Report Generation WorkFlow

Production for Individual Instructors

BLUE Course Evaluation System

Ву

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.

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



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Step 2: Validate the Report Content:

Click the CONTENT Tab:

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2) Group Elements

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4) Virtual Questions

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Click the SELECT ALL SUBJECTS button. This should give you all the sections evaluated during the semester spring 2016 project. (Alternatively, if you only want to select some courses, you can click the Select Subject button, then use the Search capability to select certain departments, or sections, etc.)

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Step 4- Set the Report Viewers

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

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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.

<u>Step – 5 Set the Report Distribution</u>

Click the DISTRIBUTION tab

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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.

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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.

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Step 6 – Publish the Report

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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

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5) Click the Generate Report... button

(Note that this will take several minutes to several hours for 1500 sections.)

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



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

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



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



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