

Customized reporting options provide several views of the data configured by the software. Some of the more widely used views include:

## □ Individual Faculty Member

- One's own instructional performance in a single course section.
- Overall course results.
- Comparison of one's own performance:
  - $\Box$  Over sections of the same course.
  - $\Box$  Over sections of all courses he/she taught.
  - $\square$  To other faculty who:
    - Are within the same course, academic department, or school.
    - Teach anywhere within the institution.
- Deans and Department Chairs may access:
  - Specific performance of all faculty members.
  - Overall results for all course sections.
  - Comparative analysis of:
    - An individual faculty member to all faculty members within a given department/school and institution wide.
    - □ All Schools within the institution.
    - □ All Departments within the school.
- Longitudinal Analysis
  - Provides a comparison of several of the results listed above over time from the individual faculty level to institution-wide level that is inclusive of faculty, departments, and schools.

Custom reports are created in seven (7) simple steps. This document provides a guide for you to create custom reports.

Explanation of Report Options (Filters)	p. 2
Abbreviations and Descriptions for Reports	p. 3
Example Report 1: Create an Overall Analysis for a Department	p. 4
Example Report 2: Create an Overall Analysis for a School	p. 8
Example Report 3: Create an Aggregate Report of a Course for Comparison	p. 12

## Explanation of Reporting Options (Filters):

Survey Focus:       Students will assess Faculty         Survey Types:       Standard         Survey Status:       Active         Survey Status:       Active         Survey Close Date Range:       from:         Survey Name:       Addd
Survey Types:       Standard       Rotation       Non-Course         Survey Status:       Active       Closed         Survey Close Date Range:       from:       08-30-2013       0       5         Survey Name:       Add
Survey Status: Active Closed Survey Close Date Range: from: 08-30-2013 0 0 to: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Survey Close Date Range: from: 08-30-2013 📷 🖗 오 🖶 to: 🔤 🖗 오 😂
Survey Name: Add
Survey Focus: Students will assess Faculty (This is the only survey done.)
Survey Types: Standard (We do not have Rotation or Non-Courses.)
Survey Status: Closed (Reporting is only available on closed courses.)
Survey Close Date Range: Date range of the evaluation period.

Course Filters			
Course Name:	Add		
Course Number:	Add		
Course Section:	Add		
Course Types:	[ <u>Check All</u> ] [ <u>Un-check All</u> ] Laboratory Online	Lecture	Lecture/Laboratory
Course Designations:	[ <u>Check All</u> ] [ <u>Un-check All</u> ] Graduate	Undergraduate Lower Level	🗌 Undergraduate Upper Level
Course Years:	1		
Course Departments:	Add		
Course Divisions:	Add		
Course Programs:	Add		
Course Name:	Course Name a	s Set Up in Banner	Ex: The Foundations of the USAF I
Course Number:	Course Referen	ce Number (CRN) from Banner	Ex: 10005
* Course Section:	Course Subject	and Number	Ex: AERO101 or AERO
Course Types:	Type of Course		Ex: Lecture
Course Designations:	Course Level		Ex: Undergraduate Lower Level
Course Year:	(Not Used)		(Not Used)
* Course Department	s: Department wh	ere Course Resides	Ex: AERO or Aerospace Studies

Ex: ROTC

Ex: MS Project Management

* Course Divisions:
Course Programs:

Evaluated Individuals Filters



School where Course Resides

Degree Programs from Banner

Username:	Active Directory User ID	(Not Used)
Last Name:	Faculty Member's Last Name	Ex: Smith
Survey Roles:	Responsible Faculty (We do not use the	Ex: John Q. Smith
	Assessed Individuals role.)	
* Faculty Departments:	Department where Faculty Member Resides	Ex: HIST or History
* Faculty Divisions:	School where Faculty Member Resides	Ex: SCHS or School of Humanities and Social
		Sciences

\* See below for abbreviations with descriptions.

Department Code	Department Name	Division Code	Division Name
AERO	Aerospace Studies	ROTC	ROTC
BIOL	Biology	SCSM	School of Science & Mathematics
CHEM	Chemistry	SCSM	School of Science & Mathematics
CAEE	Civil and Environmental Engineering	SCEN	School of Engineering
CRMJ	Criminal Justice	SCHS	School of Humanities & Social Sciences
EACE	Electrical and Computer Engineering	SCEN	School of Engineering
ELPM	Engineering Leadership and Program Management	SCEN	School of Engineering
ENGL	English	SCHS	School of Humanities & Social Sciences
HESS	Health Exercise and Sport Science	SCSM	School of Science & Mathematics
HIST	History	SCHS	School of Humanities & Social Sciences
LDRS	Leadership	MISC	Miscellaneous
MACS	Mathematics and Computer Science	SCSM	School of Science & Mathematics
MLTY	Military Science	ROTC	ROTC
MISC	Miscellaneous	MISC	Miscellaneous
MLNG	Modern Languages Literatures and Cultures	SCHS	School of Humanities & Social Sciences
NAVL	Naval Science	ROTC	ROTC
ORTN	Orientation	MISC	Miscellaneous
PHYS	Physics	SCSM	School of Science & Mathematics
PSCI	Political Science	SCHS	School of Humanities & Social Sciences
PSYC	Psychology	SCHS	School of Humanities & Social Sciences
SCBA	School of Business Administration	SCBA	School of Business Administration
SCED	School of Education	SCED	School of Education

CoursEval - Creating a Custom Report

#### Create an Overall Analysis for a Department

(Example Report: Summer 2013 Modern Languages Report)

On the Landing Page, select the "Survey Genius" (Survey Intelligence).



The following page will open. Click on "Add New".

Survey Intelligence Report Designs	[Add New] 😨
No Survey Intelligence Report Design records were found.	
	0 record found.
[Add New] 🛛	🧟 Personal 🧟 CoursEval Managers 🛛 Cê MyCoursEval Portal Users 🛛 Delete Selected

#### Step 1: Filters

Survey Intelligence Repo	rt Design: *New*				
Filters			Next >> Step 1	of 7	Once the filters have been selected,
Text entry boxes will match where th	e entered text is included in the res	spective data item (3 characters required)		`	click "Next".
<ul> <li>Checkbox filters are ignored if nothing</li> </ul>	ng is selected	· · · · · · · · · · · · · · · · · · ·			
Survey Filters					
Survey Focus:	Students will assess Facult	ty 💌			
Survey Types:	Standard Rotation	■Non-Course - These 3 fields wi	ll always have these values.		
Survey Status:	Active Closed	J			
Survey Close Date Range:	from: 🔤 🕅	🖸 🏼 to: 🔤 🖄			
★ Survey Periods:	[Check All] [Un-check All] Fall (shared)	Fall 2013	Summer 2013		
Survey Name:	Add	★ Select the academic p	eriod.		
Course Filters					
Course Name:	Add				
Course Number:	Add				
Course Section:	Add				
Course Types:	[Check All ] [Un-check All ] Laboratory Online	Lecture Seminar	Lecture/Laboratory		
Course Designations:	[Check All] [Un-check All] Graduate	Undergraduate Lower Level	Undergraduate Upper Level		
Course Years:	1				
Course Departments:	MLNG Add	Enter the appropria	ate department acronym.		
Course Divisions:	Add				
Course Programs:	Add				
Evaluated Individuals Filter	rs 🖻				
Username:	Add				
Last Name:	Add				
Survey Roles:	Responsible Faculty	Assessed Individuals			
Faculty Departments:	Add				
Faculty Divisions:	Add 2				
0	Filters Surve	ys Questions Aggregations Report Options Save Settings Exit	Run Report		

