

# SmartEvals FAQs for Faculty

Institutional Research & Reporting

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## Contents (Click on an item below for a direct link to that section)

|   |          |
|---|----------|
| <b>LOGIN TO YOUR SMARTEVALS AT THE BEGINNING OF THE EVALUATION PERIOD</b>   | <b>2</b> |
| How are course evaluation dates established?  | 2        |
| How do I login to my SmartEvals Account?  | 2        |
| Can I add questions to the course evaluations?  | 3        |
| Where can I find the QR codes to send my students?  | 4        |
| How can I add a link to SmartEvals in Brightspace/D2L?  | 5        |
| Do the students receive email reminders to complete their course evaluations?   | 6        |
| Where can I find the beginning and end dates for the course evaluations, course evaluation link, and courses?   | 6        |
| The email I received from SmartEvals does not match the number of students on my roster. How does that happen?  | 7        |
| I received an email regarding increasing response rates for my course(s). How do I use some of these “tips”?  | 7        |
| How do I find my results?   | 7        |
| If you have any questions that you would like to suggest or have added, please contact Institutional Research & Reporting at <a href="mailto:ir@hacc.edu">ir@hacc.edu</a> . |          |

# SmartEvals Frequently Asked Questions (FAQ) For Faculty

## LOGIN TO YOUR 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 the 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.

**Only** tenured faculty may use the opt-out option for Fall and Spring Semesters, and they must be evaluated for at least one course each term. All faculty may opt out for Winter and Summer sessions. **The opt-out date is for all parts-of-term for the semester. Once the opt-out deadline passes, you will not be able to opt out of courses for the semester.** Note that if a primary instructor chooses to opt out, the course is removed from evaluation altogether, even if there are additional instructors assigned.

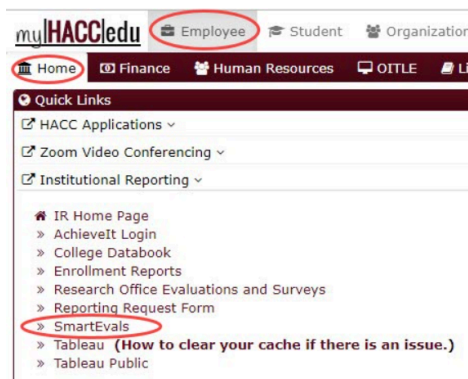
## How are course evaluation dates established?

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 to the courses prior to the beginning of the evaluation period opening to the students. Three additional questions can be added to the evaluations. Once logged in to myEvalCenter, you will see the option to “Add questions”.

Your evaluations have not begun yet. Below are some handy videos, tips and tasks you can do to prepare for your evaluations.

Evaluations Start: [blurred]

-  [See response rates tips](#) >
-  [See reports](#) >
-  [Add questions](#) >
-  [Preview evaluations](#) >
-  [Add/see notes](#) >
-  [Celebration](#) >
-  [View enrollments](#) >
-  [Get help](#) >

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

After you choose an option, you will see this:

< Back

### Create New Question

Choose a question type:

Question Text shown on reports:

Question Text shown on surveys:

Answer choices:

Default answer:

| Answer             | QID | Answer Value | # |
|--------------------|-----|--------------|---|
| No data to display |     |              |   |

