

First, log in to gatech.smartevals.com with your Georgia Tech username and password. The homepage, Dashboard, may show a Video Tutorial which you may either skip or watch. The Dashboard allows access to preview course evaluations, view response rates for the current term, view survey reports, and export raw data.

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Generating Item 10 Report for entire department ("Considering everything, the instructor was an effective teacher")

- 1) From the Dashboard, click the 'Reports' button in the gold bar at the top of the screen.
- 2) In the leftmost column, click on the blue hyperlink term abbreviation for the term you wish to generate the report for.
- 3) In the second column on the left, click the blue hyperlink for the department you wish to generate the report for.
- 4) In the leftmost column, click on the blue hyperlink 'Reports' for ANY instructor. You may again be prompted with a video tutorial that you can watch or skip.
- 5) At the top of the screen you will see a series of drop-down boxes (likely 6, varies by access level). Two of these will need to be changed, as shown in **bold** below:
 - a) By default, the first box in the left column will read 'this past semester...'
 - b) By default, the second box in the left column will read 'See all Eval periods'
 - c) The third box in the left column **needs to be changed to 'Group Classes Individually'**
 - d) The fourth box in the left column **may need to be changed to read 'All sections of this course'**
 - e) The first box in the right column **needs to be changed to the first option in the list, 'See all instructors'**
 - f) By default, the second box in the right column will read 'See all course levels/types/traits'

Once you have completed these steps, your boxes should look like:



The screenshot shows a report configuration interface with three tabs: 'Custom Report', 'Percentile Rank', and 'myFocus'. Below the tabs are four dropdown menus arranged in two columns. The first column contains: 'this past semester(2014/Fall)', 'See all eval periods', 'Group Classes Individually', and 'All sections of this course'. The second column contains: 'See all instructors' and 'See all course levels / types / traits'.

- 6) Click the blue hyperlink 'Change columns' on the right side below these boxes but above the table. You should see something like:

Custom Report

Use Until Logout Save Permanently Reload Saved Values Cancel

	Question Text	N	RR	Top Two	Avg	Median	Interpol. Median	SD	95% CI Low	95% CI High	TEST Avg	TEST SD	Div Avg	Div SD	Sch Avg	Sch SD	Nat'l Avg	PR Columns	Rating Levels
<input type="checkbox"/>	All	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show											
1	TEST 1000 Guestone Inst Student: Hours per week	2	50%	0				0			*ID	*ID	*ID	*ID	*ID	*ID		(Data)	(Data)
2	TEST 1000 Guestone Inst Student: Percent attendance	2	50%	0				0			*ID	*ID	*ID	*ID	*ID	*ID		(Data)	(Data)
3	TEST 1000 Guestone Inst Student: Percent homework completion	2	50%	2				0			*ID	*ID	*ID	*ID	*ID	*ID		(Data)	(Data)
5	TEST 1000 Guestone Inst Course: How prepared to take subject	2	50%	2	4	4	4	0	4	4	3.5	1.7	3.8	0.9	3.5	0.9		(Data)	(Data)
6	TEST 1000 Guestone Inst Course: Amount learned	2	50%	0	3	3	3	0	3	3	3	1.6	3.9	1.1	4.1	1.0		(Data)	(Data)
7	TEST 1000 Guestone Inst Course: Assignments facilitated learning	2	50%	1	5	5	5	0	5	5	3.7	2.3	4.1	1.0	4.0	1.0		(Data)	(Data)
8	TEST 1000 Guestone Inst Course: Assignments measured knowledge	2	50%	2	4.5	4.5	4.5	0.7	2.3	5	3.8	1.9	4.0	1.1	4.0	1.0		(Data)	(Data)
10	TEST 1000 Guestone Inst Course: Overall effectiveness	2	50%	1	2.5	2.5	2.5	2.1	1	5	2.8	2.1	4.1	1.1	4.1	1.0		(Data)	(Data)
15	TEST 1000 Guestone Inst Instructor: Clarity	2	100%	2	4.5	4.5	4.5	0.7	2.3	5	3.8	1.9	4.5	0.8	4.1	1.0		(Data)	(Data)
16	TEST 1000 Guestone Inst Instructor: Communicated how to succeed	2	100%	2	4.5	4.5	4.5	0.7	2.3	5	3.8	1.9	2.8	1.1	3.1	1.2		(Data)	(Data)

