Report Generation WorkFlow

Production for Individual Instructors

BLUE Course Evaluation System

By

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6/1/2016

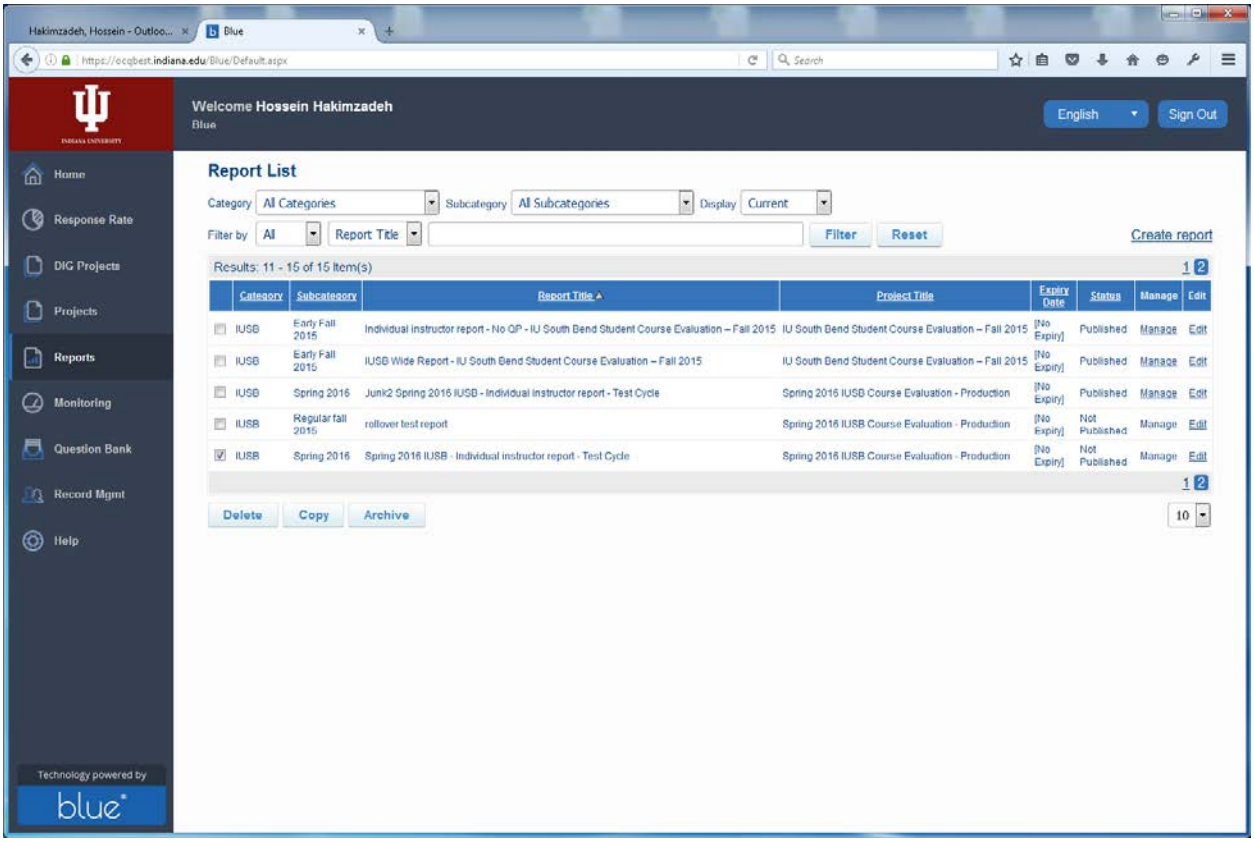
Fair warning:

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

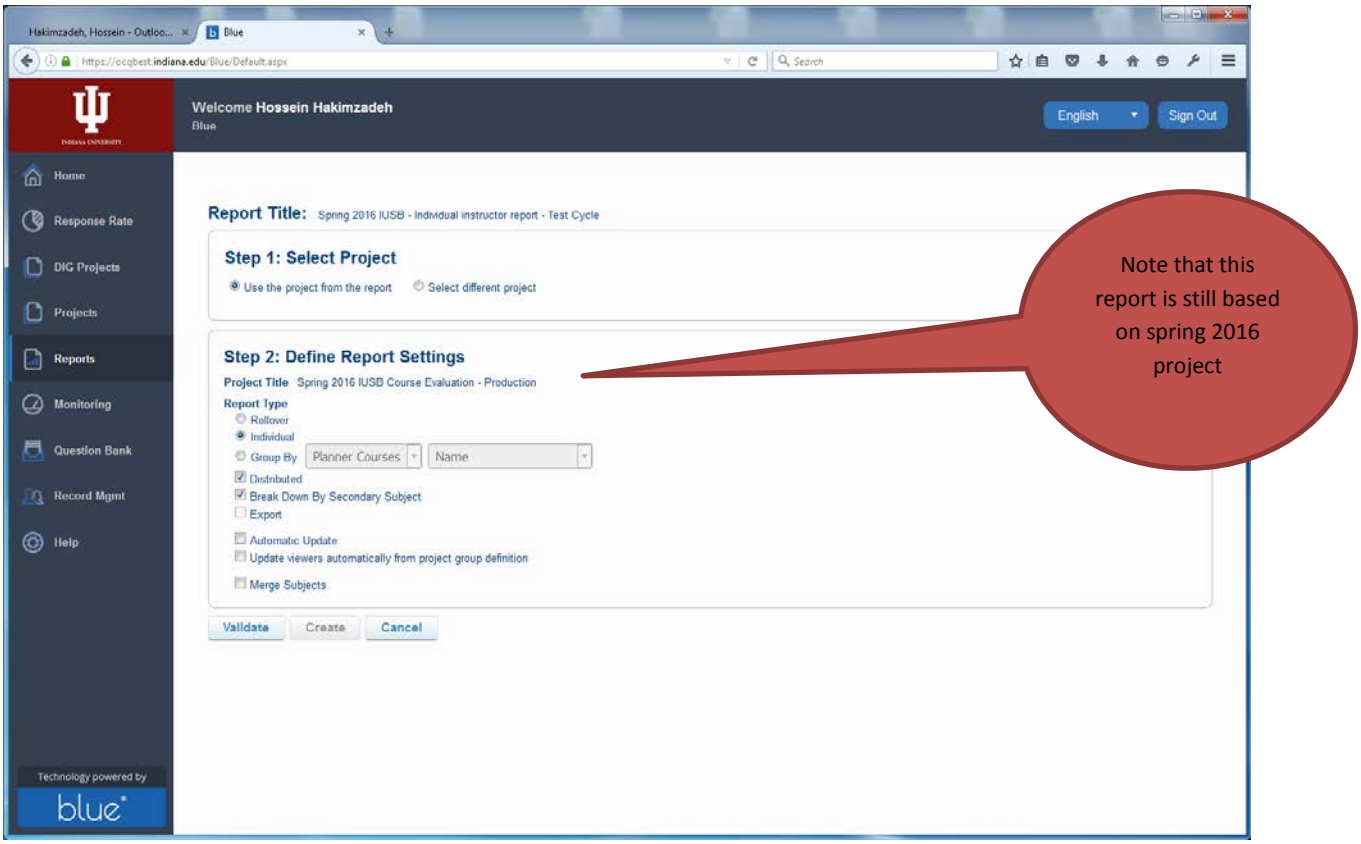
IUSB/BLUE WorkFlow – Report Generation Production-Cycle

Step 1: Copy the Test-Cycle Report

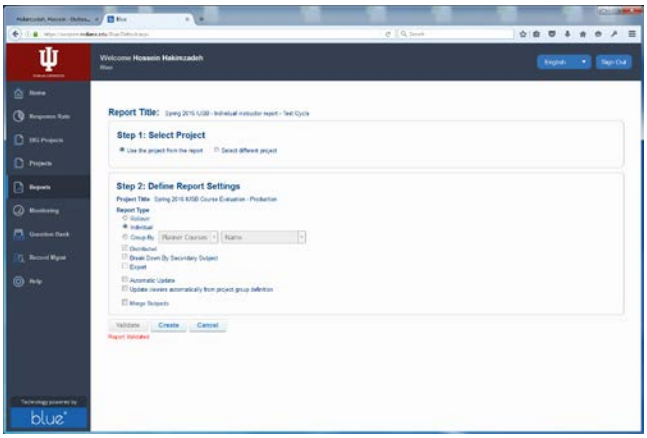
Select one of the previously created Reports, in this case the Test-Cycle report from Spring 2016 (see below) and then click the "COPY" button.



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

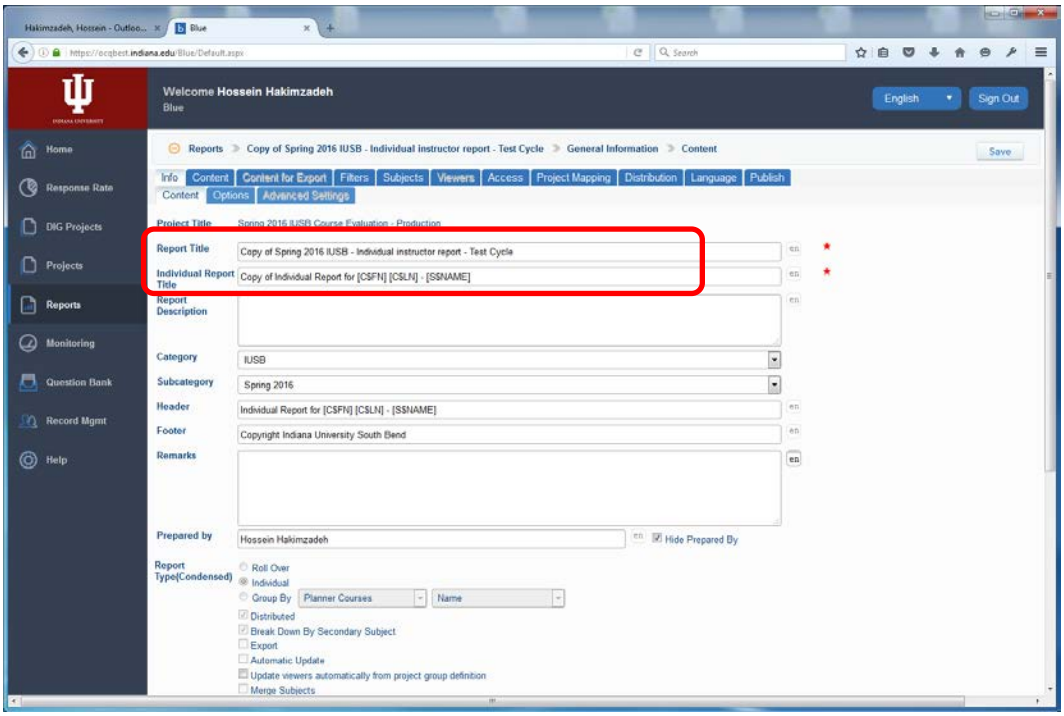


Click the VALIDATE button, If validated correctly, click the CREATE button:

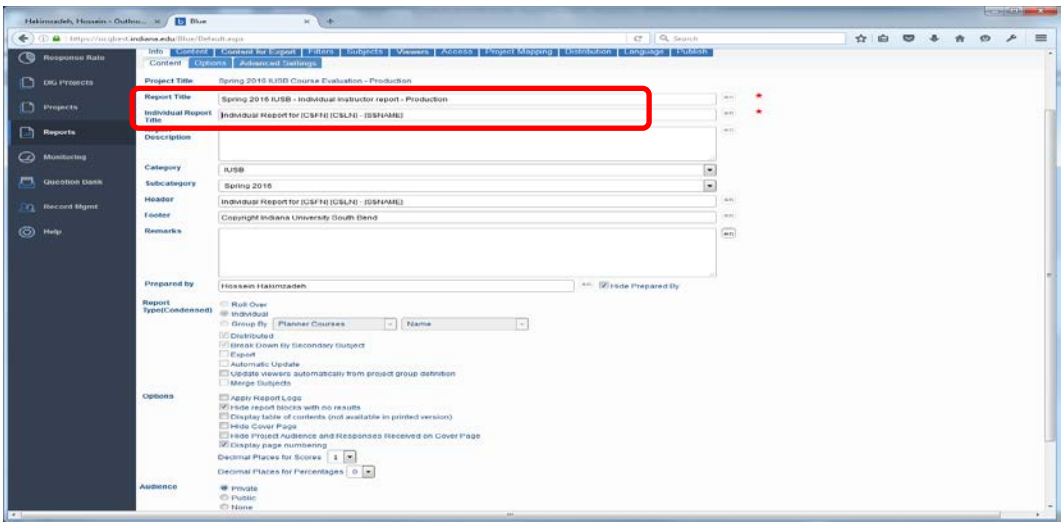


.

Change the Report title and the Individual Report Title.



