Instructor's Guide to Accessing CIOS Reports

First: log in to gatech.smartevals.com with your Georgia Tech username and password. The homepage, My EvalCenter, will show a Video Tutorial which you may either "skip" or watch. After you click through the video tutorial screen, you will see a list of every course you have taught from Summer 2011 – present. From this page you can preview course evaluations, view response rates, and view survey results.

Note: If you have administrative privileges, please go to "Account" in the gold bar at the top of the page and select "Switch to Instructor View" if you would like to view only your own reports.   You will need to log out and back in again to return to the administrative view.

A suggestion: To view the term each course was taught, click the blue hyperlink 'Change columns' to the upper right of the table, select the box 'Term' in the 2nd column, and click 'save' in the upper left above the table. This will permanently save your selection.

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Access single reports

1. To see the report for a single course, click the 'EvalCenter' link in the gold bar at the top of the page. (This is the default homepage when you log in.) Find the desired course in the table, and click the blue hyperlink 'Reports' in the rightmost column. You may see another video tutorial which you can skip or watch, and the system will display the report.

2. To download the report in any of the available formats (Microsoft Excel, PDF, etc), click the green box with an X in it in the upper left corner of the table. You can then choose the file type from the drop down menu and click 'export' in the middle of the next page. Then, either open or save the report, as desired.

Print multiple reports in one PDF document

1. In the gold bar at the top of the page, select 'Reports'. You may see another video tutorial which you can skip or watch.
2. If you teach for more than one department, you will see a drop down box asking you to select a division. Once you choose a division a table of your courses will be displayed.
3. In the table, click any blue 'Reports' hyperlink in the leftmost column of the table. You will see drop down boxes like in the picture below.

4. Box 1 above selects year and term, box 2 selects which course, and box 3 selects a specific instance of a course taught. If you have taught in multiple colleges / departments, you will see boxes 4 and 5, which allow for these selections respectively. NOTE: Avoid boxes 3 and 6 for the moment. Using boxes 1, 2, 4, and 5, narrow your selection criteria for which courses you want the report to contain. When finished making your selection, use box 3 and select 'Export each class to pdf'

   Example 1: If you wish to print every course you have taught from Fall 2011-present in one document, you would first use box 1 and select 'All years'. Make sure box 2 is set to 'All courses'. Then in box 3, select 'Export each class to pdf'.

   Example 2: If you wish to print every section of a particular course across all years, you would follow the instructions from Example 1, except box 2 should be set to whichever course you would like.

   NOTE: It is not recommended to use drop down box 6 to select courses based on level/type/trait. This field is not used in our data uploads, so it will not produce the expected results.

5. Select the 'Re-Generate PDF' button on the next screen. The page will repeatedly refresh (This may take up to a minute, if you have many courses)
6. Finally, select 'Download PDF' and open or save the report, as desired.

Item 10 report ("Considering everything, the instructor was an effective teacher")

1) From "My Eval Center", click the 'Reports' button in the gold bar at the top of the screen.
2) If prompted, from the dropdown select the college for which you wish to generate the report.
3) Click the blue hyperlink 'Change columns' to the upper right of the table.
   A. Display your course details by checking the boxes to show the following columns:
   - 'Sem' (for semester),
   - "Year" (for year),
   - "Num" (for course number),
   - "Sec" (for course section)
   - "N" (for number of students responding),
   - "Tot" (for number of students enrolled),
   - and if you like, "%" (for response rate).
   B. From the 'Questions' list on the right select "Instructor: Overall effectiveness"
   C. Save this view selecting either 'Use until Logout' or 'Save Permanently' from the buttons just above the tables.
4) From the top left dropdown menu select the option 'See median scores for each question'. This will add a column on the right labeled with a number (either 21, 20, or 8 depending upon whether the data came from a historical upload or was generated directly within the SmartEvals system). The results next to each course are your "Item 10" results. It should look like:

NOTE: If you would like to restrict this report to particular courses you can use the drop-down boxes

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.

Cross-listed reports

Courses which are cross-listed are easily identifiable from the homepage My EvalCenter by the course name followed by "(x-listed)".

1. Find the desired course in the table, and click the blue hyperlink 'Reports' in the rightmost column
2. Under the drop boxes, there will information regarding the number of possible respondents and if the course was team taught. The last line before the table will list the cross listed courses. Click the blue hyperlink "excluded" after the courses.
3. You will be brought to the preferences page. Under the third category, select both boxes "When viewing a parent of a cross-listed course, include the results of the child courses." and "When viewing a child of a cross-listed course, include the results of the parent course." And click "save my preferences" at the top of the screen.
4. Follow the instructions for accessing single or multiple reports above. Your cross-listed courses will be aggregated together.

To disable cross-listings again, follow these instructions but in step 3 deselect the boxes and save.

Removing comments on the reports (For example, for submission with tenure and promotion packages)

1. In the gold bar at the top of the page, select 'Reports'. If prompted to watch the embedded tutorial video, you may watch it or select 'skip'.
2. In top right corner of the gray box at the top of the page, select the blue hyperlink 'Preferences'
3. Select the 'Custom Report' tab
4. Deselect the 'Show a comments table under the custom report table' box, and click 'Save my preferences' under the tabs.
5. Follow instructions for single or multiple course reports above.

To enable comments again, follow these instructions but in step 4 select the box and save.