

Report Generation WorkFlow

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

BLUE Course Evaluation System

By

Hossein Hakimzadeh

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Fair warning:

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

IUSB/BLUE WorkFlow – Report Generation Production-Cycle

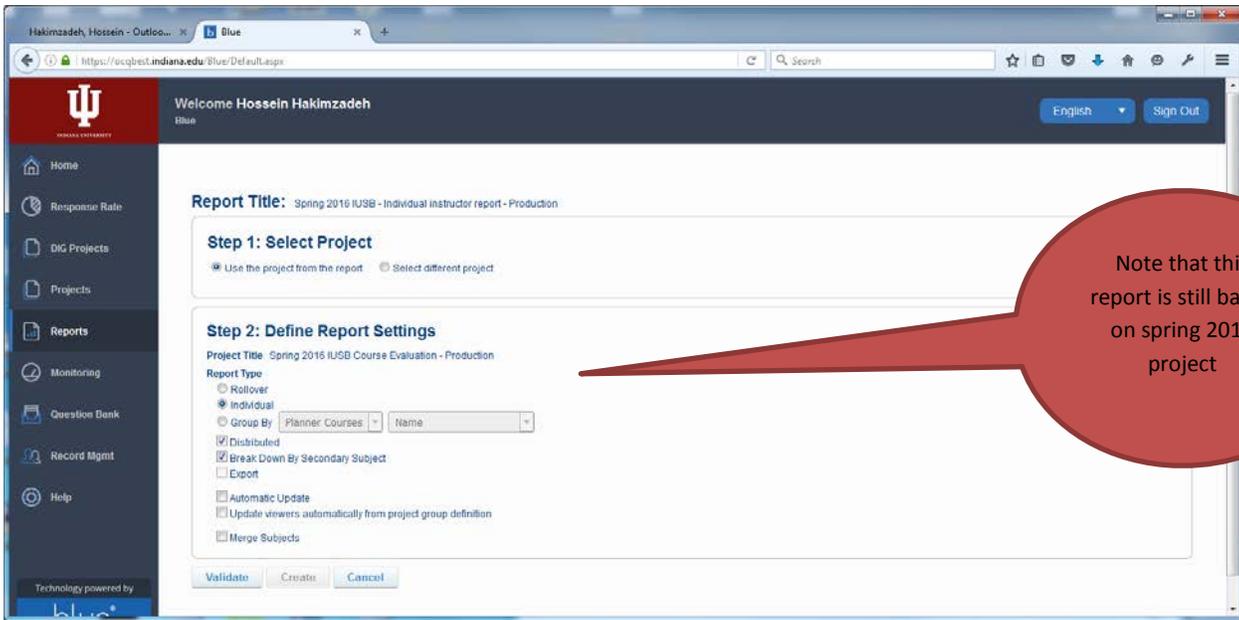
Step 1: Copy the Production-Cycle Report for Individual Faculty.

Select the previously created Individual Reports for faculty (say Spring 2016, see below) and then click the “COPY” button.

