From IDEA to SmartEvals

Since 2013, the university’s course evaluations have been administered using IDEA via Campus Labs.

Starting with the Fall 2019 term, the university’s course evaluations will be administered using SmartEvals.
From IDEA to SmartEvals

SmartEvals was selected by a committee that consisted of deans, senior management for IT, administrators, faculty, student representatives, and members of the Office of Institutional Effectiveness.
Information Outline

-Course Evaluation Process Roles-

-Course Evaluation Periods-

-Processes for Assigning Specific Questions to Courses-

-Deadline Overview-

-Capabilities for Instructors in SmartEvals-

-Questions-
Course Evaluation Process

The Role of the Office of Institutional Effectiveness (OIE)

Responsible for administering the course evaluations to students.

Responsible for reporting the results to faculty and department heads.
Course Evaluation Process

The Previous Role of the Departments/Schools/Programs

- Responsible for confirming the dates of evaluation and reporting periods.

- Responsible for confirming which courses would receive Diagnostic v. Short question sets.

- Responsible for verifying course information is correct in LOCUS.

- Responsible for confirming the courses in the system that should not be evaluated in LOCUS.
Course Evaluation Process

The New Role of the Departments/Schools/Programs

Responsible for providing any supplemental questions for course evaluations.

Responsible for verifying course information is correct in LOCUS.

Responsible for confirming the courses in the system that should not be evaluated in LOCUS.
**Course Evaluation Periods**

Dates for survey periods and reporting periods are fixed.

Survey and reporting periods are based off the course end date.

<table>
<thead>
<tr>
<th>Course Types</th>
<th>Survey Start Date</th>
<th>Survey End Date</th>
<th>Report Release for Department</th>
<th>Report Release for Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses Running From 8/26-12/14</td>
<td>26 Days Before Course End Date</td>
<td>12 Days Before Course End Date</td>
<td>12 Days After Survey End Date</td>
<td>15 Days After Survey End Date</td>
</tr>
<tr>
<td>Courses Longer Than 3 Weeks but Not Running 8/26-12/14</td>
<td>17 Days Before Course End Date</td>
<td>7 Days Before Course End Date</td>
<td>12 Days After Survey End Date</td>
<td>15 Days After Survey End Date</td>
</tr>
<tr>
<td>Courses Equal To or Shorter Than 3 Weeks but Greater Than 2 days</td>
<td>8 Days Before Course End Date</td>
<td>1 Days Before Course End Date</td>
<td>12 Days After Survey End Date</td>
<td>15 Days After Survey End Date</td>
</tr>
<tr>
<td>Courses Equal To or Less Than 2 days</td>
<td>1 Day After Course End Date</td>
<td>8 Days after 12/14 (Term End Date)</td>
<td>40 Days After 12/14 (Term End Date)</td>
<td>43 Days After 12/14 (Term End Date)</td>
</tr>
</tbody>
</table>
Transition Timeline

Once the student, instructor, course, and registration information is uploaded into SmartEvals, it cannot be updated.

Deadlines are crucial.

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Question Forms Due (Feedback) / LOCUS Extract File Sent for Review</td>
<td>1 month before term start</td>
</tr>
<tr>
<td>Supplemental Question Forms Due (Final)</td>
<td>3 weeks before term start</td>
</tr>
<tr>
<td>Verify Extract Information / Finalize Active Courses and Instructor Information in LOCUS</td>
<td>1 week before term start</td>
</tr>
</tbody>
</table>
Provide Question Sets for Specific Courses

There will no longer be Diagnostic and Short question sets to choose from. Every course at Loyola will be assigned to the same standard set of twelve multiple-choice questions and two optional comment sections.

Schools may assign up to five additional questions to a particular course or set of courses. Each unit may submit up to three additional sets of questions to be assigned to sets of courses.

Unites will submit their question sets via a Supp Question Form. The form can be accessed via https://www.luc.edu/course-evaluations
Provide Question Sets for Specific Courses

Supplemental questions should be different than those on the standard question set.

The standard set of questions is accessible via:

Before the Start of Your Evaluation(s)

One week before your evaluation(s) will start, you will receive an email from the Office of Institutional Effectiveness.

During that next week, you will be able to login to SmartEvals to:

- Write messages your students will see-
- Preview your own evaluation(s)-
- Add a question to your own evaluation(s)-
Write Messages Your Students Will See

The more you encourage students to take their course evaluations, the more likely you are to have higher response rates and thoughtful feedback.

In SmartEvals, you can set a personalized thank you note that will appear on the screen after a student completes their evaluation of your class.

This will add a personal touch that lets students know their feedback is valued and appreciated.
Write Messages Your Students Will See
Create Personalized Thank You Message

Use this box to leave a thank you to your students for completing your evaluation. This message will be shown after they complete the evaluation. To the right you can upload an image that will be shown with your message to students. Instructors who acknowledge student feedback get higher quality data.

Hoy!
I am thrilled that you took this class, it was a privilege being your instructor. 
I really appreciate that you took the time to provide me with your feedback. I really do read these, and the information lets me know what I should keep and what I should change for future classes. So thank you!
I hope you have a wonderful break - you earned it!
Take care,
Prof Example
Preview Your Own Evaluations

You can preview the questions that your students will answer on their evaluations for your course.
Preview Your Own Evaluations
Add a Question to Your Own Evaluation(s)

You have the option to add one additional question to your evaluation(s).

