SmartEvals FAQs

for Faculty

Institutional Research & Reporting

ir@hacc.edu

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If you have any questions that you would like to suggest or have added, please contact Institutional Research & Reporting at ir@hacc.edu.

SmartEvals Frequently Asked Questions (FAQ)
For Faculty

LOG IN TO SMARTEVALS AT THE BEGINNING OF THE EVALUATION PERIOD

Students and faculty receive multiple email messages and reminders regarding course evaluations. Please read them so that you are aware of important information, such as start and end dates for the evaluation period, the link to the surveys, and other information to successfully complete your surveys.

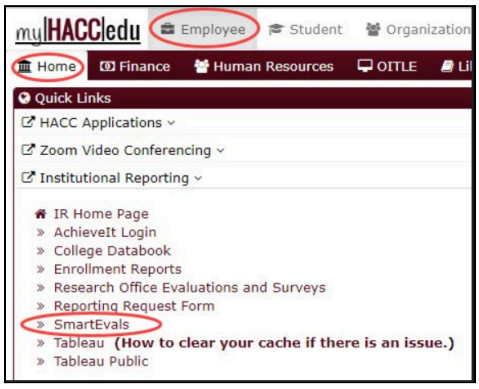
How are course evaluation dates established?

The dates for the course evaluation are derived from the end date of the course and the length of the part of term. The table below shows how the dates are determined.

Length of Term or Part-of-Term (in weeks)	Evaluations open	Evaluations close	Length of evaluation period (in weeks)
	Days before end of course		
Less than 5	12	5	1
5 to 6	14	7	1
7 to 9	21	7	2
10 or more	35	14	3

How do I login to my SmartEvals Account?

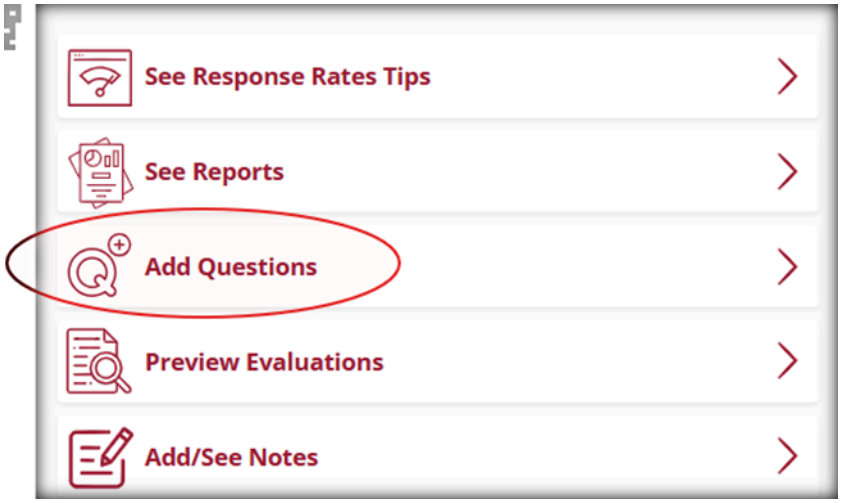
There is a link to SmartEvals in the Institutional Reporting menu on myHACC:



You will also find a login link at the bottom of every email that comes from the SmartEvals system.

Can I add questions to the course evaluations?

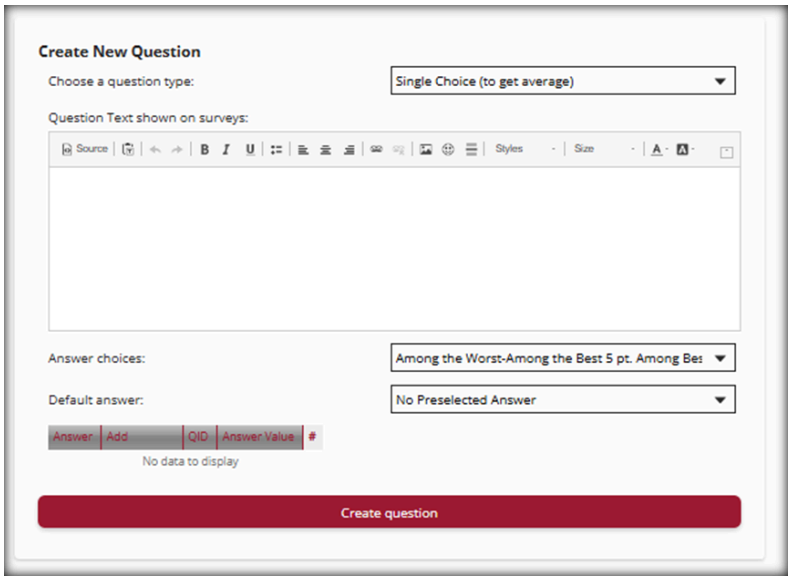
Yes, you can. The questions need to be added **prior to the evaluation period opening** to the students. **Three additional questions** can be added. Once logged in to myEvalCenter, you will see the option to **Add Questions**:



Follow the prompts on the next page to select the class(es) for which you want to add questions:

- To one course
- To all classes with that course title
- To every course you teach

After you choose an option, you will see this:



To create the question:

- **Choose a question type**
  - Text - this allows the respondent to offer comments
  - Single Choice (to get average) - use this for Likert scale or other single response questions
  - Multiple Choice (no average)
    - Use this for select-all-that-apply questions
    - Use for questions where answers are not ranked (no average)
- Enter **Question Text shown on surveys**
  - This is the full text of the question

- Select **Answer choices** from the drop-down menu.
    - The standard HACC evaluation questions use the **PACE 1-5 Str Agree Neutral Str Disagree** answer choices.
    - If there is not an appropriate selection for your question, please contact Institutional Research & Reporting (ir@hacc.edu), and we will work to find a solution
- Click the **Create question** button
- At the bottom of the page there is also a section where you can add questions that you have previously created.
- Click **Preview** to see what the question will look like for students.

Where can I find the QR codes to send my students?

Option 1: Course-Specific QR Code

Just click the QR Code link in one of the emails we send to generate a QR code that will go directly to the course evaluation:

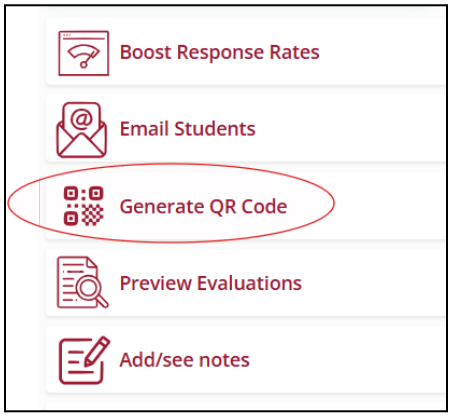
Preview		Subj	Num	CRN	Type	Name	Begin	End	Not Resp.	Resp.	Tot.
Preview	QR Code	BIOL	221		Laboratory	Microbiology	03-31	04-21	12	1	13
Preview	QR Code	BIOL	221		Laboratory	Microbiology	03-31	04-21	11	5	16

Note: Each course will have a unique QR code, so be sure to generate a separate code for each class. Students will be prompted to enter their HAWKmail (HACC email) address to access the evaluation. These course-specific QR codes are not available until the course evaluations are open to the students.

Option 2: Course-Specific QR Code with URL

To generate a QR code that also includes the evaluation URL:

- Log into MyEvalCenter
- Click the "Generate QR code" link



You will then have the opportunity to generate a page with a single QR code or four QR codes. Using their mobile devices, students can scan the code and complete the evaluation right in class. If you are not in the classroom, you can copy the QR code or URL into an email to send to the students.

Note: Each course will have a unique QR code, so be sure to generate a separate code for each class. Students will be prompted to enter their HAWKmail (HACC email) address to access the evaluation. These course-specific QR codes are not available until the course evaluations are open to the students.

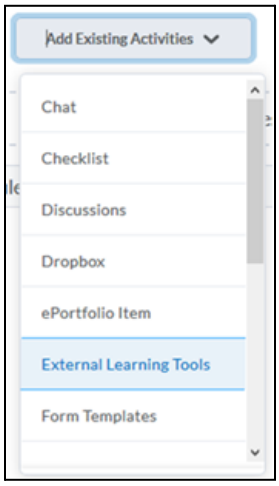
Option 3: QR Code for SmartEvals login page

The image below is a QR code that will take the student to the SmartEvals login page. Once they log in, they will need to select which evaluation to complete. **This QR code is available at all times, but the students will see all evaluations that are currently open for them to complete.** There are several posters that contain the QR code available here.

How can I add a link to SmartEvals in Brightspace/D2L?

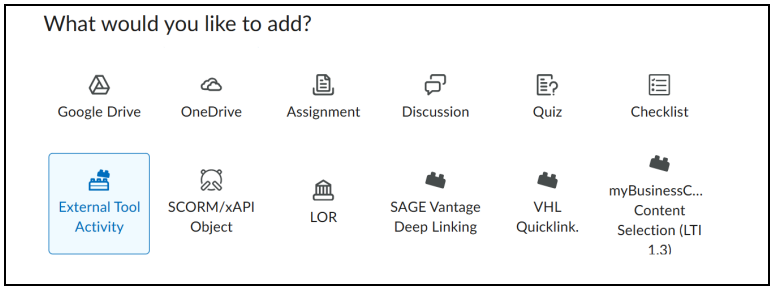
1. In your course, navigate to or create the module where you wish to insert the SmartEvals link.
2. In your module, click the **Add Existing** button and select **External Tool.**

Original Content Experience (OCE):

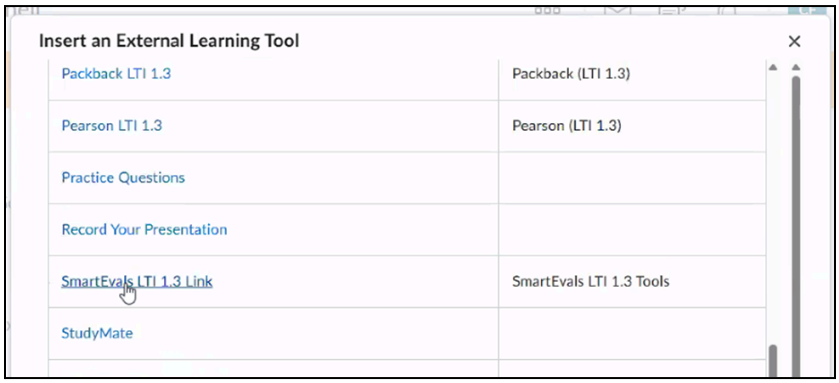


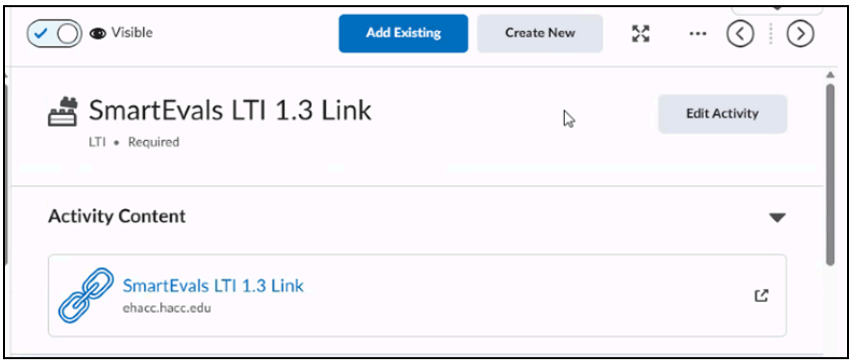
New Content Experience (NCE):





3. In the window, locate the **SmartEvals LTI 1.3 Link** external learning tool and click it to select it.





Do the students receive email reminders to complete their course evaluations?

Yes. The length of the part of term dictates the number of days between reminders. The emails are automated and are sent to all students that have been enrolled in the course. Once the student completes the course evaluations, they will no longer receive reminders for that part of term. Depending on the length of the part of term, the students may receive up to 6 email reminders.

Where can I find the beginning and end dates for the course evaluations, course evaluation link, and courses?

