



## 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

The screenshot shows the Georgia Tech reporting dashboard. The top navigation bar includes 'Home', 'Edit', 'Reports', 'Preview Evaluations', 'Account', 'Help', and 'Log out'. The 'Reports' menu is open, showing options: 'Survey Results', 'Response Rates', 'Single Question Breakdown', 'myFocus', 'Email PDF Reports', 'Download PDF Reports', and 'Print Quarter Sheets'. A yellow arrow points to the 'Survey Results' option.

On the left sidebar, there are several navigation options: 'An Instructor', 'A Division', 'A Course Title', 'Schedule A Training', 'Watch Training Videos', 'Email Students: (none to email)', and 'Email Instructors (none to email)'.

The main content area displays a table of reports. The table has columns for 'Standard Reports', 'Send Emails', 'Download PDFs', 'Name', 'Total # Classes', and 'Last Taught'. The 'Name' column is currently empty. The table contains 13 rows of data, each with a bar chart icon, an email icon, a PDF icon, a date, a number of classes, and a year.

Standard Reports	Send Emails	Download PDFs	Name	Total # Classes	Last Taught
				1	2021
				2	2021
				5	2021
				3	2021
				3	2021
				2	2021
				6	2021
				2	2021
				3	2021
				1	2021
				3	2019
				1	2019
				2	2019

At the bottom left, the URL is visible: <https://mwfea.smartevals.com/reporting/Summary/Wizard.aspx?MenuitemID=222>

**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.*

The screenshot shows the 'Report Wizard' interface. At the top is a navigation bar with a search icon and menu items: Response Rates, Evaluation Periods, Edit, Reports, Survey Setup, Switch to Instructor View, Help, and Log out. The Georgia Tech logo is in the top right corner.

The main content area is titled 'Report Wizard' and is divided into three main sections:

- Which Reports Do You Want to See?** This section contains four options: 'Class-by-Class Reports' (highlighted with a yellow arrow), 'College Totals' (highlighted with a blue arrow), 'Instructor Totals', and 'Course Title Totals'. Below these is a preview table with columns: Course Name, N, Tot, Pct, and Question 1.
- Choose a Year** This section has a calendar icon, a 'Use Calendar Years' checkbox (checked), and a list of years: 2022, 2021, 2020, 2019, and 2018. Below the list is a 'Show all years' checkbox (unchecked). A yellow arrow points to the 'Show all years' checkbox, and a blue arrow points to a pop-up window.
- OR Choose a College** This section has a building icon and a list of colleges: College of Business, College of Computing, College of Design, College of Engineering, College of Liberal Arts, College of Registrar, and College of Sciences. A yellow arrow points to the 'Choose a College' text.

A pop-up window is shown below the 'Show all years' checkbox, containing a list of years with '2010' selected, the text 'All Years, All Divisions' (highlighted with a blue arrow), and a checked 'Show all years' checkbox.

**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

Wizard Questions: None See ← Customize

Edit	See	Report	New Chart		Term	Course Prefix	Course Number	Course Name	Sec	Instructor ID	Instructor	Tot N	Pct
					Summer		2101					16	31.3%
					Summer		2102					30	70.0%

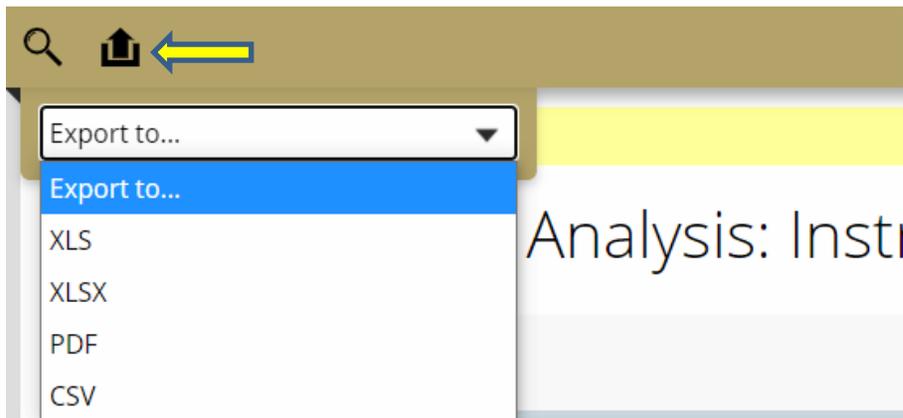
To narrow results by term, course prefix, course number, instructors, etc., use the **search text boxes** at the top of the table. You can also use the **Narrow Your Results For This Visit** filters at the bottom of the table to limit results by year and semester. Program Directors with courses in more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

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Narrow Your Results For This Visit \*

Filter by: Colleges Years Semesters ←

**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](mailto:cioshelp@gatech.edu)