OFFICE OF INSTITUTIONAL EFFECTIVENESS

DEPARTMENT ADMINISTRATIVE ASSISTANT SMARTEVALS GUIDE

Revised April 19th, 2023

LOYOLA
UNIVERSITY CHICAGO

AD · MAJOREM · DEI · GLORIAM
1870

Table of Contents

- [Overview of Course Evaluation Periods](#)
- [How to Provide Question Sets for Specific Courses](#)
- [How to Review Course Information](#)
- [How to Update Course Information](#)
- [How to Verify Courses to be Evaluated](#)

Overview of Course Evaluation Periods

- Dates for survey periods of course evaluation periods cannot be changed.

- Survey and reporting periods will be based off the course end date.

Course Duration Types	Survey Start Date	Survey End Date	Report Release for Department Heads & Admins	Report Release for Instructors
Longer than Full Term	26 Days before Course End Date	12 Days before Course End Date	12 Days after Course End Date	15 Days after Course End Date
Full Term	21 Days Before Course End Date	7 Days before Course End Date	12 Days after Course End Date	15 Days after Course End Date
Longer than 3 Weeks, but not Full Term	17 Days Before Course End Date	7 Days before Course End Date	12 Days after Course End date	15 Days after Course End Date
3 Weeks or Shorter, but longer than 11 days	8 Days Before Course End Date	7 Days before Course End Date	12 Days after Course End date	15 Days after Course End Date
10 days or Shorter, but longer than 2 days	5 Days Before Course End Date	1 Day Before Course End Date	12 Days after Course End date	15 Days after Course End Date
2 days or less	2 Days Before Course End Date	1 Day before Course End Date	12 Days after Course End date	15 Days after Course End Date

# How to Provide Question Sets for Specific Courses

- Every course at Loyola will be assigned to the same standard set of thirteen questions.

- The standard set of questions is accessible from [this link](#).

- None of the required course evaluation questions can be modified.

- However, each faculty member can add one supplemental question to the course evaluation questionnaire before their evaluation opens.

- SmartEvals sends an email about this one question change around at most 2 weeks and at least 3 days before the evaluation opens.

How to Review Course Information

- Prior to the course evaluations, we will provide the group with a copy of the LOCUS extract file that is uploaded into SmartEvals for that term.

- If information is listed incorrectly on the extract file, it must be correct in LOCUS before being uploaded into SmartEvals.

- The necessary corrections are updating Instructor information and removing courses from being evaluated.
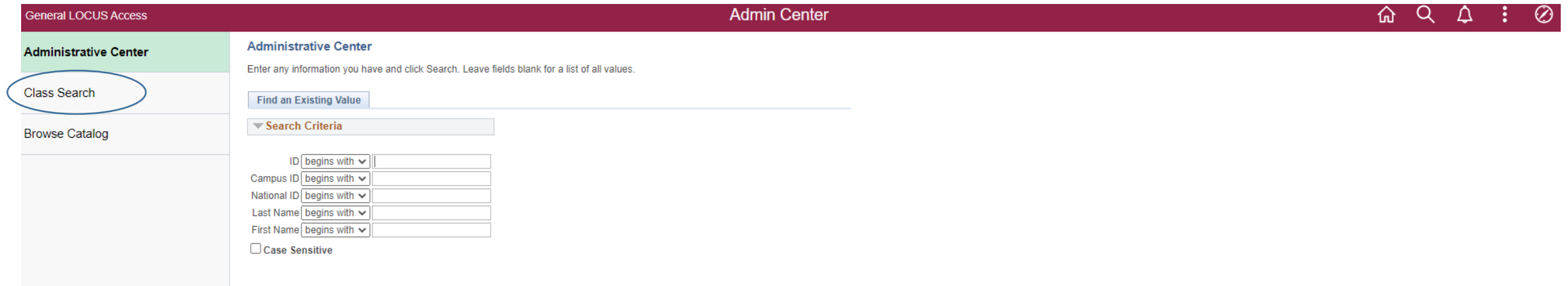
Reviewing Course Information in LOCUS (Step 1)

