence Intervals:

A confidence interval calculation is a statistical analysis that indicates the degree of confidence in the accuracy of a sample compared to the entire population. If there were a high confidence interval (e.g., 85%), it would show that the 60% that responded is an accurate representation of the population.

After myFocus is **Email PDF Reports**. Here you'll be able to use drop down menus (or look at all of the instructors) and select certain ones to email to yourself. Next is the **Dropped Course Survey Results** though your school has elected to NOT give surveys to students who have dropped their courses. So if they did not indicate that they dropped through their evaluation table there will be no results. Under Reports you can also **Export Raw Data**, again you can manipulate the drop downs to the particulars you want to export. Your exporting options under this is Pipe and Tab. There are set file types you can choose from or you can choose the custom one. This allows you to pick what data you want included in the file by checking the various boxes. The last option under Reports is to **Print Quarter Sheets**, which are reminders you can print out for your students asking them to complete their course evaluations.

Next is the Account section of the SmartEvals system. Here you'll find **Change Your Password** however since your school uses extra security measures when you log into the system you are unable to change your password. If needed you can contact your IT department to discuss changing the password.

You can also **Give Your Access to Others**, which is beneficial if you want an assistant to go in and print the reports for you. Please not that the person has to be in the SmartEvals system in order to grant them your access. A table appears on the right hand side showing you a list of people you can give access to. Simply click on the check box by their name and click on "<<Assign Checked Persons' Access".



Now if you are also instructing courses there will be a section under Account that is **Switch to Instructor View**. Clicking on this will take you to your Eval Center so you may review your own reports.

Help is where you can find Help Videos and Screens to assist you on working with the SmartEvals system. You can also navigate back to the Department Head Dashboard by clicking on Dashboard.