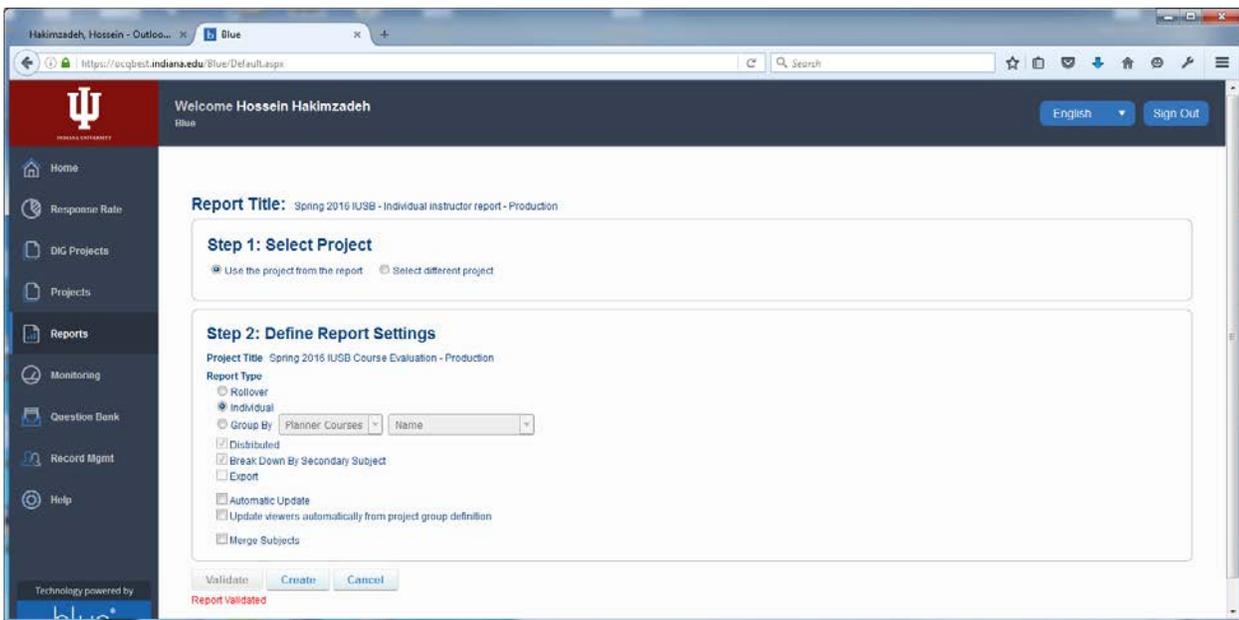
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Category	Subcategory	Report Title	Project Title	Expiry Date	Status	Manage	Edit	
<input type="checkbox"/>	IUSB	Early Fall 2015	Individual instructor report - No QP - IU South Bend Student Course Evaluation – Fall 2015	IU South Bend Student Course Evaluation – Fall 2015	[No Expiry]	Published	Manage	Edit
<input type="checkbox"/>	IUSB	Early Fall 2015	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	Regular fall 2015	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 - Production	Spring 2016 IUSB Course Evaluation - Production	[No Expiry]	Published	Manage	Edit
<input 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

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:

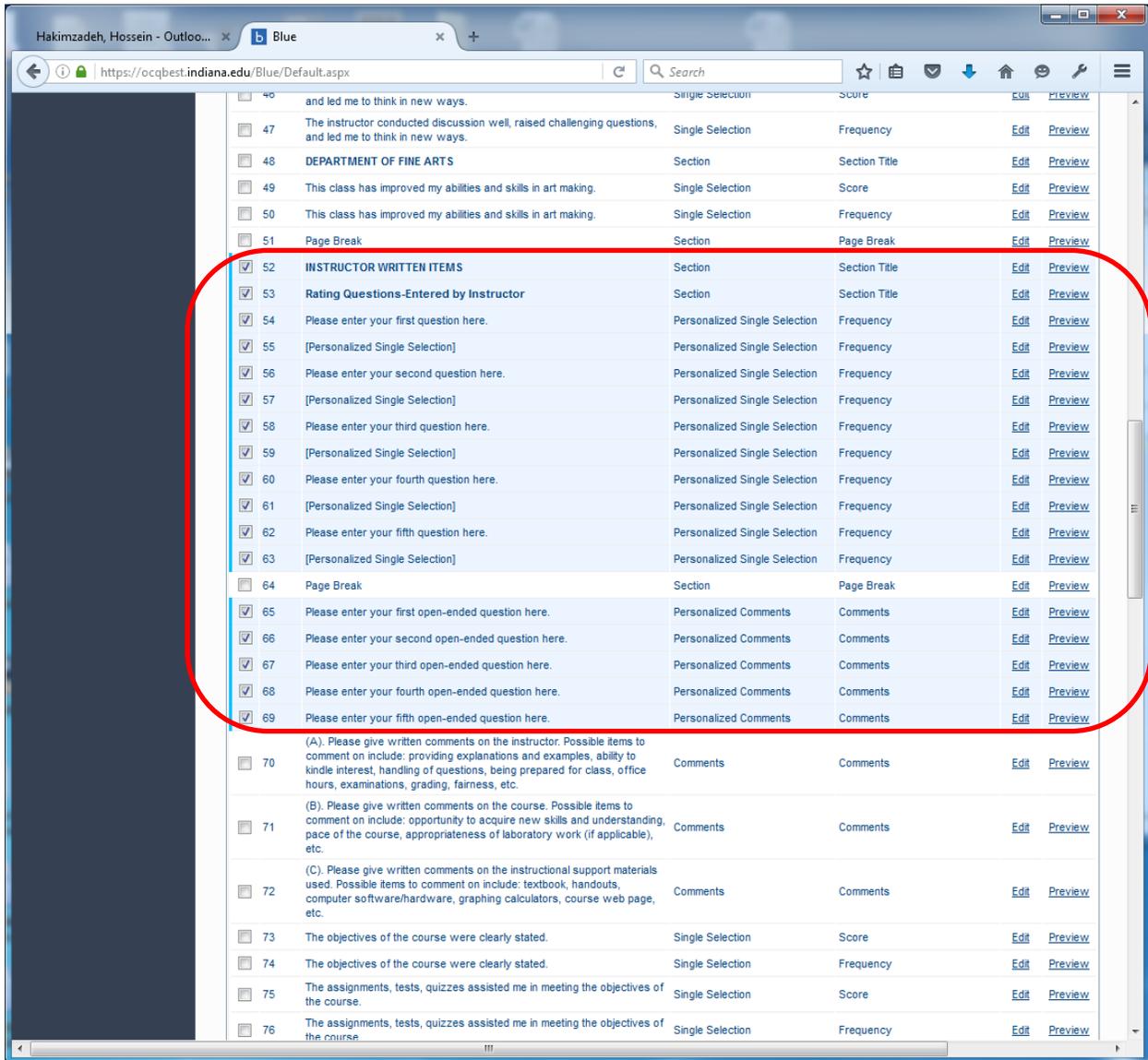
The screenshot shows the Blue system interface for configuring a report. The browser address bar displays <https://ocqbest.indiana.edu/Blue/Default.aspx>. The interface includes a navigation sidebar on the left with options like Response Rate, DIG Projects, Projects, Reports, Monitoring, Question Bank, Record Mgmt, and Help. The main content area has tabs for Info, Content, Content for Export, Filters, Subjects, Viewers, Access, Project Mapping, Distribution, Language, and Publish. Under the Content tab, there are sub-tabs for Content, Options, and Advanced Settings. The 'Project Title' is 'Spring 2016 IUSB Course Evaluation - Production'. The 'Report Title' is 'Spring 2016 IUSB - Individual instructor report - No QP - For Admin - Production' and the 'Individual Report Title' is 'Individual Report for [C\$FN] [C\$LN] - [S\$NAME] (No QP - For Admin)'. Both the Report Title and Individual Report Title fields are highlighted with a red box. Other fields include Description, Category (IUSB), Subcategory (Spring 2016), Header, Footer, Remarks, Prepared by (Hossein Hakimzadeh), Report Type (Individual), Group By (Planner Courses), Name, and various checkboxes for report options like Distributed, Break Down By Secondary Subject, Export, Automatic Update, Update viewers automatically from project group definition, Merge Subjects, Apply Report Logs, Hide report blocks with no results, Display table of contents, Hide Cover Page, Hide Project Audience and Responses Received on Cover Page, and Display page numbering. The Audience is set to Private.

SAVE the REPORT.

