SmartEval system: Manual for lecturers

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.

SmartEvals!	STELLENBOSCH UNIVERSITY STELLENBOSCH UNIVERSIT
	EvalCenter Handouts Reports See Advice Create Thank You Help Exit Johan Van Der Spuy
	My EvalCenter
	tustomize
	Review Term CRN Dept Num Sec Course Type Total Resp Not Resp % Resp Survey Start Survey End See
	Section 2016-24415-244E Bing 244 1 Fluid Mechanics (x-listed) Lecture 440 67 373 15 % 10/13/16 10/21/16
	Not Responded: 373 Responded: 57 15:23 %
•	This screen will show a list of all the module/ modules that feedback was given for. The pie chart indicates your response rate for this feedback opportunity.

Step 2: Viewing your data

• To view your data click on the graph icon

underneath **'See'** to your far right.

Preview	Term	CRN	Dept	Num	Sec	Course	Туре	Total	Resp	Not Resp	% Resp	Survey Start	Survey End	See
X	FA 2016	2016-44415-244E	Bing	244	1	Fluid Mechanics (x-listed)	Lecture	440	67	373	15 %	10/13/16	10/21/16	-
	-	ly	12											

- Your data will appear with aggregates for each question.
- Meaning of the columns is as follows:



- > N The number of respondents who answered that question.
- Top Two The percentage of respondents who answered the question with the two. most positive responses.
- > Avg The average of the question for that module/lecturer.
- BekkerAvg (Lecturers'surnameAvg/ MyAvg) This is the cumulative average for the question for all modules the lecturer has in SmartEvals.
- 424Avg (modulenumberAvg) This is the cumulative average for the question for any modules of that number in SmartEvals.

Step 3: Comments of students

- Scroll down to the bottom of the page, after the long list of open comments.
- A WORDLE (see example underneath) will appear of commonly occurring words or phrases that was used by students.
- > This WORDLE is like a summary of the comments students provided.
- > Words that were used the most often within the feedback, will stand out more.
- If you click on a word, the system will provide you with the comments in which that word appeared.

Commonly Occurring Words and Phrases from Your Students' Comments Show Preferences

class completely exam not professor question student

Step 4: Further analysis of the data - myFocus tool

SmartEvals provides a myFocus tool that is designed to identify the two or three questions
lecturers should focus on to have the largest overall increase in their feedback data.
Lecturers can upload their action plans and build up a knowledge base of possible responses
to feedback issues. A tutorial video on the myFocus tool is available on the system.

• To access the myFocus tool hover over the Reports tab at the top of your screen and click on myFocus – see below



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.

