



NWF State College Instructor User Guide For Survey Intelligence Reports

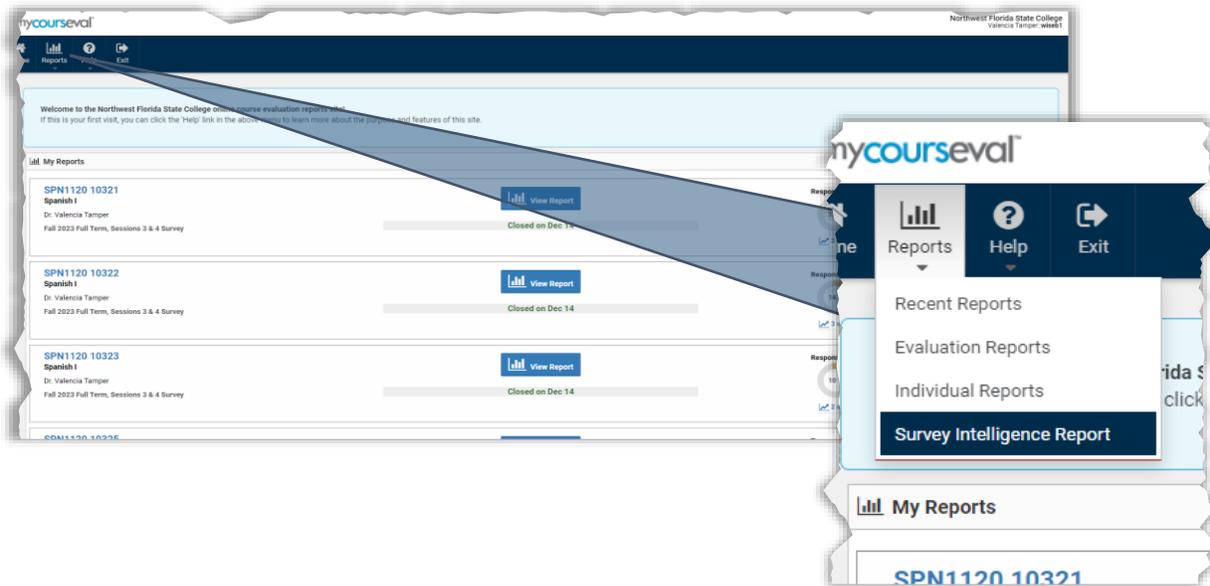
Survey Intelligence (SI) reports are individually tailored reports generated through a comprehensive 7-step setup, enabling diverse options for filtering, aggregating, ordering, layout/display preferences, and utilization of saving/publishing functionalities.

These reports offer many customization options to suit various preferences and requirements. This guide will specifically showcase course-level reporting.

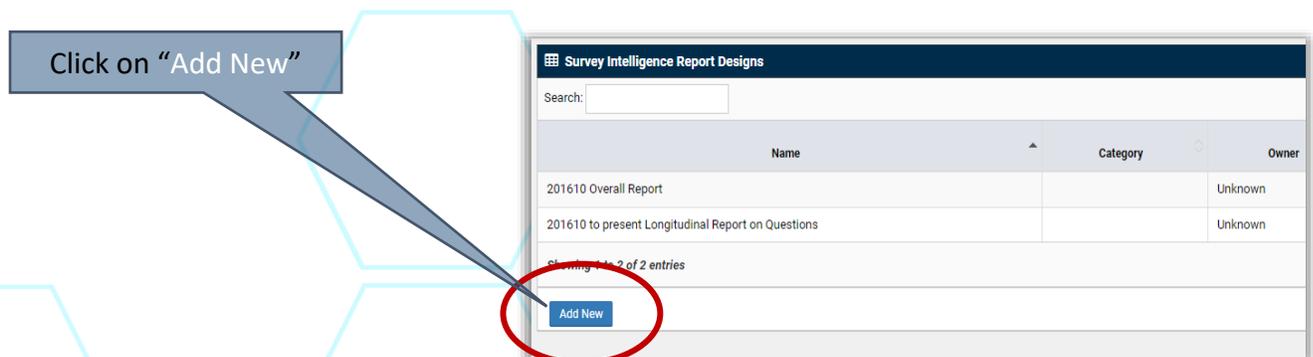
**Note: Students' open-ended responses are not included in this report.*

