

SmartEvals Manual for Departmental Heads and Deans

Step 1: Access to SmartEvals

- Click on the link in the email that you have received from SmartEvals
- Log in with your **US username** and **password**

This will appear on your screen after you have logged into the system



Dashboard

Do Not Send Emails
Send Out Emails

Our statistics show that 98% of a typical schools' faculty do not send out emails and get a 12% lower response rate

Click here to setup Email Reminders

Useful Tools:

- Preview Course Evaluations
- Response Rates
- Survey Results
- Email PDF Report
- Dropped Course Survey Results
- Export Raw Data

Students Email Effectiveness:

Each Email You Send Yields a 10% Boost in Response Rate

Email	Response Rate
First Email	12%
Second Email	10%
Third Email	11%
Fourth Email	12%
Fifth Email	10%
Sixth Email	10%

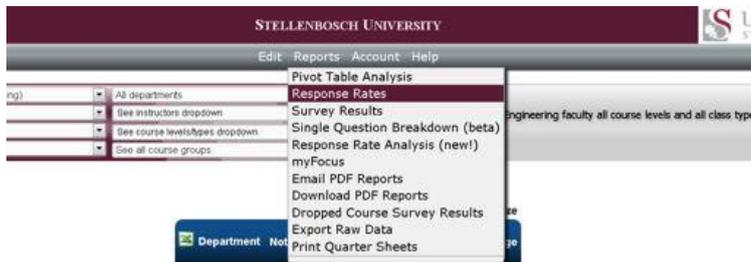
If you need assistance with SmartEvals please contact Veronica Beukes at vbeukes@sun.ac.za.

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¹ The SmartEvals system makes use of terminology such as 'evaluation' and 'results'. At SU, we, however, prefer the use of the terms 'feedback' and 'data' instead. SU regards Student Feedback primarily as a source for Professional Learning.

Step 2: Viewing department's response rates

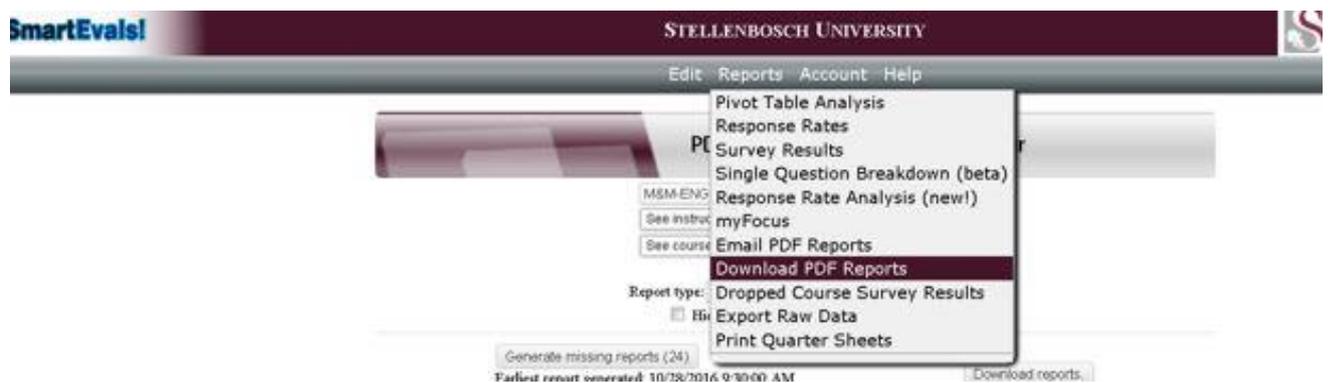
- To view the response rate of your department please hover over the **Reports** tab
- Click on **Response rates**



- A diagram will appear showing the number of students that completed and did not complete their surveys

Step 3: Viewing reports

- Hover over **Reports** tab, move down the list and click on **Download PDF Reports**



- A list of all the feedback reports for the lecturers in your department will appear. See example below.
- Click on **View** to download the pdf report

<input type="checkbox"/>	Le Roux, Dr MR	AGRONOMY 212 1	6/21/2017 1:31:00 PM	View
<input type="checkbox"/>	Swanepoel, Dr PA (additional)	AGRONOMY 212 1	6/21/2017 1:23:00 PM	View
<input type="checkbox"/>	Le Roux, Dr MR	AGRONOMY 312 1	6/21/2017 1:23:00 PM	View
<input type="checkbox"/>	Swanepoel, Dr PA	AGRONOMY 322 1	6/21/2017 1:24:00 PM	View
<input type="checkbox"/>	Le Roux, Dr MR	AGRONOMY 332 1	6/21/2017 1:24:00 PM	View
<input type="checkbox"/>	Lambrechts, Dr H	ANIMALSCI 112 1	6/21/2017 1:24:00 PM	View
<input type="checkbox"/>	Molotsi, AH	ANIMALSCI 214 1	6/21/2017 1:24:00 PM	View
<input type="checkbox"/>	Salie, Dr K	ANIMALSCI 314 1	6/21/2017 1:24:00 PM	View
<input type="checkbox"/>	Van Zyl, MD (additional)	ANIMALSCI 314 1	6/21/2017 1:24:00 PM	View
<input type="checkbox"/>	Lambrechts, Dr H	ANIMALSCI 324 1	6/21/2017 1:24:00 PM	View