SmartEvals (FCE) Faculty Course Evaluations Guide

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. Responses to the FCE provide information on students' perceptions of their engagement, learning outcomes, instructor behavior and course activities. This feedback will help guide changes in future iterations of the course and/or the instructor's teaching. Responses also serve as one measure of the quality of faculty member's teaching that is used to evaluate faculty for promotion and tenure.

Faculty Senate and the University Education Council establish and vote on the actual course evaluation questions and retention of the faculty course evaluation. The University Registrar's Office administers the faculty course evaluation gathering all the required FCE course sections. We partner with Gap Technologies and their software application, SmartEvals, to administer the course evaluations. Gap Technologies have met specific privacy and security standards in compliance with the Carnegie Mellon Information Security Office and with Computing Services.
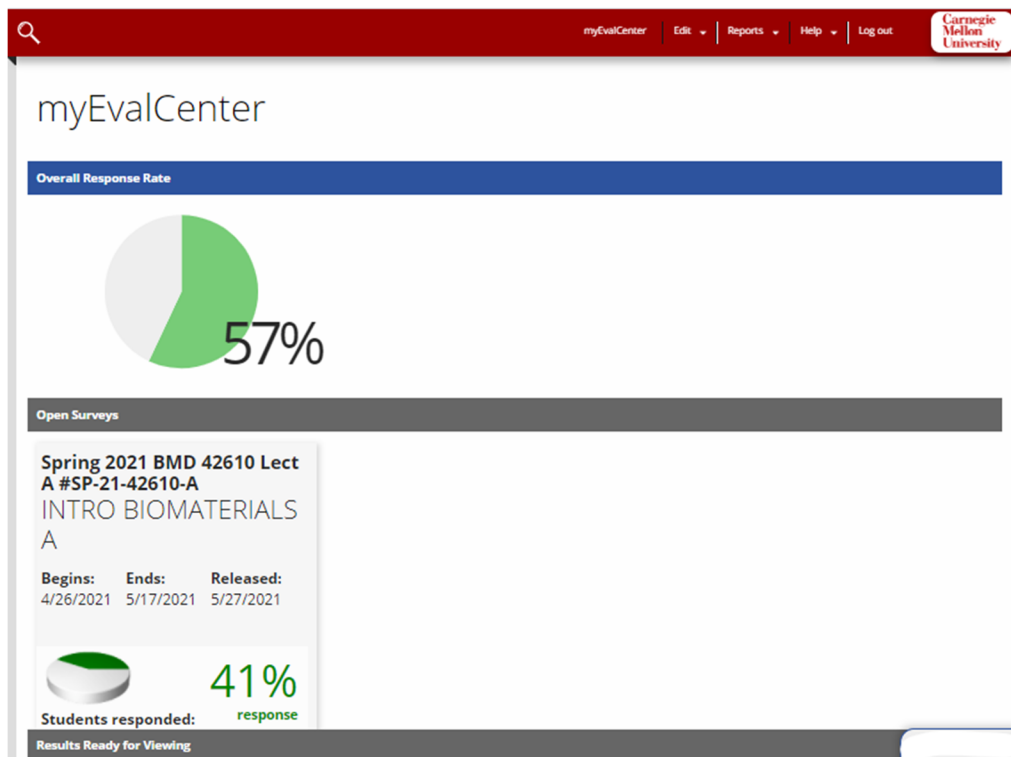
The university takes your privacy seriously, and all reasonable precautions to protect it have been taken. Please direct any questions or concerns about this issue to uro-fce@andrew.cmu.edu.

Access SmartEvals
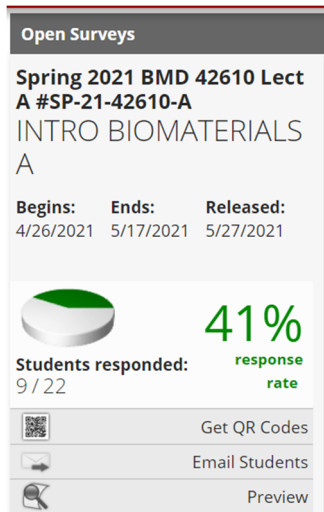Login to: https://cmu.smartevals.com/
When an instructor logs into the site using their AndrewID and password, they will land on myEvalCenter page. This page may display three options:
- current response rate
- open surveys (during deployments only)
- results ready for viewing

Open Surveys

During a course evaluation deployment period only, your course(s) will display under the open survey section. Each course and section tile displays: deployment period, release date, response rate and number of students. Surveys only deploy for classes of 2 students or greater and if the fce flag is yes. A separate survey will be included for multiple instructors.

