

# Navigating CIOS Reporting in SmartEvals

for Faculty and Other Instructors

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# Agenda

- Introduction
- Who We Are
- Purpose of Engagement
- About CIOS
- Accessing SmartEvals
- Reports Overview & Demo
- Questions

# About the Office of Academic Effectiveness (OAE) - Who we are?



## Mission

The Office of Academic Effectiveness (OAE) at Georgia Tech is to **foster a culture of improvement and sustained excellence** across academic programs and support units. Through on-going engagement and assessment support services, the Office contributes to the Institute's commitment to excellence in student learning and quality assurance.

## Vision

The Office of Academic Effectiveness at Georgia Tech will be a **leader in shaping and influencing academic quality assurance across the post-secondary landscape.**

# Our Core Functions

## ***Academic and Academic Support Unit Assessment***

- Support academic program assessment of student learning
- Facilitate academic services unit assessment

## ***Accountability***

- Maintain academic and academic support units assessment reports
- Faculty Accreditation Council
- Support new academic programs and program changes through submission to the Board of Regents of the University System of Georgia
- Support regional accreditation and serve as the SACSCOC Accreditation Liaison, including the submission of substantive change and required reports.

# Our Core Functions Cont...

## ***Enhance Capacity for Continuous Improvement***

- Provide assessment workshops, resources, and consultation on best-practices
- Institute Survey Coordination Committee
- Institute Assessment Council
- Survey administration and communication
  - National, system and in-house surveys
    - Course Instructor Opinion Survey (CIOS)
    - University System of Georgia Surveys
    - Cooperative Institutional Research Program (CIRP) Freshman Survey
    - National Survey of Student Engagement (NSSE)
    - Undergraduate and Graduate Exit Surveys
    - Alumni Survey
    - Career and Salary Survey

# Our Core Functions Cont...

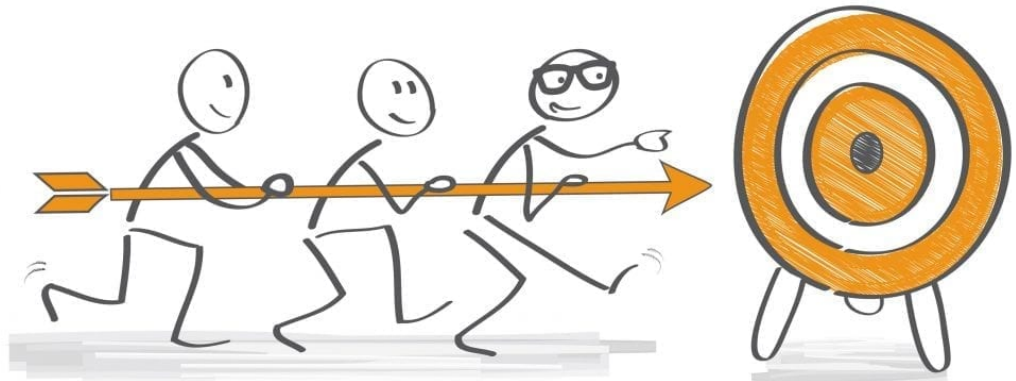
## ***Academic Program Review and Planning***

- Coordinate academic program review
- Coordinate Vice Provost Unit review
- Coordinate University System of Georgia (USG) comprehensive program review
- Provide curricular support for new degree program development and long-term planning
- Associate Provost serve as standing voting member on the Institute's curriculum committee (undergraduate and graduate)

# Purpose of Engagement

Build and expand capacity around CIOS reporting in SmartEvals.

- Navigating the menus



# What is CIOS (a brief review)

- Designed to capture students' perceptions of their learning experiences within the classroom.
- It's use dates back to 1986
- Moved online in 1999
- Redesigned in 2011, revised 2017
- Administered by the Office of Academic Effectiveness using the external vendor, [SmartEvals](#).