Emails to faculty from SmartEvals will include the table below. This is the view where faculty can find a preview of the course evaluation, subject, course number, CRN, type of course, name of the course, the beginning and end dates, and number of students.

Preview		Subj	Num	CRN	Type	Name	Begin	End	Not Resp.	Resp.	Tot.
Preview	QR Code	BIOL	221		Laboratory	Microbiology	03-31	04-21	12	1	13
Preview	QR Code	BIOL	221		Laboratory	Microbiology	03-31	04-21	11	5	16

This is what students will see in the automated emails from SmartEvals, depending on their individual schedule. As the course evaluations are completed, they will show as completed. The student can also log in to their SmartEvals account in the case of a deleted or misplaced email.

Subj	Num	Class	Instructor	Type	Survey Begins	Survey Ends	Completed
BUSI	209	Legal Environment of Business		Internet	11/08/25	11:59pm 11/29/25	No - Click here to evaluate!
MATH	091	Fund of Algebra Part II		Lecture	11/08/25	11:59pm 11/29/25	No - Click here to evaluate!
PE	183	Exercise and Stress Management		Internet	11/08/25	11:59pm 11/29/25	11/24/25

I received an email regarding increasing students' response rates for my course(s). How do I use some of these tips?

This is a link to our SmartEvals Resources site on "Improving Response Rates"
https://sites.google.com/hacc.edu/smartevalsathacc/home/improving-response-rates

Getting high response rates is critical to getting usable data. The system will be set up to automatically email students when their course evaluations are first opened. Students will then receive multiple reminders depending on the length of the evaluation window. In addition to the college-wide reminders, individual instructors are able to send their own reminders to students. We recommend that you take advantage of this feature, as students are more likely to respond to your request than to a system request. The video "Getting Great Response Rates" below will show you how to increase your student response rates.

You can also add a SmartEvals link to your D2L course shell. Click the button below to learn how to make it easier for your students to get to your evaluation.

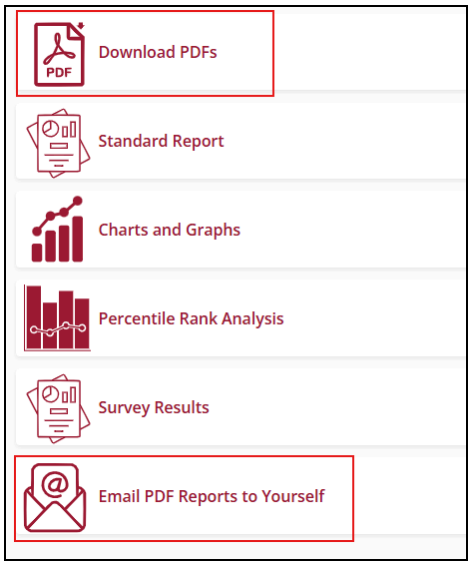
Getting Great Response Rates | Creating a Link to SmartEvals in D2L | Directing Students to SmartEvals

How do I find my results?

A copy of your course evaluation results will be **emailed** to you as a **pdf attachment**. You can also access the results by logging into SmartEvals and selecting **See Reports**:

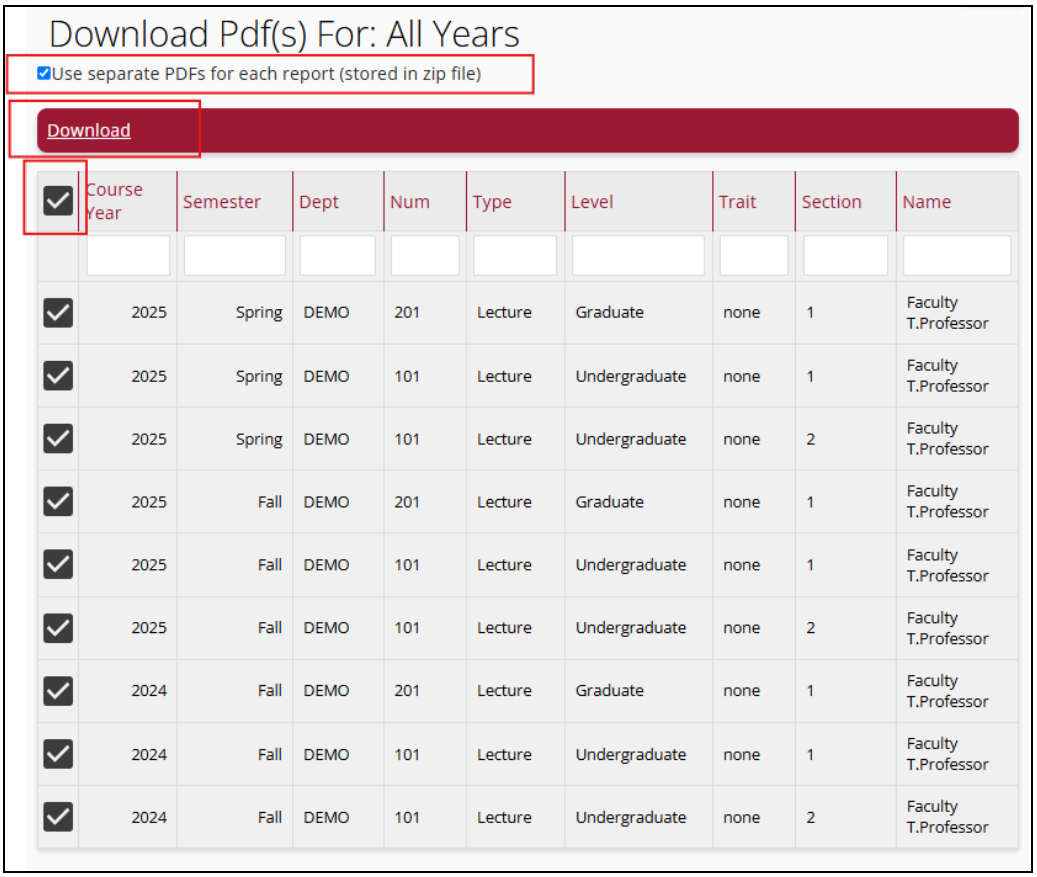


From there, you have several reporting options to choose from:



To generate pdf reports, choose one of the following options:

- **Option 1: Download PDFs (one at a time)**
    - This will enable you to download your pdf results one section at a time
    - The results mirror what you are emailed, but with the addition of two charts
- **Option 2: Email PDF Reports to Yourself (single or multiple evals)**
    - This will enable you to **download or email pdfs for multiple evals at once**
    - The format matches what you are emailed at the end of each course
    - You can export each report to a separate pdf, or combine them all into one
    - **Directions:**
        - myEvalCenter
        - See Reports
        - Email PDF Reports to Yourself
        - Choose Years: Select All Years (or select a semester)
        - Optional: Step 1 See Questions Excluded from Reports
        - Optional: Step 2 See Questions That Will Appear on Your Reports
            - You can exclude certain questions if desired
        - Step 3 Preview a PDF
        - Generate PDFs
        - Download PDFs
            - Select which course(s) you would like to download
            - You can check a box to use separate PDFs for each report; otherwise they will be combined into a single pdf
        - Download



Course Year	Semester	Dept	Num	Type	Level	Trait	Section	Name
2025	Spring	DEMO	201	Lecture	Graduate	none	1	Faculty T.Professor
2025	Spring	DEMO	101	Lecture	Undergraduate	none	1	Faculty T.Professor
2025	Spring	DEMO	101	Lecture	Undergraduate	none	2	Faculty T.Professor
2025	Fall	DEMO	201	Lecture	Graduate	none	1	Faculty T.Professor
2025	Fall	DEMO	101	Lecture	Undergraduate	none	1	Faculty T.Professor
2025	Fall	DEMO	101	Lecture	Undergraduate	none	2	Faculty T.Professor
2024	Fall	DEMO	201	Lecture	Graduate	none	1	Faculty T.Professor
2024	Fall	DEMO	101	Lecture	Undergraduate	none	1	Faculty T.Professor
2024	Fall	DEMO	101	Lecture	Undergraduate	none	2	Faculty T.Professor

- Click Send Email if you prefer to email them to yourself

To download all your results to Excel or another format:

- myEvalCenter
- See Reports
- Survey Results

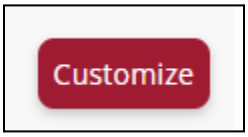
Year	Sem	Subj	Num	Course Name	CRN	Instructor	The instructor created a class environment that encouraged students to learn.	The instructor was available for and responsive to course-related questions.	The course syllabus stated the grading policies and course expectations.	This course expanded my understanding of the subject matter.
		Sch Avg					4.5	4.5	4.6	4.5
2025		Total:					4.6	4.3	4.6	4.3
2025	Spring	DEMO	101	Introduction to SmartEvals Demo	2	T.Professor	4.8	4.3	4.7	4.2
2025	Spring	DEMO	101	Introduction to SmartEvals Demo	1	T.Professor	4.8	4.6	4.7	4.6
2025	Spring	DEMO	201	Advanced Demo	1	T.Professor	4.6	4.0	4.8	4.2
2025	Fall	DEMO	101	Introduction to SmartEvals Demo	1	T.Professor	4.3	3.9	4.4	4.3
2025	Fall	DEMO	101	Introduction to SmartEvals Demo	2	T.Professor	4.4	4.3	4.6	4.1
2025	Fall	DEMO	201	Advanced Demo	1	T.Professor	4.5	4.5	4.3	4.5
2024		Total:					4.5	4.2	4.2	4.3
2024	Fall	DEMO	101	Introduction to SmartEvals Demo	1	T.Professor	4.6	4.5	4.5	4.4
2024	Fall	DEMO	101	Introduction to SmartEvals Demo	2	T.Professor	4.7	4.3	4.4	4.4
2024	Fall	DEMO	201	Advanced Demo	1	T.Professor	4.0	3.7	3.3	3.8

- This shows the results for each course/CRN
- Includes each question and your score

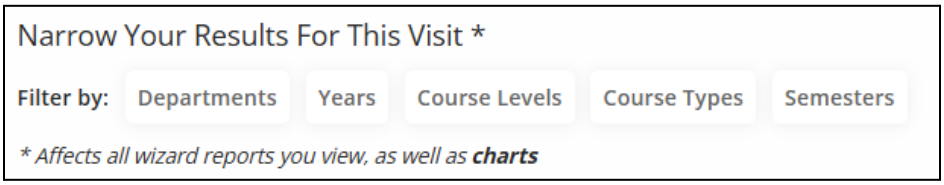
- Click Choose at the top to select certain questions:



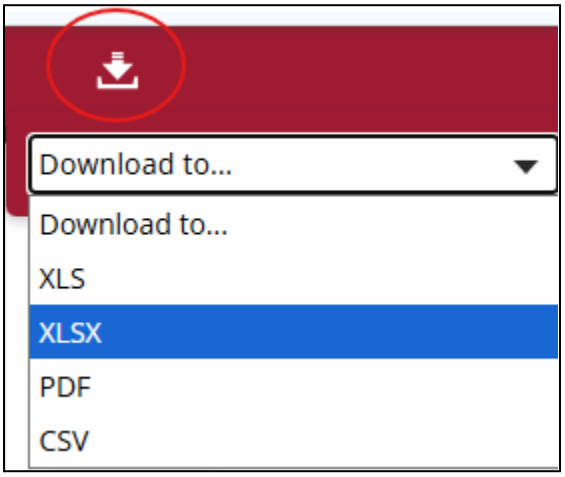
- Click Customize to select certain columns:



- Use the filters at the bottom to choose specific semesters, years, or other options:



- Use the Download button at the top to export to Excel or the format of your choice:



What custom reporting options are available?

There are many custom reporting options available in SmartEvals:

Aggregated Results by Course Title

- This report will aggregate your results by Course Title (i.e. scores for all sections of DEMO 101 averaged together for the time period selected):

Department	Subj	Course N	Course Name	# Classes	The instructor created a class environment that encouraged students to	The instructor was available for and responsive to course-related ques	The course syllabus stated the grading policies and course expectation	This course expanded my understanding of the subject matter	This course was well planned and organized.	I received feedback on my academic performance throughout the semester	The instructor conveyed course content and expectations effectively	The materials the instructor provided contributed to learning the cont
			Sch Avg		4.4	4.4	4.5	4.5				
			Total:	9	4.5	4.2	4.4	4.3	4.4	4.4	4.4	4.4
DEMO	DEMO	201	Advanced Demo	3	4.4	4.1	4.3	4.3	4.2	4.3	4.5	4.3
DEMO	DEMO	101	Introduction to SmartEvals Demo	6	4.6	4.3	4.5	4.3	4.5	4.5	4.4	4.4

- To generate the report:
    - Click the **Reports** dropdown at the top

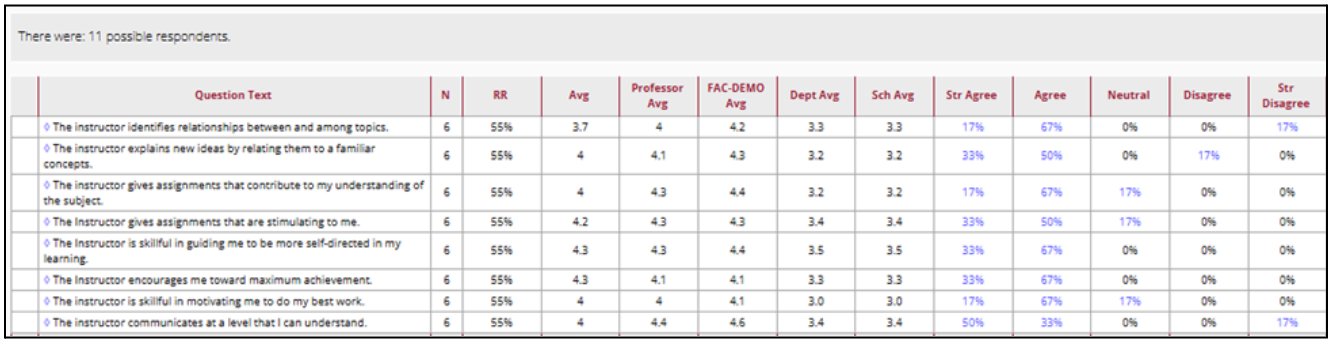


    - **Survey Results**
    - **Course Title Totals**
    - Select your **timeframe**
        - You may need to click **Show all years** to see the option **All Years, All Divisions**
    - Click **Choose** to select certain questions
    - Click **Customize** to select certain columns and adjust the aggregation
        - Example: Uncheck Course Type, Course Level, and Course Trait to get aggregated scores by course (i.e. one average score for DEMO 101, one for DEMO 102, etc.)
    - Use the **Download** button at the top to export to Excel or the format of your choice



Custom Report

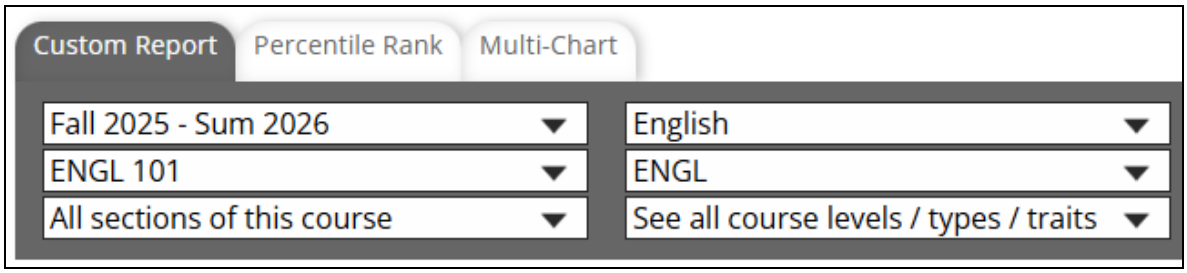
- This option will allow you to **aggregate and filter** your results in multiple ways
- It also enables you to **compare your score to other average scores at HACC** (your overall average, the subject average, the department average, and HACC's institutional average)



There were: 11 possible respondents.

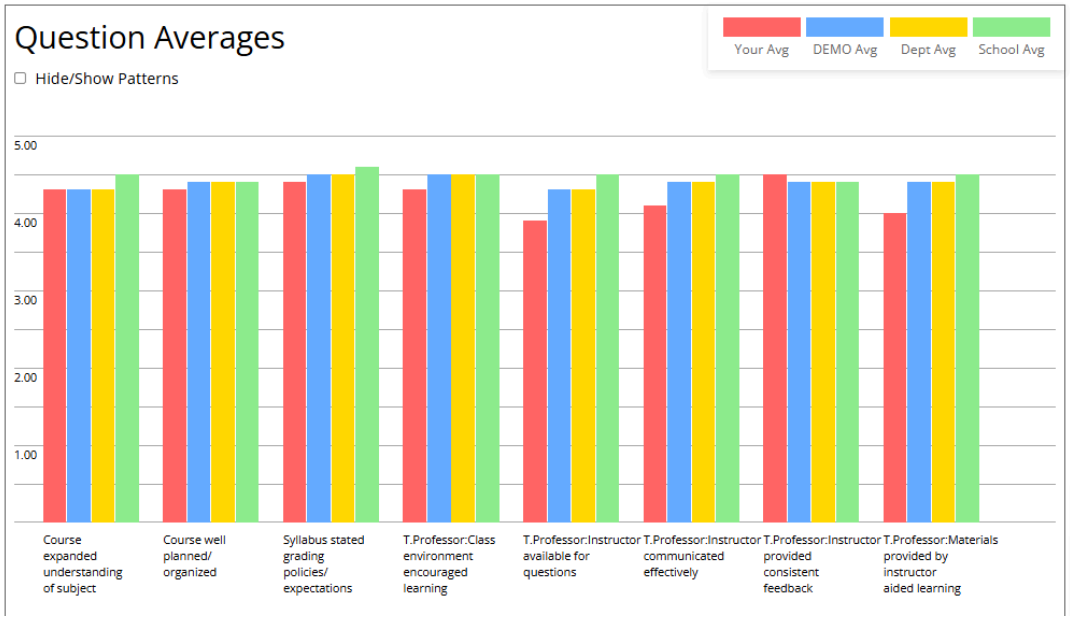
Question Text	N	RR	Avg	Professor Avg	FAC-DEMO Avg	Dept Avg	Sch Avg	Str Agree	Agree	Neutral	Disagree	Str Disagree
◊ The instructor identifies relationships between and among topics.	6	55%	3.7	4	4.2	3.3	3.3	17%	67%	0%	0%	17%
◊ The instructor explains new ideas by relating them to a familiar concepts.	6	55%	4	4.1	4.3	3.2	3.2	33%	50%	0%	17%	0%
◊ The instructor gives assignments that contribute to my understanding of the subject.	6	55%	4	4.3	4.4	3.2	3.2	17%	67%	17%	0%	0%
◊ The instructor gives assignments that are stimulating to me.	6	55%	4.2	4.3	4.3	3.4	3.4	33%	50%	17%	0%	0%
◊ The instructor is skillful in guiding me to be more self-directed in my learning.	6	55%	4.3	4.3	4.4	3.5	3.5	33%	67%	0%	0%	0%
◊ The instructor encourages me toward maximum achievement.	6	55%	4.3	4.1	4.1	3.3	3.3	33%	67%	0%	0%	0%
◊ The instructor is skillful in motivating me to do my best work.	6	55%	4	4	4.1	3.0	3.0	17%	67%	17%	0%	0%
◊ The instructor communicates at a level that I can understand.	6	55%	4	4.4	4.6	3.4	3.4	50%	33%	0%	0%	17%