If a course is not listed and expected, the course either had a low enrollment, was not flag for a survey or an instructor was not assigned. Contact your department administrator.
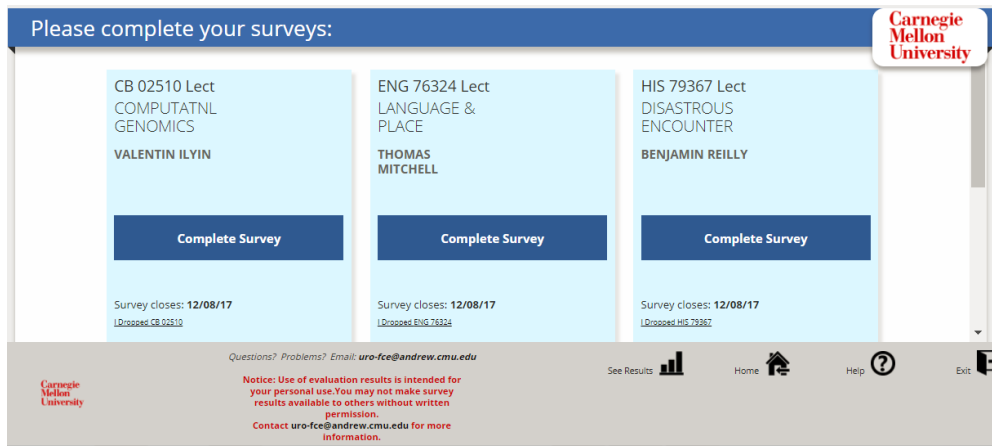
Instructor Actions:
- Instructors can **get a QR code** to display during class time for students to scan with their mobile device that will invoke the course evaluation tool. This code will expire after **2** hours but students can still evaluate the course outside of class.
- Instructors can **email students** with their own message. SmartEvals will email students every 3 days automatically. But sending a reminder directly from the instructor improves response rates. *Note: Email for team-taught courses can only have one faculty member sending email.*
- Instructors can also **preview the course evaluation** questions. Note: *Instructors cannot add any additional questions. This feature was not passed by Faculty Senate.*

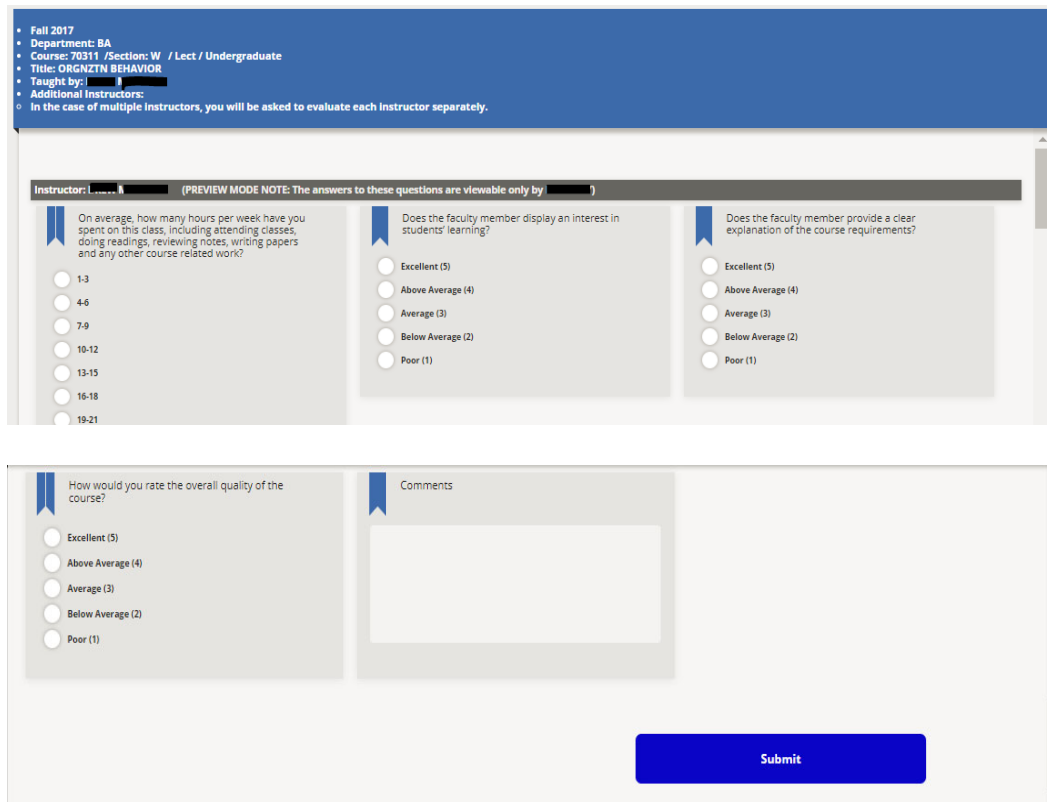**What do students see during the course evaluation deployment period?**

