

Step by Step – List of students who finished the course evaluation

1. Login to Blackboard.
2. Click Staff and Faculty Tab
3. Click SmartEvals Information
4. Click SmartEvals Login



Click Eval Center

Resp	Not Resp	% Resp	Survey Start	Auto Email	Survey End	See
26	0	100 %	09/23/15	not set	10/16/15	10/18/15
17	0	100 %	09/23/15	not set	10/16/15	10/18/15

Click the number under

Resp: You will be able to see a list of students who already done the survey and

Not Resp: You will be able to send email reminder to the students who have not done the survey

Please send email to survey@sentara.edu if you have any questions.