Now you should see:

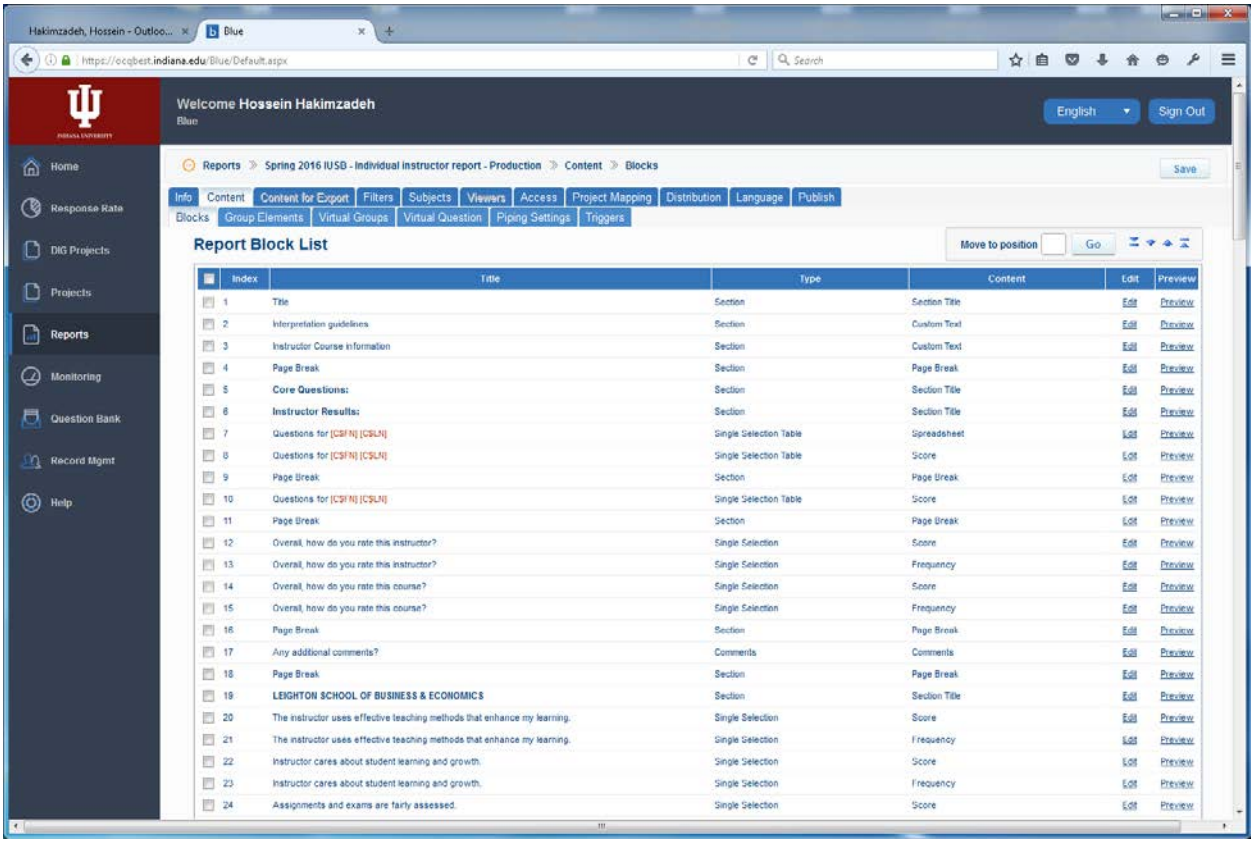


SAVE the REPORT.

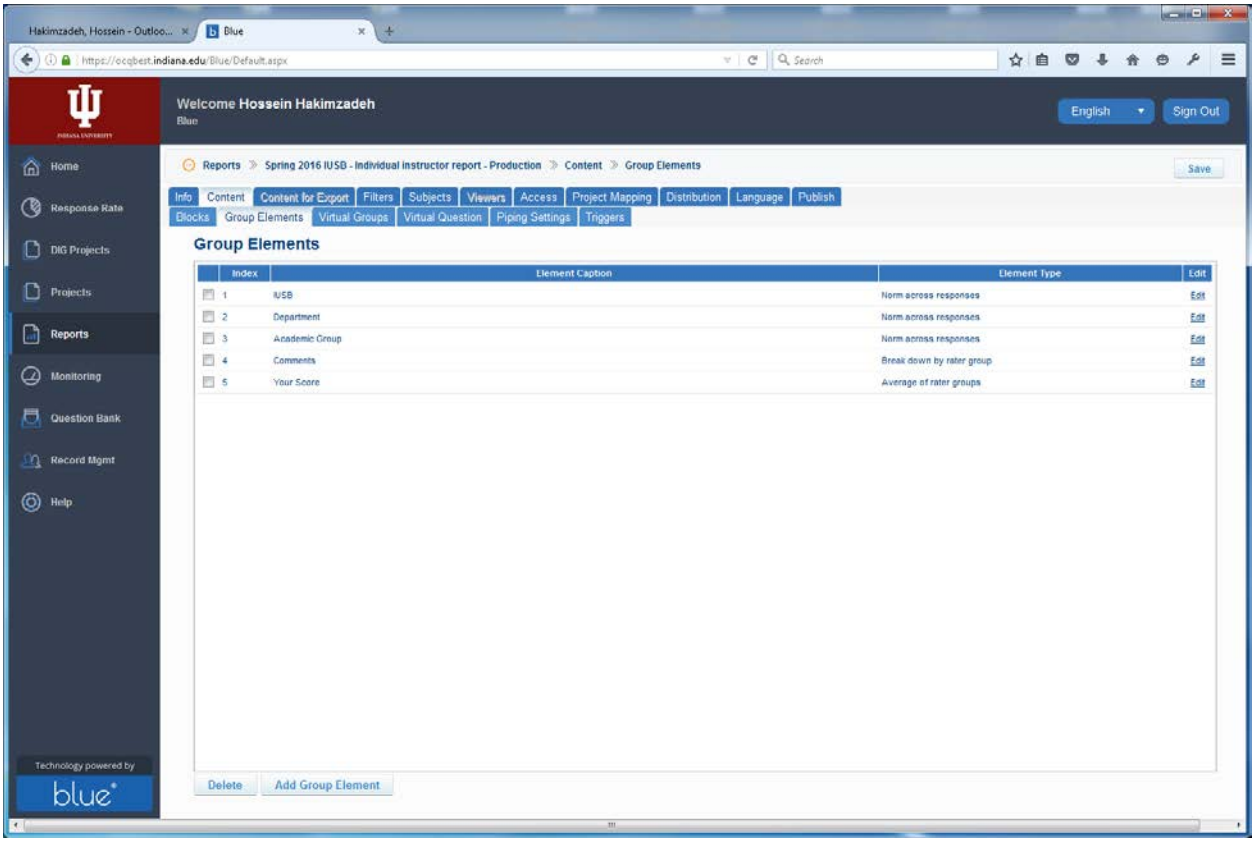
Step 2: Validate the Report Content:

Click the CONTENT Tab:

1) Check the Report Blocks



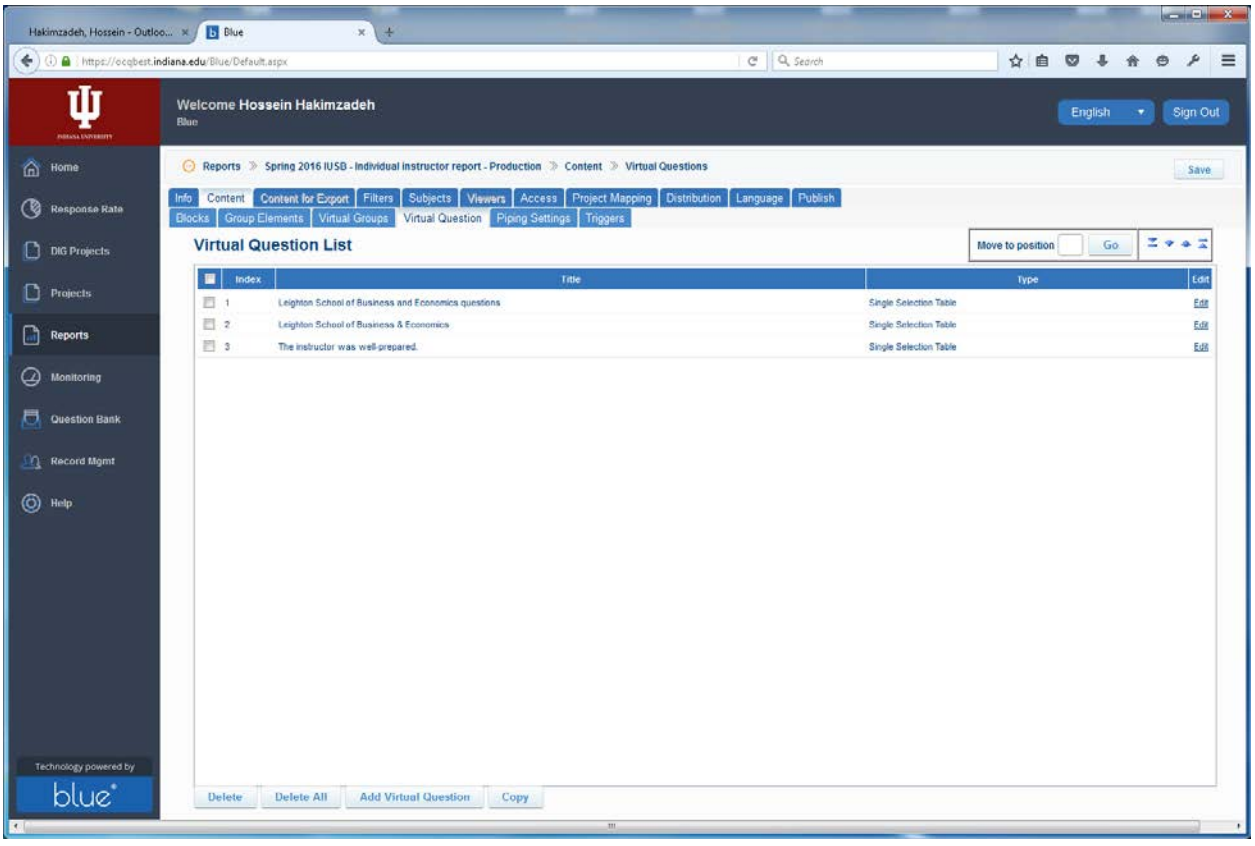
2) Group Elements



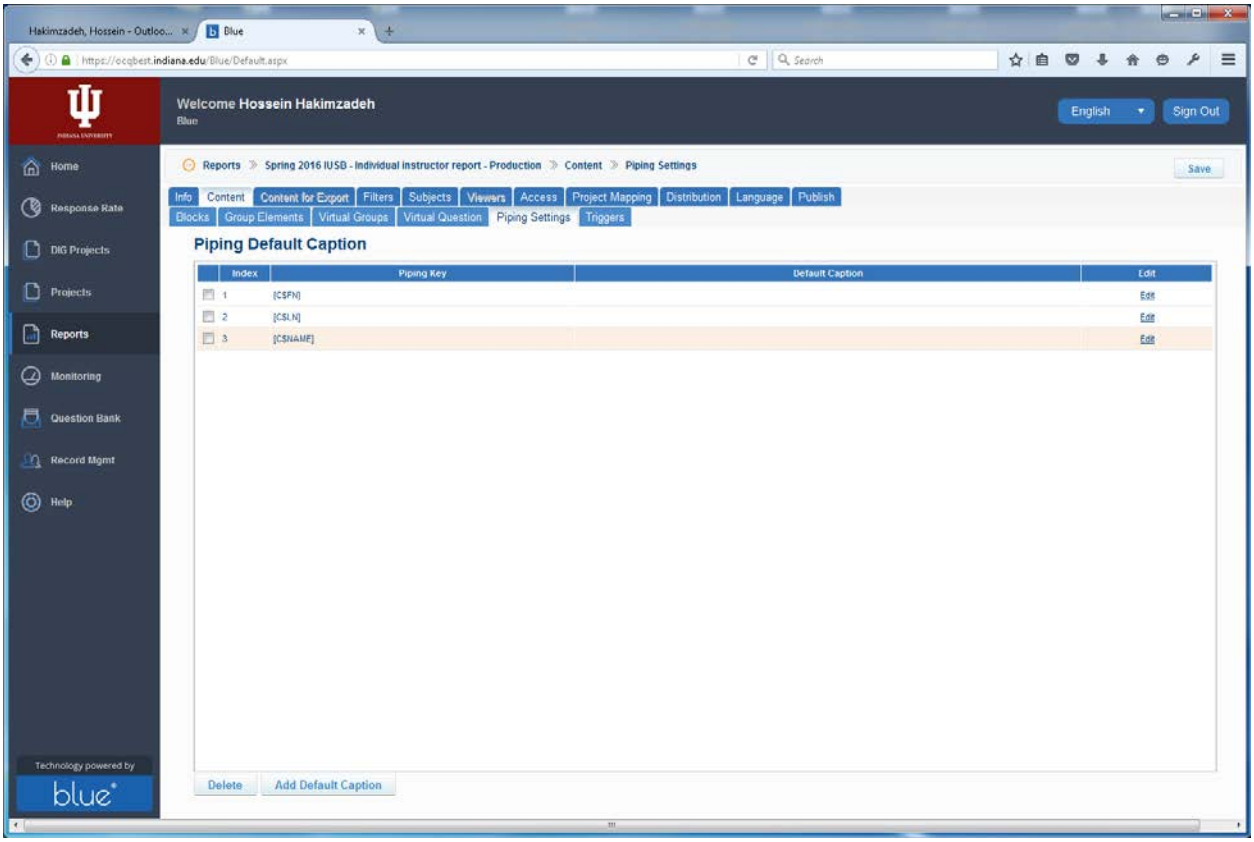
3) Virtual Groups

   Empty!

