



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
Example Report 3: Create an Aggregate Report of a Course for Comparison	p. 12

Explanation of Reporting Options (Filters):

Survey Filters

Survey Focus:

Survey Types: Standard Rotation Non-Course

Survey Status: Active closed

Survey Close Date Range: from: to:

Survey Name:

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:

Course Number:

Course Section:

Course Types: Laboratory Online Lecture Seminar Lecture/Laboratory

Course Designations: Graduate Undergraduate Lower Level Undergraduate Upper Level

Course Years: 1

Course Departments:

Course Divisions:

Course Programs:

Course Name: Course Name as Set Up in Banner Ex: The Foundations of the USAF I
 Course Number: Course Reference 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 Departments: Department where Course Resides Ex: AERO or Aerospace Studies
 * Course Divisions: School where Course Resides Ex: ROTC
 Course Programs: Degree Programs from Banner Ex: MS Project Management

Evaluated Individuals Filters

Username:

Last Name:

Survey Roles: Responsible Faculty Assessed Individuals

Faculty Departments:

Faculty Divisions:

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 Assessed Individuals role.) Ex: John Q. Smith
 * 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

Create an Overall Analysis for a Department (Example Report: Summer 2013 Modern Languages Report)

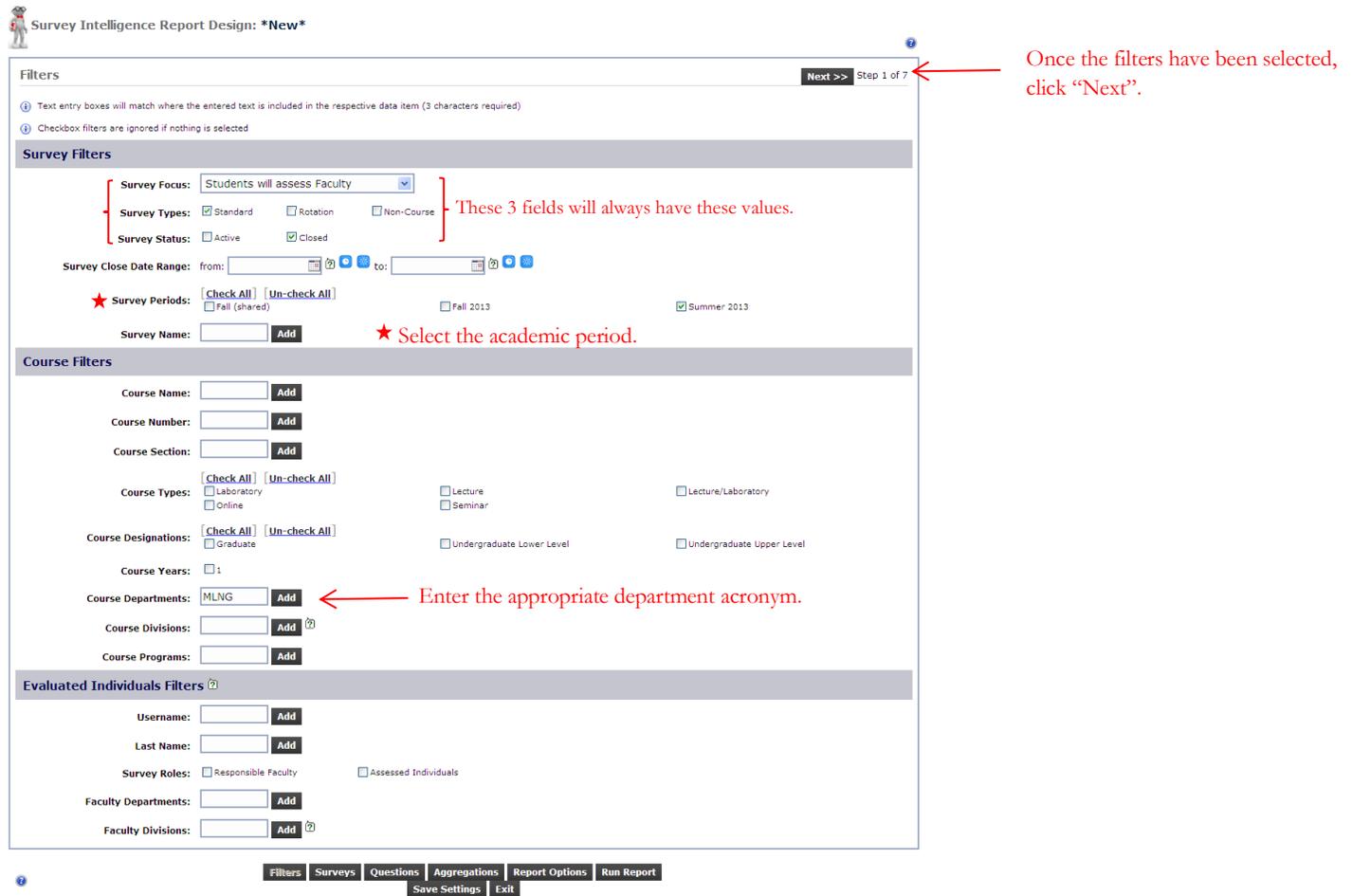
On the Landing Page, select the “Survey Genius” (Survey Intelligence).



