



Faculty Guide to Using SmartEvals for Course Evaluations

Office of the Provost

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Table of Contents

1) Course Evaluation Overview	3
2) Opt-out: controlling whether to give student surveys	4
3) Accessing the SmartEvals myEvalCenter	4
4) Scheduling the Survey.....	5
5) Getting the Survey to Students.....	5
Option 1: Display QR code on a screen or use your SRU email	6
Option 2: Print QR codes	6
Option 3: Email students a link to the survey through SmartEvals	7
6) Survey Results	9
Retrieving survey results	9
Saving my course survey results.....	10
7) Suggestions for Faculty	10
Using QR code (typically in-class)	11
Online courses	11
Appendix A: Survey Questions.....	12
Appendix B: Survey Access Schedule.....	14
Appendix C: Additional Resources.....	15

Slippery Rock University has moved from paper student course surveys to the SmartEvals digital process beginning in Fall 2023. After a pilot with three departments in Spring 2023 which resulted in important modifications to the process, SmartEvals is open for all classes for fall.

The digital software allows you greater control of survey implementation, quicker results since there is no scanning of paper evaluations, greater security with a password-protected process, and, moving forward, easy access to surveys from previous semesters. You do not need another Faculty Member to proctor administration of your surveys.

Surveys will be opened according to the schedule listed in Appendix B. You can tailor access to your student surveys as desired through your dashboard in SmartEvals, but be aware that the default setting is to have the surveys open. There is a special arrangement for team-taught courses that allows each team member to gather surveys individually and confidentially.

The digital survey process and training resources are described in this manual. If you have questions, please contact Mary Hennessey in the Office of the Provost at mary.hennessey@sru.edu.

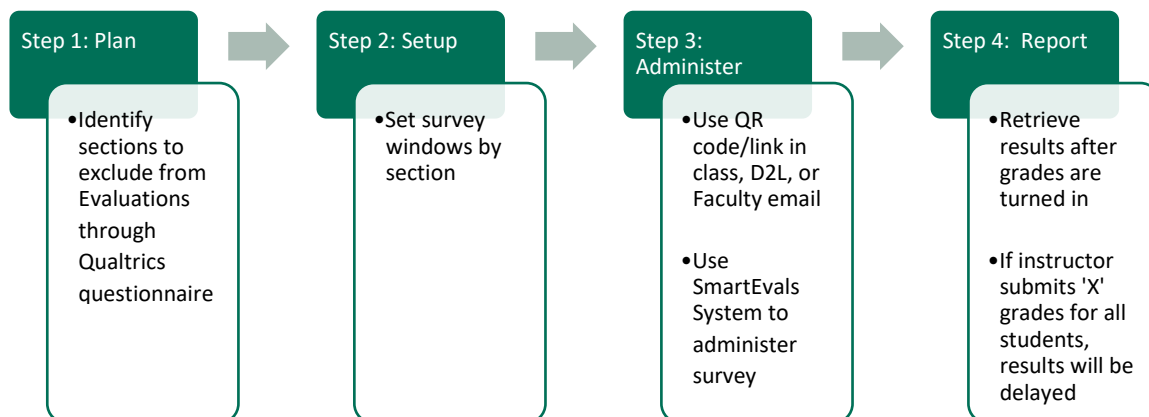
1) Course Evaluation Overview

Starting in Fall 2023, course evaluation parameters (for both face-to-face and online courses) will be set by the instructor.

By default, course sections which meet at least one of the following criteria will be imported into the SmartEvals platform and available for students to evaluate.

1. Section enrollment is greater than or equal to 5
2. Section is cross listed and the total enrollment of the cross listed sections is greater than or equal to 5
3. Course subject is "PA" or "OCTH" (as required by the programmatic accreditors)

The general timeline of course evaluations is illustrated in the diagram below. Note that exact dates and time between steps will vary semester to semester.