4) Virtual Questions



5) Piping Settings



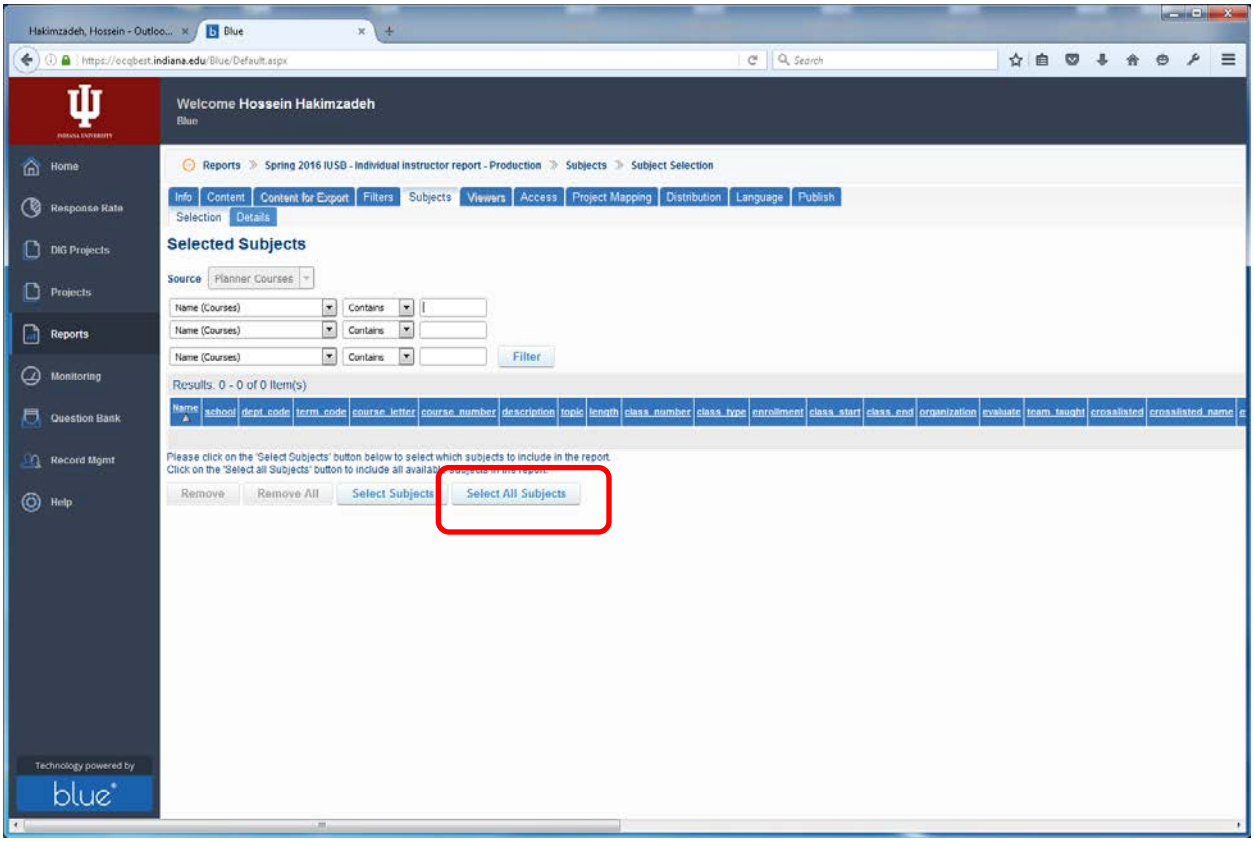
6) Triggers

Empty!

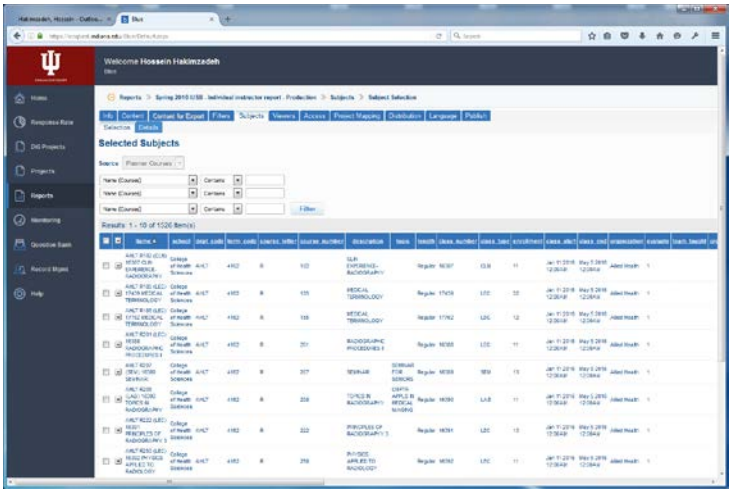
SAVE the REPORT.

Step 3 – Select the Report Subjects (courses/sections)

Click the SUBJECTS Tab:

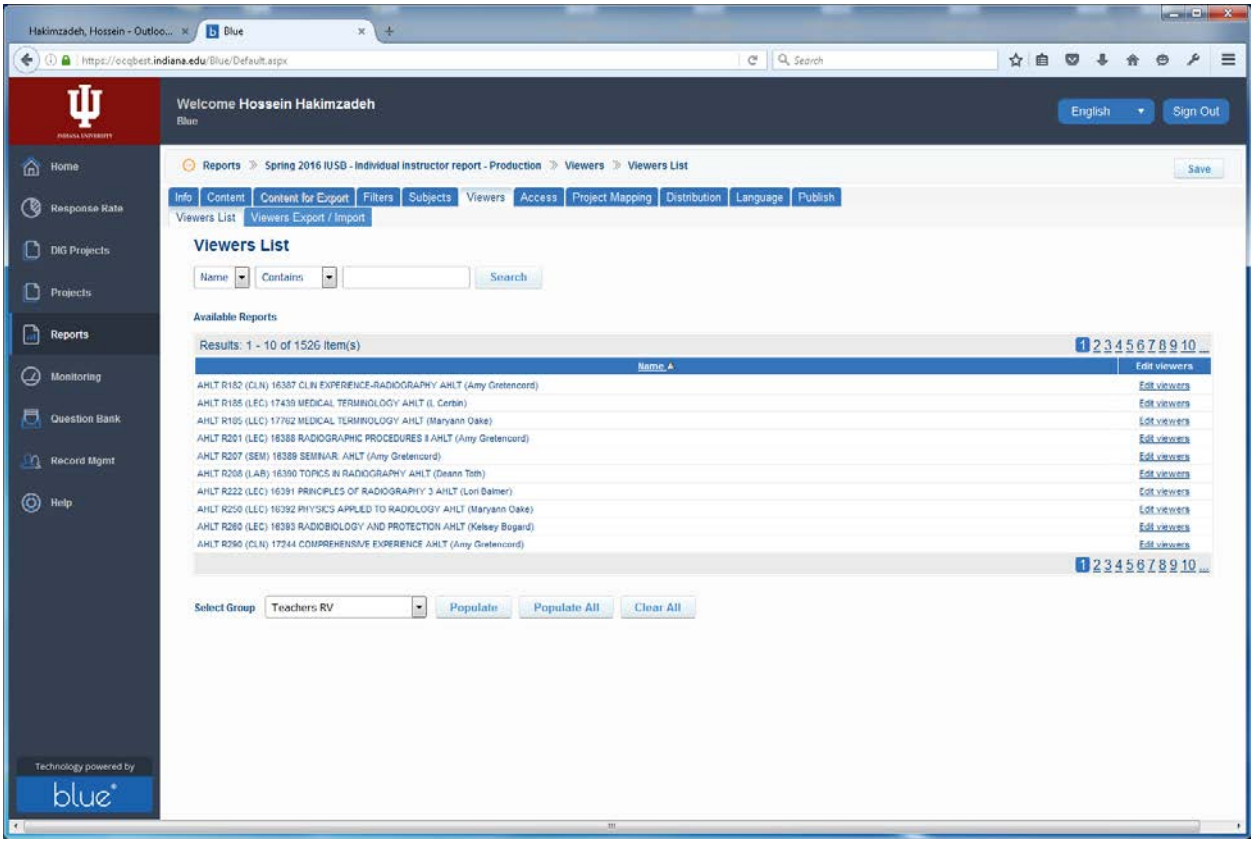


Click the SELECT ALL SUBJECTS button. This should give you all the sections evaluated during the semester spring 2016 project. (Alternatively, if you only want to select some courses, you can click the Select Subject button, then use the Search capability to select certain departments, or sections, etc.)

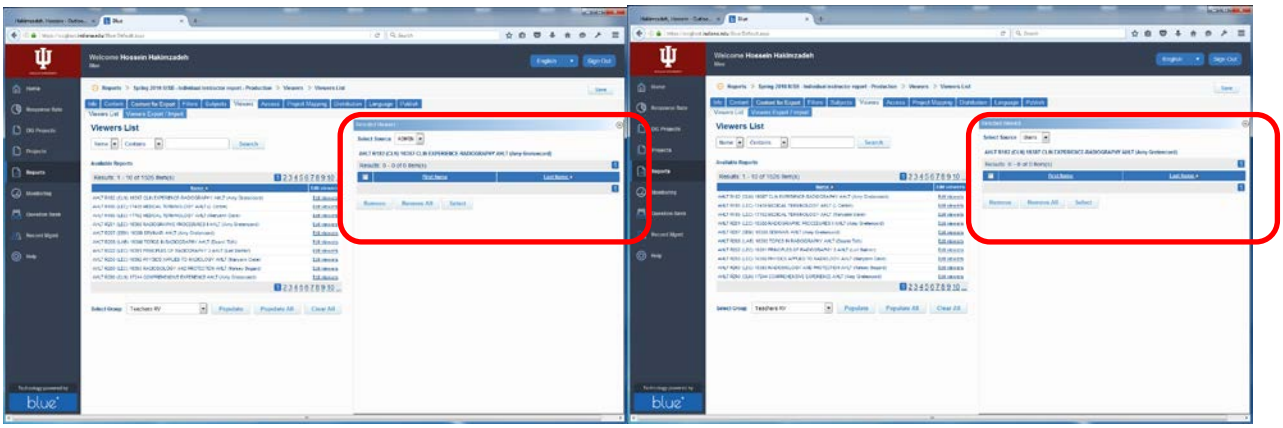


Step 4- Set the Report Viewers

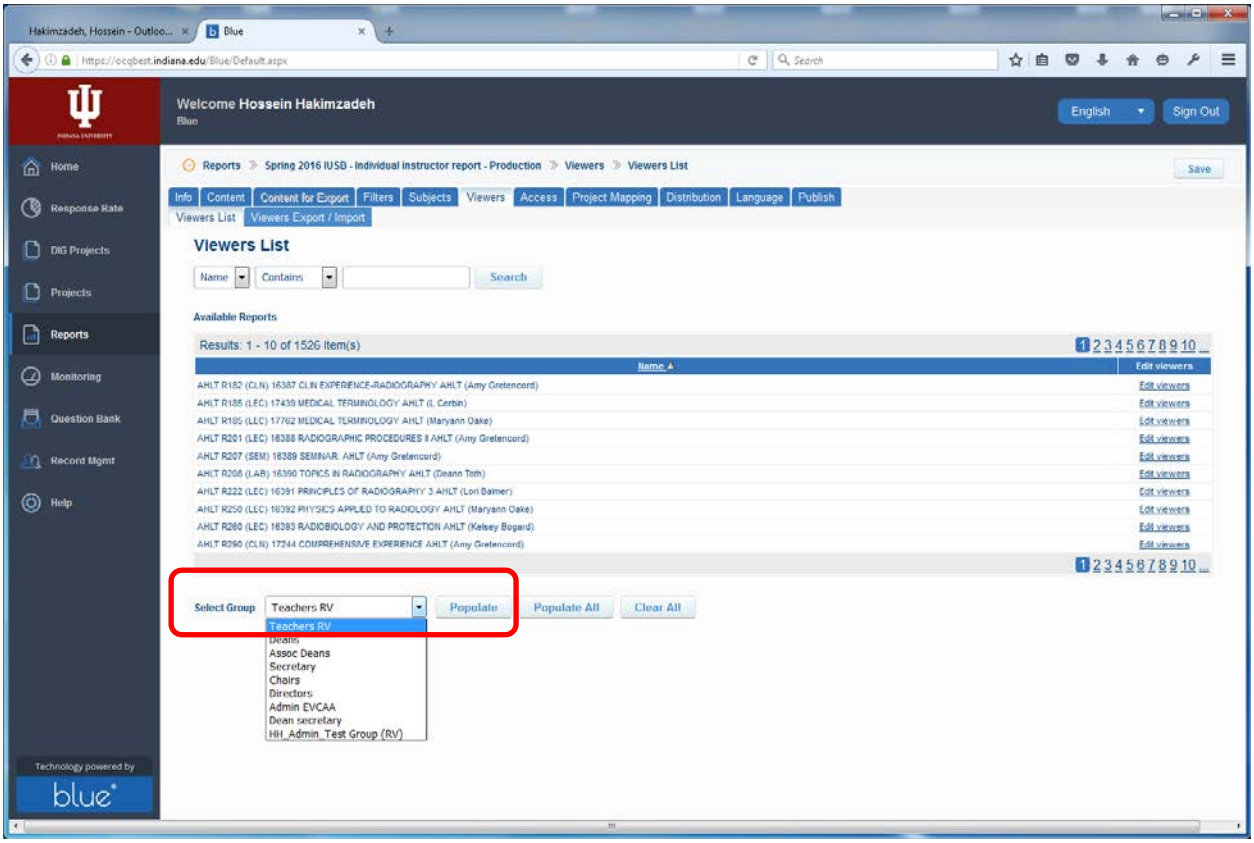
Click the VIEWERS tab:



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

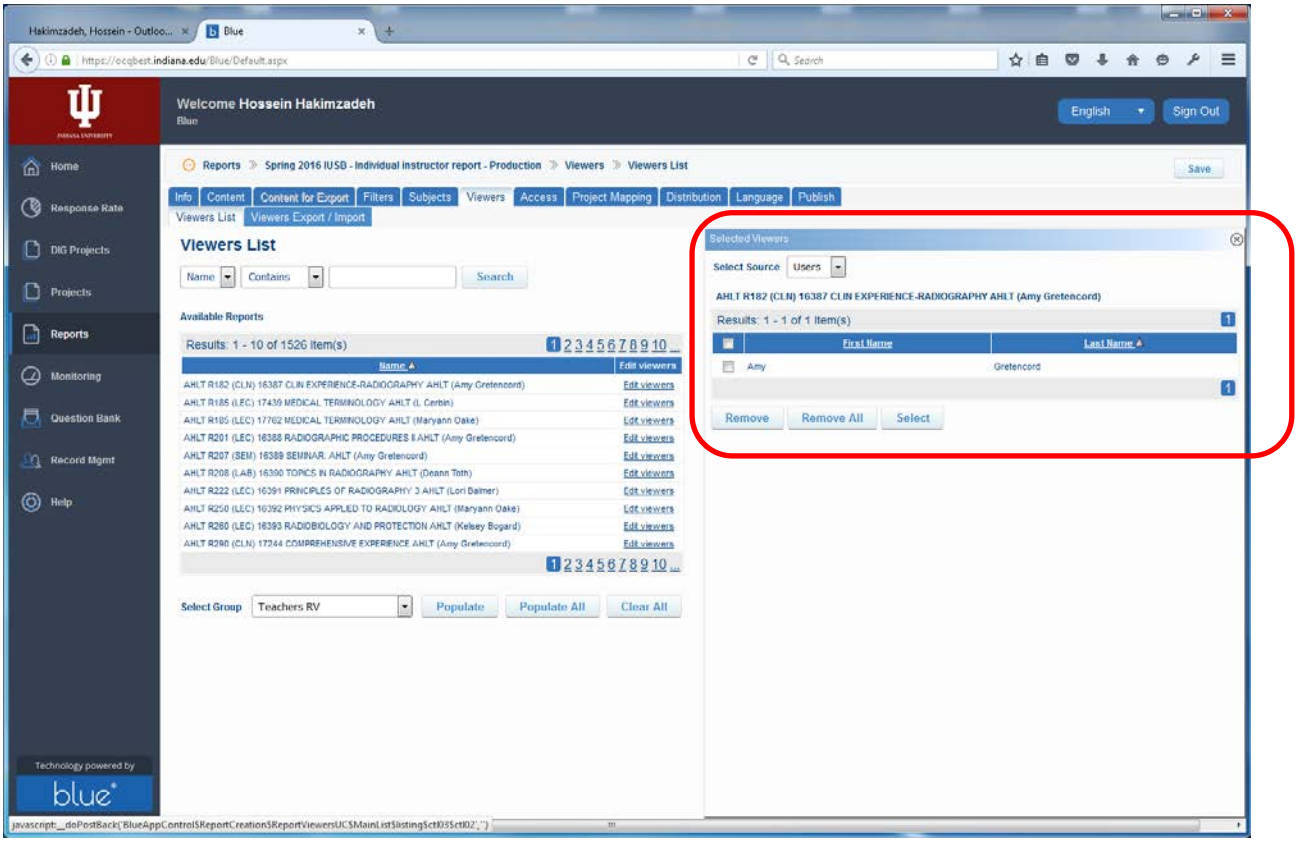


To make sure the faculty are able to see their reports, in the Selected Group combo box, make sure the TEACHERS RV is selected:

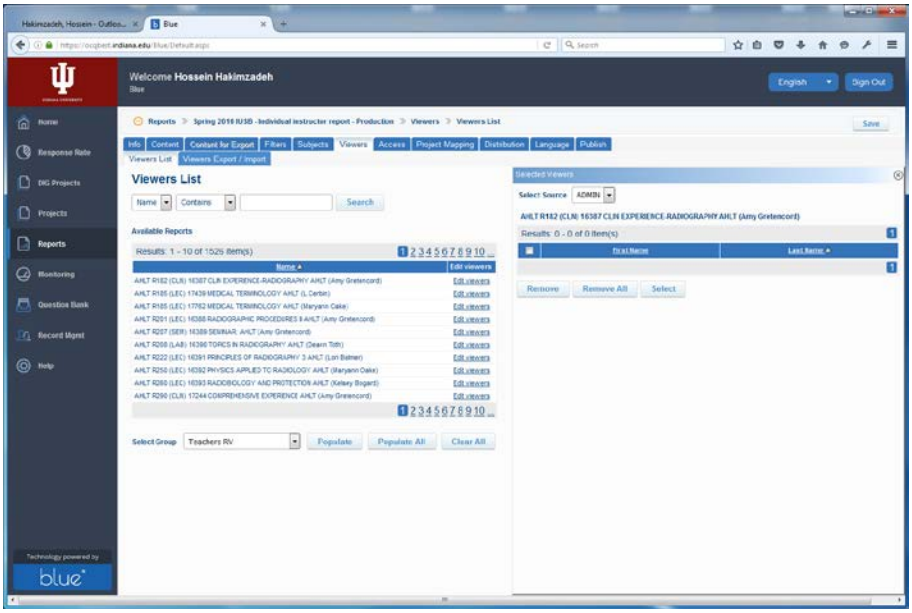


Then Click the POPULATE button. (Do not Click the Populate All)

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:

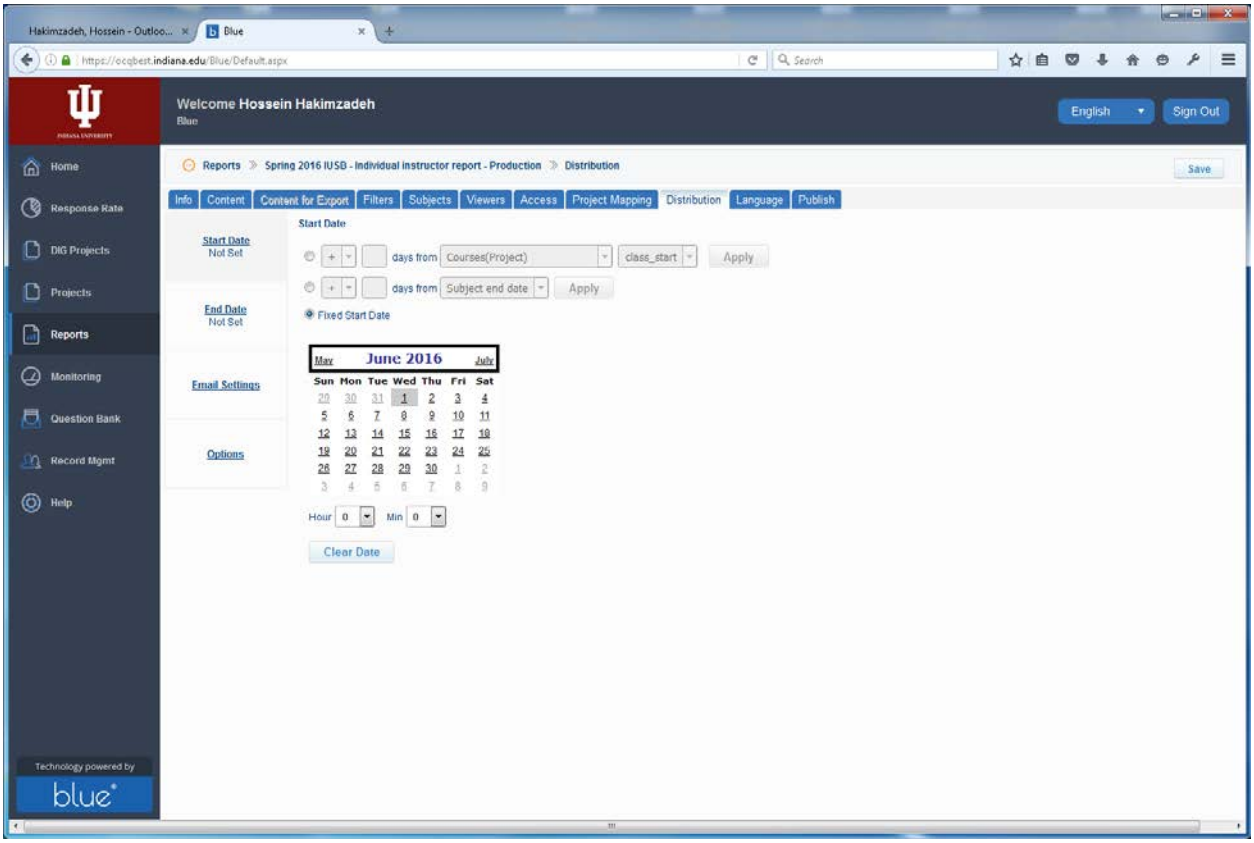
We can check a few reports to see if the correct faculty can view the report. This of course is an audit nightmare since we can really never be sure that the right person will see the right report unless we check every course!!

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.

