Using SmartEvals to Setup and Access your Student Opinions of Instruction (SOI)

VSU implemented SmartEvals a new platform for Student Opinions of Instruction (SOI) in Summer 2019. In Spring 2020, the Faculty Senate revised the standard SOI instrument.

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Log in to SmartEvals

Access SmartEvals in one of five methods:
1. Bookmark and access the link directly: https://valdosta.smartevals.com
2. The sign-on link provided at the bottom of the automated emails. Note: Emails will be sent from SmartEvals, evaluations [at] smartevals.com.
3. The Success Portal (https://successportal.valdosta.edu/), select Resources from the top menu bar, then select the SmartEvals tile.
4. The MyVSU portal (https://myvsu.valdosta.edu); in the bottom right, select the View All button in the Portals square, then select Smart Evals (SOI) from the list.
5. Within a BlazeView D2L course, select Resources, then SOI.

Hint: Instructors can add a link in their BlazeView and GoView courses: external link to https://valdosta.smartevals.com.

Using the SmartEvals System

When you first log into SmartEvals, the landing page is called myEvalCenter. myEvalCenter displays the frequently used menu options listed:

- See response rates tips
- See reports
- Add questions
- Preview evaluations
- Add/see notes
- View enrollments
- Get help
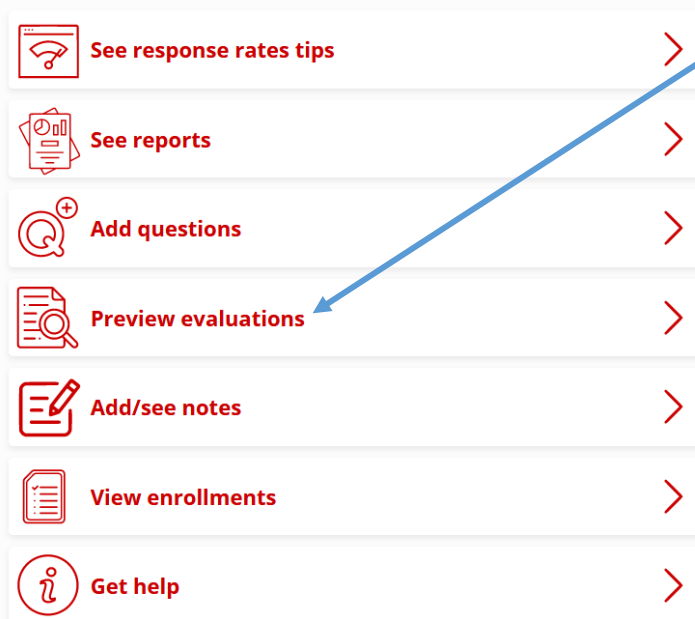
Select "Preview evaluations" to see:
1. The survey begin and end dates
2. How many possible respondents there are in the course and how many responded
3. The response percentage rate in real time

[Note: If you are a department head, the system opens to the department head layout. From the top menu, select "Switch to Instructor View" to see your myEvalCenter.]

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Other options you may see under Preview Evaluations:

DEMO 200 1 taught by: Demo DEMO Undergraduate 2018 Spring
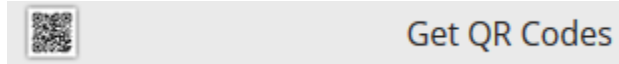
"QR Codes" are visual links to your online SOI survey. You can copy/paste them into printed documents (e.g., reminder messages, lecture notes) as well as digital messages (e.g., course announcements in BlazeView, emails). In doing so, you can make it easier for students to access their survey form and increase your SOI response rates. **This option is only displayed when there is an active survey being administered.**

To ensure high response rates, you can ask your class to scan this QR code into their cell phones and complete their DEMO 200 1 taught by: Demo DEMO Undergraduate 2018 Spring evaluations.

This QR code will require the student to type in their login id to the SmartEvals.com system but *not* their password. QR codes are more secure than a typical paper based course evaluation. This code can be set to be used for 60 minutes after the first student scans the code.