Step 2: Remove the QP Questions from the Report Content:

Click the **CONTENT** Tab:

1) Find the QP questions in the Report Blocks

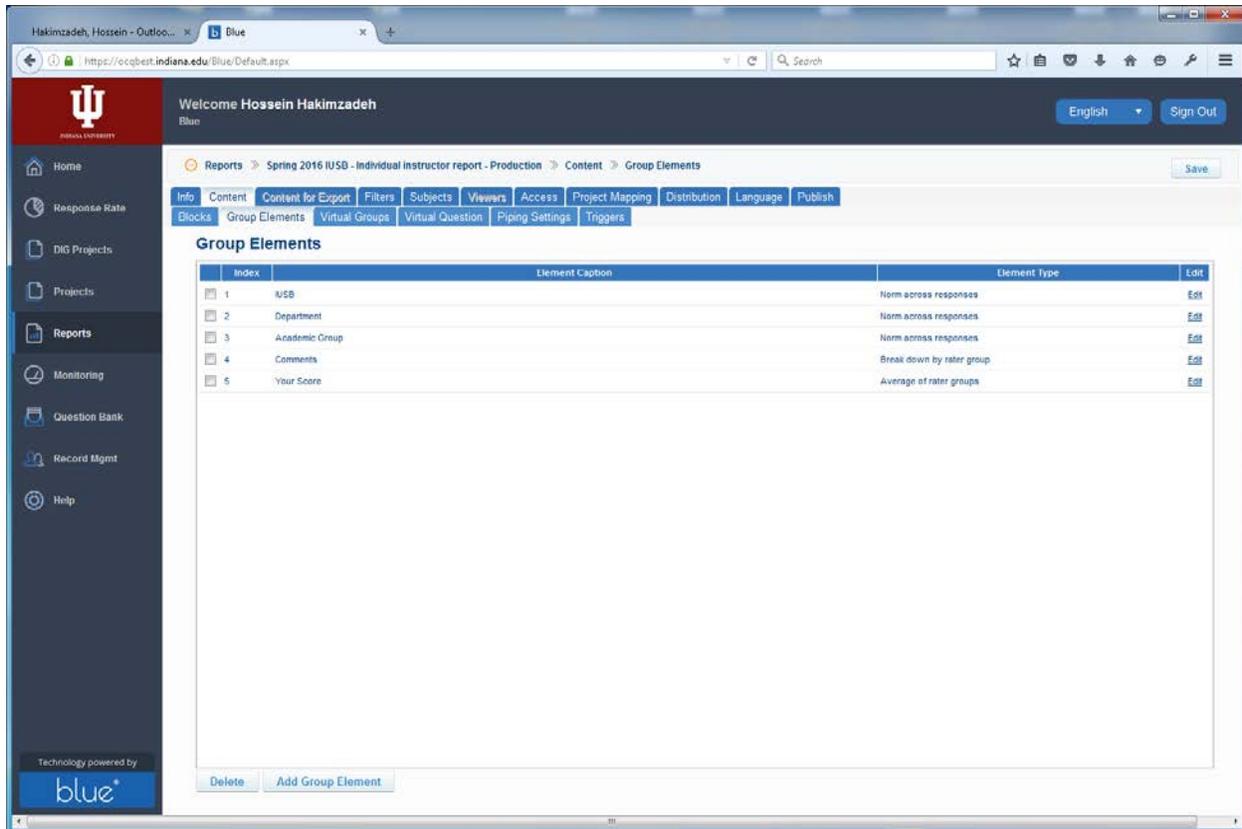


ID	Description	Type	Score	Actions
46	and led me to think in new ways.	Single Selection	Score	Edit Preview
47	The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection	Frequency	Edit Preview
48	DEPARTMENT OF FINE ARTS	Section	Section Title	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
53	Rating Questions-Entered by Instructor	Section	Section Title	Edit Preview
54	Please enter your first question here.	Personalized Single Selection	Frequency	Edit Preview
55	[Personalized Single Selection]	Personalized Single Selection	Frequency	Edit Preview
56	Please enter your second question here.	Personalized Single Selection	Frequency	Edit Preview
57	[Personalized Single Selection]	Personalized Single Selection	Frequency	Edit Preview
58	Please enter your third question here.	Personalized Single Selection	Frequency	Edit Preview
59	[Personalized Single Selection]	Personalized Single Selection	Frequency	Edit Preview
60	Please enter your fourth question here.	Personalized Single Selection	Frequency	Edit Preview
61	[Personalized Single Selection]	Personalized Single Selection	Frequency	Edit Preview
62	Please enter your fifth question here.	Personalized Single Selection	Frequency	Edit Preview
63	[Personalized Single Selection]	Personalized Single Selection	Frequency	Edit Preview
64	Page Break	Section	Page Break	Edit Preview
65	Please enter your first open-ended question here.	Personalized Comments	Comments	Edit Preview
66	Please enter your second open-ended question here.	Personalized Comments	Comments	Edit Preview