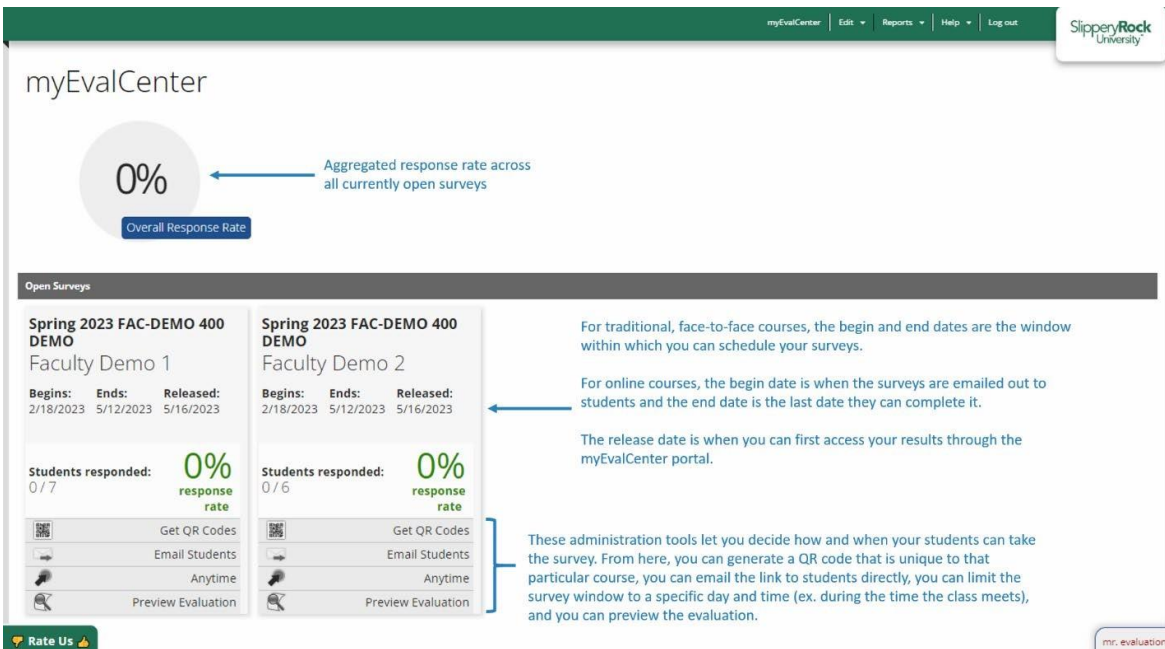
2) Opt-out: controlling whether to give student surveys

Student surveys in SmartEvals are available on an opt-out basis, which means that they are open for all courses as described in Section 1 above. Faculty Members, however, may opt-out if they do not want surveys for a given class or term. Note that survey results are private and cannot be accessed by the Dean/Manager or Department Chair unless the Faculty Member shares them.

- You will be able to decline student surveys during the opt-out process once you receive the Qualtrics questionnaire right before classes begin. You'll receive an email with a Qualtrics questionnaire link. The link opens a screen with your courses which can be individually moved to the screen's opt-out box. You may choose to opt-out of any combination of courses.
- If the opt-out deadline is missed, you can control access to student surveys by choosing evaluation window dates as described in Section 4 of this guide.
- If student surveys are run, you can later choose not to run or open the report.

3) Accessing the SmartEvals myEvalCenter

- Log into <https://smartevals.com/sru> using your SRU credentials (i.e. firstname.lastname and your SRU network password). SmartEvals can also be accessed in Microsoft 365 apps and mysru.
- After logging in, you will be taken to your unique myEvalCenter page (see below).