1. Click on the "Get QR Codes" link under the requested course. Note: The "Get QR Codes" does not appear unless a survey window is open.
2. The system is set to automatically prompt you to print the codes out. Click on the print button.
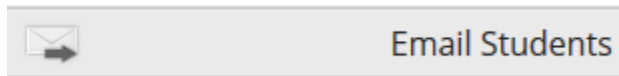
Use the Email Students feature to contact non-responding students and increase your overall response rates. **This option is only displayed when there is an active survey being administered.**

1. Click on the "Email Students" button under the appropriate class.
2. Once the page loads, the options will include: *Set Up Automatic Emails*, *Email All of Your Classes Just This Once*, and *Email Just This Class*. Setting automatic emails will send out reminders to non-responding students in of all your classes. *Email All of Your Classes Just This Once* will email ALL non-responding students regardless of which class they are enrolled in while *Email Just This Class* emails the selected class only.

Set Up Automatic Emails	Email All of Your Classes Just This Once	Email Just This Class
So the system will automatically email your students every semester without any additional work for you	Email your students just this semester.	
Choose this option	Choose this option	Choose this option

3. When you select an option, you will be directed to template choices. Here you can click on the "Choose this Option" button to the corresponding message you would like to send.
4. Change the text to what you want to send to your non responding students or leave the default template verbiage. Once that is complete, click on the "Save Message" button.
   *Note: If you would like to add emphasis such as bolded text or a font color, click on down arrow in the text editor then click on the "Save Message" button.
5. Click on the "Send this email" button.

Notes: · The instructor email feature in SmartEvals does not impact the timed, automated emails sent by the Office of Academic Affairs. · Instructors cannot send reminder emails through the system until 4 days after the SOI administration window opens. ·

Add questions

This feature allows you to customize your SOI survey form and ask questions specific to your course. You can add up to five questions. Only instructors see these questions and responses. To add questions, follow the steps below.

1. Click on "Add Questions".
2. Next you'll be presented with different options to add questions to include:

Add 3 myFocus™ questions to my surveys. What's this? (Recommended) >

Add questions to one class only >

Add questions to all of my classes >

We suggest selecting "Add questions to one class only"
3. Select the applicable course.
4. If there are already questions carried over from a prior term, there will be a table showing the questions.
   • Instructors can select between three different question types (single choice, multiple choice, and text).
     • Single Choice (to get average). You must enter a full question's text which is what the student will see and a short question text which will display on reports. There is no character limit for the full

question text, but the short question text is limited to less than 80 characters. Answer choices will have to be selected based on the appropriate responses to the question you add. You cannot add different choices then what is already available to you; so if one does not fit, consider rewording your question. (Helpful hint: Do not copy and paste directly from Microsoft Word. Use Notepad or another plain text editor instead.)

- For Answer choices, we suggest using the V State Str Agree to Str Disagree scale.
- Multiple Choice (no average). These questions are used to collect data that does not need an average score. A question that requires a simple yes or no answer would be considered multiple choice.
- Text questions are used for comments or open ended questions. These questions allow students the freedom to type in their own responses.

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

Create a new question:

Short question text (shown on reports): PP slides were beneficial

Full question text (shown to the survey-taker):

The PowerPoint Slides were beneficial to my learning.

Answer choices:

V State Str Agree to Str Disagree Str Agree(5) to Str Disagree (1) ▼

Default answer:

No Preselected Answer ▼

*Answer choices selection has been changed, click "create question" to apply the new selection.

Answer	QID	Answer Value	#

No data to display

Create question

Create question and add formatting

Instructors must use the pre-populated scale choices available in the drop-down.

5. After everything is entered to your specifications, click on the "Create question" button. You can enter additional questions (up to four total) or select the "I'm done adding questions" button.
   - If you click on the "I'm done adding questions" button, you will be directed to the page that shows you all the questions that have been added. There you can change the layout of the answer choice as well as add follow-ups. In the below screenshot, the layout of choices is surrounded in purple. Follow-up questions allow you to add a question to a specific answer. For an example, if a student answers "Strongly Disagree" for question 1, you could use a follow-up question asking what could have been improved? The add follow-ups feature are surrounded in red in the below screenshot.

