

**Report Generation WorkFlow**

**Production for Department Reports (with No QP for Administrators) (Chairs, Deans, Secretaries)**

**BLUE Course Evaluation System**

**By**

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**Fair warning:**

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

## IUSB/BLUE WorkFlow – Department Reports Production-Cycle

The screenshot displays the IUSB/BLUE WorkFlow interface for creating a Department Report. The browser address bar shows the URL: <https://ocqbest.indiana.edu/Blue/Default.aspx>. The interface includes a top navigation bar with tabs: Info, Content, Content for Export, Filters, Groups, Viewers, Access, Project Mapping, Distribution, Language, and Publish. Below this is a sub-navigation bar with tabs: Content, Options, and Advanced Settings. A left sidebar contains a menu with items: Response Rate, DIG Projects, Projects, Reports (highlighted), Monitoring, Question Bank, Record Mgmt, and Help. The main content area is a form for creating a report. The form fields include: Project Title (IU South Bend Student Course Evaluation – Regular Classes Fall 2015), Report Title (\*Department Report - Regular Classes Fall 2015), Individual Report Title (Department Report for SENTITY), Report Description (empty text area), Category (IUSB), Subcategory (Regular fall 2015), Header (Department Report for SENTITY), Footer (Copyright Indiana University South Bend), and Remarks (empty text area). The Prepared by field is Muthana Kubba, with a checkbox for Hide Prepared By. The Report Type (Condensed) section includes radio buttons for Roll Over and Individual, and a Group By dropdown set to IUSB-Courses. Below this are checkboxes for Distributed, Break Down By Secondary Subject, Export, Automatic Update, Update viewers automatically from project group definition, and Merge Subjects. The Options section includes checkboxes for Apply Report Logs, Hide report blocks with no results, Display table of contents (not available in printed version), Hide Cover Page, Hide Project Audience and Responses Received on Cover Page, and Display page numbering. The Decimal Places for Scores is set to 1, and the Decimal Places for Percentages is set to 0. The Audience section includes radio buttons for Private (selected), Public, and None. A red message at the bottom left states: Report already published.

### Step 1: Copy the Production-Cycle Report for Individual Faculty with No QP.

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

The screenshot shows the Blue system interface. The top navigation bar includes the Indiana University logo, the user name 'Hossein Hakimzadeh', and a 'Sign Out' button. The left sidebar contains a menu with options: Home, Response Rate, DIG Projects, Projects, Reports (highlighted), Monitoring, Question Bank, Record Mgmt, and Help. The main content area is titled 'Report Title: Spring 2016 IUSB - Individual instructor report - No QP - For Admin - Production'. It contains two steps: 'Step 1: Select Project' and 'Step 2: Define Report Settings'. In Step 2, the 'Project Title' is 'Spring 2016 IUSB Course Evaluation - Production'. The 'Report Type' section has radio buttons for 'Rollover', 'Individual' (selected), and 'Group By'. The 'Group By' section has a dropdown menu set to 'Planner Courses' and a 'Name' dropdown set to 'Name'. There are checkboxes for 'Distributed', 'Break Down By Secondary Subject', 'Export', 'Automatic Update', 'Update viewers automatically from project group definition', and 'Merge Subjects'. At the bottom of the form are buttons for 'Validate', 'Create', and 'Cancel'. A red callout bubble points to the 'Project Title' field with the text: 'Note that this report is still based on spring 2016 project'.

- 1) Change the report type to “Group By”
- 2) Then select “Planner Courses” and then “dept\_code” from the combo boxes. (See below)

The screenshot shows a web browser window with the URL <https://ocqbest.indiana.edu/Blue/Default.aspx>. The page header includes the Indiana University logo, a welcome message for Hossein Hakimzadeh, and links for English and Sign Out. A left sidebar contains navigation links: Home, Response Rate, DIG Projects, Projects, Reports (highlighted), Monitoring, Question Bank, Record Mgmt, and Help. The main content area is titled "Report Title: Spring 2016 IUSB - Individual instructor report - No QP - For Admin - Production". It contains two steps: "Step 1: Select Project" with radio buttons for "Use the project from the report" (selected) and "Select different project"; and "Step 2: Define Report Settings" with a "Project Title" of "Spring 2016 IUSB Course Evaluation - Production". Under "Report Type", there are radio buttons for "Rollover", "Individual", "Group By" (selected), and "Distributed" (checked). The "Group By" section has two dropdown menus: "Planner Courses" and "dept\_code". Below these are checkboxes for "Break Down By Secondary Subject", "Export", "Automatic Update", "Update viewers automatically from project group definition", and "Merge Subjects". At the bottom of the form are three buttons: "Validate", "Create", and "Cancel". A red rectangle highlights the "Group By" section and its dropdowns.

