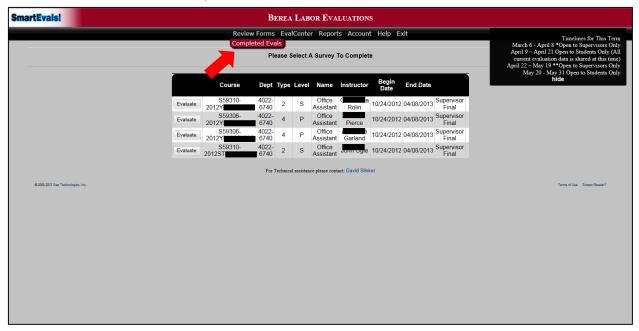
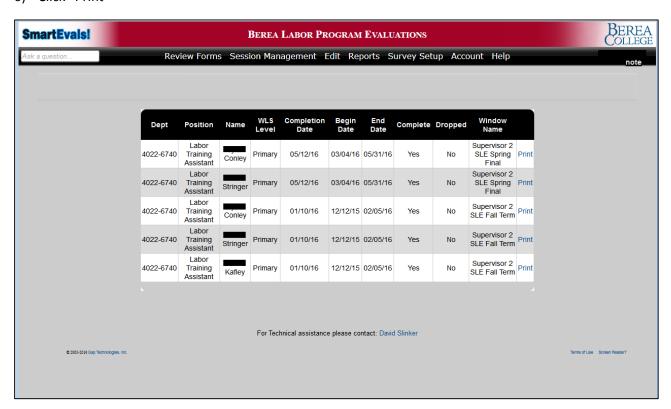
HOW TO VIEW AND PRINT PAST EVALUATIONS AFTER SUBMITTING

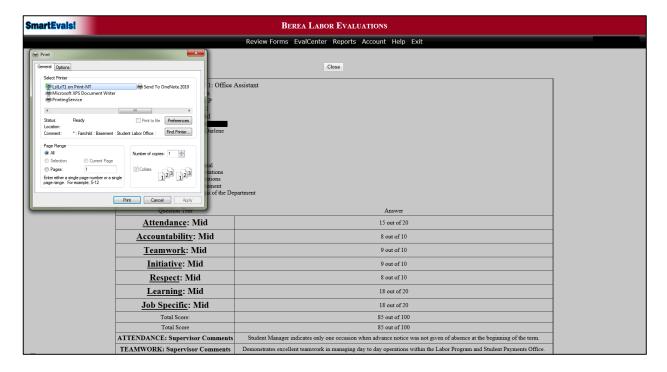
- 1) Log into SmartEvals as you normally would
- 2) Click on Review Forms/Completed Evals



- 3) You will see (below) a list of recently completed evaluations. Evaluations on this page are generally the most recent/current timelines within the past year.
- 4) Review the information: Position Title, Student Name, Completion Date, Supervisor Spring/Fall Term, and the Print options.
- 5) Determine the correct student and the correct evaluation based on the completion date and Spring/Fall Term designations.
- 6) Click "Print"

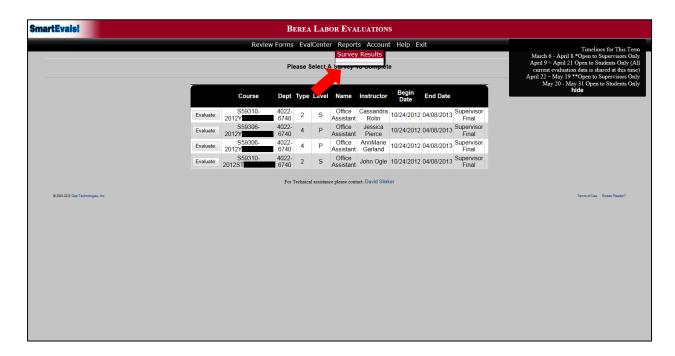


7) Clicking "Print" will create a pdf version of the evaluation and a print window should appear. Simply select the printer of your choice and print. Note: Some systems will allow you to print to a "pdf" version which could be saved as an electronic file on your PC.

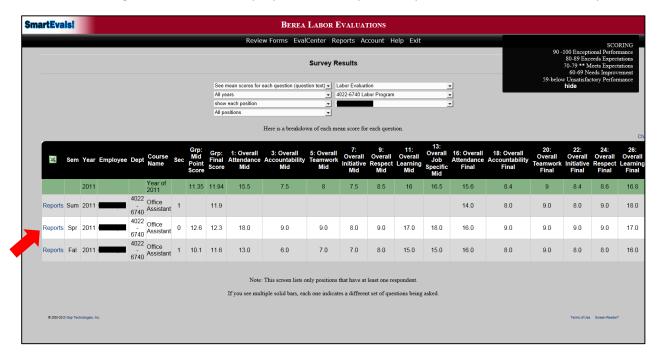


FOR EVLAUTIONS NOT FOUND IN "PREVIEW FORMS/COMPLETED EVALS"