- To generate the report:
    - **myEvalCenter**
    - **See Reports**
    - **Standard Report**
    - **Click on any course**
    - This will provide you with several options to **aggregate and filter** your data:

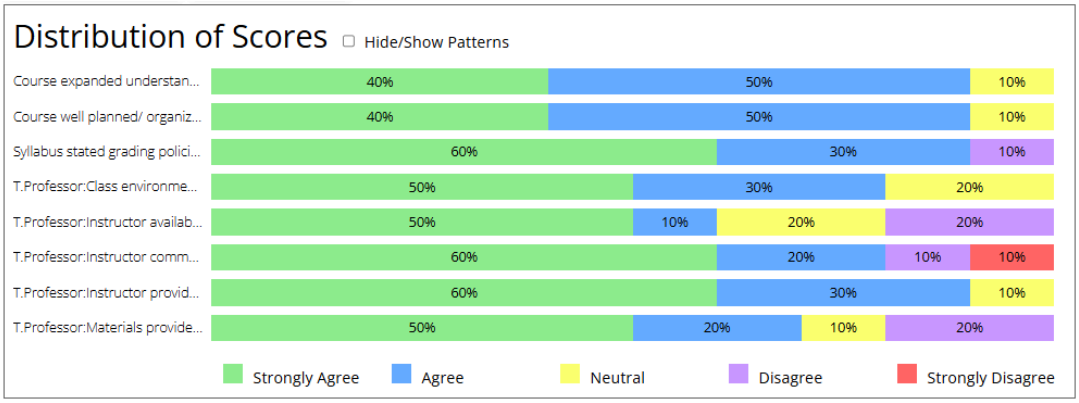


- A single semester, an academic year, 3 years, 5 years, or all academic years
- All courses or a specific course
- All sections/CRNs of that course or one specific section/CRN
- Department
- Subject
- Options to filter on different levels/types/traits

○ Scroll down to see a graphical comparison of your results compared to other **Question Averages:**



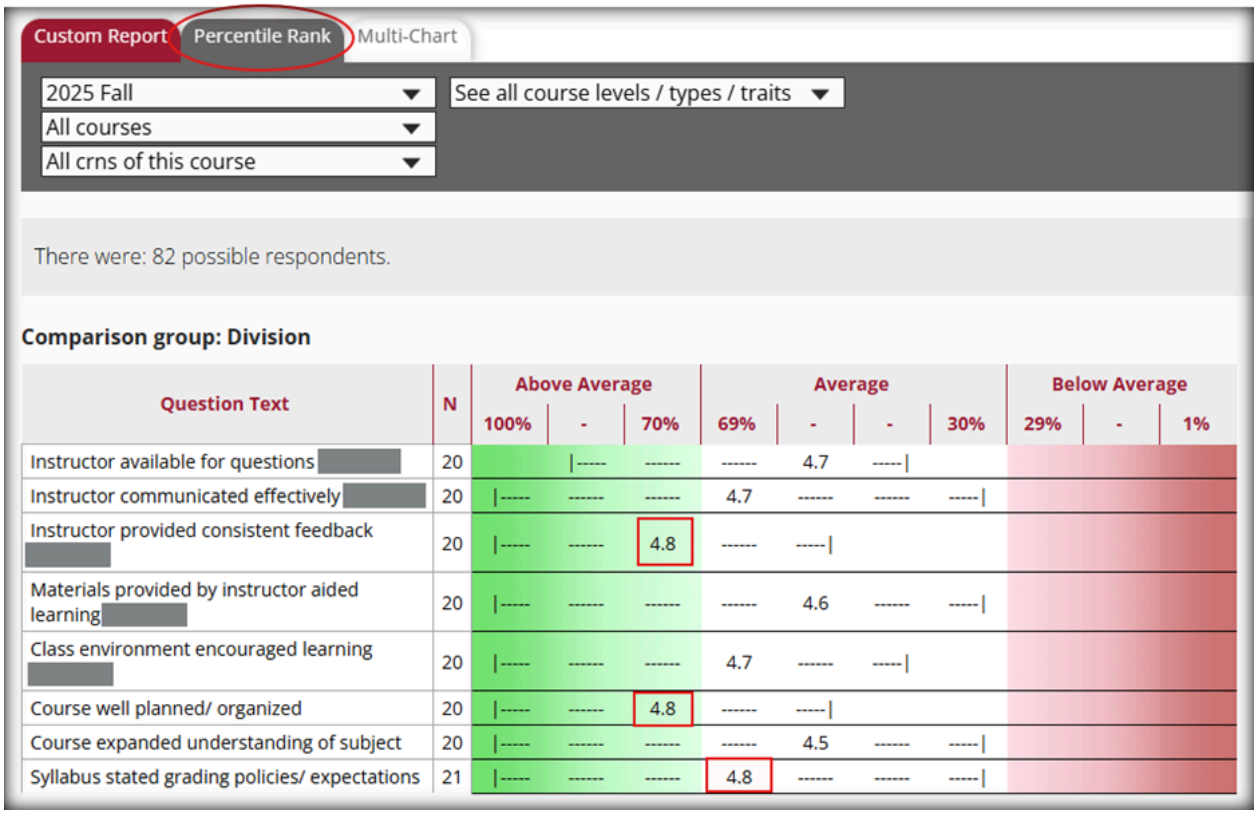
○ Scroll down for your **Distribution of Scores**



