

OFFICE OF INSTITUTIONAL EFFECTIVENESS

DEPARTMENT ADMINISTRATIVE ASSISTANT SMARTEVALS GUIDE

Revised April 19th, 2023



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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

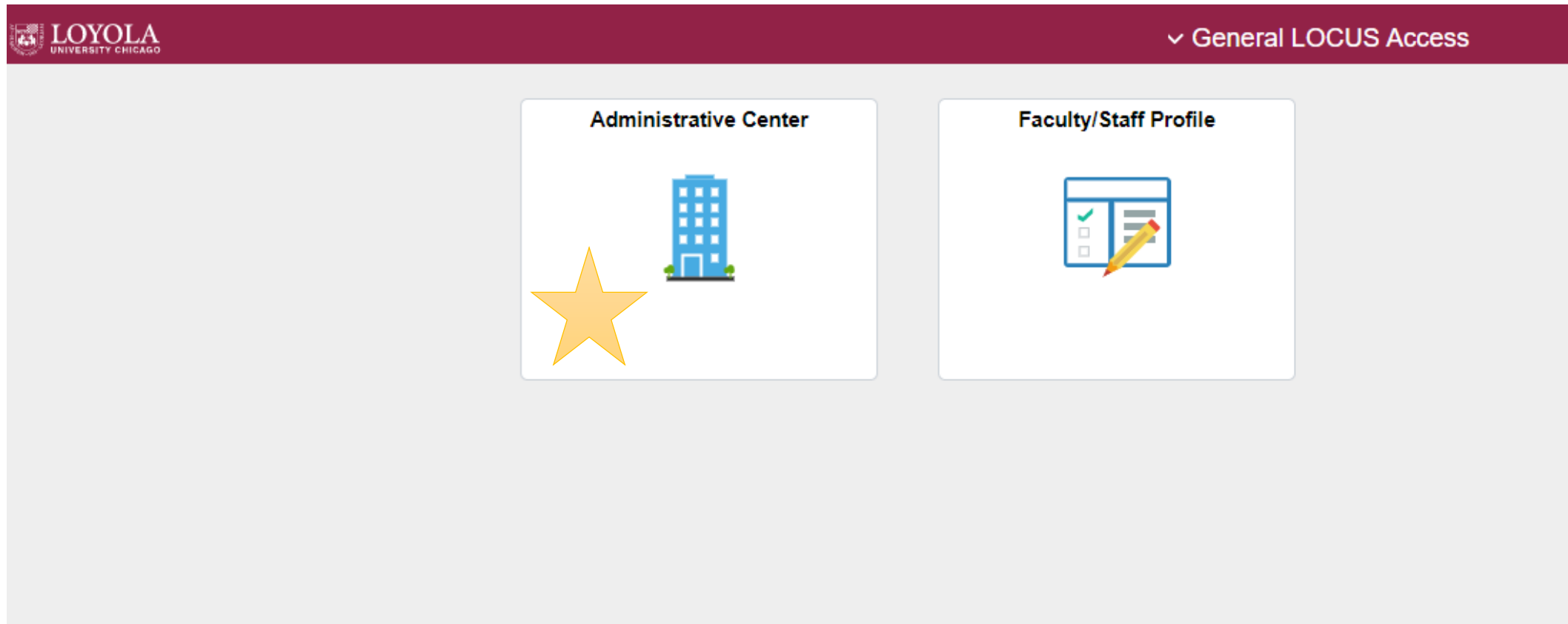
- Every course at Loyola will be assigned to the same standard set of thirteen questions.
- The standard set of questions is accessible from [this link](#).
- None of the required course evaluation questions can be modified.
- However, each faculty member can add one supplemental question to the course 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.