- Log into locus.luc.edu, click on Administrative Center.
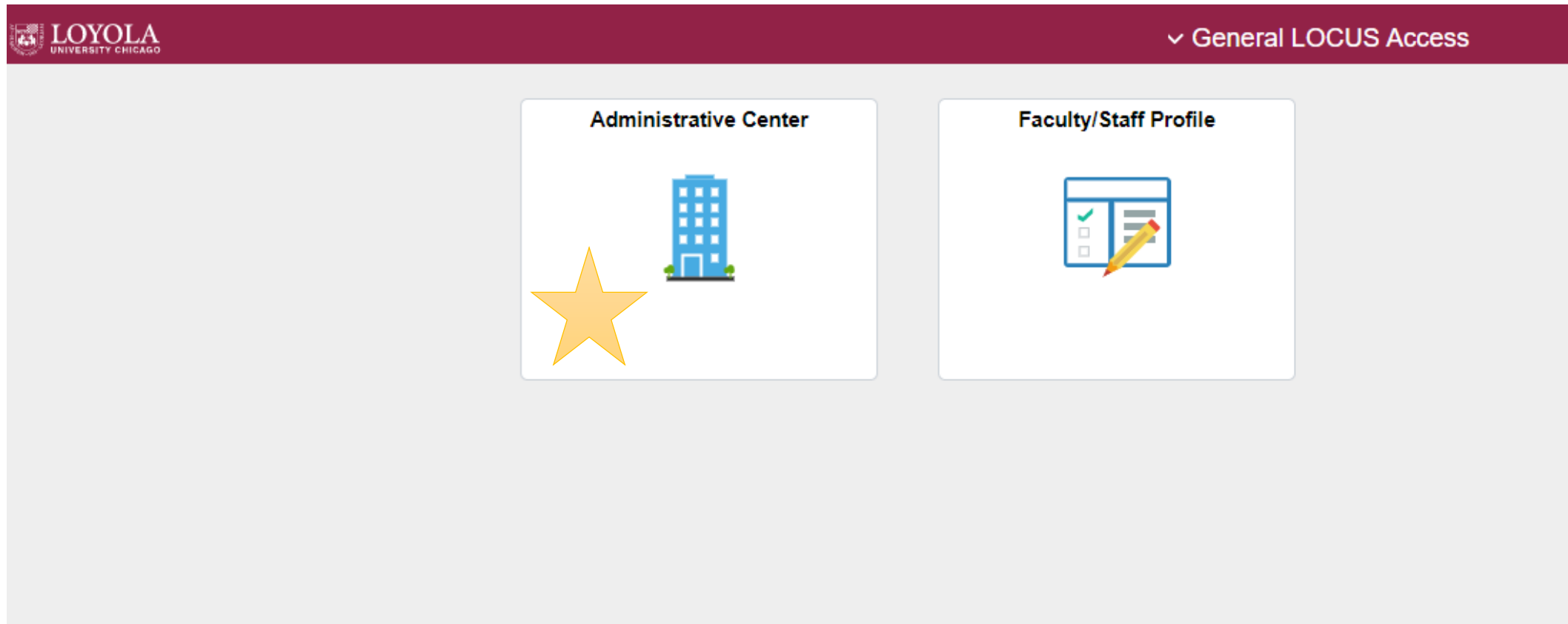
Reviewing Course Information (Step 2)

- Click on Class Search on the left

Reviewing Course Information (Step 3)

- Enter the term and the Class Nbr and then press search. You should now be able to review the course info.

How to Update Course Information in LOCUS

- Confirming course information is correct in LOCUS is a critical task that each department/school/program must do

- Course information is rolled over for each like term

- To add a new course or make changes to a specific course, submit a request to the Office of Registration and Records via the Course Inventory Form

- Appointed individuals from each unit should have this training

Updating Course Information in LOCUS (Step 1)

- Click the Navigation symbol at the top right of LOCUS

Updating Course Information in LOCUS (Step 2)

- Click Navigator
- Click Curriculum Management

NavBar: Navigator

Recent Places

My Favorites

Navigator

Campus Community >

Student Recruiting >

Student Admissions >

Records and Enrollment >

Curriculum Management ⟵ >

Financial Aid >

Student Financials >

Academic Advisement >

Contributor Relations >

SA Integration Pack >

Set Up Common Objects >

Set Up SACR >

Worklist >

Tree Manager >

Reporting Tools >

PeopleTools >

Updating Course Information in LOCUS (Step 3)

- Click Schedule of Classes

- Then, click on Maintain Schedule of Classes

Updating Course Information in LOCUS (Step 4)

- Enter the Term and Subject Area

- Term syntax
  - 1YYT
  - YY = Last two digits of the year
  - T = Term
    - 1 = J Term
    - 2 = Spring
    - 4 = Summer
    - 6 = Fall
    - 8 = Winter

- Example:
  - Term = 1222
  - Subject Area = INFS

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution	= ▼	LUCHI	🔍
Term	= ▼		🔍
Subject Area	= ▼		🔍
Catalog Nbr	begins with ▼		
Academic Career	= ▼		▼
Campus	begins with ▼		🔍
Description	begins with ▼		
Course ID	begins with ▼		🔍
Course Offering Nbr	= ▼		🔍
Academic Organization	begins with ▼		

☐ Case Sensitive

Search   Clear   Basic Search 📝 Save Search Criteria

Updating Course Information in LOCUS (Step 5)

- Once you have searched for the Course, click on the Course ID.

1. Once you click on the Course ID, click on the Meetings tab at the top

2. Make sure all of the information is correct, including the Instructor and their ID.

3. Make sure you click Save after looking over the information.

How to Verify Courses to be Evaluated in LOCUS

- Confirming which courses should not be evaluated in LOCUS is a critical task the each school must do
- Courses in the system are defaulted to be evaluated, but if a course is in the system and should not be evaluated, it is the responsibility of each unit to properly indicate that in LOCUS
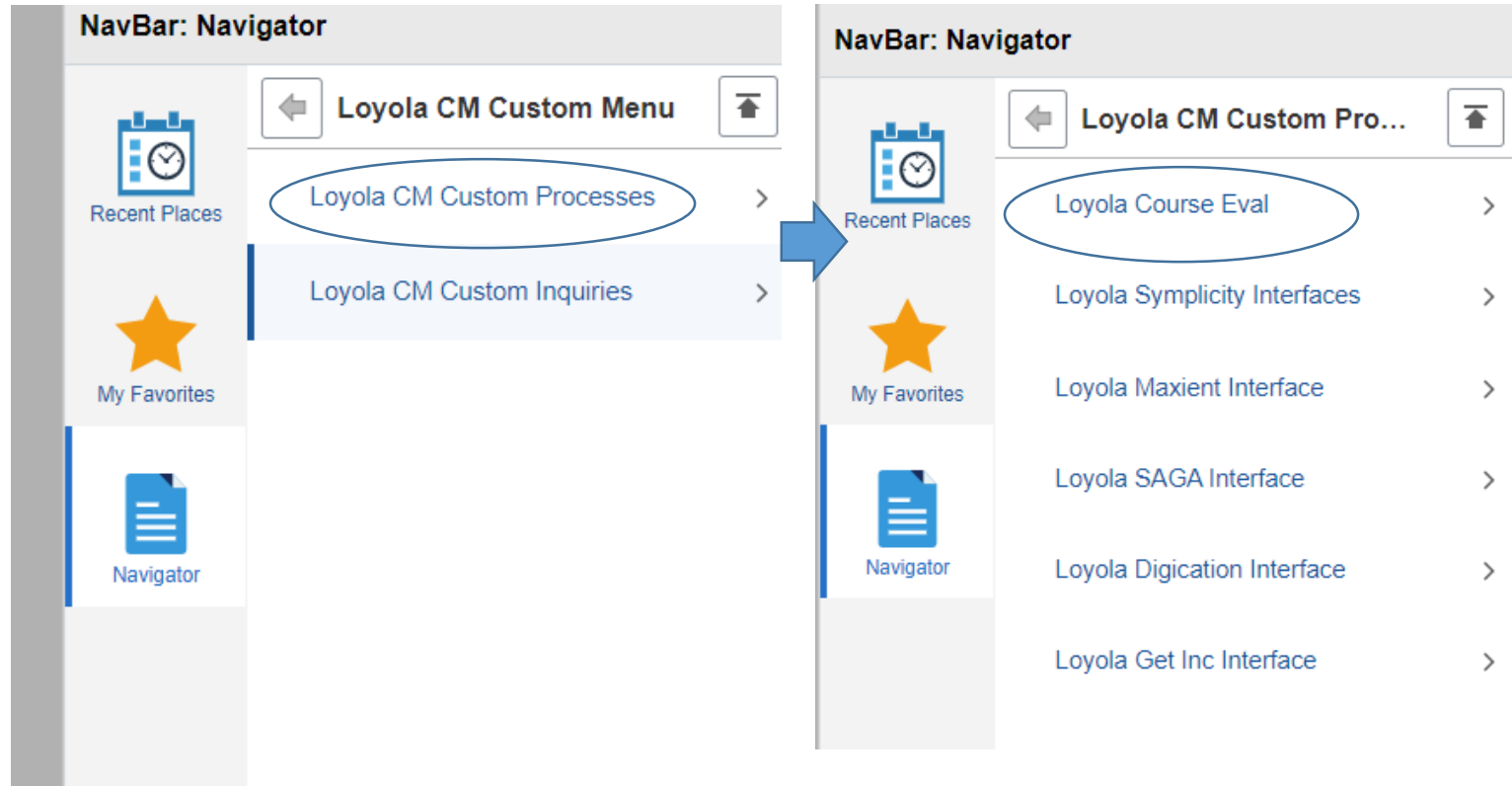- Appointed individuals from each unit should have this training

Verifying Courses to be Evaluated in LOCUS (Step 1)

- Go to the Navigator at the top right of Locus.
- Click Navigator.
- Click Curriculum Management
- Click Loyola CM Custom Menu

NavBar: Navigator

Recent Places

My Favorites

Navigator

Campus Community	>
Student Recruiting	>
Student Admissions	>
Records and Enrollment	>
Curriculum Management	>
Financial Aid	>
Student Financials	>
Academic Advisement	>
Contributor Relations	>
SA Integration Pack	>
Set Up Common Objects	>
Set Up SACR	>
Worklist	>
Tree Manager	>
Reporting Tools	>
PeopleTools	>

NavBar: Navigator

Recent Places

My Favorites

Navigator

← **Curriculum Management** ⬆

Schedule of Classes	>
Roll Curriculum Data Forward	>
Enrollment Requirements	>
Combined Sections	>
Dynamic Dates	>
Facility and Event Information	>
Class Roster	>
Attendance Roster	>
Grading	>
Gradebook	>
Instructor/Advisor Information	>
Learning Management Systems	>
Academic Item Registry	>
Activity Management	>
Loyola CM Custom Menu	>

Verifying Courses to be Evaluated in LOCUS (Step 2)

- Click Loyola CM Custom Processes
- Click Loyola Course Eval

Verifying Courses to be Evaluated in LOCUS (Step 3)

Here is where you can designate courses that will not be evaluated. Make sure to click save.

For any questions, please reach out to LoyolaCourseEvaluation@luc.edu

Preparing people to lead extraordinary lives