- Scroll down to see individual comments and any notes you have added for the class:

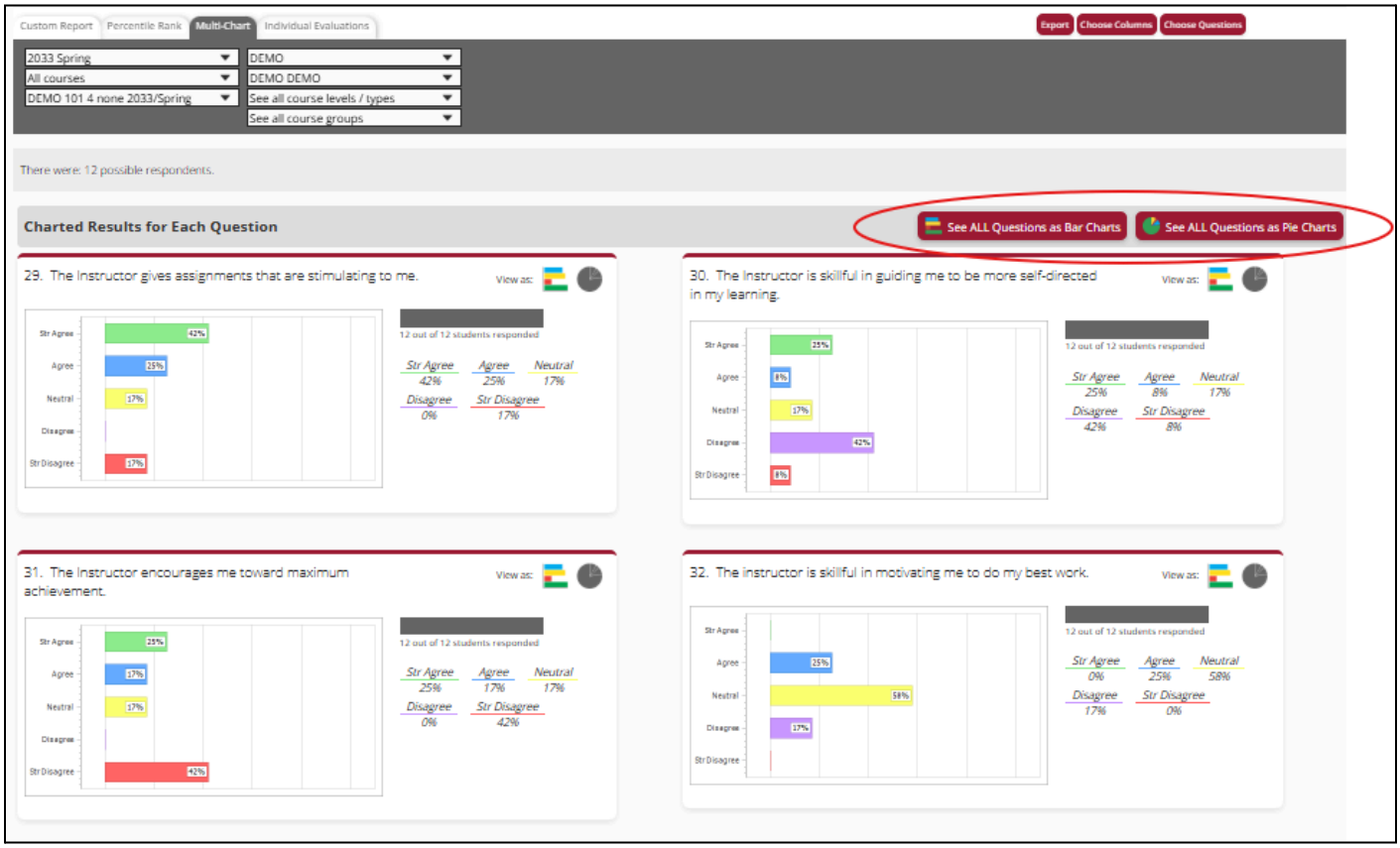
Question Text	Text Responses
Comments about the course:	Was very interesting to learn new topics
Comments about the course:	Class was awesome!
Comments about the course:	Favorite class of all time!
Comments about the instructor:	Responded to any of my concerns I had
Comments about the instructor:	They should offer better exam prep
Instructor Notes	Changed student reflections from take-home assignments to in-class writing to limit use of LLM assistance. 03/06/26

