

## Department Head View

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

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Edit Reports Account Help Exit

Dashboard

**Usefull Tools:**

- Preview Course Evaluations
- Response Rates
- Survey Results
- Email PDF Report
- Dropped Course Survey Results
- Export Raw Data

**Email Effectiveness by Subject:**

Great Subject Lines

Subject	Response Rate
Please Evaluate (SchoolName) Classes Now	~15%
Time To Evaluate Your Classes	~14.5%
Course Evaluations End This Weekend!	~14.5%
Students Be On The Lookout!	~14%
Please fill out your course evaluations!	~13.5%

For questions or concerns, please contact the Student Ratings of Teaching Effectiveness office at SRATE@rit.edu.

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.

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show all sessions ▼
See all instructors ▼

See all course levels / types / traits ▼

Edit Base Course Information

This table will show you a list of all courses taught in each department. For example, you might teach Math 101 ten times per semester, but here it will only appear once. Changes to this table will be reflected in ALL classes of this type. For instance, if you change Math 101 to Math 102 every course that was previously "Math 101" will now be "Math 102".

Base Course	# Classes	Dept	Num	Type	Level	Trait	Course Name	Q-Set
346365	1							none
345923	1							none
346129	1							none

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](mailto: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.

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Edit Reports Account Help

note  
OCE Note:  
ONLY INSTRUCTORS CAN SEE RESULTS.  
hide

Division Aggregate Scores

include semester Change columns

Division	N	Tot	Pct	Enhanced interest	Material presented in organized manner	Clear communication	Positive learning environment	Helpful feedback provided.	Supported my progress	Effective teacher
<b>Total:</b>										
2013 Fal										

Show Graph

OCE: Look for missing classes

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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.

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Survey Results

Show no questions  All departments

All courses  See all instructors

See all course levels / types / traits

This is a list of all of the classes in this selection. Change columns

Instructor	Dept	Course Name	Sec	N	Tot
		Reports			
		Reports			

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.



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
<b>Best in School</b> →	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 note 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".

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Edit Reports Account Help

### Grant Reporting Access to Other People

Use this screen to grant (or remove) reporting access to other people.

**Here are the people that you've given access to**  
Unassign Checked Persons' Access >>

**Here are the people that you have not given access to**  
<< Assign Checked Persons' Access

<input type="checkbox"/>	Last	First	School ID
<input type="checkbox"/>			
<input type="checkbox"/>			

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.