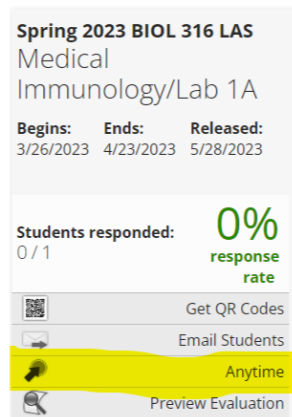
The screenshot displays the myEvalCenter interface. At the top, there is a navigation bar with 'myEvalCenter', 'Edit', 'Reports', 'Help', and 'Log out'. The main header shows 'myEvalCenter' and a 'Slippery Rock University' logo. A large circular gauge shows '0%' for the 'Overall Response Rate', with a note: 'Aggregated response rate across all currently open surveys'. Below this is a section titled 'Open Surveys' containing two survey cards for 'Spring 2023 FAC-DEMO 400 DEMO Faculty Demo 1' and 'Faculty Demo 2'. Each card shows 'Begins', 'Ends', and 'Released' dates, and 'Students responded: 0/7' and '0/6' with a '0% response rate'. To the right of the cards, explanatory text states: 'For traditional, face-to-face courses, the begin and end dates are the window within which you can schedule your surveys. For online courses, the begin date is when the surveys are emailed out to students and the end date is the last date they can complete it. The release date is when you can first access your results through the myEvalCenter portal.' Below the cards, a note says: 'These administration tools let you decide how and when your students can take the survey. From here, you can generate a QR code that is unique to that particular course, you can email the link to students directly, you can limit the survey window to a specific day and time (ex. during the time the class meets), and you can preview the evaluation.' The bottom of the page features a 'Rate Us' button and a 'mtr.evaluation' link.

4) Scheduling the Survey

SmartEvals gives individual Faculty Members the ability to set their own student access windows for their courses. Different access structures can be set for each course.

All surveys are initially open except for ones that were opted-out through the Qualtrics questionnaire described in section 2. If you want to limit access to your surveys, it is important that you access your SE dashboard during quiet time to close the course access window until you are ready to have the surveys open.

Locate the course you are scheduling for in the “Open Surveys” section of the myEvalCenter. Click on “Anytime”, as highlighted below, to access a page to set limited window evaluation times.



Once you click the box “Enable limited window evaluations for this course”, a list of days will appear. Clicking a day will let you set the time frame, on that day, for the survey to be accessible to the students in your class. Note that the window refers to days of the week rather than dates, so Tuesday rather than September 19, 2023.

Note that you can restrict the survey to only one timeframe, per course, per day, and the schedule you set repeats every week for the remainder of the university-wide survey window or until you change the schedule for your course.

Regardless of when the survey is open, only students currently registered for your course will be able to access the survey and will only be able to submit one survey per class.

5) Getting the Survey to Students

There are a few options on how to administer the survey to your students. Option choice will depend on the space in which you’re teaching your class, the number of students in your class, and your own preferences. Depending on your unique class situation, you might find that employing more than one option is best.

Links to surveys will take students to their dashboard, which will show all surveys open to them. This access is why it is important to close your survey window when you do not want students to have access. For example, Faculty A wants to limit their survey access to a particular day but does not close the window before that time. Faculty B sends a link to their own survey, which opens on students' dashboards. Students who are also in Faculty A's class will see the open survey on their dashboard and be able to complete it. Students will only be able to complete the survey once, but it may be outside your preferred window. All surveys close at the end of the part of term.

