

Generating Reports from Digital Measures

Generating course and instructor evaluation reports is a simple five-step process in Digital Measures. Using the “Run Custom Report” option from the left hand menu will provide access to the step-by-step process.

STEP ONE: Select the report to run.

One important note to make at this point is that faculty and administrators have different report access.

Faculty have three reports they can select – 1) *Faculty Report* which includes all the data for all questions that were asked on the course evaluation. This includes any additional questions the faculty may have selected to include in addition to the standard eight questions. 2) *Department Report* which includes the seven core questions and any questions the department may have added. 3) *University Report* which contains ONLY the seven core questions. The *University Report* is the report that should be submitted in the portfolio, unless your department requests that you submit the *Department Report*.

Deans and chairs have access to only the *Department Report* and the *University Report*. Academic Administration only has access to the *University Report*. This way, faculty members are guaranteed that the responses received on the additional questions are only available to them through the faculty report.

As indicated in the image below. First, select the report you would like to run and then click the “Select Report” button.

The screenshot shows the Digital Measures interface for a course instructor. At the top left is the Chicago State University logo, and at the top right is the Digital Measures logo with "POWERED BY" above it. Below the logos is a navigation menu with "Manage Questions", "Run Custom Reports" (highlighted), and "View Respondents". To the right of the menu is a header area with "Welcome, Course Instructor." and the date "Wednesday, December 12, 2012". The main content area is titled "Run Custom Reports allows you to obtain reports that use specialized formatting and other custom data manipulations." Below this is a "Run a Report" section with four numbered steps: 1. "Select the report to run" with a dropdown menu showing "Faculty Report" and a "SELECT REPORT" button; 2. "Select the term(s) to use." with a "Click here" link and "Terms selected: Fall 2012"; 3. "Select the file format." with a dropdown menu showing "Microsoft Word"; 4. "Select the page size." with a dropdown menu showing "Letter". A "BUILD REPORT" button is at the bottom right. Two red arrows point to the "Faculty Report" dropdown and the "SELECT REPORT" button.

STEP TWO: Select the term(s) to use

When you click on the link “Click Here” under Step Two, a pop-up window will appear. Please select the correct term to generate the reports (e.g. Fall 2011). Once the term(s) are selected, click the “Save” button to continue.

STEP THREE: Who to Include

The level of reporting access you have been assigned will determine the options you see at this step, or if this option appears at all. University administrators (e.g. Provost Office) will be able to pull reports by college, department, course, or instructor. Deans will have access to only their college, departments, courses, and instructors. Similarly, Department Chairs will only have access to their department’s course and instructors. Instructors will only have access to their courses and themselves.

To select what to include, click on the link “Click Here” under Step Three. This will cause the pop-up window displayed below to appear.

Select the course to include in the report by checking the box to the left of the course. Once the appropriate course is selected, click on the “Save” button at the bottom of the window.

Once saved, the name of the course will appear in Step Three next to the statement “Data Selected.”

Administrators, Deans, and Chairs can choose to run a variety of reports based on the items selected. For example, they can run a report on the overall evaluation for the university or a specific department. Depending on what they select in this step will determine what data is included in the report.

CHICAGO STATE UNIVERSITY

POWERED BY Digital Measures

Welcome, Elizabeth Osika.

Run Custom Reports allows you to obtain reports and perform custom data manipulations.

Run a Report

- Select the report to run.
Faculty Report
- Select the term(s) to use.
Click here to select the term(s).
Terms selected: Fall 2011
- Select who to include.
Click here to select whose data to include.
Data selected: All
- Select the file format.
Microsoft Word
Note: Changes to Microsoft Word reports will be reflected in the next report run.
- Select the page size.
Letter

Select who to include by clicking a heading below.

- College (Course)
- College (Instructor)
- Course **selected** | all | none
 T&ED 5111, Section 51 Introduction to Online Evaluations
- Course Prefix
- Course Prefix and Course Number
- Department (Course)
- Department (Instructor)
- Instructor **selected** | all | none
 Elizabeth: eosika

SAVE CANCEL

STEP FOUR: Select the file format

In this step, you have three options from which to choose. For the portfolio reports, please select Adobe PDF. This will create a PDF that you can save to your computer and then print for your portfolio.

The screenshot shows a web interface for running custom reports. On the left is a navigation menu with options like 'Course Response Setup', 'Manage Questions', 'Run Ad Hoc Reports', 'Run Custom Reports', 'Users and Security', 'View Respondents', and 'Work Requests'. Below these are links for 'Contact Our Helpdesk', 'Submit Your Feedback', 'Privacy Statement', 'Change Your Password', and 'Logoff'. The main content area is titled 'Welcome, Elizabeth Osika.' and 'Tuesday, December 13, 2011'. It contains a section 'Run Custom Reports' with a description: 'Run Custom Reports allows you to obtain reports that use specialized formatting and other custom data manipulations.' Below this is a 'Run a Report' section with five numbered steps:

- 1 Select the report to run. (Faculty Report selected, SELECT REPORT button)
- 2 Select the term(s) to use. (Terms selected: test2011, More Information >>)
- 3 Select who to include. (Data selected: T&ED 5111, Section 51 Introduction to Online Evaluations, More Information >>)
- 4 Select the file format. (Adobe PDF selected, More Information >>)
- 5 Select the page size. (Letter selected, More Information >>)

A red arrow points to the 'Adobe PDF' option in the dropdown menu for step 4. At the bottom right of the form is a 'BUILD REPORT' button.

STEP FIVE: Select the page size

In this step, leave the setting as "letter," which is the default. This provides the best printed results.

BUILD REPORT

Once all steps have been completed, click on the "Build Report" button at the bottom of the screen. The screen will change to the Digital Measures splash screen while the report is being generated. Once created the report should appear in Adobe Acrobat Reader on your computer. From here, you can save the report to your computer, making sure to give it an appropriate title.