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How to Access and Upload Student Feedback Surveys

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# How to Access Your Student Feedback Survey (SFS)

1. Login to [SmartEvals](https://www.smartevals.com/schoollist.aspx)
2. Download the PDF of your SFS, including the student comments for the course you are trying to upload
3. If you are missing a course(s) from your SFS reports, fill out this form [here](https://www.uta.edu/ier/student-feedback-survey/sfs-missing-reports1.php)

# How to Upload Your SFS into DM

1. Login to [DM](https://www.uta.edu/administration/provost/policies-and-resources/digital-measures)
2. **Click on Activities** in the blue bar across the top
3. Select Scheduled Teaching, about halfway down the screen
4. Then select the course you want to upload the SFS results into
5. Scroll to the very bottom of the screen and click on the arrow for the Student Feedback Survey Results
6. **Input** your results into the correct fields, and then drag and drop the full report into the box
7. Click **Save** at the top right-hand corner

