



# Using SmartEvals to Setup and Access your Student Opinions of Instruction (SOI)

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VSU implemented SmartEvals a new platform for Student Opinions of Instruction (SOI) in Summer 2019. In Spring 2020, the Faculty Senate revised the [standard SOI instrument](#).

## Guide Contents

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## Log in to SmartEvals

Access SmartEvals in one of five methods:

1. Bookmark and access the link directly: <https://valdosta.smartevals.com>
2. The sign-on link provided at the bottom of the automated emails. Note: Emails will be sent from SmartEvals, evaluations [at] smartevals.com.
3. The Success Portal (<https://successportal.valdosta.edu/>), select Resources from the top menu bar, then select the SmartEvals tile.
4. The MyVSU portal (<https://myvsu.valdosta.edu>)

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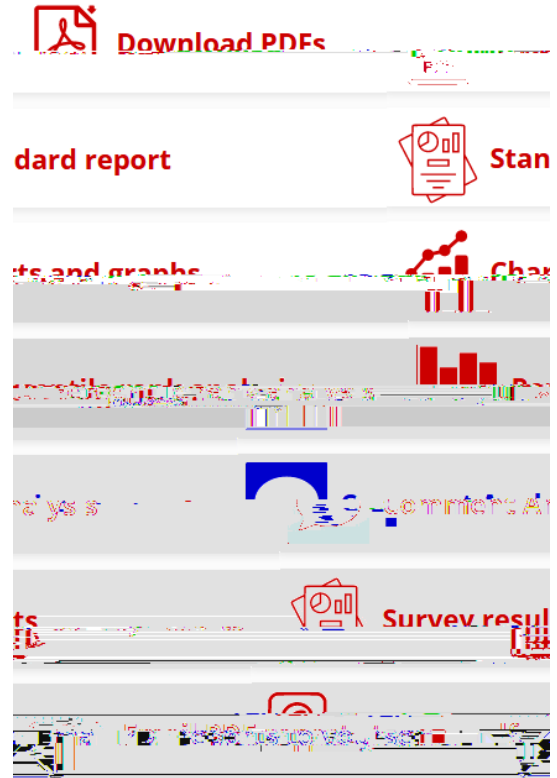


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Note: SOI results are available to instructors 10 days after the full-term end date. The SmartEvals platform will send you an automated email with your SOI reports when they become available.



You can access and design other reports in SmartEvals by selecting See reports which opens several options including:



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myEvalCenter

Home - Returns to the myEvalCenter

Reports

myFocus - Identifies recommended areas of improvement for you to examine.

How did we calculate your score? The SmartEvals score calculation ranges from 1 to 100 and is a proprietary analysis that includes average percentile rank score for each question, what you note as applicable and not applicable, a confidence calculation, and other factors.

During the 'create action plan' process you may indicate general agreement or disagreement with the score or whether you feel the SmartEvals analysis is correct or wildly off. If 'too few respondents' appears in the last column, not enough evaluations were completed to produce meaningful data.

At this point, you can create an Action Plan.

See Advice - Advice on what questions you may need improvement on

Historical Reporting - Multiple year reporting.

Edit

Thank You Note

## Creating an Instructor Thank You Note (Optional)

1. In order to create a thank you message to the class, click Edit, then # 'u' ,
2. Type your message in the text box and click on the o 'u' 'V' .
3. In order to add an optional picture to your





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## Help

[FAQ - Frequently Asked Questions](#)

[Instructor Training](#) a series for instructors new to SmartEvals

[Improve Response Rates](#) general suggestions for a campus to increase response rates

[Help Videos](#) - Quick access to helpful videos provided by SmartEvals

[Privacy](#) - In accordance with SmartEvals.com's privacy policy and the General Data Protection Regulation (GDPR), your private data is protected.

## Questions

For questions about SmartEvals, contact [soi \[at\] valdosta.edu](mailto:soi@valdosta.edu)



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FAQs (Frequently Asked Questions) about SmartEvals