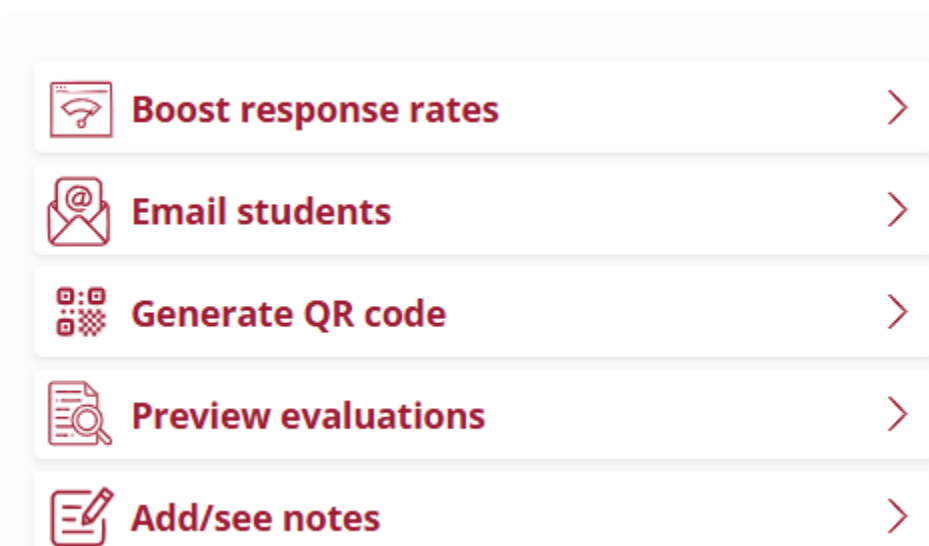
Create question

In order to create the question, you will need to:

- **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
- Enter **Question Text shown on reports**
  - this is a short description to display on the results in place of the full text
- 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](mailto: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.

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

Log into MyEvalCenter and 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 currently teaching in the classroom. If you are not in the classroom, you can copy the QR code and the evaluation information into an email to send to the students. 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.**



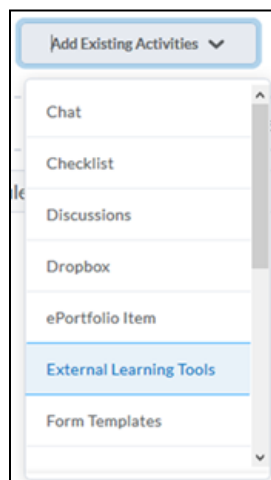
The image below is a QR code that will take the student to their evaluation page where they can select which evaluation to complete. **This QR code is available at all times, but the students will see all evaluations that are currently open for them to complete.** There are several posters that contain the QR code available [here](#).



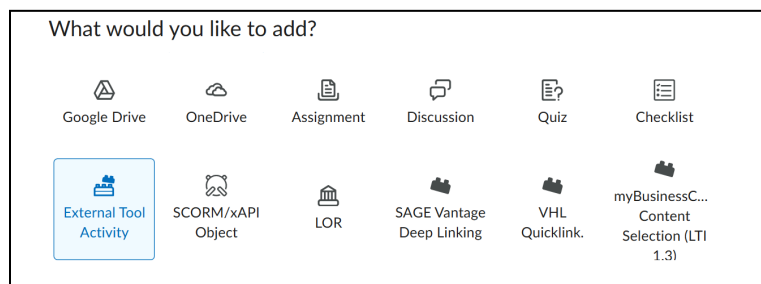
### How can I add a link to SmartEvals in Brightspace/D2L?

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**.

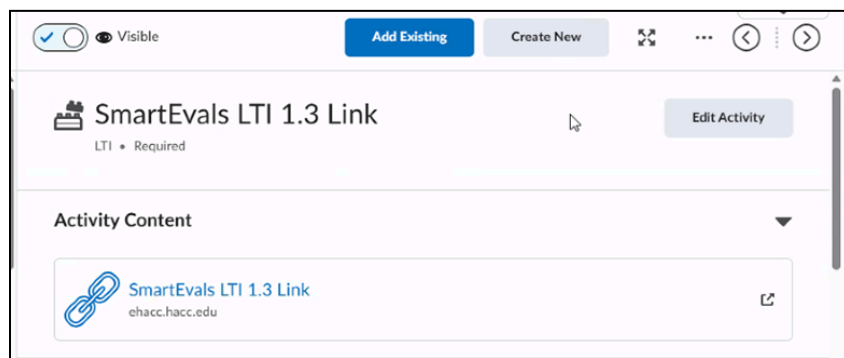
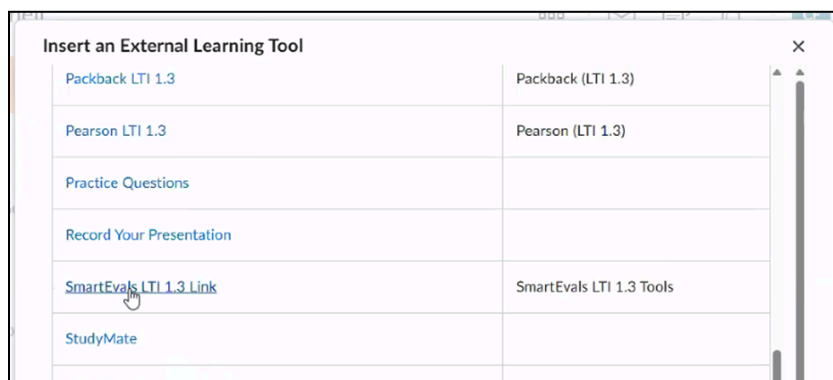
#### **Original Content Experience (OCE):**