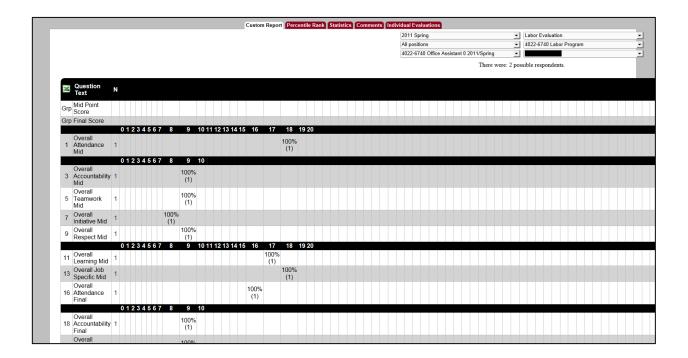
1) For older evaluations (over 1 year) not found in "Preview Forms/Completed Evals" click on "Reports/Survey Results"



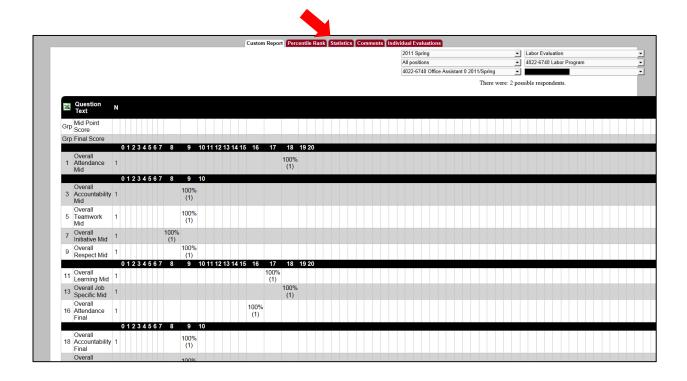
- 2) Determine the view you want by adjusting the dropdown menu options. In this example, we are viewing "All Years" of the "Labor Evaluation" for "A Specific Student Name" in the "Labor Program".
- 3) After setting the filter, select the proper semester/year that you want to view and click "Reports".



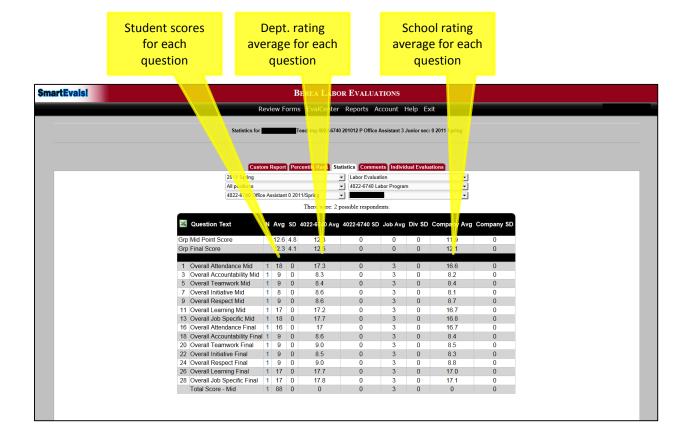
4) Below is the filter view of your selection placed in and Excel spreadsheet. The 100% (1) indicates your scoring selection for that area. Notice that Mid and Final scores are on this same sheet. Further down the sheet you are provided with comparison charts (dept./division/school) to compare you scores for this student as well as the relevant comments from you and your student for this evaluation.



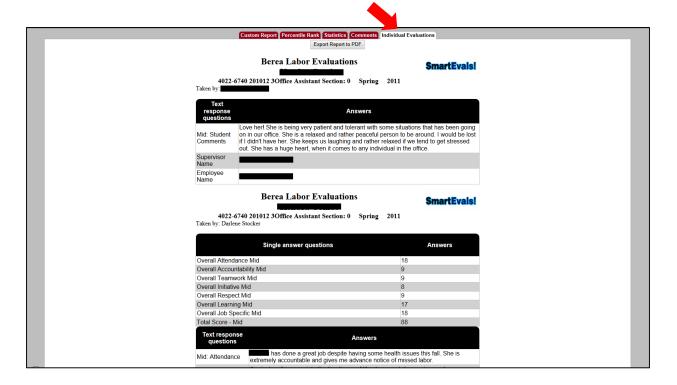
5) After reviewing this information, you can select any tab across the top of the screen to view other relevant information. One of particular interest could be the "Statistics" tab.



6) After clicking the "Statistics" tab, you see comparison ratings across the school as described below.



7) To view actual evaluations, click on the "Individual Evaluations" tab.



- 8) Here you will see evaluation scores and comments made by you as well as student response comments for this evaluation individual evaluation.
- 9) You can "Export Report to PDF" which allows you to print or save as a file to your PC.

NOTE: If you are looking for an evaluation and cannot find it in the reports section, it is most likely in the "Review Forms/Completed Evals" section as first described above.