The course evaluation can be delivered to any computing device such as mobile phone, tablet and computer running most browsers.

When a student selects their survey, the ten question evaluation will load and display in tiles. It will load a separate tile for each instructor. Comments can be written in the last tile.
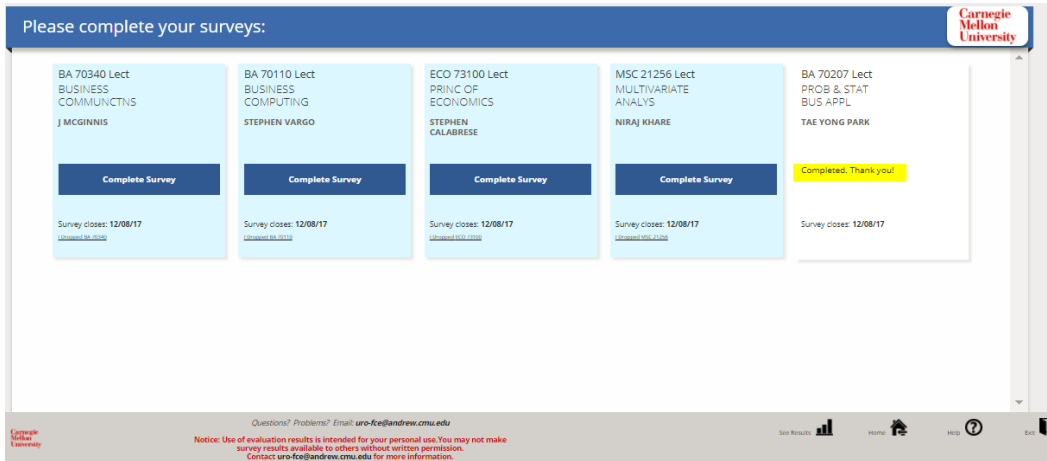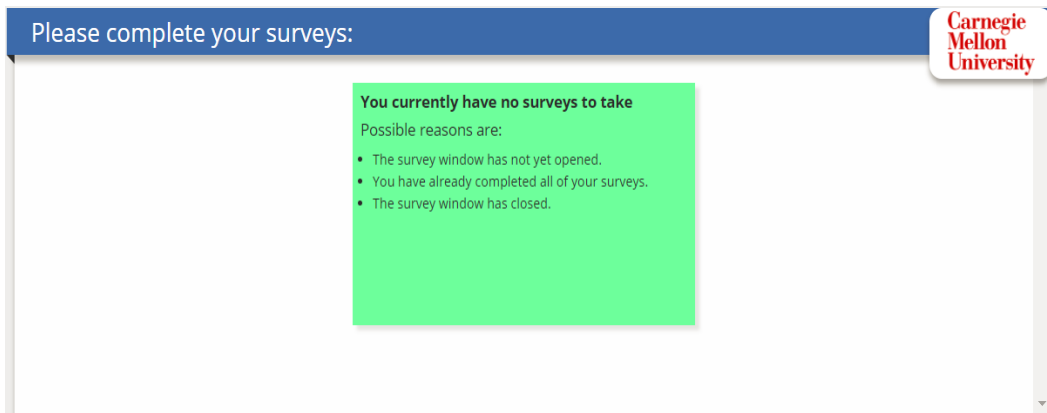
Example:

If a student **fails to click the submit button**, the data is stored during the deployment period. The student will be reminded that the course evaluation is not complete and can return to the evaluation. Once the deployment ends and the student does not finish, this data is lost.

