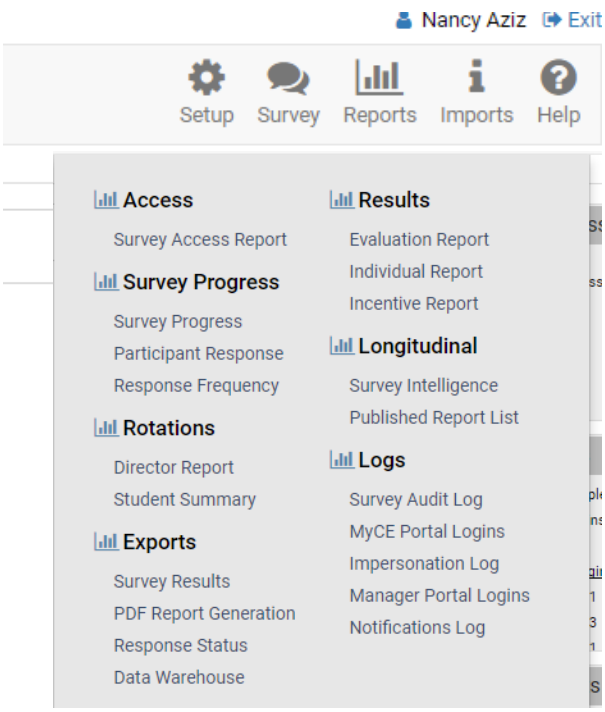
Student Feedback on Instruction (SFI)- CoursEval

Tips for Running Reports



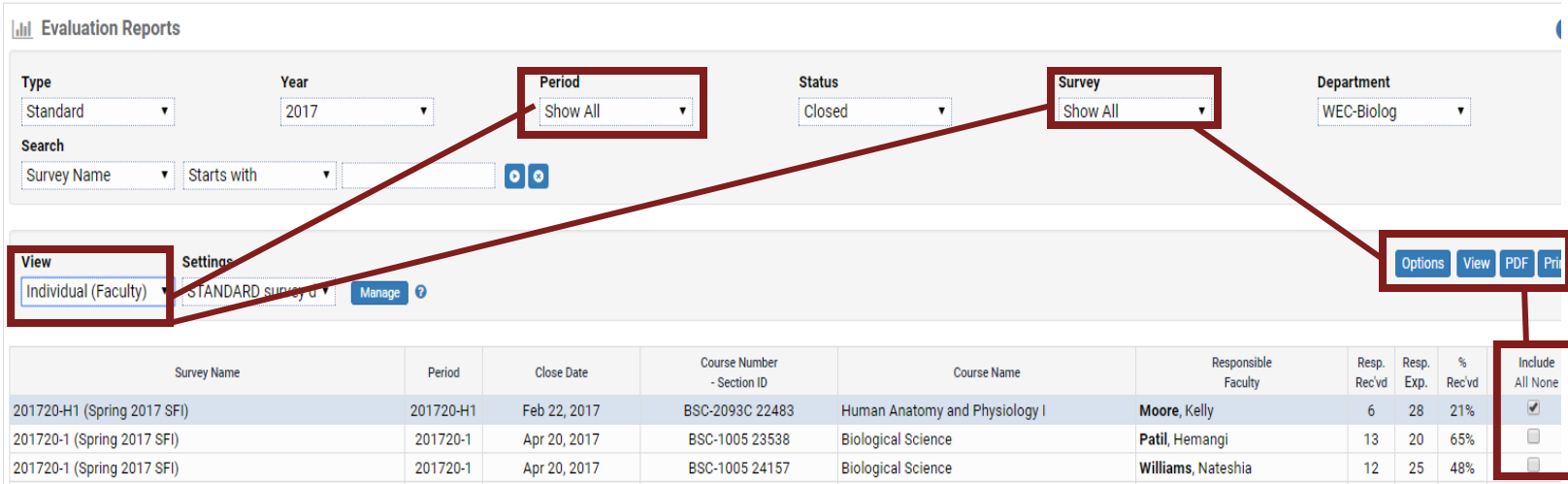
➢ There are two ways to run SFI Reports **by Faculty Name** to Access Results over Several Semesters

