

# Student Feedback on Instruction (SFI) – CoursEval

## Survey Intelligence Report

The Survey Intelligence Report Provides longitudinal reporting.

*(Note: Students' open-ended responses are not included in the report)*

Institutional Assessment has created two report templates for your use: Course Level Report and Faculty Level Report. Setting may be modified to meet your particular needs.

Survey Intelligence Reports can be accessed under the **Reports** tab located on the left hand side of the menu

The screenshot shows the Valencia College CoursEval interface. At the top, there are navigation tabs: Setup, Survey, Reports (highlighted with a yellow box), Imports, and Help. A dropdown menu is open under 'Reports', showing several categories: Access, Survey Progress, Rotations, Exports, Results, Longitudinal, and Logs. A yellow arrow points to 'Survey Intelligence' under the 'Longitudinal' category. The main content area shows 'Survey Intelligence Report Design: Faculty Level Report' with 'Save Settings' and 'Share Options' (Personal and CoursEval Managers). There are input fields for 'Name' (New Template report) and 'Category'. At the bottom, there are buttons for Filters, Surveys, Questions, Aggregations, and Report Options.

All saved report templates are on the **SI Report Designs page**. Choose which one you'd like to run by clicking on the report name. The following steps will focus on the Course Level Report.

To begin, click on the report you would like to choose.

Survey Intelligence Report Designs

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	rjackson18	Jan 13, 2016	Jan 15, 2016	[lock]	[trash]	[chart] [print] [pdf]
201610 Collegewide Learning Support, by Part of Term	Learning Support	rjackson18	Jan 13, 2016	Jan 15, 2016	[lock]	[trash]	[chart] [print] [pdf]
201610 Collegewide Pre-Calculus Algebra, by Campus Dept.	Textbook	rjackson18	Mar 4, 2016	Mar 16, 2016	[lock]	[trash]	[chart] [print] [pdf]
Course Level Report		tdamian	Mar 14, 2016	Mar 14, 2016	[lock]	[trash]	[chart] [print] [pdf]
Department Level Report		Manager AMS	Jul 20, 2015	Jul 20, 2015	[lock]	[trash]	[chart] [print] [pdf]
Department Level Report		Unknown	Jul 27, 2015	Jul 27, 2015	[lock]	[trash]	[chart] [print] [pdf]
Faculty Level Report		tdamian	Mar 14, 2016	Mar 14, 2016	[lock]	[trash]	[chart] [print] [pdf]
Sample Report by Course and Section		Manager AMS	Jan 21, 2014	Jan 21, 2014	[lock]	[trash]	[chart] [print] [pdf]
Spring 2014 Results by Question by Course Dept.	Sample Report	lblasi	Jun 30, 2014	Jun 30, 2014	[lock]	[trash]	[chart] [print] [pdf]
Spring 2014 Results by Question by Survey Period (PoT)	Sample Report	lblasi	Jun 30, 2014	Jun 30, 2014	[lock]	[trash]	[chart] [print] [pdf]
Test Report By Faculty		Manager AMS	Jan 3, 2013	Jan 3, 2013	[lock]	[trash]	[chart] [print] [pdf]

11 records found.

Add New | Personal | CoursEval Managers | Shared MyCE | Delete Selected

## Step (1): Filters

Survey Focus, Type, and Status should be kept to the default settings. You can adjust the Survey Close Date Range to capture the semester(s) from which you want to pull the data.

The screenshot shows the 'Filters' section of the 'Survey Intelligence Report Design: Faculty Level Report'. It includes a header 'Filters' and two informational icons: one stating '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)' and another stating 'Checkbox filters are ignored if nothing is selected'. Below this is a 'Survey Filters' section with the following controls: 'Survey Focus' set to 'Students will assess Faculty'; 'Survey Types' with 'Standard' checked, 'Rotation' and 'Non-Course' unchecked; 'Survey Status' with 'Active' unchecked and 'Closed' checked; 'Survey Close Date Range' from '10-19-2015' to '12-11-2015'; 'Survey Periods' showing '0 of 121 items selected'; and a 'Survey Name' field with an 'Add' button.

You can select specific courses using the Course Name, Number and Section filters.

