

**Report Generation WorkFlow**

**Production for Individual Instructors**

**BLUE Course Evaluation System**

**By**

**Hossein Hakimzadeh**

**6/1/2016**

**Fair warning:**

Successful completion of this training material may have negative intellectual implications for the learner.

## IUSB/BLUE WorkFlow – Report Generation Production-Cycle

### Step 1: Copy the Test-Cycle Report

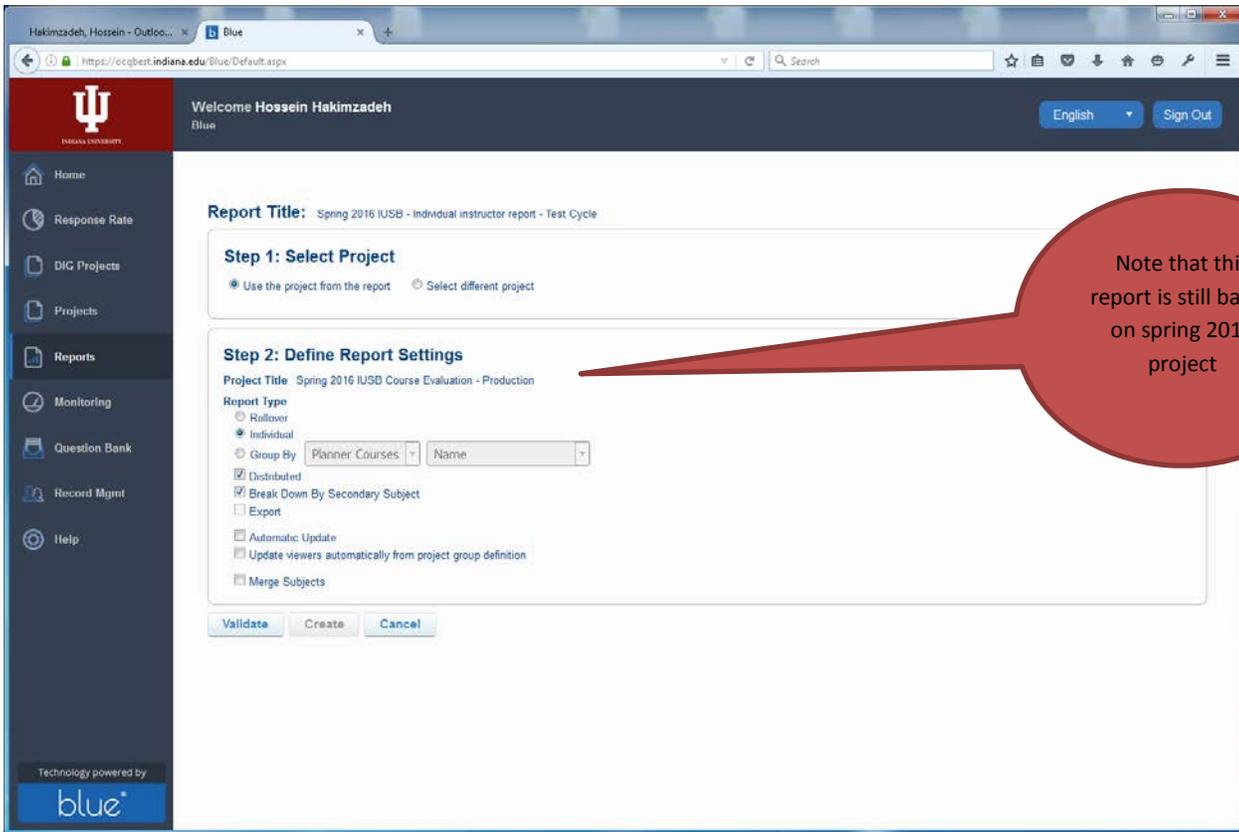
Select one of the previously created Reports, in this case the Test-Cycle report from Spring 2016 (see below) and then click the “COPY” button.

The screenshot shows the Blue system interface. The header includes the user's name, 'Welcome Hossein Hakimzadeh', and language options. The main content area is titled 'Report List' and features filters for Category, Subcategory, and Display. A table lists 11 reports, with the following data:

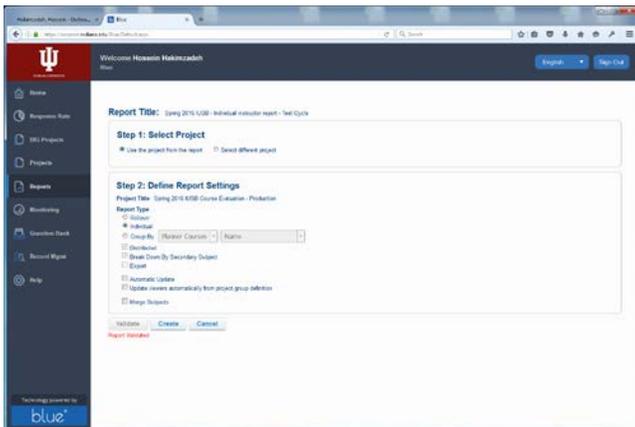
Category	Subcategory	Report Title	Project Title	Expiry Date	Status	Manage	Edit
<input type="checkbox"/>	IUSB - Early Fall 2016	Individual instructor report - No OP - IU South Bend Student Course Evaluation – Fall 2015	IU South Bend Student Course Evaluation – Fall 2015	[No Expiry]	Published	Manage	Edit
<input type="checkbox"/>	IUSB - Early Fall 2016	IUSB Wide Report - IU South Bend Student Course Evaluation – Fall 2015	IU South Bend Student Course Evaluation – Fall 2015	[No Expiry]	Published	Manage	Edit
<input type="checkbox"/>	IUSB - Spring 2016	Jun12 Spring 2016 IUSB - Individual instructor report - Test Cycle	Spring 2016 IUSB Course Evaluation - Production	[No Expiry]	Published	Manage	Edit
<input type="checkbox"/>	IUSB - Regular Fall 2016	rollover test report	Spring 2016 IUSB Course Evaluation - Production	[No Expiry]	Not Published	Manage	Edit
<input checked="" type="checkbox"/>	IUSB - Spring 2016	Spring 2016 IUSB - Individual instructor report - Test Cycle	Spring 2016 IUSB Course Evaluation - Production	[No Expiry]	Not Published	Manage	Edit

Buttons for 'Delete', 'Copy', and 'Archive' are visible below the table. The interface also includes a sidebar with navigation options like Home, Response Rate, DIG Projects, Projects, Reports, Monitoring, Question Bank, Record Mgmt, and Help.

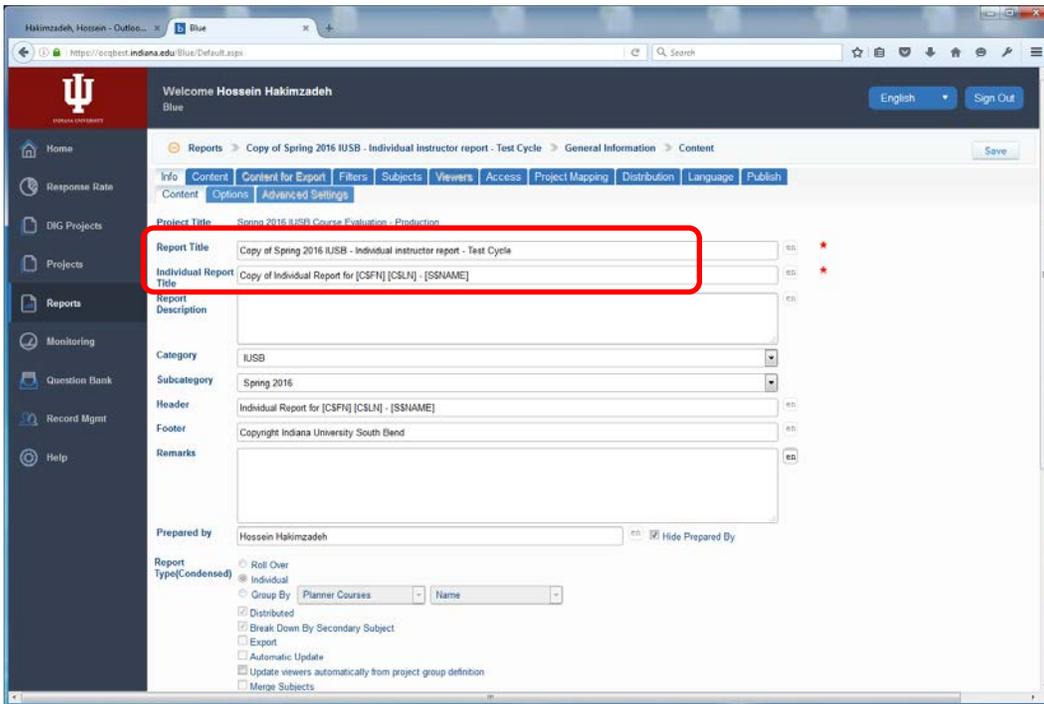
You should now see a figure similar to the one below:



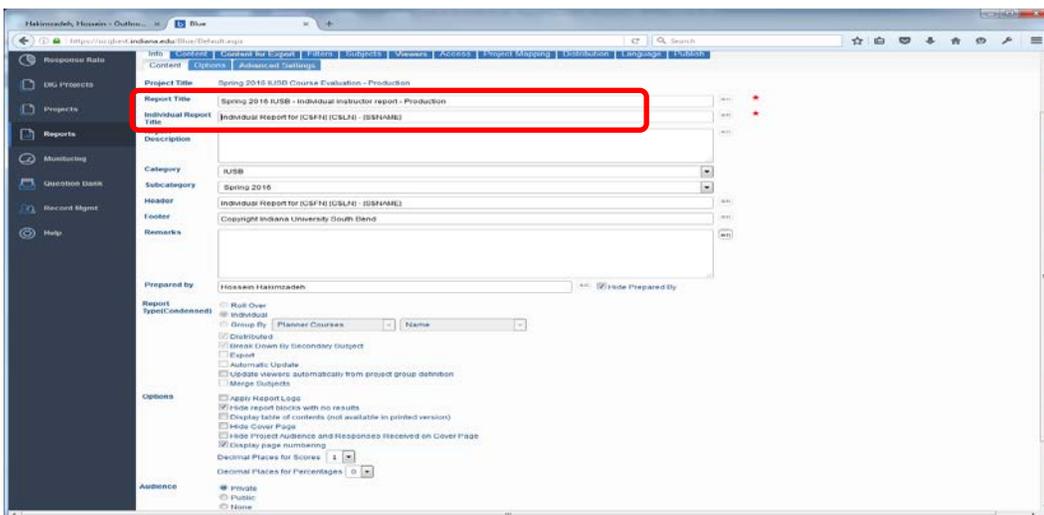
Click the **VALIDATE** button, If validated correctly, click the **CREATE** button:



Change the **Report title** and the **Individual Report Title**.



Now you should see:

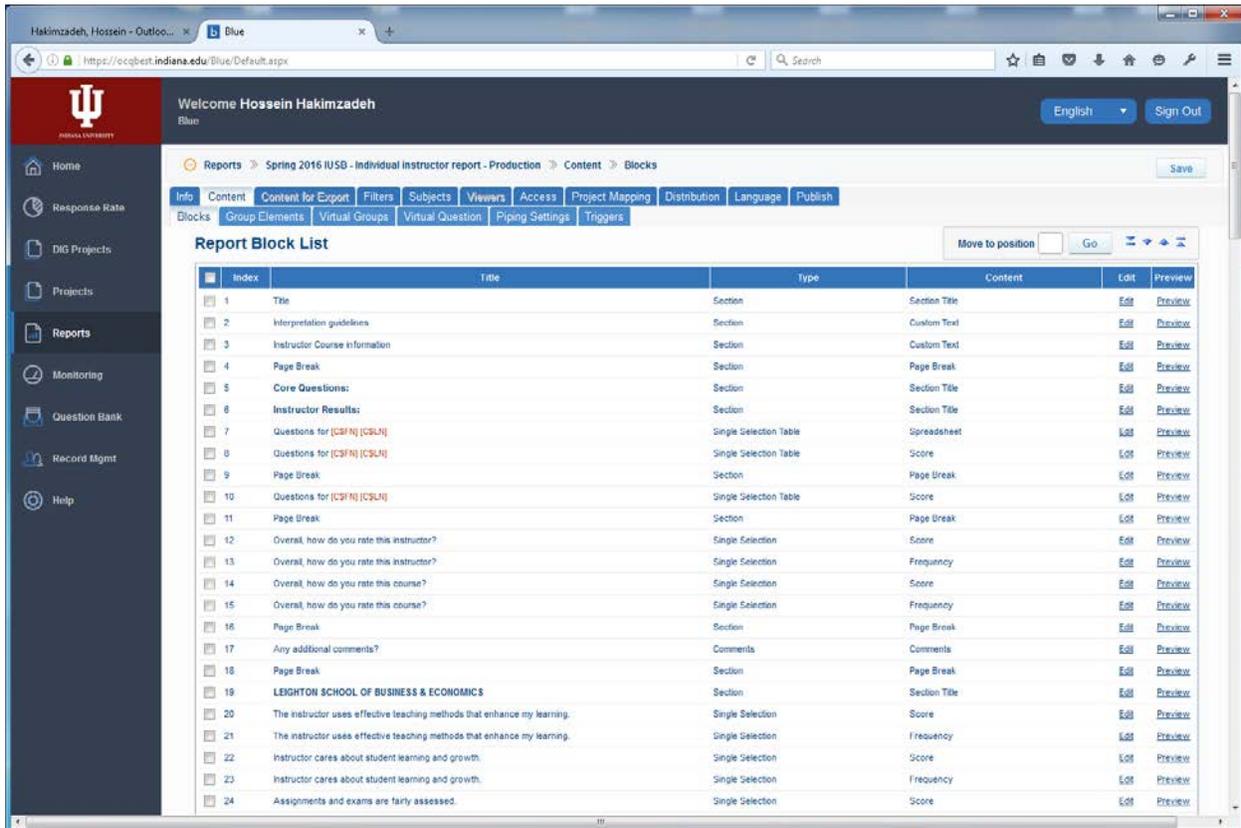


SAVE the REPORT.

## Step 2: Validate the Report Content:

Click the **CONTENT** Tab:

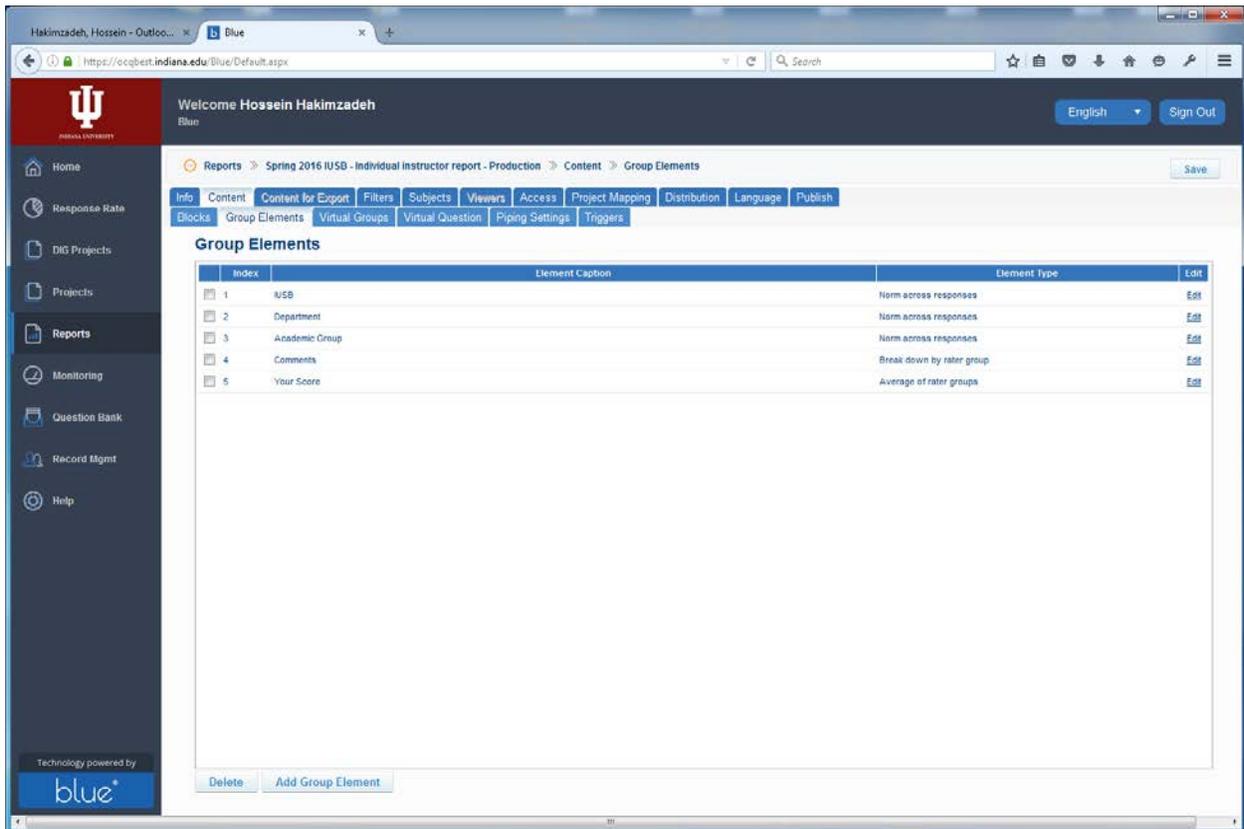
### 1) Check the Report Blocks



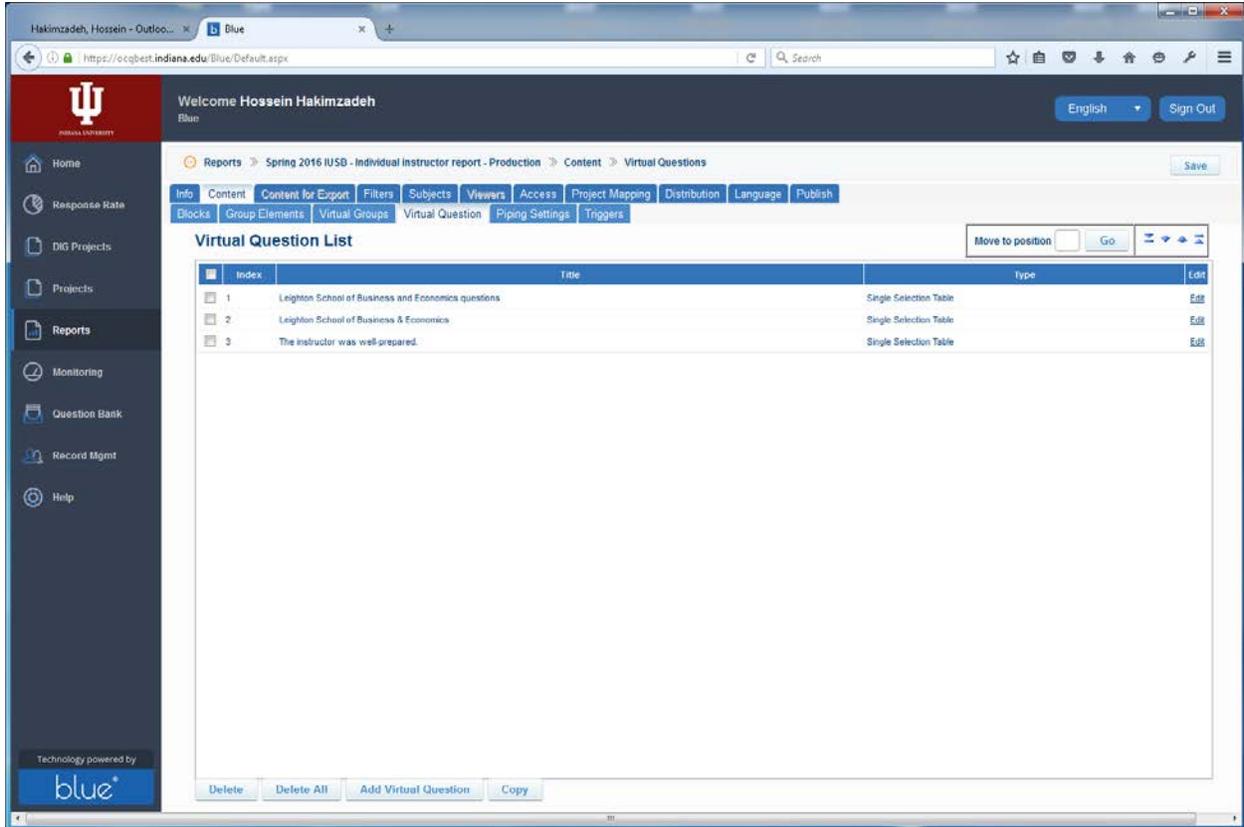
The screenshot displays the Blue system interface for Hossein Hakimzadeh. The main content area shows the 'Report Block List' for the 'Spring 2016 IUSB - Individual Instructor report - Production' report. The list contains 24 items, each with an index, title, type, content, and edit/preview options. The items include sections for 'Interpretation guidelines', 'Instructor Course Information', 'Core Questions', 'Instructor Results', and various survey questions about teaching methods and student learning.

Index	Title	Type	Content	Edit	Preview
1	Title	Section	Section Title	Edit	Preview
2	Interpretation guidelines	Section	Custom Text	Edit	Preview
3	Instructor Course Information	Section	Custom Text	Edit	Preview
4	Page Break	Section	Page Break	Edit	Preview
5	Core Questions:	Section	Section Title	Edit	Preview
6	Instructor Results:	Section	Section Title	Edit	Preview
7	Questions for [CS/N] [C/L/N]	Single Selection Table	Spreadsheet	Edit	Preview
8	Questions for [CS/N] [C/L/N]	Single Selection Table	Score	Edit	Preview
9	Page Break	Section	Page Break	Edit	Preview
10	Questions for [CS/N] [C/L/N]	Single Selection Table	Score	Edit	Preview
11	Page Break	Section	Page Break	Edit	Preview
12	Overall, how do you rate this instructor?	Single Selection	Score	Edit	Preview
13	Overall, how do you rate this instructor?	Single Selection	Frequency	Edit	Preview
14	Overall, how do you rate this course?	Single Selection	Score	Edit	Preview
15	Overall, how do you rate this course?	Single Selection	Frequency	Edit	Preview
16	Page Break	Section	Page Break	Edit	Preview
17	Any additional comments?	Comments	Comments	Edit	Preview
18	Page Break	Section	Page Break	Edit	Preview
19	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS	Section	Section Title	Edit	Preview
20	The instructor uses effective teaching methods that enhance my learning.	Single Selection	Score	Edit	Preview
21	The instructor uses effective teaching methods that enhance my learning.	Single Selection	Frequency	Edit	Preview
22	Instructor cares about student learning and growth.	Single Selection	Score	Edit	Preview
23	Instructor cares about student learning and growth.	Single Selection	Frequency	Edit	Preview
24	Assignments and exams are fairly assessed.	Single Selection	Score	Edit	Preview

### 2) Group Elements



- 3) Virtual Groups  
Empty!
- 4) Virtual Questions



## 5) Piping Settings

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Index	Piping Key	Default Caption	Edit
1	[CSPN]		Edit
2	[CSLN]		Edit
3	[CSNAME]		Edit

## 6) Triggers

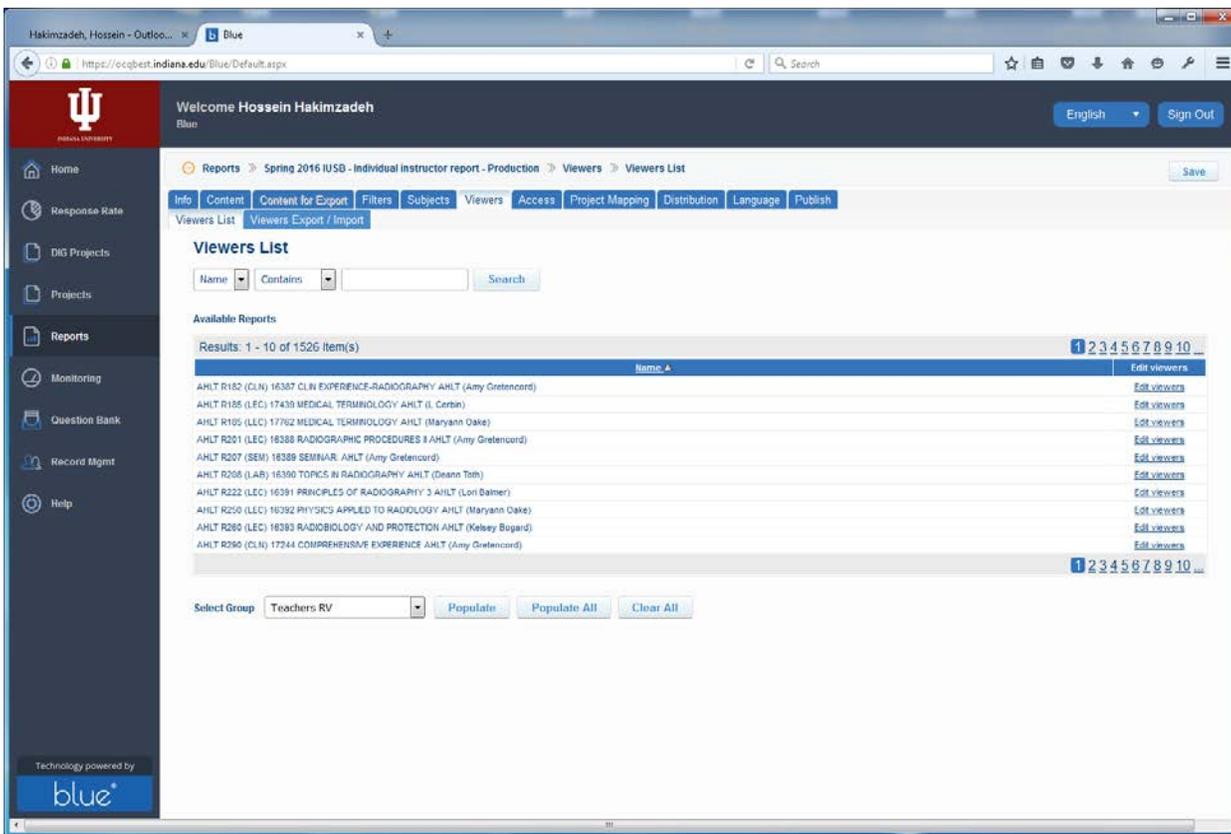
Empty!

SAVE the REPORT.

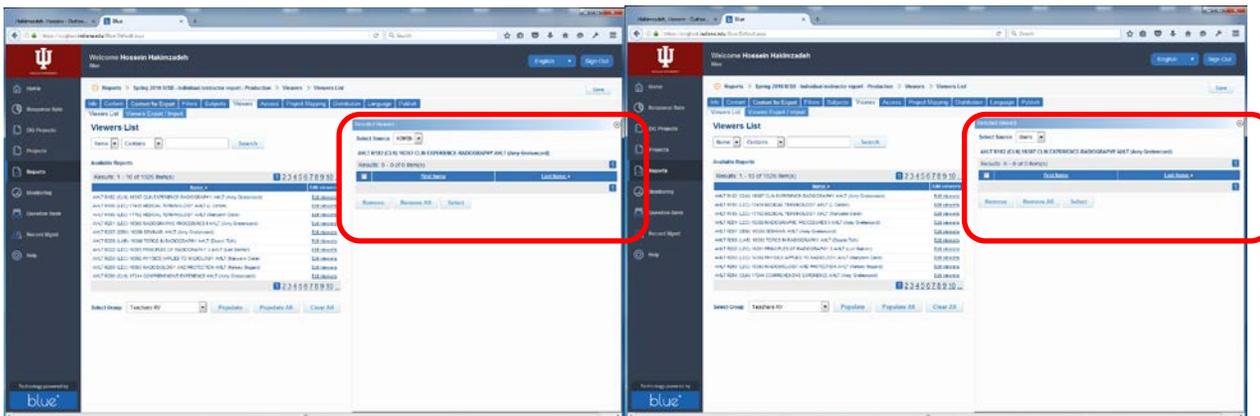


## Step 4- Set the Report Viewers

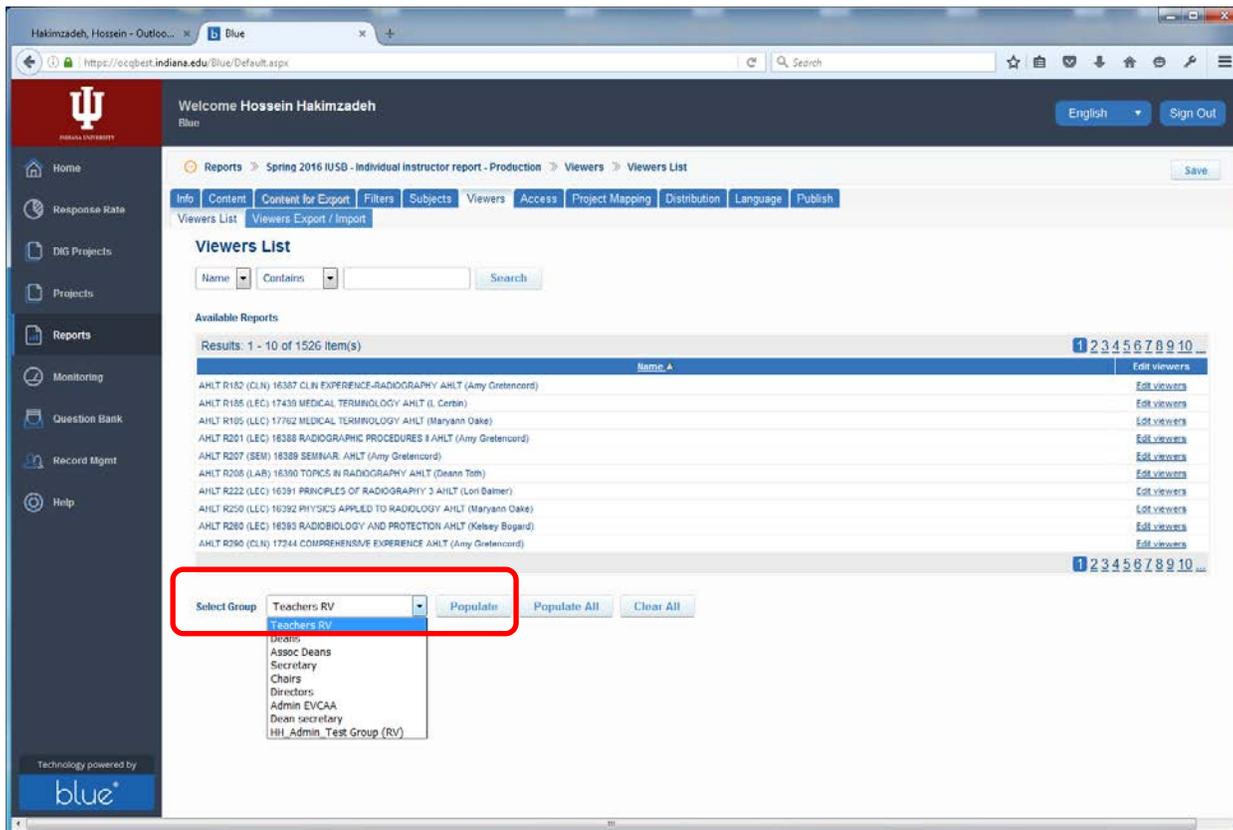
Click the **VIEWERS** tab:



Currently no one (admin or user) is able to view these reports: We can verify by click the Edit viewers: (See below)

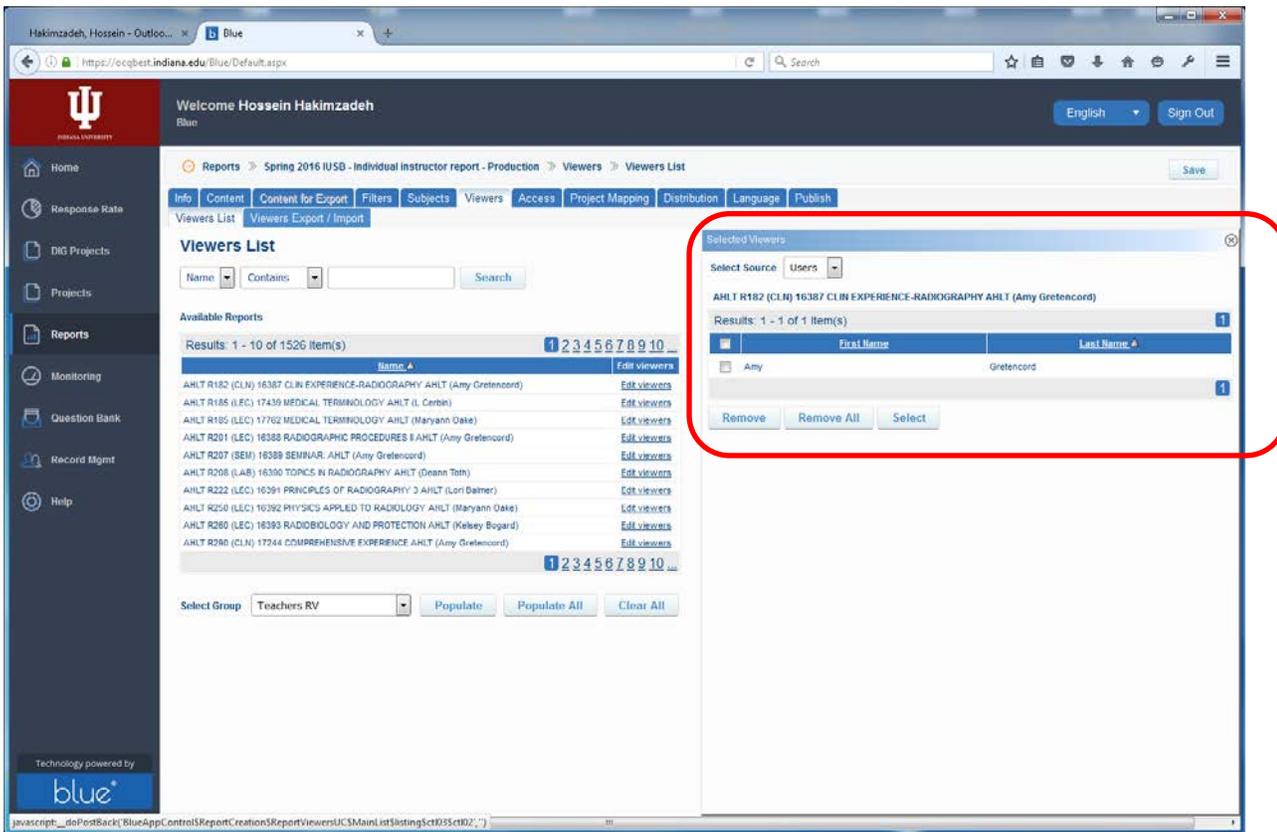


To make sure the faculty are able to see their reports, in the Selected Group combo box, make sure the TEACHERS RV is selected:

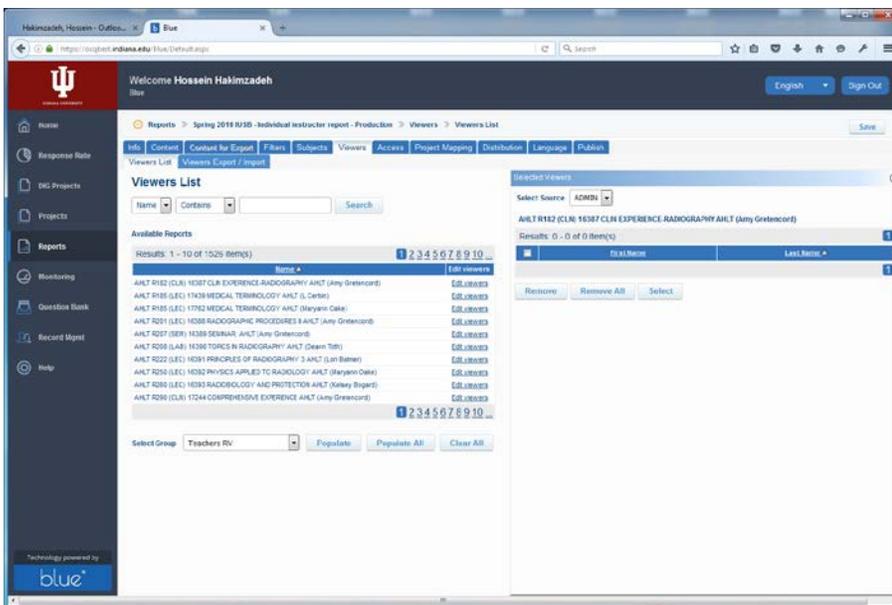


Then Click the **POPULATE** button. (Do not Click the Populate All)

No VALIDATE that the correct viewers are able to see the reports: (For this, we will take a sampling of sections and see who can see the report). Pick a report, and click the Edit Viewers link. For example the very first report. We can see that under USERS (see select source combo box), the faculty “Amy Gretencord” is able to view the report.



If we select the ADMIN from the selected source, we notice that no one can see the report. This is just right!



## Audit:

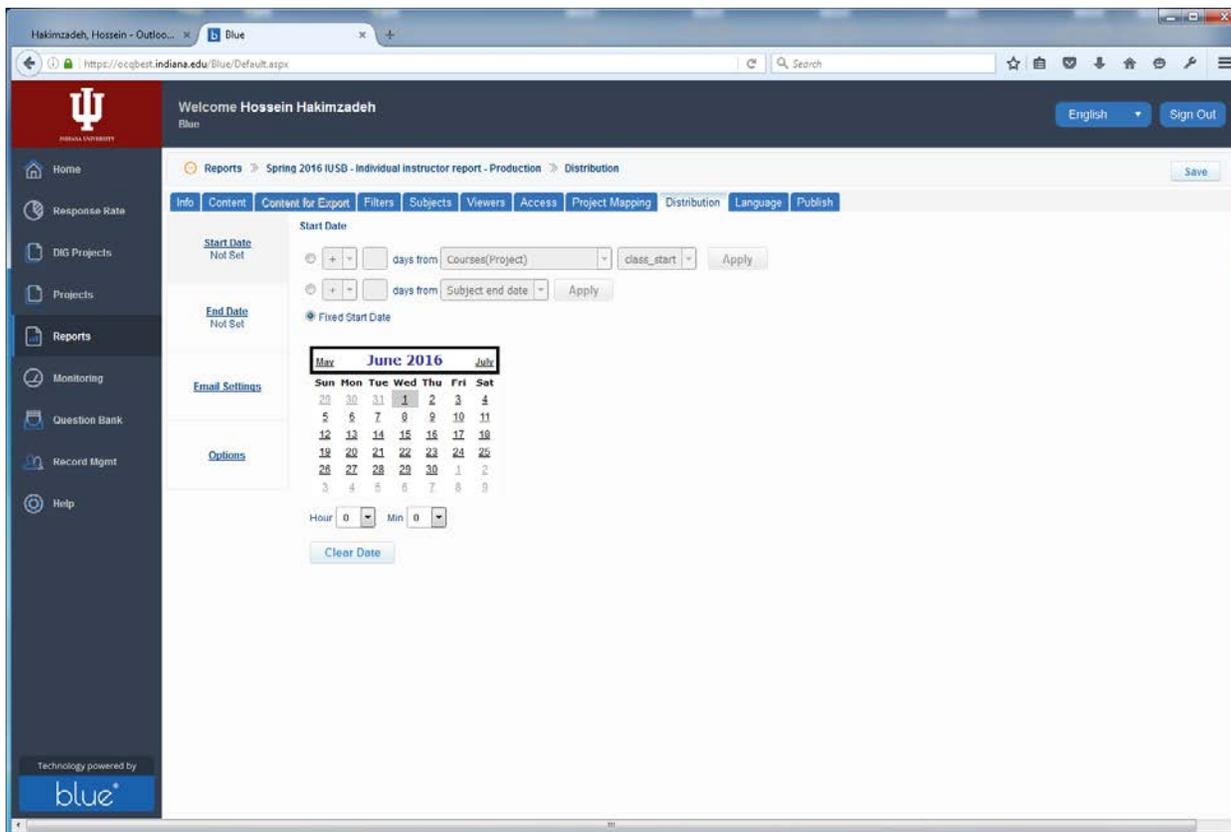
We can check a few reports to see if the correct faculty can view the report. This of course is an audit nightmare since we can really never be sure that the right person will see the right report unless we check every course!!

We can skip the Access and Project Mapping tabs. These are basically to give access to administrators and to map multiple projects into a report (according to the BLUE representatives, this is seldom done)

**SAVE the REPORT.**

## Step – 5 Set the Report Distribution

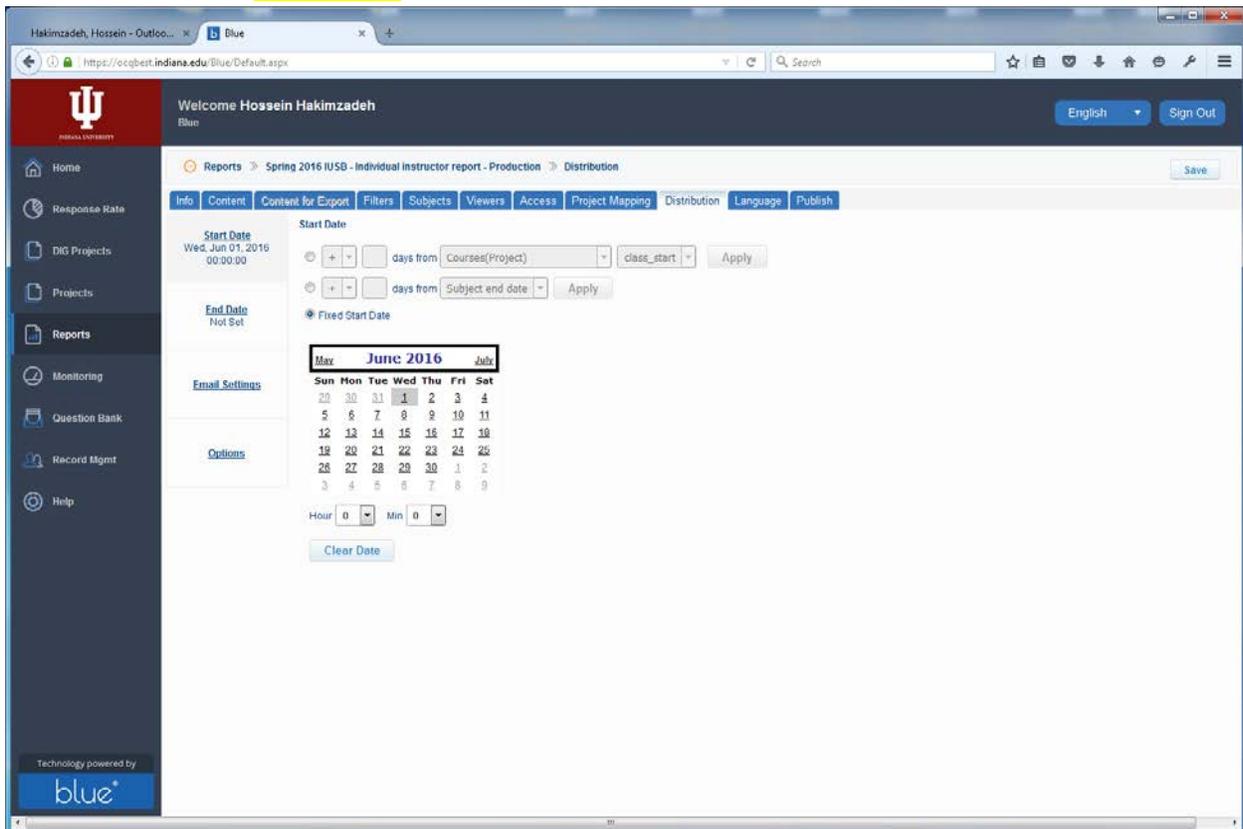
Click the **DISTRIBUTION** tab



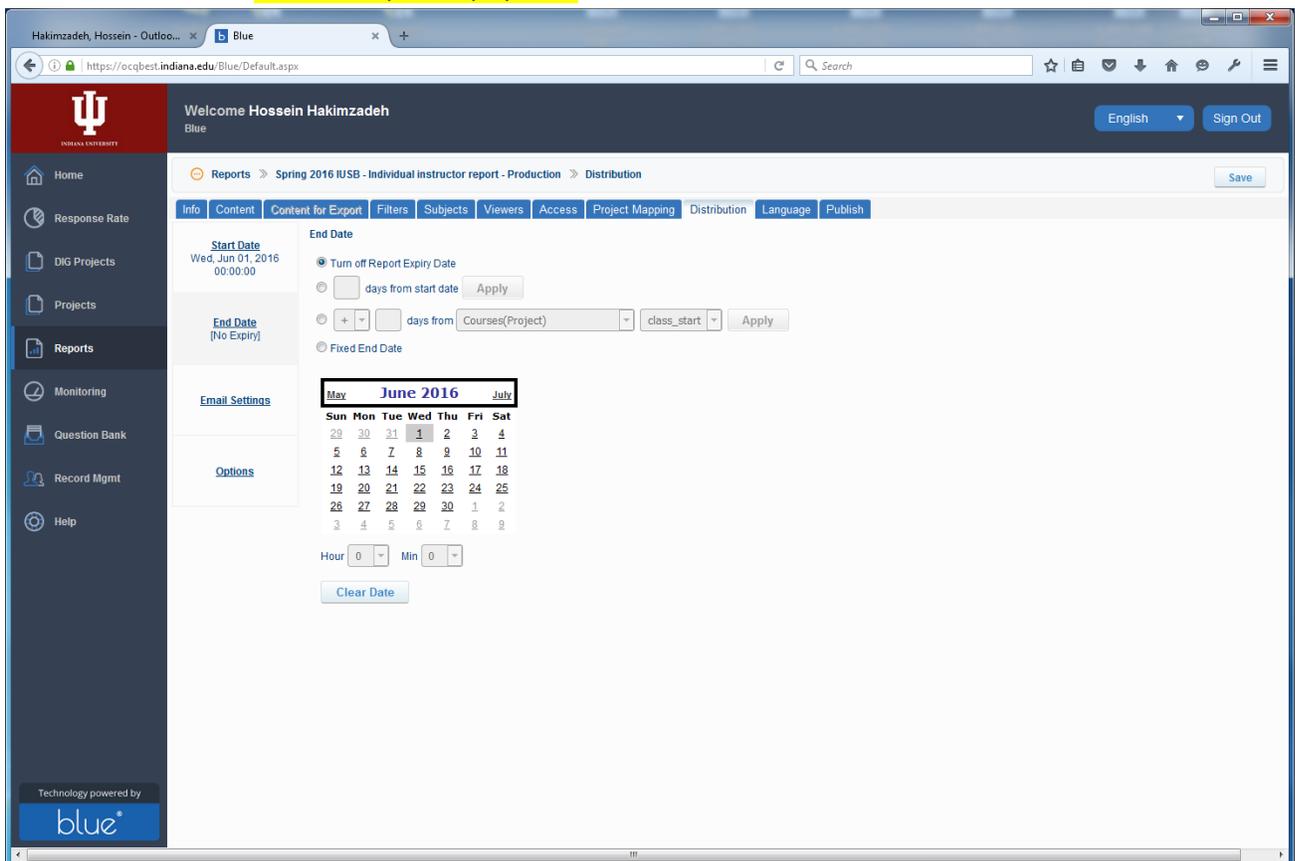
The screenshot shows the Blue LMS interface. The user is logged in as Hossein Hakimzadeh. The breadcrumb trail is: Reports > Spring 2016 IUSB - Individual Instructor report - Production > Distribution. The 'Distribution' tab is selected in the top navigation bar. The main content area shows the 'Start Date' section with a calendar for June 2016. The calendar has the 1st of June highlighted. Below the calendar, there are 'Hour' and 'Min' dropdown menus, both set to 0, and a 'Clear Date' button. The left sidebar contains navigation links: Home, Response Rate, DIG Projects, Projects, Reports, Monitoring, Question Bank, Record Mgmt, and Help. The bottom of the sidebar says 'Technology powered by blue'.

Now .....

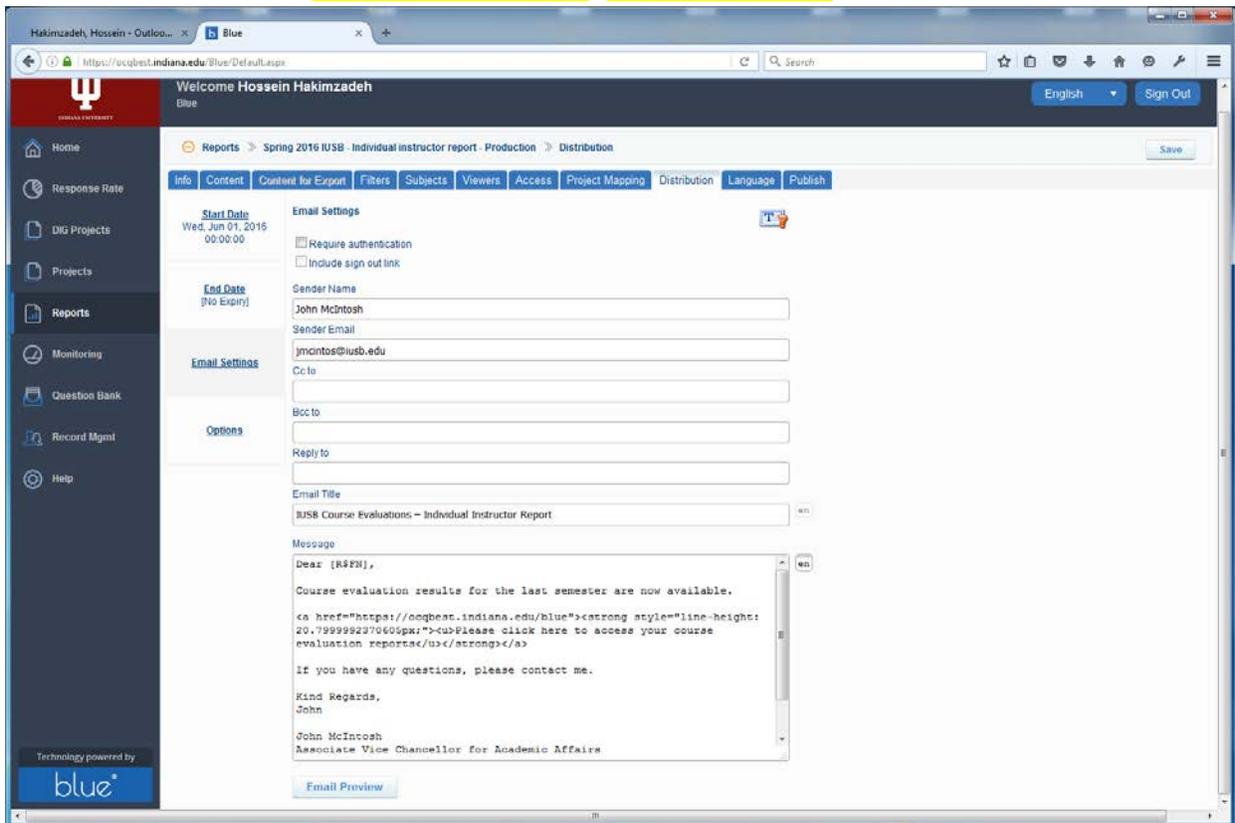
1) Set the Start Date to **today's date**:



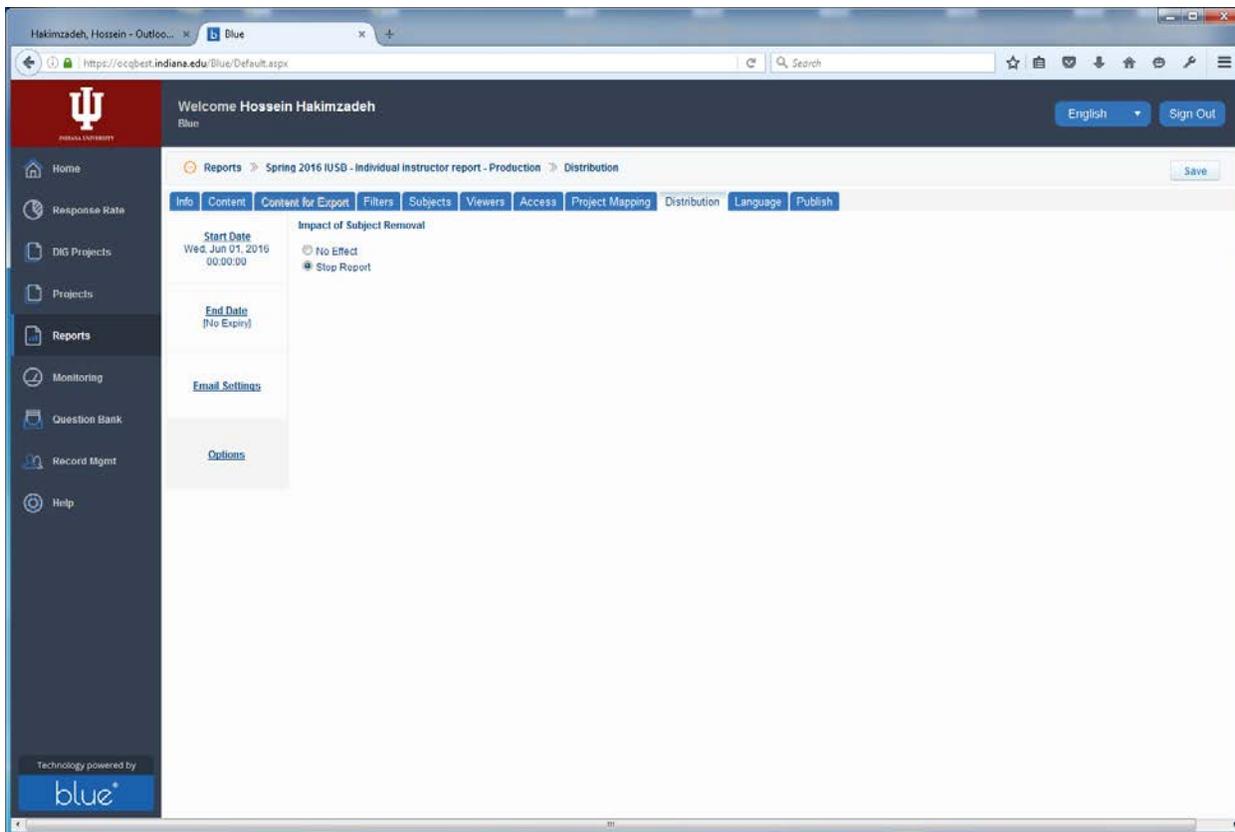
2) Set the End Date to **“Turn off Report Expiry Date”**



- 3) Set the Email Settings to “Require Authentication” or just leave it as is.



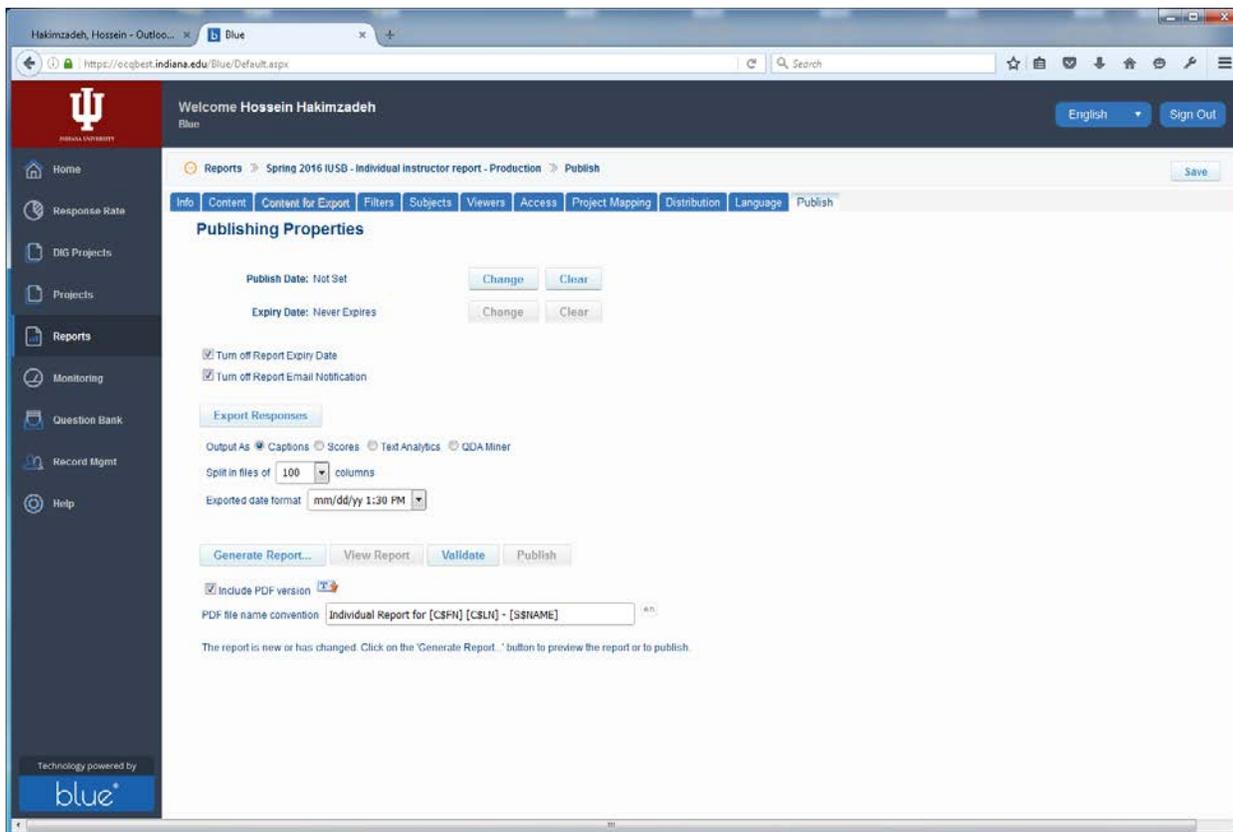
- 4) Set the Options to “Stop Report” as the impact of Subject Removal. (in other words, if the course is removed from the system, the report (if any) should also be removed from the system.)



SAVE the REPORT.

## Step 6 – Publish the Report

Click the PUBLISH tab:



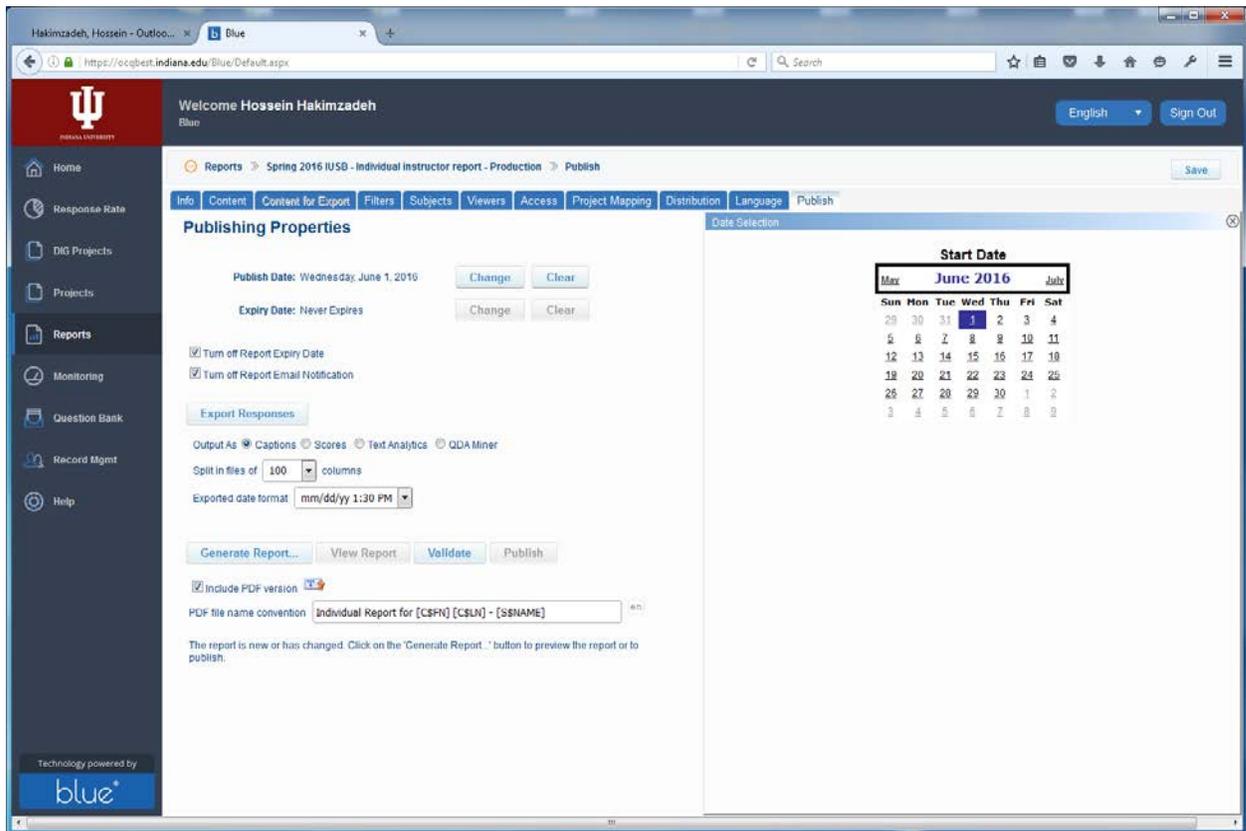
The screenshot shows a web browser window displaying the Blue system interface. The user is logged in as Hossein Hakimzadeh. The page title is "Publishing Properties" for the report "Spring 2016 IUSB - Individual Instructor report - Production". The interface includes a navigation menu on the left with options like Home, Response Rate, DIG Projects, Projects, Reports, Monitoring, Question Bank, Record Mgmt, and Help. The main content area shows the following settings:

- Publish Date: Not Set (Change, Clear)
- Expiry Date: Never Expires (Change, Clear)
- Turn off Report Expiry Date:
- Turn off Report Email Notification:
- Export Responses:
- Output As:  Captions,  Scores,  Text Analytics,  QDA Miner
- Split in files of: 100 columns
- Exported date format: mm/dd/yy 1:30 PM
- Buttons: Generate Report..., View Report, Validate, Publish
- Include PDF version:
- PDF file name convention: Individual Report for [CSFN] [CSLI] - [SISNAME]

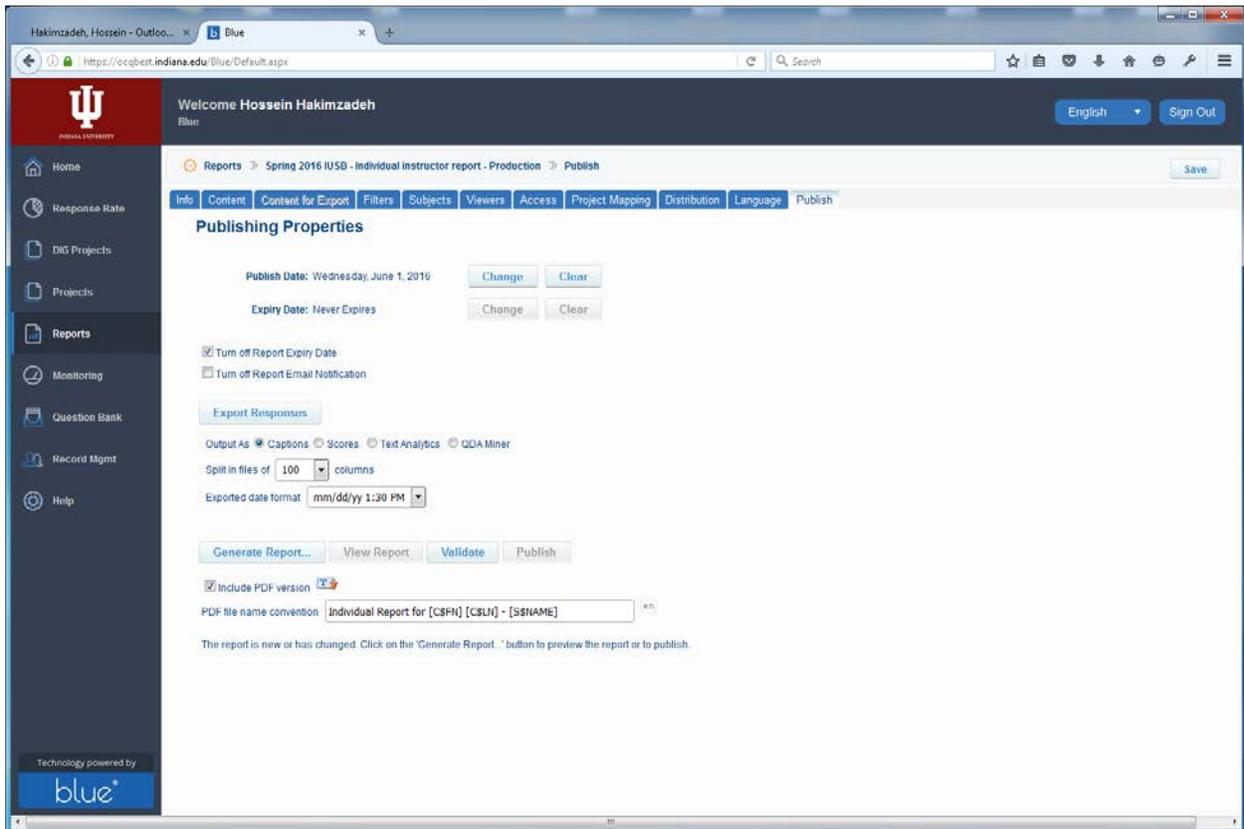
A note at the bottom states: "The report is new or has changed. Click on the 'Generate Report...' button to preview the report or to publish."

Now:

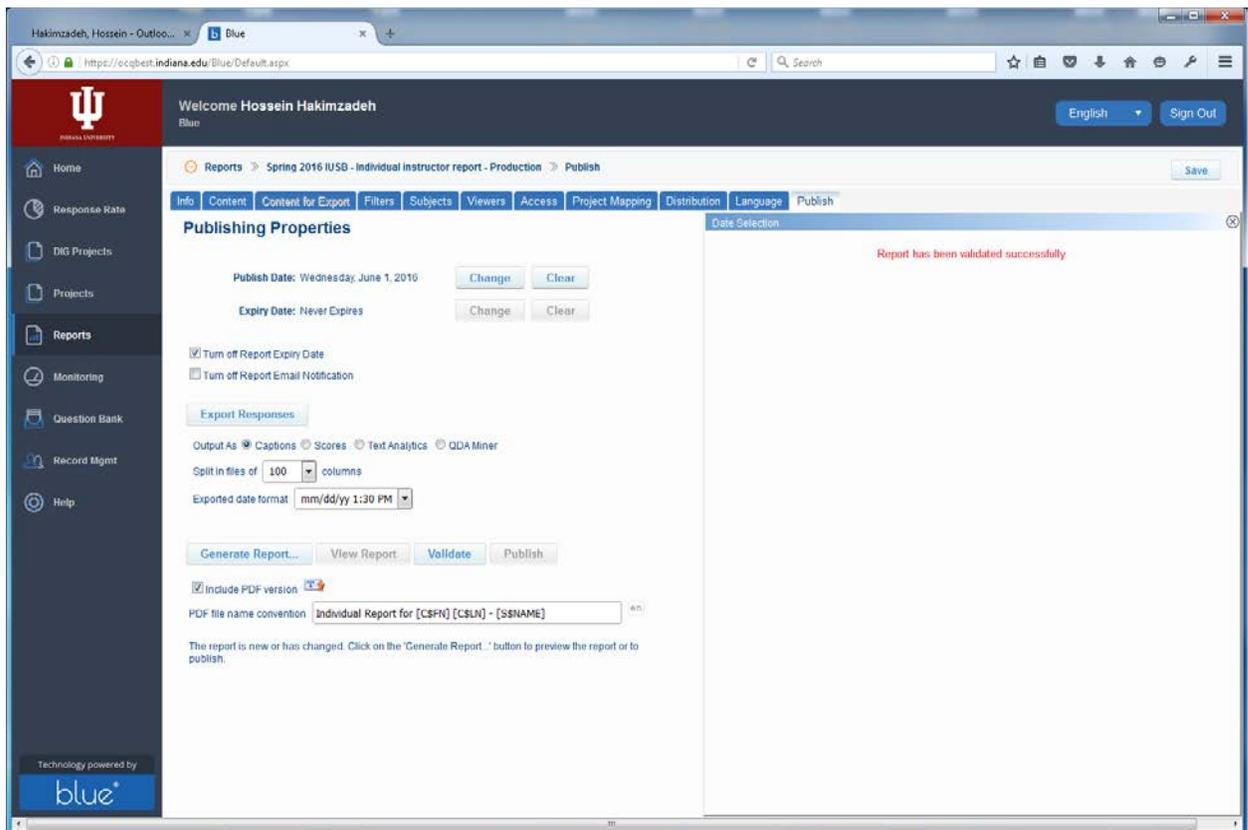
- 1) Set the Publish Date to today's date



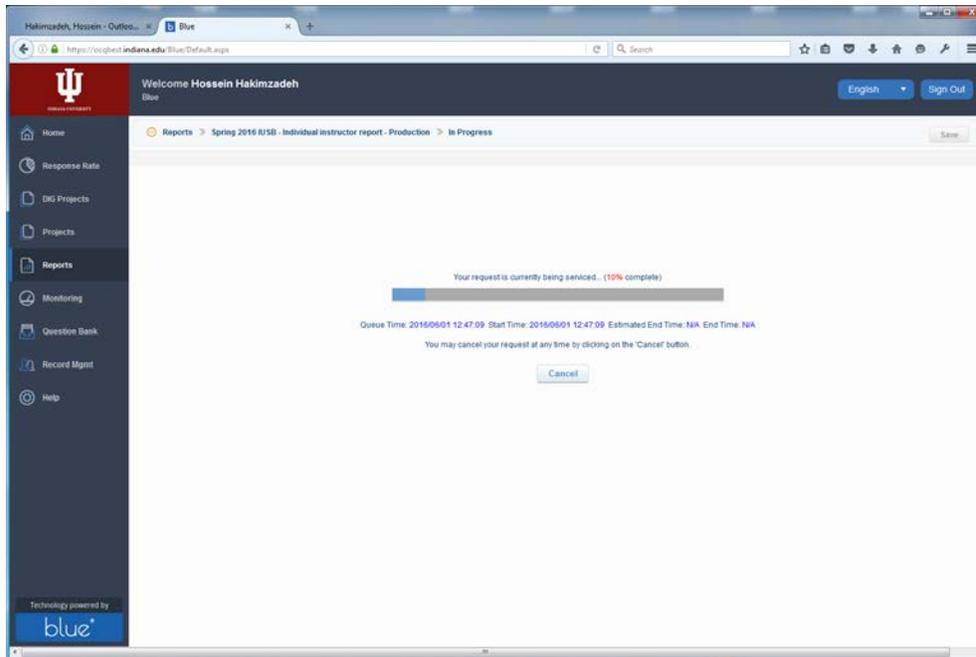
- 2) Set the Expiry Date to (Never Expires) (this is the default)
- 3) Turn ON the Report Email Notification (Un-check the checkbox)



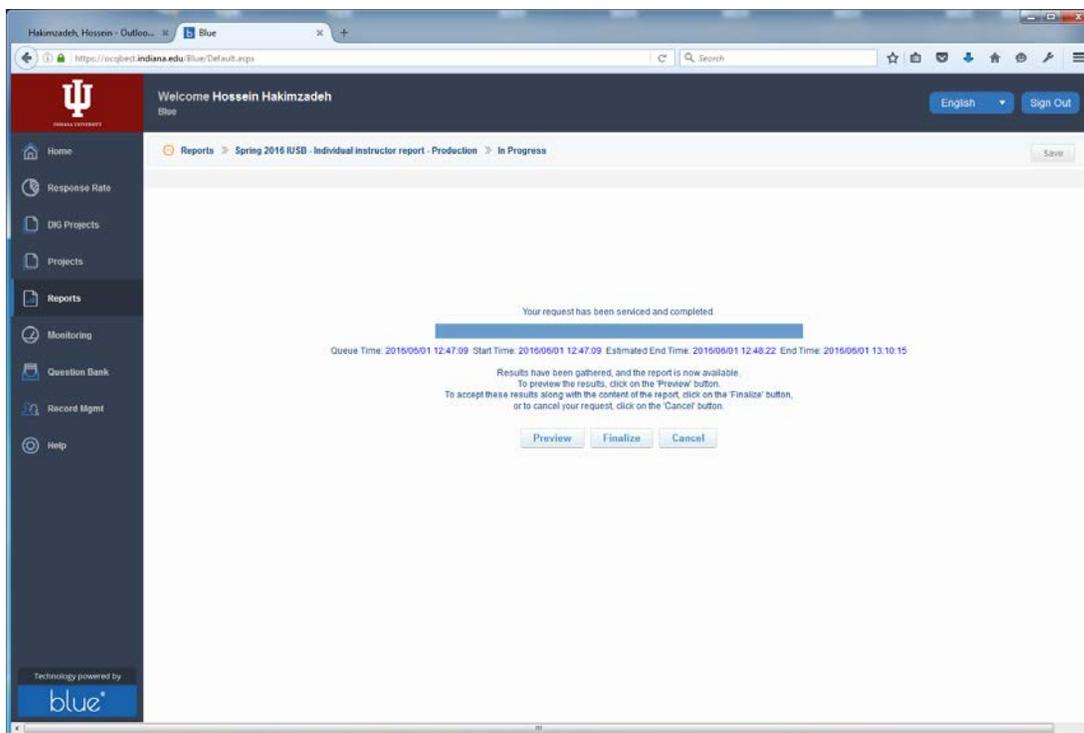
4) Click the Validate button



- 5) Click the Generate Report... button  
(Note that this will take several minutes to several hours for 1500 sections. )



At it ended at:



- 6) We can now try to Preview a few reports to see if they look alright. Specifically we may want to check those reports that had additional questions developed by the department.

**Individual Report for Hossein Hakimzadeh - INFO I308 (LEC) 17045 INFORMATION REPRESENTATION**

Spring 2016 IUSB Course Evaluation - Production

Project Audience 9  
Responses Received 8  
Response Ratio 89%

Creation Date Wed, Jun 01, 2016

Download PDF

**Indiana South Bend University**

**Indiana South Bend University Course Evaluation - Spring 2016**

**Interpretation guidelines**

The value "5" represents "Strongly Agree" while the value "1" represents "Strongly Disagree". Keep in mind that students completing their course evaluations does not necessarily mean they answered each question. As a result, for some items, you may notice that the total number of responses is lower than it is for others. In these cases, the student decided to skip this question. Students also may have skipped the open-ended questions, thus leaving you with fewer responses in these sections.

Teacher	Course
Hossein Hakimzadeh	INFO I308 (LEC) 17045 INFORMATION REPRESENTATION

**MATH:**

**Report List** Spring 2016 IUSB Individual instructor report - Production

This table provides a list of links to reports in both PDF and HTML format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML version by opening the link located in the Report Title column of the table as an accessible alternative.

MATH Search report title Clear search

Results: 1 - 10 of 64 Item(s)

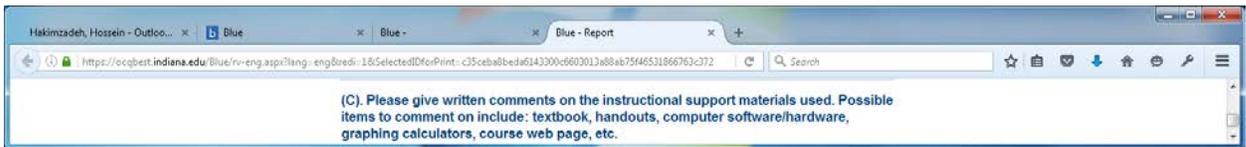
PDF	Report Title	Threshold Status
	<a href="#">Individual Report for Anna Brown - MATH M215 (LEC) 17505 CALCULUS I</a>	Met
	<a href="#">Individual Report for Anna Brown - MATH M216 (LEC) 17411 CALCULUS II</a>	Met
	<a href="#">Individual Report for Catherine Pace - MATH M107 (LEC) 17312 COLLEGE ALGEBRA</a>	Met
	<a href="#">Individual Report for Catherine Pace - MATH M126 (LEC) 17046 PRE-CALCULUS MATHEMATICS</a>	Met
	<a href="#">Individual Report for Craig Sumenx - MATH A100 (LEC) 17994 FUNDAMENTALS OF ALGEBRA</a>	Met

**Rating Questions-Entered by Instructor**

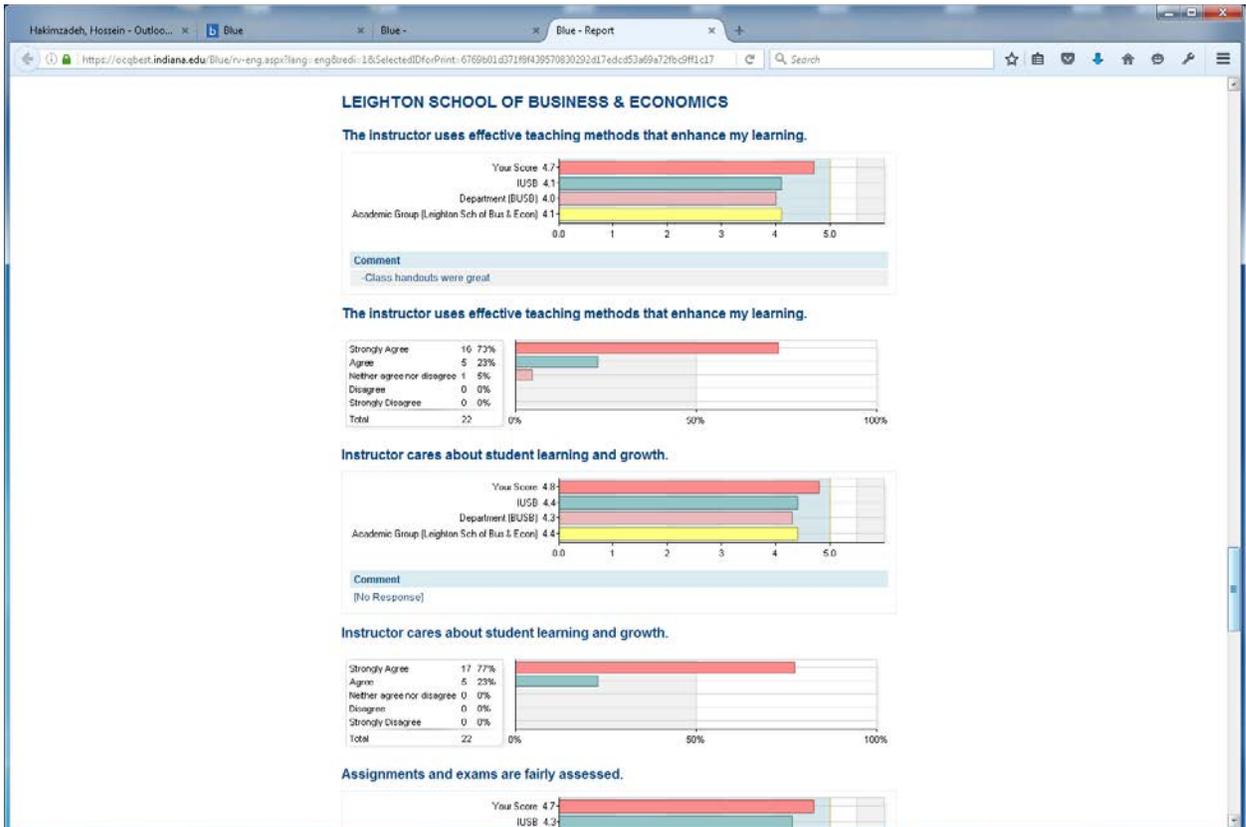
(A). Please give written comments on the instructor. Possible items to comment on include: providing explanations and examples, ability to kindle interest, handling of questions, being prepared for class, office hours, examinations, grading, fairness, etc.

Comment

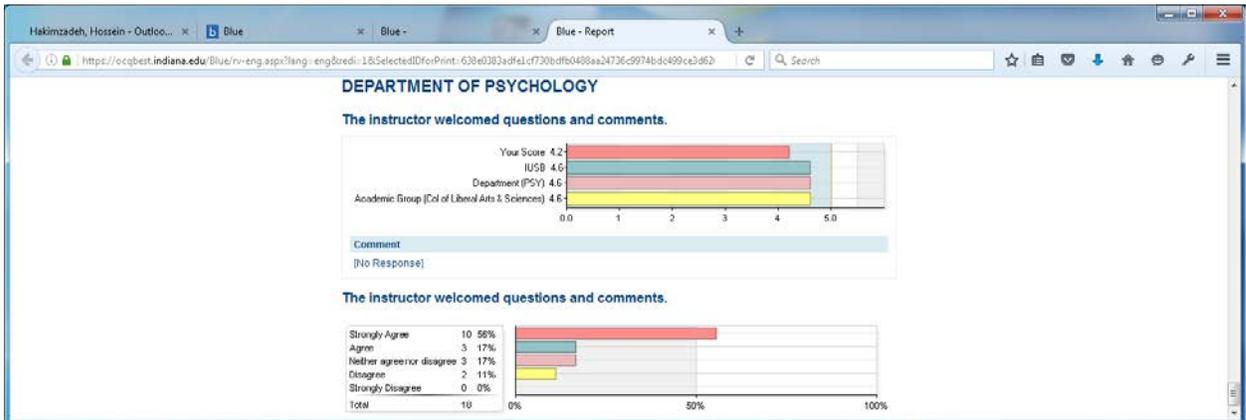
(B). Please give written comments on the course. Possible items to comment on include: opportunity to acquire new skills and understanding, pace of the course, appropriateness of laboratory work (if applicable), etc.



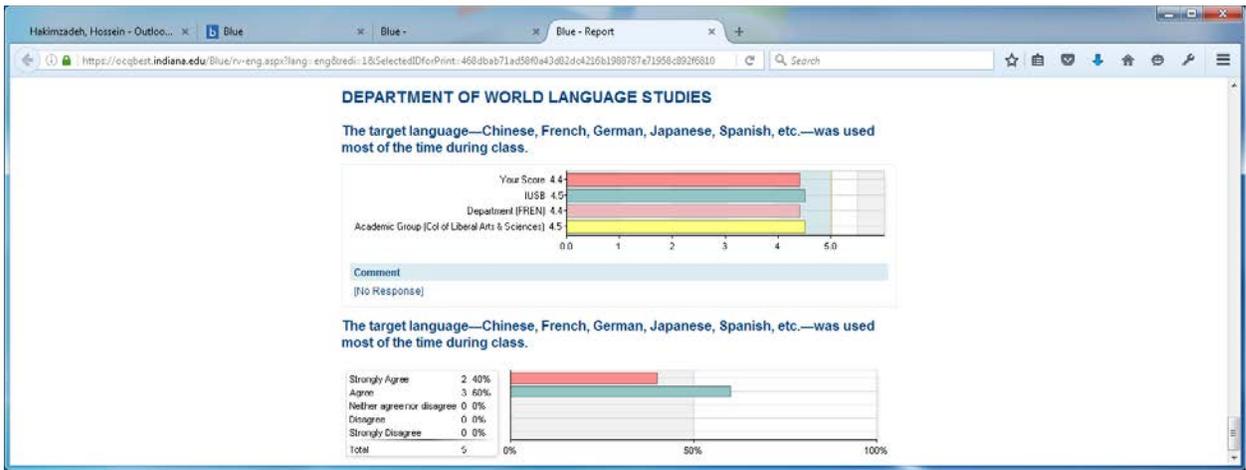
From BUSB



From PSY:



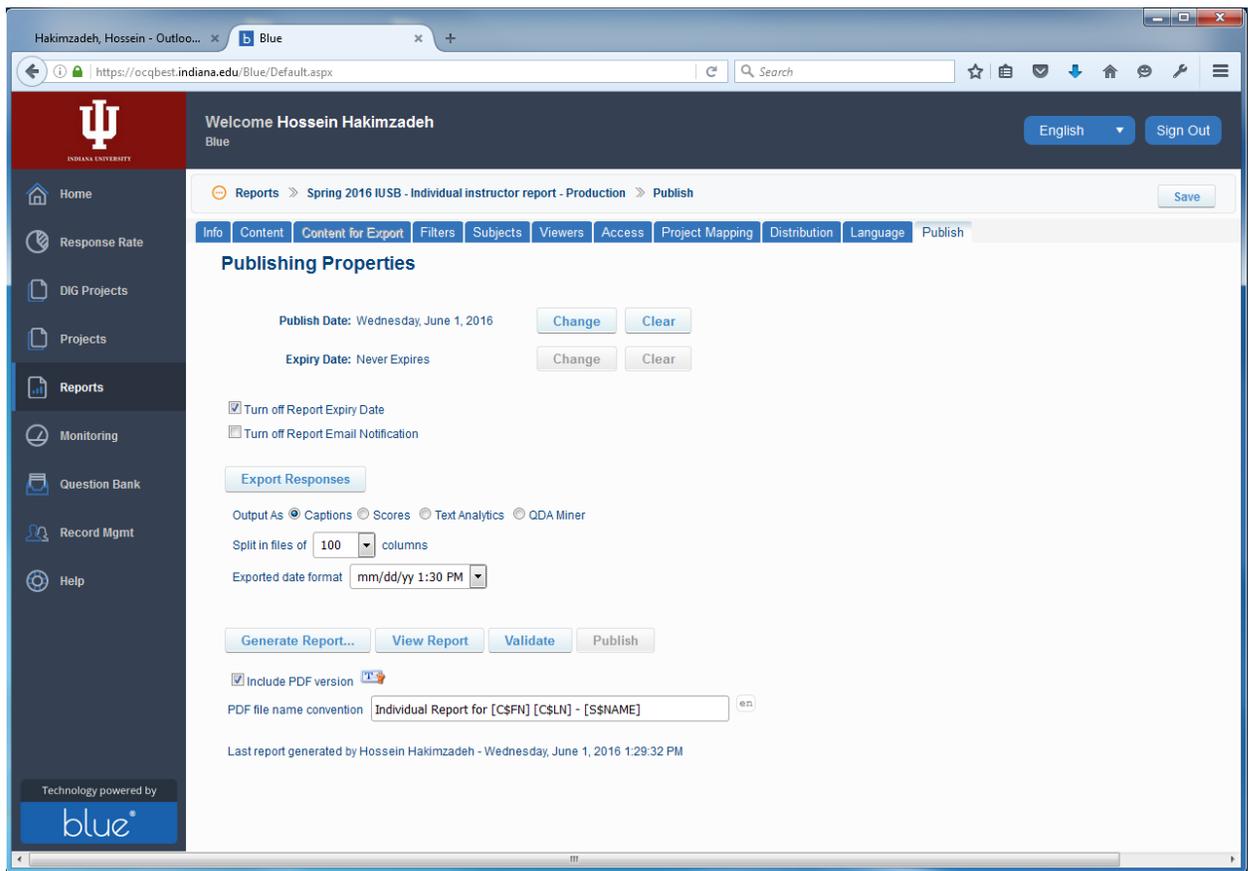
World Languages (FREN):



ETC..

7) Finally, we can **FINALIZE** the reports and that should make it available to the faculty.

Click finalize, and you will see the following:



Let's **SAVE** everything one more time for good measure!!

The screenshot shows a web browser window with the URL <https://ocqbest.indiana.edu/Blue/Default.aspx>. The user is logged in as Hossein Hakimzadeh. The main content area is titled "Publishing Properties" and is part of a report generation workflow for "Spring 2016 IUSB - Individual instructor report - Production".

**Navigation and Breadcrumbs:**  
Home > Reports > Spring 2016 IUSB - Individual instructor report - Production > Publish

**Configuration Options:**  
- **Publish Date:** Wednesday, June 1, 2016 (Change, Clear)  
- **Expiry Date:** Never Expires (Change, Clear)  
-  Turn off Report Expiry Date  
-  Turn off Report Email Notification  
- **Export Responses:**  
 - Output As:  Captions,  Scores,  Text Analytics,  QDA Miner  
 - Split in files of: 100 columns  
 - Exported date format: mm/dd/yy 1:30 PM  
- **Buttons:** Generate Report..., View Report, Validate, Publish  
-  Include PDF version  
- **PDF file name convention:** Individual Report for [CSFN] [CSLN] - [S\$NAME].en

**Messages:**  
Report has been saved successfully.

**Footer:**  
Technology powered by blue

Validate the Repots one more time to get the PUBLISH button activated. Then click the PUBLISH button.

The screenshot shows a web browser window with the URL <https://ocqbest.indiana.edu/Blue/Default.aspx>. The user is logged in as Hossein Hakimzadeh. The interface features a dark sidebar with navigation options: Home, Response Rate, DIG Projects, Projects, Reports (selected), Monitoring, Question Bank, Record Mgmt, and Help. The main content area is titled 'Publishing Properties' and includes a breadcrumb trail: Reports > Spring 2016 IUSB - Individual instructor report - Production > Publish. A 'Save' button is located in the top right of the main content area. The 'Publishing Properties' section contains the following elements:

- Info** | **Content** | **Content for Export** | **Filters** | **Subjects** | **Viewers** | **Access** | **Project Mapping** | **Distribution** | **Language** | **Publish**
- Publishing Properties** (Date Selection)
- Publish Date:** Wednesday, June 1, 2016 (Change | Clear)
- Expiry Date:** Never Expires (Change | Clear)
- Turn off Report Expiry Date
- Turn off Report Email Notification
- Export Responses** button
- Output As:** Captions (selected) | Scores | Text Analytics | QDA Miner
- Split in files of:** 100 columns
- Exported date format:** mm/dd/yy 1:30 PM
- Buttons:** Generate Report... | View Report | Validate | Publish
- Include PDF version
- PDF file name convention:** Individual Report for [C\$FN] [C\$LN] - [S\$NAME].en
- Last report generated by:** Hossein Hakimzadeh - Wednesday, June 1, 2016 1:29:32 PM

A notification box at the top right of the main content area displays the message: **Report has been validated successfully.**

Click PUBLISH