Options for digital survey distribution

Option 1: Display QR code on a screen or use your SRU email

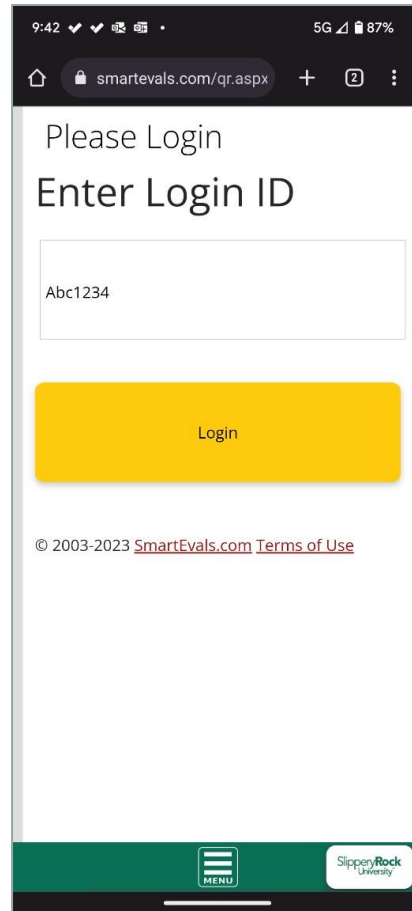
In the myEvalCenter, in the "Open Surveys" section, click on "Get GR Codes" for the course you are preparing to survey. The QR code can be printed, added to a PowerPoint presentation or displayed on a screen. You are able to distribute the QR code or the webpage www.smartevals.com/sru through your SRU email.

Option 2: Print QR codes

In the myEvalCenter, in the "Open Surveys" section, click on "Get QR Codes" for the course you are preparing to survey. You can print the code to distribute to students in your class, who can then use a QR reader on their phones to scan the code and access the survey.

Note that most students' smartphones can read QR codes by default. The iPhone (iOS 11 and later) and Android (version 8 and later) systems have QR code readers built into the camera app, and there are multiple free QR code apps available in the Apple Store and Google Play Store.

After scanning the code, students will be prompted to enter their login ID, which is their SRU email address without the "@sru.edu" (ex. abc123). You will not have access to results for an individual student. They will also enter their SRU password.



Option 3: Email students a link to the survey through SmartEvals

In the myEvalCenter, in the “Open Surveys” section, click “email students” for the course you are preparing to survey. This will give you two ways to email students:

- Setting up automatic emails will send emails to all of your students in each of your classes
- Email all of your classes or just one specific class; both options will present you with several email templates to choose from.
- You have the option to send a test email to yourself through SmartEvals. **DO NOT FORWARD THIS EMAIL TO YOUR STUDENTS**—doing so will give students access to your dashboard rather than theirs. Once you are satisfied with the wording and appearance, go back into SmartEvals to email your students.

myEvalCenter | Edit | Reports | Help | Log out

SlipperyRock University

Do you want to:

Set Up Automatic Emails

We will email your students every semester without any additional work from you

Choose this option

Email All of Your Classes Just This Once

Email your students just this semester.

Choose this option

Email Just This Class

FAC-DEMO 400 2 taught by: evaluation
DEMO Undergraduate 2023 Spring

Choose this option

Increase your response rates by emailing your students. We know of one instructor who achieved a 90%+ response rate every semester in every class for the last 7 years using this method. The only other thing she does is read some comments from her previous students and then state what she's done to address the comments. This creates the clear picture in her students mind that she really will use their evaluations.

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6) Survey Results

Student survey results will be available two days after grades are posted. Before that, you will be able to see a running total of responses for your class during your evaluation window. You may access completed results at any later time in the myEvalCenter. Your dean and department chair do not have access to your individual results unless you share them.

Retrieving survey results

After the university-wide survey window closes, your dashboard in the myEvalCenter will show the response rate for each of your courses and give you the option to see the aggregated results for each. To retrieve results, click “See Reports” on the chosen course tile. You will see a table with summary survey results for the chosen course and how it compares with others at the University.

The drop-down menus at the top let you toggle between timeframes, courses, and sections. The other tabs at the top of the report let you access charts which visualize the results (“Multi-Chart”) and the responses to the open-ended survey questions.

myEvalCenter | Edit | Reports | Help | Log out

Samantha Kelly Teaching Anat and Phys II/Lab 217 Undergraduate LAS 2023 Spring

From the report page, you can change which semester(s), which course, and which section you are viewing.

Export Choose Columns Choose Questions

Custom Report Multi-Chart Comments

This past semester(2023/Spring) Testing - BIOL

BIOL 217 BIOL BIOL

All sections of this course See all course levels / types

Summary statistics for each question in the survey and how those metrics compare to other courses in the subject, in the department, and institution-wide.

