

VIEWING REPORTS

HOW DO I LOGIN TO VIEW RESULTS?

Log into: <https://liu.iasystem.org/admin>

Sign in using LIU credentials

NAVIGATE TO REPORTS

Select "Results" from Main Menu.

Select "Reports" from Dropdown. You are now on the Generate Reports page.

INDIVIDUAL COURSE REPORTS

The Individual Course Reports show an *overall summative rating (scale of 1-5)* representing the combined responses of students to the four global summative items. The report also shows the *challenge and engagement (CEI) (scale of 1-7)* index which combines student responses to several **TEF** items relating to how academically challenging students found the course and how engaged they were. Open-ended comments and response rates are also included.

Navigate to Individual Course Reports

1. From the Generate Reports page, select the Individual Course Report.
2. Select Term for which you would like to create a course report (*defaults to current term*).
3. Select College (*defaults to 'All' or User's specific college scoped to*).
4. You may further refine your selections by Department and/or Course.
5. Instructor (*either leave blank or use this to quickly search for reports for a single instructor*).
6. When all selections are made, click "Continue."
7. Use checkboxes to select all, or some, of the evaluations listed to generate reports.
8. You may update filter selections in the sidebar to refresh the evaluations list.
9. You may also choose under 'Report Options' at the top of the page whether you would like the report to include numeric results and comments, numeric results only, or comments only. Once all selections are finalized, click "Continue" at the bottom of the page.
10. The course summary reports will open in a new window in PDF format.

COMBINED COURSE REPORTS

The combined course reports allow multiple courses/instructors to be combined into one report.

Navigate to Combined Course Reports

1. From the Generate Reports page, select the Combined Course Report.
2. Select Term for which you would like to create a course report (*defaults to current term*).
3. Select College (*defaults to 'All' or User's specific college scoped to*).
4. You may further refine your selections by Department and/or Courses.
5. When all selections are made, click "Continue."
6. Use checkboxes to select all, or some, of the evaluations listed to generate reports.

7. You may update filter selections in the sidebar to refresh the evaluations list.
8. Once all selections are finalized, click "Continue" at the bottom of the page.
9. The summary reports will open in a new window as a PDF document.

HIGH LOW REPORTS

The High/Low Report lists all courses in the selected college or department. Courses are grouped into Highest Rated and Lowest Rated based on the Average Adjusted Rating of the four global summative items on all university course evaluations given for the term. Courses evaluated using *Form J* (Studio/Clinical) are not included on the report because the standard summative evaluation terms do not appear on the form. The reported averages are means of course medians and are presented for selected items.

NAVIGATE TO HIGH LOW REPORTS

1. Select "Results" from Main Menu.
2. Select "Reports" from Dropdown. You are now on the Generate Reports page.
3. From the Generate Reports page, select the High/Low Report tab.
4. Select Term for which you would like to create a report (*defaults to current term*).
5. Select College (*defaults to 'All' or User's specific college scoped to*).
6. You may further refine your selection by Department.
7. When all selections are made, click "Continue"
8. The high/low report will open in a new window as a PDF document.

RATINGS SUMMARY REPORTS

Department Ratings Summary Reports summarize student ratings of all courses evaluated during a specified period of time such as an academic term or year. These reports display average ratings for selected evaluation items and show how your department compares with the college and institution. You can also see differences according to upper division, lower division, and graduate level courses, as well as how your Teaching Assistants are rated.

NAVIGATE TO RATINGS SUMMARY REPORTS

1. Select "Results" from Main Menu.
2. Select "Reports" from Dropdown. You are now on the Generate Reports page.
3. From the Generate Reports page, select the Ratings Summary.
4. Select Term for which you would like to create a summary (*defaults to current term*).
5. Select College (*defaults to 'All' or User's specific college scoped to*).
6. You may further refine your selection by Department.
7. When all selections are made, click "Continue".
8. The ratings summary report will open in a new window as a PDF document.

EVALUATION LIST REPORT

The TEF Evaluation List Report itemizes all courses evaluated during a specified period of time. Instructor, Rank, Course, Credit Hours, Evaluations Completed, Enrollments, Response Rates, Form

Used, Combined Median, and Method of Class Delivery.

NAVIGATE TO EVALUATION LIST REPORT

1. Select "Results" from Main Menu.
2. Select "Reports" from Dropdown. You are now on the Generate Reports page.
3. From the Generate Reports page, select Evaluation List tab.
4. Select Term for which you would like to create an evaluation list (*defaults to current term*).
5. Select College (*defaults to 'All' or User's specific college scoped to*).
6. You may further refine your selection by Department.
7. When all selections are made, click "Continue".
8. The Evaluation List report will open in a new window as a PDF document.