67	Please enter your third open-ended question here.	Personalized Comments	Comments	Edit Preview
68	Please enter your fourth open-ended question here.	Personalized Comments	Comments	Edit Preview
69	Please enter your fifth open-ended question here.	Personalized Comments	Comments	Edit Preview
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	Edit Preview
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
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
76	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	Frequency	Edit Preview

Scroll to the bottom of the page and Press the DELETE button



2) Group Elements (leave as is)



3) Virtual Groups (Leave as is)
Empty!

4) Virtual Questions (Leave as is)

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 > Content > Virtual Questions. The main content area displays a table titled "Virtual Question List" with the following data:

Index	Title	Type	Edit
1	Leighton School of Business and Economics questions	Single Selection Table	Edit
2	Leighton School of Business & Economics	Single Selection Table	Edit
3	The instructor was well-prepared.	Single Selection Table	Edit

At the bottom of the table, there are buttons for "Delete", "Delete All", "Add Virtual Question", and "Copy".

5) Piping Settings (Leave as is)

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 > Content > Piping Settings. The main content area displays a table titled "Piping Default Caption" with the following data:

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

At the bottom of the table, there are buttons for "Delete" and "Add Default Caption".

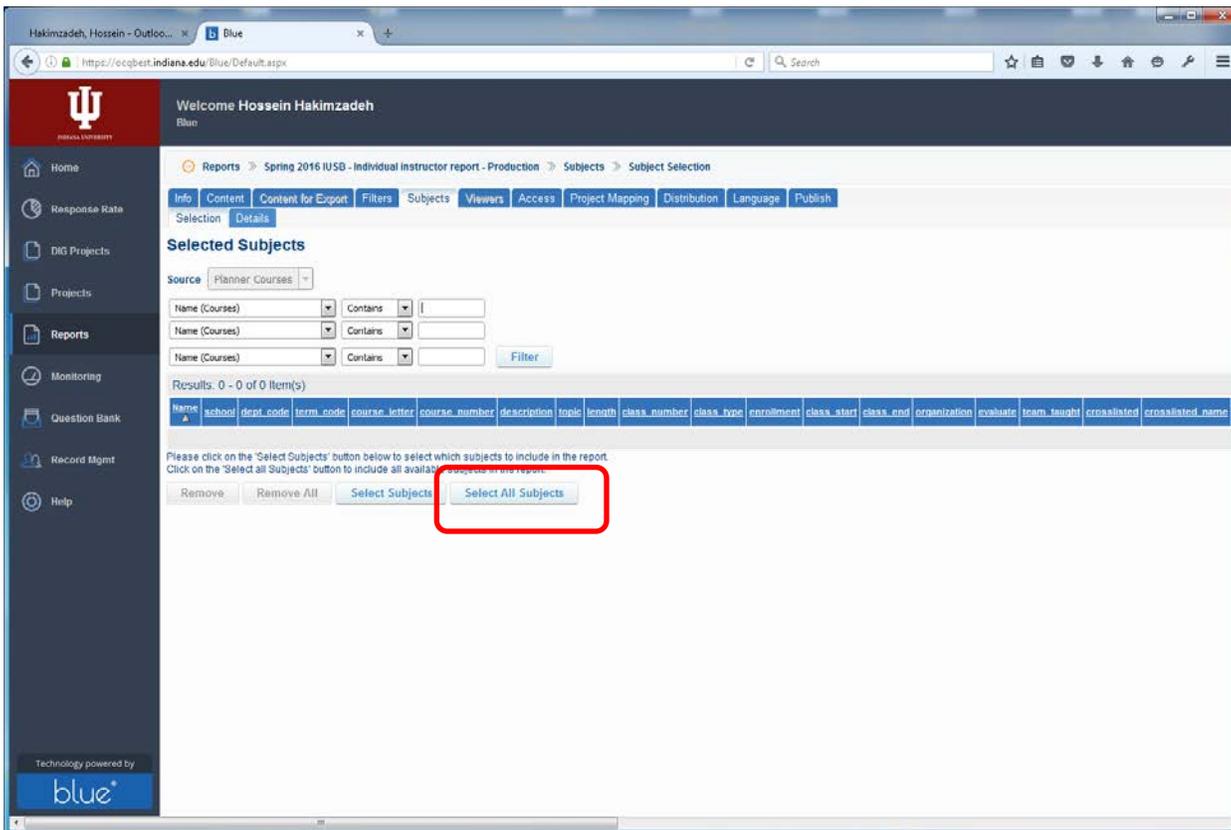
6) Triggers (Leave as is)

Empty!

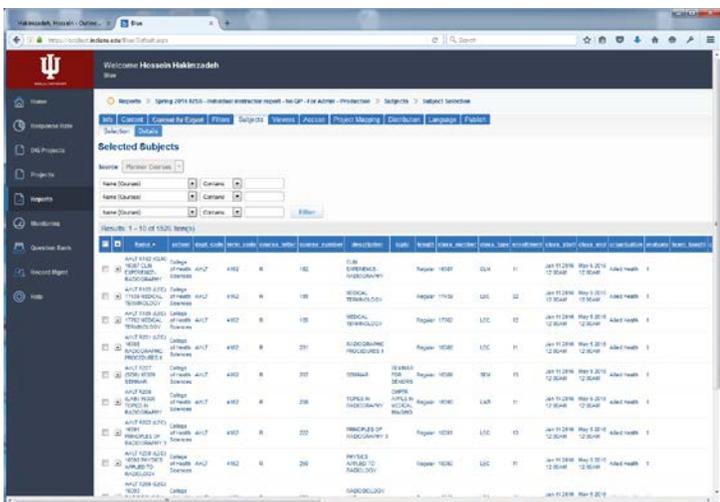
SAVE the REPORT.

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

Click the **SUBJECTS** Tab:

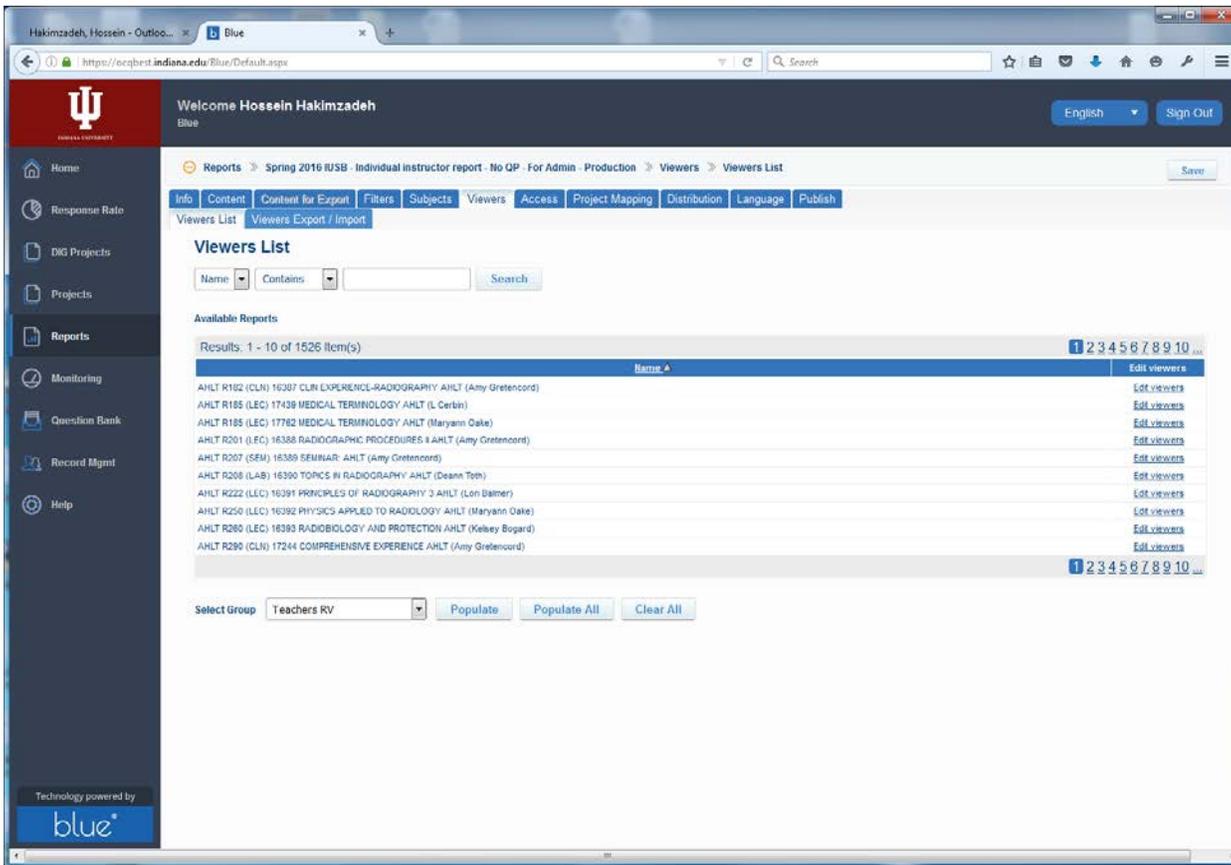


Click the **SELECT ALL SUBJECTS** button. This should give you all the sections evaluated during the semester spring 2016 project. (Alternatively, if you only want to select