



**Class Climate®**  
COURSE EVALUATION FEEDBACK SYSTEM

# Advanced Topics in Class Climate

## The Report Creator(s)

**Version 5.1**

For the audio portion of this webinar:

Please dial: **1.877.820.7831**

Conference Code: **393000#**



# Advanced Topics in Class Climate

## The Report Creator(s)

**Version 5.1**



Presented by:

*Michael Oliver,*

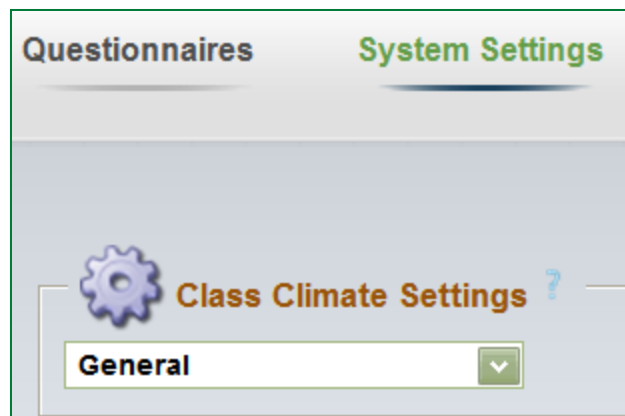
Manager Corporate Training

# Report Creator – Agenda

- Naming Conventions
- Overall Advantages & Role of Report Creator(s)
  - Defined as a User within Subunit(s)
  - Additional Role for Administrator(s) or Subunit Administrator(s)--Versions 5.n
- Review Class Climate Structure
  - Subunits
  - Instructors – Projects – Trainers (Naming based upon System Setting)
  - Courses
  - Programs of Study
  - Periods
- Use of Indicators in Questionnaires
- Report Creator Generated Reports:
  - Single Query
  - Compilation / Combination Reports
  - Evaluate by Subgroups / Merge Reports
  - Comparison Profile Line Reports

# Naming Conventions

## System Settings / Class Climate Settings / General



### System Language

English (Higher Education) ▼  
 English (Higher Education)  
 English (Neutral)  
 English (Seminar Providers)

Sets the default language of the Class Climate interface as well as all generated report documents. Users (instructors, report creators, etc.) can change the language in their settings.

Education	Neutral	Commercial
Instructor	Project	Trainer
President	President	President
Dean	Department Head	Manager (Vice President)
Dean of Study (Dept Chair)	Department Head of Studies	Program Manger (Supervisor)

# Using Report Creator(s)

## Advantages:

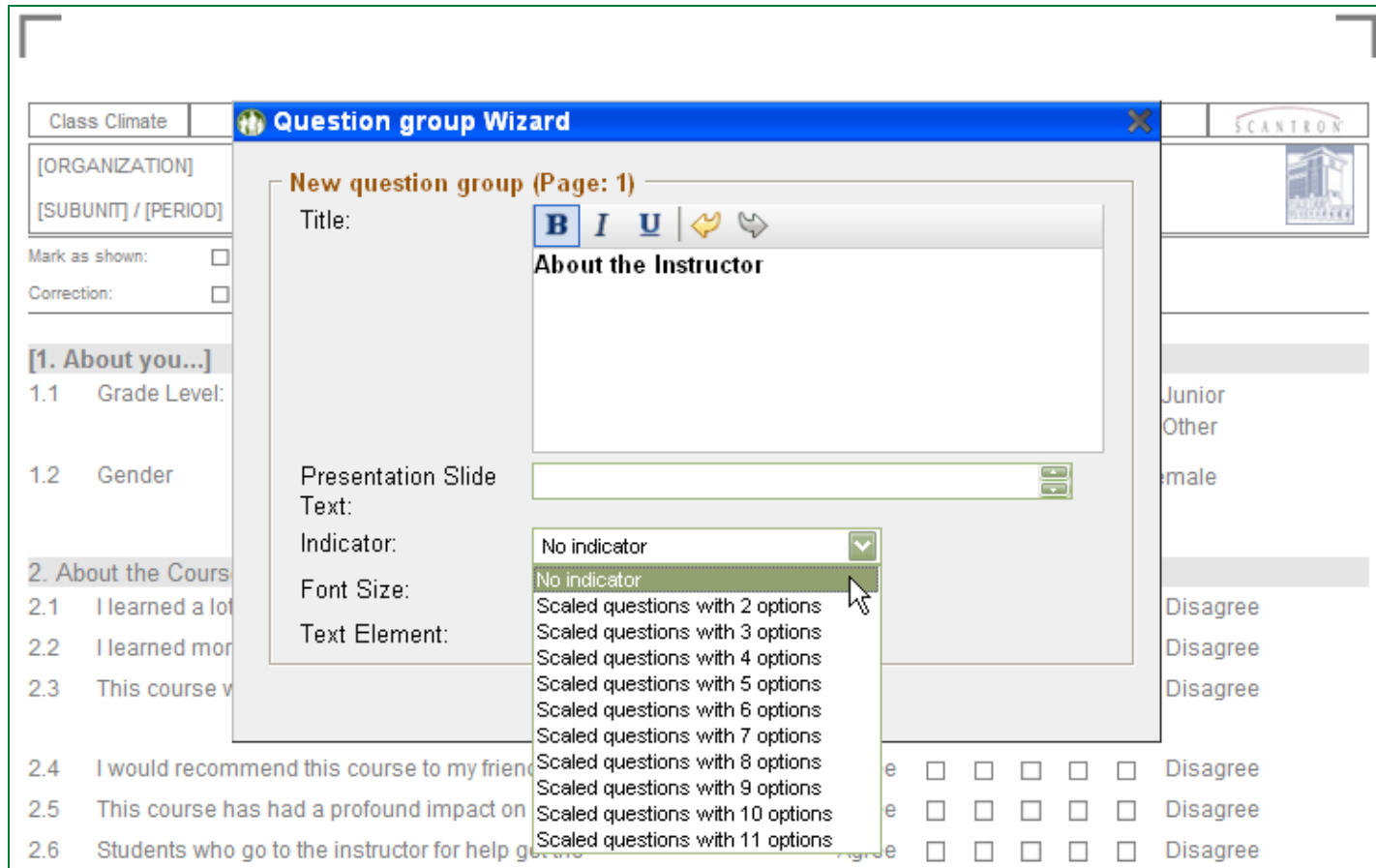
- Tailored Reports
- Pre-defined Single Selection Report Categories
  - SubUnit, Programs of Study, Instructors / Project / Trainers
- Easy-to-Generate Compilations / Comparison Reports
  - Select Multiple: SubUnits / Instructors / Project / Trainers / Courses / Periods
- Ability to Analyze Data by Subgroups / Extended Filters
  - Single or Multi Criteria
- Combine Data Across Similar (non-identical) Questionnaires
- Select Only Desired Questions

# INDICATORS and SUMMARY REPORT OPTION

## *Defining Indicators and Questionnaire Requirements*

# Establishing Indicators

- Affects Every Report in Class Climate
- Indicators May be Added/Changed with Running Surveys
- Allows for 2 – 11 Options
  - With or without Abstention

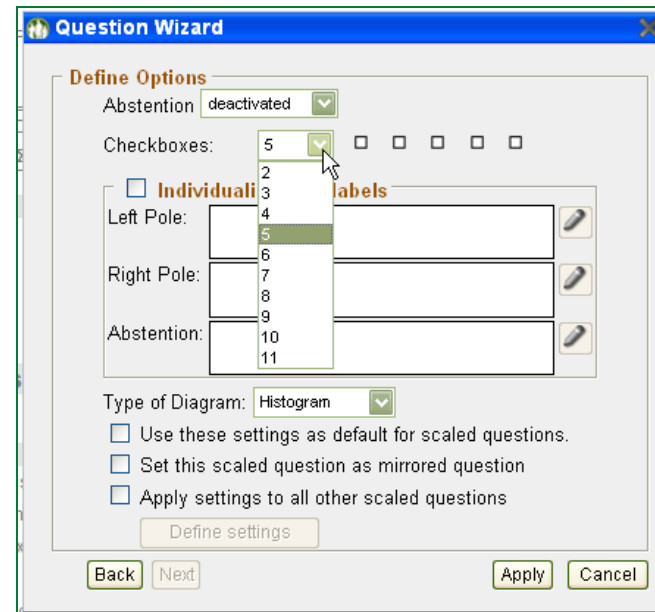


The screenshot displays the 'Question group Wizard' interface. The title field contains 'About the Instructor'. The 'Indicator' dropdown menu is open, showing the following options:

- No indicator
- No indicator
- Scaled questions with 2 options
- Scaled questions with 3 options
- Scaled questions with 4 options
- Scaled questions with 5 options
- Scaled questions with 6 options
- Scaled questions with 7 options
- Scaled questions with 8 options
- Scaled questions with 9 options
- Scaled questions with 10 options
- Scaled questions with 11 options

# Indicators in Questionnaires

- Question Group(s) = Question Categories
- Indicators are an Attribute of the Group
- Indicators May be Added while Questionnaire in use
- Indicators Calculate the Mean Value of all Scaled Questions within the Group (Subtotal)
- Any Group Containing a Scaled Question Should have the Indicator Defined
- All Questions to be Considered in the Sub-Total Calculation **MUST** Match the Number of Options Set in the Indicator Value for that Group



The screenshot shows the 'Question Wizard' dialog box with the 'Define Options' section active. The 'Abstention' dropdown is set to 'deactivated'. The 'Checkboxes' row has a dropdown menu open showing values 1 through 11, with '5' selected. Below this, there are three rows for 'Left Pole', 'Right Pole', and 'Abstention', each with a text input field and a 'Labels' dropdown. The 'Type of Diagram' is set to 'Histogram'. At the bottom, there are checkboxes for 'Use these settings as default for scaled questions.', 'Set this scaled question as mirrored question', and 'Apply settings to all other scaled questions', along with 'Define settings', 'Back', 'Next', 'Apply', and 'Cancel' buttons.