*(Note: Department and Division names in CourseEval are designated differently than in other college systems. If you need to sort by this, please contact us regarding those departments you'd like to include).*

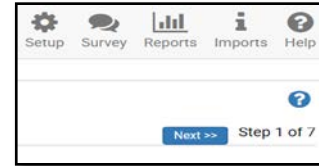
The screenshot shows the 'Course Filters' section. It contains three input fields, each with an 'Add' button: 'Course Name', 'Course Number', and 'Course Section'.

When running the Faculty Level Report, you can also pull result specific to individual faculty members. Simply enter their Valencia username or their last name.

The screenshot shows the 'Evaluated Individuals Filters' section. It includes the following controls: 'Username' and 'Last Name' fields, each with an 'Add' button; 'Survey Roles' with 'Responsible Faculty' and 'Assessed Individuals' unchecked; 'Faculty Departments', 'Faculty Divisions', and 'Faculty Levels' fields, each with an 'Add' button and a help icon.

*(Note: Please do not enter a Department or Division. This is especially important with adjunct faculty as they may teach on multiple campuses but the system can only assign them to one department).*

To move into the next step, click on the “Next” button on left hand side on the top of the page or the “Surveys” button located at the end of the page.



## **Step (2): Surveys:**

All surveys which meet the criteria previously selected will appear in Step 2. You may either check ALL, or select only those few you would like to include in the report.

Survey Intelligence Report Design: **Faculty Level Report**

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: 201610-1 (2015)

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

201610-1 (FALL 2015 SFI) (24)       201610-1 (FALL 2015 SFI) HONORS (25)       201610-1 (FALL 2015 SFI) HONORS NSE (29)

201610-1 (FALL 2015 SFI) NSE (28)

Period: 201610-H1 (2015)

**Closed**

201610-H1 (FALL 2015 SFI) (24)

Period: 201610-H2 (2015)

**Closed**

201610-H2 (FALL 2015 SFI) (24)

Period: 201610-LSC (2015)

## **Step (3): Questions:**

Questions included in the selected survey will appear on this page. Please select those you would like to include – the more questions included, the longer it will take to generate the report.

You will also see the answer scale for each question, as well how many surveys it was included on (from those selected in Step 2).

*(Note: Some of the question scales may be different. An Overall Score Scale is available in Step 5).*

**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. Selecting over 100 may cause issues generating the report.

**Survey Focused (i.e. Courses)**

Use	Question	Scale	Survey
<input checked="" type="checkbox"/>	As a result of the NSE co-curricular activities for this course (i.e. -	4-pt	3
<input checked="" type="checkbox"/>	As a result of the NSE co-curricular activities for this course, I connected with Valencia as a place for community.	4-pt	3
<input checked="" type="checkbox"/>	As a result of the NSE co-curricular activities, I believe my educational and career plans fit my values, goals, interests, and strengths.	4-pt	3
<input checked="" type="checkbox"/>	As a result of the NSE co-curricular activities, I discovered a plan for college as part of my purpose in life.	4-pt	3
<input checked="" type="checkbox"/>	I ask the professor for feedback when I need it.	4-pt	9

### Step (4): Aggregations:

Select how you would like to aggregate the data. The Course Level default is shown below- this may be adjusted based on your needs.

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

**Click and Drag: move to right**

Survey
Course Name
Course Department
Faculty Level
Survey Period
Course Division
Course College

**Drop here in desired order**

Course Number
Course Section
Evaluated Individual

### Step (5): Report Options (Layout)

Enter a report title and choose your options- the defaults are shown below. If you have chosen questions with differing scales, it may be helpful to keep the Overall-Score Scale set to 100.