some courses, you can click the Select Subject button, then use the Search capability to select certain departments, or sections,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

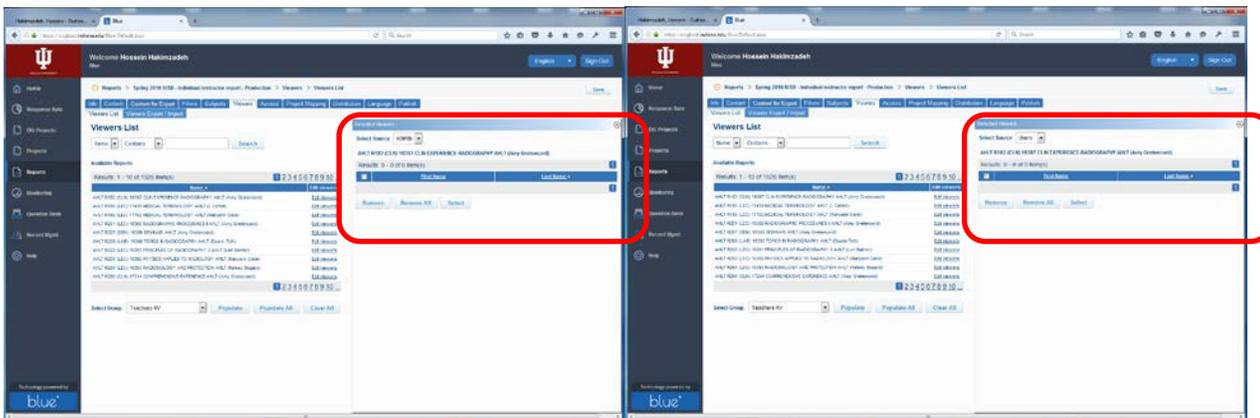


Step 4- Set the Report Viewers

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 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