In order to delete a question, simply click on the "**X**". When you want to add a question use the "**+**". Clicking on the edit icon allows you to change the wording of the question or to correct an error. The arrows on the right allow you to reorder the questions.

Click on "add follow-ups" and the screen to the right will appear. Then you can choose which answer you want to add the follow-up to.

Adding a follow-up is exactly like adding a regular question, although text questions are recommended because they allow students the freedom to provide detailed response.

When you have clicked on "I'm done adding questions," select the "Preview" link to see how the questions look to the survey taker. You can also see a preview when on the myEvalCenter by clicking on the magnifying glass/paper icon.

Add/see notes

Add optional notes(s) for yourself about the class. Once you type your note(s) in the text box, click "Save your note"

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Note: SOI results are available to instructors 10 days after the full-term end date. The SmartEvals platform will send you an automated email with your SOI reports when they become available.

See reports

Clicking on "See reports" opens up several options including:

Download PDFs

Standard report

Charts and graphs

Percentile rank analysis

Comment Analysis

Survey results

Email PDF reports to yourself

To export a course section report (for Summer 2019-present data) which includes individual question results with student comments:

1. Login to Smart Evals at https://valdosta.smartevals.com/
2. Select "See Reports"
3. Select "Email PDF reports to yourself"
4. Select a specific term to identify reports, select All Years, or All of 202X.
5. Select "Download PDFs"
6. Select the individual reports you wish to save or have them grouped into a single PDF.
7. Save the PDF to your computer/One Drive.

The custom report from that class survey. Three tabs will be visible to users. The first tab is Custom Reports which allows you to adjust the appearance of the report and select the column headings.

The first Mean SOI Score is the average score for the three closed-end course-related SOI questions. The second Mean SOI Score (last name) is the average score for the three closed-end instructor-related SOI questions. Both scores are imported at the end of each term to the VSU Data Warehouse.

	Question Text	N	RR	My Avg	SD	READ Avg	Col Avg					
Grp	Mean SOI Score		n/a	4.59	0.62	4.62	4.59					
Grp	Mean SOI Score (Paine)		n/a	4.64	0.52	4.62	4.59					
1	◊ Assignments were clearly explained	11	39%	4.27	0.9	4.27	4.45	4.44	45%	45%	9%	0%
2	◊ Policies were clearly explained	11	39%	4.73	0.47	4.73	4.72	4.63	73%	27%	0%	0%	0%
3	◊ Increased knowledge of topic	11	39%	4.73	0.47	4.73	4.61	4.43	73%	27%	0%	0%	0%
4	◊ Helped develop academic skills	11	39%	4.64	0.5	4.64	4.50	4.30	64%	36%	0%	0%	0%

You have the ability to view and/or edit your preferred report's appearance, which questions appear, and further statistics.

Quick Navigation menu bar:

myEvalCenter

- Home - Returns to the myEvalCenter

Reports

- myFocus - Identifies recommended areas of improvement for you to examine.
    - How did we calculate your score? The SmartEvals score calculation ranges from 1 to 100 and is a proprietary analysis that includes average percentile rank score for each question, what you note as applicable and not applicable, a confidence calculation, and other factors. During the 'create action plan' process you may indicate general agreement or disagreement with the score or whether you feel the SmartEvals' analysis is correct or wildly off. If 'too few respondents' appears in the last column, not enough evaluations were completed to produce meaningful data.
    - At this point, you can create an Action Plan.
- See Advice - Advice on what questions you may need improvement on
- Historical Reporting - Multiple year reporting.

Edit

- Thank You Note

Creating an Instructor Thank You Note (Optional)

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.

Save Thank You Note

Include a Picture of Yourself

Here is the image that will be included in the thank you note. To modify click 'Upload Picture'.