## Step 2: Surveys

	Once the surveys har click "Next".	ve been selecte
Survey Intelligence Report Design: *New*		$\checkmark$
Surveys	<< Prior	Next >> Step 2
The count of comparative report questions is listed in parentheses for each survey		
Standard Surveys		
Period: Summer 2013 (2013)		
Closed IISummer 2013 Modern Languages SEI (28) ★ Select the surveys.		
Filters Surveys Questions Aggregations Report Options Run Re Save Settings Exit	eport	
ep 3: Questions	Once the questions hav click "Next".	re been selected
Survey Intelligence Report Design: *New*	N	
Questions	<< Prior N	ext >> Step 3 of
Hover over scale and survey counts for details.		
Selecting more than 20 questions may produce an unwieldy report This is important to keep in mind.		
U belearing more than 20 questions may produce an annielay report.		
Survey Focused (i.e. Courses)		
Survey Focused (i.e. Courses)	Scale	Surveys
Survey Focused (i.e. Courses) Use Question  Assignments are related to goals specified in the syllabus.	Scale 5-pt	Surveys
Vectoring note that to declare may produce an annually report       Survey Focused (i.e. Courses)       Vectoring       Assignments are related to goals specified in the syllabus.       CLASS:	Scale 5-pt 6-pt	Surveys 1 1
Survey Focused (i.e. Courses)       Image: Survey Focused (i.e. Course)       Image: Survey Focused (i.e. Course)<	Scale 5-pt 6-pt 3-pt	Surveys 1 1
Survey Focused (i.e. Courses)         Vectoring more and the generation may produce an diminally report         Variation         Image: Class:         Image: Course IN:         Image: Course Equired:	Scale 5-pt 6-pt 3-pt 2-pt	Surveys 1 1 1
Survey Focused (i.e. Courses)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Courses)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Courses)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Courses)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Courses)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Courses)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Course indication the syllabus)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Course indication the syllabus)         Vectoring indication the syllabus)         Vectoring indication they produce an onnearly report         Image: Survey Focused (i.e. Course indication the syllabus)         Vectoring indicationthe syllabus) <t< td=""><td>Scale 5-pt 6-pt 3-pt 2-pt 5-pt</td><td>Surveys 1 1 1 1 1</td></t<>	Scale 5-pt 6-pt 3-pt 2-pt 5-pt	Surveys 1 1 1 1 1
Survey Focused (i.e. Courses) Use Question Assignments are related to goals specified in the syllabus. CLASS: COURSE IN: COURSE IN: COURSE REQUIRED: EXPECTED GRADE: GENDER:	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt	Surveys 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Use Question         ✓ Assignments are related to goals specified in the syllabus.         ✓ CLASS:         ✓ COURSE IN:         ✓ COURSE REQUIRED:         ✓ EXPECTED GRADE:         ✓ GENDER:         ✓ I learned a lot in this course.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt 5-pt	Surveys 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses) Use Question Assignments are related to goals specified in the syllabus. CLASS: CLASS: COURSE IN: COURSE REQUIRED: EXPECTED GRADE: CURSE REQUIRED: I Learned a lot in this course. I I learned a lot in this course. In this course many methods are used to involve me in learning.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt 5-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Use Question         Image: Securate of the system of the syste	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt 5-pt 5-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Use Question         Image: Second Stress Courses         Image: Class:         Image: Class: Class:         Image: Class: Class: Class:         Image: Class: C	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt 5-pt 5-pt 5-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses) Use Question Assignments are related to goals specified in the syllabus. CLASS: COURSE IN: COURSE IN: COURSE REQUIRED: EXPECTED GRADE: GENDER: I learned a lot in this course. I I this course many methods are used to involve me in learning. Tests accurately assess what I have learned in this course. The syllabus clearly explains the grading system. The syllabus clearly explains what is expected in this course.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt 5-pt 5-pt 5-pt 5-pt 5-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)  Use Question  Assignments are related to goals specified in the syllabus.  CLASS:  COURSE IN:  COURSE REQUIRED:  EXPECTED GRADE:  GENDER:  I learned a lot in this course.  I learned a lot in this course.  I n this course many methods are used to involve me in learning.  Fests accurately assess what I have learned in this course.  The syllabus clearly explains the grading system.  The syllabus clearly explains what is expected in this course.  People Focused (i.e. Evaluated Individuals)	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt 5-pt 5-pt 5-pt 5-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses) Use Question Assignments are related to goals specified in the syllabus. CLASS: CLASS: COURSE IN: COURSE REQUIRED: EXPECTED GRADE: COURSE REQUIRED: I learned a lot in this course. I I this course many methods are used to involve me in learning. I learned a lot in this course. I In this course many methods are used to involve me in learning. I Tests accurately assess what I have learned in this course. I The syllabus clearly explains the grading system. I The syllabus clearly explains the grading system. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is expected in this course. I The syllabus clearly explains what is explained to the syllabus clearly explains what is explained to the syllabus clearly explains what is	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)  Use Question  Assignments are related to goals specified in the syllabus.  CLASS:  CLASS:  COURSE IN:  COURSE REQUIRED:  EXPECTED GRADE:  GENDER:  I learned a lot in this course.  In this course many methods are used to involve me in learning.  Fests accurately assess what I have learned in this course.  The syllabus clearly explains the grading system.  The syllabus clearly explains the grading system.  People Focused (i.e. Evaluated Individuals)  I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.  Curse I would enjoy taking another course from this professor.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 5urveys 1
Survey Focused (i.e. Courses)         Use Question         Image: Assignments are related to goals specified in the syllabus.         Image: CLASS:         Image: COURSE IN:         Image: COURSE REQUIRED:         Image: Course of the source of the image: Course of the image: Course of the source of the source of the image: Course of t	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)  Use Question  Assignments are related to goals specified in the syllabus.  CLASS:  CLASS:  COURSE IN:  COURSE REQUIRED:  EXPECTED GRADE:  GENDER:  I learned a lot in this course.  I learned a lot in this course.  In this course many methods are used to involve me in learning.  Tests accurately assess what I have learned in this course.  The syllabus clearly explains the grading system.  Foeple Focused (i.e. Evaluated Individuals)  Use Question  I would enjoy taking another course from this professor.  I would rate my professor as an excellent teacher.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor.  I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I would recommend taking a course taught by this professor. I wou	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Subsecting into the total by produce an animality report  Survey Focused (i.e. Courses)  Use Question  Assignments are related to goals specified in the syllabus.  CLASS:  CLASS:  COURSE IN:  COURSE REQUIRED:  EXPECTED GRADE:  GENDER:  I learned a lot in this course.  I I this course many methods are used to involve me in learning.  Fests accurately assess what I have learned in this course.  The syllabus clearly explains the grading system.  The syllabus clearly explains the grading system.  Feople Focused (i.e. Evaluated Individuals)  Leave Question  I would enjoy taking another course from this professor.  I would rate my professor as an excellent teacher.  My professor begins and ends class on time.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Subsecting into C that is quadation may produce an animality report  Survey Focused (i.e. Courses)  Use Question  Assignments are related to goals specified in the syllabus.  CLASS:  COURSE IN:  COURSE IN:  COURSE REQUIRED:  EXPECTED GRADE:  GENDER:  I Learned a lot in this course.  I I this course many methods are used to involve me in learning.  GENDER:  Tests accurately assess what I have learned in this course.  The syllabus clearly explains the grading system.  The syllabus clearly explains what is expected in this course.  People Focused (i.e. Evaluated Individuals)  Lise Question  I would enjoy taking another course from this professor.  I would rate my professor as an excellent teacher.  My professor begins and ends class on time.  My professor communicated the subject matter effectively.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)  Jse Question  Assignments are related to goals specified in the syllabus.  CLASS:  COURSE IN:  COURSE IN:  COURSE REQUIRED:  EXPECTED GRADE:  GENDER:  I learned a lot in this course.  I this course many methods are used to involve me in learning.  Tests accurately assess what I have learned in this course.  The syllabus clearly explains the grading system.  The syllabus clearly explains what is expected in this course.  People Focused (i.e. Evaluated Individuals)  Survey Cuestion  I would enjoy taking another course from this professor.  I would rate my professor as an excellent teacher.  My professor begins and ends class on time.  My professor displays a clear understanding of course topics.  Net the syllabus of the subject matter effectively. My professor displays a clear understanding of course topics.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Use Question <ul> <li>Assignments are related to goals specified in the syllabus.</li> <li>CLASS:</li> <li>COURSE IN:</li> <li>COURSE REQUIRED:</li> <li>EXPECTED GRADE:</li> <li>GENDER:</li> <li>I learned a lot in this course.</li> <li>I learned a lot in this course.</li> <li>I net this course many methods are used to involve me in learning.</li> <li>Tests accurately assess what I have learned in this course.</li> <li>The syllabus clearly explains the grading system.</li> <li>The syllabus clearly explains what is expected in this course.</li> </ul> <li>People Focused (i.e. Evaluated Individuals)</li> <li>I would enjoy taking another course from this professor.</li> <li>I would recommend taking a course taught by this professor.</li> <li>I would recommend taking a course taught by this professor.</li> <li>My professor begins and ends class on time.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a ethusiasm when teaching.</li>	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Precedency mode stands to question may report       I       I         Survey Focused (i.e. Courses)         Use Question <ul> <li>Assignments are related to goals specified in the syllabus.</li> <li>CLASS:</li> <li>COURSE IN:</li> <li>COURSE REQUIRED:</li> <li>EXPECTED GRADE:</li> <li>GENDER:</li> <li>I learned a lot in this course.</li> <li>I learned a lot in this course.</li> <li>I net this course many methods are used to involve me in learning.</li> <li>Tests accurately assess what I have learned in this course.</li> <li>The syllabus clearly explains the grading system.</li> <li>The syllabus clearly explains what is expected in this course.</li> </ul> <li>People Focused (i.e. Evaluated Individuals)</li> <li>I would enjoy taking another course from this professor.</li> <li>I would rate my professor as an excellent teacher.</li> <li>I would recommend taking a course taught by this professor.</li> <li>My professor obgins and ends class on time.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays enthusiasm when teaching.</li>	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Use Question <ul> <li>Assignments are related to goals specified in the syllabus.</li> <li>CLASS:</li> <li>COURSE IN:</li> <li>COURSE REQUIRDE:</li> <li>EXPECTED GRADE:</li> <li>GENDER:</li> <li>I learned a lot in this course.</li> <li>I nerved a lot in this course.</li> <li>I nerved a lot in this course.</li> <li>Tests accurately assess what I have learned in this course.</li> <li>The syllabus clearly explains the grading system.</li> <li>The syllabus clearly explains the grading system.</li> </ul> <li>The syllabus clearly explains the grading system.</li> <li>The syllabus clearly explains and end to this course.</li> <li>People Focused (i.e. Evaluated Individuals)</li> <li>Use Question         <ul> <li>I would rate my professor as an excellent teacher.</li> <li>I would rate my professor as an excellent teacher.</li> <li>I would recommend taking a course taught by this professor.</li> <li>My professor begins and ends class on time.</li> <li>My professor displays and understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays enthusiam when teaching.</li> <li>My professor seried to think.</li> <li>My professor is readily available for consultations.</li> </ul> </li>	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Image: Indecide to getablish mark product an unitary report       Image: I	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Servery Focused (i.e. Courses)         Use Question <ul> <li>Assignments are related to goals specified in the syllabus.</li> <li>CLASS:</li> <li>COURSE IN:</li> <li>COURSE REQUIRED:</li> <li>EXPECTED GRADE:</li> <li>GENDER:</li> <li>I learned a lot in this course.</li> <li>I this course many methods are used to involve me in learning.</li> <li>Tests accurately assess what I have learned in this course.</li> <li>Tests accurately assess what is expected in this course.</li> </ul> <li>Propher Focused (i.e. Evaluated Individuals)</li> <li>I would enjoy taking another course from this professor.</li> <li>I would rate my professor as an excellent teacher.</li> <li>I would rate my professor as an excellent teacher.</li> <li>I would recommend taking a course taught by this professor.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays enthusiasm when teaching.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays entuaisam when teaching.</li> <li>My professor displays entuaisam when teaching.</li> <li>My professor displays entuaisam when teaching.</li> <li>My professor makes effective use of dast time.</li> <li>My professor makes effective use of dast time.</li> <li>My professor makes effective use of dast time.</li>	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Use Question <ul> <li>Assignments are related to goals specified in the syllabus.</li> <li>CLASS:</li> <li>COURSE IN:</li> <li>COURSE REQUIRED:</li> <li>EXPECTED GRADE:</li> <li>GENDER:</li> <li>I learned a lot in this course.</li> <li>I In this course many methods are used to involve me in learning.</li> <li>T tests accurately assess what 1 have learned in this course.</li> <li>T the syllabus clearly explains the grading system.</li> <li>T the syllabus clearly explains the grading system.</li> </ul> <li>T test guestion</li> <li>I would enjoy taking another course from this professor.</li> <li>I would rate my professor as an excellent teacher.</li> <li>I would rate my professor as an excellent teacher.</li> <li>I would recommend taking a course taught by this professor.</li> <li>My professor begins and ends class on time.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor displays a clear understanding of course topics.</li> <li>My professor is readily available for consultations.</li> <li>My professor makes effective use of class time.</li> <li>My professor makes effective use of class time.</li> <li>My professor makes effective use of class time.</li>	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1
Survey Focused (i.e. Courses)         Survey Focused (i.e. Courses)         Use Question         Assignments are related to goals specified in the syllabus.         CLASS:         COURSE REQUIRED:         EXPECTED GRADE:         GENDER:         I learned a lot in this course.         In this course many methods are used to involve me in learning.         Tests accurately assess what I have learned in this course.         The syllabus clearly explains the grading system.         The syllabus clearly explains what is expected in this course.         People Focused (i.e. Evaluated Individuals)         Use Question         I would enjoy taking another course from this professor.         I would renomment taking a course taught by this professor.         I would renomment taking a course taught by this professor.         My professor deginas and ends class on time.         My professor displays a clear understanding of course topics.         My professor displays enthusiame when teaching.         My professor effectively challenged me to think.         My professor is readily available for consultations.         My professor makes effective use of class time.         My professor speaks audible on consultations.         My professor speaks multiprepared for class.         My professor speaks audibly and clearty.	Scale 5-pt 6-pt 3-pt 2-pt 5-pt 2-pt 5-pt	Surveys 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