Questions
Show Number <input type="text"/>
<input type="checkbox"/> Select all questions
<input checked="" type="checkbox"/> Group: Student Effort
<input checked="" type="checkbox"/> Group: Quality of Teaching
<input checked="" type="checkbox"/> Group: Quality of Course
<input checked="" type="checkbox"/> Course: Assignments measured knowledge
<input checked="" type="checkbox"/> Course: Overall effectiveness
<input checked="" type="checkbox"/> Instructor: Clarity
<input checked="" type="checkbox"/> Instructor: Communicated how to succeed
<input checked="" type="checkbox"/> Instructor: Respect for students
<input checked="" type="checkbox"/> Instructor: Enthusiasm
<input checked="" type="checkbox"/> Instructor: Stimulates interest
<input checked="" type="checkbox"/> Instructor: Availability
<input checked="" type="checkbox"/> Instructor: Feedback helpfulness
<input checked="" type="checkbox"/> Instructor: Overall effectiveness

7) To select just the overall instructor effectiveness question, first remove all questions by double clicking the first checkbox on the question list, 'Select all questions' (see yellow highlighting). Then find the question 'Instructor: Overall effectiveness' further down the list and select the checkbox next to it (again, see yellow highlighting).

Note: Some of the questions on this list are generic to the Smart Evals system and are never asked of Georgia Tech students.

8) Click the 'use until logout' button above the left table (see yellow highlighting).

You now have the 'Item 10 report' for the department. Specifically, column 2 lists the class prefix and number, column 3 lists the Instructor, column 5 lists the possible number of respondents, column 6 lists the response rate, and column 7 lists the interpolated median score. It should look like:

Custom Report

All years College of Registrar
 Group Classes Individually TEST TEST
 All sections of this course See all instructors
 See all course levels / types / traits

Change columns

	Question Text	N	RR	Interpol. Median	5 Strongly Agree	4	3	2	1 Strongly Disagree	N/A
22	TEST 1000 Guestone Inst Instructor: Overall effectiveness	2	100%	4	0	1	0	0	0	1
22	TEST 5002 Guestfive Inst Instructor: Overall effectiveness	2	100%	3	1	0	0	0	1	0

There are no Chart of Scores data for the selected columns

Change columns

If you wish to download this report, click the green 'X' in the upper left corner of the table (see yellow highlighting). You can either save as an Excel file or PDF.

Generating TAOS Report for entire department

- 1) From the Dashboard, click the 'Reports' button in the gold bar at the top of the screen.
- 2) In the leftmost column, click on the blue hyperlink term abbreviation for the term you wish to generate the report for.
- 3) In the second column on the left, click the blue hyperlink for the department you wish to generate the report for.
- 4) In the leftmost column, click on the "Chart icon" for ANY of the instructors listed. You may again be prompted with a video tutorial that you can watch or skip. This will bring you from the "Survey Results" screen to a "Custom Report" tab.
- 5) At the top of the screen you will see a series of drop-down boxes (likely 6, varies by access level). Several of these will need to be changed, as shown in **bold** below:
 - a) By default, the first box in the left column will read 'this past semester...'
 - b) By default, the second box in the left column will read 'See all eval periods'
 - c) The third box in the left column **needs to be changed to 'Group Classes Individually'**
 - d) The fourth box in the left column needs to be changed to read '**All sections of this course**' if it does not already show this option.
 - e) The first box in the right column **needs to be changed to the first option in the list, 'See all instructors'**
 - f) By default, the second box in the right column will read 'See all course levels/types/traits'

Once you have completed these steps, your boxes should look like:

Custom Report	
this past semester(2014/Summer) ▼	See all instructors ▼
See all upload sessions ▼	See all course levels / types / traits ▼
Group Classes Individually ▼	
All sections of this course ▼	

- 6) Click the blue hyperlink 'Change columns' on the right side below these boxes but above the table. You should see something like:

Custom Report

Use Until Logout Save Permanently Reload Saved Values Cancel

Question Text	N	RR	Top Two	Avg	Median	Interpol. Median	SD	95% CI Low	95% CI High	Dept Avg	Dept SD	Dept SU14	Div Avg	Div SD	Div SU14	Sch Avg	Sch SD	Sch SU14	Nat'l Avg	PR Columns	Rating Levels
1 Student: Hours per week	359	36%	26				0			*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	(Data)	(Data)
2 Student: Percent attendance	353	35%	294				0			*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	(Data)	(Data)
3 Student: Percent homework completion	356	35%	299				0			*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	*1D	(Data)	(Data)
4 Course: How prepared to take subject	357	35%	223	3.8	4	3.9	1	3.7	3.9	3.5	0.9	3.8	3.5	0.9	3.8	3.5	0.9	3.8		(Data)	(Data)
5 Course: Amount learned	357	35%	281	4.2	4	4.3	0.9	4.1	4.3	4.0	1.0	4.2	4.1	1.0	4.1	4.1	1.0	4.1		(Data)	(Data)
6 Course: Assignments facilitated learning	355	35%	275	4.2	4	4.5	1	4.1	4.3	4.0	1.0	4.2	4.0	1.0	4.1	4.0	1.0	4.1		(Data)	(Data)
7 Course: Assignments measured knowledge	356	35%	266	4.1	4	4.3	1	4	4.2	4.0	1.1	4.1	3.9	1.0	4.0	4.0	1.0	4.1		(Data)	(Data)
8 Course: Overall effectiveness	353	35%	278	4.2	4	4.5	1	4.1	4.3	4.0	1.1	4.2	4.0	1.0	4.2	4.1	1.0	4.2		(Data)	(Data)
13 Instructor: Clarity ()	2	5%	1	3.5	3.5	3.5	0.7	1.3	5	4.0	1.1	4.1	4.1	1.0	4.2	4.1	1.0	4.3		(Data)	(Data)
13 Instructor: Clarity ()	26	55%	20	4	4	4.1	1.1	3.6	4.4	4.0	1.1	4.1	4.1	1.0	4.2	4.1	1.0	4.3		(Data)	(Data)

Questions
Show Number
<input type="checkbox"/> Select all questions
<input type="checkbox"/> Group: Student Effort
<input type="checkbox"/> Group: Quality of Teaching
<input type="checkbox"/> Group: Quality of Course
<input type="checkbox"/> TA: Role
<input checked="" type="checkbox"/> TA: Oral communication
<input checked="" type="checkbox"/> TA: Written communication
<input checked="" type="checkbox"/> TA: Explained concepts clearly
<input checked="" type="checkbox"/> TA: Concept familiarity
<input type="checkbox"/> TA: Respect for students
<input checked="" type="checkbox"/> TA: Attitude about teaching
<input checked="" type="checkbox"/> TA: Stimulated interest

7) To select just TAOS questions, first remove all questions by double clicking the first checkbox on the question list, 'Select all questions' (see yellow highlighting). Then find the questions beginning with 'TA:' further down the list and select the checkbox next to each (again, see yellow highlighting). There should be a total of 13 TA questions.
 Note: Some of the questions on this list are generic to the Smart Evals system and are never asked of Georgia Tech students.

8) Click the 'use until logout' button above the left table (see yellow highlighting).

You now have the 'TAOS report' for the department. Specifically, column 2 lists the class prefix and number, column 3 lists the TA, column 5 lists the possible number of respondents, column 6 lists the response rate, and column 7 lists the interpolated median score. It should look like:

Custom Report

this past semester(2014/Summer) Test

See all upload sessions See all instructors

Group Classes Individually See all course levels / types / traits

All sections of this course

Change columns

Question Text	N	RR	Interpol. Median	5 Exceptional	4	3	2	1 Very Poor	N/A
27 Test 5001 TA 1 TA: Oral communication	12	29%	4	0	3	0	0	0	9
28 Test 5001 TA 1 TA: Written communication	11	26%	4	1	4	1	0	0	5
				5 Exceptional	4	3	2	1 Very Poor	N/A
31 Test 5001 TA 1 TA: Respect for students	12	29%	4	1	2	1	0	0	8
				5 Extremely Enthus	4	3	2	1 Detached	N/A
32 Test 5001 TA 1 TA: Attitude about teaching	11	26%	4.2	1	3	0	0	0	7
				5 Made Me Eager	4	3	2	1 Ruined Interest	N/A
33 Test 5001 TA 1 TA: Stimulated interest	12	29%	4	1	2	1	0	0	8
				5 Strongly Agree	4	3	2	1 Strongly Disagree	N/A
38 Test 5001 TA 1 TA: Overall effectiveness	12	29%	4.1	1	4	0	0	0	7
				5 Exceptional	4	3	2	1 Very Poor	N/A
27 Test 5002 TA 2 TA: Oral communication	16	41%	4.7	3	1	0	1	0	11
28 Test 5002 TA 2 TA: Written communication	16	41%	4.7	3	1	1	0	0	11
				5 Exceptional	4	3	2	1 Very Poor	N/A
31 Test 5002 TA 2 TA: Respect for students	16	41%	4.8	6	2	0	0	0	8
				5 Extremely Enthus	4	3	2	1 Detached	N/A
32 Test 5002 TA 2 TA: Attitude about teaching	15	38%	4.7	3	1	1	0	0	10
				5 Made Me Eager	4	3	2	1 Ruined Interest	N/A
33 Test 5002 TA 2 TA: Stimulated interest	16	41%	4.8	3	0	1	0	0	12

If you wish to download this report, click the green 'X' in the upper left corner of the table (see yellow highlighting). You can either save as an Excel file or PDF.