# Core Survey Items

ITEM	SCALE
<b>Student Effort</b>	<b>Variable Scales</b>
1. On average, how many hours did you spend on this course per week (total in class, on homework, etc.)?	0-3, 3-6, 6-9 ... 18+
2. What percentage of classes did you attend?	0-30, 30-50, 50-70, 70-80, 80-90, 90-100
3. What percentage of the homework did you complete?	0-30, 30-50, 50-70, 70-80, 80-90, 90-100
4. Comments about your effort (eg., - was the expected and expended effort appropriate for this course?).	open-ended
<b>Quality of Course</b>	<b>5 Point Scales</b>
5. Rate how prepared you were to take this subject.	Completely Unprepared – Extremely Well Prepared
6. How much would you say you learned in this course?	Almost Nothing – An Exceptional Amount
7. Degree to which exams, quizzes, homework (or other evaluated assignments) measured your knowledge and understanding:	Very Poor – Exceptional
8. Considering everything, this was an effective course.	Strongly Disagree – Strongly Agree
9. What were the best features of the course, such as lectures, activities, assignments, and projects?	open-ended
10. How could this course be improved?	open-ended

# Core Survey Items Cont...

ITEM	SCALE
Quality of Teaching	5 Point Scales
11. Instructor's clarity in discussing or presenting course material:	Very Poor – Exceptional
12. The instructor clearly communicated what it would take to succeed in this course.	Strongly Disagree – Strongly Agree
13. Instructor's respect and concern for students:	Very Poor – Exceptional
14. Instructor's level of enthusiasm about teaching the course:	Detached – Extremely Enthusiastic
15. Instructor's ability to stimulate my interest in the subject matter:	Ruined My Interest – Made Me Eager to Learn More
16. Instructor's availability for consultation:	Hard to Find – Highly Accessible
17. Helpfulness of feedback on assignments:	Not Helpful – Extremely Helpful
18. The instructor provided a positive environment in which to learn, regardless of my race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status.	Strongly Disagree – Strongly Agree
19. Considering everything, the instructor was an effective teacher.	Strongly Disagree – Strongly Agree
20. What was the greatest strength of the instructor?	open-ended <span style="float: right;">10</span>
21. How can instruction be improved?	open-ended

# Deploying CIOS – When

- Three weeks at the end of each semester
- For most courses, the Monday two weeks before finals through midnight, Sunday after finals.



# Deploying CIOS – Who Gets Surveyed

- All courses will be surveyed unless they meet one or more exclusion criteria:
  - Size:
    - Classes with enrollment below 5.
  - Course Subject:
    - Subject codes for non-course activities, such as work or study abroad.
  - Research Hours:
    - Research Assistantship and Research Hours
    - Thesis / Dissertation hours

Source: <https://www.academiceffectiveness.gatech.edu/surveys/cios/about-cios>

# Deploying CIOS – Contacts

- Instructors are contacted:
  - 1 week before survey opens
  - *When CIOS opens*
  - *Reminders ~3 days*
  - *Final reminder 24 hours before survey closes*
  - When reports are available
- Students are contacted:
  - *When CIOS opens*
  - *Reminders ~3 days*
  - *Final reminder 24 hours before survey closes*

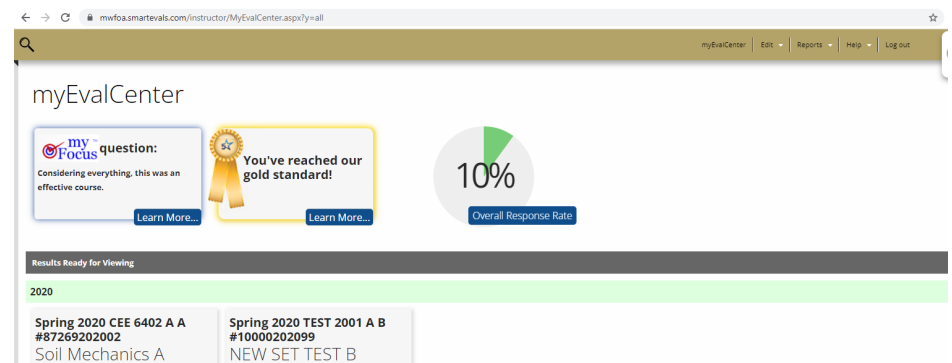
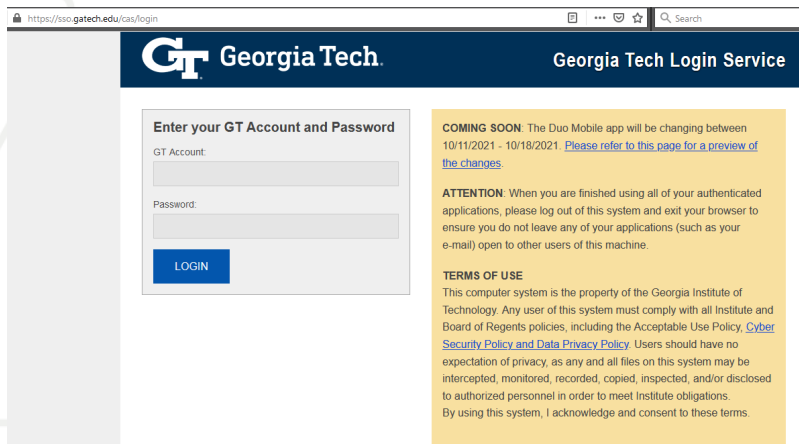
# Report Access by Role

