SmartEvals FAQs

for Faculty

Institutional Research & Reporting
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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 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 date deadline passes, you will not be able to opt out of courses for the semester.**

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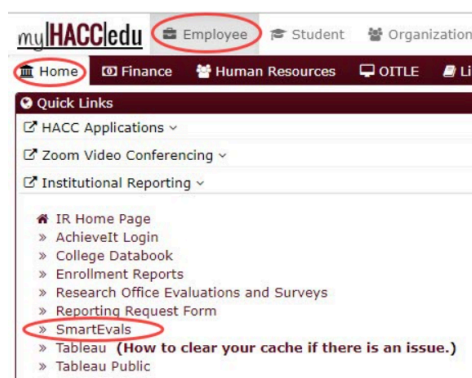
You will also find a login link at the bottom of every email that comes from the SmartEvals system.

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: ▓▓▓▓▓

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:

Create New Question

Choose a question type: Single Choice (to get average) ▼

Question Text shown on reports:

Question Text shown on surveys:

Answer choices: *Sample of Numeric (To Get Averages) St ▼

Default answer: No Preselected 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) 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 codes" link. You will then have the opportunity to generate a page with a single QR code or 4 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 information with it and copy it into an email to send to the students. **These course-specific QR codes are not available until the course evaluations are open to the students.**
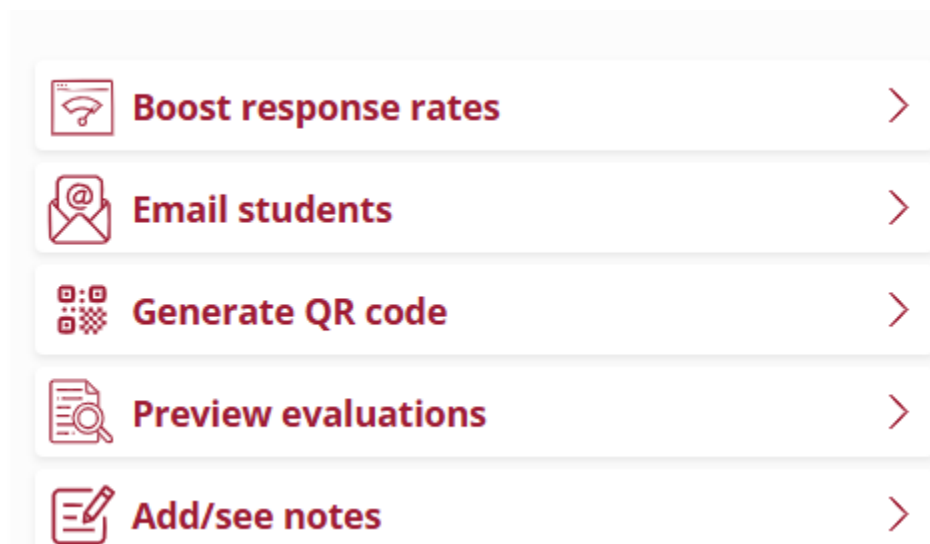
The image below is a QR code that will take the student to their evaluation page where they can select which evaluation to complete. **This QR code is available at all times, but the students will see all evaluations that are currently open for them to complete.** There are several posters that contain the QR code available here, you must be logged in with your HACC credentials to view this page.

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.
Preview	ENGL	057		A_Lecture	Critical Connections: Rdg/Wrtg	11-14	12-05	15	0	15
Preview	ENGL	057		A_Lecture	Critical Connections: Rdg/Wrtg	11-14	12-05	17	0	17
Preview	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	No - Click here to evaluate!
ENGL	003 26792	Strategy-Based Reading III		BL_Blended	11/14/21	11:59pm 12/05/21	No - Click here to evaluate!
MATH	090 25270	Fund of Algebra Part I		A_Lecture	11/14/21	11:59pm 12/05/21	No - Click here to evaluate!

The email I received from SmartEvals does not match the number of students listed 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

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