? No Picture Available

Upload Picture

1. In order to create a thank you message to the class, click on the "Create Thank You" header.
2. Type your message in the text box and click on the "Save Thank You Note" button.
3. In order to add an optional picture to your message, click on the "Upload Picture" button. Browse through your PC to identify a picture, then click the "Upload" button

Note: Your instructor thank you note should be written generically enough to apply to all sections you teach.

Help

- FAQ - Frequently Asked Questions
- Instructor Training – a series for instructors new to SmartEvals
- Improve Response Rates – general suggestions for a campus to increase response rates
- Help Videos - Quick access to helpful videos provided by SmartEvals
- Privacy - In accordance with SmartEvals.com's privacy policy and the General Data Protection Regulation (GDPR), your private data is protected.

Questions

For questions about SmartEvals, contact soi [at] valdosta.edu. This document is posted online at
https://www.valdosta.edu/academics/academic-affairs/sois/

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FAQs (Frequently Asked Questions) about SmartEvals

Does SmartEvals replace the SOI Portal?
Yes, SmartEvals is the new platform to collect SOIs.

How do instructors and students access SmartEvals?
Use the single sign-on link at the bottom of the automated emails you receive, access directly at https://valdosta.smartevals.com/ or use the SmartEvals link from the Success Portal's Resources tab.

When do students submit the SOI?
We will use the same timeline with SmartEvals. Generally for full-term courses, the survey window opens two weeks before the end of term date; for part-of-term courses, the survey window opens one week before the end of the term date. The survey closes on the last class day.

Can students complete an SOI for all course types (lecture, lab, practicum, internship, etc.)?
Yes, all course sections with 3 or more students will be requested to complete the SOI. Course sections require a minimum of 3 student responses in order for the results to be released to instructors. Note: Courses with 0 credit hours, thesis, and dissertation sections do not complete the SOI.

Do all students submit the SOI?
Yes, all VSU students are invited to submit the SOI. However, non-VSU students taught by VSU instructors, such as through GoView, maybe asked to complete an SOI using Qualtrics.

What questions will be asked?
The approved SOI instrument (8 questions) will be used.

Can I add my own instructor questions?
Yes, see the Instructor Guide posted at www.valdosta.edu/academics/academic-affairs/sois/ for directions.

Are there sample instructor questions available?
Sample questions are available from:
- UC Berkeley: https://teaching.berkeley.edu/course-evaluations-question-bank
- University of Wisconsin-Madison: https://assessment.provost.wisc.edu/best-practices-and-sample-questions-for-course-evaluation-surveys/

Can departments add questions in addition to the standard SOI questions?
Yes. Contact Dr. Michael Black at soi [at] valdosta.edu.

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Will I be able to email non-responding students?
Yes, see the Instructor Guide posted at www.valdosta.edu/academics/academic-affairs/sois/ for directions.

Can I see the names of students who completed the SOI?
No. Instructors will not see the names of the students who completed the SOI. This is to further ensure anonymity of student respondents.

How do I access my results?
Faculty (and department heads) will receive an automated email after the full term is over with links to retrieve SOI reports. SOI results are available to instructors 10 days after the full-term end date.

Should I update my standard SOI statement on my syllabus?
Yes, the main change is that students will complete the SOI through SmartEvals instead of BANNER. See a sample SOI syllabus statement at https://www.valdosta.edu/academics/academic-affairs/sois/sample-soi-syllabus-statement.php

Can I use SmartEvals to administer my own mid-point check-in survey?
No, we recommend you use Qualtrics for this task.

Are face-to-face training sessions available?
Yes, contact soi [at] valdosta.edu to schedule a workshop or to time to work with you independently.

Is there online training?
Yes, eleven online videos for instructors are available at https://valdosta.smartevals.com/; select Help, then Help Videos.

Can I access my historical (pre-2019) SOI data?
Yes, you can continue to run reports by logging into the SOI Portal (https://apex.valdosta.edu/apex/f?p=101).

Whom do I contact for more information?
Dr. Michael Black in Academic Affairs at soi [at] valdosta.edu