

Using Advanced Report Builder Tools

- This feature allows Instructors to create custom reports across multiple projects based on course enrollment and/or question criteria.
- This feature also allows Instructors to create custom reports across multiple projects based on course enrollment and/or question criteria.
- Reports created in Report Builder are saved within the user's Report Builder dashboard and can be copied, edited, and/or exported.

Report Builder

1. Click on the **Results** tab.
2. Select **Report Builder**. After clicking on Report Builder, you will be dropped off on the **My Reports** dashboard, your central location for all reports created from Report Builder.
 1. Here you can view your most recent reports, saved reports and shared reports from other users. Each category will list the most recent five reports or click View All to view the full list for each category.

To Create a New Report

1. Select the tab for your desired report type. These report types help the user navigate the data from one of five available perspectives:
 1. Projects report
 2. Courses report

The screenshot shows the 'My Reports' dashboard for Report Builder 2.0. At the top, there is a breadcrumb trail 'Home / My Reports' and the title 'Report Builder 2.0'. Below the title are three tabs: 'My Reports' (selected), 'Projects', and 'Courses'. A light blue notice box contains the text: 'Notice: Reporting data is updated nightly, and any project updates will be visible in reporting the following day.' Below the notice are two columns: 'Recent' and 'Saved Reports'. The 'Recent' column shows 'No recent reports' and the 'Saved Reports' column shows 'No saved reports'.

Recent	Saved Reports
No recent reports	No saved reports

2. Search for and/or select your desired criteria > **Apply**.
 1. Select multiple criteria for each, or you can apply your selections, then click the plus icon to select and apply additional. To remove criteria, expand the applied selection(s) and deselect.
3. Click **Run** after your selections have been applied to generate your report.
4. Depending on the size of the data in the report you're generating, you may get a message the report is being generated and you'll be notified when it is complete. When complete, an email will be sent to the email address associated with your login. You can also refresh the Report Builder screen until the report is showing as completed. Or you can view the Notifications by clicking on the Bell in the upper right corner of Course Evaluations & Surveys to see that the report has generated.

My Reports / Course Evaluation Project

Report Builder 2.0

My Reports Projects Courses

Course Evaluation Project

Run

Course Evaluation Projects	1 Selected	x	v	+
Questions	11 Selected	x	v	+
Grouping	Project	x	v	
Question Filters	None	v	+	
Benchmarks	None	v	+	
Metadata Filters				
Course	None	v	+	
Respondent	None	v	+	
Instructor	None	v	+	

Reporting Types

1. **Projects:** With this report type users can compare data from one project or between multiple projects. Data can be aggregated to summarize the project overall or dis-aggregated to show course or instructor-level detail within the project.

Course objectives were made clear by Instructor [InstructorName]. Single Selection Question

		1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree	
2018 Fall Course Evaluations	%	1.28%	6.41%	43.59%	48.72%	70 of 164 responded (42.68%) Mean 3.49 / STD 0.67
	n	1	5	34	38	
2018 Summer Course Evaluations	%	3.85%	7.69%	42.31%	46.15%	70 of 164 responded (42.68%) Mean 3.31 / STD 0.78
	n	3	6	33	36	

2. **Courses:** With this report type users can compare data from one course or from multiple courses. Course data can be compared longitudinally over time,

across projects, or from within the same project. Data can be aggregated to summarize the project overall or dis-aggregated to show course section or instructor-level detail within the project.

Course objectives were made clear by Instructor [InstructorName].					Single Selection Question
	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree	
BIOCHEM - Advanced Biochemistry	% 0%	0%	50%	50%	2 of 4 responded (50%) Mean 3.50 / STD 0.71
INTST - International Cultural Diversity	% 0%	0%	50%	50%	2 of 4 responded (50%) Mean 3.50 / STD 0.71
HST245 - European History	% 0%	0%	50%	50%	2 of 4 responded (50%) Mean 3.50 / STD 0.71
ENVI - Environmental Studies	% 0%	0%	50%	50%	2 of 4 responded (50%) Mean 3.50 / STD 0.71

Edit, Save, Export Report

After the report has been generated select:

1. **Filters:** To edit the report criteria.
2. **Save:** To save the report to your Report Builder dashboard.
3. **Delete:** To delete the report.
4. **Copy:** To make a copy of the report.
5. **Excel:** To export a raw data report to Excel that correlates with the filters applied.
6. **PDF:** To export results to PDF format that correlates with the filters and view applied.