- 3) Click the "Validate" button.
- 4) Then Click the "Create" button.

Change the **Report title** and the **Individual Report Title**, and **Header**. Now you should see:

The screenshot displays the Blue system interface for configuring a report. The left sidebar contains navigation links: 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, Groups, Viewers, Access, Project Mapping, Distribution, Language, and Publish. The 'Content' tab is active, showing the 'Options' sub-tab. A red box highlights the following fields:

- Project Title:** Spring 2016 IUSB Course Evaluation - Production
- Report Title:** Spring 2016 IUSB - Department report - No QP - For Admin - Production
- Individual Report Title:** Department Report SENTITY (No QP - For Admin)
- Report Description:** (Empty text area)
- Category:** IUSB
- Subcategory:** Spring 2016
- Header:** Department Report SENTITY (No QP - For Admin)
- Footer:** Copyright Indiana University South Bend
- Remarks:** (Empty text area)
- Prepared by:** Hossein Hakimzadeh

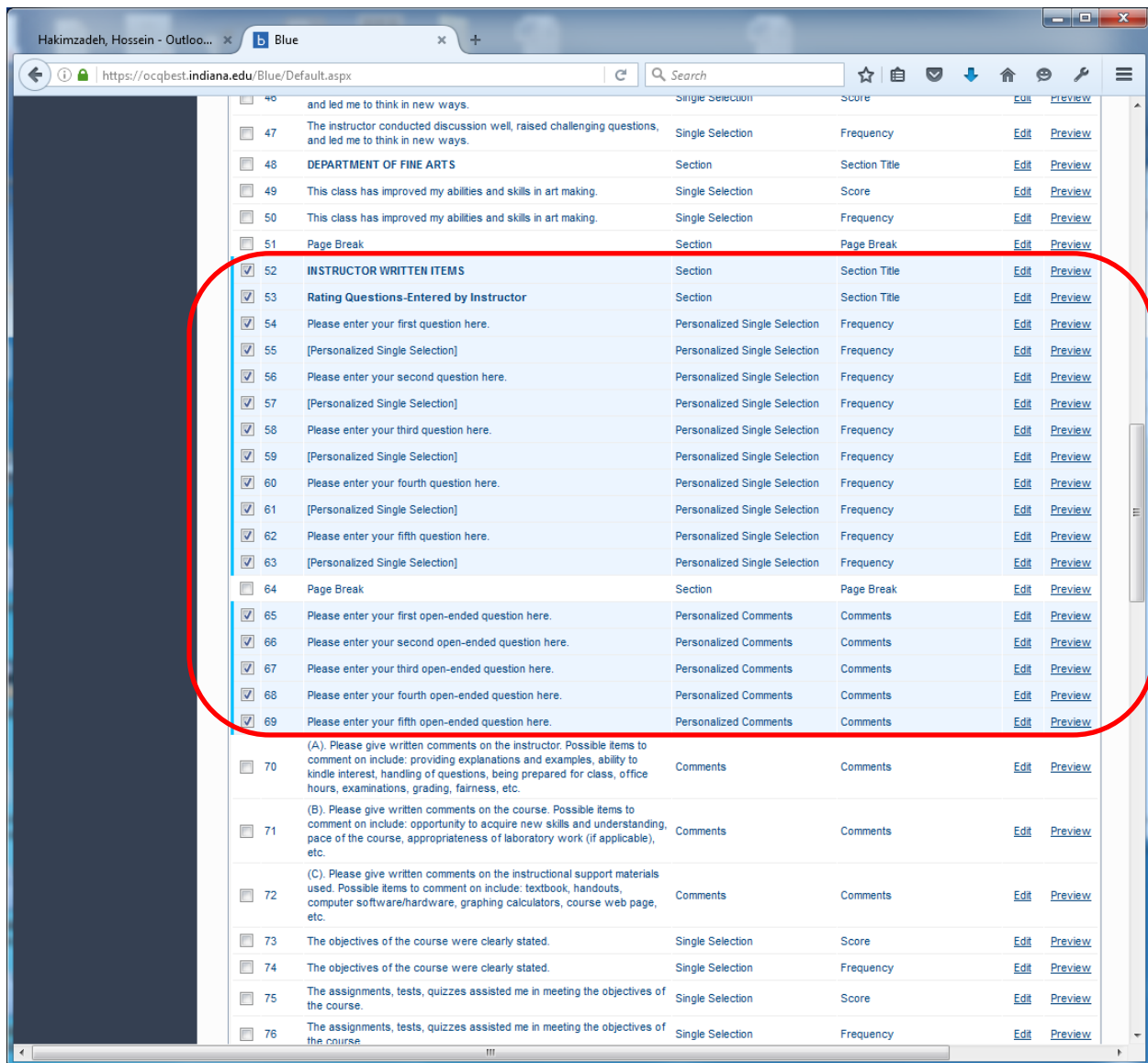
Below the red box, the 'Report Type(Condensed)' section shows 'Roll Over' selected. The 'Options' section includes checkboxes for 'Distributed', 'Break Down By Secondary Subject', 'Export', 'Automatic Update', 'Update viewers automatically from project group definition', and 'Merge Subjects'. The 'Audience' section shows 'Private' selected.

