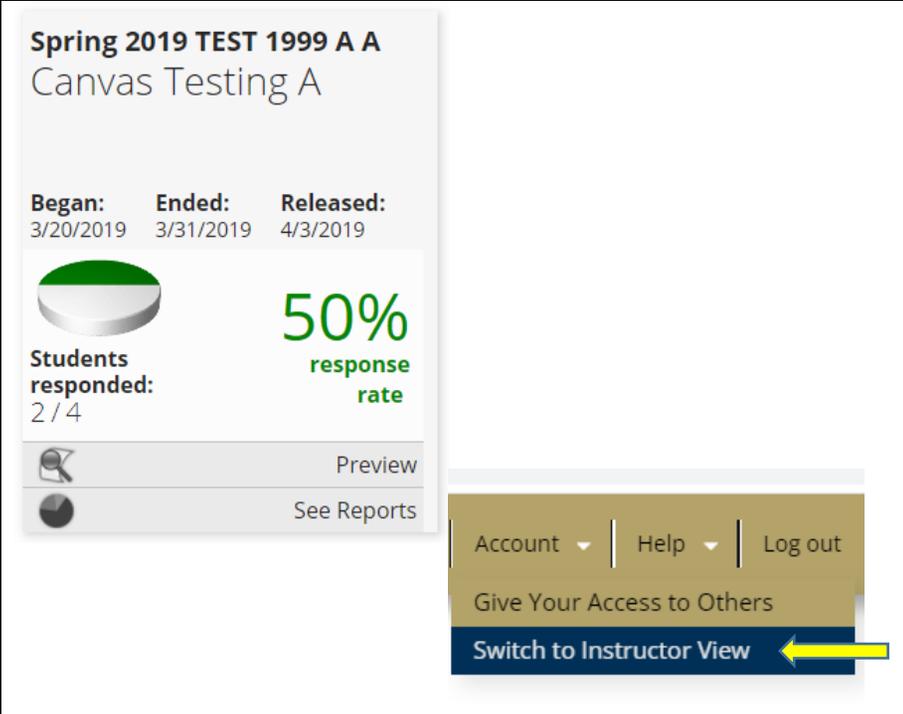


## Reporting Guide for Instructors & Teaching Assistants Accessing CIOS Results for a Single Course

To access CIOS results for a single course, please follow each of the steps described below.

	<p><b>Step 1:</b> Login to SmartEvals with your Georgia Tech username and password.</p> <p>(<a href="https://gatech.smartevals.com">https://gatech.smartevals.com</a>)</p> <p>On the homepage, <b>myEvalCenter</b>, each course is presented in its own tile on the page. Each tile contains the course name, instructor name, evaluation period dates, and response rates.</p> <p><i>Note: Users with department or program-level access will need to switch to the Instructor view to access their results. To do this, go to <b>Account</b> in the menu bar at the top of the page and select <b>Switch to Instructor View</b>.</i></p>
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**Spring 2019 TEST 1999 A A**  
Canvas Testing A

**Began:** 3/20/2019    **Ended:** 3/31/2019    **Released:** 4/3/2019

**Students responded:** 2 / 4

**50%** response rate

Preview  
See Reports

**Step 2:** To see the report for a single course, scroll to the desired course tile in **myEvalCenter**. For convenience, the tiles are grouped by year, then semester with the most recent courses at the top. Select the **See Reports** button on the desired course tile.

Export   Choose Columns   Choose Questions

**Step 3:** To download report, select the **Export** button at the top right hand corner of the report.

Custom Report   Percentile Rank   Multi-Chart   Comments   myFocus

**Export Options**

File Type: PDF: Portable Document Format (selected)   Use default colors

Show Course Heading?  
Show Column Titles?  
Show Grid Lines? (Does not apply to PDF.)  
Export PDF in Landscape Orientation?

PDF: Portable Document Format  
CSV: Comma Separated Text  
HTML: Web Page  
XLS w/ Formatting  
DOC: Microsoft Word

Export

**Step 4:** Under the **Export Options**, use the drop-down menu to select your preferred format. The report can be downloaded in a variety of formats to include **excel, comma separated, word, and PDF**.

Click the **Export** button to download your report.

For more information, please contact [cioshelp@gatech.edu](mailto:cioshelp@gatech.edu)