

# SMARTEVALS (FCE) FACULTY COURSE EVALUATIONS STAFF RESULTS 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, the instructor's 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.

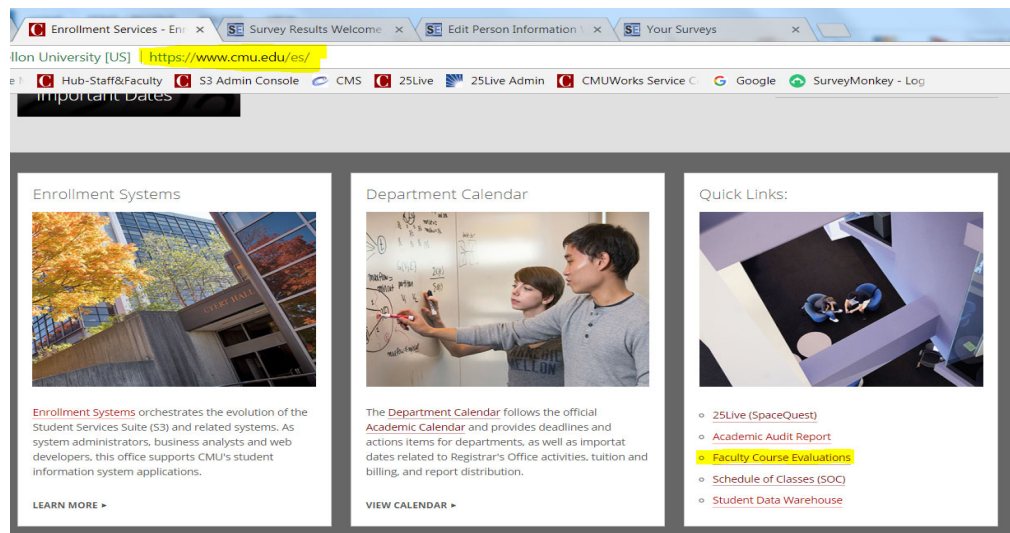
Please direct any questions or concerns about this issue to [uro-fce@andrew.cmu.edu](mailto:uro-fce@andrew.cmu.edu).

Staff may download results (scores) but not comments. Results are retained for 10 years.

- Effective Fall 2017, SmartEvals UI changed to be SECTION 508 compliant.
- Effective Fall 2020, SmartEvals changed the UI for result pages. For faculty casebooks, please see specific instructions below.

## Login to SmartEvals

Login or bookmark the following site: <https://www.cmu.edu/es/fce/index.html>  
Scroll to the bottom right.



The screenshot shows a web browser window with the URL <https://www.cmu.edu/es/>. The page features a navigation bar with links for 'Hub-Staff&Faculty', 'S3 Admin Console', 'CMS', '25Live', '25Live Admin', 'CMUWorks Service C', 'Google', and 'SurveyMonkey - Log'. Below the navigation bar, there are three main content areas: 'Enrollment Systems' with a photo of a building and a description of the system's role; 'Department Calendar' with a photo of two people at a whiteboard and a description of its function; and 'Quick Links' with a photo of a person at a computer and a list of links including '25Live (SpaceQuest)', 'Academic Audit Report', 'Faculty Course Evaluations' (highlighted in yellow), 'Schedule of Classes (SOC)', and 'Student Data Warehouse'. A 'VIEW CALENDAR >' link is also visible under the Department Calendar section.

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The faculty course evaluation page is targeted for both faculty and staff. The right side of the page contain documents such as the FCE flag report, various guides, student teaching consent form and the current FCE question set.

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 bar includes links for Advising Resources, Course Scheduling & Classrooms, Grading & Exams, Graduation Management, New Academic Program Process, and Contact Us. The page title is "Faculty Course Evaluations (FCEs)" with a sub-heading "Information for Faculty & Departments". The main content area contains three sections: "Faculty Course Evaluations (FCEs)" explaining their purpose, "Spring 2020 FCE Data" with a note about deletion, and "Older Electronic FCE Data". On the right side, there is a "FCE Documents:" section with a list of links: 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). Below this list are two buttons: "Frequently Asked Questions" and "Reminder Messages".

To login, choose the [Faculty Course Evaluation \(FCEs\)](#) link from the webpage. After logging in with your Andrew Id credentials, the following page appears. The login will show as an anonymous user. Students, instructors, department heads and deans will have a different view.

The screenshot shows the Faculty Course Evaluation (FCEs) login page. The page has a red header with the Carnegie Mellon University logo. The main content area is white with a green box containing the following text: "You currently have no surveys to take. Possible reasons are: • The survey window has not yet opened. • You have already completed all of your surveys. • The survey window has closed." The footer is blue and contains the Carnegie Mellon University logo, a "See Results" button, a "My Evals" button, a "Help" button, a "Privacy" button, and an "Exit" button. The user is logged in as "Anonymous Student".

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At the bottom right side of the page, select the **See Results** icon.