The following page will open. Click on “Add New”.



Step 1: Filters



Step 2: Surveys

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

Survey Intelligence Report Design: ***New***

Surveys << Prior Next >> Step 2 of 7

The count of comparative report questions is listed in parentheses for each survey

Standard Surveys

Period: **Summer 2013 (2013)**

Closed

Summer 2013 Modern Languages SEI (28) ★ **Select the surveys.**

Filters Surveys Questions Aggregations Report Options Run Report

Save Settings Exit



Step 3: Questions

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

Survey Intelligence Report Design: ***New***

Questions << Prior Next >> Step 3 of 7

Hover over scale and survey counts for details.

[Check All](#) [Un-check All](#)

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
<input checked="" type="checkbox"/> Assignments are related to goals specified in the syllabus.	5-pt	1
<input checked="" type="checkbox"/> CLASS:	6-pt	1
<input checked="" type="checkbox"/> COURSE IN:	3-pt	1
<input checked="" type="checkbox"/> COURSE REQUIRED:	2-pt	1
<input checked="" type="checkbox"/> EXPECTED GRADE:	5-pt	1
<input checked="" type="checkbox"/> GENDER:	2-pt	1
<input checked="" type="checkbox"/> I learned a lot in this course.	5-pt	1
<input checked="" type="checkbox"/> In this course many methods are used to involve me in learning.	5-pt	1
<input checked="" type="checkbox"/> Tests accurately assess what I have learned in this course.	5-pt	1
<input checked="" type="checkbox"/> The syllabus clearly explains the grading system.	5-pt	1
<input checked="" type="checkbox"/> The syllabus clearly explains what is expected in this course.	5-pt	1

People Focused (i.e. Evaluated Individuals)

Use Question	Scale	Surveys
<input checked="" type="checkbox"/> I would enjoy taking another course from this professor.	5-pt	1
<input checked="" type="checkbox"/> I would rate my professor as an excellent teacher.	5-pt	1
<input checked="" type="checkbox"/> I would recommend taking a course taught by this professor.	5-pt	1
<input checked="" type="checkbox"/> My professor begins and ends class on time.	5-pt	1
<input checked="" type="checkbox"/> My professor communicated the subject matter effectively.	5-pt	1
<input checked="" type="checkbox"/> My professor displays a clear understanding of course topics.	5-pt	1
<input checked="" type="checkbox"/> My professor displays enthusiasm when teaching.	5-pt	1
<input checked="" type="checkbox"/> My professor effectively challenged me to think.	5-pt	1
<input checked="" type="checkbox"/> My professor is readily available for consultations.	5-pt	1
<input checked="" type="checkbox"/> My professor makes effective use of class time.	5-pt	1
<input checked="" type="checkbox"/> My professor makes good use of examples and illustrations.	5-pt	1
<input checked="" type="checkbox"/> My professor seems well-prepared for class.	5-pt	1
<input checked="" type="checkbox"/> My professor speaks audibly and clearly.	5-pt	1
<input checked="" type="checkbox"/> 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



Step 4: Aggregations

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

Survey Intelligence Report Design: *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

- Survey
- Survey Year
- Course Number
- Course Name
- Course Section
- Course Department
- Course Division
- Course Program
- Course Year
- Course Type
- Evaluated Individual
- Block
- Rotation Site

Drop here in desired order

- Survey Period
- Course Designation

These are explained in the reporting options (filters).