Questions with a Different Scale (number of options) will be individually calculated; but, will be **excluded** from the Sub-Total Calculation



# Indicators in Questionnaires

John Jorgensen, Introduction to Sailing Spring09

**John Jorgensen**

Introduction to Sailing (MARA 147AB-1848)

No. of responses = 9

No. of enrolled = 10

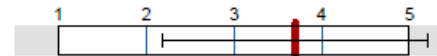
% returned = 90



## Overall indicators

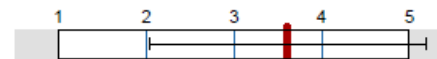
### Global Index

2. About the **Instructor** . . . ( $\alpha = 0.99$ )



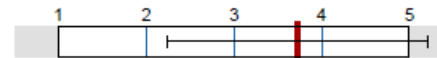
av.=3.7  
dev.=1.51

3. About the **Course**. . . ( $\alpha = 0.99$ )



av.=3.61  
dev.=1.57

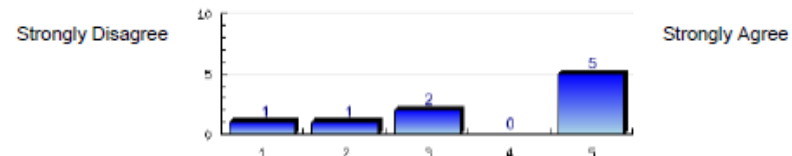
4. About the **Coursework**. . . ( $\alpha = 0.99$ )



av.=3.78  
dev.=1.48

## 2. About the **Instructor** . . .

2.1) The Instructor was well prepared.



n=9  
av.=3.78  
md=5  
dev.=1.56

# Weighted Computation of Indicators

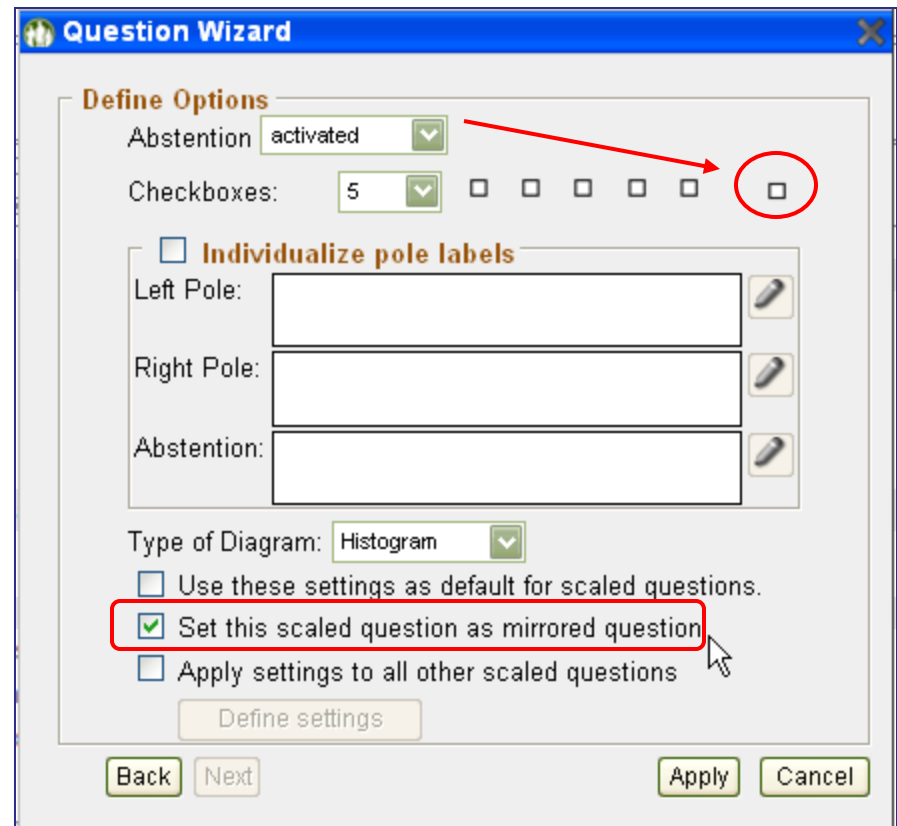
- Total Number of **Answers** for Each Question used for Computation of the Indicator Value
- Example: Question Group with Two (2) Questions, each with a 5-Point Scale, 4 respondents
  - Q1=4 Respondents / 5, 5, 4, 3 (Question Average = **4.25**)
  - Q2=3 Respondents / 5, 5, 5 (Question Average = **5.0**)
  - Indicator =  $5 + 5 + 4 + 3 + 5 + 5 + 5 = 32$   
Divided by # of Responses =  $32 / 7$   
Average of Question Group = **4.57**
    - **Not  $4.25 + 5 = 9.25 / 2 = 4.62$**
- Question Group Averages are Averaged into Global Indicator

# Calculation of the Average vs. Median

- Total Number of **Answers** for Each Question used for Computation of the Median
- All question responses are sorted
- Example of a Question with 5 respondents (odd #)
  - Q1=5 Respondents / 5, 5, **4**, 3, 1
  - Average of Question = 3.6 ( $5+5+4+3+1=18/5=3.6$ )
  - The Median is 4 (the absolute middle number)
- Example of a Question with 4 respondents (even #)
  - Q2=4 Respondents / 5, **4**, **2**, 2
  - Average of Question = 3.75 ( $5+4+2+2=13/4= 3.75$ )
  - The Median is 3 ( $4+2=6/2=3$ )

# Recommendations for Indicators

- Always specify when a Group contains scaled questions
- Question Scales within a Group should have Identical Options
  - 2 – 11 Options
  - With or Without Abstention
- Mirrored Scales Required if Postive on Left
  - Should be set at Question Level if 'Traffic Lights' will be used



**Question Wizard**

**Define Options**

Abstention: activated

Checkboxes: 5

Individualize pole labels

Left Pole:

Right Pole:

Abstention:

Type of Diagram: Histogram

Use these settings as default for scaled questions.


Set this scaled question as mirrored question

Apply settings to all other scaled questions

Define settings

Back Next Apply Cancel


# System Settings for Report Creators

 **Class Climate Settings** ?

Central Evaluation

**Creation of summary reports**

Activated   Permits the creation of summary reports, e.g. the dean's report, dean's of studies report as well as the president's report.

**Report president**

Activated  Report function for the president.

**Report dean**

Activated  Report function for the dean.

**Report dean of studies**

Activated  Report function for the dean of studies.

**Program of study reports**

Activated  Report creator can download reports on programs of study.

**Instructor profile reports**

Activated  Report creator can download reports on instructor profiles.

**Dean of studies**

Activated  Toggles existence of the Vice-Dean

# Additional Reports Screen

### Report Creation ?

Basic setting for result reports :

1 History	Fall0809	1FACeval
1 Law	Summer08	5TZ5DLHJ
1 Physical Education	Spring08	COURSEVA
1 Science	Winter0708	Duallang
1ARTS	Fall0708	dualscale

[Continue >>](#)

Report Creator

- Reports
- Folders
- Additional Reports**
- Reports
- System Information
- Utilization Statistics
- Deliveries
- System Info
- Help
- Send Email
- Manual
- Manual for Creating Questionnaires
- Log Off

### Report Creation ?

Basic setting for result reports :

1 History		
1 Law		
1 Physical Education		
1 Science		
1ARTS		

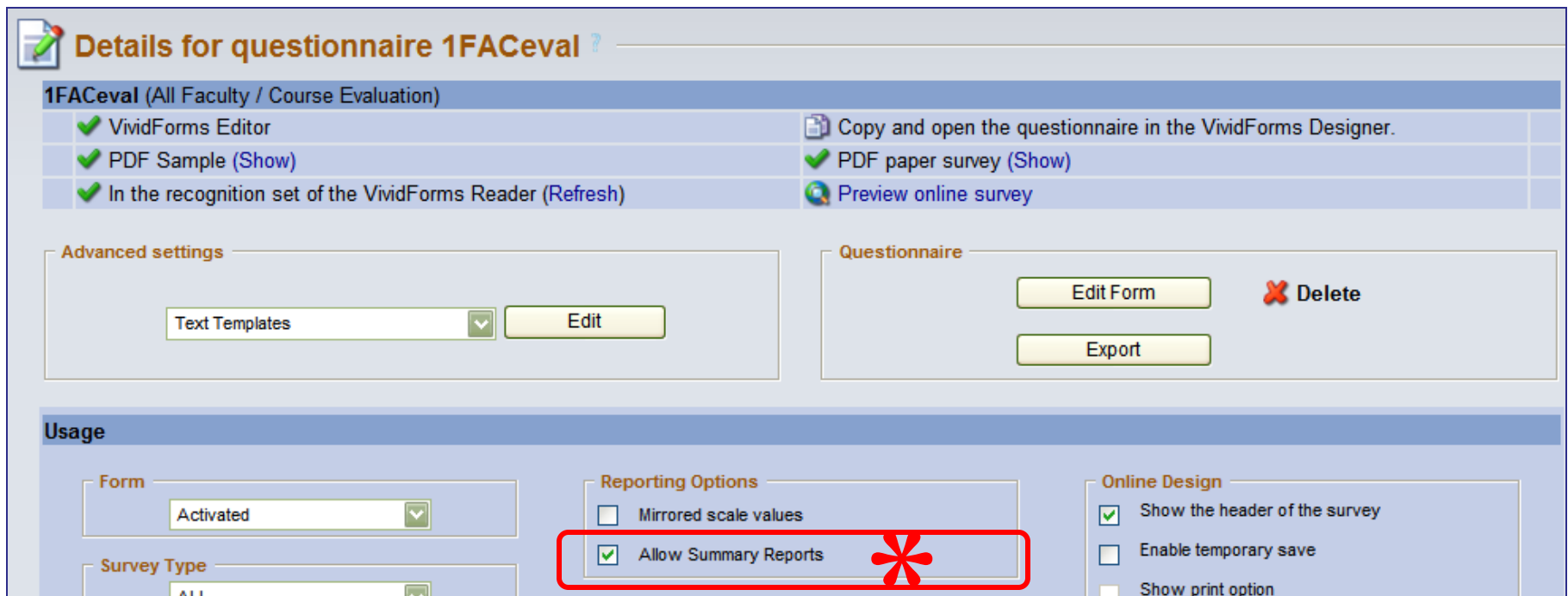
Parameters: Subunit: 1 Physical Education    Period: Winter0708    Questionnaire: 1FACeval

<b>Report for the President</b> A report on all subunits.		<a href="#">Download</a>
<b>Report for the Dean</b> Choose a subunit of the dean to display the report for.	1 History	<a href="#">Download</a>
<b>Report for the Dean of Studies</b> Choose a dean to create the report for.	dos modules DOS OF ART Paula Jennings M D of S new dos	<a href="#">Download</a>

Show Additional Reports

# Activating Summary Reports

- Details Screen for Questionnaire
- Allow Summary Reports must be “checked” for Additional Reports to be available to Report Creator(s)



**Details for questionnaire 1FACeval ?**

**1FACeval (All Faculty / Course Evaluation)**

- ✓ VividForms Editor
- ✓ PDF Sample (Show)
- ✓ In the recognition set of the VividForms Reader (Refresh)
- Copy and open the questionnaire in the VividForms Designer.
- ✓ PDF paper survey (Show)
- Preview online survey

**Advanced settings**

Text Templates

**Questionnaire**

**Usage**

**Form**

Activated

**Survey Type**

ALL

**Reporting Options**

- Mirrored scale values
- Allow Summary Reports \*

**Online Design**

- Show the header of the survey
- Enable temporary save
- Show print option

Show Indicators and Details  
on Questionnaire

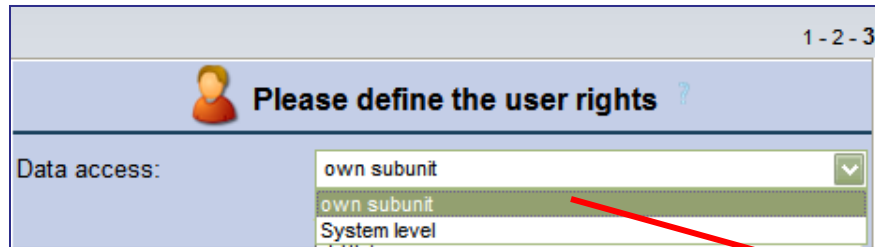
**\* Just this Questionnaire**

## *Establishing Report Creator(s)*

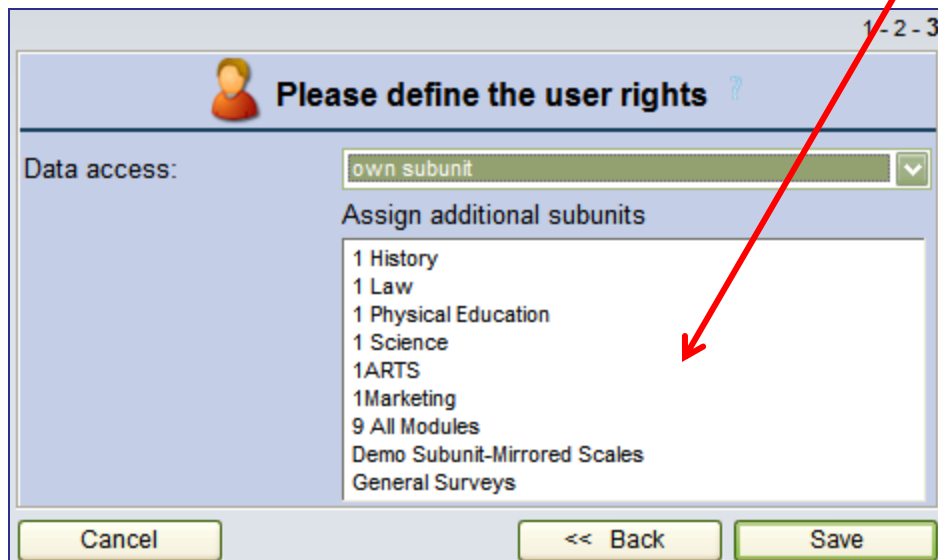


# Adding New User = Report Creator:

- Ability to Define One or More Distinct Report Creators
- Each May be Global (System level) or Assigned to SubUnit(s)



- Default Data Access Level = own subunit
- Assign additional subunits as desired for each Report Creator



## VERSION 5.0+ ONLY:

- Admin(s) and Subunit Admin(s) may also be Report Creators
- Admins are “System Level”
- Subunit Admins’ access is based upon their assigned Subunits
- \* See Addendum

# Reports in General

- Questionnaire Requirements:
  - Indicators Must be Set
  - Summary Reports = Allowed
  - Instant Reports Must Have Been Accessed

**NOTE: Batch Event is the Fastest Way to Produce ALL at Once**

- Non-Instant Reports are created and emailed by Report Creator(s)

## *Questions About Setup*



## *Generating Reports as a Report Creator*

# Advantages of the Report Creator

- *Slice and Dice* available Survey Data as desired
- Include / Exclude questions as desired
- Produce Reports by Single Category
  - Only One Choice per Selection
    - ❖ SubUnit – Choose: 1 Subunit / 1 Period
    - ❖ Program of Study (if populated in Course Attributes) -- Choose: 1 POS / 1 Period
    - ❖ Instructor Profile – Choose: 1 Instructor / 1 Period (better when initiated from Batch Events)

# Advantages of the Report Creator

- Any Compilation (Combination)
  - Most Flexible
  - Combine Any Surveys (except De-Centralized Surveys)
    - ❖ Choose Multiple Subunits / Periods
    - ❖ Choose multiple criteria from any standard choice box
    - ❖ Since Version 5.0 = Ability to Use Tree Structure \*\* See Addendum
  - Batch Create Reports
    - ❖ Create a series of reports according to specific filter criteria with specified Separation
    - ❖ Example: Combine ALL SubUnits then “Separate by SubUnit“ when printed
    - ❖ Especially useful for Instructor Reports
    - ❖ Ability to define Date Range for report creation (not just system Period)

# Advantages of the Report Creator, continued

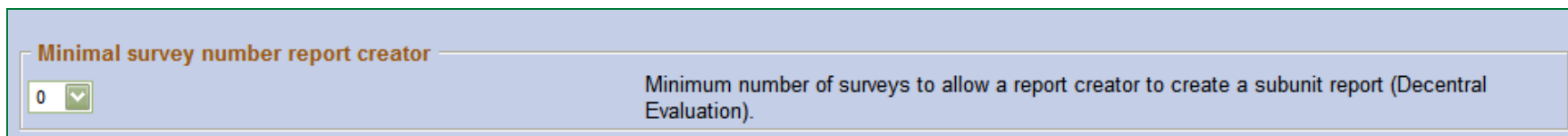
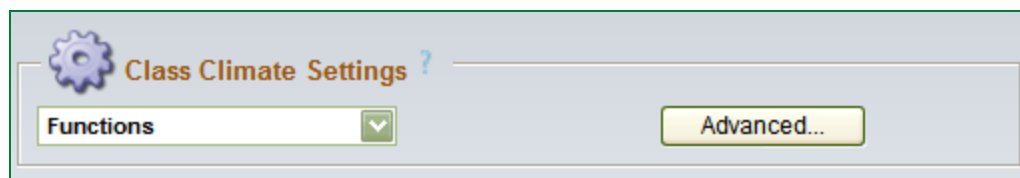
- Create Profile Line emails
  - Compares Scaled Questions Across Selected Surveys
  - May Compare up to Any 8 Profile Lines
  - 2-3 Optimal (more becomes difficult to read)

Some examples:

<b>Compare:</b>	<b>Instructor to their Departmental Peers / and Entire Facility</b>	<b>Up to 8 (eight) courses taught by single Instructor</b>	<b>Up to 8 (eight) Instructors who taught same/similar Course(s)</b>
Line 1:	Entire Facility	Course 1	Instructor A
Line 2:	Department Averages	Course 2	Instructor B
Line 3:	Instructor / Course(s) Averages	Course 3	Instructor C
Line 4:		Total Average of Courses 1,2,3	Total Average of Instructor A,B,C

# System Settings for Survey Reports

- “Number of Surveys Required to Generate Reports”
- System Setting
  - System Settings / Class Climate Settings / Functions / Minimal Survey Number Report Creator
  - Default is ‘1’
  - May be Set to Zero (0) to Allow Single Survey Report to be Generated using Any Compilation reports
    - ❖ Essentially Turns this Setting = OFF





# Mapping Questions Across Surveys with Non-Identical Questionnaires

- Used to Combine Surveys with Similar Questions
  - Automatic
    - ❖ Use When:
      - ♦ Questionnaires are Identical
      - ♦ Questionnaires are Somewhat Similar
      - ♦ Ability to define the desired number of character differences for Automatic Mapping

Question Text	→	Search limit:
Checkbox Text	→	Maximum amount of different characters in the question text: <input type="text" value="10"/>
		Maximum amount of different characters in the modality text: <input type="text" value="5"/>

- Manual
  - ❖ Use When:
    - ♦ Questionnaires are Significantly Different
  - ❖ You decide which questions are similar enough to average together

# Additional Options

- Include Answers to Open Questions
  - Not Extremely Useful when Combining Different Instructors / Courses
- Weighted Averages
  - Weighted is Default
  - All Individual Responses will be used to Calculate the Averages for Questions and Groups
- Un-Weighted Averages
  - The Average for each Question is used to Calculate Group Average and the Averages are Averaged into Global Index
  - There is no Response Data; therefore, there is no Data for Exporting to CSV nor SPSS
  - Raw Score Data is NOT provided, only the Averages
  - Not Widely Used

# Weighted vs. Unweighted (Weighted is the default) (pg. 304) - Slightly Paraphrased

- By default, the reports are summarized weighted, meaning that the calculation is effected according to the number of returns.
- This means for example: If you summarize a survey with 100 return questionnaires and one with 10, the survey with 100 questionnaires counts for more than the one with 10.
- **Mathematically expressed: All individual results are summed for each question (each single value that was selected) and divided by the total number of returns (in this example: 110).**
- You must explicitly select unweighted compilation when creating a report. Unweighted calculation precludes the possibility to adequately undertake further processing in statistics programs.
- With unweighted compilations, each survey counts as 1, regardless of how many questionnaires have been processed for a given survey.
- **Mathematically expressed: You add the respective total average of each question and divide by the number of the surveys that you are summarizing (in the example above: by 2).**
- **Individual response data is lost.**

- View of the Data is based on Data Access Level assigned by Admin(s) or Subunit Admin(s)
  - System Wide = Access to All SubUnits/Survey data
  - Only Own SubUnit = All Data for Named SubUnit(s) Only
  - Allows for overlapping SubUnit Access
    - More than 1 Report Creator can access SubUnit data
    - Unlike SubUnit Admins, Report Creators CAN overlap SubUnits
- All Reports are Generated from Folders
  - Think: File Cabinet
    1. Methodically Divided by Folder Names, or
    2. Every Report “dumped” into the Miscellaneous Drawer
    3. Reports may be moved from folder-to-folder

# Evaluate Subgroup Data


Based on Collected Demographic or Specific Responses

Details of report ?

Report	ALL COURSES ALL SEMESTERS
Study	Norming Report Folder - do not delete
Type	Compilation of multiple survey results/reports
Questionnaire	1FACeval
Status	Data available, report available
Compilation Created on	02/08/2011 at 03:52:22 pm
No. of collected questionnaires	809 (-- %)

Actions	Report data
Rename Compilation	Results in HTML format
Move Compilation	Results in PDF format
Delete Compilation	<input type="button" value="Show"/> <input type="button" value="Email"/>
Edit/Show notes	Raw data in SPSS format
	Raw data in CSV format
	Profile Line <input type="button" value="Show"/>
	<input type="radio"/> Automatic <input type="radio"/> Manual
	Kiviat-diagram <input type="button" value="Show"/>
	Merge evaluations...
	Evaluate subgroup...



Example: If your survey asked: “Reason for taking this course” and the responses included: “Part of my major” and “Personal enrichment”, you could produce a report which included ONLY the responses from those who attended as part of their major.

# Evaluate Subgroup Data, continued

## Single Question / Single Response Criteria

To the selection of several criteria for subgroup reports >>

A Please take a moment to complete this Evaluation for the Faculty Member and Course you have recently taken.

Your responses and comments are CONFIDENTIAL.

B About You . . .

Gender 1 (Female) ▼

Year of Study 1 (Freshman) ▼

Reasons for taking this Course 1 (Required for my Major) ▼

1. Choose 1 Question  
2. Then desired response

C About the Instructor . . .

The Instructor was well prepared. 1 (Strongly Disagree) ▼

The Instructor explained course concepts clearly. 1 (Strongly Disagree) ▼

The Instructor has a comprehensive understanding of the subject. 1 (Strongly Disagree) ▼

The Instructor was available during office hours. 1 (Strongly Disagree) ▼

D About the Course . . .

The Course was worth the time involved. 1 (Strongly Disagree) ▼

I would recommend this Course to my friends. 1 (Strongly Disagree) ▼

I learned more in this class than expected. 1 (Strongly Disagree) ▼

E About the Coursework . . .

Learning Activities were interesting. 1 (Strongly Disagree) ▼

Class assignments were related to the Course Objectives. 1 (Strongly Disagree) ▼

3. Name report as desired  
4. Click checkbox if you wish to include Comments

Subgroup name  
Subgroup 1 from ALL COURSES ALL SEMEST

Include answers to open questions

Create

Note: Data compilation may take a moment.  
Please click the button only once.

# Evaluate Subgroup Data, continued

## Multiple Questions / Multiple Responses Criteria

[To the selection of several criteria for subgroup reports](#) ➤

**A Please take a moment to complete this Evaluation for the Faculty Member and Course you have recently taken.**

**Your responses and comments are CONFIDENTIAL.**

**B About You . . .**

- Gender
- Year of Study
- Reasons for taking this Course

1 (Female) ▼

1 (Freshman) ▼

1 (Required for my Major) ▼

**1. Click to open 2<sup>nd</sup> screen to allow multiple criteria**

**C About the Instructor . . .**

- The Instructor was well prepared.
- The Instructor explained course concepts clearly.
- The Instructor has a comprehensive understanding of the subject.
- The Instructor was available during office hours.

1 (Strongly Disagree) ▼

1 (Strongly Disagree) ▼

1 (Strongly Disagree) ▼

1 (Strongly Disagree) ▼

**D About the Course . . .**

- The Course was worth the time involved.
- I would recommend this Course to my friends.
- I learned more in this class than expected.

1 (Strongly Disagree) ▼

1 (Strongly Disagree) ▼

1 (Strongly Disagree) ▼

**E About the Coursework . . .**

- Learning Activities were interesting.
- Class assignments were related to the Course Objectives.

1 (Strongly Disagree) ▼

1 (Strongly Disagree) ▼

Subgroup name  
Subgroup 1 from ALL COURSES ALL SEMEST

Include answers to open questions

Create

Note: Data compilation may take a moment.  
Please click the button only once.

# Evaluate Subgroup Data, Multiple Criteria

## Create / Save new criteria combination

- To produce a report containing responses from ONLY:
  - Freshmen through Grad Students (exclude “none of the above”) AND
  - Those who “Agreed” or “Strongly Agreed “ the Instructor was well prepared

**Selection of several criteria for subgroup reports**

Available questions	Value
<i>Please take a moment to complete this Evaluation for the Faculty Member and Course you have recently taken. Your response...</i>	
<i>About You . . .</i>	
Gender	<> 1 (Freshman)
<b>Year of Study</b>	1 (Freshman)
Reasons for taking this Course	2 (Sophomore)
<i>About the Instructor . . .</i>	3 (Junior)
The Instructor was well prepared.	4 (Senior)
The Instructor explained course concepts clearly.	5 (Graduate)
The Instructor has a comprehensive understanding of the subject.	<b>6 (None of the Above)</b>
The Instructor was available during office hours.	
<i>About the Course. . .</i>	
The Course was worth the time involved.	

Default criteria combination    Add new criteria combination

**Selection of several criteria for subgroup reports**

Available questions	Value
<i>Please take a moment to complete this Evaluation for the Faculty Member and Course you have recently taken. Your response...</i>	
<i>About You . . .</i>	
Gender	
Year of Study	
Reasons for taking this Course	
<i>About the Instructor . . .</i>	
<b>The Instructor was well prepared.</b>	>= 1 (Strongly Disagree)
The Instructor explained course concepts clearly.	1 (Strongly Disagree)
The Instructor has a comprehensive understanding of the subject.	2
The Instructor was available during office hours.	<b>4</b>
	5 (Strongly Agree)
<i>About the Course. . .</i>	
The Course was worth the time involved.	

Default criteria combination    Add new criteria combination

Equal to  
or  
Greater than  
the number 4 valued response

added to the chosen criteria combination:    Add criterion

Question	Operator	Value	Options
<b>Default criteria combination</b>			
Year of Study	<>	6 (None of the Above)	✗
And			
The Instructor was well prepared.	>=	4	✗
<div style="border: 1px solid green; padding: 5px; display: inline-block; margin: 5px;">Provide meaningful Report Name</div> <div style="border: 1px solid green; padding: 5px; display: inline-block; margin: 5px;">Click Create</div>			
Subgroup name		Create	
Students Agreed + Instructor prepared - all data			
<input checked="" type="checkbox"/> Include answers to open questions			

Note: Data compilation may take a moment. Please click the button only once.



# Merging Survey Data

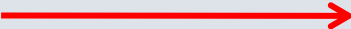
Combine Reports Created by Evaluating a Subgroup

**Details of report ?**

Report	ALL COURSES ALL SEMESTERS
Study	Norming Report Folder - do not delete
Type	Compilation of multiple survey results/reports
Questionnaire	1FACeval
Status	<b>Data available, report available</b>
Compilation Created on	02/08/2011 at 03:52:22 pm
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	Profile Line <input type="button" value="Show"/>
	<input type="radio"/> Automatic <input type="radio"/> Manual
	Kiviat-diagram <input type="button" value="Show"/>
	Merge evaluations...
	Evaluate subgroup...



Example: Combine any reports, including those reports created using: Evaluate Subgroup

# Single Profile Line Comparison

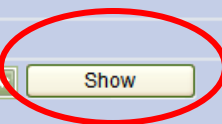
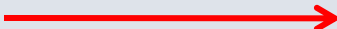
Compare any 2 Subgroup Reports

**Details of report ?**

Report	ALL COURSES ALL SEMESTERS
Study	Norming Report Folder - do not delete
Type	Compilation of multiple survey results/reports
Questionnaire	1FACeval
Status	Data available, report available
Compilation Created on	02/08/2011 at 03:52:22 pm
No. of collected questionnaires	809 (-- %)

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Rename Compilation	Results in HTML format
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	<input type="radio"/> Automatic <input type="radio"/> Manual
	Kiviat-diagram <input type="button" value="Show"/>
	Merge evaluations...
	Evaluate subgroup...



Example: Compare the responses from the 2 reports: “Part of my major” and “Personal enrichment”, you could see which group evaluated the course higher / lower.

## *Let's Go Look . . .*

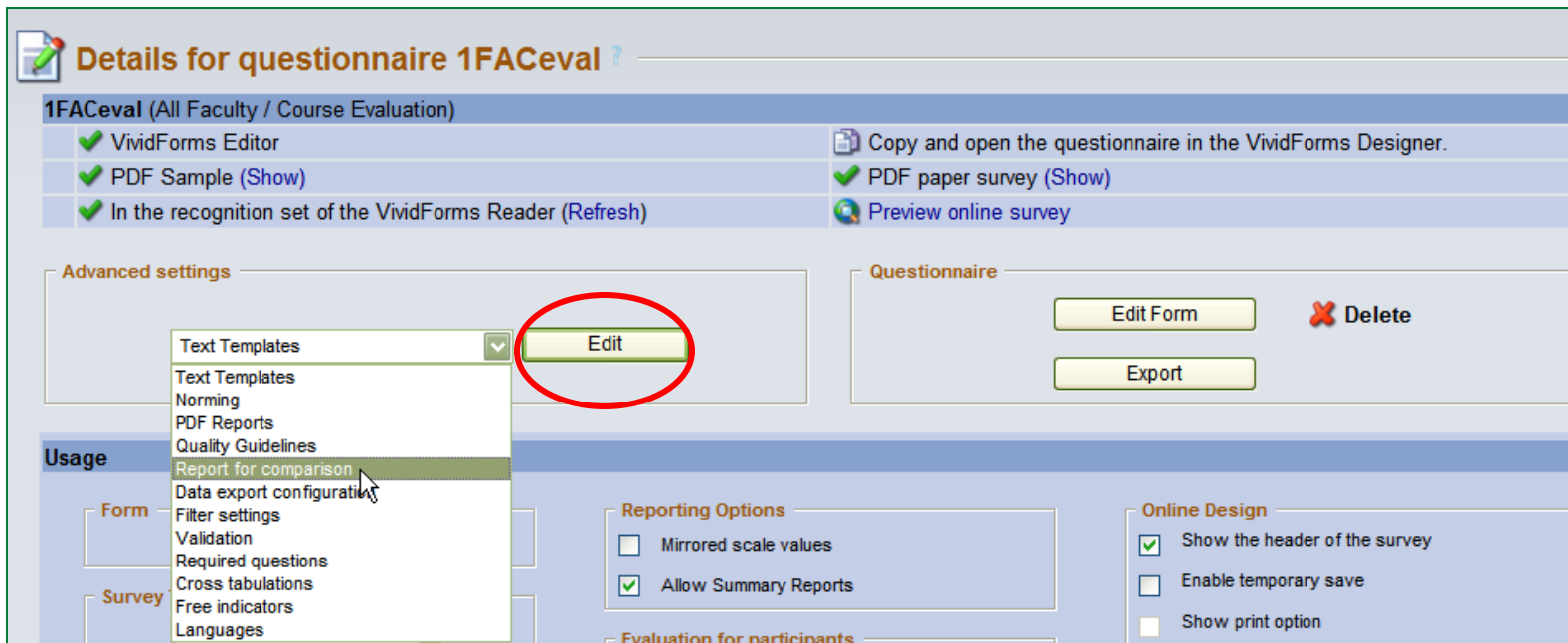
- *Subunit Report*
- *Program of Study Report*
- *Any Compilation – All Options\* (v5.1 users see Page 60)*
  - *Without Tree Structure (all Versions)*
  - *Using Tree Structure (Versions 5.n see Page 56)*
- *Create Profile Line Emails – All Options*
  
- *Instructor Profile \*Using Batch Events*
  - *Same Report with Email Capability*

# Report for Comparison on the Questionnaire

- Initiated via Report Creator
- Linked to Questionnaire by Administrator(s) or SubUnit Administrator(s)

# Report for Comparison on the Questionnaire

- “ Hook“ Profile Line into Instant PDF Report  
(Questionnaires / Details / Advanced Setting / Report for Comparison / Edit)
- Summarized Profile Line Report can be displayed for each Instructor/Course in instant PDF Report



The screenshot displays the 'Details for questionnaire 1FACeval' page. The page is divided into several sections:

- 1FACeval (All Faculty / Course Evaluation)**: A list of status indicators and actions, including 'VividForms Editor', 'PDF Sample (Show)', 'In the recognition set of the VividForms Reader (Refresh)', 'Copy and open the questionnaire in the VividForms Designer.', 'PDF paper survey (Show)', and 'Preview online survey'.
- Advanced settings**: A section containing a dropdown menu for 'Text Templates' and an 'Edit' button, which is circled in red. The dropdown menu is open, showing options like 'Text Templates', 'Norming', 'PDF Reports', 'Quality Guidelines', 'Report for comparison' (highlighted), 'Data export configuration', 'Filter settings', 'Validation', 'Required questions', 'Cross tabulations', 'Free indicators', and 'Languages'.
- Questionnaire**: A section with 'Edit Form' and 'Delete' buttons.
- Usage**: A section with 'Form' and 'Survey' sub-sections.
- Reporting Options**: A section with checkboxes for 'Mirrored scale values' and 'Allow Summary Reports'.
- Online Design**: A section with checkboxes for 'Show the header of the survey', 'Enable temporary save', and 'Show print option'.

# Report for Comparison on the Questionnaire

Define report for comparison: ?

Available reports:

- ALL COURSES ALL SEMESTERS
- ALL COURSES ALL SEMESTERS
- AI PE All Semesters
- AI PE Spring 09
- AI PE Summer 09
- Use for Norming - above 4

Survey Period

- Winter0809
- Spring09
- Summer09
- Fall09
- Spring10
- Summer10
- Summer11

Subunit

- 1 History
- 1 Law
- 1 Physical Education
- 1 Science
- 1ARTS
- 1Marketing
- 9 All Modules

- Use this Report / When the Survey Period is this: / For this SubUnit / **Click Add**

After clicking Add, the parameters you chose will be displayed

**ALL COURSES ALL SEMESTERS**

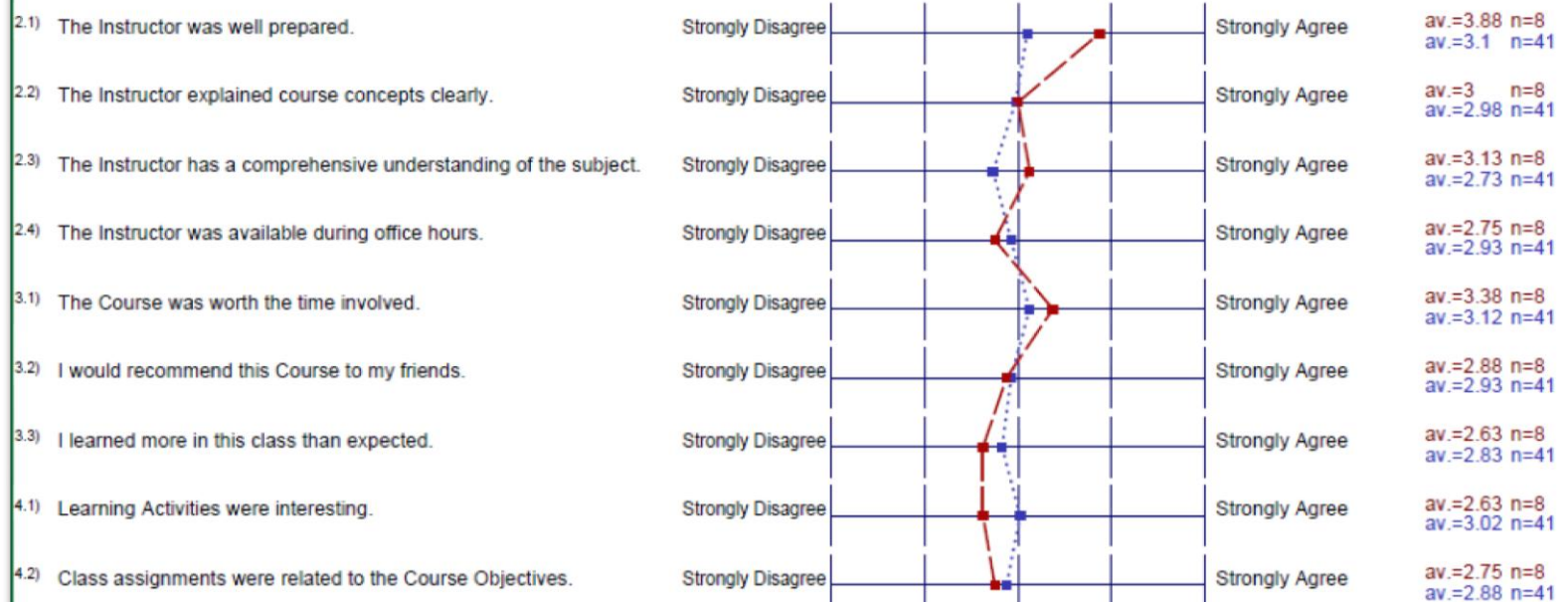
Periods	Subunits	Options
Summer11	1 Physical Education	✘

- Unlimited combinations will appear in the list

# Report for Comparison on the Questionnaire – Pre 5.1

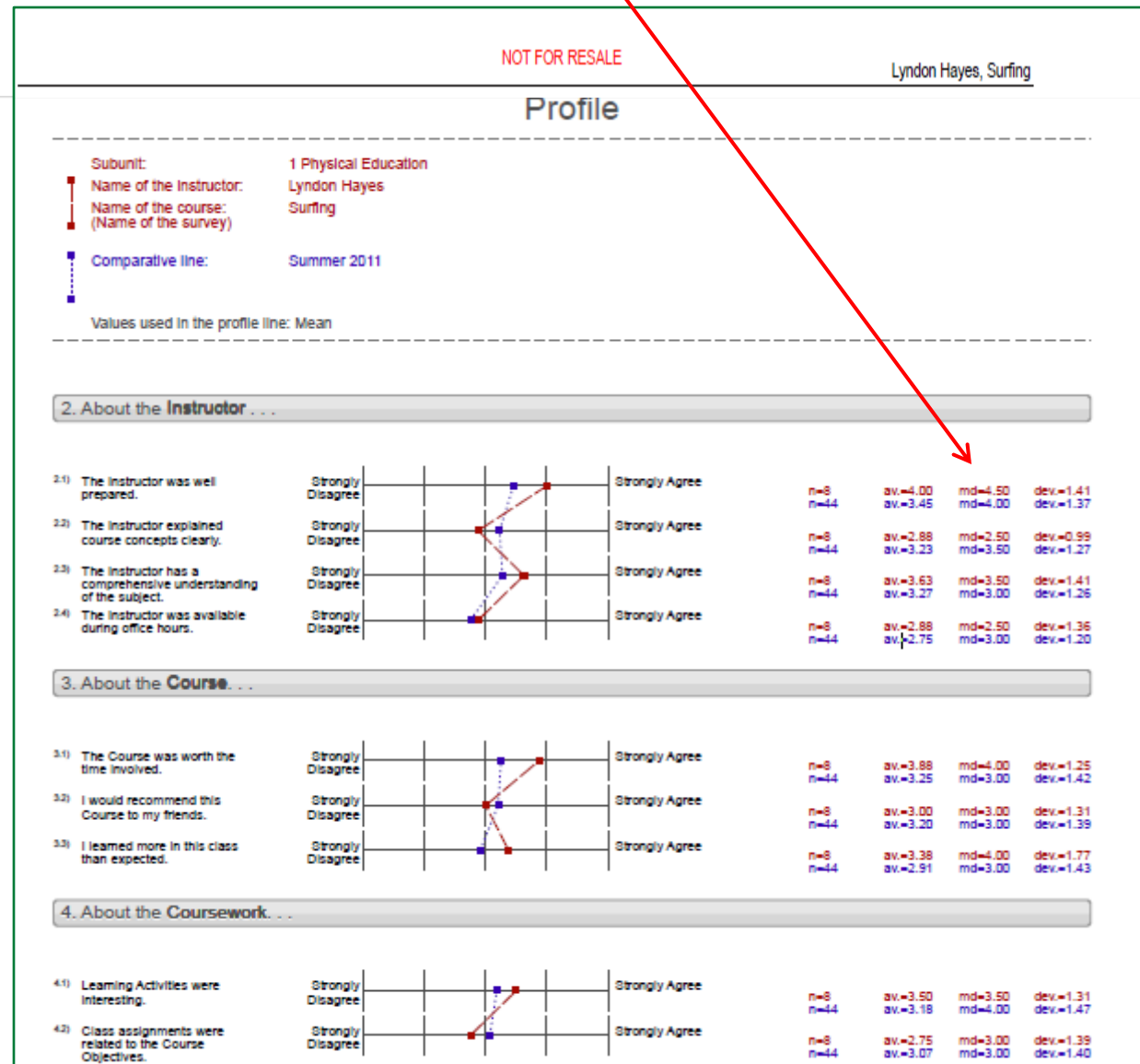
## Profile

Subunit: 1 Physical Education  
 Name of the instructor: John Jorgensen  
 Name of the course: Introduction to Keel Boats  
 (Name of the survey)  
 Comparative line: All PE for Summer 2010



**“Hook” Profile Line into Standard PDF Report**

# Report for Comparison on the Questionnaire – Version 5.1 ONLY



“Hook” Profile Line into Standard PDF Report



# *Questions*



# Thank You for your Participation in Today's Webinar:

## The Report Creator(s)



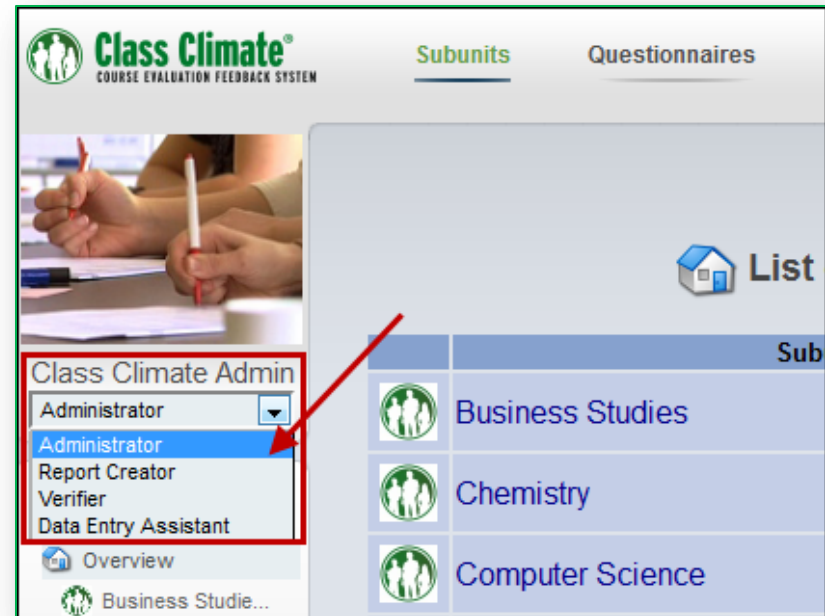
## Version Specific Information Follows

## *Adding Report Creator as a Role to Administrators and SubUnit Administrators*

# User Management v5

## Further Roles for (Subunit) Administrator

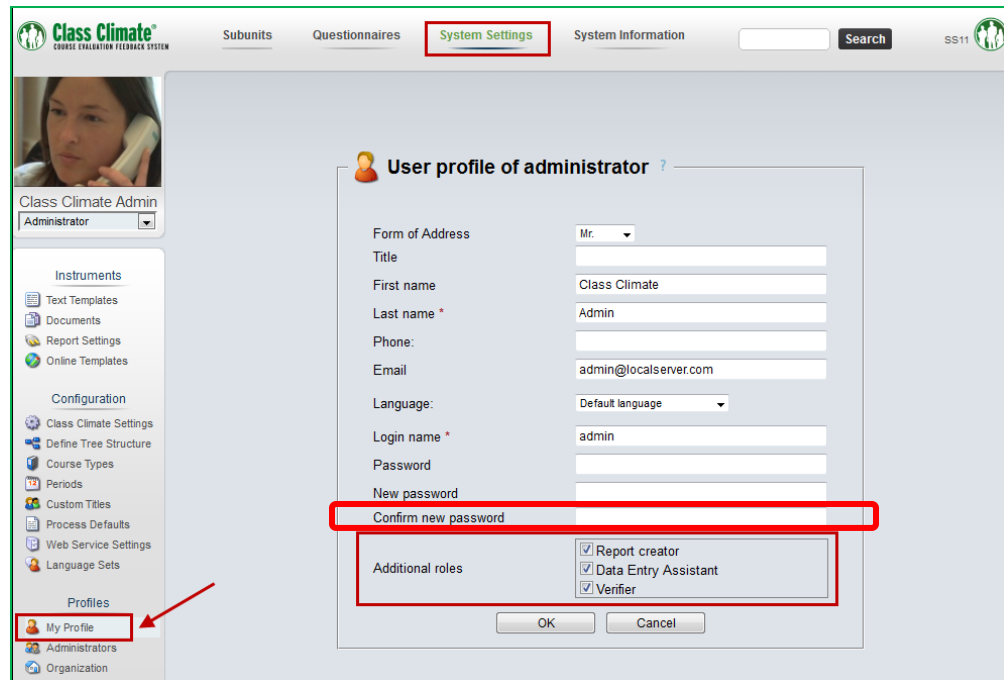
- The Administrators and Subunit Administrators may be granted additional roles
  - Report Creator
  - Verifier
  - Data Entry Assistant
- New drop-down menu in the upper left corner of the screen
- Eliminates need to Log-out and Log-In to separate role(s)
- Supports LDAP requirements



# User Management v5

## Further Roles for (Subunit) Administrator

- Adding additional roles to the Main Administrator:
  - Select: “System Settings / Profiles / My Profile”
  - Enter Current Password
  - At the bottom of the screen, select the desired additional roles
  - Click OK

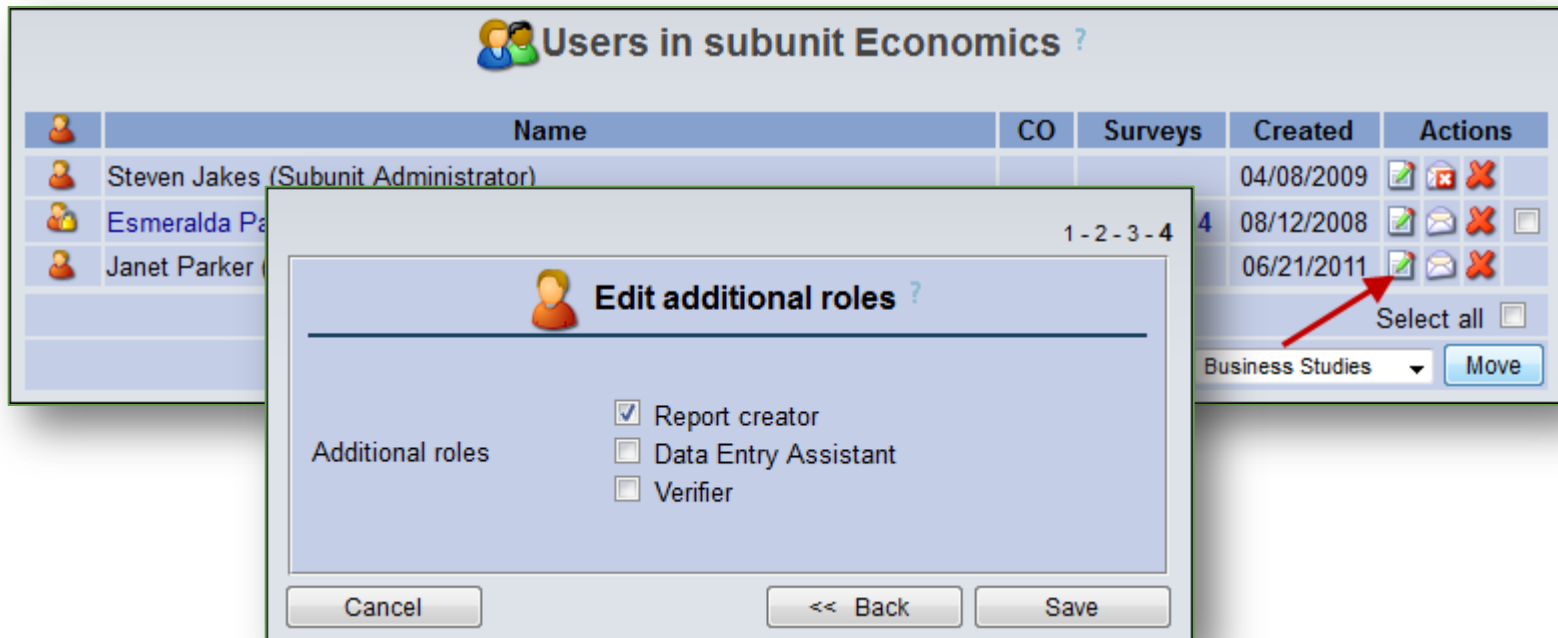


The screenshot shows the Class Climate user management interface. The 'System Settings' tab is selected in the top navigation bar. In the left sidebar, the 'Profiles' section is expanded, and 'My Profile' is highlighted with a red box and an arrow. The main content area displays the 'User profile of administrator' form. The form includes fields for 'Form of Address', 'Title', 'First name', 'Last name \*', 'Phone', 'Email', 'Language', 'Login name \*', 'Password', and 'New password'. The 'Confirm new password' field is highlighted with a red box. Below the password fields, the 'Additional roles' section is highlighted with a red box, showing three checked options: 'Report creator', 'Data Entry Assistant', and 'Verifier'. The 'OK' and 'Cancel' buttons are visible at the bottom of the form.

# User Management v5

## Further Roles for (Subunit) Administrator

- Adding additional roles to a Subunit Administrator:
  - Display the list of users within a Subunit
  - Click the “Edit” icon in the Actions column
  - Click “Next” to the fourth step and select the desired roles
  - Click [Save] to apply the changes



The screenshot shows the 'Users in subunit Economics' interface. A table lists users with columns for Name, CO, Surveys, Created, and Actions. The 'Actions' column contains icons for edit, delete, and other functions. A red arrow points to the edit icon for Janet Parker. An 'Edit additional roles' dialog box is open, showing a list of roles with checkboxes: Report creator (checked), Data Entry Assistant, and Verifier. The dialog box has 'Cancel', '<< Back', and 'Save' buttons.

Name	CO	Surveys	Created	Actions
Steven Jakes (Subunit Administrator)			04/08/2009	[edit] [delete] [X]
Esmeralda Pa		4	08/12/2008	[edit] [delete] [X] [checkbox]
Janet Parker			06/21/2011	[edit] [delete] [X] [checkbox]

**Edit additional roles ?**

Additional roles

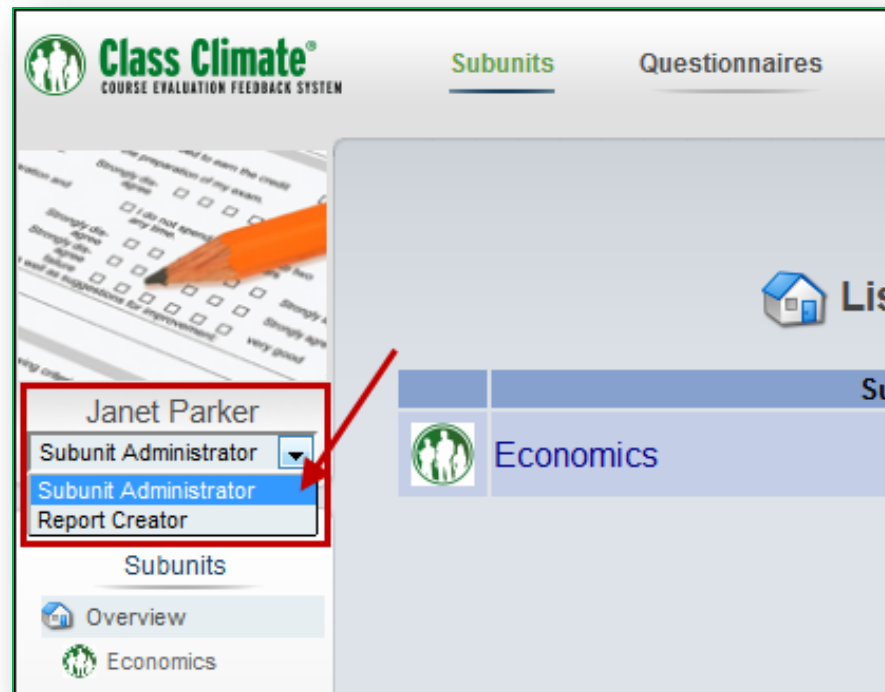
- Report creator
- Data Entry Assistant
- Verifier

Buttons: Cancel, << Back, Save

# User Management v5

## Further Roles for (Subunit) Administrator

- When additional roles have been added, they will appear in a pull-down menu



## *Review of Tree Structure Set-Up Versions 5.n Only*



# Tree Structure – Generate, Display, and Delete Surveys and Report Creator Compilation Reports

- Expanded Tree Structure
  - 4.1 View Tool Only (Organization Structure)
  - 5.n Allows:
    - ❖ Display, Generate, Delete Surveys
    - ❖ Create Compilation Reports by Report Creator
- Displaying the organizational Tree structure is “Activated” by default
- May be “Deactivated” in the System Settings:
  - “System Settings / Class Climate Settings / Functions / Open Tree Structure”

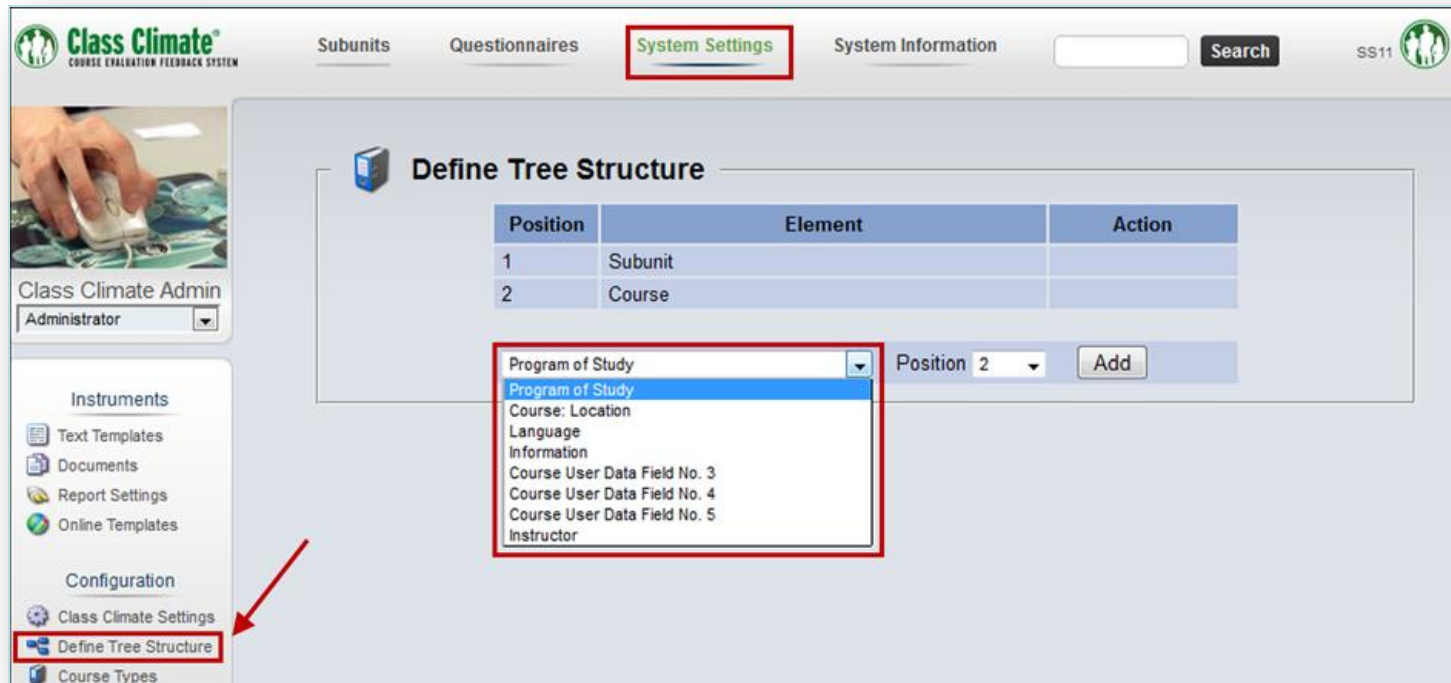
**Open tree structure**

Activated ▾

If this option is activated, the open tree structure, configured parallel to the standard structure, will be activated.

# Tree Structure – Generate, Display, and Delete Surveys and Report Creator Compilation Reports

- The sequence and number of levels displayed in the Tree has to be defined in the menu:  
“System Settings / Configuration / Define Tree Structure”
- “Subunit” and “Course” are the framework levels, additional levels can be inserted in between



**Define Tree Structure**

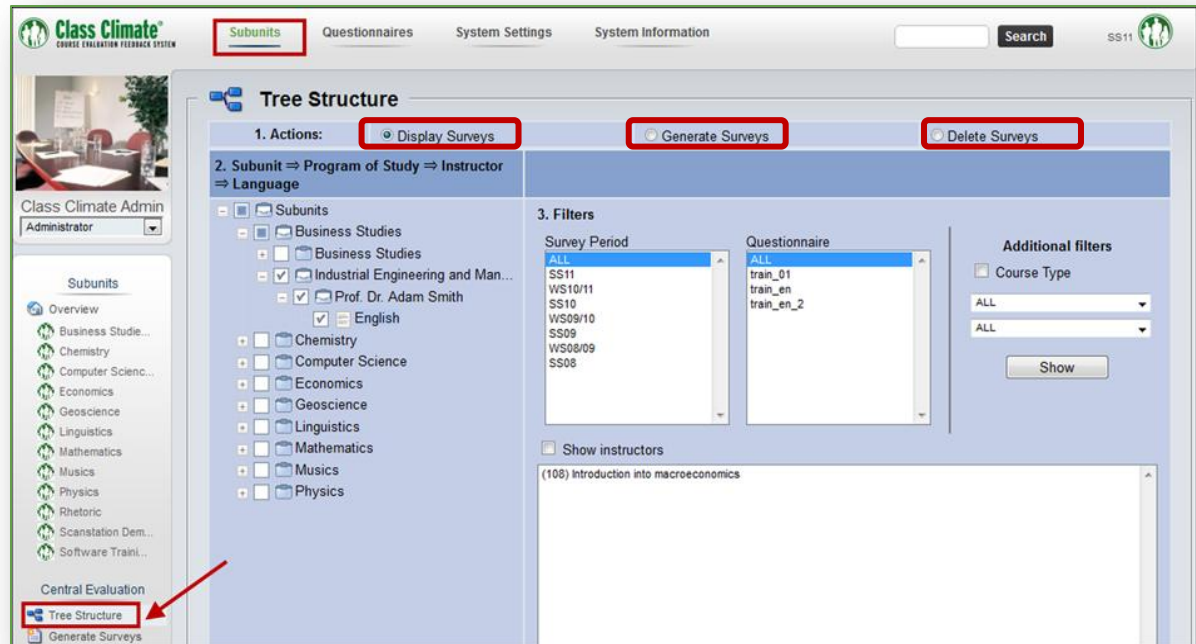
Position	Element	Action
1	Subunit	
2	Course	

Program of Study (dropdown menu):  
Program of Study  
Course: Location  
Language Information  
Course User Data Field No. 3  
Course User Data Field No. 4  
Course User Data Field No. 5  
Instructor

Position 2 (dropdown menu) Add (button)

# Tree Structure – Generate, Display, and Delete Surveys and Report Creator Compilation Reports

- Once defined, the Tree can be displayed in the menu: “Subunits / Central Evaluation / Tree Structure”
- Three (3) different actions are available:
  - Display Surveys
  - Generate Surveys
  - Delete Surveys