Reporting access by role	CIOS Scaled Results	CIOS Comments	TA's Scaled Results	TA's Comments
<b>Instructor</b>	Their Own	Their Own	All within their own course	All within their own course
<b>TA Supervisor</b>	N/A	N/A	All within their own course	All within their own course
<b>School Chair</b>	All within their own unit	None	All within their own unit	All within their own unit
<b>Teaching Assistant</b>	None	None	Their Own	Their Own
<b>Students</b>	All –	None	None	None

<https://www.academic effectiveness.gatech.edu/surveys/cios/accessing-cios-and-survey-results>  
Summary only

# Accessing SmartEvals

- Accessing the cloud-based system
  - Uses GT SSO
- <https://gatech.smartevals.com>



Please follow along!

# My Eval Center (Home Page)

The screenshot shows the myEvalCenter home page. At the top right, there is a navigation bar with links for myEvalCenter, Edit, Reports, Help, and Log out, along with the Georgia Tech logo. The main header area includes the text 'myEvalCenter' and a search icon. Below this, there are three main components: a 'myFocus question' box stating 'The instructor encouraged students to learn from their errors.' with a 'Learn More...' link; a gold standard award box with a ribbon icon and the text 'You've reached our gold standard!' with a 'Learn More...' link; and a large green and white pie chart showing '47%' for 'Overall Response Rate' with a 'Learn More...' link. A dark grey bar below these components reads 'Results Ready for Viewing'. The main content area is divided into sections for the years 2020 and 2019. The 2020 section contains two course cards: 'Fall 2020 GT 1000 Lecture E05 #87317202008' and 'Summer 2020 GT 1000 A LD5 #56657202005'. Each card displays the course name, dates for 'Began', 'Ended', and 'Released', a pie chart showing the 'Students responded' percentage (58% for Fall 2020 and 30% for Summer 2020), and buttons for 'Preview' and 'See Reports'. The 2019 section shows the start of a card for 'Fall 2019 GT 1000 A E11 #87931201908'. The name 'George Burdell' is visible in the bottom right corner of the interface.



# Surveys Waiting to be Opened


- Add additional questions
- Preview the survey


**Surveys Waiting to Be Opened**

**Fall 2021 TEST 2000 Lecture B2 #73572**  
Test Class 2 B2  
With:  
Instructor: Joseph Ludlum

<b>Begins:</b>	<b>Ends:</b>	<b>See</b>
11/22/2021	12/12/2021	<b>Reports:</b>
		12/24/2021

**Students responded:** **0%**  
0 / 8 **response rate**

 Add Questions

 Preview

# Active surveys

- Response rate
- Preview survey
- Email Students

## Open Surveys

**Fall 2021 TEST 1000 Lecture  
A1 #73571**

Test Class 1 A1

<b>Begins:</b>	<b>Ends:</b>	<b>Released:</b>
11/8/2021	12/5/2021	12/24/2021



**Students responded:**  
3 / 8

**38%**  
response  
rate



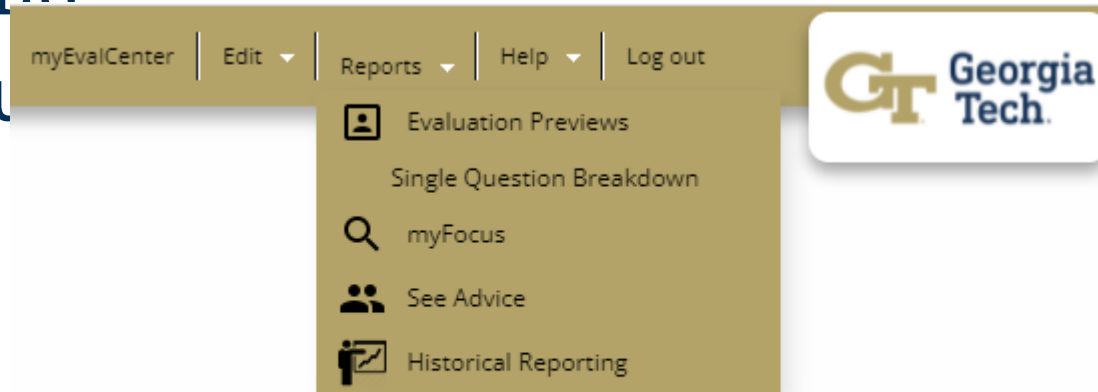
Get QR Codes



Preview

# Reports Menu

- Single Question Breakdown
- Evaluation Previews / Historical Reporting
- My Focus
- Filtering Data
- Report Downloads