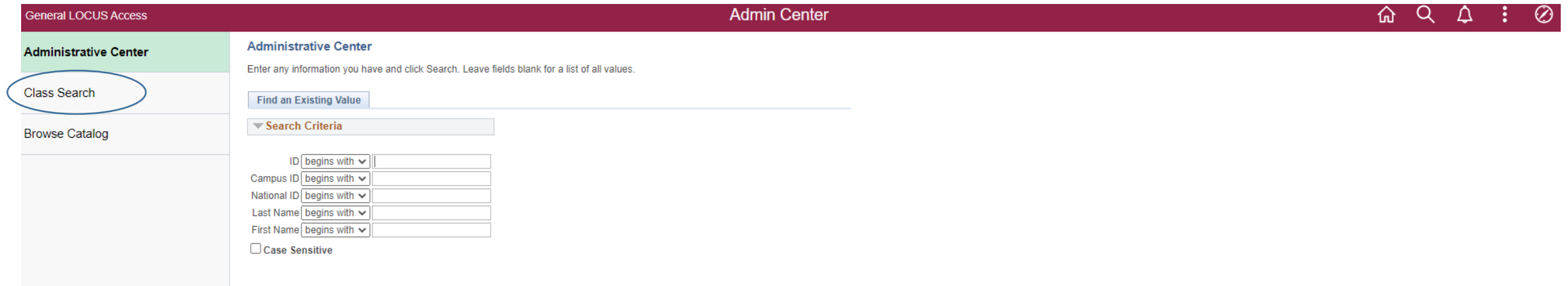
Reviewing Course Information in LOCUS (Step 1)

- Log into locus.luc.edu, click on Administrative Center.



Reviewing Course Information (Step 2)

- Click on Class Search on the left



The screenshot displays the 'Administrative Center' interface. At the top, a dark red header contains 'General LOCUS Access' on the left, 'Admin Center' in the center, and navigation icons (home, search, notifications, menu, and refresh) on the right. The left sidebar is divided into two sections: 'Administrative Center' (highlighted in green) and 'Browse Catalog'. Under 'Administrative Center', the 'Class Search' option is circled in blue. The main content area is titled 'Administrative Center' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search bar with a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing five dropdown menus for 'ID begins with', 'Campus ID begins with', 'National ID begins with', 'Last Name begins with', and 'First Name begins with', each followed by an input field. A 'Case Sensitive' checkbox is located at the bottom of the search criteria section.

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.

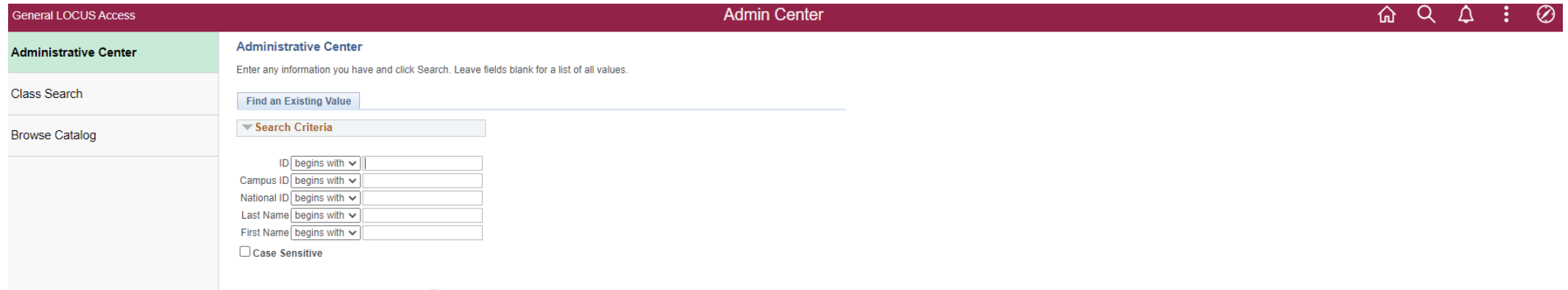
The screenshot shows the 'Search for Classes' interface. At the top, there is a navigation bar with 'General LOCUS Access' and 'Admin Center'. A sidebar on the left contains 'Administrative Center', 'Class Search', and 'Browse Catalog'. The main content area is titled 'Search for Classes' and 'Enter Search Criteria'. The 'Institution' dropdown is set to 'Loyola University Chicago'. The 'Term' dropdown is set to 'Winter 2022'. Below this, there is a prompt: 'Select at least 2 search criteria. Select Search to view your search results.' The 'Class Search' section includes a 'select subject' button, 'Course Number' (set to 'is exactly'), and 'Course Career'. The 'Undergraduate CORE/Interdisciplinary Search' section has 'CORE/Intrdsctl.' and 'CORE/Intrdsctl. Values' dropdowns. The 'Class Search - Additional Search Options' section includes 'Eng Lrn Categories, Honors, Writing', 'Show Open Classes Only' (checked), 'Meeting Start Time' (set to 'greater than or equal to'), 'Meeting End Time' (set to 'less than or equal to'), 'Days of Week' (set to 'include only these days'), and radio buttons for 'Mon', 'Tues', 'Wed', 'Thurs', 'Fri', 'Sat', and 'Sun'. The 'Instructor Last Name' dropdown is set to 'begins with'. The 'Class Nbr' input field is empty and circled in blue. The 'Course Keyword' field is empty. The 'Minimum Units' dropdown is set to 'greater than or equal to', and the 'Maximum Units' dropdown is set to 'less than or equal to'. The 'Course Component' and 'Session' dropdowns are also visible.

