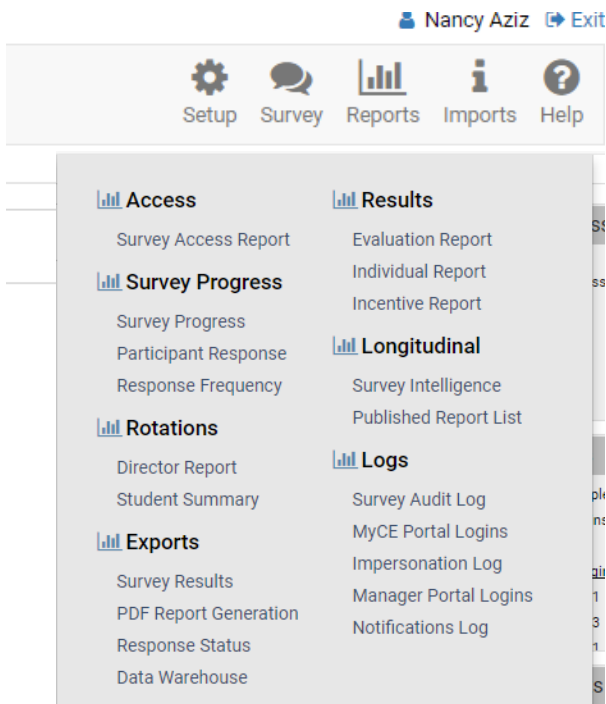


Student Feedback on Instruction (SFI)- CourseVal

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"*

A screenshot of the 'Evaluation Reports' interface. The top section contains filter dropdowns for 'Type' (Standard), 'Year' (2017), 'Period' (Show All), 'Status' (Closed), 'Survey' (Show All), and 'Department' (WEC-Biolog). Below these are search options for 'Survey Name' and 'Starts with'. A 'View' dropdown is set to 'Individual (Faculty)'. On the right, there are buttons for 'Options', 'View', 'PDF', and 'Print'. A table below shows the results of the search, with columns for Survey Name, Period, Close Date, Course Number - Section ID, Course Name, Responsible Faculty, Resp. Rec'd, Resp. Exp., % Rec'd, and an 'Include' checkbox. The 'Include' column has checkboxes for 'All' and 'None'. Red boxes and lines highlight the 'Period', 'Survey', 'View', and 'Include' elements.

Survey Name	Period	Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Resp. Rec'd	Resp. Exp.	% Rec'd	Include
201720-H1 (Spring 2017 SFI)	201720-H1	Feb 22, 2017	BSC-2093C 22483	Human Anatomy and Physiology I	Moore, Kelly	6	28	21%	<input checked="" type="checkbox"/>
201720-1 (Spring 2017 SFI)	201720-1	Apr 20, 2017	BSC-1005 23538	Biological Science	Patil, Hemangi	13	20	65%	<input type="checkbox"/>
201720-1 (Spring 2017 SFI)	201720-1	Apr 20, 2017	BSC-1005 24157	Biological Science	Williams, Nateshia	12	25	48%	<input type="checkbox"/>

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

Survey Intelligence Report Designs Add New ?

Share Option: Show All Search: Design Name Starts with

Name	Category	Owner	Created	Updated	Share Option	Delete	View/ Export
201610 Collegewide Learning Support, by Campus Dept.	Learning Support	njackson18	Jan 13, 2016	Jan 15, 2016			
201610 Collegewide Learning Support, by Part of Term	Learning Support	njackson18	Jan 13, 2016	Jan 15, 2016			
201610 Collegewide Pre-Calculus Algebra, by Campus Dept.	Textbook	njackson18	Mar 4, 2016	Mar 16, 2016			
Course Level Report		tdamian	Mar 14, 2016	Mar 14, 2016			
Department Level Report		Manager AMS	Jul 20, 2015	Jul 20, 2015			
Department Level Report		Unknown	Jul 27, 2015	Jul 27, 2015			
Faculty Level Report		tdamian	Mar 14, 2016	Mar 14, 2016			
Sample Report by Course and Section		Manager AMS	Jan 21, 2014	Jan 21, 2014			
Spring 2014 Results by Question by Course Dept.	Sample Report	lblasi	Jun 30, 2014	Jun 30, 2014			
Spring 2014 Results by Question by Survey Period (PoT)	Sample Report	lblasi	Jun 30, 2014	Jun 30, 2014			
Test Report By Faculty		Manager AMS	Jan 3, 2013	Jan 3, 2013			

11 records found. Add New ? Personal CoursEval Managers Shared MyCE Delete Selected

Survey Intelligence Report Design: Faculty Level Report

Filters

Next >> Step 1 of 7

- Text entry boxes will match where the entered text is contained in the respective data item (2 characters required for most, section and block require 1)
- Checkbox filters are ignored if nothing is selected

Survey Filters

Survey Focus: Students will assess Faculty

Survey Types: Standard Rotation Non-Course

Survey Status: Active Closed

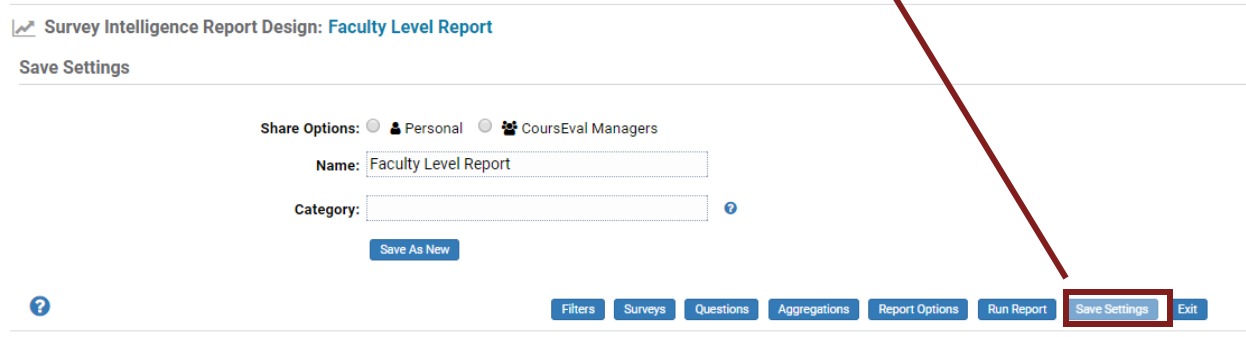
Survey Close Date Range: from: 10-19-2015 to: 12-11-2015

Survey Periods: 0 of 121 items selected

Survey Name: Add

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.



Survey Intelligence Report Design: Faculty Level Report

Save Settings

Share Options: Personal CourseEval Managers

Name: Faculty Level Report

Category: ?

Save As New

Filters Surveys Questions Aggregations Report Options Run Report **Save Settings** Exit

- **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-effectiveness-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/>