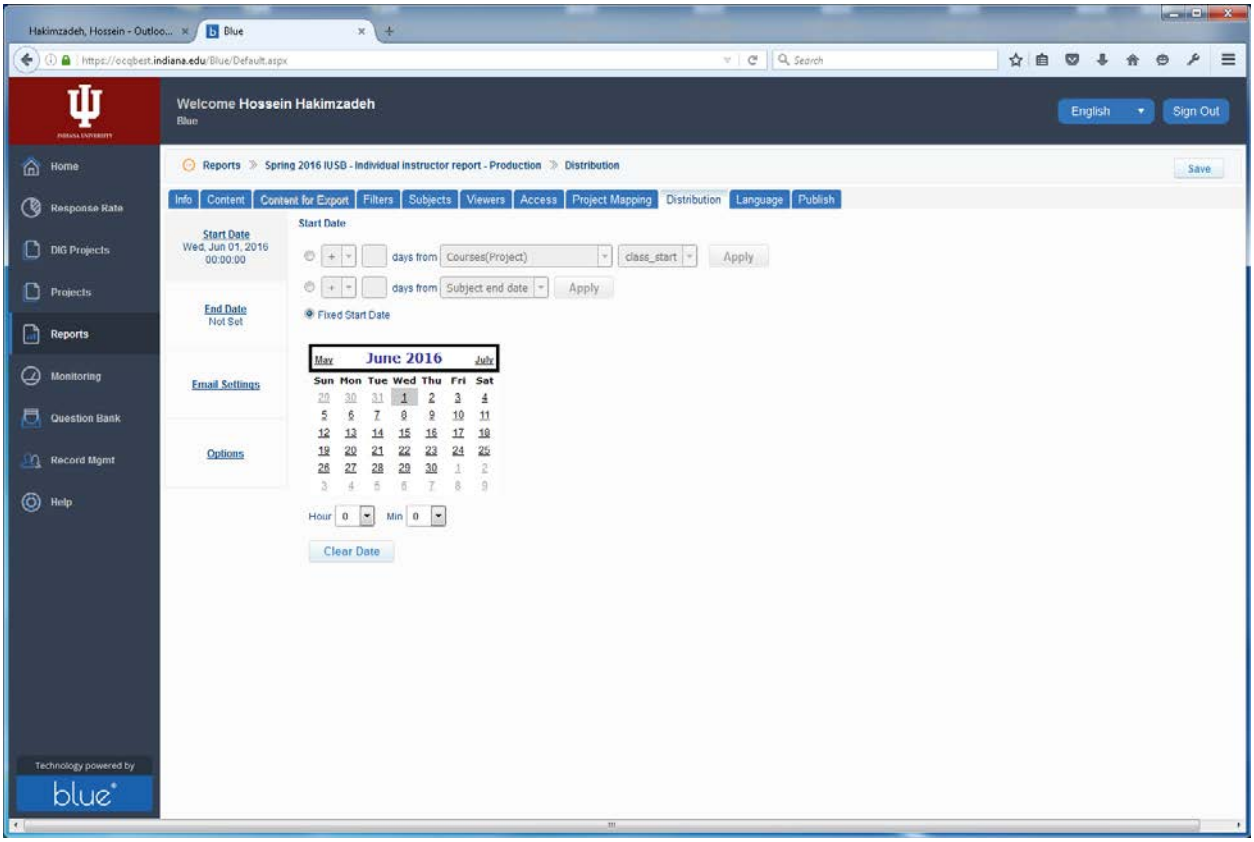
Step – 5 Set the Report Distribution

Click the DISTRIBUTION tab

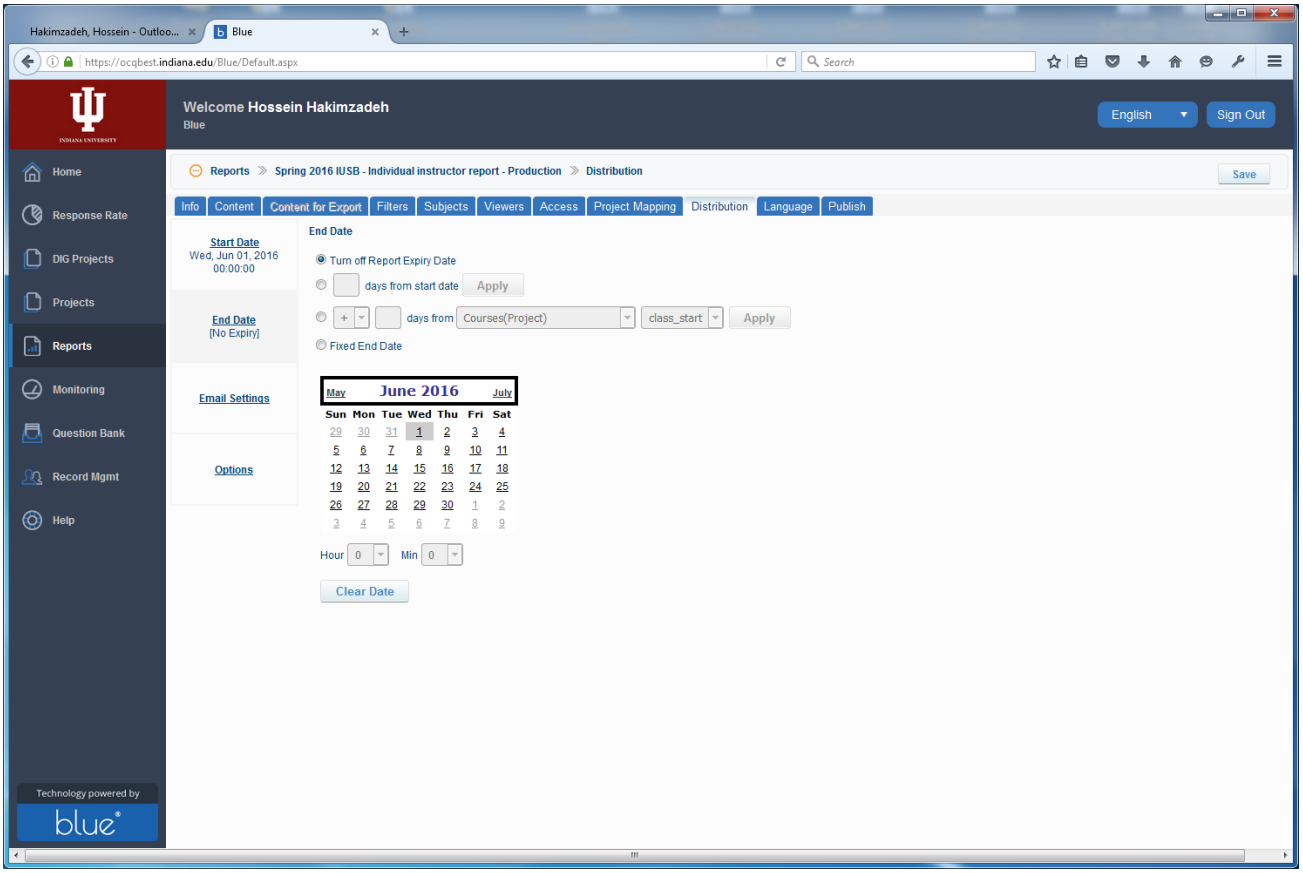


Now …..

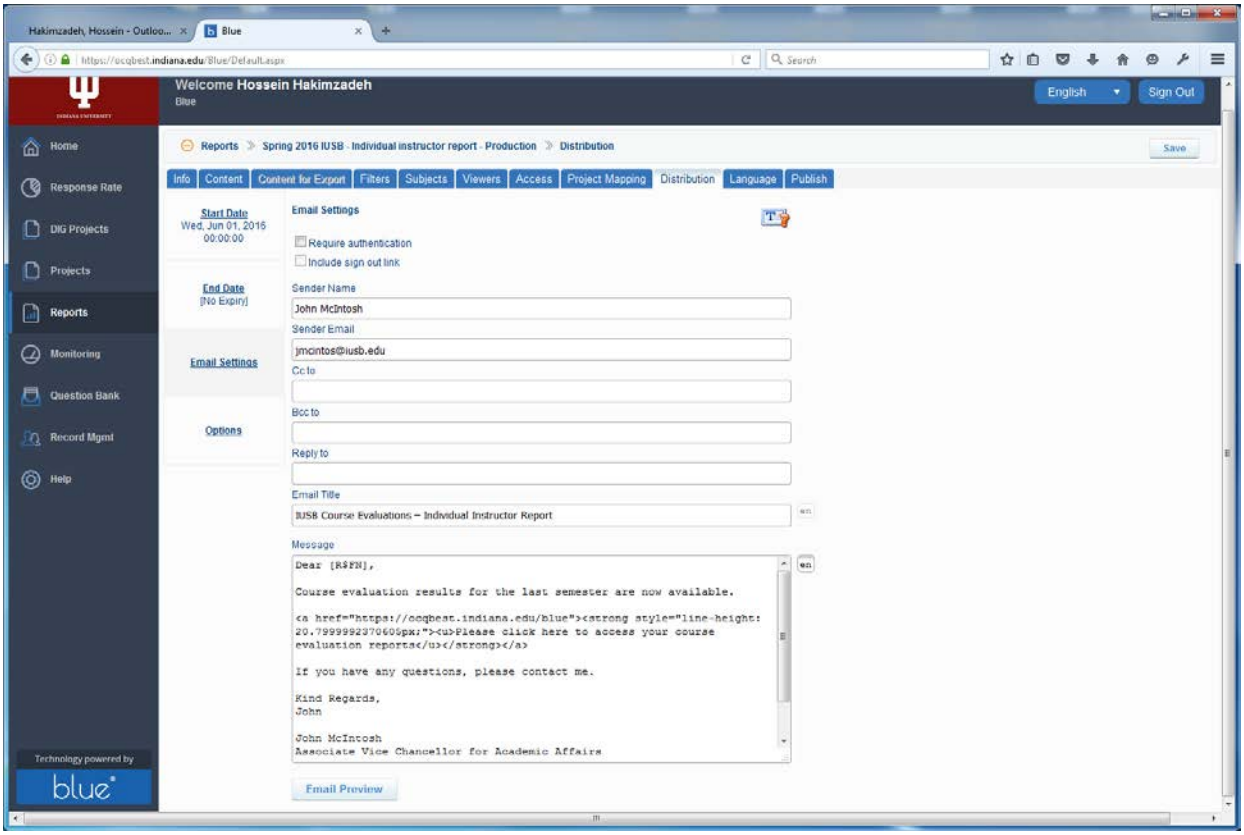
1) Set the Start Date to today's date:



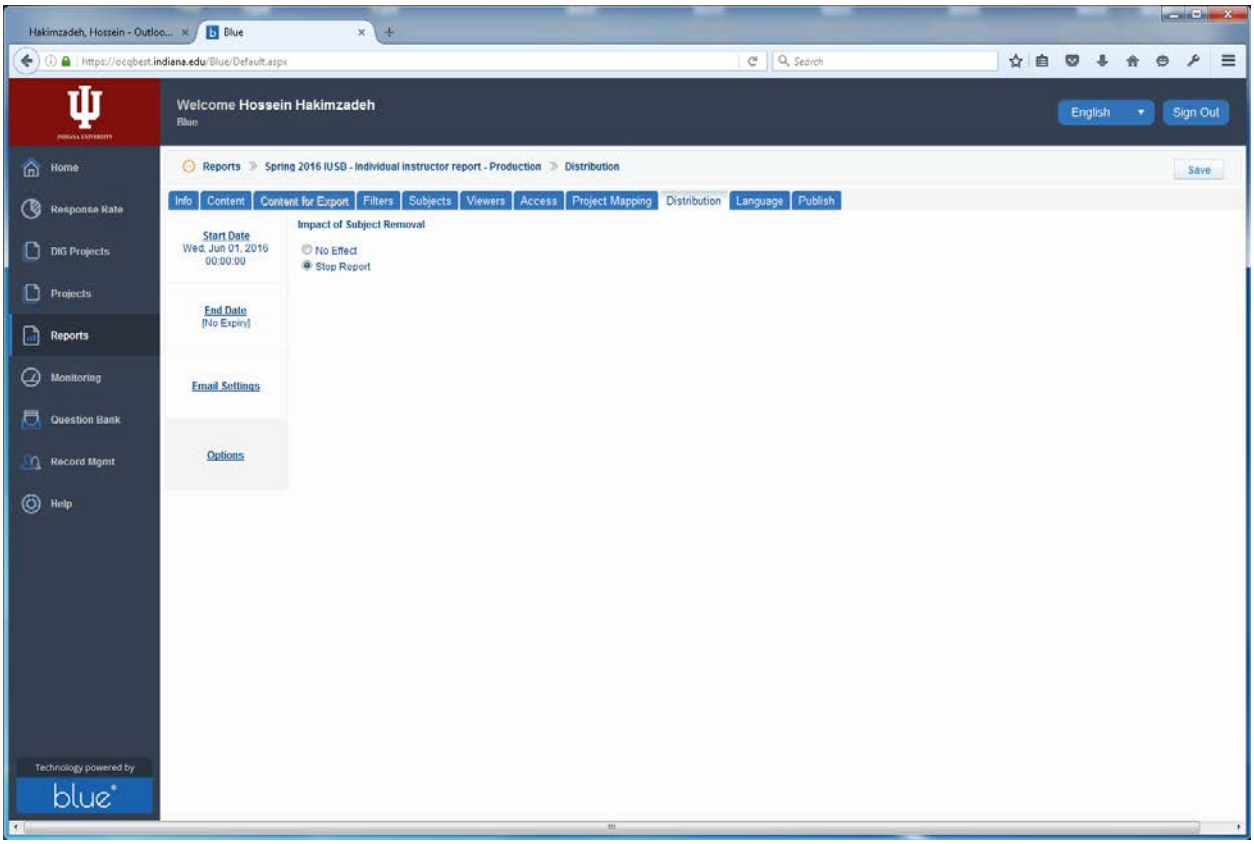
2) Set the End Date to "Turn off Report Expiry Date"



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



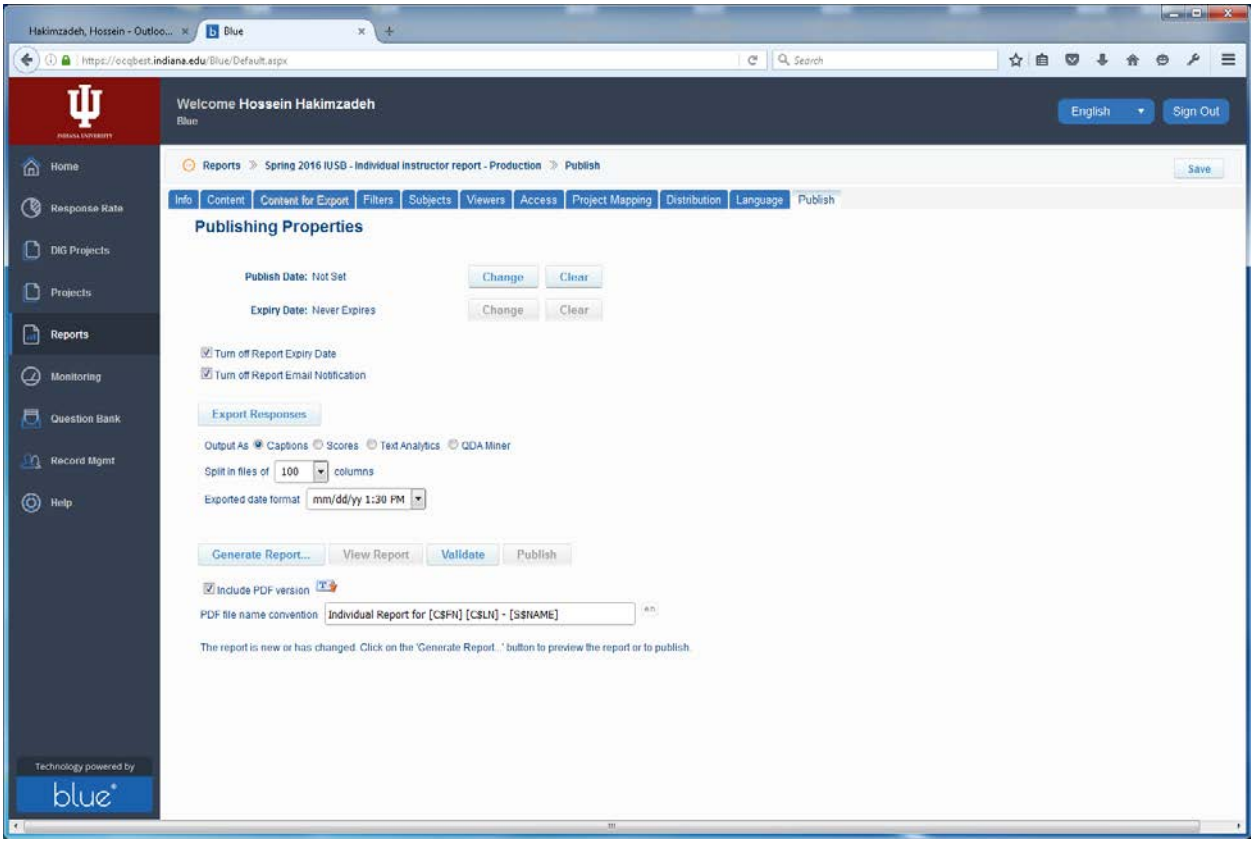
4) Set the Options to "Stop Report" as the impact of Subject Removal. (in other words, if the course is removed from the system, the report (if any) should also be removed from the system.



SAVE the REPORT.