Faculty Login: http://tiny.cc/CoursEval_Faculty

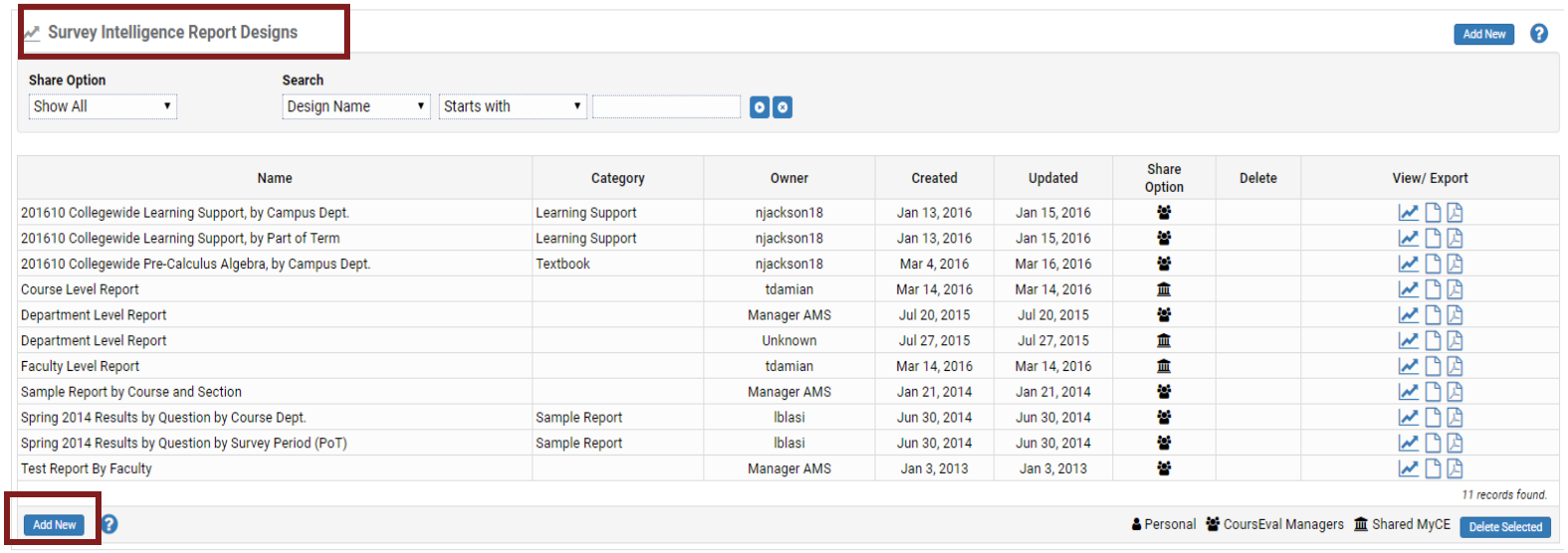
Student Login: http://tiny.cc/CourEval_Student

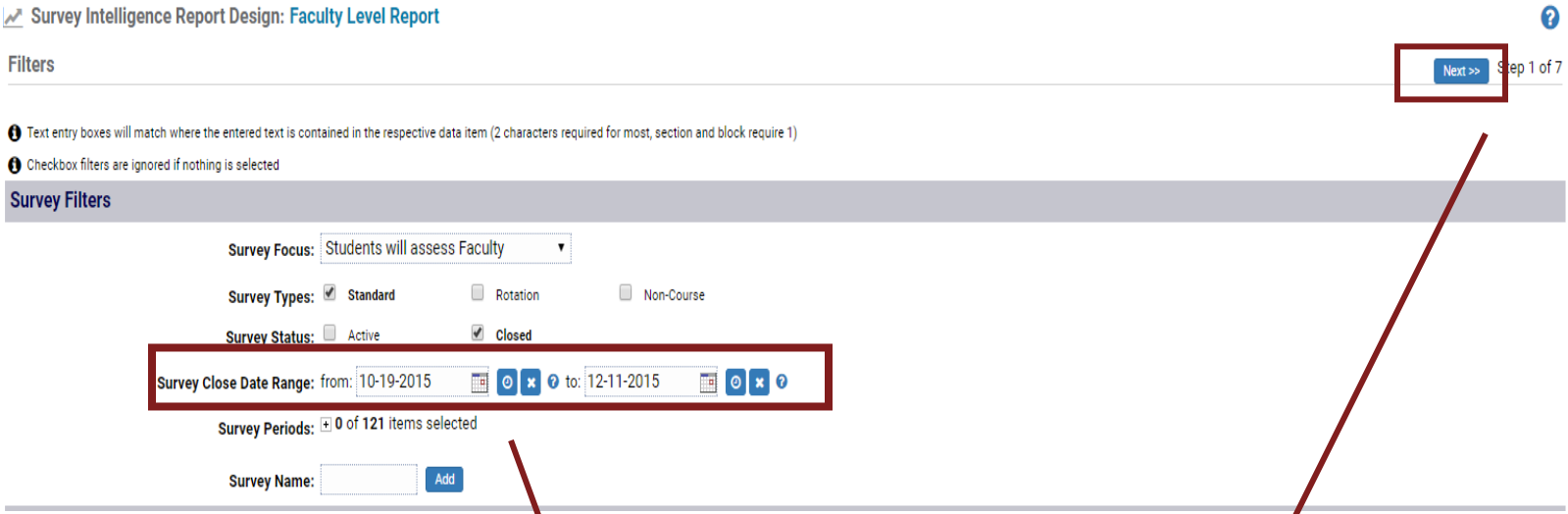
I) Standard Reporting Tool (allows you to pull multiple reports).