 Filters
 Surveys
 Questions
 Aggregations
 Report Options
 Run Report

 Save Settings
 Exit
 Ex

2

# Step 4: Aggregations

	t Design: *New*		
Aggregations			<< Prior Next >> Step 4 of
Select the data items to Group By. Su	rvey results and responses will be aggregated to the se	elected levels.	
	Click and Drag: move to right	Drop here in desired order	
	Survey	Survey Period	
	Survey Year	Course Designation	
			4
	Course Number		
	Course Name		
	Course Section		
These are explained in	Course Department		
the reporting options –	Course Division		
(filters).	Course Program		
	Course Year		
	Course Type		
	Evaluated Individual		
	Block		
	Rotation Site		
ep 5: Report Optic	Filters Surveys Questions Save	Angregations Report Options Run Report e Settings Exit	ne report options have been
ep 5: Report Optic	Filters Surveys Questions Sav	Angregations Report Options Run Report e Settings Exit Once th selected	ne report options have been I, click "Next".
ep 5: Report Optic	Filters Surveys Questions Sav	Annreportions Run Report e settings Exit Once th selected	ne report options have been I, click "Next".
ep 5: Report Optio	Filters       Surveys       Questions         Sav         Dns         Design: *New*	Angregations Report Options Run Report e Settings Exit Once the selected ——Enter the report title.	the report options have been I, click "Next".
ep 5: Report Optic Survey Intelligence Report I teport Options Report Title:	Filters       Surveys       Questions         Sav         Dns         Design: *New*         Jummer 2013 Modern Languages Report         School Lopo         School Lopo         School Lopo         School Lopo         School Lopo	Annreportions Report Options Run Report e settings Exit Once th selected	ne report options have been I, click "Next".
ep 5: Report Optio	Filters       Surveys       Questions         Sav         Dns         Design: *New*         Jummer 2013 Modern Languages Report         School Logo         School Logo         School Logo         School Logo         School Logo         School Logo         Grouping       Expected/ Received         Descriptions       Received Received         Descriptions       Grouping         Descriptions       School Logo	Aggregations Report Options Run Report e Settings Exit Once the selected Enter the report title.	ne report options have been I, click "Next".
ep 5: Report Optic Survey Intelligence Report I teport Options Report Title:	Filters       Surveys       Questions         Sav         Design: *New*         Summer 2013 Modern Languages Report         School Logo         Summery         Summary	Aggregations Report Options Run Report e Settings Exit Once fl selected Enter the report title.	the report options have been I, click "Next".
ep 5: Report Option Survey Intelligence Report I teport Options Report Title:	Filters Surveys Questions Sav PINS Design: *New* Summer 2013 Modern Languages Report School Languages School Languages	Aggregations Report Options Run Report e Settings Exit Once th selected	the report options have been l, click "Next".
ep 5: Report Optic Survey Intelligence Report I teport Options Report Title: Report Sections: Overall-Score Scale: Show Question Response Count:	Filters       Surveys       Questions         Sav         Dns         Jummer 2013 Modern Languages Report         School Logo	Anterespections Report Options Run Report e settings Exit Once fl selected Enter the report title. trail Overall Graph haw © compare to Avg	the report options have been I, click "Next".

