

SMARTEVALS (FCE) DEAN/ DEPT HEAD QUICKGUIDE

Overview

Semester FCE results are calculated and released a few days after the final grade deadline ensuring that all participating campuses have submitted final grades. Results and comments are sent via email to each participating faculty as a pdf attachment generated by the SmartEvals system. These results provide the average score per question and comments.

Who else can view faculty results?

According to Faculty Senate, college deans, Associate deans and department heads may view faculty question scores and comments. Staff and students may view only scores.

Where to login for FCE Results?

Faculty may view results anytime by logging in to the FCE site at <https://smartevals.com/cmu> or accessing the site via the HUB faculty and staff information page at <http://www.cmu.edu/es/fce-info/index.html> using their Andrew id and password.

The screenshot shows the Carnegie Mellon University Enrollment Services website. The main heading is "Enrollment Services" with a sub-heading "Information for Faculty & Staff". A navigation menu includes "Advising Resources", "Course Scheduling & Classrooms", "Grading & Exams", "Graduation Management", "New Academic Program Process", and "Contact Us". The page content is titled "Faculty Course Evaluations (FCEs)" and includes information for faculty and departments. A yellow highlight is present on the text: "Faculty Course Evaluations (FCEs) are used to improve the quality of teaching and learning at Carnegie Mellon through feedback to both individual faculty members and promotion committees." Below this, there are sections for "Spring 2020 FCE Data" and "Older Electronic FCE Data". On the right side, there is a "FCE Documents:" section with a list of PDF files: "Flag Report (pdf)", "Flag Guide (pdf)", "FCE Questions (pdf)", "Student Consent Form (pdf)", "Instructor Guide (pdf)", "Staff Results Guide (pdf)", and "Dean / Dept. Head Results Guide (pdf)". The last item is highlighted in yellow. A "Notice:" box at the bottom right states: "Associate deans may now view all FCE information, along with department heads and deans. Others, authenticated members of the campus community, will have access to the ratings for the questions; they do not have access to the comments."

After logging in, the landing page will display a dashboard only for their assigned college and/or department.

The screenshot shows the SmartEvals dashboard. At the top, there is a navigation bar with "Home", "Reports", "Preview Evaluations", "Switch to Instructor View", "Help", and "Log out". The main content area is titled "Select:" and includes a sidebar with options: "An Instructor", "A Division", "A Course Title", "Schedule A Training", and "Watch Training Videos". The main area displays a table with columns: "Standard Reports", "Download PDFs", "Name", "Last Login", "Total # Classes", and "Last Taught". The table contains five rows of data:

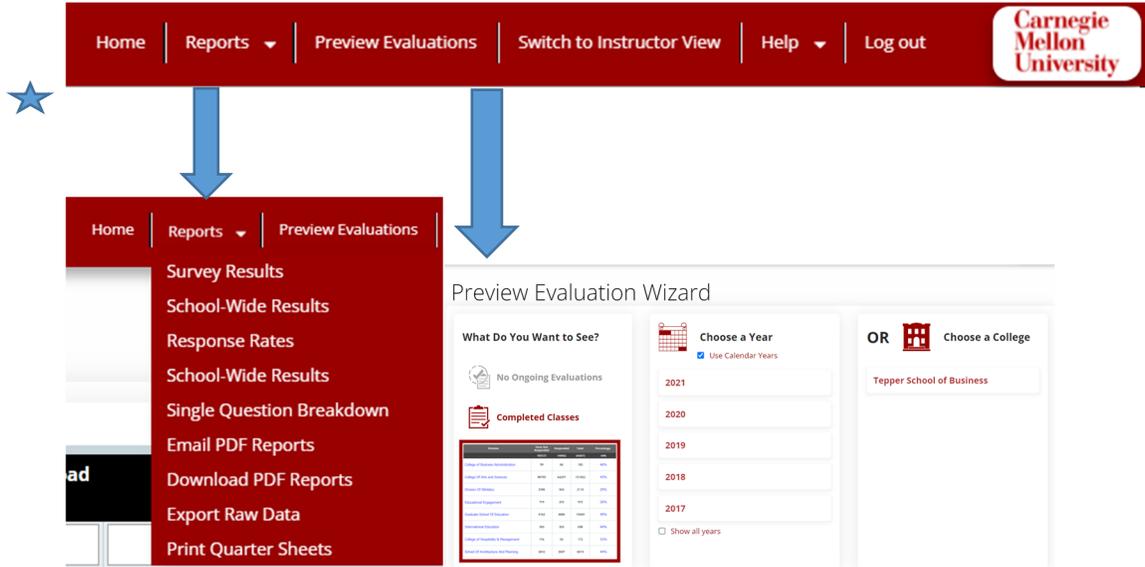
Standard Reports	Download PDFs	Name	Last Login	Total # Classes	Last Taught
		, MU.	03/12/2021	2	2021
		Al .AL	11/11/2021	5	2021
		A S	05/24/2021	3	2021
		/	10/2/2020	3	2021
		/ A	05/25/2017	2	2021