This question and its results will be seen on the evaluation results that your department reviews.

Please preview the evaluation before you add your question so you do not add a repetitive question.
Add a Question to Your Own Evaluation(s)
Add a Question to Your Own Evaluation(s)
Add a Question to Your Own Evaluation(s)

Add questions for: **DEPT_SUB 101** Seminar

Choose a question type to add or create:
- Single Choice (to get average)

Create a new question:
- Short question text (shown on reports):
- Full question text (shown to the survey-taker):

Answer choices:
- 0-90+ 30-59(3) to 0-29(1)

Default answer:
- No Preselcted Answer

Create question:

Create question and add formatting
Add a Question to Your Own Evaluation(s)
Add a Question to Your Own Evaluation(s)
Add a Question to Your Own Evaluation(s)
During Your Evaluation(s)

Once your course evaluation(s) become active, you will receive an email from the Office of Institutional Effectiveness. You will receive emails throughout the evaluation period that will provide you with your current response rate and tips for improving your response rates.

During that period, you will no longer be able to:
- Add a question to our own evaluation(s)-

But you may:
- Encourage students to complete their course evaluation(s)-
  - Email your students from SmartEvals-
Encourage Students to Complete Their Course Evaluation(s)

Tips:

- Tell students the evaluation period has begun.
- Tell students that they will receive emails which will allow them to complete the surveys.
- Evaluations should take no longer than ten minutes to complete. You may allow students time during class to complete the evaluation.
- Log into MyEvalCenter and click the “Handouts” header in the menu for your class(es). Print the page that is then displayed and share it with your students. Using their mobile devices, they can scan the code and complete the evaluation right in class!
- Give students a few specific examples of how you used feedback from past course evaluations.
  For example: “Last semester the evaluations said I should make better use of the course website, and that is why this year I have been posting notes online.”
- Tell students that their responses are completely anonymous, and that teachers will only see aggregate results after grades are released.
Email Your Students from SmartEvals

Since survey responses are anonymous, you will not know which specific students have or have not completed their evaluations. You will only be able to tell the number of students that have or have not completed their evaluations.

It might be unnecessary for you to email everyone to complete their evaluations, since a few already may have. If you want to send out emails that will only reach the students that have not completed their evaluations, you can do so through SmartEvals.

You can schedule these emails to go out automatically for each course evaluation period, or you can just send out emails for a particular term.
Email Your Students from SmartEvals
Email Your Students from SmartEvals

Do you want to:

- Set Up Automatic Emails
  - So the system will automatically email your students every semester without any additional work for you.

- Email All of Your Classes Just This Once
  - Email your students just this semester.

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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Email Your Students from SmartEvals

Do you want to email students:

- 4 Days After The Evaluation Period Starts
- 5 Days After The Evaluation Period Starts
- 7 Days After The Evaluation Period Starts
- 10 Days After The Evaluation Period Starts

Our system can automatically send an email to your students a certain number of days into every evaluation period. That way you don’t have to be bothered to remember again, how it works. A certain number of days after an evaluation period opens that has one of your classes in it, we will send out your personalized invitation. Our question to you is, how many days into the evaluation period would you like to wait?

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Email Your Students from SmartEvals

Choose a starting template:

If you don't see something you like, don't panic. Just choose one. You can modify every word on the next screen.

Please fill out your class evaluations.

Hello. Class evaluations have started and I would really appreciate your feedback. Just click the link in the bottom of the email to login to the SmartEvals system. This survey is important to the school for several reasons. First, it is used to measure the success of the program and the quality of the teaching you are receiving. The school takes this evaluation seriously and you can have a direct impact by what you say.

Choose This Option

Was that you sleeping in my class?

Was it you sleeping in my class the other day? I didn't see the top of your head. If I was, can you please do me a favor and fill out your course evaluations? If you don't want to be rude, I'll just fill out your course evaluation without you. If you do me a favor and fill out your course evaluations it's just so easy to do, I love to know what I'm doing right, so I can do more of it. Thank you.

Choose This Option

Final papers due YESTERDAY!

Just kidding. I just wanted to write you a note to say thank you for being a student in my class. I've really learned a lot from you and I'm glad we did this. I hope the course was equally rewarding and useful for you. As you know, our school has invested in a system for course evaluations and it is important that it comes in. Course evaluation information is used for tenure, promotion, bonuses, and...

Our system can automatically send an email to your students a certain number of days into every evaluation period. That way you don't have to be bothered to remember again. How it works: A certain number of days after an evaluation period opens that has one of your classes in it, we will send out your personalized invitation. Our question to you is, how many days into the evaluation period would you like to wait?

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Email Your Students from SmartEvals
Upload a Picture for Your Course Evaluations

You have the option to include a picture of yourself, which will be displayed to students on their evaluations.

By including a picture, students will have an easier time identifying the class they are evaluating and more likely to provide feedback.
Upload a Picture for Your Course Evaluations
Upload a Picture for Your Course Evaluations

Upload Picture

Choose File | No file chosen.

Upload

Your image file must be smaller than 50kb, in JPG or PNG format, and, ideally, 130px by 100px.

Once you upload your picture here, it will be displayed to your students on their evaluations. By including your picture, your students will be better able to identify which class they are evaluating and are more likely to provide feedback.

Return to My Eval Center

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