#### **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. If students have dropped the course, they will not receive a course evaluation link, but rather the “dropped course” survey. 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.

| Eval                    | Subj | Num | CRN | Type      | Name                           | Begin | End   | Not Resp. | Resp. | Tot. |
|-------------------------|------|-----|-----|-----------|--------------------------------|-------|-------|-----------|-------|------|
| <a href="#">Preview</a> | ENGL | 057 |     | A_Lecture | Critical Connections: Rdg/Wrtg | 11-14 | 12-05 | 15        | 0     | 15   |
| <a href="#">Preview</a> | ENGL | 057 |     | A_Lecture | Critical Connections: Rdg/Wrtg | 11-14 | 12-05 | 17        | 0     | 17   |
| <a href="#">Preview</a> | ENGL | 057 |     | A_Lecture | Critical Connections: Rdg/Wrtg | 11-14 | 12-05 | 16        | 0     | 16   |

This is what students will see when they receive the initial email, depending on their individual schedule and subsequent emails. As the course evaluations are completed, they will show as

completed. The student can also login to their SmartEvals webpage in the case of a deleted or misplaced email.

| Subj | Num       | Class                      | Instructor | Type       | Survey Begins | Survey Ends      | Completed                                    |
|------|-----------|----------------------------|------------|------------|---------------|------------------|--|
| ENGL | 051 26219 | Fund of College Writing II |            | I_Internet | 11/14/21      | 11:59pm 12/05/21 | <a href="#">No - Click here to evaluate!</a> |
| ENGL | 003 26792 | Strategy-Based Reading III |            | BL_Blended | 11/14/21      | 11:59pm 12/05/21 | <a href="#">No - Click here to evaluate!</a> |
| MATH | 090 25270 | Fund of Algebra Part I     |            | A_Lecture  | 11/14/21      | 11:59pm 12/05/21 | <a href="#">No - Click here to evaluate!</a> |

## The email I received from SmartEvals does not match the number of students on my class roster. How does that happen?

When a student drops a course, they are not removed from the SmartEvals list because they receive a “dropped course” survey to collect information pertaining to the reasons that the student may have dropped the course. It assists HACC with maintaining or improving the services offered to allow students to remain enrolled in their courses. These students will not be receiving a course evaluation to evaluate the course but rather the “dropped course” survey. **These students will not affect the response rate for your courses because they are not included in the population that may complete the course evaluation.**

## 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

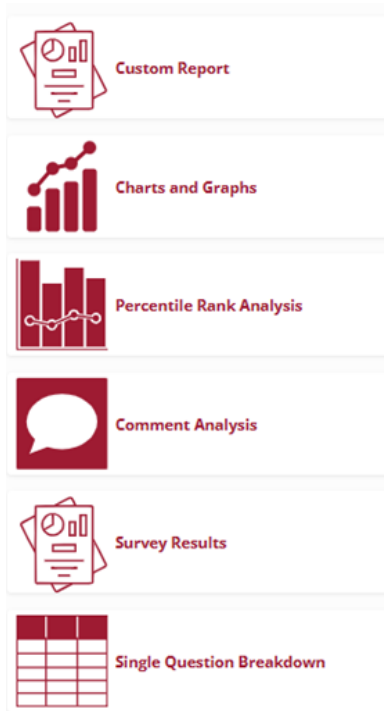
Directing Students to SmartEvals

## 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 a report option:



**See PDF reports** will enable you to download or email yourself a copy of the pdf results. **Customized Reports** will give you several options:



If you click on **Custom Report**, you can select a course to see your results:

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%          |

The report will include a range of filters:

Custom Report    Percentile Rank    Multi-Chart

This past semester(2025/Spring)    English

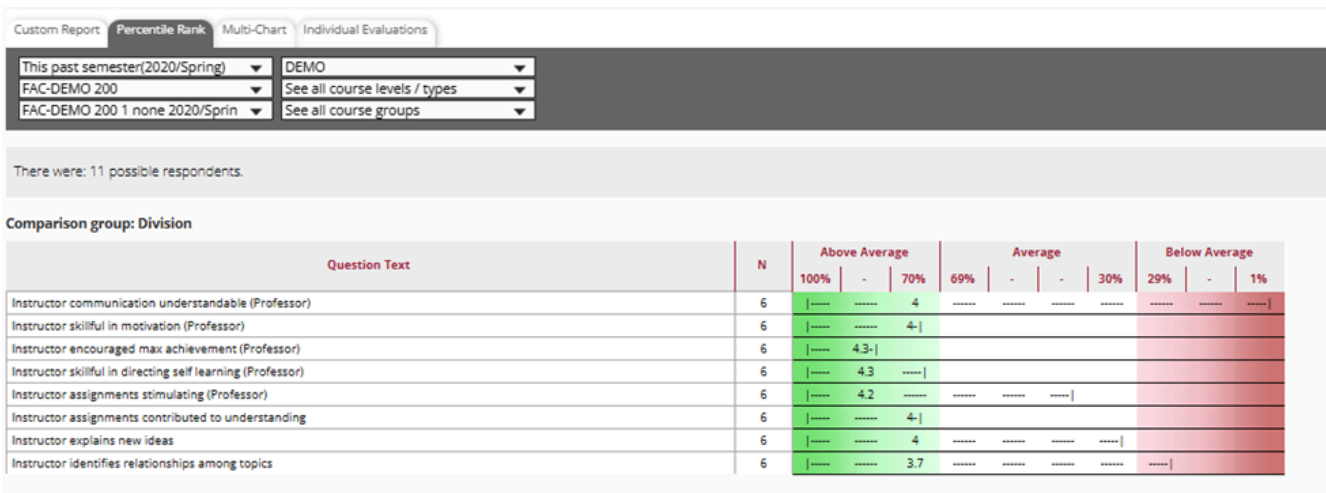
ENGL 101    See all course levels / types / traits

All crns of this course

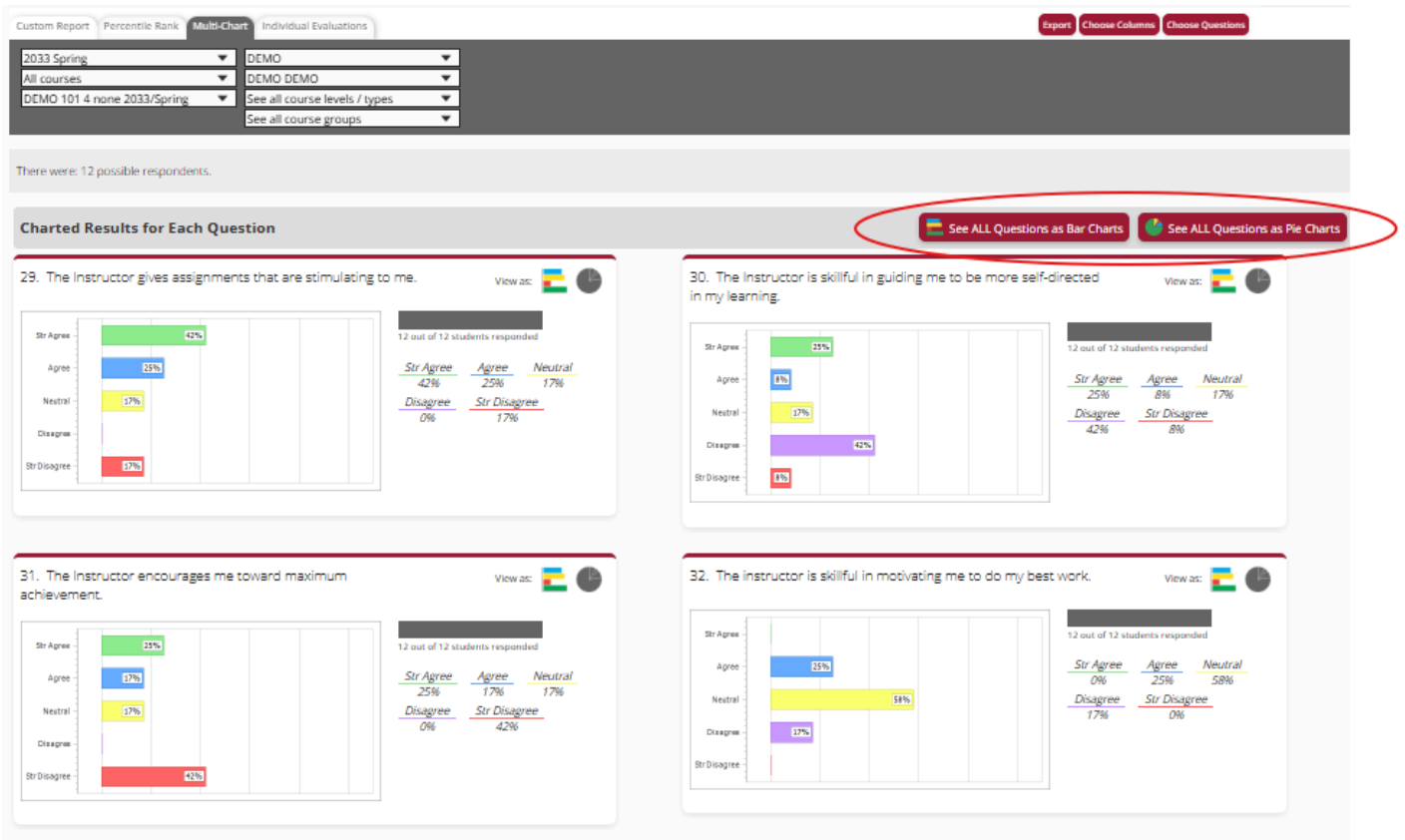
- A single semester, an academic year, 3 years, 5 years, or all academic years
- All courses or a specific course
- All sections/CRNs of that course or one specific section/CRN
- Department