Filters Surveys Questions Aggregations Report Options Run Report

Save Settings Exit

Step 5: Report Options

Once the report options have been selected, click "Next".

Survey Intelligence Report Design: *New*

Report Options << Prior Next >> Step 5 of 7

Report Title: Summer 2013 Modern Languages Report ← Enter the report title.

Report Sections:	<input checked="" type="checkbox"/> # show	<input checked="" type="checkbox"/> Grouping Descriptions	<input checked="" type="checkbox"/> Expected/Received show	<input checked="" type="checkbox"/> Questions show	<input checked="" type="checkbox"/> Overall Score show	<input checked="" type="checkbox"/> Overall Graph
						<input type="radio"/> None
						<input type="radio"/> Simple bars
						<input checked="" type="radio"/> Compare to Avg
			<input checked="" type="checkbox"/> Summary show			

Overall-Score Scale: 2

Show Question Response Count:

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

Show Removed Questions:

★ Select the starred options.

Filters Surveys Questions Aggregations Report Options Run Report

Save Settings Exit

Create an Overall Analysis for a School

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

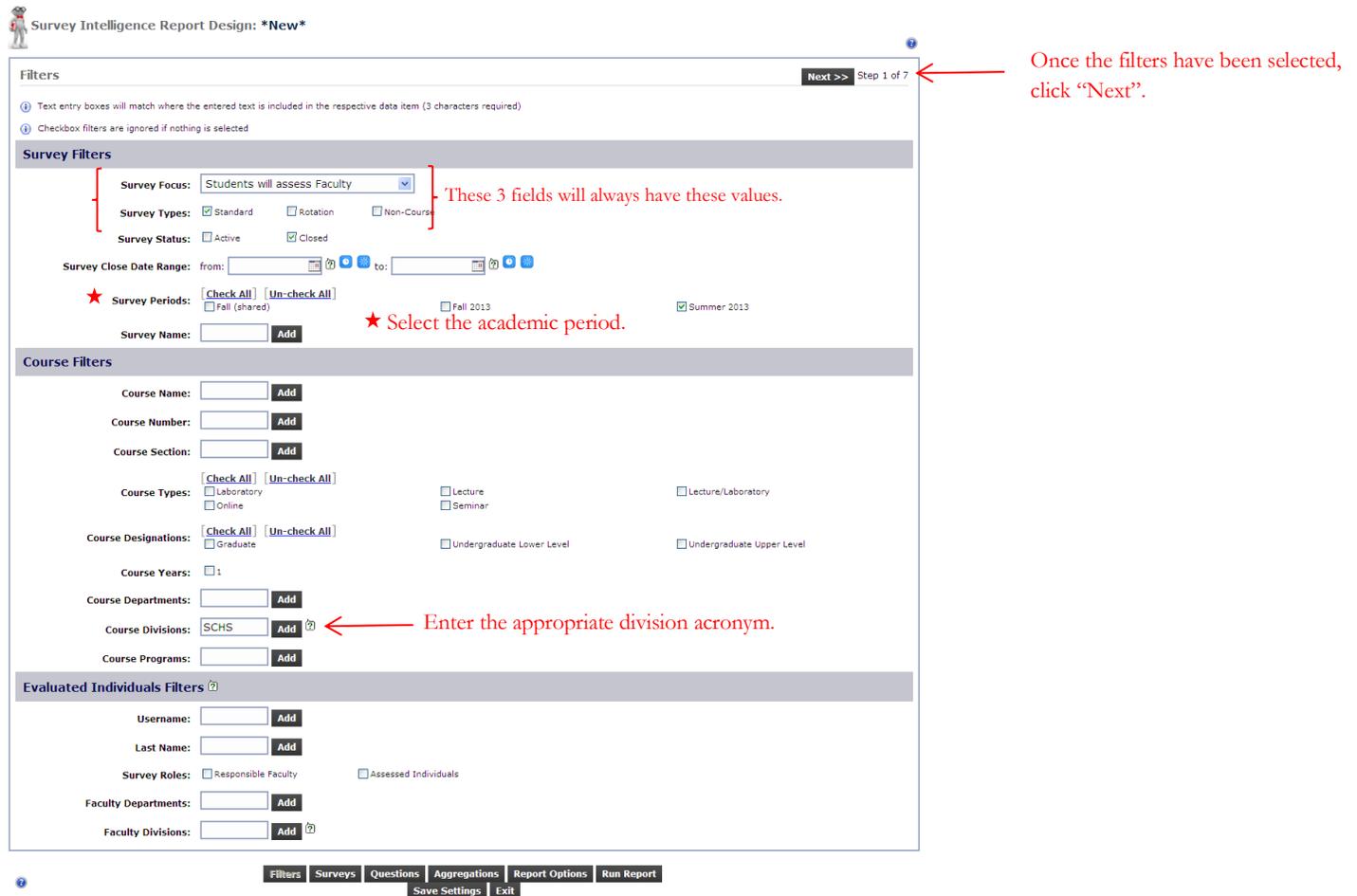
On the Landing Page, select the “Survey Genius” (Survey Intelligence).



