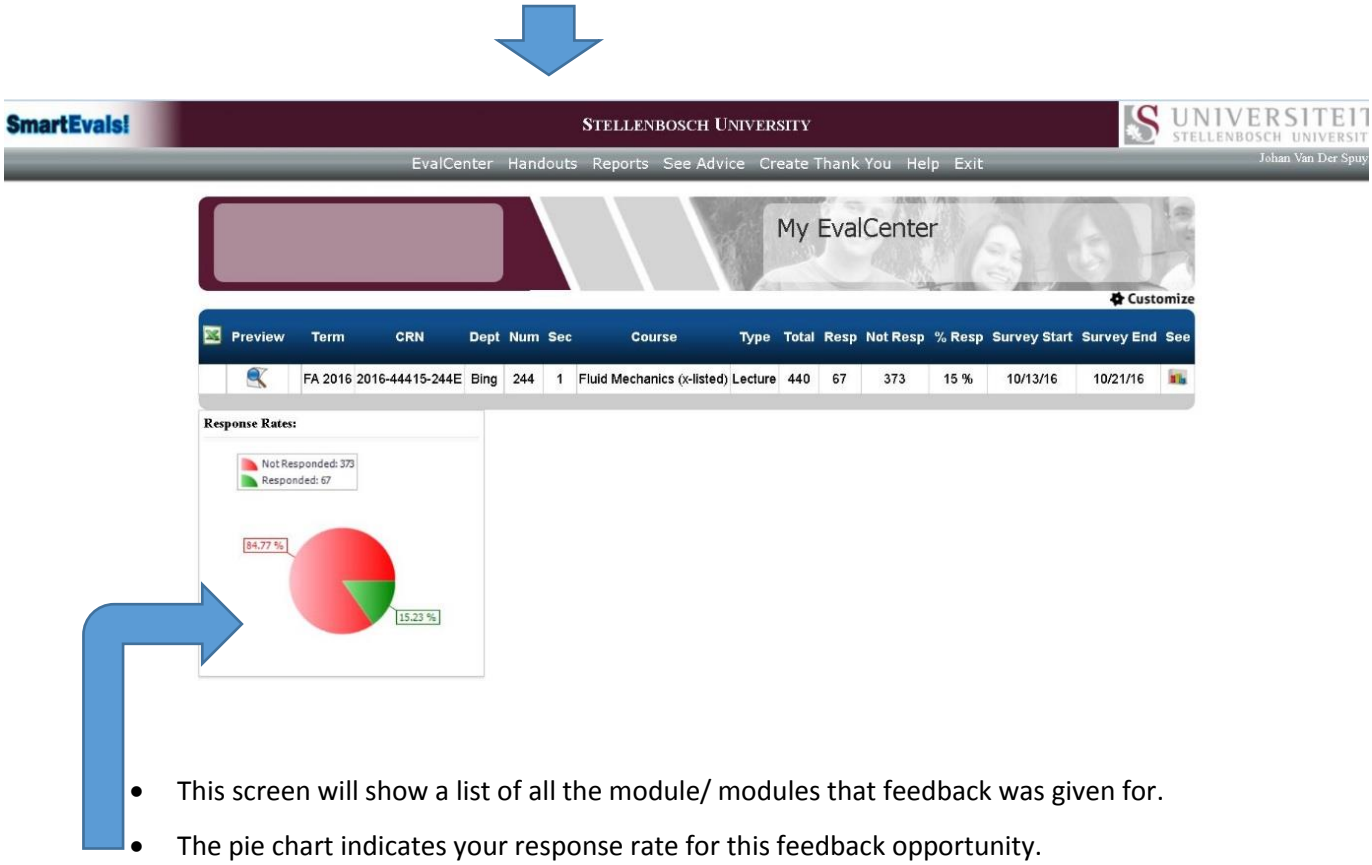
SmartEval system: Manual for lecturers

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**.

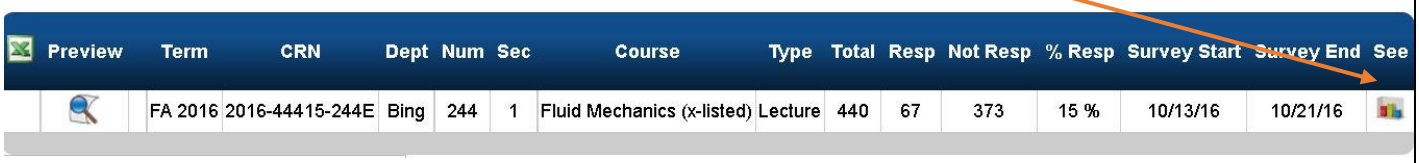
This will appear on your screen after you have logged into the system.



- 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.



- 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.

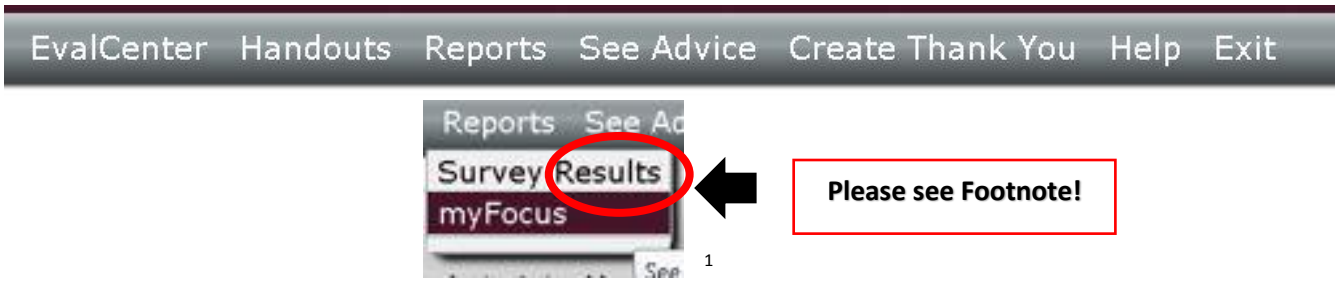
Step 3: Comments of students

- 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.

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.