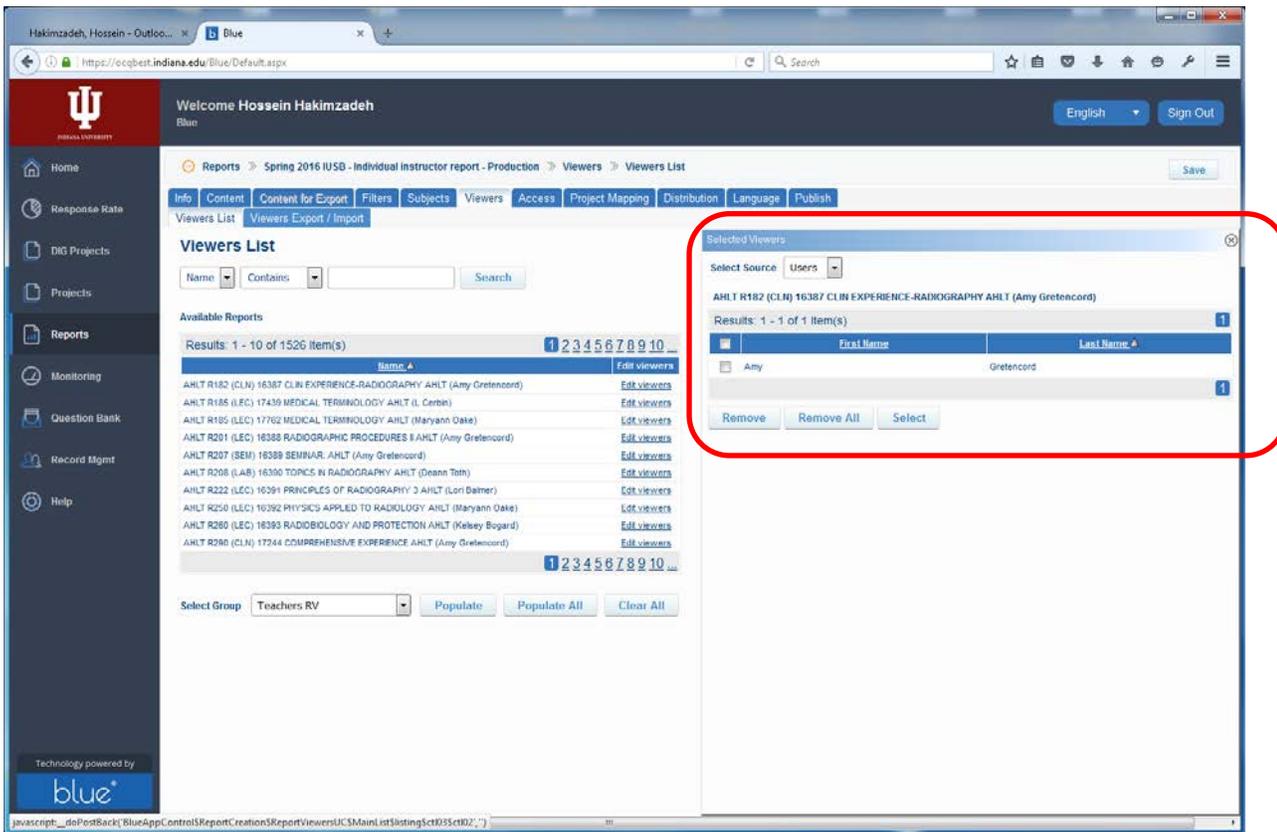
However, upon further reflections, this is not going to work at all. The reason for this is that these groups must be populated ahead of time, and to do is extremely time consuming, manual and error prone process. So, our campus has decided to have central distribution of reports to administrators. In 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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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!**

