

Navigating CIOS Reporting in SmartEvals

for School Chairs, Department Heads,
and other Administrators

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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...

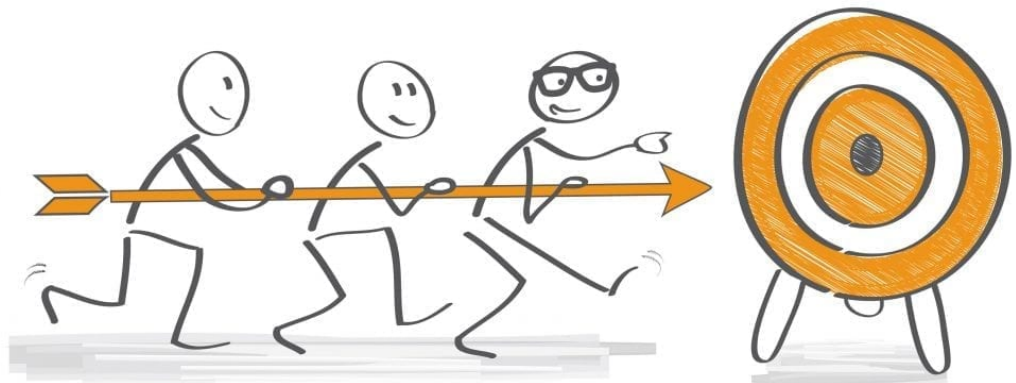
Academic Program Review and Planning

- 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
Student Effort	Variable Scales
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
Quality of Course	5 Point Scales
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
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.academicffectiveness.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
School Chair*	All within their own unit	None	All within their own unit	All within their own unit
Instructor	Their Own	Their Own	All within their own course	All within their own course
TA Supervisor	N/A	N/A	All within their own course	All within their own course
Teaching Assistant	None	None	Their Own	Their Own
Students	All – Summary only	None	None	None

* Includes Deans and Interdisciplinary Program Directors

<https://www.academicffectiveness.gatech.edu/surveys/cios/accessing-cios-and-survey-results>

Accessing SmartEvals

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

Enter your GT Account and Password

GT Account:

Password:

LOGIN

COMING SOON. The Duo Mobile app will be changing between 10/11/2021 - 10/18/2021. [Please refer to this page for a preview of the changes.](#)

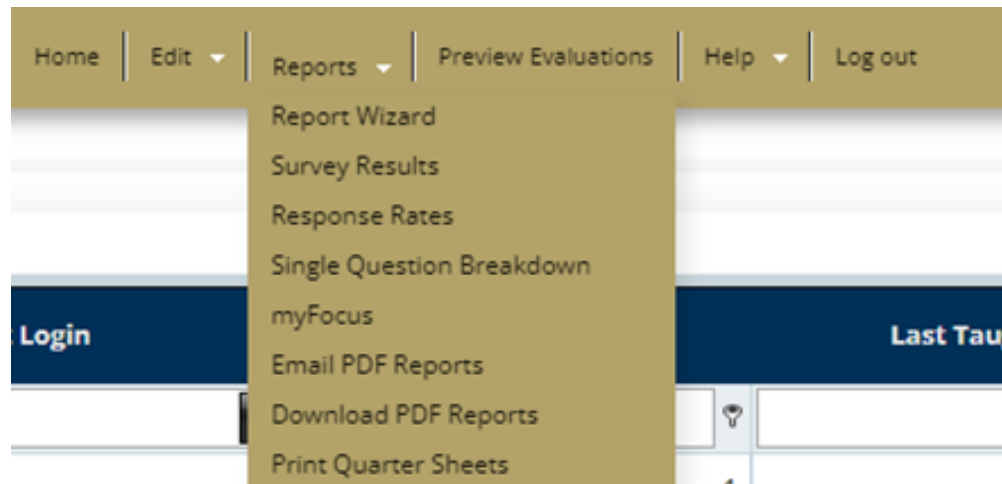
ATTENTION: When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