There were: 3 possible respondents.

	Question Text	N	Top Two	Avg	SD	BIOL Avg	BIOL SD	Div Avg	Div SD	Sch Avg	Sch SD	Str Agree	Agree
1	Course objectives were clear	3	67%	3.7	0.6	3.8	0	3.8	0	3.9	1.2	0%	67%
2	Coursework addressed objectives	3	67%	3.7	0.6	3.8	0	3.8	0	3.4	1.3	0%	67%
3	Received clear instructions for coursework	3	33%	3.3	1.5	3.6	0	3.6	0	3.2	1.4	33%	0%
4	Course materials accessible in timely manner	3	67%	4	1	3.5	0	3.5	0	3.5	1.2	33%	33%
5	LMS was organized/ up to date	3	33%	3.3	0.6	3.5	0	3.5	0	3.3	1.2	0%	33%
6	Feedback improved helped understanding	3	67%	4	1	3.3	0	3.3	0	3.4	1.4	33%	33%
7	Received timely feedback	3	0%	2	1	2	0	2	0	2.3	1.1	0%	0%
	was evaluated in	3	33%	3.7	1.2	3.8	0	3.8	0	3.6	1.2	33%	

Rate Us

Samantha Kelly

Saving my course survey results

At the top of each tab in the report page is a yellow “Export” button that will let you save the current view as a PDF. The export feature on the “Comments” tab also gives you the option to export as a CSV or Excel file for text mining and further analysis.

Samantha Kelly Teaching Anat and Phys II/Lab 217 Undergraduate LAS 2023 Spring

Custom Report Multi-Chart Comments

Export Choose Columns Choose Questions

This past semester(2023/Spring) Testing - BIOL

BIOL 217 BIOL BIOL

All sections of this course See all course levels / types

7) Suggestions for Faculty

SmartEvals is a flexible system that allows Faculty Members to administer their surveys in a variety of ways (see sections 3 and 4 of this guide). Below is a suggested process for administering a survey to a face-to-face and to an online class. You may choose to alter some or all of these based on your unique class schedule and preferences.

Using QR code (typically in-class)

1. In the myEvalCenter, click the “Anytime” button of the course that you are evaluating, and check “Enable limited window evaluations for this course” ([Section 3](#)). Leave all days blank and hit submit at the bottom. This will prevent students from accessing your survey before you have determined your preferred dates and methods.
2. The Friday before your chosen course survey launch, go back into the course survey window from the previous step and select the day and time that your course survey will be administered the following week.
3. In the myEvalCenter, click “Generate QR Codes.” You will get a page with four QR codes. You can capture one for distribution by right clicking on an image, or print the page of four to cut and distribute in class.
4. On the day of the course evaluation, display or distribute the QR code for students to scan with their personal devices. Before students begin taking the survey, consider stepping out of the room to avoid the appearance of monitoring the students or influencing the survey results.
5. Avoid administering the survey on the day of an exam.
6. The survey closes at the end of the survey window that you set in step 2 and no later than the end of final exam week.

Online courses

1. In the myEvalCenter, click the “Anytime” button of the course that you are evaluating, and check “Enable limited window evaluations for this course” ([Section 3](#)). Leave all days blank and hit submit at the bottom. This will prevent students from accessing your survey before you have determined your preferred dates and methods.
2. The Friday before your chosen course survey launch, go back into the course survey window from the previous step and select the day and time that your course survey will be administered.
3. In the toolbar at the top of the myEvalCenter, click Edit > Email Students.
4. Select “Email all of your classes just this once” ([Section 4.3](#)).
5. Select the template that you wish to use, edit as necessary, and schedule it to be sent.
6. Two days before the survey closes, return to the email section of the myEvalCenter and send a reminder email.

Note: If a student has opened your survey and keeps the survey open after your deadline, they will still be able to submit the survey. Your survey window controls access but not submission.