## Step 6: Run Report

		"Next".		
Survey Intelligence Repo	rt Design: <b>*New</b> *		$\downarrow$	Ø
Run Report		<< Prior	Next >> Step	6 of 7
View SI Report				
Click to view your report	View Click to view the report.			
Export Report Data				
Export Data:	<b>Export</b> $\textcircled{2}$ $\leftarrow$ Click to export the data to a CSV file.			
Publish Report				
Published Report Name:	Summer 2013 Modern Languages Report Enter the report title.			
Publish Options:	● Private (save copy) ⑦ ● MyCoursEval Portal (available to Students and Faculty) ⑦ ● Publicly available on the CoursEval Server ⑦			
Expiration Date	12-31-2099 📷 🖻 < Enter the expiration date for the report.			
	Publish			
0	Filters Surveys Questions Aggregations Report Options Run Report Save Settings Exit			

To save the report settings, click

## Step 7: Save the Report Settings

Survey Intelligence Repo	rt Design: *New*	•
Save Settings	<< Prior Step 7 c	f 7
Share Options: Name:	• A Personal         • CoursEval Managers         • Ce MyCoursEval Portal Users         • Summer 2013 Modern Languages Report         • Enter the report title.         • Enter the report title.         • Click Save.         • Click Save.	
0	Filters     Surveys     Questions     Aggregations     Report Options     Run Report       Save Settings     Exit	
Report:	The Gased Combart	
Summe	Spern	
Accusts By         Responses           Assignments open Screeny         Assignments open Course Parced Beniqueton         COURSE RE the syldiaus, Spit	Constraint         Constra	Overall 2.pt
g         Burmer         Burmer	Norm         Stare	e Compare

CoursEval - Creating a Custom Report

#### Create an Overall Analysis for a School

(Example: Summer 2013 School of Humanities and Social Sciences Report)

On the Landing Page, select the "Survey Genius" (Survey Intelligence).



The following page will open. Click on "Add New".

Survey Intelligence Report Designs	[Add New] 😨
No Survey Intelligence Report Design records were found.	
	0 record found.
[Add New] 🖲 <	🧟 Personal 🖉 CoursEval Managers 🛛 C@ MyCoursEval Portal Users 🛛 Delete Selected

### Step 1: Filters

Survey Intelligence Report Design: *New*		Ð	
Filters		Next >> Step 1 of 7	Once the filters have been selected,
Text entry boxes will match where the entered text is included in the result.	espective data item (3 characters required)		click "Next".
(i) Checkbox filters are ignored if nothing is selected			
Survey Filters			
Survey Focus: Students will assess Facu	Ity These 3 fields will always		
Survey Types: Standard Rotation	Non-Course	nave these values.	
Survey Status: Active Closed	L		
Survey Close Date Range: from:	🖸 鼶 to: 📰 🦉 🗳 😹		
Survey Periods: [Check All] [Un-check All] Fall (shared)	Fall 2013	Summer 2013	
Survey Name: Add	$\star$ Select the academic period.		
Course Filters			
Course Name: Add			
Course Number: Add			
Course Section: Add			
Course Types: Check All] [Un-check All] Course Types: Online	🗌 Lecture 🛄 Seminar	Lecture/Laboratory	
Course Designations: [Check All] [Un-check All] Graduate	Undergraduate Lower Level	Undergraduate Upper Level	
Course Years:			
Course Departments: Add			
Course Divisions: SCHS 🛛 🛛 Add 🖄 <	Enter the appropriate div	ision acronym.	
Course Programs: Add			
Evaluated Individuals Filters 🖻			
Username: Add			
Last Name: Add			
Survey Roles: Responsible Faculty	Assessed Individuals		
Faculty Departments: Add			
Faculty Divisions: Add			
e Filters Surv	eys Questions Aggregations Report Options Run Report Options Save Settings Exit	ort	

#### Step 2: Surveys

Once the surveys have been selected, click "Next". Survey Intelligence Report Design: \*New\* 2 Surveys << Prior Next >> Step 2 of 7 (i) The count of comparative report questions is listed in parentheses for each survey [Check All] [Un-check All] Standard Surveys Period: Summer 2013 (2013) ★ Select the surveys. Closed [Check All] [Un-check All] Summer 2013 Modern Languages SEI (28) Summer 2013 History SEI (35) Summer 2013 Online Course SEL (29) Summer 2013 Standard SEI (25) Summer 2013 Psychology ONLINE (37) Filters Surveys Questions Aggregations Report Options Run Report 8 Save Settings Exit Once the questions have been selected, Step 3: Questions click "Next". Survey Intelligence Report Design: \*New\* 8 Questions << Prior Next >> Step 3 of 7 Hover over scale and survey counts for details. [Check All] [Un-check All] (j Selecting more than 20 questions may produce an unwieldy report. This is important to keep in mind. ~ Survey Focused (i.e. Courses) Use Question Scale Surveys Assignments are related to goals specified in the syllabus. 5-pt 1 CLASS: 6-pt 1 COURSE IN: 1 3-pt COURSE REQUIRED: 2-pt 1 EXPECTED GRADE: 5-pt 1 GENDER: 2-pt 1 I learned a lot in this course. 5-pt 1 In this course many methods are used to involve me in learning. 5-pt 1 Tests accurately assess what I have learned in this course. 5-pt 1 The syllabus clearly explains the grading system. 5-pt 1 The syllabus clearly explains what is expected in this course 5-pt 1 People Focused (i.e. Evaluated Individuals) **Use Question** Scale Surveys ☑ I would enjoy taking another course from this professor. 5-pt 1 I would rate my professor as an excellent teacher. 5-pt 1 I would recommend taking a course taught by this professor. 5-pt 1 My professor begins and ends class on time. 5-pt 1 My professor communicated the subject matter effectively. 5-pt 1 My professor displays a clear understanding of course topics. 5-pt 1 My professor displays enthusiasm when teaching. 5-pt 1 My professor effectively challenged me to think. 5-pt 1 My professor is readily available for consultations. 5-pt 1 **~** My professor makes effective use of class time. 5-pt 1 My professor makes good use of examples and illustrations. 5-pt 1 My professor seems well-prepared for class. 5-pt 1 My professor speaks audibly and clearly. 5-pt 1 When I have a question or comment I know it will be respected. 5-pt 1