# Single Question Breakdown / Demo

myEvalCenter | Edit | Reports | Help | Log out

GT Georgia Tech

## Single Question Wizard

Which Reports Do You Want to See?

Class-by-Class Reports

Course Title Totals

Course Name	N	Tot	Pct	Question 1
Total:	15773	21031	75%	4.9
Writing & Rhetoric	70	152	46%	5.0
Intro to Literature	608	1220	50%	4.7
Technical Writing	9	23	39%	4.8

Choose a Year  Use Calendar Years

2020

2019

2018

2017

2016

Show all years

OR Choose a College

College of Registrar

College of Sciences

- Reports for Instructor questions
- Class by class, or by course
- Single semesters, or over time

# Historical Reporting / Demo

🔍
🏠

## Multiple Year Reporting For George Burdell

Choose Columns
Choose Questions

Reports	Dept	Num	Section	Team Taught	Semester	Course Name	Possible Respondents	Num Respondents	Response Rate %	Instructor Clarity	Instructor: Communicated how to succeed	Instructor: Enthusiasm	Instructor: Stimulates interest
Year: Sum20-Spr21													
	GT	1000	E05			GT Freshman Seminar	19	11	57.9%	5.0	5.0	5.0	4.8
	GT	1000	LD5			GT Freshman Seminar	20	6	30.0%	4.7	4.9	5.0	4.7
N=2							39	17	0	4.89	4.96	5	4.76
Year: Sum19-Spr20													
	GT	1000	E11			GT Freshman Seminar	16	9	56.3%	5.0	5.0	5.0	5.0
N=1							16	9	0	5	5	5	5



# Single Course Report

Multiple Year Reporting For




Single Question Analysis: Inst

Choose Columns   Choose Questions

Median scores for each question

Reports	Dept	Num	Section	Team Taught	Semester	Course Name	Type	Pos
Year: Sum19-Spr20								
	TEST	2001	B			NEW SET TEST	A	
N=1								

Wizard

See	See	New	Year	Term	Course Prefix	Course Number
			2020	Spring	TEST	2001

Fall 2020 GT 1000 Lecture E05  
#87317202008

GT Freshman Seminar  
E05

Began: 11/23/2020   Ended: 12/13/2020   Released: 12/17/2020



58%

Students responded: 11 / 19   response rate



Preview



See Reports

- The same information as the pdf reports emailed after survey closes

# Item 10 & RPT

- The RPT spreadsheet

[https://faculty.gatech.edu/sites/default/files/images/rpt\\_cios\\_template\\_cross-listed\\_0.xlsx](https://faculty.gatech.edu/sites/default/files/images/rpt_cios_template_cross-listed_0.xlsx)

- The item 10 report (Single Question Breakdown)
- Accessing the norms
  - Institute Norms Report:

<https://www.academiceffectiveness.gatech.edu/surveys/cios/norm-data>

# Customizing Reporting Views

- Historical Reporting
  - Course info
  - Questions displayed
- Single Question Breakdown
  - Changing questions
  - Customizing your reports (i.e., course type, campus, course groups)
  - Cross-listed courses: combine or separate?
- Course detailed report
- Changing between Department Head and Instructor views\*



Questions?

# Helpful links

- SmartEvals:  
<https://gatech.smartevals.com>
- About CIOS:  
<https://www.academiceffectiveness.gatech.edu/surveys/cios/about-cios>
- Accessing Data:  
<https://www.academiceffectiveness.gatech.edu/surveys/cios/accessing-cios-and-survey-results>
- Norms data:  
<https://www.academiceffectiveness.gatech.edu/surveys/cios/norm-data>

# Contact Information

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- [joe.ludlum@gatech.edu](mailto:joe.ludlum@gatech.edu)
- [cioshelp@gatech.edu](mailto:cioshelp@gatech.edu)
- SmartEvals help line: 716-803-1111
  - Weekdays 9am-5pm