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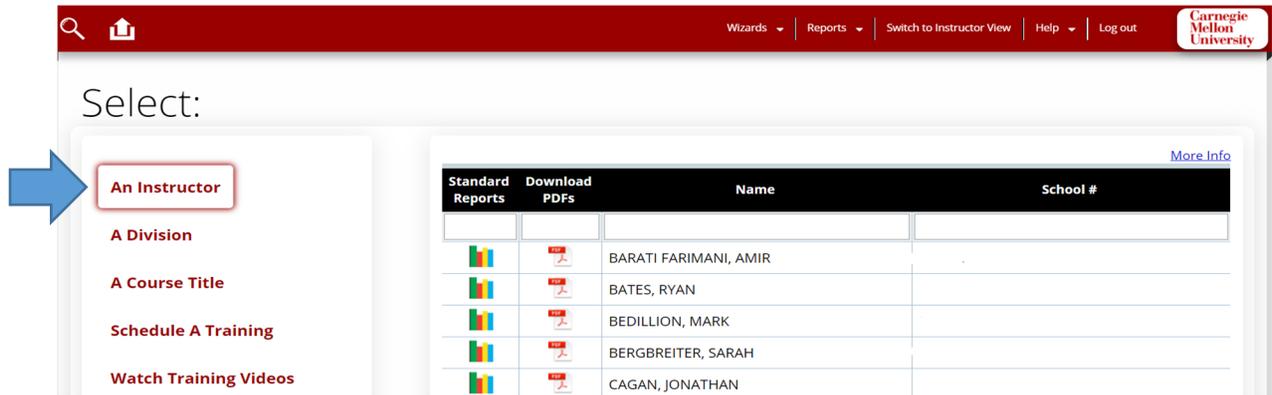
Results may be searched either by **left side** OR **top menu**.

To return to the main menu at anytime, choose  from the top menu.

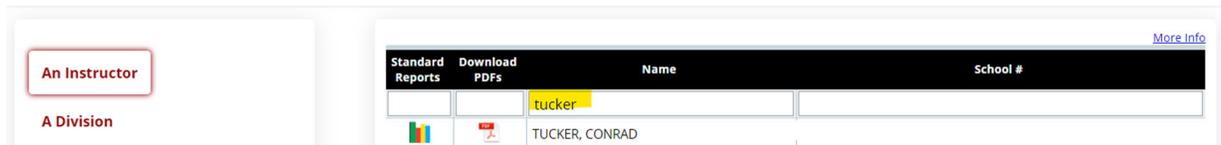
The top menu provides a way to navigate results via searches (wizards) and reports as a starting point.



- To view a single **instructor** within the college or department, select the **instructor** option from the left side navigation which will display all instructors teaching for the department course.



To **filter** for a particular instructor, enter the last name in the filter row.



- To view the **overall department** within the division(college), select a **division** option which will present results for all instructors in a division (college) **and/or** department

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Select:

- An Instructor
- A Division**
- A Course Title
- Schedule A Training
- Watch Training Videos

Standard Reports	Download PDFs	Dept	College
		MEG	Carnegie Institute of Technology

Note: College deans and associate deans may see a different display based on permissions as noted below.

View 1:

- An Instructor
- A Division**
- A Course Title

View 2: See Individual Departments

Standard Reports	Download PDFs	College
		College of Fine Arts
		School of Computer Science

Regardless of the option, the user may view reports



OR generate PDFs



Viewing Results and Comments

When selecting reports by **instructor**, this will return all FCE's results for **all years up to 2010** for the instructor.

