

# GatorEvals College Export Summary Report

## Step 1: Select Project

1. We choose the naming convention of our reports starting with the Term and then title of the report.
  - a. Summer 2020 GatorEvals Export Summary Report by College

## Step 2: Define Report Settings

1. Project Title – University of Florida GatorEvals – Summer 2020
  - a. Report Type – Group by (Courses), (College) – this report is distributed to the deans/associate deans and their respective liaisons who typically work with the College faculty on their Promotion & Tenure documents, and thus need access to this data.
  - b. Distributed
  - c. Export – we chose export report as it is an easy way for the administrators to sort and filter the data in whatever way they want. Some colleges also have their own separate systems that can ingest the csv or excel files to keep track of their faculties long term data.
  - d. Automatic Update

**Report Type**

☐ Roll Over

☐ Individual

☒ Group by Courses ▼ COLLEGE ▼

☒ Distributed

☐ Breakdown by Secondary Subject

☒ Export

☐ Aggregate by Courses ▼ Name ▼

☒ Automatic Update

☐ Update static viewers automatically from project group definition

☐ Merge Subjects

**Options**

☐ Apply Report Logs

☐ In Score blocks, do not display norm items that have no data

☐ Display table of contents (not available in printed version)

☐ Do not display the report cover page

☐ Hide the Courses invited count and response count on the cover page

☐ Hide the Instructors invited count and response count on the cover page

☐ Display page numbering

☐ Display report in landscape

**Audience**

☒ Private

☐ Public

☐ None

## Step 3: Content

1. Blocks – this includes the name of the report – which I always need to remember to change as it does not automatically change with the new project it was mapped to.

Blocks

Group Elements

Virtual Groups

Block Edit

Block Details

Block Title

Summer 2020 Summary Export Report by College

Block Description

☐ Top Horizontal Separator

Small Space

☐ Hidden by Default (visible when trigger activated)

Options

☐ Section Title

☒ Custom Text

☐ Page Break

Text to display on the report(s)

\$EXP(\$Click here to download report\$)EXP\$

## Step 4: Content for Export

1. The data that we included in the blocks is just the most basic demographic data that the deans/associate deans and their liaisons needed. If they need additional fields, we can always make a one off report and include those extra columns.

Info

Content

Content for Export

Filters

Groups

Viewers

Access

Project Mapping

Distribution

Language

Publish

Block List for Export

☒ Compare Projects

☐ Merge Projects by Courses

☐ Breakdown to Instructors level

☒ Hide rows with blank or filtered out responses

☒ Do not display question statistics in a child report for questions without responses

Sorted by field subject\_Name Ascending ☐ Cross projects sorting

Choose a Date/time format dd-mm-yyyy hh:mm:ss

Move to position

Go

	Index	Export File Header	Field Name	Type	Details
<input type="checkbox"/>	1	Term	subject_TERM	Demographic	Details
<input type="checkbox"/>	2	Course Name	subject_Name	Demographic	Details
<input type="checkbox"/>	3	Delivery Medium	subject_MEDIUM	Demographic	Details
<input type="checkbox"/>	4	Total Enrollment	subject_ENRL_TOT	Demographic	Details
<input type="checkbox"/>	5	Response Count	RespondentCount	Special Field	Details
<input type="checkbox"/>	6	Response Ratio	ResponseRatio	Special Field	Details
<input type="checkbox"/>	7	College	subject_COLLEGE	Demographic	Details
<input type="checkbox"/>	8	Department Code	subject_ACAD_ORG	Demographic	Details
<input type="checkbox"/>	9	Department Name	subject_DEPARTMENT	Demographic	Details
<input type="checkbox"/>	10	Special Program Code	subject_SPEC_PRO_CODE	Demographic	Details

Delete

Select Block Type for Export Demographic

Add Block for Export

## Step 5: Filters

1. We do not have any filters here as the deans wanted all data regardless of how many students completed the evaluations.

**Block Title**  
[QTitle] - Aggregate Chart

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**Block Description**  
Note that in the following aggregate chart "Strongly Agree" and "Agree" have been grouped together as "Agree" while "Strongly Disagree" and "Disagree" have been grouped together as "Disagree".

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☐ Top Horizontal Separator    **Small Space** ▼

☐ Hidden by Default (visible when trigger activated)

**Question:**  
University Core Instructor Evaluation Questions

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☐ Cross Tabulate To    Demographic Field ▼

Rater Group    Students ▼

Rater Field    First Name ▼

Display Options    ☒ Display Overall

## Step 6: Groups

1. This list includes all colleges in SIS. Something to remember is that you have to select all groups when you first build this report.

Info
Content
Content for Export
Filters
**Groups**

Group Selection
Group Details

### Selected Groups

Source Courses ▼

Transformed ▼	Contains ▼	
Transformed ▼	Contains ▼	
Transformed ▼	Contains ▼	

**Filter**

Results: 1 - 19 of 19 Item(s)

<input type="checkbox"/>	
<input type="checkbox"/>	CLAS-Interdisciplinary Studies
<input type="checkbox"/>	College-Agr & Life Sciences
<input type="checkbox"/>	College-Arts
<input type="checkbox"/>	College-Business
<input type="checkbox"/>	College-Dentistry
<input type="checkbox"/>	College-Design,Const,Planning
<input type="checkbox"/>	College-Education
<input type="checkbox"/>	College-Engineering
<input type="checkbox"/>	College-Hlth/Human Performance
<input type="checkbox"/>	College-Journalism/Communica
<input type="checkbox"/>	College-Law
<input type="checkbox"/>	College-Medicine
<input type="checkbox"/>	College-Nursing
<input type="checkbox"/>	College-Pharmacy
<input type="checkbox"/>	College-Pub Hlth & Hlth Prof
<input type="checkbox"/>	College-Veterinary Medicine
<input type="checkbox"/>	NO COLLEGE NAME
<input type="checkbox"/>	Office of Provost
<input type="checkbox"/>	Program-PBH-MED Integrated Prg

## Step 7: Viewers (Dynamic Viewers)

1. We enabled Dynamic Viewers which are our Department Chairs, Deans, and Department Administrators

The screenshot shows a software interface with a top navigation bar containing tabs: Info, Content, Filters, Subjects, Viewers (selected), Access, Distribution, Language, and Publish. Below the navigation bar, there are sub-tabs: Static Viewers, Dynamic Viewers (selected), and Static Viewers Export / Import. The main content area is titled 'Dynamic Group Connections' and lists two groups: 'Department Admin' and 'Deans'. For each group, there is a toggle switch set to 'Connected' and a checkbox labeled 'Receive notification emails' which is currently unchecked. At the bottom of the section, there is a 'Dynamic Viewers List' label and a 'Get Latest' button.

Group	Status	Receive notification emails
Department Admin	Connected	<input type="checkbox"/>
Deans	Connected	<input type="checkbox"/>

## Step 8: Distribution

1. We distribute reports on a specific day based on policy, it is typically the day after grades are released to the students.