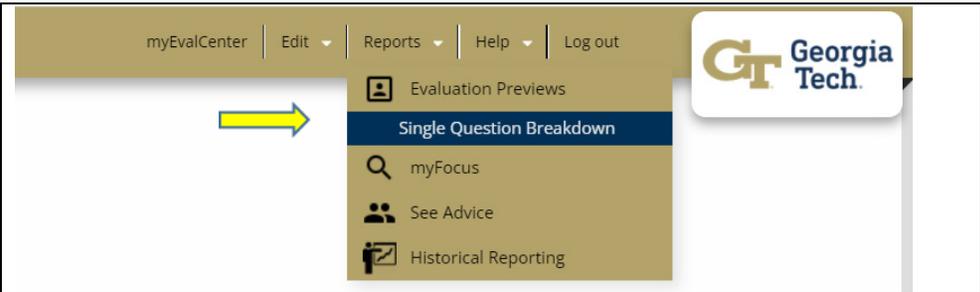
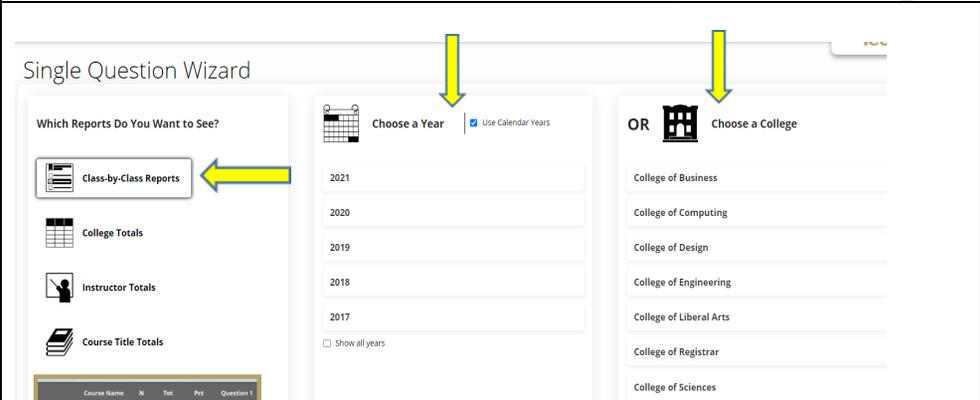


Reporting Guide for Generating the Item 10 Report

(“Considering everything, the instructor was an effective teacher”)

The **Item 10 Report** is a single item report that is generated for one item on the **Course Instructor Opinion Survey (CIOS)**, namely – Considering everything, the instructor was an effective teacher. To access the Item 10 Report, please follow each of the steps described below.

	<p>Step 1: Log into Smart Evals.</p> <p>Step 2: From the menu bar at the top of the page, select Reports, then scroll down to select ‘Single Question Breakdown.’</p>
	<p>Step 3: From the Single Question Wizard, select ‘Class-by-Class Reports’ from the first column (this should be the default selection), then choose a Year (for a single year’s results) or by College (for multiple years of results).</p>

Single Question Analysis: Instructor: Overall effectiveness in the Demo College

Wizard Choose Question Customize

Edit	See	Report	New Chart	Year	Term	Course Prefix	Course Number	Course Name	Sec	Instructor ID	Instructor	Tot N	Pct	Int. Median	Top 2	5: St Agree	4: Agree	3: Neither	2: Disagree	1: Str Disagree	N/A
				2020	Spring	FAC-DEMO	300	Advanced Demo II	2	DemoInstructor	Instructor	11	27.3%	3.25	1	0	1	2	0	0	0

Charting Your Results

Narrow Your Results For This Visit *

Filter by: Colleges **Years** Schools Semesters

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

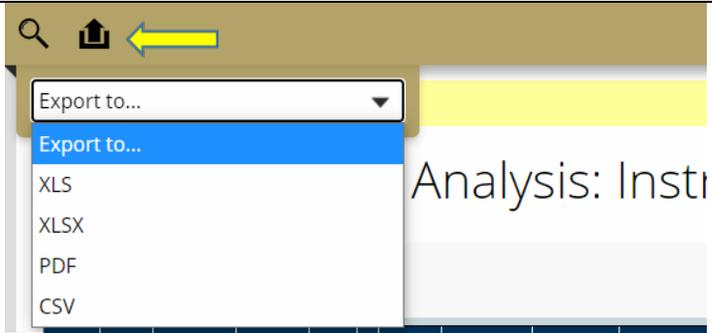
For more information or help using the course evaluation software, please contact cioshelp@gatech.edu.

Add note

Step 4: You will now have your results for ‘Instructor: Overall Effectiveness’ for the entire college, or the department(s) for which you have responsibility.

Step 5: Results can be limited by using the filters at the top of the single question analysis table, as well as with the results filters at the bottom of the page.

Note: The results filter at the bottom of the page allows you to add or remove years from the data reported.



Step 6: To download the results, click on the export icon (📄) at the top left corner of the page. Several export formats are available. It is recommended that you use the .csv or .xls formats if you intend to copy or move information to other documents.

For more information, please contact cioshelp@gatech.edu