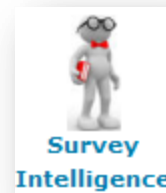


## Survey Intelligence Reporting

CoursEval has a slick way to provide longitudinal reporting!



Look for the genius on your landing page



## Create or Select a Design

- Set your filters
- Select the surveys
- Choose your questions
- Setup data aggregations
- Design your layout
- Save your design

# courseval™ MyCoursEval Survey Intelligence



## Survey Intelligence Report Designs

[Add New] ?

Name	Owner	Created	Updated	Share Option	Delete
Fall 2012 SI Reports	Manager AMS	Oct 2, 2012	Oct 2, 2012	ce	
My Fall 2012 SI Report	Owens, James	Oct 2, 2012	Oct 2, 2012		<input type="checkbox"/>

2 records found.

[Add New] ?

Personal

CoursesEval Managers

MyCoursEval Portal Users

Delete Selected

## View your report

...or export your data to Excel!

Use the filters to narrow down your report. Be careful, they are sensitive to case!

Sort on any column to look for the outliers

No data for a row? No problem. A hyphen holds the place.

### My SI Report

Results By		Survey Responses			Survey Focused Questions		People Focused Questions	Compare	
Course Number	Course Section	Rcv	Exp	%	I would recommend this course	My rating of the course overall.	My overall evaluation of this lecturers teaching is "good".	Overall	
					5-pt Mean	4-pt Mean	4-pt Mean	Score	Compare
Bio 101	A	10	19	53	-	2.8	3	73.3	
Bio 101	B	2	6	33	-	2	2	50	
Chem 101	A	10	12	83	-	3	3	75	
Chem 501	A	2	6	33	2.5	1.5	1.8	43.8	
<b>Grand Total:</b>		<b>24</b>	<b>43</b>	<b>56</b>	<b>2.5</b>	<b>2.7</b>	<b>2.8</b>	<b>60.5</b>	

## Need more help?

### Step1 – Filters

Choose from survey attributes (period, type, focus), course attributes (number, type, year, department), people attributes (username, last name, roles), and rotation attributes (blocks and sites/groups).

Not sure? Just set the close date and move on.

The screenshot shows the 'Filters' interface. At the top right, there is a 'Next >>' button and 'Step 1 of 7'. Below this, there are two informational icons: one stating 'Text entry boxes will match where the entered text is included in the respective data item (3 characters required)' and another stating 'Checkbox filters are ignored if nothing is selected'. The main section is titled 'Survey Filters' and contains several filter options: 'Survey Focus' is a dropdown menu set to 'Students will assess Faculty'; 'Survey Types' has three checkboxes: 'Standard', 'Rotation', and 'Non-Course', all of which are unchecked; 'Survey Status' has two checkboxes: 'Active' and 'Closed', both unchecked; 'Survey Close Date Range' has a 'from' field set to '08-03-2011' and an empty 'to' field, both with calendar icons; and 'Survey Name' has an empty text input field and an 'Add' button.

Use the free-text search features to look for things... all you need is three (3) characters. Use the Handy **Add** button to look for more than one item at the same time!

The screenshot shows search filters for course information. It has three rows: 'Course Name' with input boxes for 'bio', 'che', and 'math', each followed by an 'OR' and an 'Add' button; 'Course Number' with input boxes for '101' and '201', each followed by an 'OR' and an 'Add' button; and 'Course Section' with input boxes for '001', '002', and '003', each followed by an 'OR' and an 'Add' button.

### Step 2 – Surveys

Not sure which surveys are which?

Use the option to check them all!

The screenshot shows the 'Surveys' interface. At the top right, there are '<< Prior' and 'Next >>' buttons and 'Step 2 of 7'. Below this, there is an informational icon stating 'The count of comparative report questions is listed in parentheses for each survey'. There are two buttons: 'Check All' (highlighted in green) and 'Un-check All'. A blue header bar contains the text 'Standard Surveys'. Below this, there is a grey bar with the text 'Period: SP12 (2012)'. At the bottom, there are two buttons: 'Active' (highlighted in green) and 'Un-check All'. Below these, there is a list of surveys: a checked checkbox followed by 'Active - new question (3)' and another checked checkbox followed by 'Standard Active Survey (2)'. The 'www.connectedu.com' logo is visible at the bottom of the interface.

### Step 3 – Questions

This part is easy! Select the questions you want to see.

If duplicate questions show in the list, choose them all. CourseEval will combine “duplicate” looking questions on the final report so they all show in one neat column.

**Questions** << Prior Next >> Step 3 of 7

Hover over scale and survey counts for details.

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

Use Question	Scale	Surveys
<input type="checkbox"/> Compared to other courses having the same credit and hours, the time required for this course was:	5-pt	1
<input type="checkbox"/> Expected grade:	7-pt	1
<input type="checkbox"/> I would recommend this course to other students.	5-pt	1
<input type="checkbox"/> Overall, I would rate this course as:	5-pt	1
<input type="checkbox"/> The added classroom technology (for example, computers, videos, and slides) helped me learn.	5-point scale (Low to High)	1
<input type="checkbox"/> The syllabus helped me understand the goals and expectations of this course.	1 = Strongly Disagree	1
<input type="checkbox"/> The various elements of this course combined well in helping me learn (for example, class assignments, texts, readings, laboratory assignments, email, course website, and internet access).	2 = Disagree	1
<input type="checkbox"/> This course improved my analytical thinking, creativity, technical skills, or competence.	3 = Neutral	1
	4 = Agree	1
	5 = Strongly Agree	1

### Step 4 – Aggregations

Use the mover to select the items you want to see on the report. The order on the right is the order items will be sorted on the report

**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
- Survey Period
- Course Name

**Drop here in desired order**

- Course Number
- Course Section
- 
-

## Step 5 – Report Options a.k.a. Report Layout

The screenshot shows the 'Report Options' interface. At the top, there are navigation buttons '<< Prior' and 'Next >>' and a page indicator 'Step 5 of 7'. Below this is a 'Report Title' input field. A large table-like structure contains several sections: 'School Logo' with a checked 'show' checkbox; 'Report Title' (text); 'Headings' (text); 'Report Sections' with columns for 'Grouping Descriptions', 'Expected/Received' (checked 'show'), 'Questions' (checked 'show'), and 'Overall Score' (unchecked 'show'); 'Overall Graph' with radio buttons for 'None', 'Simple bars', and 'Compare to Avg'; and 'Summary' (checked 'show'). Below the table, there is an 'Overall-Score Scale' section with a red message 'No Questions have been selected' and a help icon. A 'Show Question Response Count' checkbox is checked. At the bottom, 'Group Questions By' has radio buttons for 'Question (default)', 'Category', and 'Sub-category', with a help icon.

Set your report, select the sections you want to appear, choose your options.

Do your questions have many scales? Do you want to combine your results into a single score? If yes, choose the overall score scale to level the scores.

Try all of the options to get the report you want.

## Step 6 – Run

Run your report or export to Excel.

Wondering why you can run before saving your design? Saving your design is optional! In fact, if you haven't made any changes to an existing design there is no need to save at all.

## Step 7 – Save

Save your own design or save someone else's design as your own. Just enter the name you would like and save your design for later.