 Filters
 Surveys
 Questions
 Aggregations
 Report Options
 Run Report

 Save Settings
 Exit
 Ex

8

## Step 4: Aggregations

			uesite	a order, click inext.		
Survey Intelligence Rep	ort Design: *New*			$\downarrow$		
ggregations				<< Prior Next >>	Step 4 o	
) Select the data items to Group By.	Survey results and responses will be aggregated to the se	elected levels.				
	Click and Drag: move to right	Drop here in desired order				
	Survey	Surve	y Period	ח		
	Survey Year	Course	Division	1		
	Course Number		enartment	1		
			cpurtment	4		
	Course Name	Course D	esignation	4		
	Course Section					
	Course Program			_		
	Course Year					
	Course Type					
	Evaluated Individual					
	Block					
	Rotation Site	=				
	Rotation Site					
	Rotation Site					
	Rotation Site					
)	Rotation Site	Aggregations Report Options e Settings Exit	5 Run Report			
ep 5: Report Opt	Rotation Site Filters Surveys Questions Sav	Aggregations Report Options e Settings Exit	Run Report	he report options have	been	
ep 5: Report Opt	Rotation Site	Aggregations Report Options e Settings Exit	5 Run Report Once t selected	he report options have 1, click "Next".	been	
ep 5: Report Opt	Rotation Site  Filters Surveys Questions Sav  ions	Aggregations Report Options e Settings Exit	5 Run Report Once t selected	he report options have 1, click "Next".	been	
ep 5: Report Opt	Rotation Site	Aggregations Report Options e Settings Exit	Run Report	he report options have d, click "Next".	been	
ep 5: Report Opt	Rotation Site         Filters       Surveys         Questions         ions         rt Design: *New*	Aggregations Report Options e Settings Exit	5 Run Report Once t selected	he report options have d, click "Next".	been	
ep 5: Report Opt Survey Intelligence Repo Report Options Report Title:	Rotation Site         Filters       Surveys       Questions         Sav         ions         rt Design: *New*         Summer 2013 School of Humanities       School Logo	Aggregations Report Options e Settings Exit	Run Report Once t selected	he report options have 1, click "Next".	been	
ep 5: Report Opt Survey Intelligence Repo Report Options	Rotation Site         Filters       Surveys       Questions         Sav         ions         rt Design: *New*         Summer 2013 School of Humanities       School Logo         School Logo       School Logo         Weight School of Humanities       School Logo         School Logo       School Logo         Manual Construction       Report Title	Aggregations Report Option: e Settings Exit	5 Run Report Once ti selected	he report options have d, click "Next".	been sp 5 of 7	
ep 5: Report Opt Survey Intelligence Repo Report Options Report Title: Report Sections:	Rotation Site         Rotation Site         Filters Surveys Questions Sav         Sav         ions         School of Humanities         School of Humanities     <	Aggregations Report Option: e Settings Exit Enter the report verall Graph verall Graph Simple bars Compare to Avg	<ul> <li>Run Report</li> <li>Once ti selected</li> <li>rt title.</li> <li>★ Select the</li> </ul>	he report options have d, click "Next".	been	
ep 5: Report Opt Survey Intelligence Repo Report Options Report Title: Report Sections:	Rotation Site         Rotation Site         Filters Surveys Questions Sav         Surveys Questions Sav         ions         School of Humanities	Aggregations Report Options e Settings Exit	<ul> <li>Run Report</li> <li>Once t selected</li> <li>rt title.</li> <li>★ Select the</li> </ul>	he report options have l, click "Next". << Prior Next>> 5tandard starred options.	been	
ep 5: Report Opt Survey Intelligence Report Report Options Report Title: Report Sections:	Rotation Site         Filters Surveys Questions Sav         Sav         ions         School of Humanities         Summer 2013 School of Humanities       School Logo         School Logo       School Logo         School School School of Humanities       School Logo         School Schol School School School School School Schoo	Aggregations Report Options e Settings Exit	<ul> <li>Run Report</li> <li>Once t selected</li> <li>rt title.</li> <li>★ Select the</li> </ul>	he report options have l, click "Next". <pre></pre>	been	
ep 5: Report Opt Survey Intelligence Repo Report Options Report Title: Report Sections: Overall-Score Scale: Show Question Response Count:	Rotation Site         Rotation Site         Filters Surveys Questions Sav         Surveys Questions Sav         Sourcess Questions Sav         Sourcess Questions Sav         Sourcess Questions Sav         Sourcess Questions Sav         Summer 2013 School of Humanities         School of Humanities         Summer 2013 School of Humanities         Summer 2013 School of Mumanities         Summer 2013 School of Humanities         Summer 2013 School of Mumanities         Summer 2013 School of Mumanities         Summer 2013 School of Mumanities         School of Mumanities         Schou <td colspa<="" td=""><td>Aggregations Report Options e Settings Exit</td><td><ul> <li>Run Report</li> <li>Once t selected</li> <li>rt title.</li> <li>★ Select the</li> </ul></td><td>he report options have d, click "Next".</td><td>been</td></td>	<td>Aggregations Report Options e Settings Exit</td> <td><ul> <li>Run Report</li> <li>Once t selected</li> <li>rt title.</li> <li>★ Select the</li> </ul></td> <td>he report options have d, click "Next".</td> <td>been</td>	Aggregations Report Options e Settings Exit	<ul> <li>Run Report</li> <li>Once t selected</li> <li>rt title.</li> <li>★ Select the</li> </ul>	he report options have d, click "Next".	been

### Step 6: Run Report

	"Net	xt".
Survey Intelligence Report Design: *New*		
Run Report		<< Prior Next >> Step 6 of 7
View SI Report		
Click to view your report: View Click to view the repo	rt.	
Export Report Data		
Export Data: Export 🖄 < Click to export the	data to a CSV file.	
Publish Report		
Published Report Name: Summer 2013 School of Humanities	$\leftarrow$ Enter the report title.	
Private (save copy)      Private (save copy)      Publish Options:     MyCoursEval Portal (available to Students and Face     Publicly available on the CoursEval Server      P	ilty) 🕅	
Expiration Date: 12-31-2099 📷 😰 < Enter the	expiration date for the report.	
Publish		
Filters         Surveys         Questions           Sat         Sat         Sat	Aggregations Report Options Run Report	

## Step 7: Save the Report Settings

Survey Intelligence Repo	rt Design: *New*	0
Save Settings		<< Prior Step 7 of 7
Share Options:	💿 🚨 Personal 🛛 单 CoursEval Managers 🔍 Ce MyCoursEval Portal Users	
Name:	Summer 2013 School of Humanities Enter the report title.	
	save Click to save.	
0	Filters Surveys Questions Aggregations Report Options Run Report	

