Student Feedback on Instruction (SFI) – CoursEval
## Survey Intelligence Report

The Survey Intelligence Report provides longitudinal reporting.

> *Note that students' open-ended responses are not included on this report.

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

Survey Intelligence Reports can be accessed under the **Reports** tab in the upper left menu.
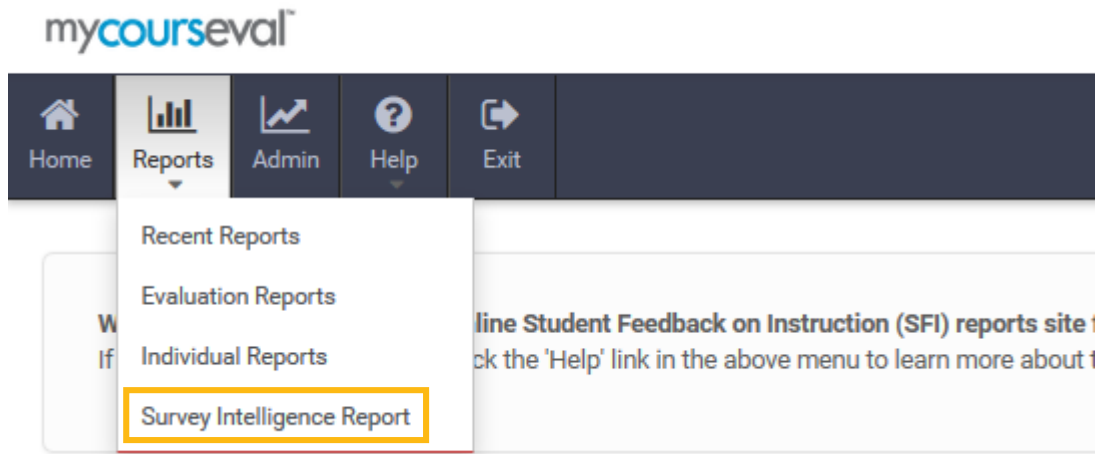
All saved report templates are on the SI Report Designs page. Choose which one you'd like to run by clicking on the report name. The following steps will focus on the Course Level Report.

To begin, click on the icon under the **Edit** column on the right side of the page.
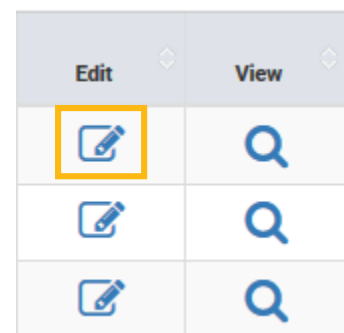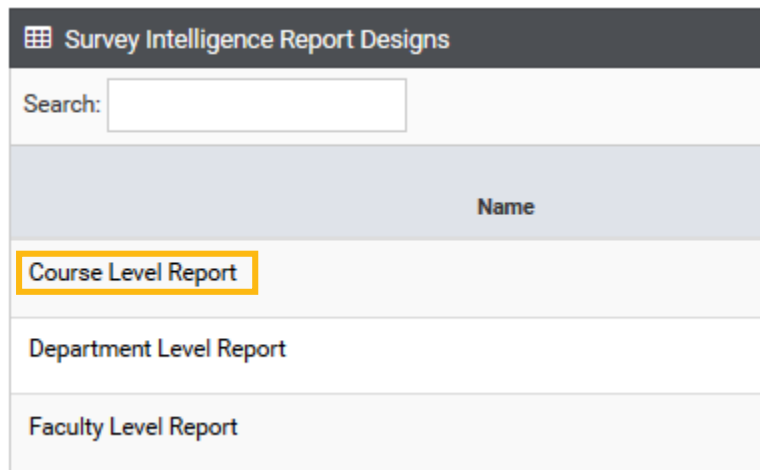
Step 1: Filters

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 data.

Specific courses may be selected using the Course Name, Number, and Section filters.

*Note: Department and Division names in CoursEval 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.

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

*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.

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.

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) 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)

Closed
☐ 201610-LSC (FALL 2015 SFI) (24)

Step 3: Questions

Questions included in the selected surveys 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.

Survey Focused (i.e. Courses)

Use	Question	Scale	Surveys
☑	I ask the professor for feedback when I need it.	4-pt	5
☑	I feel comfortable asking questions and participating in class.	4-pt	5
☑	I have attended all class sessions (face to face or online), unless excused.	4-pt	5
☑	I have completed all of my assignments, unless excused.	4-pt	5

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.

Click and Drag: move to right

| Survey |
| Survey Year |
| Survey Period |
| Course Section |
| Course Division |
| Course College |
| Course Program |
| Course Year |
| Course Type |
| Course Designation |
| Evaluated Individual |

Drop here in desired order

| Course Department |
| Course Number |
| Course Name |
| |
| |
| |
| |
| |

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.

Report Title: Course Level Report

School Logo
☑ show

Report Title
Headings

Report Sections:

# ☐ show	Grouping Descriptions	Expected/ Received ☑ show	Questions ☑ show	Overall Score ☑ show	Overall Graph ○ None ○ Simple bars ● Compare to Avg

Summary
☑ show

Overall-Score Scale: 100 ⌄ ❓

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

Statistic: ● Mean (default) ○ Group Median ❓

Step 6: Run Report

View your report in the browser, export to a CSV file, or save as PDF.

View SI Report

Click to view your report: [View]

Export Report Data

Export Data: [Export] ❓

Generate PDF

Page Orientation: ⦿ Landscape ○ Portrait ❓

Page Size: ⦿ Legal ○ Letter ○ A4 ❓

Download PDF: [PDF] ❓

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 and select Save As New. The new design will show up on your Survey Intelligence Report Designs page.

Name: New report template|

Category: ❓

[Save As New]

If you have any questions, or need assistance with the Survey Intelligence tool, please contact Institutional Assessment via email: participate@valenciacollege.edu, or phone: 407-582-3113.