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:
    - Over sections of the same course.
    - Over sections of all courses he/she taught.
    - 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
**Explanation of Reporting Options (Filters):**

**Survey Filters**

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey Focus</td>
<td>Students will assess Faculty (This is the only survey done.)</td>
</tr>
<tr>
<td>Survey Types</td>
<td>Standard (We do not have Rotation or Non-Courses.)</td>
</tr>
<tr>
<td>Survey Status</td>
<td>Closed (Reporting is only available on closed courses.)</td>
</tr>
<tr>
<td>Survey Close Date Range</td>
<td>Date range of the evaluation period</td>
</tr>
</tbody>
</table>

**Course Filters**

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>Course Name as Set Up in Banner</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Reference Number (CRN) from Banner</td>
</tr>
<tr>
<td>* Course Section</td>
<td>Course Subject and Number</td>
</tr>
<tr>
<td>Course Types</td>
<td>Type of Course</td>
</tr>
<tr>
<td>Course Designations</td>
<td>Course Level</td>
</tr>
<tr>
<td>Course Year</td>
<td>(Not Used)</td>
</tr>
<tr>
<td>* Course Departments</td>
<td>Department where Course Resides</td>
</tr>
<tr>
<td>* Course Divisions</td>
<td>School where Course Resides</td>
</tr>
<tr>
<td>Course Programs</td>
<td>Degree Programs from Banner</td>
</tr>
</tbody>
</table>

**Evaluated Individuals Filters**

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>Active Directory User ID</td>
</tr>
<tr>
<td>Last Name</td>
<td>Faculty Member's Last Name</td>
</tr>
<tr>
<td>Survey Roles</td>
<td>Responsible Faculty (We do not use the Assessed Individuals role.)</td>
</tr>
<tr>
<td>* Faculty Departments</td>
<td>Department where Faculty Member Resides</td>
</tr>
<tr>
<td>* Faculty Divisions</td>
<td>School where Faculty Member Resides</td>
</tr>
</tbody>
</table>

*See below for abbreviations with descriptions.*
<table>
<thead>
<tr>
<th>Department Code</th>
<th>Department Name</th>
<th>Division Code</th>
<th>Division Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO</td>
<td>Aerospace Studies</td>
<td>ROTC</td>
<td>ROTC</td>
</tr>
<tr>
<td>BIOL</td>
<td>Biology</td>
<td>SCSM</td>
<td>School of Science &amp; Mathematics</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
<td>SCSM</td>
<td>School of Science &amp; Mathematics</td>
</tr>
<tr>
<td>CAEE</td>
<td>Civil and Environmental Engineering</td>
<td>SCEN</td>
<td>School of Engineering</td>
</tr>
<tr>
<td>CRMJ</td>
<td>Criminal Justice</td>
<td>SCHS</td>
<td>School of Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>EACE</td>
<td>Electrical and Computer Engineering</td>
<td>SCEN</td>
<td>School of Engineering</td>
</tr>
<tr>
<td>ELPM</td>
<td>Engineering Leadership and Program Management</td>
<td>SCEN</td>
<td>School of Engineering</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
<td>SCHS</td>
<td>School of Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>HESS</td>
<td>Health Exercise and Sport Science</td>
<td>SCSM</td>
<td>School of Science &amp; Mathematics</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>SCHS</td>
<td>School of Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>LDRS</td>
<td>Leadership</td>
<td>MISC</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>MACS</td>
<td>Mathematics and Computer Science</td>
<td>SCSM</td>
<td>School of Science &amp; Mathematics</td>
</tr>
<tr>
<td>MLTY</td>
<td>Military Science</td>
<td>ROTC</td>
<td>ROTC</td>
</tr>
<tr>
<td>MISC</td>
<td>Miscellaneous</td>
<td>MISC</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>MLNG</td>
<td>Modern Languages Literatures and Cultures</td>
<td>SCHS</td>
<td>School of Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>NAVL</td>
<td>Naval Science</td>
<td>ROTC</td>
<td>ROTC</td>
</tr>
<tr>
<td>ORTN</td>
<td>Orientation</td>
<td>MISC</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physics</td>
<td>SCSM</td>
<td>School of Science &amp; Mathematics</td>
</tr>
<tr>
<td>PSCI</td>
<td>Political Science</td>
<td>SCHS</td>
<td>School of Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
<td>SCHS</td>
<td>School of Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>SCBA</td>
<td>School of Business Administration</td>
<td>SCBA</td>
<td>School of Business Administration</td>
</tr>
<tr>
<td>SCED</td>
<td>School of Education</td>
<td>SCED</td>
<td>School of Education</td>
</tr>
</tbody>
</table>
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”.

Step 1: Filters

Once the filters have been selected, click “Next”.

These 3 fields will always have these values.

Select the academic period.

Enter the appropriate department acronym.
Step 2: Surveys

Once the surveys have been selected, click “Next”.

Step 3: Questions

Once the questions have been selected, click “Next”.

This is important to keep in mind.
Step 4: Aggregations

Once the items have been dropped in desired order, click “Next”.

These are explained in the reporting options (filters).

Step 5: Report Options

Once the report options have been selected, click “Next”.

Enter the report title.

Select the starred options.
Step 6: Run Report

To save the report settings, click “Next”.

- Click to view the report.
- Click to export the data to a CSV file.
- Enter the report title.
- Enter the expiration date for the report.

Step 7: Save the Report Settings

- Enter the report title.
- Click Save.

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”.

Step 1: Filters

Once the filters have been selected, click “Next”.

These 3 fields will always have these values.

Select the academic period.

Enter the appropriate division acronym.
Step 2: Surveys

Once the surveys have been selected, click “Next”.

Step 3: Questions

Once the questions have been selected, click “Next”.

This is important to keep in mind.
Step 4: Aggregations

Once the items have been dropped in desired order, click “Next”.

Step 5: Report Options

Once the report options have been selected, click “Next”.

Enter the report title.

Select the starred options.
Step 6: Run Report

Click to view the report.

Click to export the data to a CSV file.

Enter the report title.

Enter the expiration date for the report.

To save the report settings, click “Next”.

Step 7: Save the Report Settings

Click to save.

Enter the report title.

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”.

Step 1: Filters

Once the filters have been selected, click “Next”.

These 3 fields will always have these values.

Select the academic period.

Enter the appropriate division acronym.
Step 2: Surveys

Once the surveys have been selected, click “Next”.

Step 3: Questions

Once the questions have been selected, click “Next”.

This is important to keep in mind.
Step 4: Aggregations

Select the data items to Group By. Survey results and responses will be aggregated to the selected levels.

Step 5: Report Options

Enter the report title.

Select the starred options.

Once the report options have been selected, click “Next”.

Once the items have been dropped in desired order, click “Next”.

Enter the report title.
Step 6: Run Report

- Click to view the report.
- Click to export the data to a CSV file.
- Enter the report title.
- Enter the expiration date for the report.

Click to view the report.
Click to export the data to a CSV file.

Step 7: Save the Report Settings

- Enter the report title.
- Click save.

To save the report settings, click “Next”.

Report: