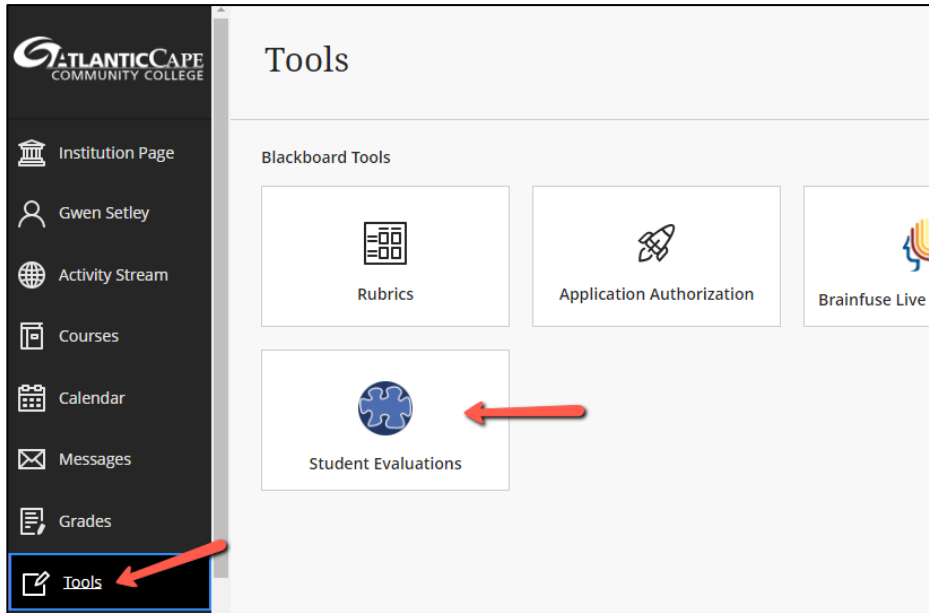
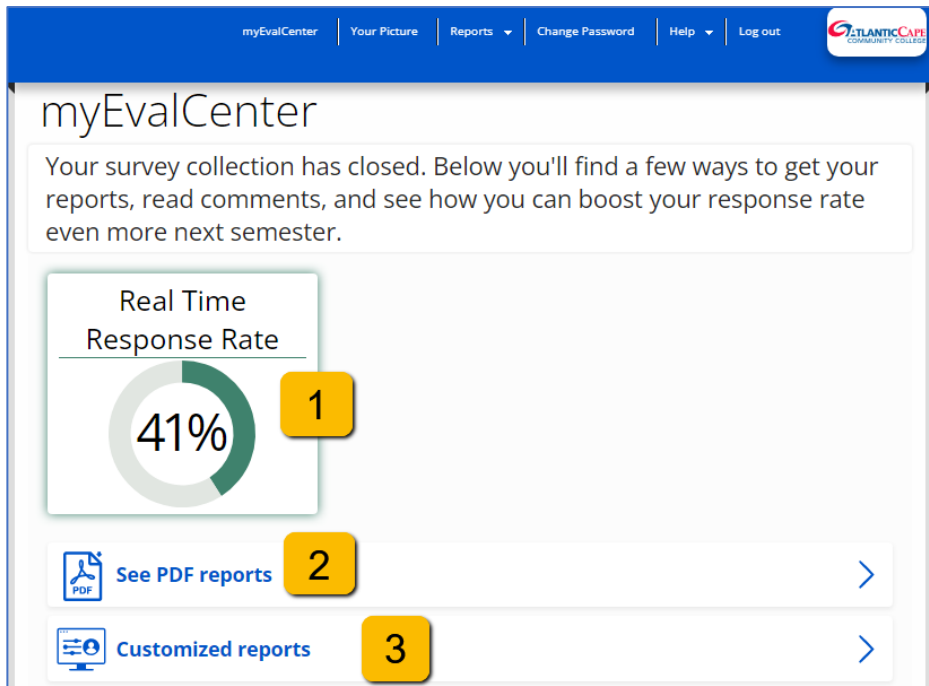


# Accessing Student Evaluation Results through Blackboard

Steps	Screenshots
<ol style="list-style-type: none"><li>1. Log-in to Blackboard.</li><li>2. To access SmartEvals, either click on the Student Evaluation link that you added in a prior course, OR click "Tools" in the left-navigation menu and select "Student Evaluations".</li></ol>	 <p>The screenshot shows the Blackboard interface for Atlantic Cape Community College. On the left is a dark navigation menu with icons and labels for 'Institution Page', 'Gwen Setley', 'Activity Stream', 'Courses', 'Calendar', 'Messages', 'Grades', and 'Tools'. A red arrow points to the 'Tools' link. The main content area is titled 'Tools' and contains a section for 'Blackboard Tools' with three cards: 'Rubrics', 'Application Authorization', and 'Brainfuse Live'. Below these is a card for 'Student Evaluations' with a blue puzzle-piece icon, which is highlighted by a red arrow.</p>
<ol style="list-style-type: none"><li>3. Your SmartEvals dashboard is called myEvalCenter. From this screen, easily access:<ol style="list-style-type: none"><li>(a) Your <i>total</i> response rate; an average response rate from <i>all</i> semesters in which you have been evaluated.</li><li>(b) PDF reports from any semester in which you have been evaluated</li><li>(c) Customizable reports within SmartEvals.</li></ol></li></ol>	 <p>The screenshot shows the myEvalCenter dashboard. At the top, there is a navigation bar with links for 'myEvalCenter', 'Your Picture', 'Reports', 'Change Password', 'Help', and 'Log out'. The main heading is 'myEvalCenter'. Below the heading, 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.' The dashboard features three main components: 1. A 'Real Time Response Rate' card showing a 41% response rate with a green progress indicator and a yellow callout box with the number '1'. 2. A 'See PDF reports' button with a PDF icon and a yellow callout box with the number '2'. 3. A 'Customized reports' button with a monitor icon and a yellow callout box with the number '3'. Both buttons have right-pointing chevrons.</p>

## Steps

4. To **download a PDF** of your results for each course:

Click “See PDF Reports” (#3b above).

Click “Download PDFs”

Select the semester from which you would like to view evaluation results.

Click on the course tile for which you would like to download/view a PDF report.

A PDF document will download to your computer showing survey responses, in aggregate, and comments.

## Screenshots

The screenshot shows the 'PDFs' page in the myEvalCenter system. The page has a blue header with navigation links: myEvalCenter, Your Picture, Reports, Change Password, Help, and Log out. The Atlantic Cape Community College logo is in the top right. Below the header, there is a 'Back' button. Two main options are listed: 'Email PDF reports to yourself' and 'Download PDFs'. A yellow arrow points to the 'Download PDFs' option, and a yellow box labeled 'Click' is positioned over it.

The screenshot shows the 'PDF Reports' page in the myEvalCenter system. The page has a blue header with navigation links: myEvalCenter, Your Picture, Reports, Change Password, Help, and Log out. The Atlantic Cape Community College logo is in the top right. Below the header, there is a 'Back' button. A dropdown menu is open, showing 'Spring 2023' selected. A yellow box labeled 'Select a Semester' points to the dropdown arrow. Below the dropdown, there is a table with the following data:

MATH 073 REM	Response Rate
Intro to Algebra I- Prealgebra	62% (16/26)
Fall 2022	
Spring 2022	
Fall 2021	
Fall 2020	

A yellow arrow points to the 'Intro to Algebra I-Prealgebra' course tile, and a yellow box labeled 'Click Course Tile' is positioned over it.