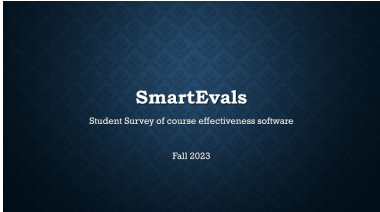
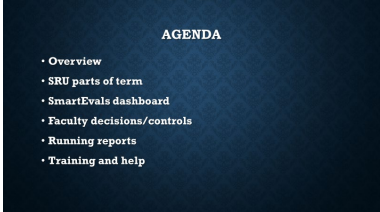
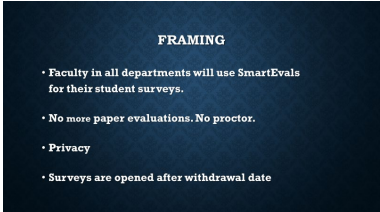


Transcript by slide SmartEvals Training Fall 2023

Questions: Contact Mary Hennessey at mary.hennessey@sru.edu or 724-738-2171

<p>Slide 1</p>  <p>The slide features the SmartEvals logo in white on a dark blue background. Below the logo, it reads "Student Survey of course effectiveness software" and "Fall 2023".</p>	<p>Welcome to SmartEvals! SmartEvals is SRU's new digital software for student surveys of course effectiveness. This recorded workshop will introduce you to features of the software and prepare to you use the software for your courses beginning in Fall 2023. My name is Mary Hennessey, and I am the SRU administrator for our digital student survey process.</p>
<p>Slide 2</p>  <p>The slide has a dark blue background with the word "AGENDA" in white at the top. Below it is a bulleted list of topics.</p>	<p>I will cover an overview of SmartEvals and accessing the software, SRU parts of term, which affects when students have access to your course surveys, the SmartEvals dashboard, faculty controls, how to run reports, and how to find additional training and help.</p>
<p>Slide 3</p>  <p>The slide has a dark blue background with the word "FRAMING" in white at the top. Below it is a bulleted list of key points.</p>	<p>SmartEvals is replacing paper surveys and Campus Climate online course surveys. We piloted it in Spring 2023, and are rolling it out across campus for Fall 2023 and beyond. All courses, regardless of modality, will use SmartEvals and have the same question set. The single question set was approved through Meet and Discuss and by SGA in 2022. You can see the questions in SmartEvals or by consulting the SmartEvals Faculty Guide, which was distributed to faculty in late September and is available on the SRU Faculty Resources webpage.</p> <p>We have done away with paper evaluations, which means that you do not have to have an outside proctor. Also, IATS will no longer scan paper surveys to provide summary data.</p> <p>The software uses SSO, single sign-on, which means you can log in using your SRU ID and password. Students do the same. Your surveys and results are private to you unless you share them, and results cannot be lost. You will have access to all current and, moving forward, historical surveys from your SmartEvals dashboard.</p> <p>Surveys are typically opened to students after the campus withdrawal date and are available to you as the faculty member two days after grades are posted (e.g., in the second week of December or May).</p>

Slide 4



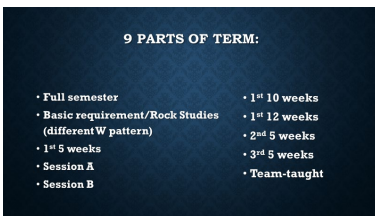
You can open SmartEvals through several access points.:

www.smartevals.com/sru OR
access the software through mySRU OR
Look for the D2L widget on your D2L page (note that only faculty have the link, not students) OR
Use Microsoft 365 apps.

Each access point uses your SRU login and password.

You will notice that you have a demo class on your dashboard. This option allows you to play with the software before you work with live courses. You can also use that feature to follow along with this presentation.