Generating a separate PDF report for each instructor in a given semester

1. From the Dashboard, under the 'Reports' drop down menu in the gold bar at the top of the screen, select 'Email PDF reports'.

2. At the top of the screen you will see a series of drop-down boxes.

Likely, none of these need to be changed. By default, the boxes should read:

*****PLEASE NOTE: These vary by access level. *****

- The first box in the left column may read 'this past semester...'
- The second box in the left column may read 'See all eval periods'
- The first box in the right column may list the college.
- The second box in the right column may list the department.
- The third box in the right column may read 'See all instructors'
- The fourth box in the right column may read 'See all course levels/types/traits'

Your screen should look similar to:

PDF Report Generator and Emailer

this past semester(2014/Summer)

See all upload sessions

College of Registrar

All departments

See all instructors

See all course levels / types / traits

Send:

Hide reports not shown for instructors

Earliest report generated: 8/12/2014 10:07:00 PM Group reports into one PDF file

Click on column header to change sort order.

<input type="checkbox"/>	Instructor	Course	Generated	
<input type="checkbox"/>	Jordan, Esther	CETL 8715 A	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Jordan, Esther	CETL 8719 A	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Lawrence, David	CETL 8721 A	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Chisholm, Jane	CETL 8722 A	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Martinson, Beryl	CETL 8722 B	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Martinson, Beryl	CETL 8793 B	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Chisholm, Jane	CETL 8795 0	11/11/2014 12:45:00 PM	View
<input type="checkbox"/>	Utschig, Tristan	CETL 8801 A	11/11/2014 12:46:00 PM	View

3. Select the checkbox next to 'All' in the table, and click the '(Re)Generate Selected' button (see yellow highlighting for both). Depending on the number of reports, this may take several minutes. When completed, you will be brought back to this page, and the right two columns will be filled in.
4. Depending on your needs...choose one of the following:
 - a) To view a PDF report for a single instructor/course combination, click the blue hyperlink 'View' in the rightmost column. This will prompt you to open or download the PDF.
 - b) To quickly download a separate PDF for each instructor/course combination, first click 'All' in the table, then click the 'Email me the selected reports' button (see yellow highlighting.) This will send each instructor/course combination as a separate PDF report to your Georgia Tech email address on file with Smart Evals. In Zimbra mail client, all these reports can be downloaded quickly using the 'download all attachment' feature.
 - c) To quickly download all reports as one PDF, first select the checkbox 'Group reports into one PDF file', click 'All' in the table, then click 'Email me the selected reports'. This will send one PDF with all reports to your Georgia Tech email address.

These emailed reports typically arrive within 5-10 minutes.

Generating a single PDF with all results for one instructor across multiple semesters

1. From the Dashboard, under the 'Reports' drop down menu in the gold bar at the top of the screen, select 'Download PDF reports'.
2. At the top of the screen you will see a series of drop-down boxes (likely 6, varies by access level. See illustration on page 7 of these instructions.) The following boxes need to be changed:
 - a) The first box in the left column will read 'this past semester...'. Change this to 'All years'.
 - b) The third box in the right column will read 'See all instructors'. Change this to the desired instructor.

The following boxes should not need adjusting. By default, they should read:
 - c) The second box in the left column will read 'See all evaluation periods'
 - d) The first box in the right column will list the college.
 - e) The second box in the right column will list the department. This can be adjusted if, for instance, you only want reports from one department the instructor taught in.
 - f) The fourth box in the right column will read 'See all course levels/types/traits'
3. Select the checkboxes next to the desired reports in the table. Note that any TA's and co-instructors the primary instructor taught with will also appear in this table, so select only the reports with the primary instructor's name. Click the '(Re)Generate Selected' button (see yellow highlighting on page 7.) Depending on the number of reports, this may take several minutes. When completed, you will be brought back to this page, and the right two columns will be filled in.
4. Click 'Download reports' and open or save. This will produce one PDF with all reports for the instructor.