Course Level Reporting

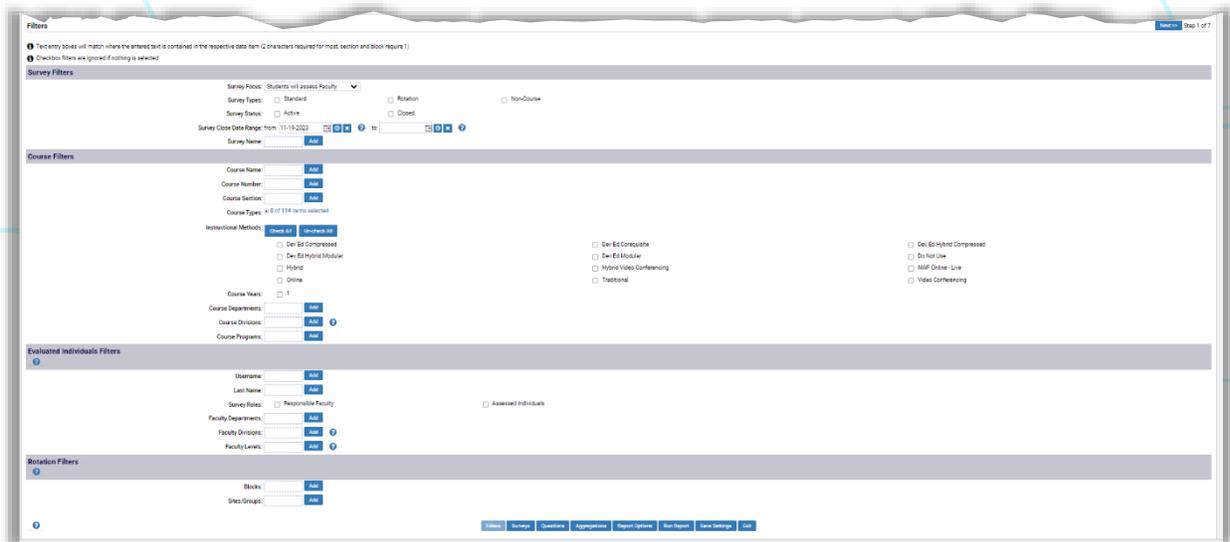
The Survey Intelligence (SI) Report can be accessed under the “Reports” tab in the upper left menu.



Upon saving a report template, it will be stored in this designated location.



Set Filters to narrow down what shows in the SI Report. Filters will be applied to the list of surveys and also to the final report.



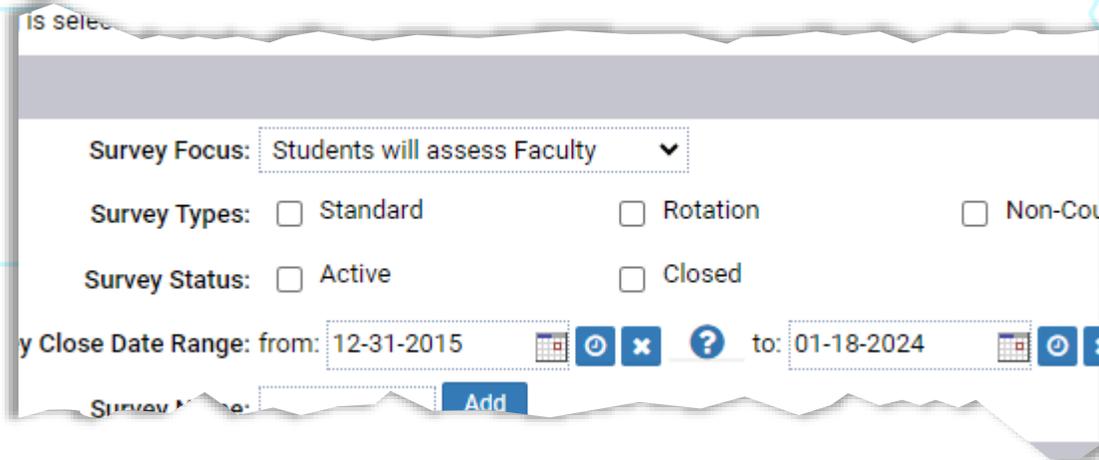
The **Add** button can be used to filter where any of the conditions are found. All filters are applied, but only if selected. The minimum requirement is to enter a survey close date range or to choose one or more survey periods.

