

GatorEvals Department 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 Department

Step 2: Define Report Settings

1. Project Title – University of Florida GatorEvals – Summer 2020
 - a. Report Type – Group by (Courses), (Department) – this report is distributed to the department chairs, but is also available 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 departments 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

Distributed
 Breakdown by Secondary Subject
 Export
 Aggregate by

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

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)

Step 4: Content for Export

1. The data that we included in the blocks is just the most basic demographic data that the department chairs, 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.mi.ss ▼ Move

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

<input type="checkbox"/>	11	Last Name	en	secondarysubject_LastName	Demographic
<input type="checkbox"/>	12	First Name	en	secondarysubject_FirstName	Demographic
<input type="checkbox"/>	13	Instructor Email	en	secondarysubject_FullEmail	Demographic
<input type="checkbox"/>	14	Instructor UFID	en	secondarysubject_LMS_User_ID	Demographic
<input type="checkbox"/>	15	Q3 The instructor was enthusiastic about the course. - Mean	en	Q10Row1_Mean	Question Statistic
<input type="checkbox"/>	16	Q3 - SD	en	Q10Row1_SD	Question Statistic
<input type="checkbox"/>	17	Q4 The instructor explained material clearly and in a way that enhanced my understanding. - Mean	en	Q10Row2_Mean	Question Statistic
<input type="checkbox"/>	18	Q4 - SD	en	Q10Row2_SD	Question Statistic
<input type="checkbox"/>	19	Q5 - The instructor maintained clear standards for response and availability (e.g. turnaround time for	en	Q10Row3_Mean	Question Statistic
<input type="checkbox"/>	20	Q5 - SD	en	Q10Row3_SD	Question Statistic
<input type="checkbox"/>	21	Q6 The instructor fostered a positive learning environment that engaged students. - Mean	en	Q10Row4_Mean	Question Statistic

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.

Step 6: Groups

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

Group Selection Group Details

Selected Groups

Source

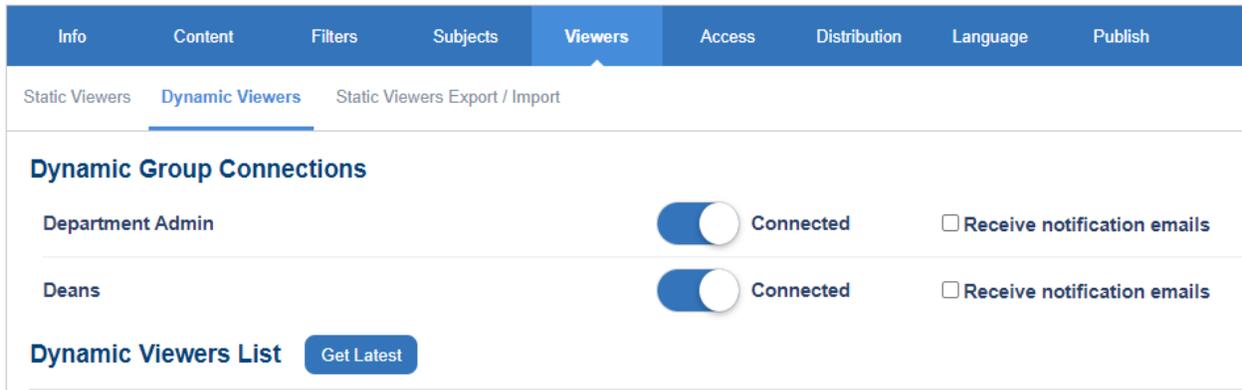
<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Transformed"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Contains"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>		
<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Transformed"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Contains"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>		
<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Transformed"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Contains"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/>	<input style="background-color: #0070c0; color: white; padding: 5px 10px;" type="button" value="Filter"/>	

Results: 1 - 20 of 137 Item(s)

<input type="checkbox"/>	
<input type="checkbox"/>	AGL(AG)-Agricultural & BioEng
<input type="checkbox"/>	AGL(AG)-Agricultural Ed & Comm
<input type="checkbox"/>	AGL(AG)-Agricultural Op Mgt
<input type="checkbox"/>	AGL(AG)-Agronomy
<input type="checkbox"/>	AGL(AG)-Animal Sciences
<input type="checkbox"/>	AGL(AG)-Dean's Office
<input type="checkbox"/>	AGL(AG)-Entomology & Nem
<input type="checkbox"/>	AGL(AG)-Envir Horticulture
<input type="checkbox"/>	AGL(AG)-Family, Youth & Comm Sc
<input type="checkbox"/>	AGL(AG)-Food & Resource Econ
<input type="checkbox"/>	AGL(AG)-Food Sci & Human Nutr
<input type="checkbox"/>	AGL(AG)-Horticultural Sciences
<input type="checkbox"/>	AGL(AG)-Microbiology & Cell Sc
<input type="checkbox"/>	AGL(AG)-Plant Pathology
<input type="checkbox"/>	AGL(AG)-Sch Forest Res & Cons
<input type="checkbox"/>	AGL(AG)-Sch of Natrl Res & Env
<input type="checkbox"/>	AGL(AG)-SFRC-Fisheries
<input type="checkbox"/>	AGL(AG)-SFRC-Geomatics

Step 7: Viewers (Dynamic Viewers)

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



The screenshot shows a web interface for configuring viewers. At the top is a blue navigation bar with tabs: Info, Content, Filters, Subjects, Viewers (selected), Access, Distribution, Language, and Publish. Below the navigation bar, there are three sub-tabs: Static Viewers, Dynamic Viewers (selected), and Static Viewers Export / Import. The main content area is titled 'Dynamic Group Connections' and contains two rows of settings:

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

Below the connections table, there is a section titled 'Dynamic Viewers List' with a blue button labeled 'Get Latest'.

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.