SAVE the REPORT.

## Step 2: Validate Report Contents:

Click the **CONTENT** Tab:

- 1) There should be no QP questions in the Report Blocks. If there are any, remove them! (Note that this means that our No QP Admin Reports are also incorrect, we should go to that REPORT and fix it)



Item	Description	Type	Score	Edit	Preview
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

- 2) **Group Elements (leave as is)** (in my opinion, this should only have IUSB, Academic Group, and Department. No “Comments” grouping should be done, since this simply aggregates all possible comments about all instructors in the department, therefore it have very little value.)

The screenshot shows the Blue system interface for Hossein Hakimzadeh. The left sidebar contains navigation links: Home, Response Rate, DIG Projects, Projects, Reports (selected), Monitoring, Question Bank, Record Mgmt, and Help. The main content area displays the 'Group Elements' configuration page. At the top, there's a breadcrumb trail: Reports > Spring 2016 IUSB - Individual instructor report - Production > Content > Group Elements. Below this is a row of tabs: Info, Content, Content for Export, Filters, Subjects, Viewers, Access, Project Mapping, Distribution, Language, Publish, Blocks, Group Elements (selected), Virtual Groups, Virtual Question, Piping Settings, and Triggers. The 'Group Elements' section contains a table with the following data:

Index	Element Caption	Element Type	Edit
1	IUSB	Norm across responses	Edit
2	Department	Norm across responses	Edit
3	Academic Group	Norm across responses	Edit
4	Comments	Break down by rater group	Edit
5	Your Score	Average of rater groups	Edit

At the bottom of the table, there are two buttons: 'Delete' and 'Add Group Element'.

- 3) **Virtual Groups (Leave as is)**  
**Empty!**



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

The screenshot shows the Blue system interface for Hossein Hakimzadeh. The breadcrumb trail is: Reports > Spring 2016 IU/SB - Individual instructor report - Production > Content > Virtual Questions. The 'Virtual Questions' tab is selected. Below the breadcrumb trail, there are 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 Blocks, Group Elements, Virtual Groups, Virtual Question, Piping Settings, and Triggers. The 'Virtual Question List' is displayed with a table containing three rows:

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 interface, there are buttons for Delete, Delete All, Add Virtual Question, and Copy.

#### 5) Piping Settings (Leave as is)

The screenshot shows the Blue system interface for Hossein Hakimzadeh. The breadcrumb trail is: Reports > Spring 2016 IU/SB - Individual instructor report - Production > Content > Piping Settings. The 'Piping Settings' tab is selected. Below the breadcrumb trail, there are 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 Blocks, Group Elements, Virtual Groups, Virtual Question, Piping Settings, and Triggers. The 'Piping Default Caption' is displayed with a table containing three rows:

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

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

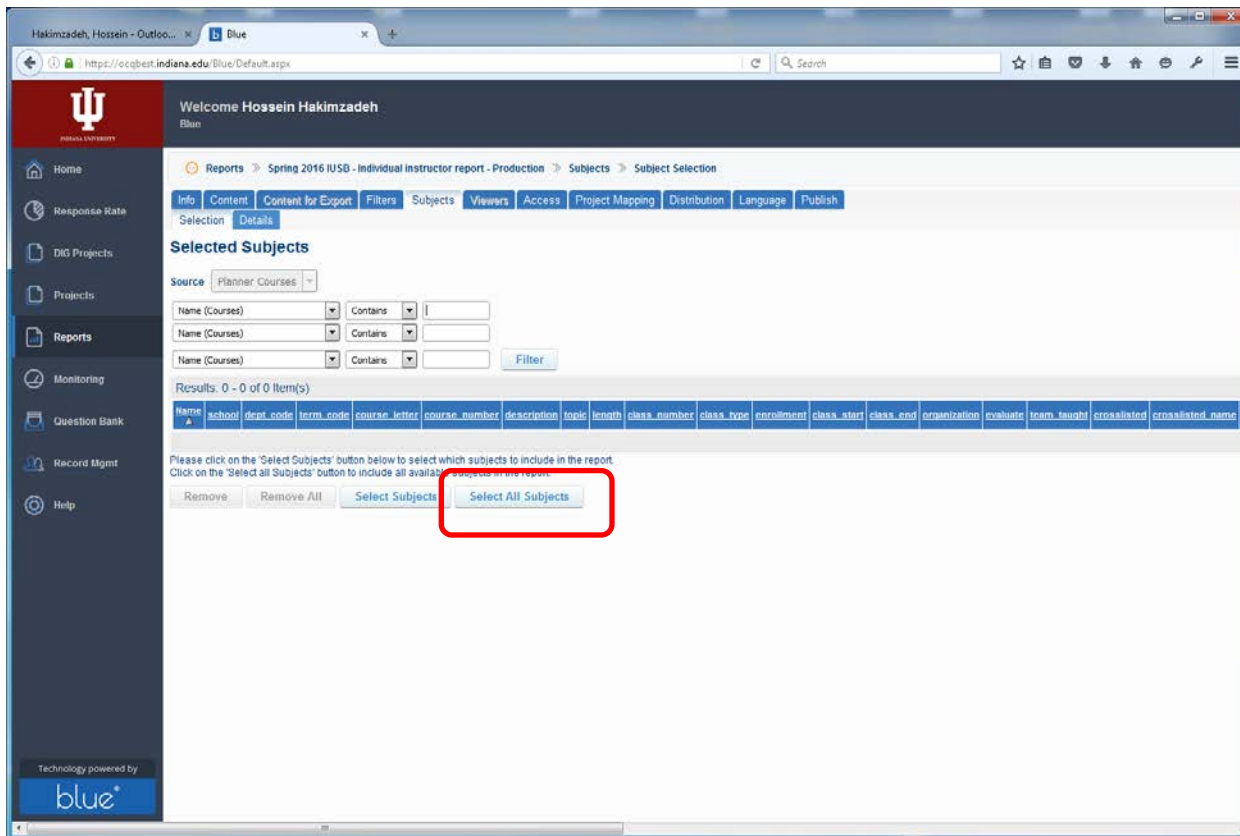
6) Triggers (Leave as is)

Empty!

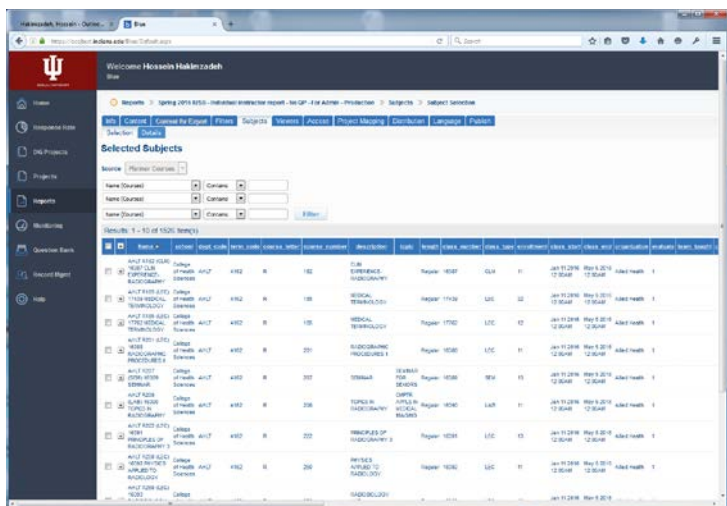
SAVE the REPORT.

