#### **Report Generation WorkFlow**

Production for Individual Instructors (with No QP for Administrators) (Chairs, Deans, Secretaries)

**BLUE Course Evaluation System** 

Ву

Hossein Hakimzadeh

6/6/2016

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 Production-Cycle Report for Individual Faculty.

Select the previously created Individual Reports for faculty (say Spring 2016, see below) and then click the "CC	<mark>OPY</mark> " b	outton.
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## Change the Report title and the Individual Report Title. Now you should see:

# SAVE the REPORT.

#### Click the CONTENT Tab:

1) Find the QP questions in the Report Blocks

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	40	and led me to think in new ways.	Single Selection	Score	EUIL	Preview	
	47	The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection	Frequency	Edit	Preview	
	48	DEPARTMENT OF FINE ARTS	Section	Section Title	Edit	Preview	
	49	This class has improved my abilities and skills in art making.	Single Selection	Score	Edit	Preview	
	50	This class has improved my abilities and skills in art making.	Single Selection	Frequency	Edit	Preview	
	51	Page Break	Section	Page Break	Edit	Preview	
	✓ 52	INSTRUCTOR WRITTEN ITEMS	Section	Section Title	Edit	Preview	
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E	✓ 54	Please enter your first question here.	Personalized Single Selection	Frequency	Edit	Preview	
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	✓ 69	Please enter your fifth open-ended question here.	Personalized Comments	Comments	Edit	Preview	
ſ	70	(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.	Comments	Comments	<u>Edit</u>	Preview	
E	71	(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.	Comments	Comments	Edit	Preview	
E	72	(C). Please give written comments on the instructional support materials used. Possible items to comment on include: textbook, handouts, computer software/hardware, graphing calculators, course web page, etc.	Comments	Comments	Edit	Preview	
	73	The objectives of the course were clearly stated.	Single Selection	Score	Edit	Preview	
	74	The objectives of the course were clearly stated.	Single Selection	Frequency	Edit	Preview	
	75	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	Score	Edit	Preview	
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## 2) Group Elements (leave as is)

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3) Virtual Groups (Leave as is) Empty!

#### 4) Virtual Questions (Leave as is)

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## 6) Triggers (Leave as is)

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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 that ADMINISTRATORS are able to see their reports, in the Selected Group combo box, make sure the following groups are selected and then populated:

Deans

Assoc. Deans

Dean's Secretary

Chair

Directors

Secretary

ADMIN EVCAA

However, upon further reflections, this is not going to work at all. The reason for this is that these groups must be populated ahead of time, and to do is extremely time consuming, manual and error prone process. So, our campus has decided to have central distribution of reports to administrators. In other words, someone in our VCAA office will be charged to produce, categorize, store, and distribute the reports for all classes and forward them to specific academic units.

Of course in the future, this policy can change to include several people with different or overlapping responsibilities.

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