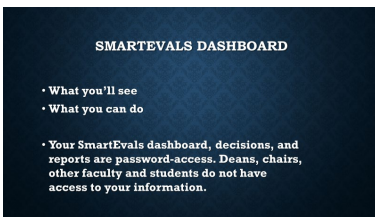
Slide 5



Before I go over the dashboard, it's important for you to be aware that we have 9 parts of term at Slippery Rock. You may have only one part of term for your courses, typically full semester or Session A or B, or you may have two or more, for example, you might have three full semester courses and a first 10-week FYRST seminar course. This mix becomes important because each part of term has a different open date for surveys based on its withdrawal date and it will affect the look of your dashboard.

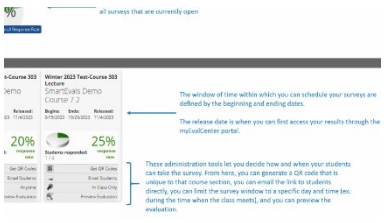
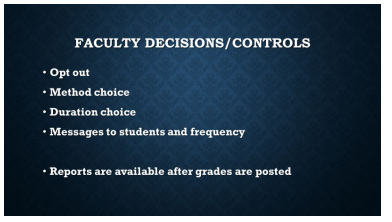
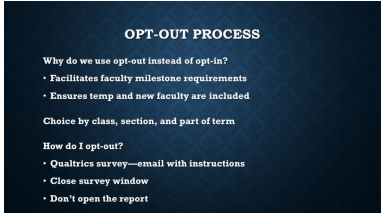
Team-taught courses are arranged so that all assigned faculty members have private access to their own surveys. Course X team-taught by Instructor A and B will be set up with two mock sections so that Instructor A has separate and private surveys from Instructor B. Each instructor will choose whether to administer surveys and for how long. I'll talk more about setting up surveys in a minute.

Slide 6



We'll go over an image of the dashboard in the next slide. Your dashboard will have tiles for each class with open surveys. The available tiles will change over the semester if you have several parts of term in your course array—for example, full semester and first 10 weeks. You are able to email your students and set the duration of your survey availability for each class opening. There are also tabs along the top that allow you to see your reports and find help.

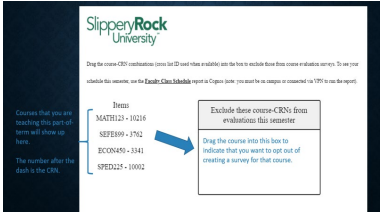
It's important to note that privacy is an important advantage of this software. Deans, chairs, and other faculty and students do not have access to your information, including your reports, unless you choose to share them.

<p>Slide 7</p>  <p>The screenshot shows the SmartEvals dashboard. At the top, it indicates '96%' of surveys are currently open. Below this, there are two course tiles. The first tile is for 'Winter 2023 Test Course 303' and shows a '20%' average response rate. The second tile is for 'Spring 2023 Test Course 303' and shows a '25%' average response rate. Each tile includes a 'Get QR Code' button and a 'Get QR Code' button. Text annotations explain the window of time for scheduling surveys, the release date for results, and the administrative tools for setting survey parameters and previewing evaluations.</p>	<p>When you open your dashboard in SmartEvals, you'll see a layout similar to this one.</p> <p>In the dark green band at the top, you'll see myevalcenter, which takes you to the dashboard screen. The edit link allows you to email students or change your profile photo. The reports tab allows you to see historical or current reports. The help tab provides general information from SmartEvals that is not specific to Slippery Rock.</p> <p>The main pie chart in the upper left (here showing 21%) is the average response rate across all open surveys. Under the main pie chart are course tiles—you will have one for each class with open surveys—in this example, there are two classes with open surveys. The tile shows the term and course, the duration of the survey window, the date that the results will be available, and the aggregate percentage for the course, including the number of responses and the number of students.</p> <p>The gray area in the lower half of each tile allows you to generate a QR code, email your class, set window parameters (the window for your evaluation), and preview the evaluation. We'll talk about these as we move on.</p>
<p>Slide 8</p>  <p>FACULTY DECISIONS/CONTROLS</p> <ul style="list-style-type: none"> • Opt out • Method choice • Duration choice • Messages to students and frequency • Reports are available after grades are posted 	<p>One of the advantages of the SmartEvals software is that faculty have more control over administering student surveys. We'll discuss the opt-out process, the method for administering surveys, the window for opening surveys, and messaging students. You also have control over whether to view and how to distribute your surveys after they are ready.</p>
<p>Slide 9</p>  <p>OPT-OUT PROCESS</p> <p>Why do we use opt-out instead of opt-in?</p> <ul style="list-style-type: none"> • Facilitates faculty milestone requirements • Ensures temp and new faculty are included <p>Choice by class, section, and part of term</p> <p>How do I opt-out?</p> <ul style="list-style-type: none"> • Qualtrics survey—email with instructions • Close survey window • Don't open the report 	<p>SRU's process is opt-out rather than opt-in, which means all classes are initially open for surveys and faculty have to let us know which class sections they want to close. We use the opt-out process to ensure that faculty, especially temps and new faculty, do not miss holding surveys for needed milestones.</p> <p>You may opt out by class, section, and parts of terms, so you can administer surveys for some classes and not others.</p> <p>There are three ways to opt out. I'll cover them in more detail in next slides.</p> <p>First, about two weeks before surveys open for the upcoming part of term where you have classes, you will receive an email with a link to a Qualtrics survey where you will indicate what sections you would like to exclude from evaluation.</p>

