Georgia Tech | Academic Effectiveness

Reporting Guide for School Chairs, Interdisciplinary Program Directors, and other School Administrators.

Summary Reports

The Summary Reports provide easy access to results, with the option to search by Course, Instructor, Subject, Sections, among other variables. To access reports using the Report Wizard, please follow each of the steps described below.

Step 1: Login to SmartEvals with your Georgia Tech username and password.

(https://gatech.smartevals.com)

Step 2: From the Dashboard select **Survey Results** under the **Reports** menu

Step 3: From the Report Wizard, select **Class-by-Class Reports** for individual course results. Use this view to access individual instructor results. If you are interested in summaries by course subject, select **College Totals.**

Select **Choose a Year** to view a single year of results. To review multiple years of data in one view, select the **show all years** checkbox. A new window will display where you will then select **All Years, All Divisions**.

Conversely, if you are interested in reviewing results for a single college, use the **Choose a College** option and then select your college. It is important to note that only the college(s) that you are affiliated with will be available.

Please note, selecting by college or selecting multiple years will take more time for the data to process.

Step 4: The Course Evaluation Results view provides summary information about the course and the response percentages. To show the summary data for questions, select the **See** button.

Course Evaluation Results in 2019

To narrow results by term, course prefix, course number, instructors, etc., use the **search text boxes** at the top of the table. You can also use the **Narrow Your Results For This Visit** filters at the bottom of the table to limit results by year and semester. Program Directors with courses in more than one College may also use this feature to limit their search to a specific college.

Step 5: To download the results, click on the export icon ( ) at the top left corner of the page. Several export formats are available. It is recommended that you use the .csv or .xls formats if you intend to copy or move information to other documents.
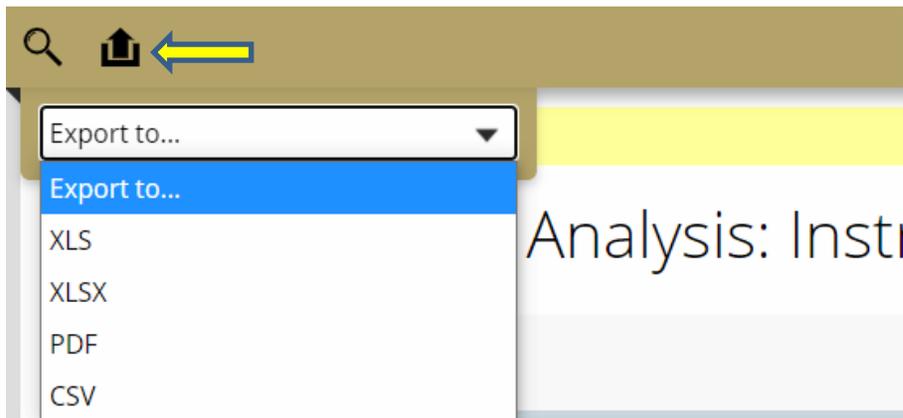
For more information, please contact cioshelp@gatech.edu