

Faculty User Guide Helpful information

Collection Options:

#1: Ask students to complete course evaluation outside of class by end of time period. Monitor response rate during the week and continue to remind students during class periods (and faculty can send out their own reminders), requesting 100% student participation (faculty can see how many responded but not who responded or the actual results).

If you wish to have students complete evaluations in class rather than outside of class, you can use the following method.

#2: Inform students (before first email is sent) that course evaluations will be completed in a designated class period. Instruct students **NOT** to complete outside of class, rather wait for the designated class period. Ask students to bring a laptop, tablet or smartphone (see instructor if no device). Instructor makes arrangement for use of a MC computer lab. Note there will be some students that forget and complete the course evaluation before the class period.

How to Track Response Rates:

Log in, click on "Response Rates" from the top menu bar, filter results to your liking. You will see (1) the course name, (2) how many students are registered for the course, (3) how many students have responded, (4) how many have yet to respond, and (5) the percentage of respondents. We encourage instructors to check their response rates daily during the evaluation period and remind their class to fill out evaluations, striving for 100% participation.

Adding Your Own Questions:

SmartEvals allows faculty to add their own unique questions to the existing form. Below is information on how this is done (also see video on first page).

There are two kinds of questions an instructor can add:

1. **Universal:** these will be added to every course section that this teacher is associated with this semester, and all terms going forward. Instructor will **NOT** have to add these questions again each term.
2. **Section Specific:** these will only be asked to a specific course section. Section specific questions are only added for one specific term/semester. These questions will **NOT** reappear the next term.

There is a specific window of time during which instructors may add questions to their class sections. When an administrator uploads the registration and instructor information, the system knows who is associated with each class. From that moment forward, instructors can login and add questions about those specific sections. **Once the evaluation period begins, instructors can no longer login and add questions during the period.** This is so that students who login during the first day of the window see the exact same form that students who login on the **LAST** day will see.

To add a new question to every class you are teaching (i.e., universal):

1. Go to the 'Questions' link in the header menu and click the drop down to choose which type of question you would like to add.
2. To add a new question click the 'add new question' button.

To add a new question to a specific course section (i.e., section specific):

1. Go to the 'Add Q's' link in the header menu and click on the blue link next to the class you would like to ask the question to.

Note: you cannot change your questions for classes if they have already started. If this is your first time, this page will be fairly blank.

2. This will bring you to a new page showing you all of the questions you will ask to this course section. In the drop down, "I want to see, change or add," there are 3 options: 1) Questions for every class I am evaluated on now and in the future.
2) Questions for each course title.
3) Questions that will only be asked for a specific course section this semester.
3. You would want to choose option 3.
4. Click the 'Create a New Question' button.

Creating a new question:

1. Type in the text of the question, as well as the answer options a student may select. You can tell the student to just type in text, or select from one of the rating scales your school has already created.
2. When you are done, click either the 'Create this Question' button or the 'Create, add, and Create Another Question' button.