**Note: Make sure to set your filters to the correct "timeframe" and the "view" should be set to "individual faculty"*



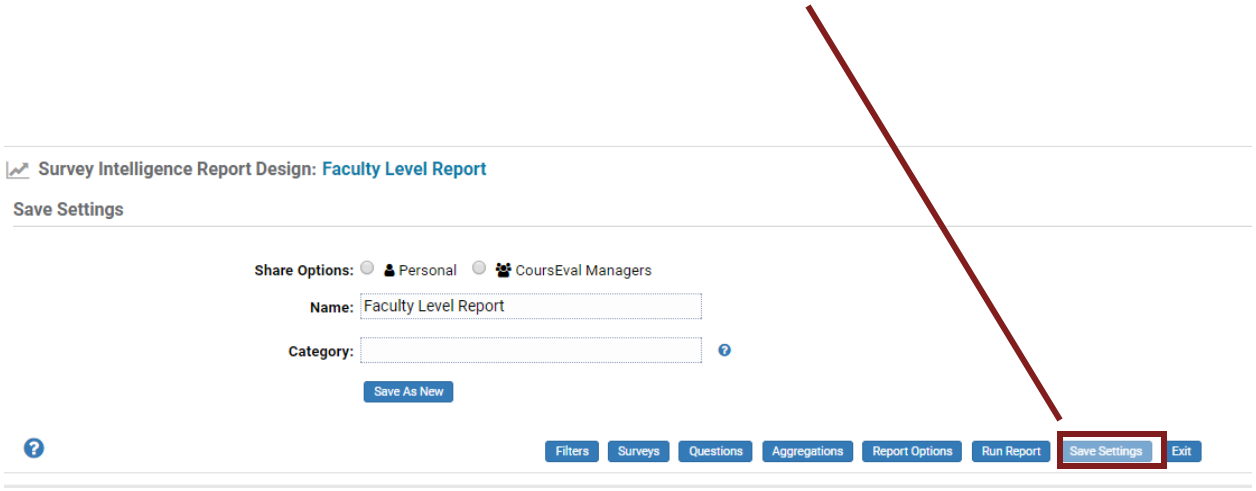
II) Survey Intelligence (allows you to select specific questions for example or a range of dates)





Note: It is important to put the date range in order and to follow the steps, click "Next" button.

Note: The last step before you run the report will let you "save" the report to use it again.



- **Please see the detailed steps that follow for using "Survey Intelligence" reporting tools.** These tools will allow you to pull faculty reports over a range of dates. You can also create and save your report designs to use again. Consider also – you can create a report that pulls specific questions and examines the results over time. The reports can be viewed on screen, in Excel, or in PDF. Please contact participate@valenciacollege.edu for further questions.
- **Need more resources and training material?** http://valenciacollege.edu/academic-affairs/institutional-effectivenss-planning.institutional-assessment/saicc/ResourcesforUsers.cfm

- **90 second video for deans on running reports:** https://www.youtube.com/watch?v=Ubnu5bNgkmc

- **Customized Webinars led by the company can be requested through Institutional Assessment or requested directly from the company here:** http://course-evaluation.com/webinars-2-2/