EXPORT EVALUATION DATA

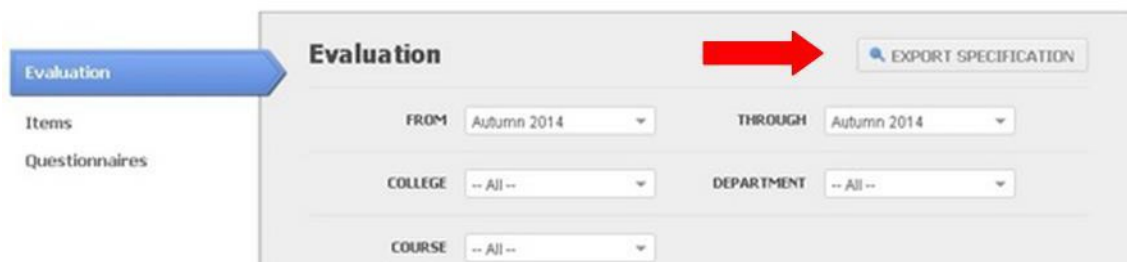
The following export files can be downloaded for further analysis.

- **Evaluation**
 - **Evaluation Parameter** files provide information about the evaluations themselves. Parameters are used to identify and possibly classify evaluations of particular interest. Most evaluations have one record in the parameters file, but team-taught or cross-listed courses may have multiple records. Several fields included may be useful for cross referencing with the items and questionnaires file.
 - Course Number
 - Section
 - Instructor ID
 - Last Name
 - First Name
 - **Medians** files report student ratings of courses. They contain one record per *evaluation* and support analyses for which evaluation is the unit of analysis. An *evaluation* is defined as the set of student ratings relating to a particular combination (defined by the institution) of course, section(s), instructor(s) and term.
- **Item** datafiles contain one record per item per evaluation and support analyses for which item is the unit of analysis. Item data are used to examine the technical functioning (reliability) of the items and the evaluation forms.
- **Questionnaires** datafiles contain one record per student per evaluation and support analyses for which student is the unit of analysis. A *questionnaire* is an evaluation form filled out by an individual student.

NAVIGATE TO EVALUATION LIST REPORT

1. Select “Results” from Main Menu.
2. Select “Datafiles” from Dropdown. You are now on the [Datafiles](#) page.
3. Select Type of export (Evaluation, Items, or Questionnaires) and fill out corresponding filters.
4. Click “Download” button and a save File Dialog box will appear.

Note: The gray Export Specifications button opens a PDF document that explains the details of all the data files.



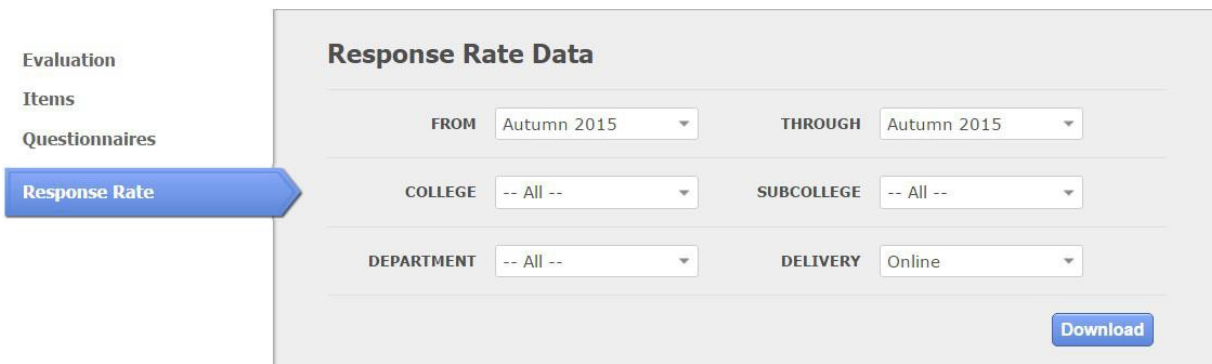
The screenshot shows a web interface for exporting evaluation data. On the left, there is a sidebar with three tabs: 'Evaluation', 'Items', and 'Questionnaires'. The 'Evaluation' tab is highlighted with a blue arrow. The main content area is titled 'Evaluation' and contains several filter fields: 'FROM' (Autumn 2014), 'THROUGH' (Autumn 2014), 'COLLEGE' (-- All --), 'DEPARTMENT' (-- All --), and 'COURSE' (-- All --). In the top right corner of the main panel, there is a button labeled 'EXPORT SPECIFICATION' with a magnifying glass icon. A red arrow points to this button.

EXPORT EVALUATION DATA

This feature provides the ability to export by aggregate response rate data for closed evaluations by Institution, College, and Department.

NAVIGATE TO RESPONSE RATE DATA

1. Select “Results” from Main Menu.
2. Select “Datafiles” from Dropdown. You are now on the [Datafiles](#) page.
3. Select the blue “Response Rate” tab and fill out the corresponding filters.
4. Click the blue “Download” button and .CSV file will be downloaded with your requested data.



The screenshot shows a web interface for exporting response rate data. On the left, there is a sidebar with three tabs: 'Evaluation', 'Items', and 'Questionnaires'. The 'Response Rate' tab is highlighted with a blue arrow. The main content area is titled 'Response Rate Data' and contains several filter fields: 'FROM' (Autumn 2015), 'THROUGH' (Autumn 2015), 'COLLEGE' (-- All --), 'SUBCOLLEGE' (-- All --), 'DEPARTMENT' (-- All --), and 'DELIVERY' (Online). At the bottom right of the main panel, there is a blue button labeled 'Download'.