The page returns a wizard encompassing schoolwide results with only one option to view the entire school(university). Either choose a year OR division(college) to start the search.

Help Log out

### School Wide Reports

Which Reports Do You Want to See?

Entire School

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

2020

2019

2018

2017

2016

Show all years

OR

Choose a Division

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

Tepper School of Business

Heinz College

Teaching Assistants


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- Under choose a year, there is an option to **show all years**. This will expand the selection of years.



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- Under Choose a division (college), only **one** college may be selected at a time.

OR  Choose a Division

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

Tepper School of Business

Heinz College

Teaching Assistants

## Navigating the Page Results

- Course evaluation results will be very broad in scope. Generally, it will return all found rows under the selected criteria dating back to 2010 in some cases.
- There are scroll bars at the right and bottom of the page. Try the arrows keys on your keyboard.
- Use the pagination widget to view more results by page.

Section By Section Analysis for 2020

Use the text boxes in the column headers to refine your search. Clicking the title in the column header will re-sort the entire table based on the column chosen.

Year	Sem	Division	Instructor	Leads ID	Dept	Num	Sec	Course Name	Course Level	# Rows	Tot	Response Rate	Sts Prt Wght	Efficient in meeting learning	Clearly state the course requirements	Clear learning objectives & goals	Instructor solicits feedback from students in course	Demonstrate importance of subject matter	Evaluate student mastery of course	St show all st
2020	Fall	HEINZ College	CRAWFORD, BRETT	bcrawfor	ADM	93703	A	ARTS EVTL: MGT 4.175	Graduate	22	31	70.0%	10.18	4.64	4.09	4.50	4.68	4.73	4.41	
2020	Fall	HEINZ College	ROSENBERG, STACY	stacpr	ADM	93717	A1	WRTG CREAT INDUS	Graduate	15	23	65.0%	8.00	4.40	4.07	4.53	4.40	4.33	4.27	
2020	Fall	HEINZ College	DONALDSON, LESLIE	lesried	ADM	93807	A1	MUSEUM OPERATIONS	Graduate	15	18	83.0%	7.40	5.00	5.00	4.93	5.00	5.00	5.00	
2020	Fall	HEINZ College	DONALDSON, LESLIE	lesried	ADM	93809	A2	PUBLIC ART	Graduate	12	17	70.0%	8.00	4.83	4.83	4.83	4.75	4.83	4.83	
2020	Fall	HEINZ College	CRAWFORD, BRETT	bcrawfor	ADM	93811	A1	PRD PRF: ART SEASON	Graduate	21	21	100.0%	7.00	4.95	4.10	4.57	4.62	4.90	4.52	
2020	Fall	HEINZ College	MADAMONA, JAMES	jmadmon1	ADM	93828	A2	ADV TRCS: GUIDANCE	Graduate	6	8	75.0%	6.00	4.50	4.50	4.17	4.00	4.17	4.33	
2020	Fall	HEINZ College	GURWAL, DAVID	dgurwal	ADM	93831	A	LAW AND THE ARTS	Graduate	29	31	83.0%	9.86	3.33	3.24	2.86	2.14	2.72	2.90	
2020	Fall	HEINZ College	DONALDSON, LESLIE	lesried	ADM	93832	A1	ARTS & COMM DEV	Graduate	15	19	75.0%	8.80	5.00	4.87	4.87	4.73	4.87	4.80	
2020	Fall	HEINZ College	GREEN, DANIEL	dtgreen	ADM	93861	A	SCRIPTWR: ANALYSIS	Graduate	20	30	66.0%	7.10	4.90	4.70	4.70	4.60	4.85	4.75	
2020	Fall	College of Fine Arts	WORKINGER, HEATHER	hworkin	ARC	48025	A	PRFTR: SEMINAR: EDIT	Undergraduate	33	34	61.0%	3.27	4.61	4.58	4.55	4.45	4.32	4.30	
2020	Fall	College of Fine Arts	ARSCOTT, MARISSA	marasco	ARC	48100	1	ARCH: DESIGN STUDIO	Undergraduate	38	56	67.0%	19.97	4.33	4.03	4.03	4.18	4.34	4.11	
2020	Fall	College of Fine Arts	KARAGIULIS, OMER	okaragit	ARC	48116	A	BUILDING PHYSICS	Undergraduate	32	52	61.0%	7.26	4.94	4.47	4.69	4.36	4.69	4.75	
2020	Fall	College of Fine Arts	FLINE, JONATHAN	jonefline	ARC	48200	B	ARCH DES: STUDIO	Undergraduate	6	10	60.0%	20.17	4.83	4.67	4.67	4.83	4.83	4.83	
2020	Fall	College of Fine Arts	LUCCHINI, ANTHONY	lucchini	ARC	48200	C	ARCH DES: STUDIO	Undergraduate	10	11	90.0%	25.20	4.80	4.40	4.30	4.80	4.50		



