Reporting Guide for Generating the Item 10 Report
(“Considering everything, the instructor was an effective teacher”)

The Item 10 Report is a single item report that is generated for one item on the Course Instructor Opinion Survey (CIOS), namely – Considering everything, the instructor was an effective teacher. To access the Item 10 Report, please follow each of the steps described below.

**Step 1:** Log into Smart Evals.

**Step 2:** From the menu bar at the top of the page, select Reports, then scroll down to select ‘Single Question Breakdown.’

**Step 3:** From the Single Question Wizard, select ‘Class-by-Class Reports’ from the first column (this should be the default selection), then choose a Year (for a single year’s results) or by College (for multiple years of results).
Step 4: You will now have your results for 'Instructor: Overall Effectiveness' for the entire college, or the department(s) for which you have responsibility.

Step 5: Results can be limited by using the filters at the top of the single question analysis table, as well as with the results filters at the bottom of the page.

Note: The results filter at the bottom of the page allows you to add or remove years from the data reported.

Step 6: To download the results, click on the export icon at the top left corner of the page. Several export formats are available. It is recommended that you use the .csv or .xls formats if you intend to copy or move information to other documents.

For more information, please contact cioshelp@gatech.edu