**Note: Report access is contingent upon the security settings within the system. Whether you hold instructor-level access to specific courses or administrator-level access to an entire department is determined by your designated role within the system and dictates the scope of information you can view.*

Survey Date Range

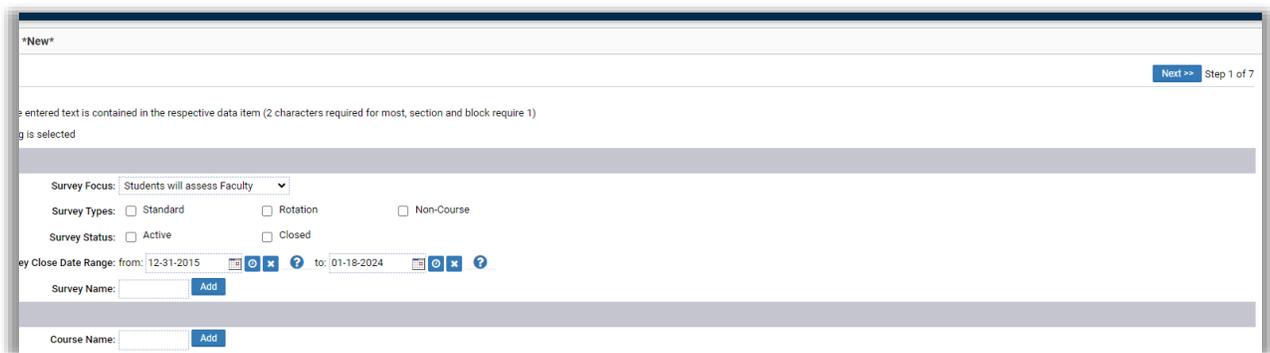
For this example, we are going back five years.

This block contains an annotated screenshot of the 'Survey Date Range' selection process. The main screenshot shows the 'Survey Close Date Range' field with the date '11-19-2023' and a calendar icon. Three callout boxes provide instructions: 1. 'Click on calendar icon' points to the calendar icon. 2. 'Click on back arrow' points to the left arrow in the 'Select a Date' dialog. 3. 'Choose the year, click the x, then choose the month and day' points to the year '2023' in the 'Year' selection dialog. The 'Year' dialog shows a grid of years from 2018 to 2024, with 2023 highlighted. The 'Month' dialog shows a grid of months from Jan to Dec, with Nov highlighted. The 'Day of Month' dialog shows a grid of days from 1 to 31, with 19 highlighted.



To use today's date, click on the clock icon.

You can filter the report down further by course or by evaluated individuals; it depends on your needs/requirements and security settings.



After choosing your specific filters, click on **Next>>** button to navigate to the next step.

Surveys

At this screen, you will narrow down which survey you would like to include in your completed report (keep in mind that this will only show evaluated surveys within the range you previously determined). For this example, this individual did not have completed surveys before Fall 2019. Click the specific surveys you want to include in the report or “Check All.”



And then click on “Next.”

At “Step 3 of 7,” you can pick the questions you want to include in the report. You can choose all, focus (Survey Focused / People Focused) or specific questions.

Each question selected will be displayed vertically on the report with columns for mean and # of responses possible.

Clicking the scale number will show the 5-point scale defined, and clicking on the number under the “Surveys” column will show the specific surveys using that particular question.

Aggregations

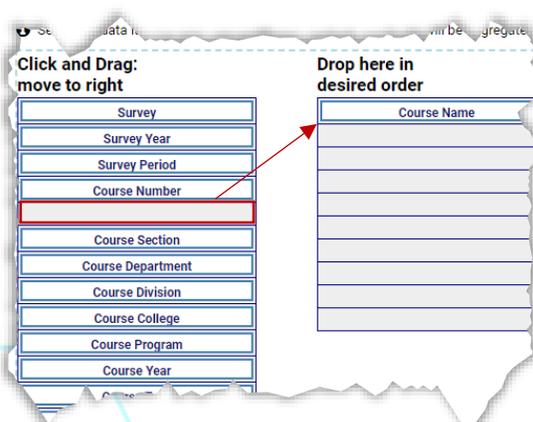
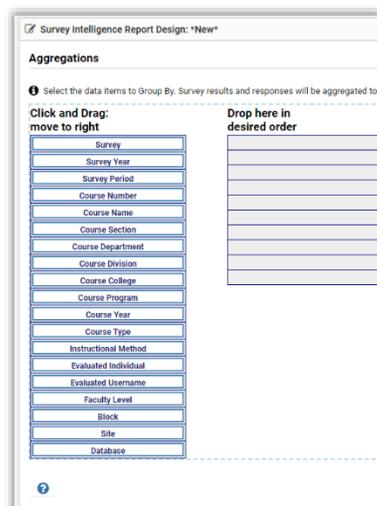
Step 4 of 7 is where the aggregations are used to organize the SI Report’s data appearance. Aggregations are selected to group the data meaningfully to the report end user.



Users have nineteen levels of aggregation available but should only choose what is needed to ensure the report is readable.

Drag items from the left to the right to include them on the report.

- The survey data will be grouped based on the items in the right list. This provides a means to show detail or to roll up results to any level.
- The order in the right list determines how the items will appear from left to right on the final report.
- Only a few items can be selected to ensure the report is readable.



Report Options

Use this page to configure the report layout. Add a custom title, show your school logo, or toggle any section on the report. The only thing you can't turn off is the aggregated data descriptions.