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



General LOCUS Access Admin Center 🏠 🔍 🔔 ⋮ 🗑️

Administrative Center

Class Search

Browse Catalog

Administrative Center

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

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with ▼

Campus ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Case Sensitive

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

NavBar: Navigator

Curriculum Management

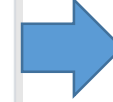
Recent Places

My Favorites

Navigator

- Course Catalog >
- 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 >

A blue oval highlights the "Schedule of Classes" menu item.



NavBar: Navigator

Schedule of Classes

Recent Places

My Favorites

Navigator

- SA Integration Pack >
- Class Search
- Schedule New Course
- Maintain Schedule of Classes
- Schedule Class Meetings
- Adjust Class Associations
- Update Sections of a Class
- Class Event Table
- Print Class Schedule
- Exam Code Table
- Generate Exam Schedule
- Class Notes Table
- Global Notes Table
- Resource Queue Cleanup
- Review Message Log

A blue oval highlights the "Maintain Schedule of Classes" menu item.

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	Q
Term	=	▼		Q
Subject Area	=	▼		Q
Catalog Nbr	begins with	▼		
Academic Career	=	▼		▼
Campus	begins with	▼		Q
Description	begins with	▼		
Course ID	begins with	▼		Q
Course Offering Nbr	=	▼		Q
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.

Schedule New Course

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	=	▼	<input type="text" value="LUCHI"/>	Q
Term	=	▼	<input type="text" value="1196"/>	Q
Subject Area	=	▼	<input type="text" value="POLS"/>	Q
Catalog Nbr	begins with	▼	<input type="text"/>	
Academic Career	=	▼	<input type="text"/>	
Campus	begins with	▼	<input type="text"/>	Q
Description	begins with	▼	<input type="text"/>	
Course ID	begins with	▼	<input type="text"/>	Q
Course Offering Nbr	=	▼	<input type="text"/>	Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All							First	1-6 of 6	Last
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr	
LUCHI	1196	POLS	101	Undergrad	(blank)	Polish I	006139	1	
LUCHI	1196	POLS	102	Undergrad	(blank)	Polish II	006140	1	
LUCHI	1196	POLS	103	Undergrad	(blank)	Polish III	006141	1	
LUCHI	1196	POLS	104	Undergrad	(blank)	Polish IV	006142	1	
LUCHI	1196	POLS	201	Undergrad	(blank)	Polish Medical Terminology	013896	1	
LUCHI	1196	POLS	250	Undergrad	(blank)	Comp & Conversation I	006143	1	
LUCHI	1196	POLS	251	Undergrad	(blank)	Comp & Conversation II	006144	1	
LUCHI	1196	POLS	270	Undergrad	(blank)	Polish Culture	013898	1	

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID
Academic Institution
Term
Subject Area
Catalog Nbr

Course Offering Nbr

Class Sections

Session	Class Section	Component	Class Nbr
Associated Class	Units		Event ID

Meeting Pattern

Facility ID: Capacity: Pat: Mtg Start: Mtg End: M T W T F S S *Start/End Date: 08/26/2019 12/14/2019

Topic ID: Free Format Topic:

Print Topic On Transcript Contact Hours:

Instructors For Meeting Pattern

Assignment	Workload	Name	Instructor Role	Print	Access
		<input type="text"/>	Primary Instructor	<input checked="" type="checkbox"/>	Approve

Room Characteristics

Room Characteristic	Description	Quantity
23	Electronic Classroom	1

Academic Shift

Academic Shift	Description
<input type="text"/>	<input type="text"/>

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

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

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID
Academic Institution
Term
Subject Area
Catalog Nbr

Course Offering Nbr

Class Sections

Session	Class Section	Component	Class Nbr
Associated Class	Units		Event ID

Meeting Pattern

Facility ID: Capacity: Pat: Mtg Start: Mtg End: M T W T F S S *Start/End Date: 08/26/2019 12/14/2019

Topic ID: Free Format Topic:

Print Topic On Transcript Contact Hours:

Instructors For Meeting Pattern

Assignment	Workload	Name	Instructor Role	Print	Access	Contact
		<input type="text"/>	Primary Instructor	<input checked="" type="checkbox"/>	Approve	<input type="text"/>

Room Characteristics

Room Characteristic	Description	Quantity
23	Electronic Classroom	1

Academic Shift

Academic Shift	Description
<input type="text"/>	<input type="text"/>

Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

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.

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID
Academic Institution
Term
Subject Area
Catalog Nbr

Course Offering Nbr

Class Sections

Session	Class Section	Component	Class Nbr
Associated Class	Units		Event ID

Meeting Pattern

Facility ID: Capacity: Pat: Mtg Start: Mtg End: M T W T F S S *Start/End Date: 08/26/2019 12/14/2019

Topic ID: Free Format Topic:

Print Topic On Transcript Contact Hours:

Instructors For Meeting Pattern

Assignment	Workload	Name	Instructor Role	Print	Access	Contact
		<input type="text"/>	Primary Instructor	<input checked="" type="checkbox"/>	Approve	<input type="text"/>

