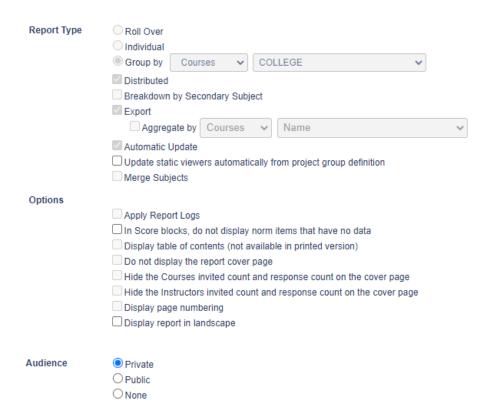# GatorEvals College Export Summary Report

Step 1: Select Project

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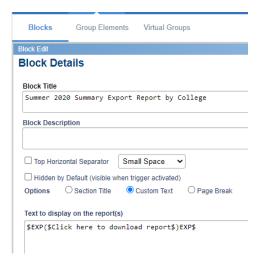   a. Summer 2020 GatorEvals Export Summary Report by College

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
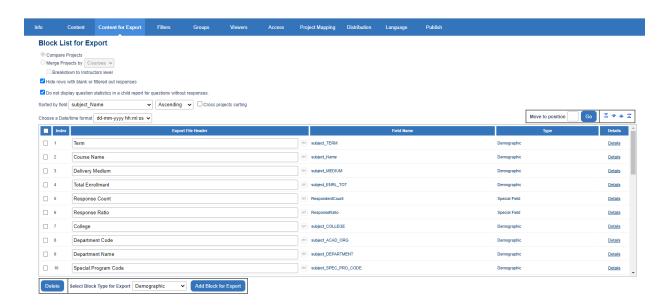
Audience
- ◉ Private
- ○ Public
- ○ None

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.

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.
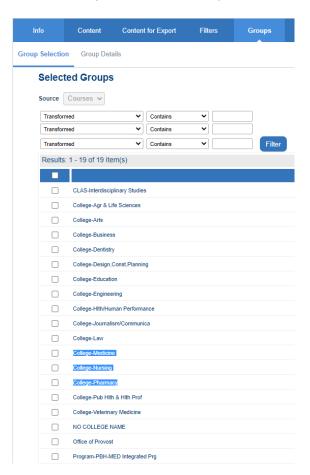

Step 5: Filters

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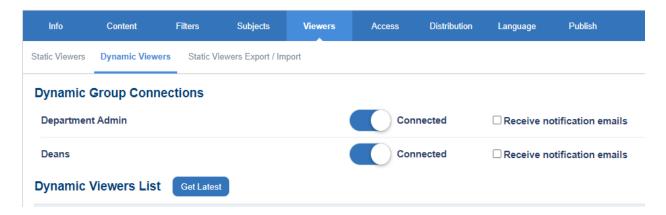
Block Title

[QTitle] - Aggregate Chart

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".

☐ Top Horizontal Separator [Small Space ▾]

☐ Hidden by Default (visible when trigger activated)

Question:

University Core Instructor Evaluation Questions

☐ 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)

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

Step 7: Viewers (Dynamic Viewers)

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

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.