When a student **completes** the course evaluation by choosing submit, it will display the course as completed.
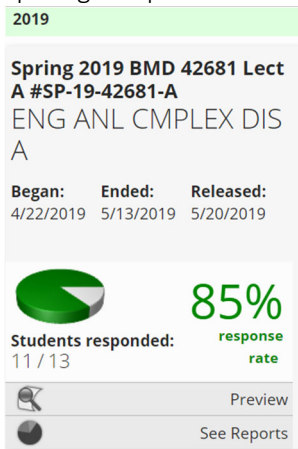
Once the courses evaluation period **closes**, a student will see a page that states there are no course evaluations to take.

Results Ready for Viewing

Semester FCE results display as a tile for each course-section after the deployment has ended and results are calculated and released. Results are released a few days after all final grade deadlines ensuring that all participating campuses have submitted final grades and to aggregate college and university statistics.

The university registrar's office will email results to each participating faculty as a *pdf attachment each semester after final grading period ends.* Faculty should check their email for any emails with attachments coming from the SmartEvals system.

For each tile, choose **See Reports** to view or print results.

- Custom report contains the defaulted pdf information that is emailed to each instructor with charts and comments. *This is the information emailed to instructors each semester.*
- Percentile Rank, Multi-Chart and Individual Evaluations displays results in different rankings and charts for informational purposes.
- Instructors can review different result displays as desired using choose columns or choose questions.
- All reports can be exported.

There were: 13 possible respondents.

	Question Text	N	RR	Avg	SD	BMD Spring19	College Spring19	Univ Spring19
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?	11	85%	7.7	2.1	7.4	9.9	9.6
2	Does the faculty member display an interest in students' learning?	11	85%	5	0	4.6	4.3	4.4
3	Does the faculty member provide a clear explanation of the course requirements?	11	85%	4.8	0.6	4.3	4.2	4.2
4	Does the faculty member provide a clear explanation of the learning objectives or goals of the course?	11	85%	4.8	0.6	4.4	4.3	4.3
5	Does the faculty member provide feedback that helped students improve their performance?	11	85%	4.8	0.4	4.1	4.0	4.1
6	Does the faculty member demonstrate the importance and significance of the subject matter?	11	85%	4.8	0.4	4.6	4.3	4.4
7	Does the faculty member explain the subject matter of the course (e.g. concepts, skills, techniques, etc.)?	11	85%	4.9	0.3	4.4	4.2	

To print a pdf of your survey results
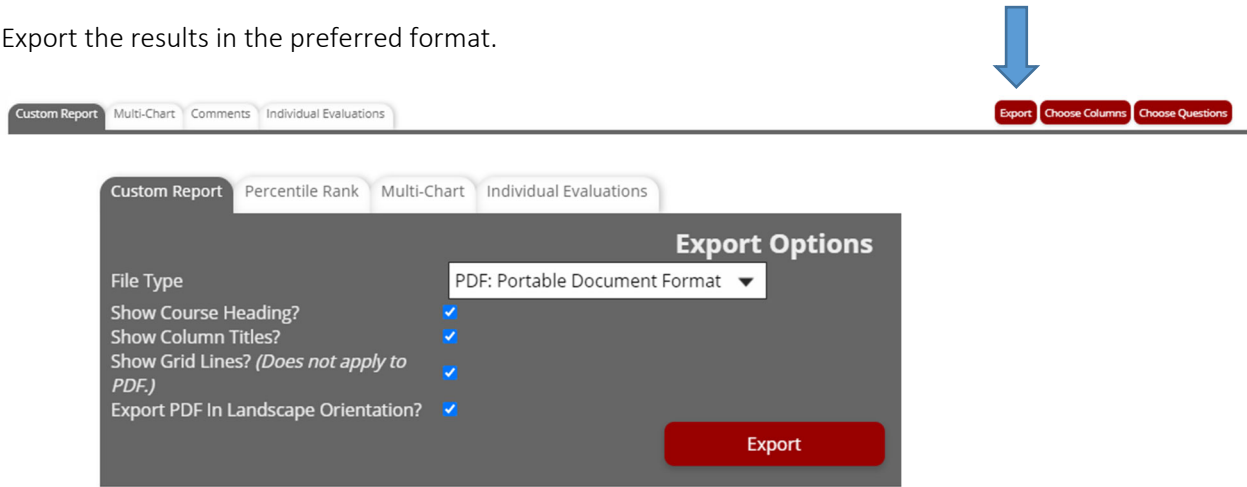
Select **custom report** tab.