The following page will open. Click on “Add New”.



Step 1: Filters



Step 2: Surveys

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

Survey Intelligence Report Design: ***New***

Surveys << Prior Next >> Step 2 of 7

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 History SEI (35)
 Summer 2013 Modern Languages SEI (28)
 Summer 2013 Online Course SEI (29)
 Summer 2013 Psychology ONLINE (37)
 Summer 2013 Standard SEI (25)

[Filters](#)
[Surveys](#)
[Questions](#)
[Aggregations](#)
[Report Options](#)
[Run Report](#)

[Save Settings](#)
[Exit](#)

Step 3: Questions

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

Survey Intelligence Report Design: ***New***

Questions << Prior Next >> Step 3 of 7

Hover over scale and survey counts for details.

[Check All](#) [Un-check All](#)

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
<input checked="" type="checkbox"/> Assignments are related to goals specified in the syllabus.	5-pt	1
<input checked="" type="checkbox"/> CLASS:	6-pt	1
<input checked="" type="checkbox"/> COURSE IN:	3-pt	1
<input checked="" type="checkbox"/> COURSE REQUIRED:	2-pt	1
<input checked="" type="checkbox"/> EXPECTED GRADE:	5-pt	1
<input checked="" type="checkbox"/> GENDER:	2-pt	1
<input checked="" type="checkbox"/> I learned a lot in this course.	5-pt	1
<input checked="" type="checkbox"/> In this course many methods are used to involve me in learning.	5-pt	1
<input checked="" type="checkbox"/> Tests accurately assess what I have learned in this course.	5-pt	1
<input checked="" type="checkbox"/> The syllabus clearly explains the grading system.	5-pt	1
<input checked="" type="checkbox"/> The syllabus clearly explains what is expected in this course.	5-pt	1

People Focused (i.e. Evaluated Individuals)