Second, if you do not respond to the Qualtrics survey or decide later not to administer surveys in a section, you can close the survey window completely and students will not have access to it.

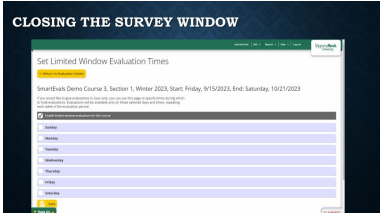
And third, if surveys are run and students respond, you simply can choose not to open or review any reports.

Slide 10



This slide is a screenshot of the Qualtrics opt-out survey. Again, you will get this in an email that is not part of the SmartEvals software. Courses you are teaching in the upcoming part of term will appear on the left. If you are teaching multiple sections of the same course, they will appear as separate entries because you can opt-out of individual sections. Click on the course section that you want to exclude from evaluation and drag it to the box at the right. SmartEvals will not have evaluation windows for these courses and you will not see tiles for them on your dashboard.

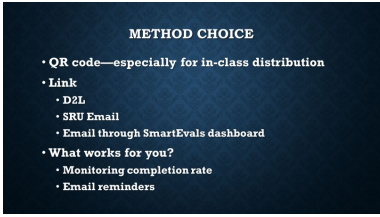
Slide 11



SmartEvals gives you the option to close a survey for a course, so you can opt-out through the Qualtrics survey but then you can also close the survey in the software. On your dashboard, find the course tile for which you want to close the survey, and click “Anytime” on that tile. As a refresher, there is a screenshot of the dashboard on slide 7. In the new window, pictured here, there is a checkbox at the top that reads “Enable limited window evaluations for this course.” It’s in a dark gray band. Checking this box will close the survey. You’ll see that a list of the days of the week will appear underneath the checkbox. Do not check any of the boxes next to the days if you want to completely close the survey window. Click “Save” at the bottom of the page.

SmartEvals allows you to choose your survey window if you want, which we’ll talk about in a minute.

Slide 12



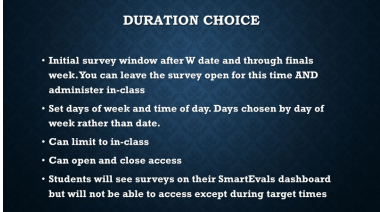
There are several methods to distribute your survey to your students. SmartEvals does not automatically send invitations to students—you as the faculty member control how and how long students have access to your surveys.