*(Note: The overall-score scale option converts all scores to this standard scale for more accurate comparison)*

**Report Options**

Report Title: Faculty Level Report

School Logo <input checked="" type="checkbox"/> show					
Report Title					
Headings					
# <input 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 <input checked="" type="checkbox"/> show					

Overall-Score Scale: 100

Compare Overall Scores using:  Weighted-Leveled Overall Score (default)  Average of Leveled Scores

Statistic:  Mean (default)  Group Median

Show Question Response Count:

Show Variation Statistic:  None (default)  Std Error  Std Dev  Variance

Show Frequency Distribution:

Show Median:

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

Order Questions By:  Alphabetical (default)  Question Manager Order

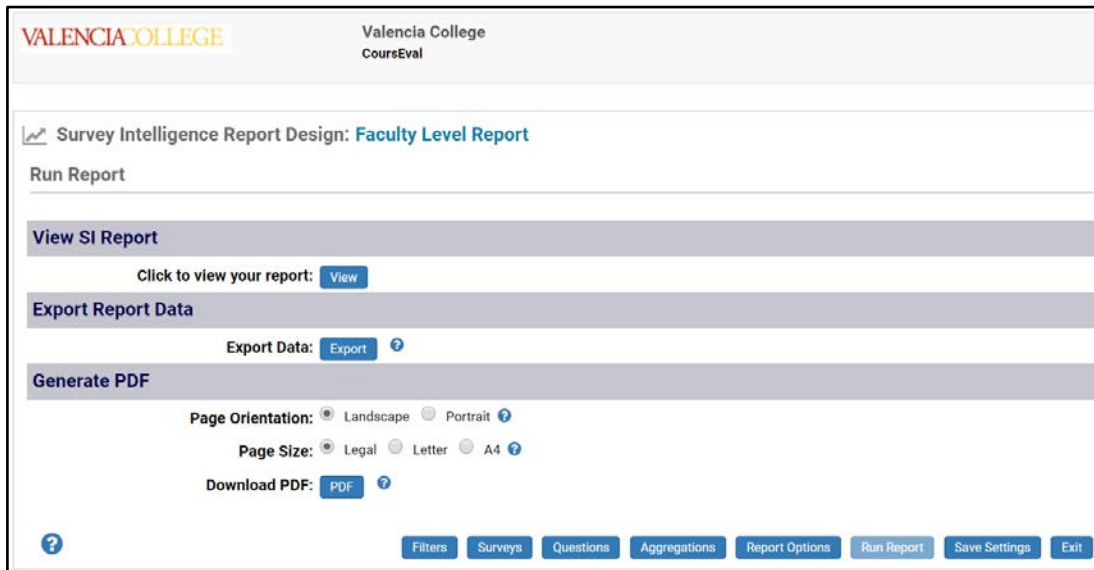
Show Removed Questions:

## Step (6): Run the Report:

To view the SI report in the browser, choose the first option “View SI Report”.

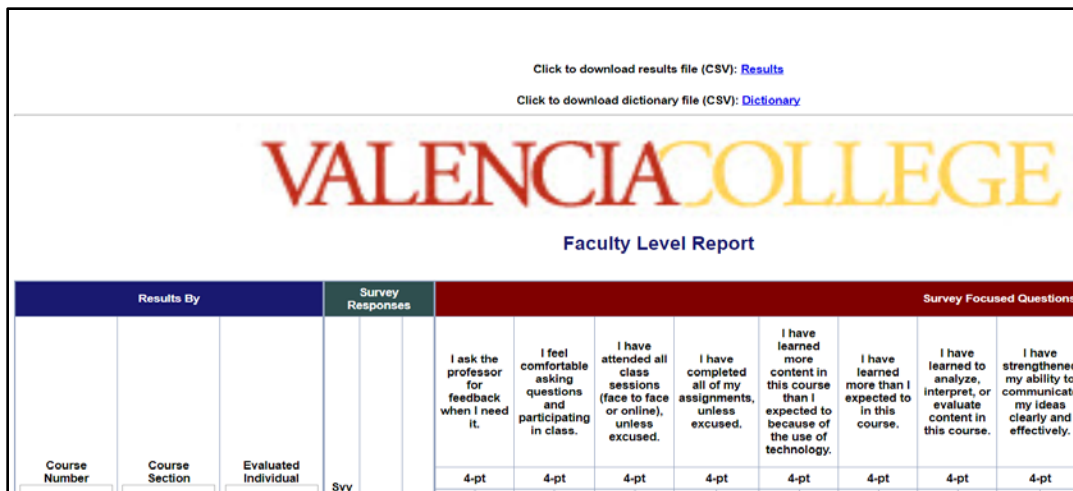
To export the report, click on “Export Report Data”. **See figure (2)** (Note: It will give you the options above to download results file, or dictionary file, both in Comma Separated Value (CSV) type of file)