Use Question	Scale	Surveys
<input checked="" type="checkbox"/> I would enjoy taking another course from this professor.	5-pt	1
<input checked="" type="checkbox"/> I would rate my professor as an excellent teacher.	5-pt	1
<input checked="" type="checkbox"/> I would recommend taking a course taught by this professor.	5-pt	1
<input checked="" type="checkbox"/> My professor begins and ends class on time.	5-pt	1
<input checked="" type="checkbox"/> My professor communicated the subject matter effectively.	5-pt	1
<input checked="" type="checkbox"/> My professor displays a clear understanding of course topics.	5-pt	1
<input checked="" type="checkbox"/> My professor displays enthusiasm when teaching.	5-pt	1
<input checked="" type="checkbox"/> My professor effectively challenged me to think.	5-pt	1
<input checked="" type="checkbox"/> My professor is readily available for consultations.	5-pt	1
<input checked="" type="checkbox"/> My professor makes effective use of class time.	5-pt	1
<input checked="" type="checkbox"/> My professor makes good use of examples and illustrations.	5-pt	1
<input checked="" type="checkbox"/> My professor seems well-prepared for class.	5-pt	1
<input checked="" type="checkbox"/> My professor speaks audibly and clearly.	5-pt	1
<input checked="" type="checkbox"/> 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](#)

Step 4: Aggregations

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



Survey Intelligence Report Design: *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

- Survey
- Survey Year
- Course Number
- Course Name
- Course Section
- Course Program
- Course Year
- Course Type
- Evaluated Individual
- Block
- Rotation Site

Drop here in desired order

- Survey Period
- Course Division
- Course Department
- Course Designation
-
-
-
-

Filters Surveys Questions Aggregations Report Options Run Report

Save Settings Exit

Step 5: Report Options

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



Survey Intelligence Report Design: *New*

Report Options << Prior Next >> Step 5 of 7

Report Title: Summer 2013 School of Humanities ← Enter the report title.

School Logo show

Report Title

Headings

★	# <input checked="" type="checkbox"/> show	Grouping Descriptions	Expected/Received <input checked="" type="checkbox"/> show	Questions <input checked="" type="checkbox"/> show	★	Overall Score <input checked="" type="checkbox"/> show	★	Overall Graph
								<input type="radio"/> None <input type="radio"/> Simple bars <input checked="" type="radio"/> Compare to Avg

Summary show

Overall-Score Scale: 2

Show Question Response Count:

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

Show Removed Questions:

★ Select the starred options.

Filters Surveys Questions Aggregations Report Options Run Report

Save Settings Exit

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”.

Step 2: Surveys

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

Survey Intelligence Report Design: ***New***

Surveys << Prior Next >> Step 2 of 7

The 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



Step 3: Questions

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

Survey Intelligence Report Design: ***New***

Questions << Prior Next >> Step 3 of 7

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.

Survey Focused (i.e. Courses)

Use Question	Scale	Surveys
<input checked="" type="checkbox"/> Assignments are related to goals specified in the syllabus.	5-pt	1
<input checked="" type="checkbox"/> CLASS:	6-pt	1
<input checked="" type="checkbox"/> COURSE IN:	3-pt	1
<input checked="" type="checkbox"/> COURSE REQUIRED:	2-pt	1
<input checked="" type="checkbox"/> EXPECTED GRADE:	5-pt	1
<input checked="" type="checkbox"/> GENDER:	2-pt	1
<input checked="" type="checkbox"/> I learned a lot in this course.	5-pt	1
<input checked="" type="checkbox"/> In this course many methods are used to involve me in learning.	5-pt	1
<input checked="" type="checkbox"/> Tests accurately assess what I have learned in this course.	5-pt	1
<input checked="" type="checkbox"/> The syllabus clearly explains the grading system.	5-pt	1
<input checked="" type="checkbox"/> The syllabus clearly explains what is expected in this course.	5-pt	1

People Focused (i.e. Evaluated Individuals)