You can generate a QR code from the course tile on your dashboard. You can then print copies of the QR code on paper to distribute to your class, or simply display the QR code on a screen in your classroom. Students use their phone or device cameras to access the survey. They will use their SRU login and password which protects their identity. You may want to step out of the room for 10 or 15 minutes while students complete their surveys. As I mentioned before, you do not need to have an outside proctor.

Alternately, you can post the www.smartevals.com/sru link in D2L, send through your campus email, or email to students through your dashboard. Students have a similar personal dashboard in SmartEvals to the one you have with tiles for their classes where surveys are offered. When you email students, you may want to explain why you are choosing to offer surveys, when you will get the results (i.e., after grades are posted), and that the results you get will be anonymous.

Some faculty choose to offer more than one access point. For example, you may give class time for student survey completion and also have the survey open separately so students who were not in class can complete it. Students are only able to complete a survey for an individual class one time, so they can't submit multiple responses. Although you won't be able to see which students completed a survey, you can monitor your completion rates on your dashboard. You are able to choose to send email reminders to the full class.

Slide 13



The default setting in SmartEvals for surveys is the day after the final withdrawal date and lasts through the end of finals week. This period varies by part of term, which was described on slide 5. If you take no action, you are able to leave your survey open for this period.

SmartEvals, however, gives you the option to control the window so you can administer the survey during a specific class period or on a specific set of days. You can open a survey during certain days of the week, but you cannot select specific dates to open and close the survey automatically.

If you want to limit the access window for a survey, you will have to touch the survey for that course three times: once immediately after the withdraw date to close it, once when you are ready to open it, and once again when you want to shut it down. Note that if you don't close your surveys right after the withdrawal date, students will see them on their dashboard and have the opportunity to complete them at that time. In addition, if you do not close the window at the end of your preferred time, students will continue to be able to complete a survey until the end of the semester. They will only be able to complete the survey once, but it may be outside your preferred window. All surveys close at the end of term.

To start, recall that you can click "Anytime" on a class tile in your dashboard (see slide 7 for a dashboard screenshot). Check "Enable limited window evaluations for this course", and then click save. This closes the survey until you're ready to open it.

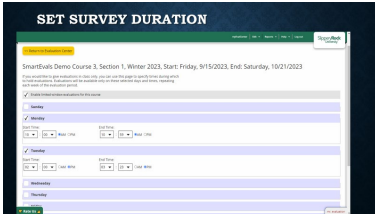
When you are ready to open the survey whether for a class period or for several weeks, you will go back into the survey schedule for that course and select the day(s) and times you want your survey to open up. Note that you need to open your surveys even if you will use a QR code during class—otherwise students will get a message that the survey is closed.

You'll see how to do this on the next slide.

After you've administered the survey, you can close it again in SmartEvals from your dashboard.

Students also have a SmartEvals dashboard with all of the surveys that have been loaded for them that semester. If you limit your course survey to a specific day and time, your students won't be able to click on your survey or gain access to the survey until that day and time comes.

Slide 14

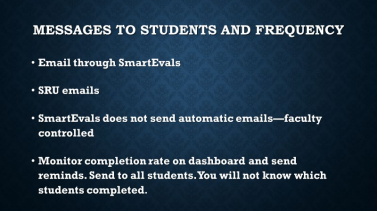
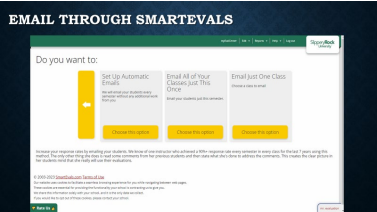



This slide shows you how to control your survey window. After you've closed a course survey and you are ready to open it up for an upcoming class period, go back into the schedule for that survey. Again, you'll find this on your dashboard in the individual course tile.

Now, check the boxes next to the day or days you want to open the survey. So, once you have checked off that “enable limited course evaluations for this course” box that's in the gray line, you'll get a list of days below it. Once a day is checked, a start and end time selection appears as you see with Monday and Tuesday in this example. The time you see in this range will only let students complete the survey on these days during the indicated time. In the example on this slide, the instructor is opening the survey on Mondays between 10 AM and 10:59 AM and on Tuesdays from 2 PM to 3:23 PM.

If you've emailed students a link to the survey and they click on it outside of the set day and time range, they won't be able to take the survey.

Note that these day and time windows will open up again each week until the end of the semester or until you go back in and the schedule and uncheck the boxes next to the days. It's important to note that these are days of the week. They are not calendar days, so you will have the opportunity to check these off every Monday and Tuesday through the open window time, but it will not prefer October 30th and October 31st only.

	<p>Be sure to click on SAVE at the bottom of the list of days to save your preferences.</p>
<p>Slide 15</p>  <p>MESSAGES TO STUDENTS AND FREQUENCY</p> <ul style="list-style-type: none"> • Email through SmartEvals • SRU emails • SmartEvals does not send automatic emails—faculty controlled • Monitor completion rate on dashboard and send reminders. Send to all students. You will not know which students completed. 	<p>So how can you contact students and encourage them to complete your surveys? It's important to understand that SmartEvals will not send automatic emails to students. You will need to email students, which you can do through your SRU email or through SmartEvals. This process allows you to control access by students and also allows you to create your own message encouraging students to complete your survey. Even though you can email through SmartEvals, you're still initiating the process. The software itself does not initiate the process simply because the window is open.</p> <p>When you email students, you will email the whole class because you will not know the individual students who completed the survey.</p>
<p>Slide 16</p>  <p>EMAIL THROUGH SMARTEVALS</p> <p>Do you want to:</p> <ul style="list-style-type: none"> Get Up Automatic Emails Email All of Your Classes for This Semester Email Just One Class 	<p>This slide as an image of the SmartEvals email page. You would have gotten here through your dashboard, through your individual class tile and then the 'email students' link in the gray area. To email through SmartEvals, click on the "email students" link on the appropriate course tile on your dashboard. You'll get a screen like the one. Click on "choose this option" for the appropriate option. You may arrange regular emails, a single email to all of your classes, or an email to one class. You are able to structure the content and quantity of emails.</p> <p>Note that automatic emails are scheduled by you. The system does not email students without your approval.</p>
<p>Slide 17</p>  <p>REPORTS</p> <ul style="list-style-type: none"> • Reports are available after grades are posted • Tab on dashboard in upper right • Reports can be downloaded as a PDF • Reports retained across semesters • Department and college-level aggregate data in report • Team taught courses have separate evaluations and reports—not shared 	<p>So, you've administered your surveys—how do you get your reports? Your final reports are available in the reports tab on the green ribbon in the upper right corner of your dashboard. Reports are available after grades are posted. In regular semesters, reports will typically be available in the second weeks of December and May.</p> <p>Reports can be downloaded as a PDF, which is how you will share them with others or upload them into Watermark Faculty Success. Your reports will have your data, your open-ended responses, and department and college aggregate data.</p> <p>Results from team-taught courses are not shared among the assigned instructors.</p>
<p>Slide 18</p>	<p>Finally, I want to let you know how to get additional help. Training is available on the faculty resources webpage under the SmartEvals accordion. The accordion also has a link for our written faculty</p>

TRAINING AND HELP

Professional Development Series

- Check HR's Professional Development Catalog

Weekly Zoom drop in session Tuesdays at 9am

- Link on Faculty Resources webpage

- <https://www.sru.edu/offices/academic-affairs/faculty-resources>

SRU faculty guide sent in email and on Faculty Resources page

Training available on your SmartEvals dashboard (help tab) 

guide. We also offer some in-person training through HR's Professional Development Series.

General SmartEvals training, not specific to Slippery Rock, is available in the help tab at the upper right of your dashboard.

Thank you for watching this webinar. If you have questions, please reach out to me at mary.hennessey@sru.edu or extension 2171.