Appendix A: Survey Questions

All survey questions are the same for all courses, regardless of whether the course was online or face-to-face. The survey questions, listed below, have been approved by the APSCUF Social Justice Committee, APSCUF Executive Leadership, Student Government Association, and the SRU Administration, and were presented at Meet and Discuss. Likert questions use a five-point scale of strongly agree, agree, undecided, disagree, and strongly disagree.

Section 1: Course Outcomes and Materials

1. Course objectives/goals were clear throughout the semester.
2. Coursework (i.e. papers, exams, activities, assessments) addressed course objectives/goals.
3. I received clear instructions for completing coursework.
4. Course materials are detailed and made accessible to students in a timely fashion
5. If used in the course, the learning management system(s) (e.g. D2L and/or additional online learning platform) was organized well and kept up-to-date.

Section 2: Assessment

6. I received feedback which helped me to improve my understanding/performance in the course.
7. I received feedback in a timely fashion.
8. My learning was evaluated in a variety of ways (e.g. papers, tests, presentations, quizzes).
9. The criteria (standards) on which my work was evaluated was clear to me.

Section #3: Independent Thinking

10. The course provided opportunities for me to use and develop critical thinking.
11. The course provided opportunities for me to seek more knowledge about this subject.

Section #4: Learning Environment

12. Class sessions were productive.
13. The instructor attempted to create an atmosphere that encourages student expression of ideas and respect for differing viewpoints.
14. The instructor was available to meet with students during office hours or by appointment.
15. The instructor attempts to communicate with students in a timely manner both in class and outside of class.
16. I felt comfortable asking the instructor for help if I needed it.
17. The instructor attempted to involve all students in classroom activities.
18. The instructor respects students as individuals.

Section #5: Overall Evaluation

19. The instructor demonstrates a commitment to ensuring everyone understands the course content.
20. The instructor is enthusiastic about the course content.

21. I learned a lot in this course.

Section #6: Open Ended

22. What do you think are the strengths of this course and why do you think so?

23. How do you think the course may be improved?

Appendix B: Survey Access Schedule

The schedule below identifies the student survey access dates for each semester. In general, faculty evaluation window access opens a week before classes begin and close on the last day of the part of term. Student access begins about two weeks after the semester start.

The evaluation window represents the maximum amount of time a survey can be kept open for that session, although you may choose to further restrict the survey window (see [Section 3](#)) to align with the pace of your course.

All courses, including team-taught courses, regardless of which part of term they fall in, will have the same evaluation window, which will open early in the semester and stay open until the end of finals week. As you are setting up your access windows, you may want to consider the class's withdrawal date.

Timing of student survey release		
Date	Action	Action notes
Week before classes begin	Qualtrics survey open	Faculty opt-out survey
First day of classes	Qualtrics reminder	First day of classes—reminder email to opt-out of surveys
First Friday after classes begin	Qualtrics close	Last day to opt-out before surveys are released to students. Faculty who miss the opt-out process can completely close their surveys during the quiet time.
Week after classes begin	Quiet time opens	Faculty will see classes (excluding opt-outs) on their SE dashboards and will be able to set their windows and develop their communication plans. Faculty will adjust their windows for calendar dates such as the withdrawal date and for their specific class needs.
Two weeks after classes begin	Quiet time closes	
Monday after quiet time ends	Student access begins	Students will see their classes on their dashboards and will be able to complete open surveys. Opt-out courses will not appear, and closed courses will have a notation that the course is not currently open.
Day after finals end	Close all surveys	Last day of finals week
Three days after graduation	Grades due	
Two days after grades are due	Reports released to faculty	Individual reports available in SmartEvals
Week after grades are posted	Aggregate reports released to chairs, deans, and provost	Aggregate reports emailed to chairs, deans, and provost

Appendix C: Additional Resources

[SRU Faculty Resources](#) (SmartEvals accordion)

[SRU student survey opt-out form](#)

SmartEvals [Instructor Training Videos](#)

SmartEvals [myFocus Instructional Development Tool Videos](#)