

Tenure and Promotion Reporting Instructions

Sign into your SmartEvals account at SmartEvals.com.

Our Confidentiality Promise to Students:

We want all students to feel safe when completing evaluations on our site. Let us assure you that our company will **never** release email addresses or any other personal information. We also promise to keep your submissions confidential. We will **never** let instructors or administrators at your school connect you to your evaluations. We will only give the school compiled data with **no** student identifiers. Your evaluations will assist your school in determining how to provide you with the

If your opening screen is not the **myEvalCenter**, navigate there utilizing the **myEvalCenter** option in the top header.

myEvalCenter

Your survey collection has closed. Below you'll find a few ways to get your reports, read comments, and see how you can boost your response rate even more next semester. You can customize your reports so they are tailored to your needs.

Real Time Response Rate

34%

See PDF reports

Customized reports

Rate Us Response rate tips

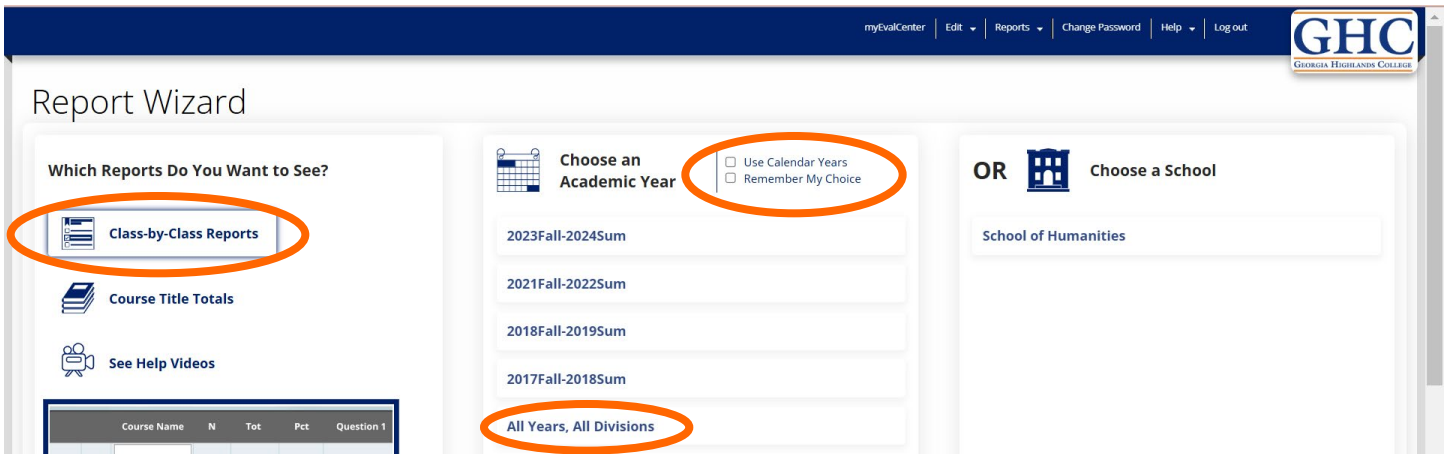
Once on the myEvalCenter page, click **Reports**, then **Historical Reporting** on the navigation bar across the top.

myEvalCenter

Reports

- Historical Reporting
- Evaluation Previews
- Response Rates

This opens the **Report Wizard** screen. Make sure **Class-by-Class Reports** is selected. Uncheck the **Calendar Years** to change the selection to reflect **Academic Years**. Finally, click **All Years, All Divisions**.



Your screen should now look like this. Next to the **See** button in the **Questions** options, click **Choose**.

See	See	New	Year	Sem	Dept	Num	Course Name	Sec	Level	Type	Instructor ID	Instructor	N	Tot N	Pct	Web page quality was good	Cour techno aide understa
							Sch Avg								32.04%	4.6	4.5
			2023				Total:						46	108	42.6%		
			2023	Spring	ENGL		ENGL 1101		Undergraduate	Asynchronous Instruc			10	20	50.0%		
			2023	Spring	ENGL		ENGL 1101		Undergraduate	Asynchronous Instruc			9	17	52.9%		

Ensure that all the questions are selected by checking the **check box** at the top of the column.

Click **Save**.



Choose Questions

These are the questions used by this Time Period, sorted by order of usage

<input checked="" type="checkbox"/>	Question	Approx. Usage	Question ID
<input checked="" type="checkbox"/>	The web page quality of this course was good.	269	137870
<input checked="" type="checkbox"/>	The technology used in this course aided in my understanding of the subject matter.	268	137871
<input checked="" type="checkbox"/>	Instructor presents information at the student's level of understanding	268	137867

Make sure the **See** button is still highlighted (orange).

myEvalCenter | Edit | Reports | Change Period | Help | Log out

Course Evaluation Results for [redacted]

Wizard Back Questions: **See** Choose Customize

See	See	New	Year	Sem	Dept	Num	Course Name	Sec	Level	Type	Instructor ID	Instructor	N	Tot N	Pct	Web page quality was good	Cour techno aide understa	
																32.04%	4.6	4.5
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			2023	Spring	ENGL		ENGL 1101		Undergraduate	Asynchronous Instruc			9	17	52.9%			

Rate Us

Scroll to the bottom of the page. Click **Semesters**.