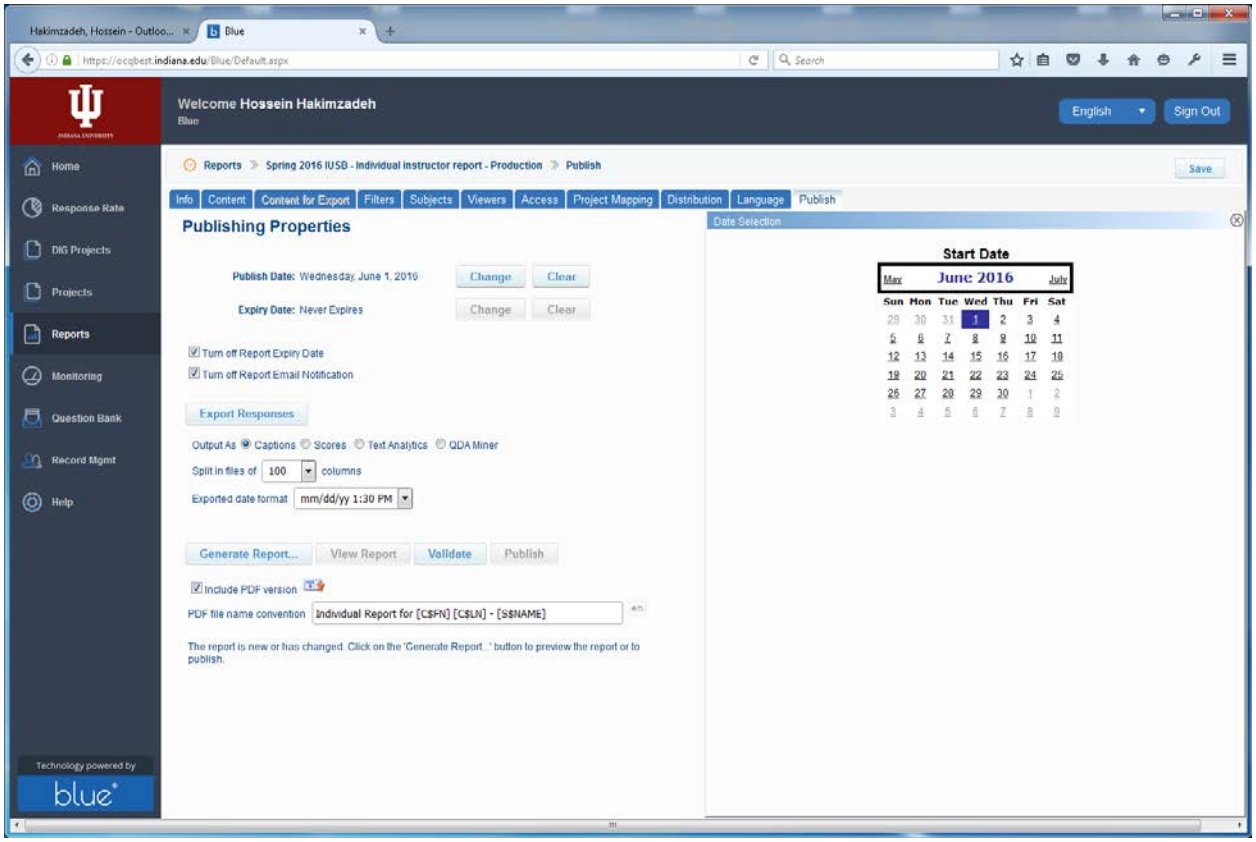
Step 6 – Publish the Report

Click the PUBLISH tab:



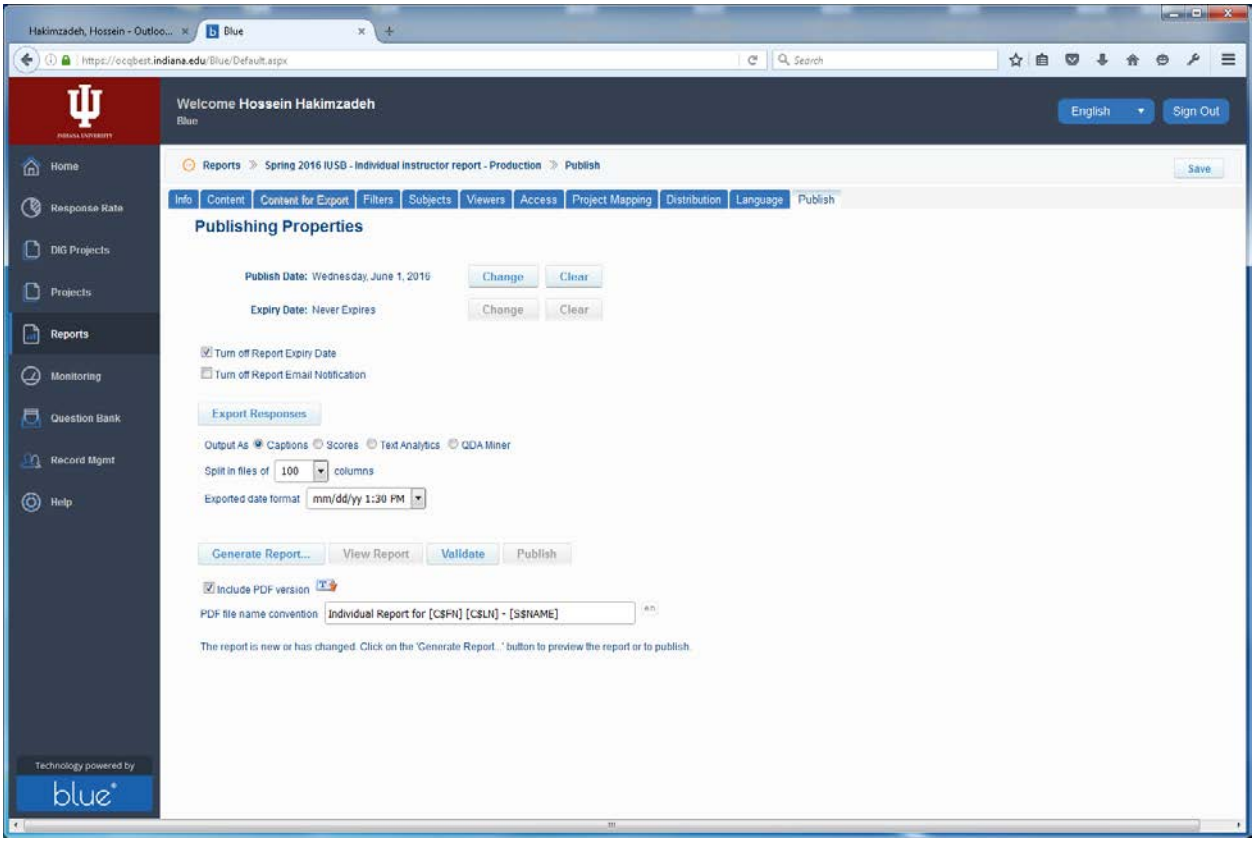
Now:

1) Set the Publish Date to today's date

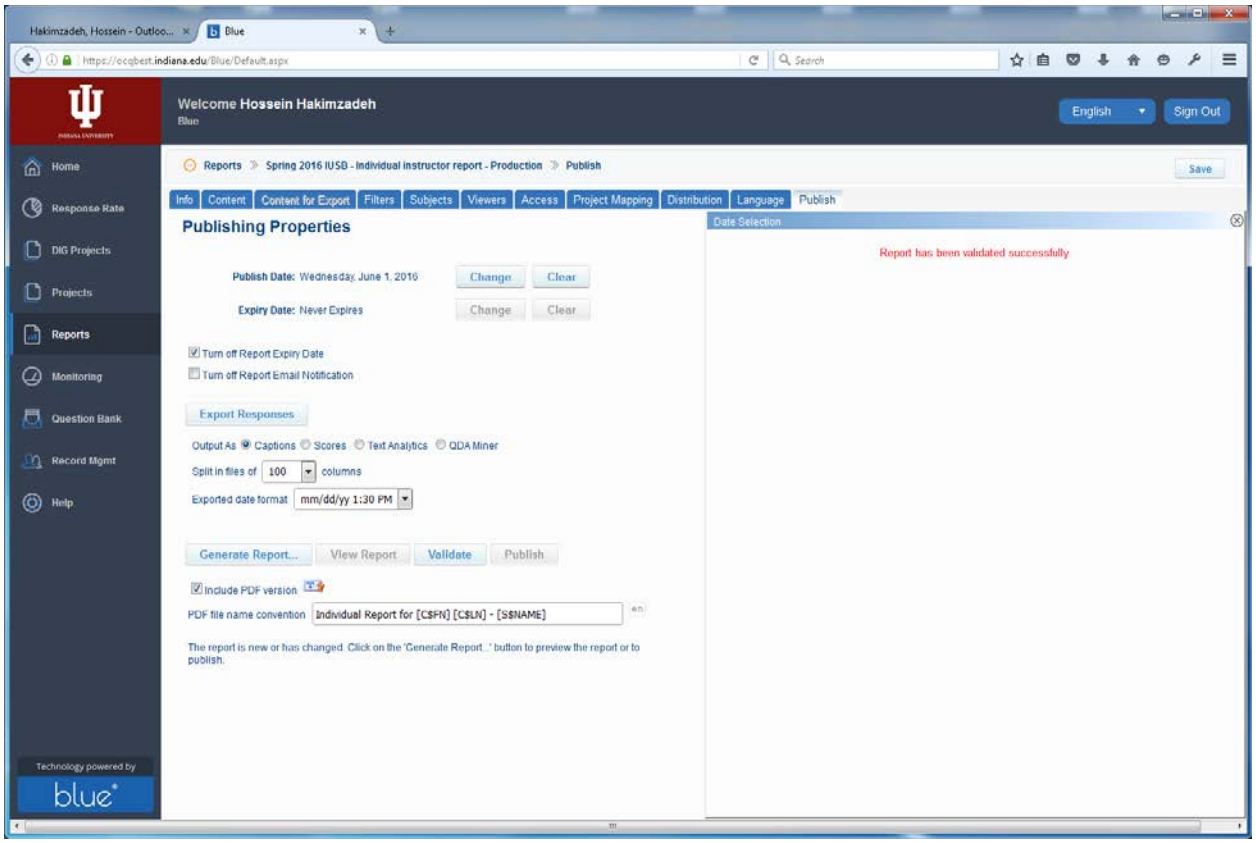


2) Set the Expiry Date to (Never Expires) (this is the default)

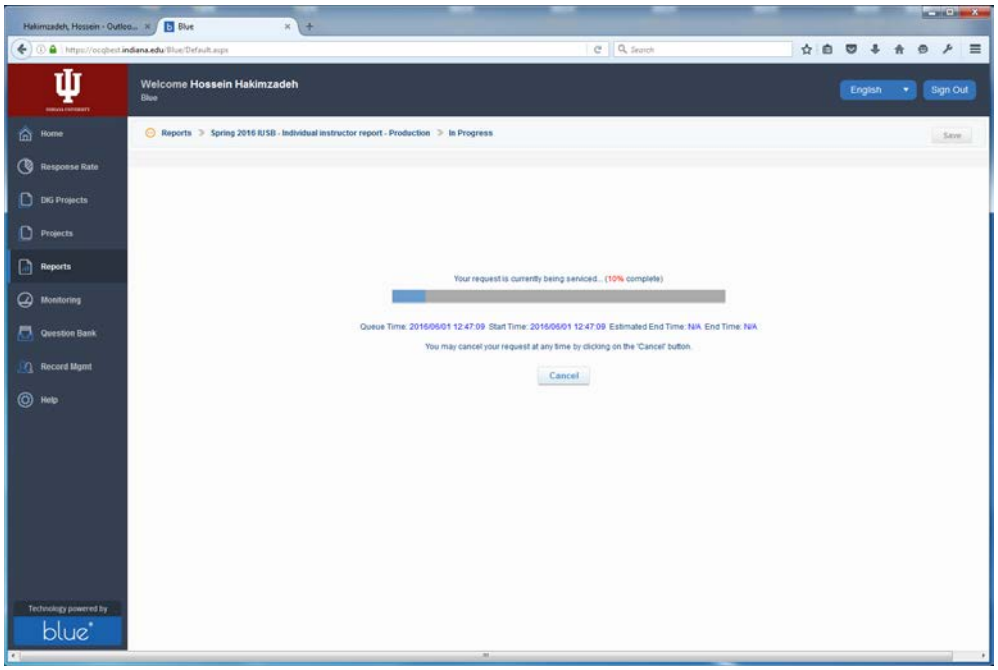
3) Turn ON the Report Email Notification (Un-check the checkbox)