To download the report in PDF version, choose the “Generate PDF” option and click “Download PDF”. **(See figure 3)**



The screenshot shows the Valencia College CourseEval interface. At the top, it says "Valencia College CourseEval". Below that, it says "Survey Intelligence Report Design: Faculty Level Report". There are three main sections: "View SI Report" with a "View" button, "Export Report Data" with an "Export" button, and "Generate PDF" with radio buttons for "Page Orientation" (Landscape selected, Portrait), "Page Size" (Legal, Letter, A4), and a "Download PDF" button. At the bottom, there are navigation buttons: Filters, Surveys, Questions, Aggregations, Report Options, Run Report, Save Settings, and Exit.

Figure (1)

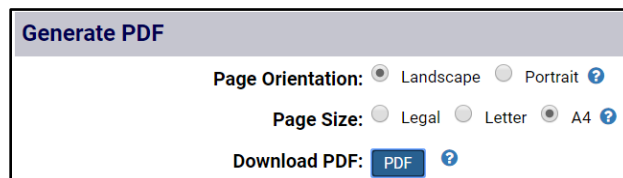


The screenshot shows the "Faculty Level Report" table. At the top, there are links to download results file (CSV) and dictionary file (CSV). The table has a header with "Results By" (Course Number, Course Section, Evaluated Individual), "Survey Responses" (8vy), and "Survey Focused Questions". The questions are listed in columns, each with a 4-pt rating.

Results By			Survey Responses	Survey Focused Questions							
Course Number	Course Section	Evaluated Individual	8vy	I ask the professor for feedback when I need it.	I feel comfortable asking questions and participating in class.	I have attended all class sessions (face to face or online), unless excused.	I have completed all of my assignments, unless excused.	I have learned more content in this course than I expected to because of the use of technology.	I have learned more than I expected to in this course.	I have learned to analyze, interpret, or evaluate content in this course.	I have strengthened my ability to communicate my ideas clearly and effectively.
				4-pt	4-pt	4-pt	4-pt	4-pt	4-pt	4-pt	4-pt

Figure (2)

Figure (3)

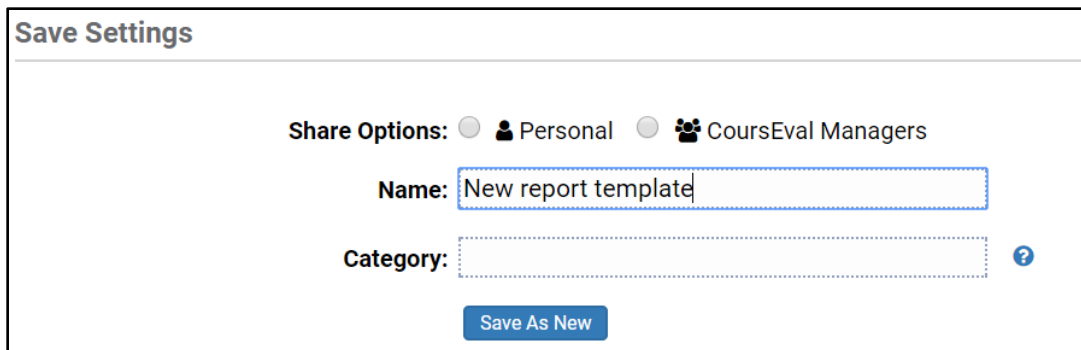


The screenshot shows the "Generate PDF" section of the interface. It has radio buttons for "Page Orientation" (Landscape selected, Portrait) and "Page Size" (Legal, Letter, A4 selected). There is a "Download PDF" button.

**Step (7): Save Settings:**

If you've changed any of the default settings and would like to save them for future use, **or** would like to create your own template- enter a new template name in the "**Name**" tab and select "**Save As New**".

The new design will show up on your Survey Intelligence Report Designs page.



**Save Settings**

Share Options:  Personal  CoursEval Managers

Name:

Category:  ?

If you have any questions or need assistance with the Survey Intelligence tool, please contact Institutional Assessment Department via e-mail: [participate@valenciacollege.edu](mailto:participate@valenciacollege.edu), or phone: 407-582-3113.