The SmartEvals! System
Quick Guide for Getting Started – Instructors

Office of Institutional Research
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Login

A major feature of the SmartEvals! system is that all users are able to login directly to the website through a link found in the Student Center or Faculty folders (under the Main Menu) in [http://my.tcu.edu](http://my.tcu.edu) or by clicking on the link found in any system-generated email.

When logging into the system for the first time, you may be presented with help videos, such as the "Send E-mails to Non-Responders" video shown below. You may decide to review the video or click on the "EvalCenter" menu at the top of the webpage to get started. Any skipped videos may later be accessed under the "Help" menu.
The Menu Bar

**EvalCenter**

This is your landing page when you login and will give you an overview of past, current, and upcoming classes. Here you can see previews of how the eSPOTs will look, the dates of the survey period, response rate information, and the reports (right hand side of screen) if the release date has been met. You can also email your students by clicking on ‘not set’ in the Auto Email column.

**Adding instructor-level questions (Add Q’s)**

Instructors will be able to add questions to their eSPOT. An instructor will have until the night before a survey launches to add questions. The responses to instructor-level questions are only viewable by the instructor.

Question types may be text, single choice, and multiple choice. There are many answer choice scales (e.g., satisfied to dissatisfied) built into the system. Instructors have two options when they add their questions:

- Option 1: Questions for every class I am evaluated on now and in the future.
- Option 2: Questions that will only be asked for a specific class this semester.

Note: You cannot change your questions for a class with an active survey period.
Preview survey (Preview)

Here you are able to look at your eSPOT survey before it launches. If you have added instructor-level questions, they will appear at the bottom of the survey.

Auto Email

The Auto Email feature allows you to pre-set email messages to be sent to students who have not responded to your eSPOT survey on the 1st, 3rd, 5th, or 7th day of the survey period. There are three email templates for you to choose from or you can type in your own words.

See (View Reports)

If the report release has been met, you will be able to access your report from a link found under “See”. Otherwise, you will see the date of when the report will be released.

Opting out

SmartEvals! allows instructors to remove themselves from the course assessment process by clicking the “opt-out” button in the EvalCenter. The decision to opt-out should be made after consultation with your department chair or program director.

Handouts

Print out these handy sheets to give out to your students to remind them of the open survey period.
Reports

Reports are released the day after grades are submitted. The deadline for grade submission is determined by the registrar’s office. Reports include the Custom Report, Comments Report, Individual Evaluations, and the myFocus Reports.

These reports and the raw data can be exported for offline storage purposes or for additional data analysis with external software by clicking on the Excel icon found in the upper left hand corner of each report. You can export reports and raw data in the following formats: .xls, .csv, .pdf, .html, and others.

1 - Custom Report Tab

The custom report shows the distribution of a particular survey item’s responses. You can customize this report to include many other columns or to hide some of the columns that you currently see by clicking on the "Change columns" blue hyperlink on the top right side of the report.

The blue hyperlinks within the report may be clicked on to drill down and show how a particular group has responded to the other items in the survey. For example, if you want to see how majors in the department in which the course is offered responded to the survey, you would simply click on the 78% hyperlink associated with "Yes - Am a major in the department offering this course."
2 - Comments Report Tab

In the Comments Report, the comments are grouped together under the question so it’s easy to see similarities or patterns. The “Student Disposition” is provided to give some context for the comments. The student disposition is a calculation that SmartEvals! makes to determine the student’s satisfaction (i.e. tends to be very satisfied/dissatisfied on all assessments). There is also a drill-down box that allows you to filter your comments.
3 - Individual Evaluation Tab

The Individual Evaluation Report displays the individual surveys for each student who completes an assessment for a course. This report is similar to traditional paper assessments. Also on this tab is a button "Export Report to PDF" which allows you to export individual assessments to a PDF file.
4 - myFocus Report Tab

The myFocus report presents assessment results in an easy-to-understand format that clearly identifies an instructor’s areas of strength and weakness in teaching performance, and allows instructors to document strategies for improving effectiveness. myFocus analyzes all survey responses for each instructor, ranking the results according to several factors, including confidence intervals and how long ago the question was answered. Questions are then presented on a spectrum ranging from those of greatest possible improvement (highlighted in red) to areas in which the instructor already shows mastery (highlighted in green).

Help
Under the Help menu, you will find support materials, including a searchable FAQs and help videos.

Exit
Allows you to log out of your session.
Things to Remember

Classes will be uploaded based on how they appear in Class Search. You will need to login to eSPOT and review your classes. Notify us at eSPOT@tcu.edu of any issues.

Departments will need to notify us of any uncommon SPOT administration requests, such as the following:

- Team-taught class that only have one instructor listed as the instructor of record
- Graduate Student Instructor (GSI)-taught classes where the GSI is not the instructor of record
- GSI-taught classes that a department wants to receive a separate report from their faculty report

Reports and the raw data can be exported for offline storage purposes or for additional data analysis with external software by clicking on the Excel icon found in the upper left hand corner of each report.

Send feedback on your experiences with the new eSPOT system to eSPOT@tcu.edu.

SPOT Resources

The following information is found on the Office of Institutional Research website at http://www.ir.tcu.edu/espotfaq.asp:

- Faculty Senate Statement on Teaching Evaluation
- SPOT Survey Instrument - Quantitative (individual or combined classes with 8 or more students)
- SPOT Survey Instrument - Qualitative (May be used in place of quantitative instrument for individual or combined classes with 4-7 students)
- Fall 2012 SPOT Survey Periods
- eSPOT FAQ
- SmartEvals! FAQ

Email questions and feedback to eSPOT@tcu.edu.