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

Summary Reports with the Survey Wizard Tool

The Report Wizard provides 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 **Report Wizard** under the **Useful Tools Menu**.

Alternatively, the **Report Wizard** can also be accessed from the **Reports** option on the menu bar. Mouse over **Reports**, then select **Report Wizard** from the dropdown menu.
**Step 3:** From the Report Wizard, select **Class-by-Class Reports** for individual course results. You will need to use this view to get instructor information. Please note that if you are only interested in summaries by course subject (department), select **College Totals**.
Step 4: Select the Year that you would like to review.

If you would like 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 respective college. It is important to note that only the colleges that you are affiliated with will display.

Please note, selecting by college or selecting multiple years will take more time to display.
**Step 5:** 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.

To narrow results, you can filter by the **search text boxes** at the top of the table to look for specific course subjects, titles, instructors, etc. Please note that you can also use the **Narrow Your Results For This Visit** filters at the bottom of the table to limit 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 colleges.
Step 6: If you wish to download the displayed results, click on the ‘Export’ box-and-arrow icon at the top left of the screen. Reports can be downloaded in PDF, Excel, and text (.csv) formats.