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

Click the **SUBJECTS** Tab:

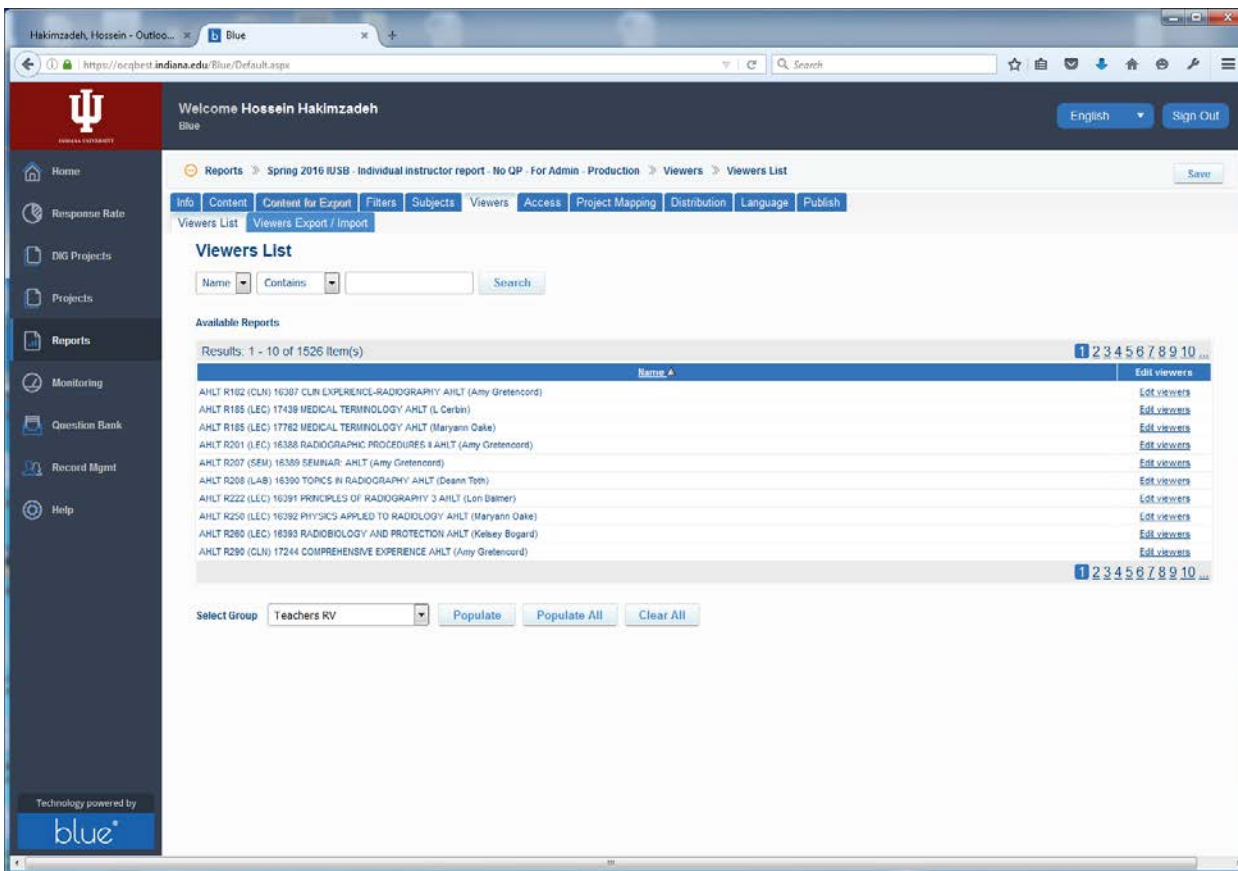


Click the **SELECT ALL SUBJECTS** button. This should give you all the sections evaluated during the semester spring 2016 project. (Alternatively, if you only want to select some courses, you can click the Select Subject button, then use the Search capability to select certain departments, or sections,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