- Options to filter on different levels/types/traits

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



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



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



| Single answer questions   | Answers           |
|---|-------------------|
| The instructor identifies relationships between and among topics.   | Strongly Disagree |
| The instructor explains new ideas by relating them to a familiar concepts.  | Disagree          |
| The instructor gives assignments that contribute to my understanding of the subject.  | Strongly Agree    |
| The instructor gives assignments that are stimulating to me.  | Strongly Agree    |
| The instructor is skillful in guiding me to be more self-directed in my learning.   | Neutral           |
| The instructor encourages me toward maximum achievement.  | Neutral           |
| The instructor is skillful in motivating me to do my best work.   | Strongly Disagree |
| The instructor communicates at a level that I can understand.   | Neutral           |
| The instructor created a class environment that encouraged students to learn.   | Agree             |
| The instructor presented content in an organized manner   | Strongly Disagree |
| The instructor was available outside of class.  | Strongly Disagree |
| The instructor was approachable   | Disagree          |
| The instructor was responsive for course related questions.   | Not Applicable    |
| The instructor demonstrated enthusiasm for the subject matter.  | Strongly Agree    |
| The materials the instructor provided lectures, online content, handouts, etc. contributed to learning the content of the course. | Strongly Disagree |



| Single answer questions   | Answers           |
|---|-------------------|
| The instructor identifies relationships between and among topics.   | Strongly Agree    |
| The instructor explains new ideas by relating them to a familiar concepts.  | Neutral           |
| The instructor gives assignments that contribute to my understanding of the subject.  | Disagree          |
| The instructor gives assignments that are stimulating to me.  | Agree             |
| The instructor is skillful in guiding me to be more self-directed in my learning.   | Agree             |
| The instructor encourages me toward maximum achievement.  | Agree             |
| The instructor is skillful in motivating me to do my best work.   | Disagree          |
| The instructor communicates at a level that I can understand.   | Strongly Disagree |
| The instructor created a class environment that encouraged students to learn.   | Strongly Agree    |
| The instructor presented content in an organized manner   | Disagree          |
| The instructor was available outside of class.  | Not Applicable    |
| The instructor was approachable   | Strongly Disagree |
| The instructor was responsive for course related questions.   | Agree             |
| The instructor demonstrated enthusiasm for the subject matter.  | Undecided         |
| The materials the instructor provided lectures, online content, handouts, etc. contributed to learning the content of the course. | Agree             |

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