Check the **choose questions** icon and check **select all 11 questions** which includes comments.

Opt either: **Save until logout** or **save permanently** for these questions.

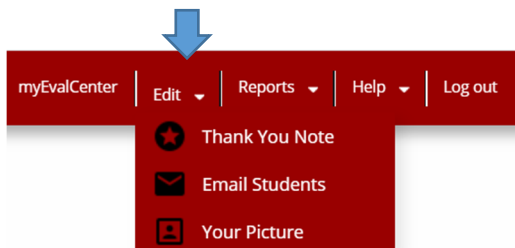Export the results in the preferred format.

Menu Options
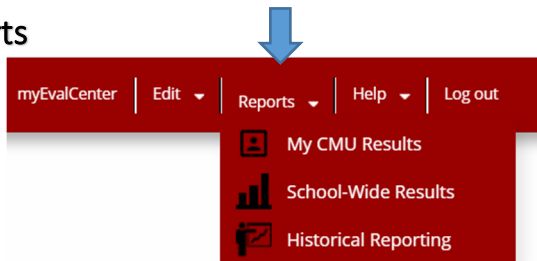
Aside from myEvalCenter, there are other menu options.

Edit

- **Thank you note**: Create 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.
- **Email students**: Increase your response rates by emailing your students. Email can be sent automatically or a shout to all of your courses. Note: SmartEvals administration will send emails every 3 days during the course evaluation period.
- **Upload a picture<optional>:** Your image file must be smaller than 90kb, in JPG or PNG format, and, ideally, 100px by 100px. Once you upload your picture here, it will be displayed to your students on their evaluations.

Reports

- **My CMU Results**: a short summary of instructor only results without comments for all years. Selecting the wizard icon will display school wide results.

- <u>School Wide Results</u>: a summary of all instructor results without comments for all year or colleges. This returns **many** rows of data depending on the filter of years or colleges.   Filter this information to narrow down your search. Students and staff can also view these results. Staff will create casebooks from this data. These results can be exported as well.

School Wide Report Wizard results:

Hint: If using firefox, drag and drop the columns.

- Historical Reporting: displays the instructor's summary historical reporting for all course sections as far back as Fall 2010. By choosing the bar graph 📊 located by each course, this will display a custom report. More features to come.

Multiple Year Reporting For

Choose Columns | Choose Questions

Mean scores for each question

Reports	Dept	Num	Section	Team Taught	Possible Respondents	Num Respondents	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	Overall teaching rate	Overall course rate
Year: 2020																
	CMU	99520	C		19	6	4.5	4.8	4.7	4.8	4.7	4.8	5.0	5.0	4.8	4.8
	BMD	42101	A		37	21	6.0	4.8	4.6	4.6	4.4	4.7	4.5	5.0	4.5	4.6
	N=2				56	27	5.67	4.8	4.62	4.64	4.47	4.72	4.61	5	4.57	4.64
Year: 2019																
	BMD	42681	A		13	11	7.7	5.0	4.8	4.8	4.8	4.8	4.9	5.0	4.9	4.9
	N=1				13	11	7.7	5	4.8	4.8	4.8	4.8	4.9	5	4.9	4.9
Year: 2018																
	BMD	42101	A		51	26	7.1	4.5	3.9	4.0	3.9	4.4	3.6	4.8	3.7	3.8
	N=1				51	26	7.1	4.5	3.9	4	3.9	4.4	3.6	4.8	3.7	3.8
Year: 2017																
	BMD	42101	A		62	43	7.0	4.6	4.0	4.0	3.9	4.1	3.6	4.9	3.7	3.6
	N=1				62	43	7	4.6	4	4	3.9	4.1	3.6	4.9	3.7	3.6
	N=5				182	107	6.76	4.67	4.21	4.24	4.14	4.4	3.99	4.91	4.04	4.05

This screen only lists classes with at least one respondent

This instrument measures general CMU student attitudes and perceptions of a recent course experience. Its validity as an assessment of the quality of instruction has not been established.

Questions?

Please inquire to uro-fce@andrew.cmu.edu or Joy Cavaliero, Senior Associate Director at 8-1907.