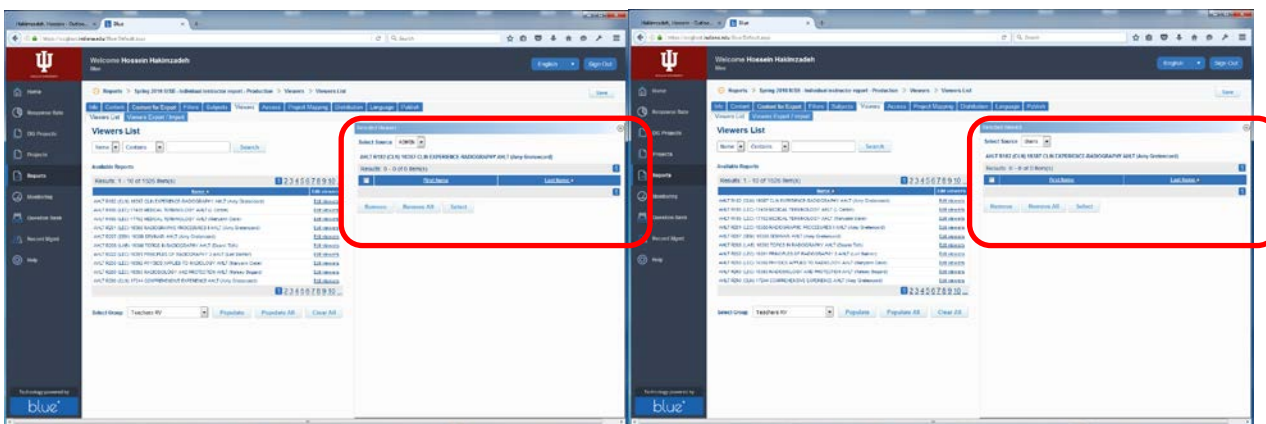


## Step 4- Set the Report Viewers

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

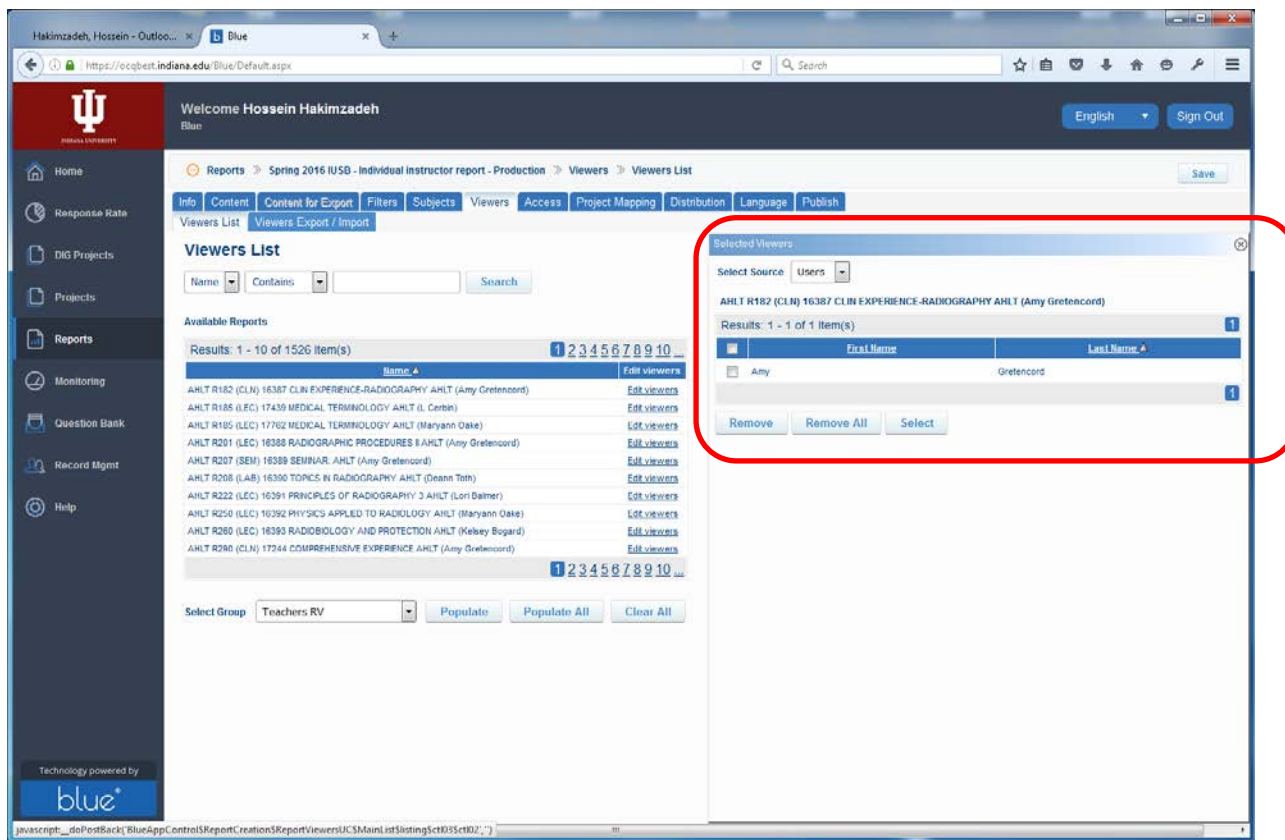
ADMIN EVCAA

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.

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!