4/17/2021 | Fine Arts | AUGH | 6/11/2021 | KR | 0/1/1 | 0 | SELFUMIAN | 1/1/2021/2021 | 0 | 17 | 4.1/5 | 0.00 | 4.00 | 4.20 | 4.12 | 4.42 | 4.20 | 4.42

Page 1 of 61 (604 items) | 1 2 3 4 5 6 7 ... 59 60 61

FINE ARTS | EKILA

Page 1 of 65 (6433 items) | 1 2 3 4 5 6 7 ... 63 64 65

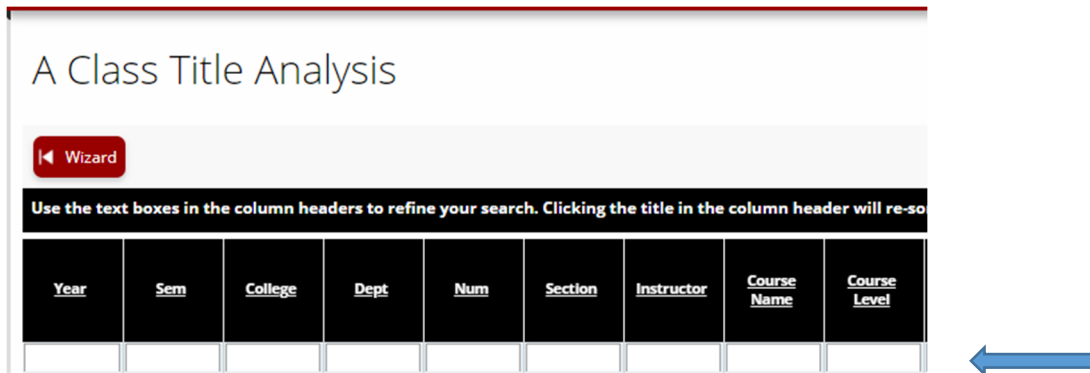


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## Filtering Results

Because the course evaluation search will retrieve all existing rows of data which is rather large, filtering will assist with narrowing the results.

- Data filters under the headings of the results bar with empty fields.



- When entering the fields and pressing tab or the enter key, the filter will return results as more fields are entered. These filters use a 'contain' operand.
- Filters are not case sensitive and include wildcards. If the letters AM are typed under instructor, any instructor with a name containing the letter combo of with AM will appear, i.e. %AM%
- Data will be filtered about 3 seconds after typing in the field.
- To clear a filter, remove the typed information. Wait. Repeat a few times if many fields were populated in the filter row.

## Filter Dictionary

Field	Example
Year	2019, 2020, etc.
Sem = Semester	Fall, Summer, Spring
Division = College	3 character college code: DC, SCS, MCS
Instructor (Last, First)	Doe, John
Num = Course	15213, 03121
Sect = Section	A, B, 1, C2, D1, A3, A4, etc.
Course Name = Course Title	Enter the word 'Art' will retrieve any title with the word art in the title
Course Level	Undergraduate or Graduate
# Resp = Number of respondents	Number of students who took the survey
Tot = Total Students	Course roster number based on course and section

## Creating Casebooks for Faculty

Various departments will create tenure and promotion casebooks for a particular faculty member. Since the UI changed, the legacy data prior to this change is normally expected, please follow these hints to successfully extract this data.

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Step 1:


- If the faculty member teaches across other departments, it is best to select **choose the year** option; click 'show all years' at the bottom → then select all years/all colleges option.
- If the faculty member teaches strictly within your college, choose the division (college) as a starting point.

Step 2:

- Filter by instructor. Entering the last name of the instructor is fine if there is only one faculty member with that last name but the results may return more rows with similar last names. To further filter, be sure to enter the first name using the comma. (Example: Cavaliero, Joy)

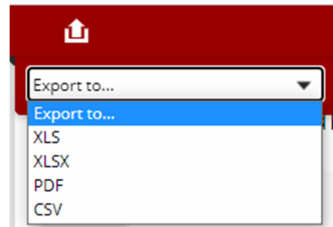
Use the text boxes in the column headers to refine your search. Clicking the title in the column header will re-se

Year	Sem	College	Dept	Num	Section	Instructor	Course Name	Course Level
						Green, dan		



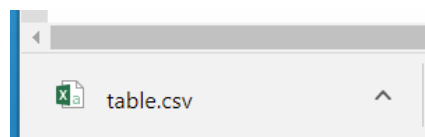
## Exporting Results

To export your results, use the upper left corner export function.



Export options can be: XLS, XLSX, PDF, or CSV. Note: the PDF option is **not** advised for course evaluation results due to the number of fields to be displayed.

Exported data will normally appear on your browser downloads. Open the file and proceed with formatting and save to your own directory.



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### Exiting SmartEvals

On the school wide results page or the evaluation results page, choose **logout** in the upper right corner.

### Questions? Issues?

Email: [uro-fce@andrew.cmu.edu](mailto:uro-fce@andrew.cmu.edu)

### Contact:

Kensee Lusebrink, Assistant Registrar  
Joy Cavaliero, Senior Associate University Registrar