Course Evaluation Results for MACH LRNG AI FOR ENG

Wizard Questions: None See Choose See older version Customize

See	See	New	Year	Semester	Dept	Course ID	Course Name	Section	Level	Instructor	Responses	Possible Respondents	Response Rate	Interest in student learning	Clearly explain course requirements	Clear learning objectives & goals	Show respect for all students	Overall teaching rate	Overall course rate	Hrs Per Week	Instructor provides feedback to students to improve	Demonstrate importance of subject matter	Explains subject matter of course
							Univ Avg							4.37	4.24	4.27	4.53	4.2	4.12	9.48	4.68	4.34	4.24
			2021				Total:				34	38	89.47%	3.97	3.68	3.94	4.41	3.79	3.62	11.85	3.5	4.32	3.74
			2021	Spring	MEG	24789	ST_DP LRNG FOR ENG	A	Graduate		24	28	89.5%	3.97	3.68	3.94	4.41	3.79	3.62	11.85	3.50	4.32	3.74
			2020				Total:				67	72	93.06%	4.37	4.4	4.48	4.51	4.18	4.09	11.87	3.88	4.63	4.24
			2020	Fall	MEG	24787	MACH LRNG AI FOR ENG	1	Graduate		62	72	93.1%	4.37	4.40	4.40	4.51	4.18	4.09	11.87	3.88	4.63	4.24
			2019				Total:				80	88	90.91%	4.36	4.29	4.38	4.76	4.06	4.09	13.69	3.89	4.48	4.1
			2019	Fall	MEG	24787	MACH LRNG AI FOR ENG	1	Graduate		80	88	90.9%	4.36	4.29	4.38	4.76	4.06	4.09	13.69	3.89	4.48	4.10
			2018				Total:				46	65	70.77%	3.91	3.46	3.46	4.2	3.3	3.57	18.28	3.28	4.13	3.2
			2018	Fall	MEG	24787	MACH LRNG AI FOR ENG	B	Graduate		46	65	70.8%	3.91	3.46	3.46	4.20	3.30	3.57	18.28	3.28	4.13	3.20

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When selecting reports by a **division**(college), this will return all FCE's for all **courses by year** within that division.

See	See	New	Year	Semester	Dept	Course ID	Course Name	Section	Level	Instructor	Responses	Possible Respondents	Response Rate	Overall teaching rate	Overall course rate	Hrs Per Week	Interest in student learning	Clearly explain course requirements	Clear learning objectives & goals	Instructor provides feedback to students to improve	Demonstrate importance of subject matter	Explains subject matter of course	Show respect for all students
					Univ Avg									4.2	4.12	9.48	4.37	4.24	4.27	4.08	4.34	4.24	4.53
			2021		Total:						1227	1680	73.04%	4.14	4.02	10.11	4.31	4.18	4.25	4	4.32	4.19	4.56
			2021	Spring	MEG	24101	FUND OF MECH ENGR	1	Undergraduate	HAIDAR	115	121	94.2%	2.89	2.87	11.21	3.34	3.47	3.55	2.95	3.49	3.10	3.46
			2021	Spring	MEG	24104	MS: INTRO MIDRN MKG	A3	Undergraduate	BATES	2	14	50.0%	4.57	4.86	5.43	4.43	4.71	4.86	4.86	4.86	4.86	4.86
			2021	Spring	MEG	24104	MS: INTRO MIDRN MKG	A4	Undergraduate	BATES	2	13	15.4%	5.00	5.00	5.00	5.00	4.50	5.00	4.50	4.50	5.00	5.00
			2021	Spring	MEG	24105	ST: MS: INTRO LASER	A3	Undergraduate	HITCHCOCK	1	8	37.5%	4.00	4.00	5.00	4.33	4.67	4.67	4.33	4.33	4.33	4.33

Use the filters to refine your search for any of the fields in the list.

See	See	New	Year	Dept	Course ID	Course Name	Section	Instructor	Responses	Possible Respondents	Interest in student learning	Clearly explain course requirements	Clear learning objectives & goals	Instructor provides feedback to students to improve	Demonstrate importance of subject matter	Explains subject matter of course	Show respect for all students	Overall teaching rate	Overall course rate	Hr Per We	

These results can be customized either by using the **Questions** or **Customize** buttons at the top of the results page. We default the questions to the actual survey with exception to project survey.



By choosing  - this will display the **summary aggregate results** for that course and/or instructor.