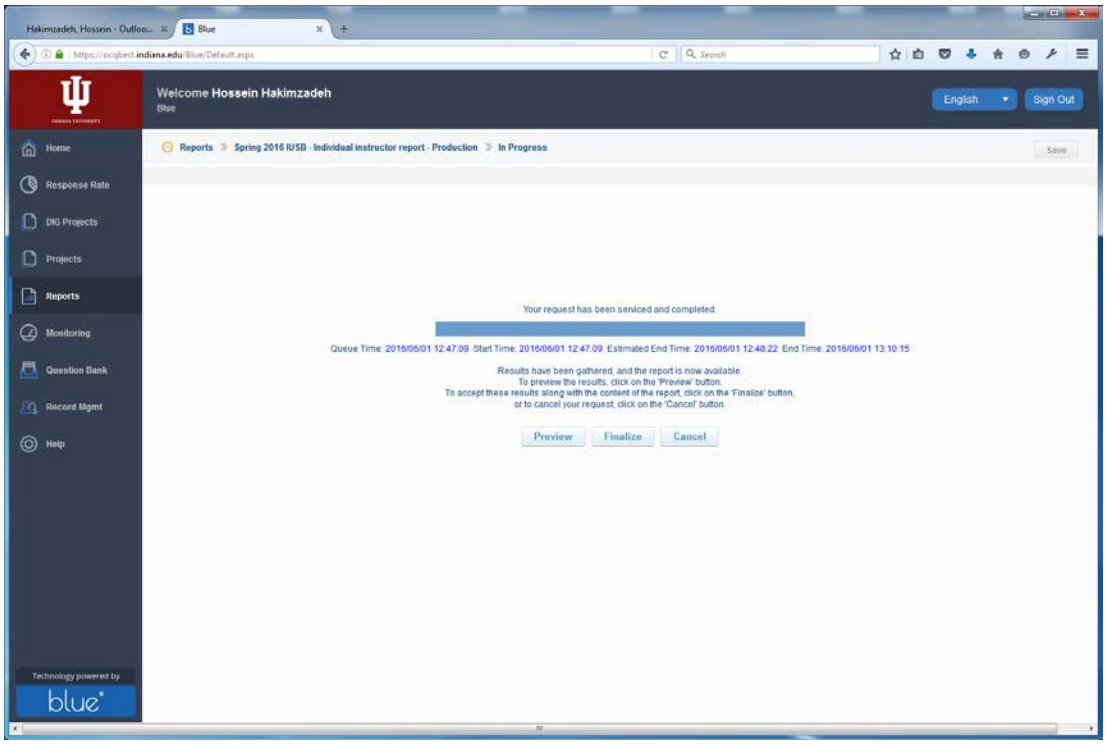
4) Click the Validate button



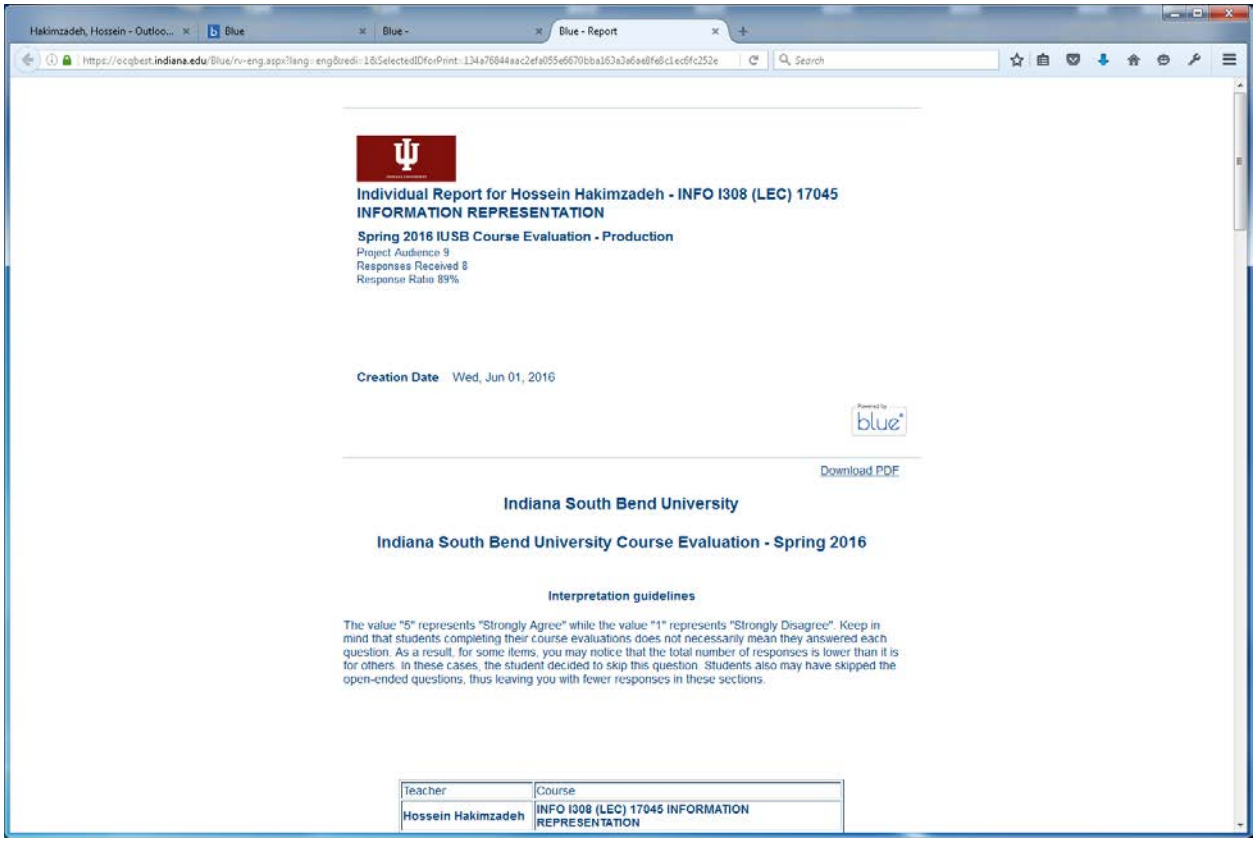
5) Click the Generate Report… button
(Note that this will take several minutes to several hours for 1500 sections.)



At it ended at:



6) We can now try to Preview a few reports to see it 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

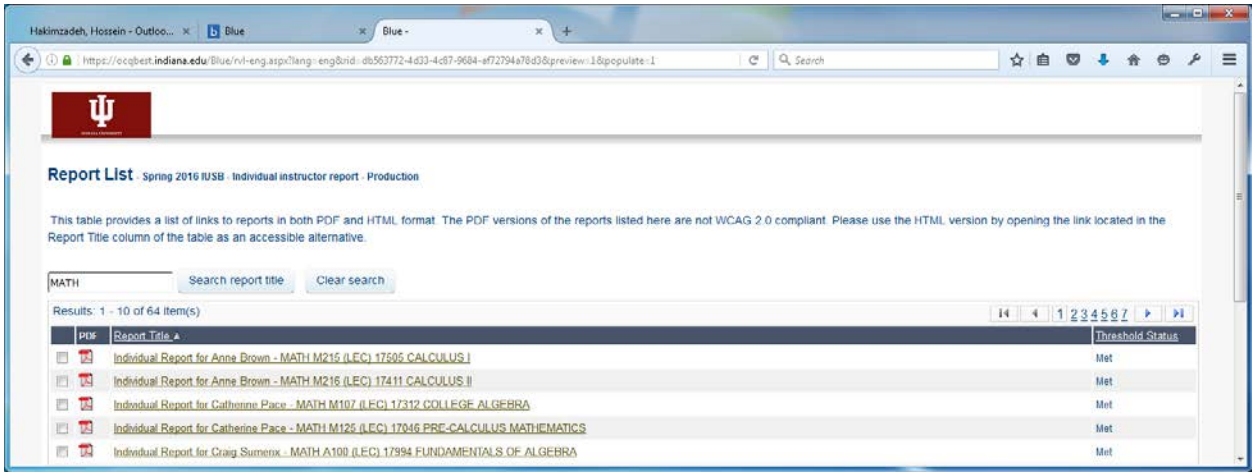
Indiana South Bend University Course Evaluation - Spring 2016

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:



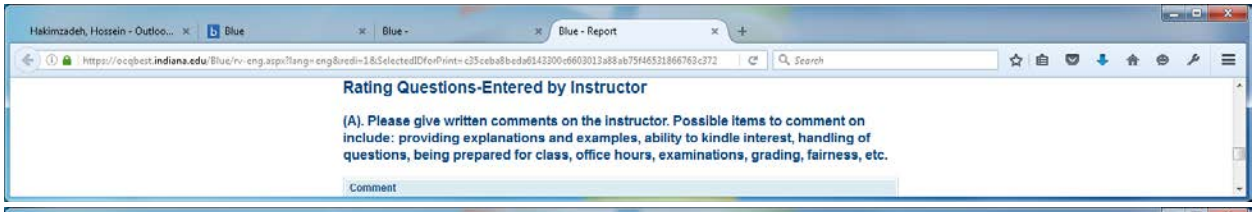
Report List - Spring 2016 IUSB - Individual instructor report - Production

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
	Individual Report for Anne Brown - MATH M215 (LEC) 17505 CALCULUS I	Met
	Individual Report for Anne Brown - MATH M216 (LEC) 17411 CALCULUS II	Met
	Individual Report for Catherine Pace - MATH M107 (LEC) 17312 COLLEGE ALGEBRA	Met
	Individual Report for Catherine Pace - MATH M125 (LEC) 17046 PRE-CALCULUS MATHEMATICS	Met
	Individual Report for Craig Sumerix - MATH A100 (LEC) 17994 FUNDAMENTALS OF ALGEBRA	Met



Rating Questions-Entered by Instructor

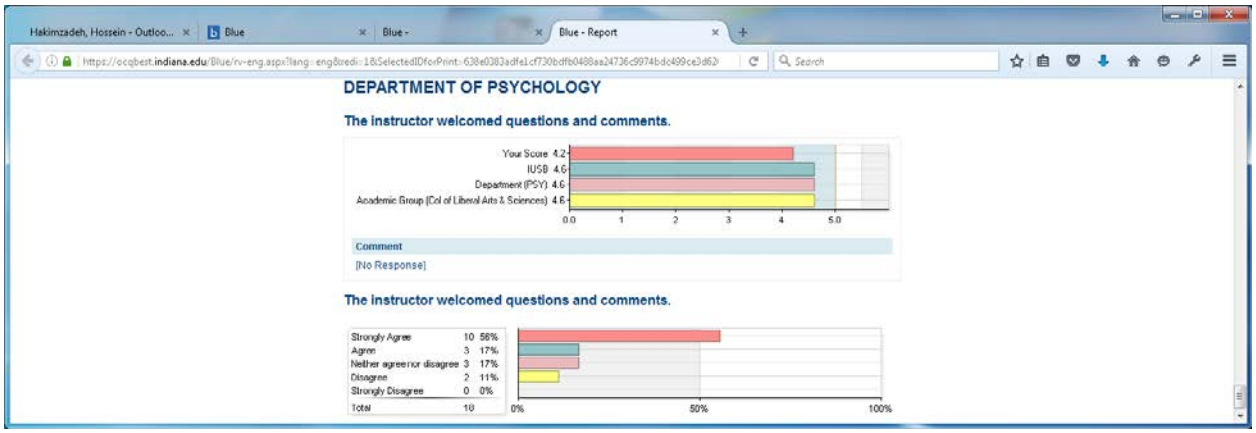
(A). Please give written comments on the instructor. Possible items to comment on include: providing explanations and examples, ability to kindle interest, handling of questions, being prepared for class, office hours, examinations, grading, fairness, etc.

Comment

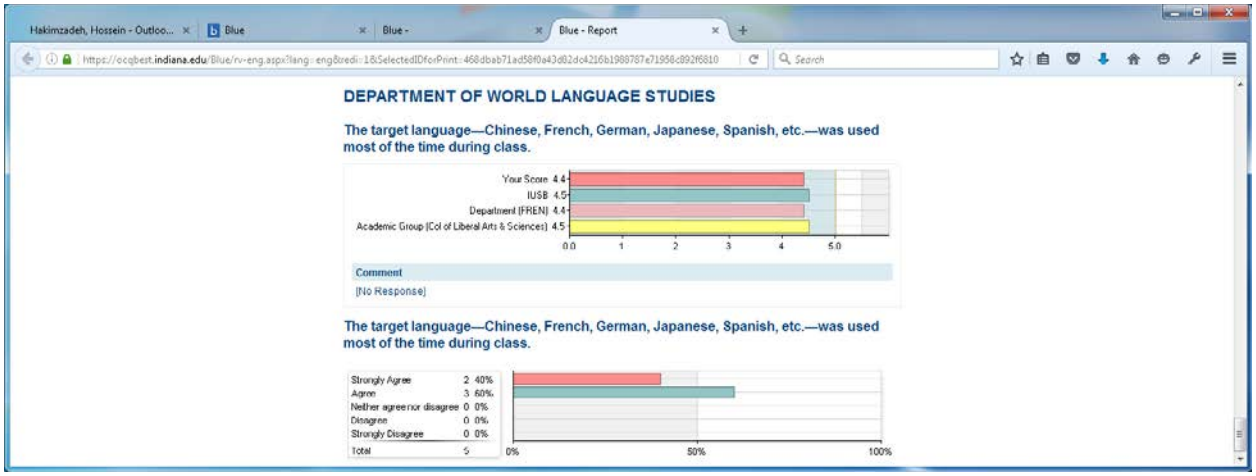
(B). Please give written comments on the course. Possible items to comment on include: opportunity to acquire new skills and understanding, pace of the course, appropriateness of laboratory work (if applicable), etc.