Room Characteristics

Room Characteristic	Description	Quantity
23	Electronic Classroom	1

Academic Shift

Academic Shift	Description
<input type="text"/>	<input type="text"/>

Save | Return to Search | Previous in List | Next in List | Notify

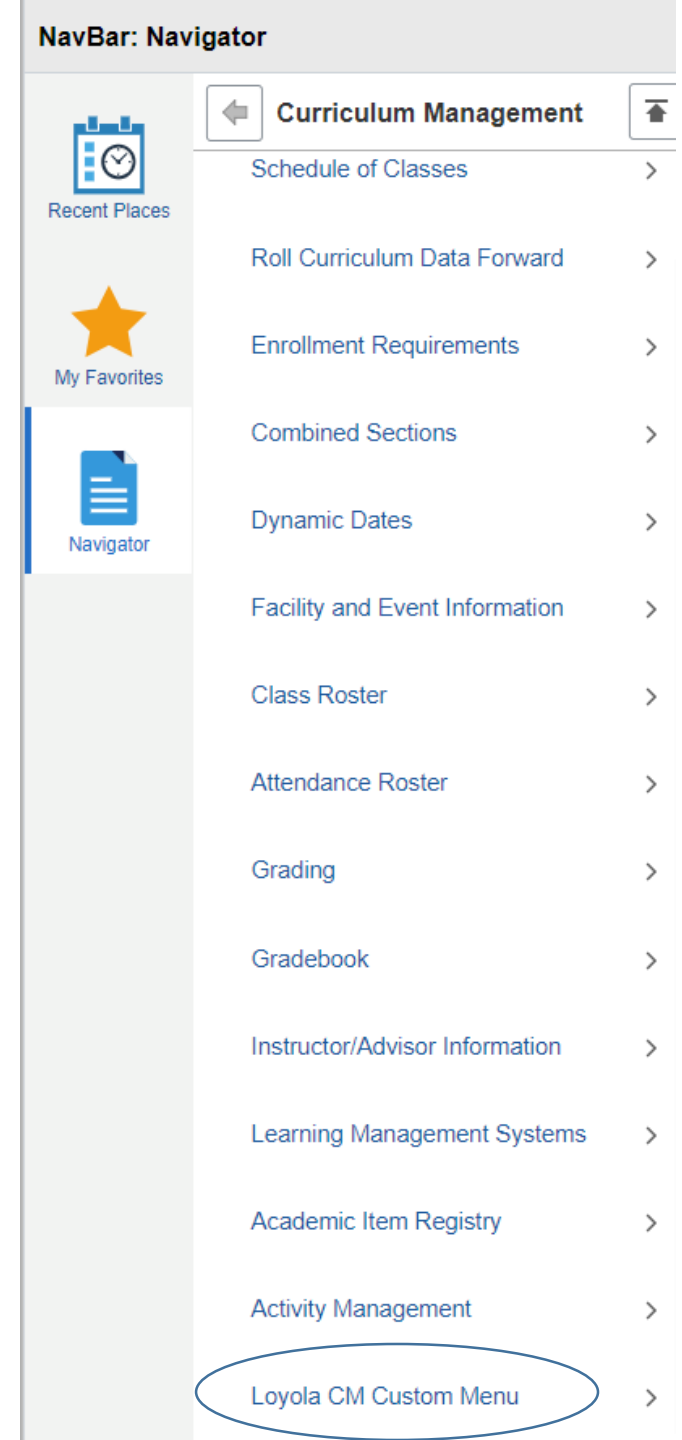
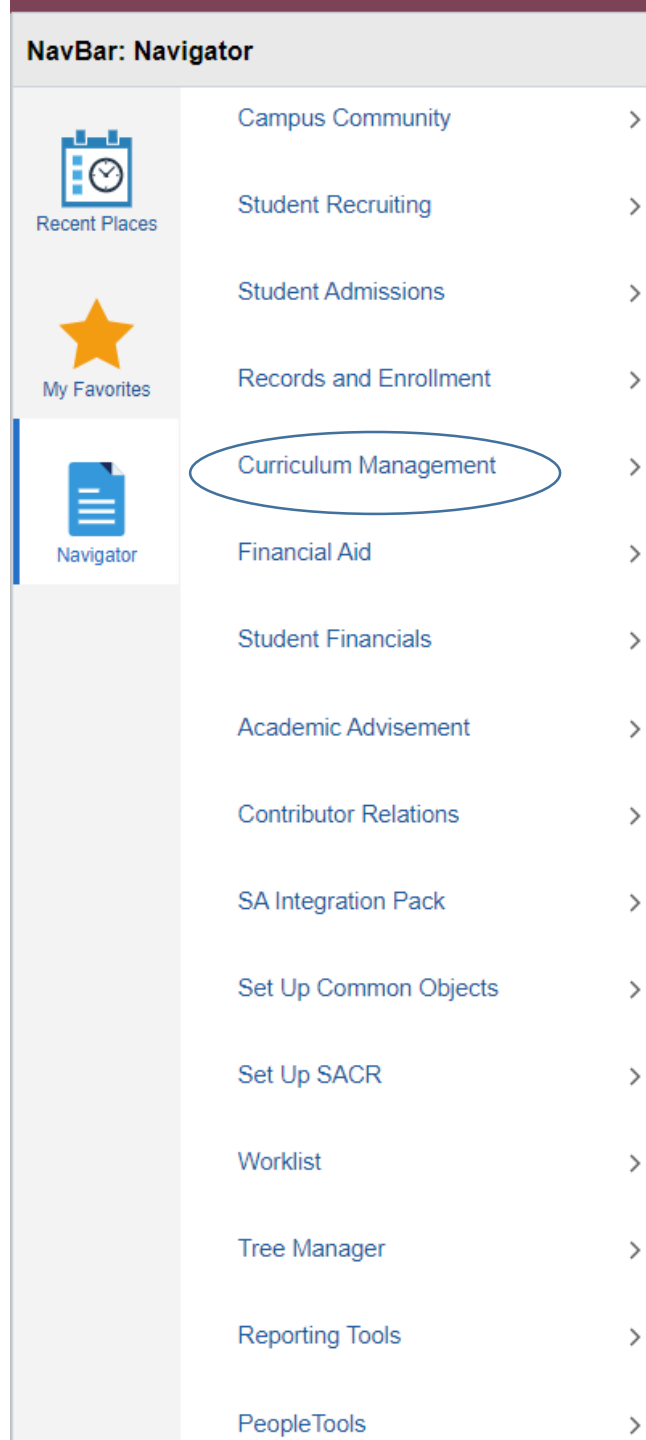
Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

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

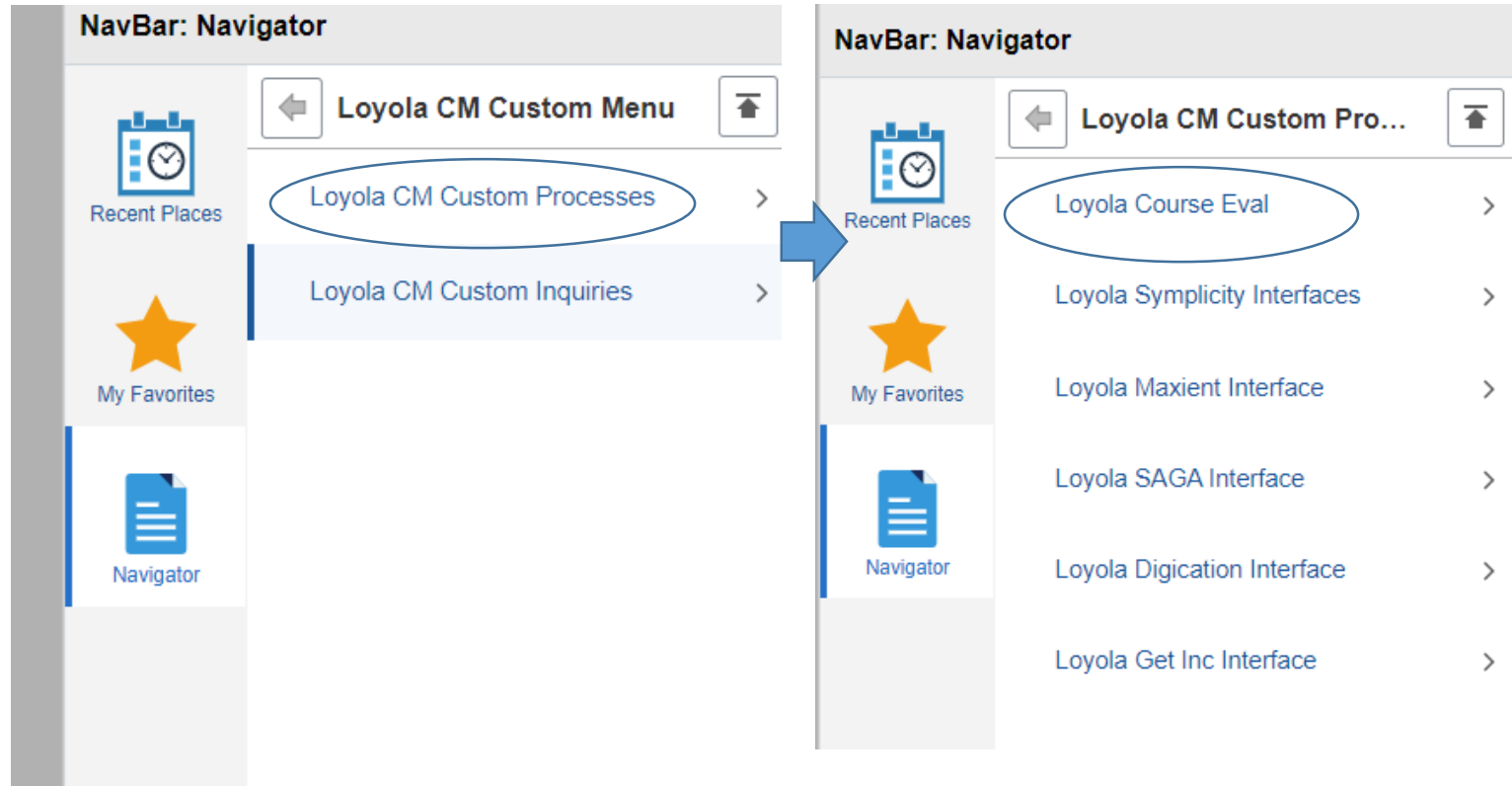
Verifying Courses to be Evaluated in LOCUS (Step 1)