			2021	IA	45701	FINL MANGL ACCNTG II	13		79	131	4.48	4.44	4.50	4.17
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Question Text	N	RR	Avg	SD	ARC Spring21	College Spring21	Univ Spring21
1 On average, how many hours per week have you spent on this class, including attending classes, doing readings, reviewing notes, writing papers and any other course related work? (DAKIAN)	1	6%	27	0	12.73	8.26	9.63
1 On average, how many hours per week have you spent on this class, including attending classes, doing readings, reviewing notes, writing papers and any other course related work? (KAPPELT)	1	6%	27	0	12.73	8.26	9.63
2 Does the faculty member display an interest in students' learning? (DAKIAN)	1	6%	5	0	4.6	4.57	4.53
4 Does the faculty member display an interest in students' learning? (KAPPELT)	1	6%	5	0	4.6	4.57	4.53
3 Does the faculty member provide a clear explanation of the course requirements? (DAKIAN)	1	6%	5	0	4.43	4.36	4.40

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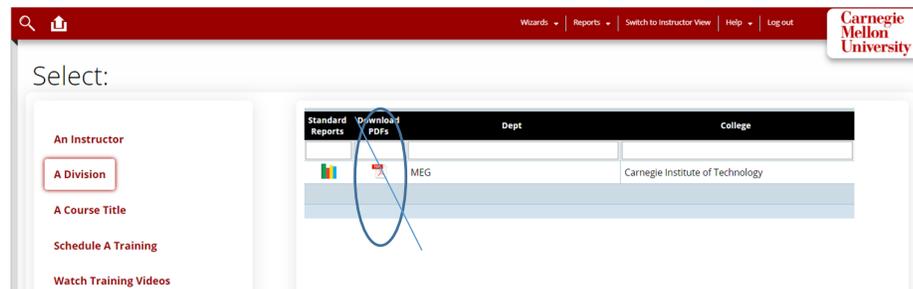
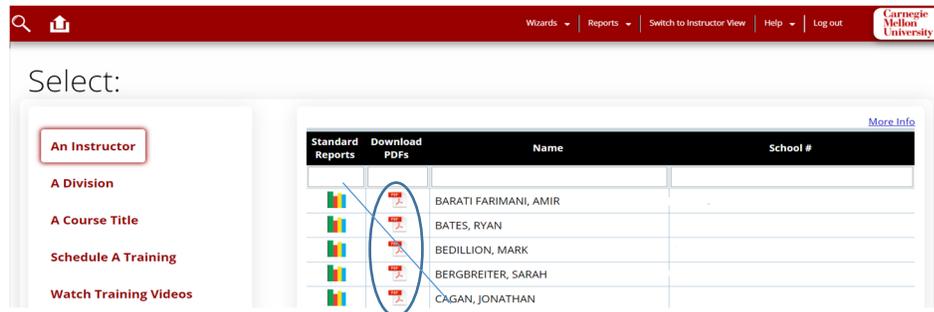
One can navigate information by choosing the tabs for each report.



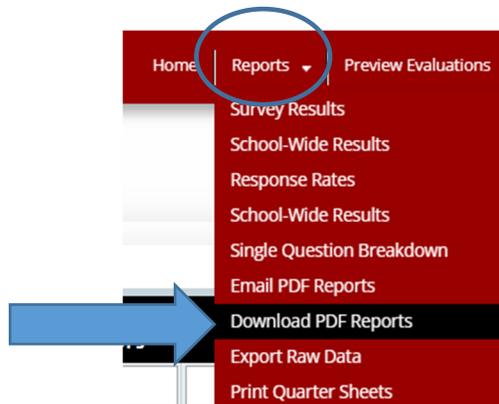
Data can be exported by choosing the export  button.

How to Generate PDFs for all instructors

From the left side navigation, choosing either the instructor and/or division will result in a pdf icon. If the pdf is selected, further questions are asked before generating the pdf. The new interface requests someone to build the pdf where questions can be omitted for example. **This is NOT the best option!**



The **BEST** option for re-generating pdf's that are sent by the SmartEvals system is using the **home main menu-reports – download pdf reports** – which will display system generated pdf reports that were sent to instructors.



Note: you may see this preview appear – choose **continue**

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Here is a preview of your most recent PDF



At this point, you can choose to just download one instructor OR download a group of instructors by choosing the options: semester, department, or instructors.

Step 1: Choose your semester and if you want to refine your search to specific instructors:

PDF Report Generator and Downloader

Report type:

 Hide reports not shown for instructors

 For multiple reports, use separate PDFs for each report (stored in zip file)

[Setup Automated Exports for Custom Reports](#)

Step 2: Select **who** you wish to generate pdf by checking off the names. If you wish to generate for all instructors please choose ALL.