Use Question	Scale	Surveys
<input checked="" type="checkbox"/> I would enjoy taking another course from this professor.	5-pt	1
<input checked="" type="checkbox"/> I would rate my professor as an excellent teacher.	5-pt	1
<input checked="" type="checkbox"/> I would recommend taking a course taught by this professor.	5-pt	1
<input checked="" type="checkbox"/> My professor begins and ends class on time.	5-pt	1
<input checked="" type="checkbox"/> My professor communicated the subject matter effectively.	5-pt	1
<input checked="" type="checkbox"/> My professor displays a clear understanding of course topics.	5-pt	1
<input checked="" type="checkbox"/> My professor displays enthusiasm when teaching.	5-pt	1
<input checked="" type="checkbox"/> My professor effectively challenged me to think.	5-pt	1
<input checked="" type="checkbox"/> My professor is readily available for consultations.	5-pt	1
<input checked="" type="checkbox"/> My professor makes effective use of class time.	5-pt	1
<input checked="" type="checkbox"/> My professor makes good use of examples and illustrations.	5-pt	1
<input checked="" type="checkbox"/> My professor seems well-prepared for class.	5-pt	1
<input checked="" type="checkbox"/> My professor speaks audibly and clearly.	5-pt	1
<input checked="" type="checkbox"/> 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



Step 4: Aggregations

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

Survey Intelligence Report Design: *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

- Survey
- Survey Year
- Course Number
- Course Name
- Course Department
- Course Division
- Course Program

Drop here in desired order

- Survey Period
- Course Section

Step 5: Report Options

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

Survey Intelligence Report Design: *New*

Report Options << Prior Next >> Step 5 of 7

Report Title: Summer 2013 AERO101 Aggregate ← Enter the report title.

School Logo show

Report Title

Headings ★ ★ ★

#	Grouping Descriptions	Expected/Received	Questions	Overall Score	Overall Graph
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Simple bars <input checked="" type="radio"/> Compare to Avg

Summary show

★ Select the starred options.

Overall-Score Scale: 2

Show Question Response Count:

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

Filters Surveys Questions Aggregations Report Options Run Report Save Settings
Exit

Step 6: Run Report

To save the report settings, click “Next”.

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 report.

Export Report Data
Export Data: **Export** ← Click to export the data to a CSV file.

Publish Report
Published Report Name: ← Enter the report title.
 Publish Options: Private (save copy) MyCoursEval Portal (available to Students and Faculty) Publicly available on the CoursEval Server
 Expiration Date: ← Enter the expiration date for the report.
Publish

Filters Surveys Questions Aggregations Report Options Run Report
 Save Settings Exit

Step 7: Save the Report Settings

Survey Intelligence Report Design: *New*

Save Settings << Prior Step 7 of 7

Name: ← Enter the report title.
Save ← Click save.

Filters Surveys Questions Aggregations Report Options Run Report Save Settings Exit

Report:

The Citadel CoursEval™ System

Summer 2013 AERO101 Aggregate

Results By		Survey Responses		Survey Focused Questions																People Focused Questions																Compare																				
Survey Period	Course Section	Raw	Exp. %	Assignments are related to goals specified in the syllabus.		CLASS:		COURSE ID:		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.		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.		My professor begins and ends class on time.		My professor communicated the subject matter effectively.		My professor displays a clear understanding of course topics.		My professor displays enthusiasm when teaching.		My professor effectively challenged me to think.		My professor is readily available for consultations.		My professor makes good use of class time.		My professor makes good use of examples and illustrations.		My professor seems well prepared for class.		My professor speaks clearly.		When I have a question or comment I know it will be respected.		Overall		
#				5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	5-pt	4-pt	3-pt	2-pt	Score	Compare															
1	Summer 2013 AERO10101	5	5	100	2.0	5	2.0	5	2.2	5	1.8	5	4.8	5	1.4	5	2.0	5	1.8	5	2.0	5	2.0	5	2.2	5	3.2	5	3.2	5	3.0	5	3.8	5	2.2	5	2.8	5	3.8	5	3.2	5	2.4	5	2.2	5	2.8	5	2.8	5	2.4	5	3.4	5	1.2	
Grand Total:		5	5	100	2.8	5	2.8	5	2.2	5	1.8	5	4.8	5	1.4	5	2.8	5	1.8	5	2.8	5	2.8	5	2.2	5	3.2	5	3.2	5	3.8	5	3.8	5	2.2	5	2.8	5	3.8	5	3.2	5	2.4	5	2.2	5	2.8	5	2.8	5	3.4	5	1.2			

CoursEval Survey Intelligence Report
 Created: November 11, 2013