Save Settings Exit

Report:



_																																																
Needla By Barrey Toused Questions								People Focused Outstores																																								
						Assign are rela gas specif the syl	rnents ried to fa CL ied in lebus.	4.55: C	OURSE BL	COURSE	Course topics a dealt unit sufficies depth.	e expec	CTED 0	Exams are sed to help na find my atrengths and othresses.	Frequent attendance in this class is esservice to good learning.	GENDER	I learn lot in cour	ed a m Dia mat in areu integi	this urse any hods used to he me aming.	Tests accurately second shat I have learned in his course.	The size of this class is appropriate to course objectives.	The sylabor clearly explains to gracing system	The syllab clear ma what expects this cou	this cau by cau is man is man is man is man is man	course sed me This to he oralider intel y of my full ormer thutes.	course been including ling for me.	This course has effectively challenged me to think.	This course stretched and broadened my views greetly.	Class lectures ostate informatio not covers in the textbook	Each studen encours in to ind contrib to clar learnin	tis I wood ged enging to anoth atte Courts 5 profess 5	id Issould king my er profess a as a his excelle tor, bech	ate live recom or takin of taugi of taugi r, profe	uld mend 10 nga profe na begin t by endu s on 5 nsor.	r Byp ssor conve and the lass r me. effe	rofessor numerialed i subject natter jectively.	by professo displays a clear understands of course hopes.	or By professo displays og enthusian uthen teaching	thy profess effective challeng me to the	or Ny pro ty and ed consul rel,	stessor audity date for itations. 1	Ny professor makes effective use of class time.	By professor use of examples and fluctuation	My professo motivate ma to di my best work	By profess return gaper guickl enough benefit	or By s profes s seems r propa to for do ne.	sor profi vell apr red audit ss. cle	When I have a question tasts or tasts convenient I dy and know it will arly, be respected.
Per	od Christ	on Depart	theet	Designation		54	и 4	git .	3-pt	2-pt	Lat	69	pt -	6-pt	5-pt	2.01	61	6 6	-pt	6-pt	5-pt	5-pt	6-pr		E-pt	5-pt	6-pt	E-gt	6-pt	6-pt	5-pt	5-pt	64	и 64	pe a	E-pt	5-91	6-pt	6-pt	5	-pt	6-pt	6-gt	6-pt	6-pt	5.9		pt E-gt
Ŧ					Boy Exp 3	Mean	Resp Mean	Beso N	ean Besp	Mean Res	D Mean Be	sp Llean	Resp 3	een Resp	Nean Res	Steen Re	ap <u>Blean</u>	Resp Blean	8esp 5	lean Resp	Nean Resi	Neen Re	sp <u>steen</u> F	iess stee	n Besp Mea	Besp.	Stean Resp	idean Besi	p tien Re	sp Mean A	eso Mean	esp Mean F	esp Mean	Resp Mean	Resp Mea	n Resp	Nean Res	p Mean Re	ip <u>H</u> ean <u>B</u>	sp_Neen	Resp	Mean Resp	Mean Res	p Mean Re	sp Nean B	Neen	lesp <u>stean</u>	Resp Liteon Resp
1 Bun 20	and So Science (SCH	ist Kies Hist Gal (Hi B)	stary Li IST) I	indergraduate Lower Level	9 10 9	0 3.4	8 2.6	8 3	8	1.5 8	3.3	4.4	7	2.9 8	3.9 8	1.6 8	3.1	8 37	7	4.0 8	3.6 8	3.4 8	28	8 3.1	7 33	•	3.5 0	2.9 B	38 2		- 3.7	19 3.9	20 3.6	20 3.6	20 3.5	20	3.7 20	4.0 2	3.4	10 3.5	20	3.7 20	3.9 20		3.9	20 3.7	20 3.8	20 3.5 20
2 <sup>9µm</sup> 20	and Solerio (3) Solerio (3) Solerio	( of Mod ities Langa ctal Litera (s) (ML)	dom sages stares Littures LNG)	indergraduate Lower Level	P 15 0	0 3.6	7 3.6		1.4 9	14		23	•	2.1 0			3.6	0 3.0	0	19 0		3.8	3.8	•						3.7	10 4.1	15 4.1	10 3.0	18 3.5	16 3.0	10	2.1 17	41 1	3.7	16 3.5	17	4.0 15	4.1 17	4.1 1	• •	- 38	17 3.9	10 2.0 10
3 Sum 23	Inter IS Scheol Human and Bo Science (SCH	fot das Pot cial Bok ces (PS IG)	Mical Ince SCI)	indergraduate Upper Level	4 5 0	0 2.8	4 23	4	25 4	1.3 4		45	4			2.0 4	3.0	4 3.0	4	3.3 3		28	2.5	4 -							- 4.1	8 38	8 3.9	8 3.9	8 3.9		3.6 0	3.9	3.6	0 3.9		4.0 0	3.5 0			- 3.8	8 2.6	8 3.9 7
				Grand Total:	22 38 7	3 3.3	19 3.0	21 3	20 21	1.6 25	3.5	3.5	20	3.0 16	3.9 8	1.7 2	3.3	29 3.6	19	3.8 19	3.6 8	3.4 2	0 3.8	21 3.1	7 5.3		3.5 8	2.8 8	3.8 2	3.7	18 3.9	42 3.9	46 3.7	48 3.7	44 3.7	45	3.4 49	4.0 4	3.6	14 3.8	45	3.9 44	3.8 45	41 1	8 3.9	7.6 05	45 3.8	48 3.7 43
							Court	Exal Surve Created: Ik	y intelligen oversiter 8,	ce Report 2013																																						

To save the report settings, click

CoursEval - Creating a Custom Report

#### Create an Aggregate Report of a Course for Comparison

(Example: AERO 101 Comparison)

On the Landing Page, select the "Survey Genius" (Survey Intelligence).



The following page will open. Click on "Add New".