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Standard Reports	Download PDFs	Name	Last Login	Total # Classes	Last Taught
		Abbey, Samantha	12/18/2020	1	
		Alvarez-Robinson, Sonia		2	
		Anderson, Ernie		3	
		Azem, Nada	07/21/2021	1	
		Barnes, Sirocus	12/15/2019	7	
		Black, James	09/6/2021	55	
		Blandford, Emily	03/11/2021	10	
		Bleiweis, Scott		3	
		Riumenfeld Ganzt, Ilana	12/18/2020	2	

Reports Menu

- Filtering Data
- Report Wizard / Survey Results
- Response Rates
- Single Question Breakdown
- Report Downloads



Filtering Data

- Report Wizard & Single Question Breakdown
- Text filters & Set filters

Year	Term	Course Prefix	Course Number	Course Name	Sec	Instructor ID	Instructor	Number Responded	Tot N	Pct
2020	Summer	GT	1000	GT Freshman Seminar	SC2	mceballos6	Ceballos	3	16	18.8%
2020	Summer	GT	1000	GT Freshman Seminar	SC2	mweiland6	Weiland	3	16	18.8%
2020	Summer	GT	1000	GT Freshman Seminar	SC1	KLUKENS3	Lukens	3	18	16.7%

Narrow Your Results For This Visit *

Filter by:

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

For more information or help using the course evaluation software, please contact cioshelp@gatech.edu.

Report Wizard / Survey Results / Demo

The screenshot shows the 'Report Wizard' interface. At the top, there is a navigation bar with a search icon, 'Home', 'Edit', 'Reports', 'Preview Evaluations', '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 columns. The first column, 'Which Reports Do You Want to See?', contains four report options: 'Class-by-Class Reports' (selected), 'College Totals', 'Instructor Totals', and 'Course Title Totals'. The second column, 'Choose a Year', features a calendar icon, a 'Use Calendar Years' checkbox (checked), and a list of years from 2020 to 2016. A 'Show all years' checkbox is at the bottom. The third column, 'OR Choose a College', has a college icon and a dropdown menu showing 'College of Registrar'.

- Reports for the entire survey
- Class by class, or combined data
- Single semesters, or over time

Response Rates / Demo

Home | Edit | Reports | Preview Evaluations | Help | Log out

Georgia Tech


Response Rate Wizard

What Do You Want to See?

Released Classes

Division	N	Tot	Pct	Question 1
Total:	15773	21031	75%	4.9
College of Education	70	152	46%	5.0
College Of Arts and Sciences	608	1220	50%	4.7
College of Business	9	23	39%	4.8
College of Business	662	1375	48%	4.5
College of Hospitality	17	27	63%	4.8

Choose a Year Use Calendar Years

OR  Choose a College

By Instructor

2020

2019

2018

2017

2016

Show all years

College of Registrar

Narrow Your Results For This Visit *

Filter by: **Years** Semesters Cross Listings Team Taught

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

For more information or help using the course evaluation software, please contact cioshelp@gatech.edu.

Single Question Breakdown / Demo

Search icon | Home | Edit | Reports | Preview Evaluations | Help | Log out | Georgia Tech

Single Question Wizard

Which Reports Do You Want to See?

- Class-by-Class Reports**
- College Totals**
- Instructor Totals**
- Course Title Totals**

Choose a Year | Use Calendar Years

2020


2019

2018

2017

2016

Show all years

OR  **Choose a College**

College of Registrar

Downloading Reports

- Downloading displayed reports
- Email / Download reports (pdf)

Item 10 & RPT

- The RPT spreadsheet

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

- Changing views from Department Head to Instructor view
- Single Question – changing items
- Customizing your reports (i.e., course type, campus, course groups)
- Cross-listed courses: combine or separate?

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

- franz.reneau@gatech.edu
- joe.ludlum@gatech.edu
- SmartEvals help line: 716-803-1111
 - Weekdays 9am – 5pm ET