- There is also a tab for **Percentile Rank:**

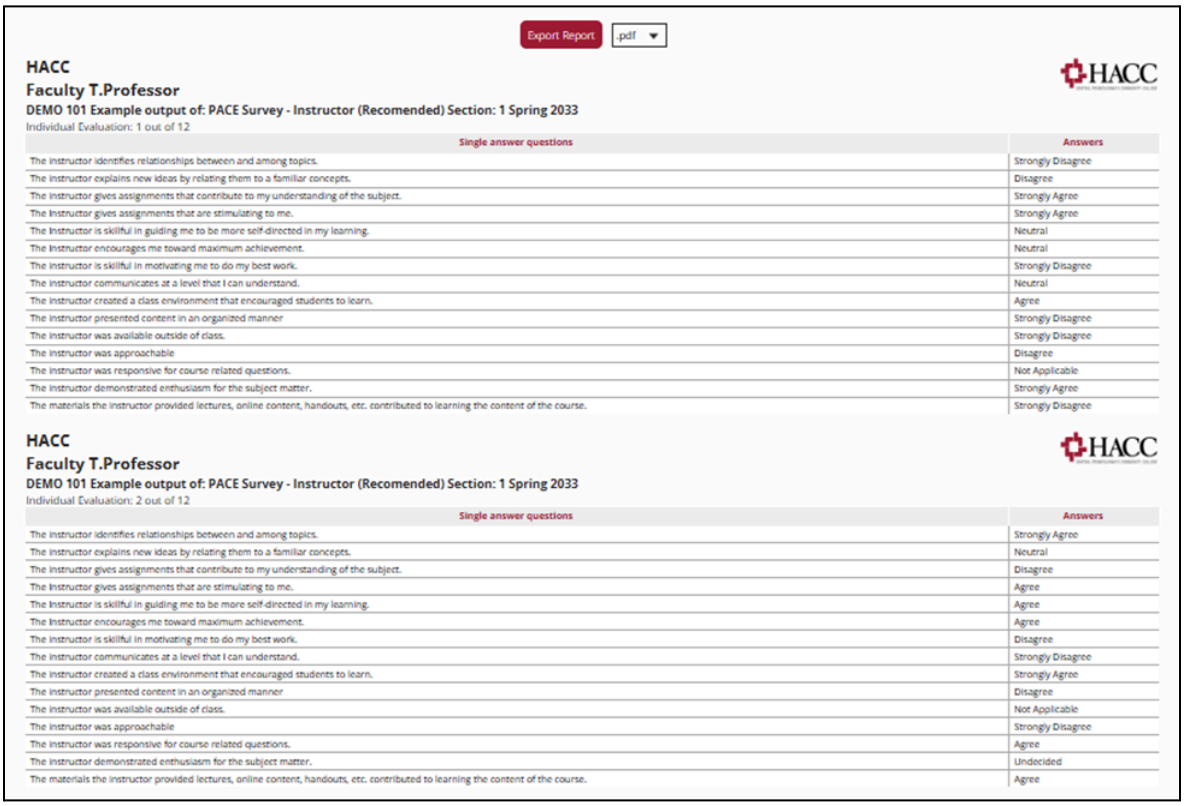


  - The system calculates the top 30% of scores for that question as Above Average
  - The bottom 30% are Below Average
  - Your score is plotted for each question
  - Note: the range varies by question
    - Example shown above: a 4.8 may be Above Average or Average, depending on the question

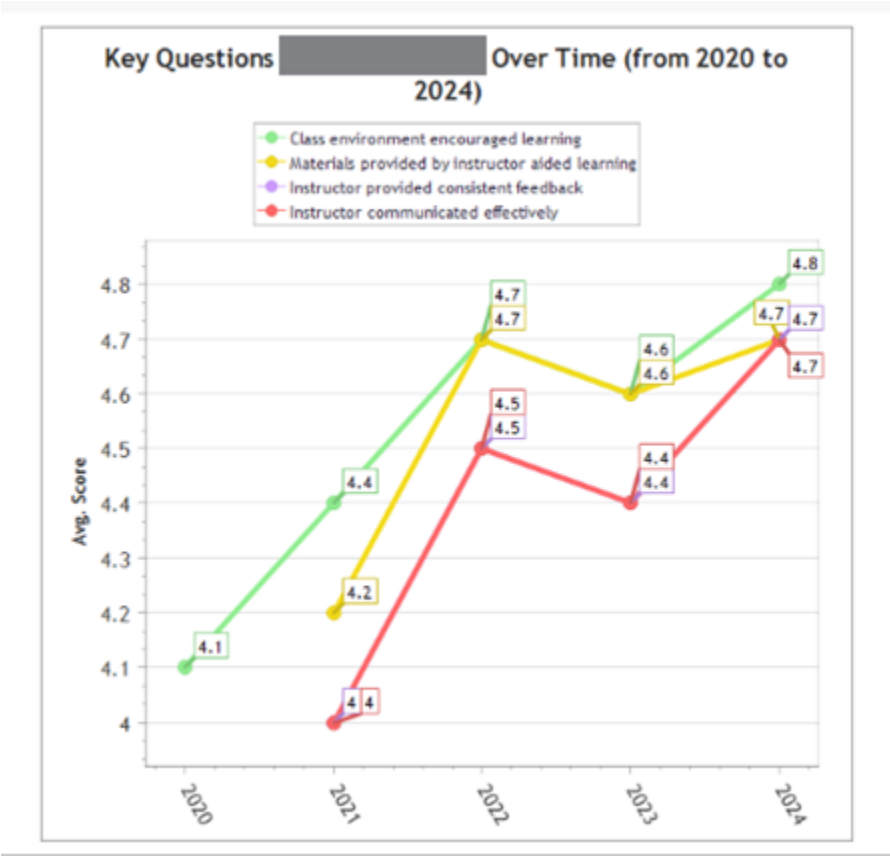
- There is also a tab called **Multi-Chart**, with options for Bar Charts or Pie Charts:



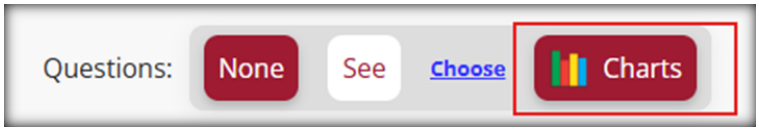
- If you filter for a single section/CRN, there is also a tab called **Individual Evaluations:**



Custom chart to show trends over time:



- Directions**:**
  - **myEvalCenter**
  - **See Reports**
  - **Survey Results**
  - **Charts**



- This generates two charts, each with four questions
- Click **Choose** to select specific questions
- At the bottom: filter by Years, Course Levels, Course Types, Semesters
  - **Course Levels:** CHS, College, Developmental, ESL
  - **Course Types:** Lecture, Laboratory, Clinical, Internet, Blended, etc.
  - **Course Traits:** Filter for a specific campus, or Virtual Learning/Distance Education
    - Note: if you don't see this option, click **Customize** at the top, check the box for **Trait**, and **Use Until Logout** (or Save Permanently)
    - Click **Charts**
    - **Course Traits** should now show as a filter option at the bottom

If you have any questions about SmartEvals, or if you have topics you would like to see included in this guide, please contact Institutional Research & Reporting at ir@hacc.edu.