My Reports Course Evaluation Project Report Results

Report Builder 2.0

My Reports Projects Courses

Course Evaluation Project Report
1 Course Evaluation Project, 11 Questions, Project Grouping
11/2/2018 6:37 PM

Filters Save Delete Copy Excel PDF

Question Results (10) Aggregated Results (4) View: Chart

Course objectives were made clear by Instructor [InstructorName].

Single Selection Question

2018 Fall Course Evaluations

1 of 4 responded (25%)
Mean 3.00 / STD 0.00

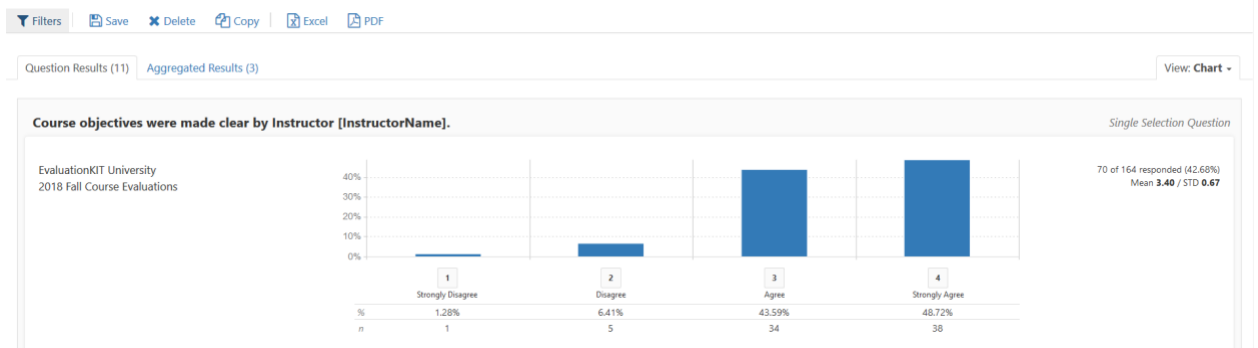
	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
%	0%	0%	100%	0%
n	0	0	1	0

Report Views

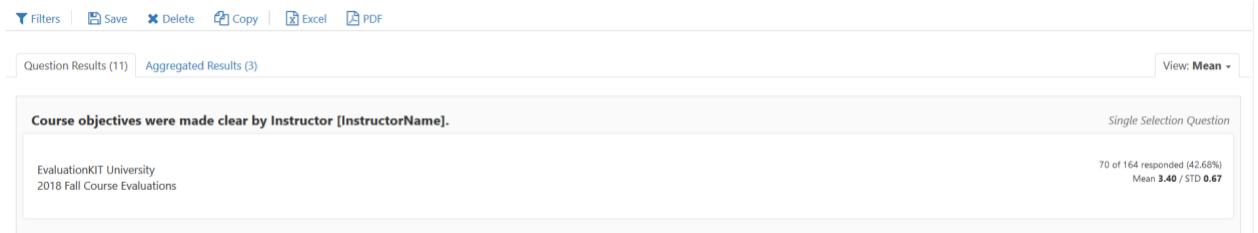
For each of the report types you can choose to view the data interactively using one of five different report views. Below are examples of the same data for the same question in the five different views.

Note: The selected Project(s) are displayed on the left of each question, and a legend for each view is displayed to the right of each question:

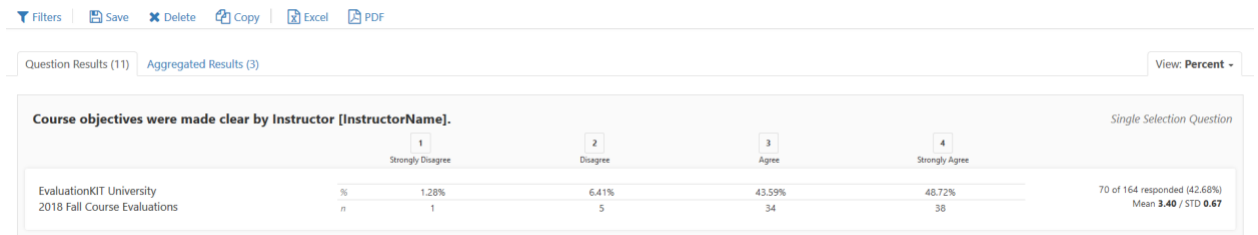
1. Chart



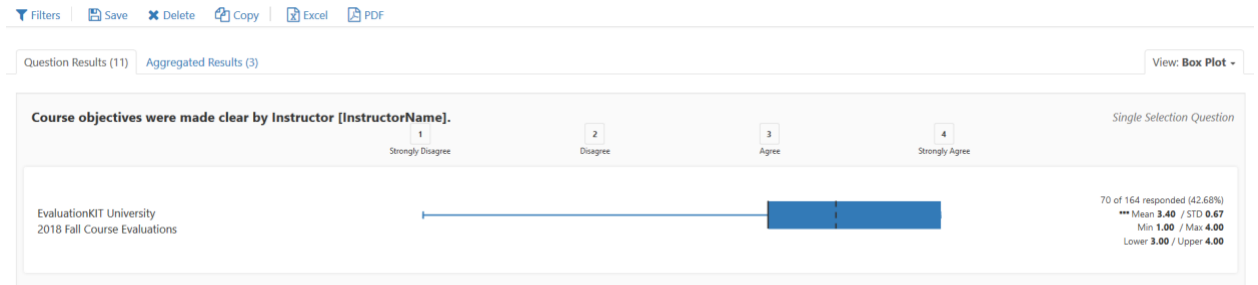
2. Mean



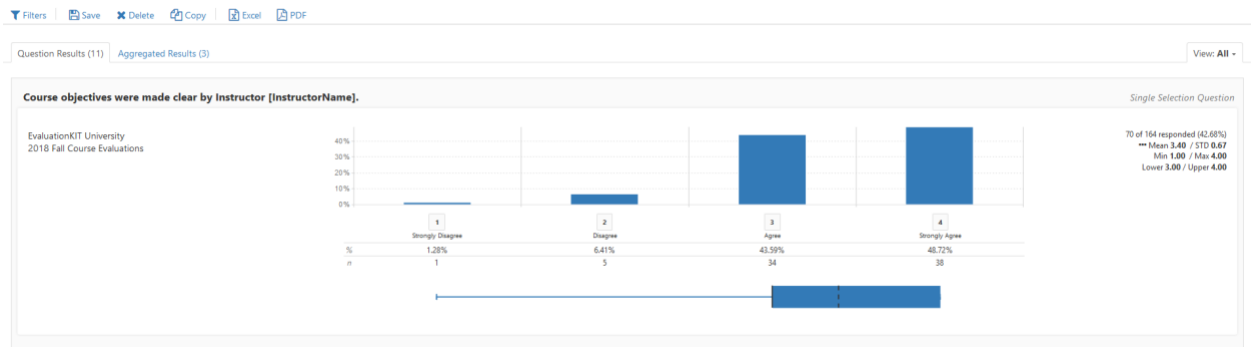
3. Percent



4. Box Plot



5. All



Report Groupings

1. This feature allows the user to aggregate and dis-aggregate data based on logical groupings within the five different report types.

Filter Results by Responses to Survey Questions

1. Using this feature the user can slice and dice the data based on specific responses to one survey question or multiple survey questions. This allows the user to easily view the responses for just a desired segment.

Question Filters - 2 Selected

11 Results 25 ▾

Course objectives were made clear by Instructor [InstructorName]. Single Selection

Strongly Agree

Agree

Disagree

Strongly Disagree

▼ Surveys (1)

Question Results & Aggregated Results

1. In addition to individual question-level metrics, in Report Builder you can easily view data aggregated across multiple questions. Aggregated Results allows you to see a mean score across multiple survey questions, as well as overall percent and frequencies.

Note: This feature requires questions to have a common scale.

Add Benchmarks to Reports

1. This feature offers the ability to quickly add up to three selected levels of aggregated data in order to benchmark against. For instance, a user can view course-level data and easily compare that to aggregated data from the department, school, and institutional levels.

Filter Results by Student or Respondent, Course, and Instructor Metadata

1. Uploading metadata to courses, students/respondents, or instructors allows you to view survey results based on your segmented metadata. CES Administrators can import external data related to these areas into CES, which allows Instructors to easily view the survey results for just the criteria selected related to students/respondents, courses, and/or instructors. External metadata can be brought into CES via API, FTP to Project, and direct upload options. For more on course and user metadata, please consult with your institution's CES Administrator.

Report Sharing

1. Reports generated by CES Administrators and Administrators can be shared with or emailed to instructors. Shared reports with you can be viewed on your Report Builder dashboard.