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



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)

NavBar: Navigator

Loyola Course Eval

- Loyola Course Eval Org Setup
- Loyola Course Eval Access
- Loyola Course Eval Setup
- Loyola Course Eval Build
- Loyola Course Eval Classes
- Loyola Course Eval Class Upd**
- Loyola Smart Evals Extract
- Loyola Smart Evals Term Dates

Loyola Class Updates by Group

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

Find an Existing Value

Search Criteria

Group Code begins with

Term begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Loyola Class Updates by Group

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

Find an Existing Value

Search Criteria

Group Code begins with

Term begins with 1196

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All First 1-56 of 56 Last

Group Code	Term	Template
ACCT	1196	(blank)
AFR	1196	African Studies
ANTH	1196	Anthropology
ARRU	1196	Arrupe College
BICL	1196	Biology
BLAW	1196	(blank)
CHEM	1196	Chemistry
CJC	1196	Criminal Justice and Criminology
CLAW	1196	(blank)
CLST	1196	Classical Studies
COMP	1196	Computer Science
CPS	1196	School of Professional Studies
OFFA	1196	Department of Fine and Performing Arts
DIGH	1196	Digital Humanities
ECON	1196	(blank)
EDUC	1196	School of Education
ENGL	1196	English
ENGR	1196	Engineering Science
ENVS	1196	Environmental Science
FINC	1196	(blank)
FONU	1196	FONU Practicum
HIST	1196	History
HLAW	1196	(blank)
HONR	1196	Honors
INTS	1196	International Studies

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

Loyola Course Eval Class Upd

https://locuscsp.luc.edu/psp/cs92pre/EMPLOYEE/SA/c/LUSR1806_MENU.LUSR_CE_CLASSENTRY.GBL?FolderPath=PORTAL...

Loyola UNIVERSITY CHICAGO

Lusr Ce Classentry

Group Code: PLST
CE Dept. Designee: 06051283739 Sakolan,Adrianna
Template: Paralegal Studies
IDEA Discipline Code: 2200 Law - General Legal Studies (Undergraduate)
Term: 1196 Fall 2019

Req Flg	Class Mbr	Subject Area	Cat Mbr	Class Sect	Course Info
1	4975	PLST	331	100	PLST 331-100-4975: Intro to Paralegal Studies
2	4957	PLST	332	102	PLST 332-102-4957: Legal Research and Writing I
3	4958	PLST	333	103	PLST 333-103-4958: Legal Res and Writing II
4	4997	PLST	333	123	PLST 333-123-4997: Legal Res and Writing II
5	4050	PLST	335	104N	PLST 335-104N-4050: Legal Ethics
6	4981	PLST	336	118N	PLST 336-118N-4981: Corp Topics for Lit Paralegal
7	5001	PLST	339	126	PLST 339-126-5001: Secured Trans & Bankruptcy
8	4976	PLST	340	105	PLST 340-105-4976: Civil Litigation I
9	5003	PLST	341	128	PLST 341-128-5003: Civil Litigation II
10	4984	PLST	342	107	PLST 342-107-4984: Litg Tech & eDiscovery
11	4998	PLST	345	129	PLST 345-129-4998: Law Office Computer Appnts
12	5007	PLST	355	130	PLST 355-130-5007: Estates, Trusts & Wills
13	5318	PLST	309	117	PLST 359-117-5318: Environmental Law
14	4962	PLST	361	111	PLST 361-111-4962: Immigration Law
15	4965	PLST	362	112	PLST 362-112-4965: Business Organizations
16	4066	PLST	363	113	PLST 363-113-4066: Contract Admin & Analysis
17	5096	PLST	368	132	PLST 366-132-5096: Lit Top for Corp Paralegals
18	5010	PLST	368	133	PLST 366-133-5010: Corporate Compliance Topics

Save Return to Search Previous in List Next in List Notify

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



Preparing people to lead extraordinary lives