Narrow Your Results For This Visit *

Filter by: Years Course Levels Course Types **Semesters**

* Affects all wizard reports you view, as well as **charts**

Make sure all semesters are checked. Click **Save**.

Choose semesters to see on your reports

Save **Close**

<input checked="" type="checkbox"/>	Semester	Semester ID
<input checked="" type="checkbox"/>	Fall	120
<input checked="" type="checkbox"/>	Spring	140
<input checked="" type="checkbox"/>	Summer	150

Scroll to the bottom of the page. Click **Years**.

Narrow Your Results For This Visit *

Filter by: **Years** Course Levels Course Types Semesters

Affects all wizard reports you view, as well as **charts*

Make sure the **last 5 academic years** are checked. Click **Save**.

Choose which years you would like to see for all summary reports and charts

Save **Close**

<input checked="" type="checkbox"/>	Academic Year
<input checked="" type="checkbox"/>	2024Fall-2025Sum
<input checked="" type="checkbox"/>	2023Fall-2024Sum
<input checked="" type="checkbox"/>	2022Fall-2023Sum
<input checked="" type="checkbox"/>	2021Fall-2022Sum
<input checked="" type="checkbox"/>	2020Fall-2021Sum
<input type="checkbox"/>	2019Fall-2020Sum
<input type="checkbox"/>	2018Fall-2019Sum
<input type="checkbox"/>	2017Fall-2018Sum
<input type="checkbox"/>	2016Fall-2017Sum

Scroll through the list to ensure all semesters for all 5 years are listed.

Click the **Export** icon at the top left in the header.



Select **CSV** the **Export to...** drop-down menu.



Wait for the download to complete.

Once complete, **open the file** in Excel.

Save the file to your computer.

Your file is now ready to submit.

If you would like to include comments on your report, please use the following steps.

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Login

GHC
Greatness. Honors. Character.

Please Login

myGHC Network ID:
username@highlands.edu
(the first part of your email address)

myGHC password:
.....
If unknown login via your last evaluation email

Login Now

HACKER PROOF
Secure. Safe. Sound.

If your opening screen is not the **myEvalCenter**, navigate there utilizing the **myEvalCenter** option in the top header.

The screenshot shows the myEvalCenter dashboard. At the top, there is a navigation bar with 'myEvalCenter' circled in orange, along with 'Edit', 'Reports', 'Change Password', 'Help', and 'Log out'. The main header reads 'myEvalCenter'. Below it, a message states: 'Your survey collection has closed. Below you'll find a few ways to get your reports, read comments, and see how you can boost your response rate even more next semester. You can customize your reports so they are tailored to your needs.' A 'Real Time Response Rate' gauge shows 34%. Below the gauge are three buttons: 'See PDF reports', 'Customized reports', and 'Rate Us' (with a thumbs up icon). A 'Response rate tips' link is also visible.

Scroll down the screen to click **Download PDFs**.

This screenshot shows a list of report options on the myEvalCenter dashboard. The 'Download PDFs' option is circled in orange. Other options include 'Standard report', 'Charts and graphs', 'Percentile rank analysis', 'Comment Analysis', 'Survey results', and 'Email PDF reports to yourself'. Each option has a right-pointing arrow.

Select, or **expand**, the semester you'd like to download. For this example, let's use **Fall 2023**.


This screenshot shows a list of report options on the myEvalCenter dashboard. The 'Fall 2023' option is circled in orange. Below it, there is a table with the following data:

Fall 2023 ENGL [REDACTED] Asynchronous Instruc			Response Rate
ENGL 1101 [REDACTED]			
Start: 10/02/23 12:01 AM	End: 10/08/23 11:59 PM	Reports: 10/11/23 12:01 AM	(6/18)

Click the **course** for the report you wish to download. For this example, let's use **ENGL 1101**.

< Back


Fall 2023

Fall 2023 ENGL [REDACTED] Asynchronous Instruc	Response Rate
ENGL 1101 [REDACTED]	
Start: 10/02/23 12:01 AM End: 10/08/23 11:59 PM Reports: 10/11/23 12:01 AM	(6/18)

Wait for the download to complete.

Once complete, **open the file**. Below is an example of the file you will receive.

Georgia Highlands College
Fall 2023, ENGL [REDACTED]
Instructor: [REDACTED]



Question Text	N	Avg	Instructor Avg	ENGL Avg	School Avg	GHC Avg	Str Agree	Agree	Neutral	Disagree	Str Disagree
1 Course instruction increased knowledge											
2 Instructor helped develop academic skills											
3 Instructor enthusiastic about teaching											
4 Assignments were clearly explained											
5 Evaluation methods clear/ consistent											
6 Instructor feedback increased student success											
7 Instructor adhered to course policies											
8 Course instruction was effective											

Text Responses

Which aspects of the instructor's teaching have been most valuable to your learning?

[REDACTED]

Which features of this course did you find the most useful?

[REDACTED]

What would you suggest for improving the instruction of this course?

[REDACTED]

Save the file to your computer.

Please contact the IESI Department for further questions or concerns at IESI@highlands.edu.