Click on column header to change sort order.

<input checked="" type="checkbox"/> All	Instructor	Course	Generated	
<input type="checkbox"/>	AVEN, BRANDY	IA 45741 M5	11/21/2021 12:24:00 PM	Preview
<input type="checkbox"/>	AVEN, BRANDY	IA 45741 O5	11/21/2021 12:24:00 PM	Preview
<input type="checkbox"/>	AVEN, BRANDY	IA 45741 P5	11/21/2021 12:24:00 PM	Preview
<input type="checkbox"/>	LEE, SUNKEE	IA 45770 M5		
<input type="checkbox"/>	LEE, SUNKEE	IA 45770 O5		

Step 3: ReGenerate the pdfs. In some cases as noted above, the instructor or someone may have downloaded their pdf. But when selecting all, it's best to regenerate the pdf. Choose **(Re)Generate Selected**



After selecting (Re)Generate, all the courses will state [preview](#).

<input checked="" type="checkbox"/> All	Instructor	Course	Generated	
<input type="checkbox"/>	AVEN, BRANDY	IA 45741 M5	11/21/2021 12:47:00 PM	Preview
<input type="checkbox"/>	AVEN, BRANDY	IA 45741 O5	11/21/2021 12:47:00 PM	Preview
<input type="checkbox"/>	AVEN, BRANDY	IA 45741 P5	11/21/2021 12:47:00 PM	Preview
<input type="checkbox"/>	LEE, SUNKEE	IA 45770 M5	11/21/2021 12:48:00 PM	Preview
<input type="checkbox"/>	LEE, SUNKEE	IA 45770 O5	11/21/2021 12:48:00 PM	Preview
<input type="checkbox"/>	LEE, SUNKEE	IA 45770 P5	11/21/2021 12:48:00 PM	Preview
<input type="checkbox"/>	COLLINS, CLYDE	IA 45806 M5	11/21/2021 12:48:00 PM	Preview
<input type="checkbox"/>	PAULISICK, ADAM	IA 45808 E5	11/21/2021 12:48:00 PM	Preview
<input type="checkbox"/>	GALAK, JEFFREY	IA 45830 M5	11/21/2021 12:48:00 PM	Preview

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Step 4: Select one, few or all instructors again and choose download reports

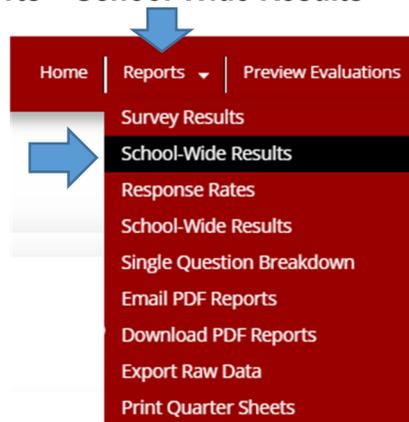
[Download reports](#)

Reports will download from the browser and most likely appear in your downloads on your pc/mac.

School-Wide Results

School-wide results option displays all school results (with no comments) for all colleges or departments. Schoolwide results do NOT include comments and anyone (students, faculty, staff) may view these results.

Home – Reports – School-Wide Results



A screenshot of the 'School Wide Reports' page. The page has a red header with navigation links: Home, Reports, Preview Evaluations, Switch to Instructor View, Help, and Log out. The Carnegie Mellon University logo is in the top right corner. The main content area is titled 'School Wide Reports' and contains three main sections:

- Which Reports Do You Want to See?** This section has a red box around the 'Entire School' option. Below it is a table with the following data:

Dept.	Sec.	N	Tot	Pct	Question 1
		15773	21031	75%	4.9
EDU	A	70	152	46%	5.0
EDU	B	608	1220	50%	4.7
EDU	C	9	23	39%	4.8
ENG	A	662	1375	48%	4.5
ENG	B	17	27	63%	4.8

- Choose a Year** This section has a calendar icon and a list of years: 2021, 2020, 2019, 2018, 2017. There is a checkbox for 'Show all years'.
- OR Choose a Division** This section has a building icon and a list of divisions: Carnegie Institute of Technology, Carnegie Mellon University, College of Fine Arts, Dietrich College of Humanities and Social Sciences, Mellon College of Science, School of Computer Science.

Questions?

If you have questions or concerns regarding your FCE results, please feel free to contact us.

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