From BUSB

From PSY:

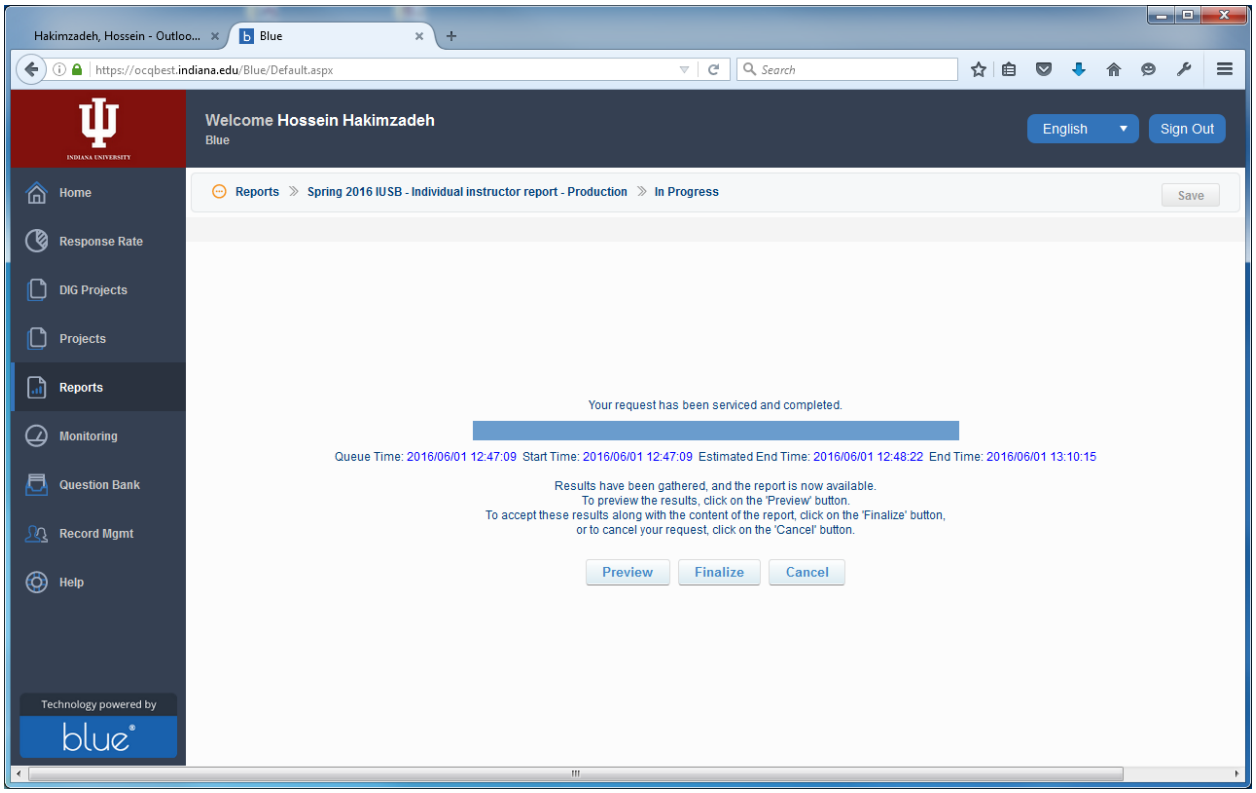


World Languages (FREN):

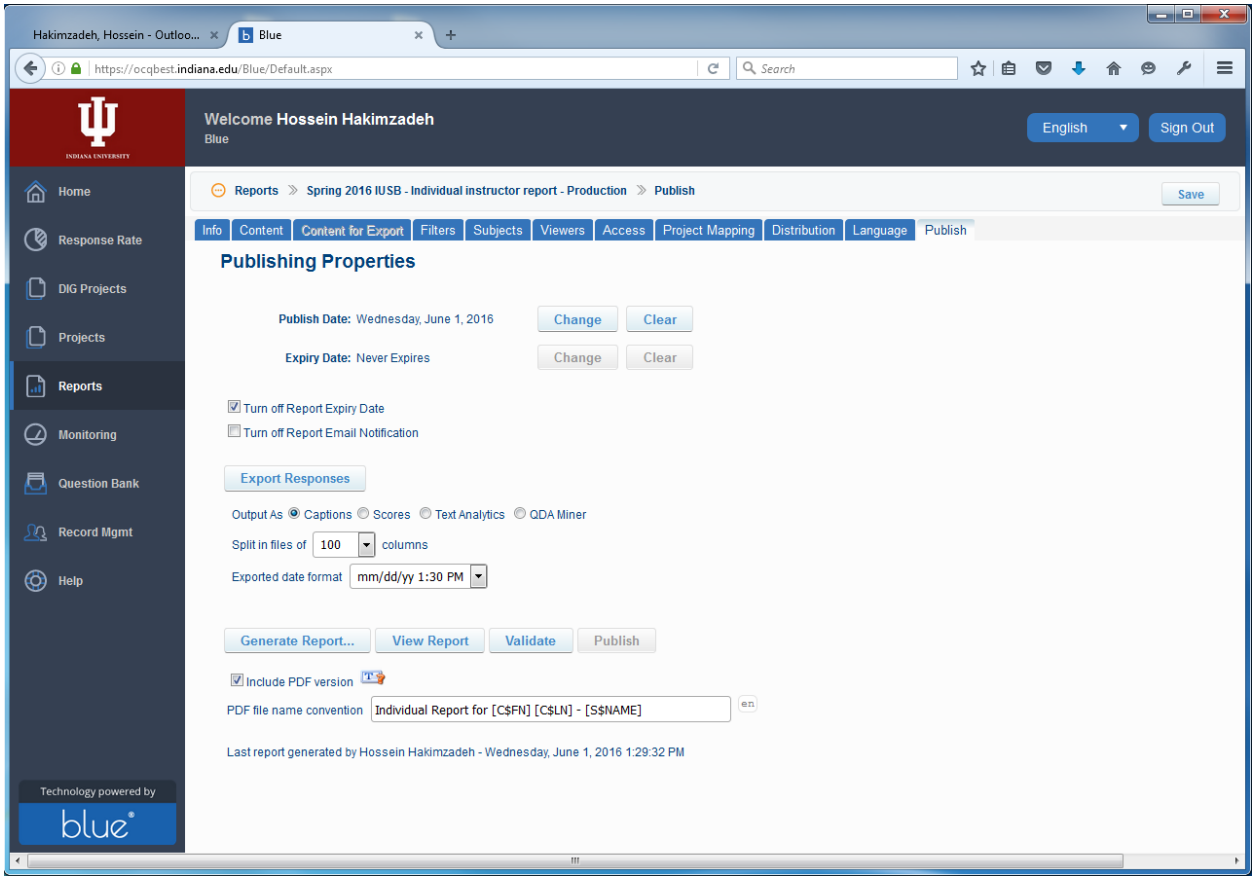


ETC..

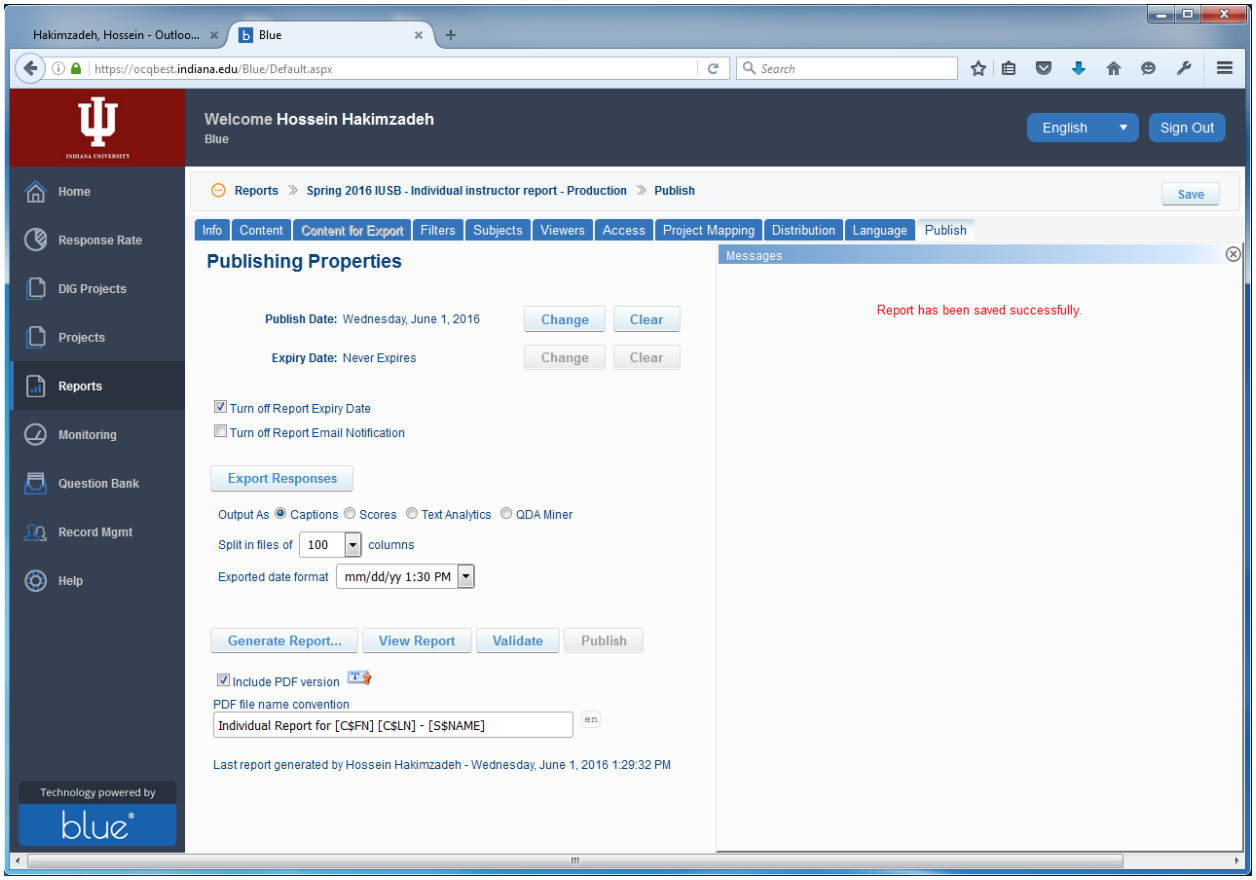
7) Finally, we can FINALIZE the reports and that should make it available to the faculty.



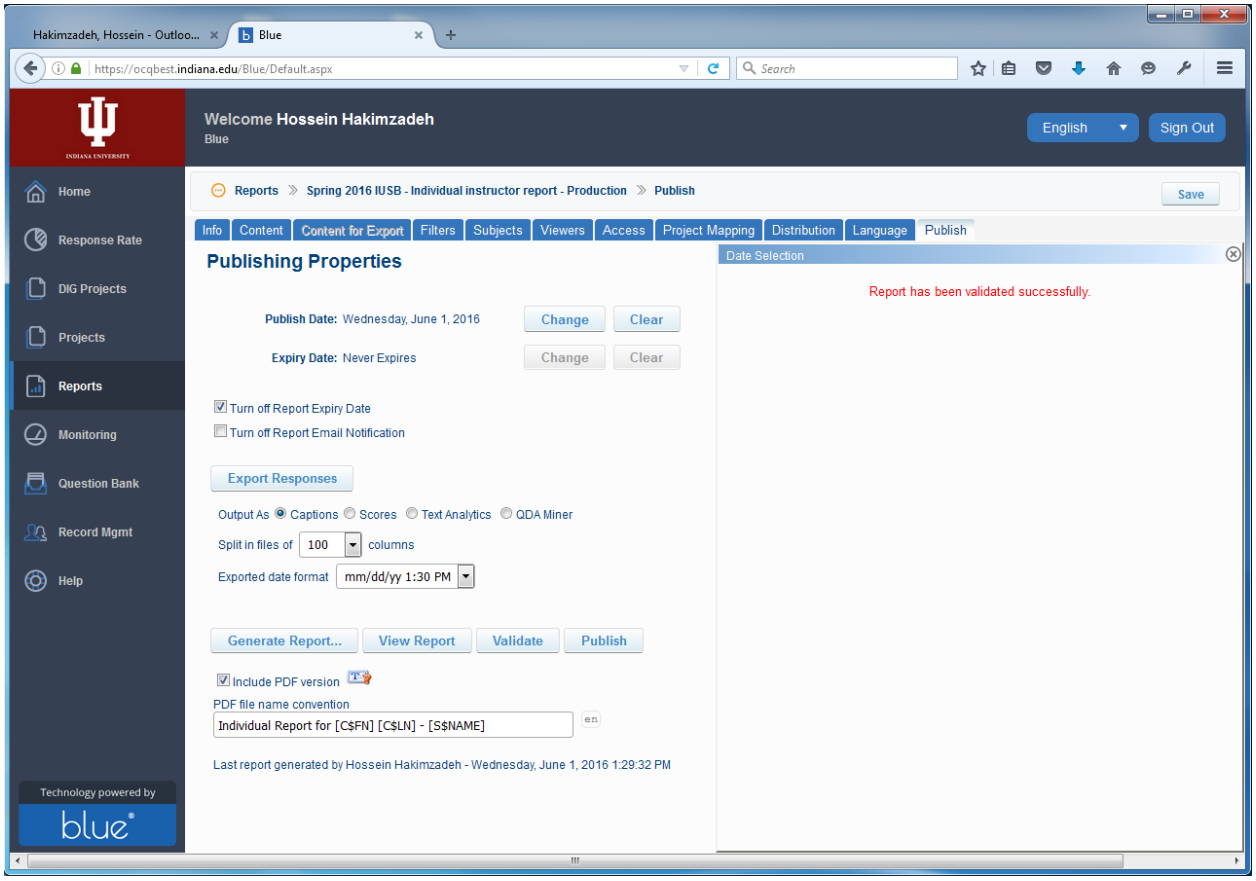
Click finalize, and you will see the following:



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


Hakimzadeh, Hossein - Outloo...
Blue
https://ocqbest.indiana.edu/Blue/Default.aspx
Search
Welcome Hossein Hakimzadeh
Blue
English
Sign Out
Home
Response Rate
DIG Projects
Projects
Reports
Monitoring
Question Bank
Record Mgmt
Help
Technology powered by
blue
Reports » Spring 2016 IUSB - Individual instructor report - Production » Publish
Save
Info
Content
Content for Export
Filters
Subjects
Viewers
Access
Project Mapping
Distribution
Language
Publish
Publishing Properties
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
Generate Report...
View Report
Validate
Publish
Include PDF version
PDF file name convention
Individual Report for [C$FN] [C$LN] - [S$NAME]
Last report generated by Hossein Hakimzadeh - Wednesday, June 1, 2016 1:29:32 PM
Messages
Report has been saved successfully.

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



Click PUBLISH