The Overall CourseEval Score (Leveled Score) is calculated for each row on the report.

- For surveys where more than one person is evaluated, the survey-focused results are repeated for each individual and included in the score.
- If a question does not pertain to a row, it is omitted from the score calculation.
- All responses are converted to the selected scale prior to aggregating for the row, which ensures that the data is not showing averages of averages.

By default, the mean is shown for each question. Select the option to show the response count for each row and question.

Reports can be given a title

Survey Intelligence Report Design: *New*

Report Options

Report Title: 2020-2024 Report

School Logo show

Report Title

Headings Freeze Heading ?

#	Grouping Descriptions	Expected/Received	Questions	Overall Score	Overall Graph
<input type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input type="checkbox"/> show	<input type="radio"/> None <input type="radio"/> Simple bars <input type="radio"/> Compare to Avg

Summary show

Overall-Score Scale: 5 ?

Compare Overall Scores using: Weighted-Leveled Overall Score (default) Average of Leveled Scores ?

Statistic: Mean (default) Group Median ?

Show Question Response Count: ?

Heat Map: none ?

Show Variation Statistic: None (default) Std Error Std Dev Variance ?

Show Frequency Distribution: Do not show (default) As hover over mean Instead of mean ?

Show Median: ?

Group Questions By: Question (default) Category Sub-category ?

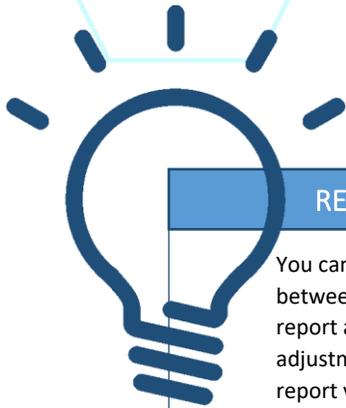
Order Questions By: Alphabetical (default) Question Manager Order ?

Filters | Surveys | Questions | Aggregations | Report Options

Selecting the ? will provide detailed descriptions for each available choice.

Run Report

View your final report in the browser, export it to a CSV file, or save it as a PDF.



REMINDER

You can quickly toggle between viewing the report and making adjustments to your report via step 5 (Report Options)

The screenshot shows the 'Run Report' interface with the following sections:

- View SI Report:** Click to view your report: [View](#)
- Export Report Data:** Export Data: [Export](#) ?
- Generate PDF:**
 - Page Orientation: Landscape Portrait ?
 - Page Size: Legal Letter A4 ?
 - Download PDF: [PDF](#) ?

Navigation buttons at the bottom include: Filters, Surveys, Questions, Aggregations, Report Options, Run Report, and Save.

Viewing the SI Report



NORTHWEST FLORIDA STATE COLLEGE
2020-2024 Report

Results By	Survey Responses			Survey Focused Questions																									
	Svy Rcv	Exp	%	Class handouts clearly defined the objectives, requirements, and grading procedures of this course.		Communication from the College about the transition to remote or online learning was sufficient.		I continued to learn effectively despite the sudden transition to remote or online learning.		I had the resources I needed (internet access, computer, etc.) to make the sudden transition to remote or online learning.		If applicable, other class materials, such as websites, study guides, tutorials, lab materials, field materials, files		If appropriate, other class materials, such as websites, study guides, tutorials, lab materials, field materials, files		Indicate the percentage of classes you attended:		My background for this course was adequate.		The course assignments aided my learning experience in this class.		The textbook and/or learning resources supplementing the course helped me understand the coursework.		The textbooks are a useful part of this class.		The workload for this course was manageable.		The written class handouts clearly define the objectives, requirements, and grading procedures of this course.	
Course Name				5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt	5-pt
Spanish I	162	645	25	4.4	100	4.0	11	3.7	11	4.6	10	4.4	100	4.2	62	4.8	62	4.0	62	4.2	98	4.3	98	4.5	62	4.1	62	4.3	62
Spanish II	140	370	38	4.6	109	4.6	16	4.1	16	4.8	16	4.5	108	4.6	31	4.8	31	4.2	31	4.5	109	4.6	109	4.4	30	4.1	31	4.7	31
Grand Total *	302	1015	30	4.5	209	4.3	27	4.0	27	4.7	26	4.5	208	4.4	93	4.8	93	4.1	93	4.4	207	4.4	207	4.4	92	4.1	93	4.4	93

* Filtering on columns does not affect grand total

CourseEval Survey Intelligence Report
Created: January 18, 2024

The Survey Intelligence Report (grouped by “Course Name” in step 4) takes each course title taught and puts them all into one grouping (for the predetermined date range).

