



# Navigating the SmartEvals! myFocus Report

The myFocus report is a summary report for all classes uploaded to the eSPOT system. 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, according to their course assessments, and create "Action Plans" to improve their performance. Instructors also have the opportunity to see areas where they excel, and provide best practices advice to their peers.

## myFocus Score Calculations

Instructors will receive a myFocus score for instructor-level questions on their course assessment surveys (except write-in comments). These 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, based upon the following three components:

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 his/her 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%. This means if we were to repeatedly making new estimates using the exact same procedure of surveying students, the confidence intervals would contain the average of all the estimates 95% of the time. 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.

Example: If an instructor is being evaluated on the textbook they chose when no textbook was actually used in class, they could state that they felt the question was *not* applicable. This indication is seen by the symbol directly to the left of the question text in the form of:

- a. A triangle pointing up (*especially* applicable),

- b. A diamond (“normal” applicability), or
- c. A triangle pointing down (*not* applicable).

Instructors have the ability to select the applicability of a question for any one or all of their classes. This indicator can be seen by academic administrators so that it will be taken in consideration along with all other statistics. It also has some bearing on the ranking of a question in the myFocus tool.

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 where asked the same question.

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

## The Color Spectrum

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.
19	<input type="button" value="Action Plan (optional)"/>	24 ◊ Instructor appeared to have deep knowledge of the subject
19	<input type="button" value="Action Plan (optional)"/>	27 ◊ Instructor was well organized
19	<input type="button" value="Action Plan (optional)"/>	27 ◊ Class time was used effectively to help me learn
19		27 ◊ Instructor provided clear explanations during class
19		30 ◊ Course was well structured
19		30 ◊ Instructor seemed interested in teaching this class
19		34 ◊ Gained a sufficient amount of new information, knowledge, or understanding in this class
19		40 ◊ Instructor encouraged active involvement in this class
19		44 ◊ Felt welcome to ask questions or make comments in class
19		47 ◊ Felt welcome seeking the instructor's help outside of class or online
18		47 ◊ Instructor treated students fairly
19		47 ◊ Instructor created and maintained an atmosphere of civility and respect
19		77 ◊ Instructor provided useful feedback on my work
19	<input type="button" value="Give Advice"/>	84 ◊ Course activities and materials helped me achieve course objectives
19	<input type="button" value="Give Advice"/>	84 ◊ Assignments and exams in this course were appropriately challenging and manageable
19	<input type="button" value="Give Advice"/>	87 ◊ Class assignments helped me learn

**Focus on These** (Red background)

**Best in School** (Green background)

### Green

If, for example, an instructor's score falls in the green, that instructor scored in approximately the top 30<sup>th</sup> 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 were 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 were 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 approximately the bottom 30<sup>th</sup> 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 were 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.

## The Buttons

As mentioned above, each question is highlighted red, green, or white, depending on how an instructor is ranked compared to peers. The three highest scores, if they are 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 about their methods and actions that gave them a high score. At the end, they will submit the survey. This is not seen by academic administrators. Instead, it will be accessible to instructors who were weak in those areas. For those instructors, next to the "Create Action Plan" button, there will be a button that says "Get Advice" or "See Suggestions."

The three lowest scores, if they are red, may show a button that says "Complete Action Plan" as displayed in the sample report. When an instructor clicks on "Create Action Plan," 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!.