Survey Intelligence Report Designs	[Add New] 😨
No Survey Intelligence Report Design records were found.	
	0 record found.
[Add New] 🛛	A Personal 🤷 CoursEval Managers 🛛 Cê MyCoursEval Portal Users Delete Selected

#### Step 1: Filters

Survey Intelligence Report Design: *New*	0
Filters	ext >> Step 1 of 7
() Text entry boxes will match where the entered text is included in the respective data item (3 characters required)	click "Next".
(i) Checkbox filters are ignored if nothing is selected	
Survey Filters	
Survey Focus: Students will assess Faculty 💌 - These 3 fields will always have these values.	
Survey Types: Standard Rotation Non-Course	
Survey Status: Active Closed	
Survey Close Date Range: from: 🔤 🕲 😨 to: 🔤 🗑 🕹	
★ Survey Periods:         [Check All]         [Un-check All]           □ Fall (shared)         □ Fall 2013         □ Summer 2013	
Survey Name: Add Select the academic period.	
Course Filters	
Course Name: Add	
Course Number: Add	
Course Section: Add	
Check All ] Un-check All ] Course Types: Laboratory Lecture Lecture/Laboratory Online Esminar	
Course Designations: [Check All] [Un-check All] [Un-check All] [Undergraduate Lower Level Undergraduate Upper Level	
Course Years:	
Course Departments: AERO Add   Add   Enter the appropriate division acronym.	
Course Divisions: Add	
Course Programs: Add	
Evaluated Individuals Filters 🗇	
Username: Add	
Last Name: Add	
Survey Roles: Responsible Faculty	
Faculty Departments: Add	
Faculty Divisions: Add	
Filters         Surveys         Questions         Aggregations         Report Options         Run Report           Save Settings         Exit	

## Step 2: Surveys

Step 2: Surveys	Once the surveys have	been selected,
Survey Intelligence Report Design: *New*	cick Treat .	V @
Surveys	<< Prior N	lext >> Step 2 of 7
It a count of comparative report questions is listed in parentheses for each survey		
Standard Surveys		
Period: Summer 2013 (2013)		
Closed Summer 2013 Standard SEI (25) Select the surveys.		
Filters     Surveys     Questions     Aggregations     Report Options     Run Report       Save Settings     Exit	t	
Step 3: Questions	Once the questions h click "Next".	nave been selected
Survey Intelligence Report Design: *New*		
Questions	<< Prior	lext >> Step 3 of 7
(i) Hover over scale and survey counts for details.		
[Check All] [Un-check All]		
(i) Selecting more than 20 questions may produce an unwieldy report.		
Survey Focused (i.e. Courses)		
Use Question	Scale	Surveys
Assignments are related to goals specified in the syllabus.	5-pt	1
COURSE IN:	3-pt	1
COURSE REQUIRED:	2-pt	1
✓ EXPECTED GRADE:	5-pt	1
GENDER:	2-pt	1
I learned a lot in this course.	5-pt	1
In this course many methods are used to involve me in learning.	5-pt	1
Tests accurately assess what I have learned in this course.	5-pt	1
Ine syllabus clearly explains the grading system.           Image: The syllabus clearly explains what is expected in this source.         Image: Syllabus clearly explains what is expected in this source.	5-pt	1
People Focused (i.e. Evaluated Individuals)	5-µt	1
	C 1	6
Use Question	Scale	Surveys
I would rate my professor as an excellent teacher.	5-pt	1
<ul> <li>I would recommend taking a course taught by this professor.</li> </ul>	5-pt	1
<ul> <li>My professor begins and ends class on time.</li> </ul>	5-pt	1
My professor communicated the subject matter effectively.	5-pt	1
My professor displays a clear understanding of course topics.	5-pt	1
My professor displays enthusiasm when teaching.	5-pt	1
My professor effectively challenged me to think.	5-pt	1
My professor is readily available for consultations.	5-pt	1
My protessor makes effective use of class time.	5-pt	1
My professor makes good use of examples and illustrations.	5-pt	1
my professor seems wen-prepared for class.      My professor speaks audibly and clearly	5-pt	1
When I have a question or comment I know it will be respected.	5-pt	1
	- Pt	-

 Filters
 Surveys
 Questions
 Aggregations
 Report Options
 Run Report

 Save Settings
 Exit
 Ex

?

# Step 4: Aggregations

			desired order, click "Next".
Survey Intelligence Report D	esign: *New*		
Aggregations			<< Prior Next >> Step 4 of 7
Select the data items to Group By. Survey	results and responses will be aggregated to the selected levels.		
	Click and Drag: move to right	Drop here in desired order	
	Survey	Survey Period	
	Survey Year	Course Section	
	Course Number	]	
	Course Name	]	
	Course Department	]	
	Course Division		
	Course Program		
Step 5: Report Options			Once the report options have been
Survey Intelligence Report D	esign: *New*		selected, click "Next".
Report Options			<< Prior Next >> Step 5 of 7
Report Title:	Summer 2013 AERO101 Aggregate	Enter the report title.	
	School Logo		
	Keport Inte		

Overall Graph
O None
Simple bars
O Compare to Avg

Filters Surveys Questions Aggregations Report Options Run Report Save Settings
Exit

Overall Score 🗹 show

Headings

Questions visibility show

Summary

Expected/ Received I show

★ # sho⊮

Grouping Descriptions

Group Questions By: 💿 Question (default) 🔿 Category 🔿 Sub-category 🖄

2 🔽 🕅

Report Sections:

Overall-Score Scale: 2 Show Question Response Count: ☑ 2

2

Once the items have been dropped in

 $\star$  Select the starred options.

### Step 6: Run Report

		To save the report settings, click "Next".
Survey Intelligence Repo	rt Design: *New*	V @
Run Report		<< Prior Next >> Step 6 of 7
View SI Report		
Click to view your report:	View Click to view the report.	
Export Report Data		
Export Data:	<b>Export</b> Click to export the data to a CSV file.	
Publish Report		
Published Report Name:	Summer 2013 Aerospace Studies Enter the report title.	
Publish Options:	● Private (save copy) ⑦ ● MyCoursEval Portal (available to Students and Faculty) ⑦ ● Publicly available on the CoursEval Server ⑦	
Expiration Date:	12-31-2099 📺 🖻 🕊 Enter the expiration date for the report.	
	Publish	
0	Filters     Surveys     Questions     Aggregations     Report Options     Run Report       Save Settings     Exit	

## Step 7: Save the Report Settings

Survey Intelligence Report E	Design: *New*	0
Save Settings		< Prior Step 7 of 7
Name:	: Summer 2013 AER0101 Aggregate Enter the report title.	
	Save Click save.	
0	Filters Surveys Questions Aggregations Report Options Run Report Save Settings Exit	

## Report:

