



Navigating the myFocus Report

What is it?

- The myFocus report is a summary report for all classes uploaded to the SPOT system and is to be used as an individual development tool. This includes classes from the current and prior semesters using SmartEvals.
- With the myFocus development tool, instructors have the ability to see areas for improvement and create “Action Plans” to improve their performance.
- They can also see areas where they excel and provide advice to their peers.

How are myFocus scores calculated?

- Instructors receive a myFocus score for each instructor question (except write-in comments). The scores are then compared to those of other instructors who asked the same question.
- myFocus scores are calculated by including all of an instructor’s responses from all of his/her classes in the system. Scores range from 1 to 100 and involve a proprietary analysis that includes specific factors including the following:

1. Average Percentile Rank

The average of the instructor’s percentile rank scores for each question is calculated. This compares the instructor’s scores to those of their peers. The comparison group is currently set as the University.

2. Confidence Interval

A confidence interval is calculated for each question. A confidence interval calculation is a statistical estimate that indicates the degree of confidence in the accuracy of a sample (i.e., students who have responded) compared to the entire population. (*The system is currently set with a confidence interval at 95%*). Most importantly, confidence intervals are a way to represent how precise the estimate is. As more data is added to the system, we expect to see greater precision in the estimates.

3. Question Applicability



The Question Applicability Indicator is a tool that gives instructors the ability to indicate whether they felt a question was *especially* applicable to their class, *not* applicable, or somewhere in between.

You can click on the indicator by a particular question, decide if it is applicable, and then share your thoughts about this question with the administration. Your thoughts will influence the questions the SmartEvals system calculates you should focus on.

- The myFocus tool calculates scores based on the above criteria across all the instructors' classes for each question. It then compares these scores to those of other instructors who asked the same question.

Also note that data from prior semesters are weighted less than data from the current semester.

How do you interpret the myFocus Report?

A myFocus report may be shaded in green, white and/or red. These colors are included for reference purposes, making it easy to view scores in relation to the specified percentile groups. A sample report and an explanation of the report's colors are provided below.

# Resp.		Score		Questions asked about you or your courses.
28	Action Plan (optional)	10	▲	<u>Instructor seemed interested in teaching this class</u>
28	Action Plan (optional)	14	▲	<u>Instructor appeared to have deep knowledge of the subject</u>
28	Action Plan (optional)	17	▲	<u>Instructor was well organized</u>
29		17	▲	<u>Instructor created and maintained an atmosphere of civility and respect</u>
28		17	▲	<u>Felt welcome to ask questions or make comments in class</u>
28		37	▲	<u>Assignments and exams in this course were appropriately challenging and manageable</u>
28		40	▲	<u>Course activities and materials helped me achieve course objectives</u>
30		47	▲	<u>Instructor provided useful feedback on my work</u>
28		50	▲	<u>Class assignments helped me learn.</u>

Green

If an instructor's score falls in the green, that instructor scored in the top 30th percentile among the comparison group. This means that the instructor's mean score for a certain question is comparatively higher than at least 70% of all other instructors who asked the same question.

White

If an instructor's score falls in the white, that instructor scored in the middle range among the comparison group. This means that the instructor's mean score for the question was within the average range when compared to all other instructors who asked the same question.

Please be aware that if an instructor selects that a question is "not applicable", the question will automatically be moved to white regardless of the percentile ranking score.

Red

If an instructor's score falls in the red, that instructor scored in the bottom 30th percentile among the comparison group. This means that the instructor's mean score for the question was comparatively lower than at least 70% of all other instructors who asked the same question.

Note: Keep in mind that there will always be a bottom 30% and that the relativity of scores should always be examined.

What is the “Give Advice” option and “Action Plan” option?

- Give Advice (optional):

Scores that are in the green, may have a button that says "Give Advice." as shown in the sample report. When an instructor clicks the "Give Advice" button, they will be administered a survey, asking them questions designed to aid others in improving on that question. At the end, they will submit the survey. This is not seen by academic administrators.

NOTE: This advice is available to other instructors. They can access it by clicking on the Reports drop down menu in SmartEvals and selecting “See Advice”.

- Action Plan (optional):

The three lowest scores, if they are red, may show a button that says "Action Plan (optional)" as displayed in the sample report. When an instructor clicks on "Action Plan (optional)," they will be administered a survey asking them questions about how they can improve in this area. At the end of the survey, they will submit it. At the present time, the action plans are not visible to academic administrators. Instructors also have the option of having a copy emailed to them. During the survey, the instructor can save their progress and go back to it at any time.

This document was compiled from resources provided by SmartEvals.