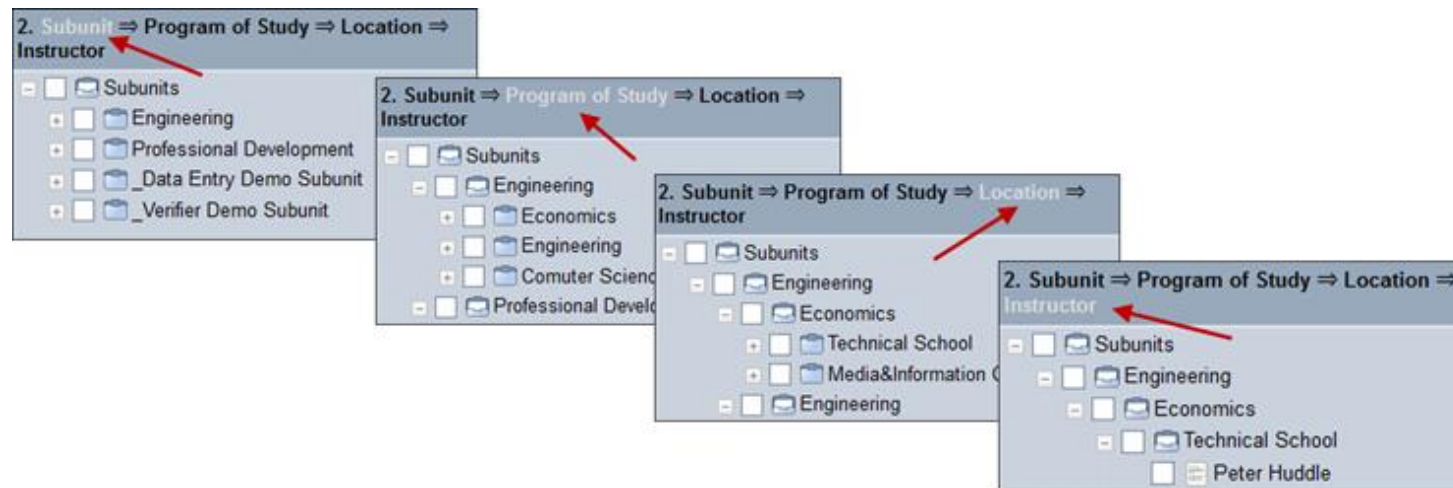
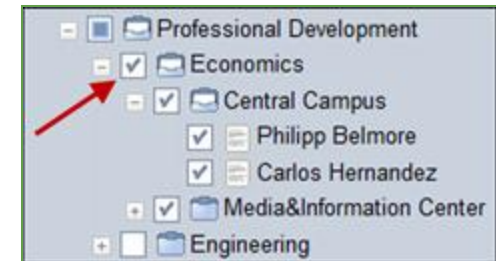
The screenshot displays the Class Climate web interface. The top navigation bar includes 'Subunits', 'Questionnaires', 'System Settings', and 'System Information'. The 'Subunits' menu is highlighted. The main content area is titled 'Tree Structure' and features three action buttons: 'Display Surveys', 'Generate Surveys', and 'Delete Surveys', all of which are circled in red. Below these buttons, the interface shows a hierarchical tree structure of subunits, including Business Studies, Chemistry, Computer Science, Economics, Geoscience, Linguistics, Mathematics, Music, and Physics. The 'Survey Period' and 'Questionnaire' dropdown menus are also visible, along with 'Additional filters' and a 'Show' button. A red arrow points to the 'Tree Structure' option in the left-hand navigation menu.

- Exact concept available to Report Creator(s)

# Tree Structure – Generate, Display, and Delete Surveys and Report Creator Compilation Reports

## Working with the Tree structure:

- Click name of element, or the “expand” button [+], to open respective underlying level
- Click selection boxes next to the relevant entries to define the surveys or courses to be displayed
- Selecting higher level element will display lower related levels
- Click Level Name in the header of the list to expand or collapse related levels

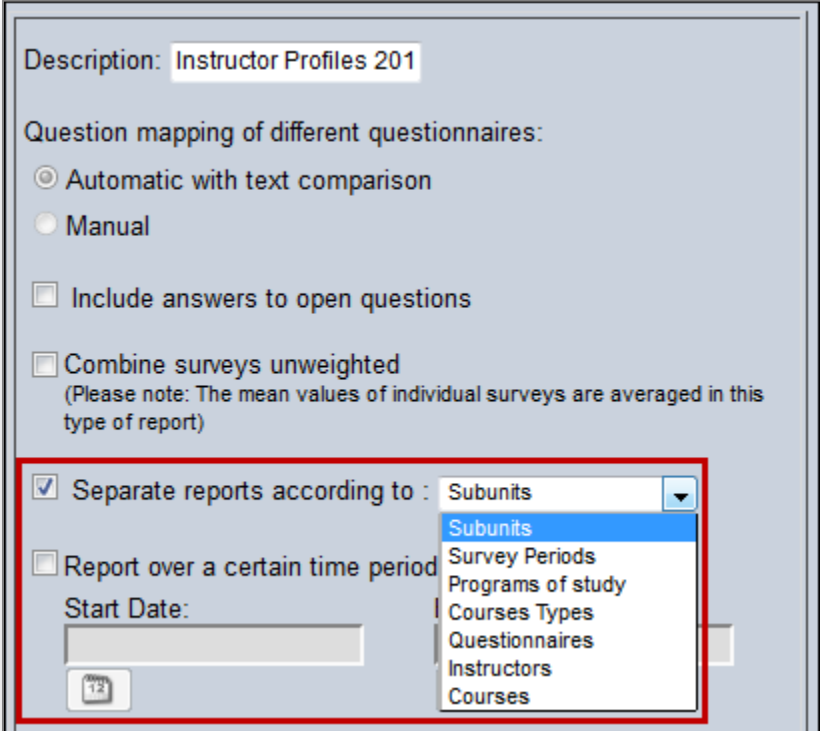


## *Batch Creation of Reports Reports for Specified Date Range*

### *Version 5.1 Only*

# Batch Creation of Reports – Any Compilation

- Allows creation reports according to specific filter criteria
  - Create with just one (1) mouse click
- Choose: “Separate reports according to:” and select desired filter criteria from drop-down list
- You can filter for:
  - Subunits
  - Survey Periods
  - Programs of Study
  - Course Types
  - Questionnaires
  - Instructors
  - Courses
  - Course User Data Fields



Description:

Question mapping of different questionnaires:

Automatic with text comparison

Manual

Include answers to open questions

Combine surveys unweighted  
(Please note: The mean values of individual surveys are averaged in this type of report)

Separate reports according to :

Report over a certain time period

Start Date:

# Batch Creation of Reports – Any Compilation

- An Overview of the Reports to be created will be shown
- The name of the reports can be edited
- Single reports may be deselected
- Click [Create] to generate the reports

## Request preferred compilation

Your choice:

Questionnaire:

Eval\_01

Separate reports according to

Instructors













<input checked="" type="checkbox"/>	Instructors	Name	Number of Surveys	Number of completed forms
<input checked="" type="checkbox"/>	Jane Smith	Instructor Profiles 2012 [Jane Smith]	2	29
<input checked="" type="checkbox"/>	John Doe	Instructor Profiles 2012 [John Doe]	3	39
<input checked="" type="checkbox"/>	Richard Miles	Instructor Profiles 2012 [Richard Miles]	1	13

The report creation may take a moment. Please wait until an acknowledgment has been sent back from the server.

Create

# Batch Creation of Reports – Any Compilation continued

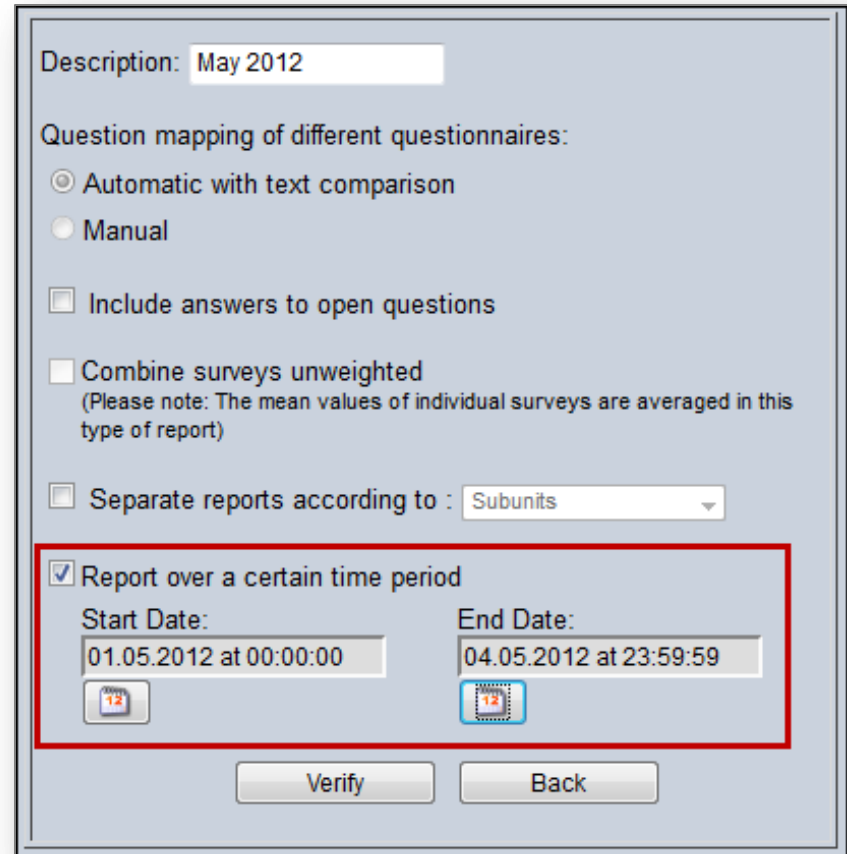
## Reports in Folder "Sample Reports" ?

Type	Name	Status	Form	Created	# Forms	Del	Report	Export
	Instructor Profiles 2012 [Jane Smith]	Data available	 Eval_01	06.05.2012	 029		HTML PDF	CSV SPSS
	Instructor Profiles 2012 [John Doe]	Data available	 Eval_01	06.05.2012	 039		HTML PDF	CSV SPSS
	Instructor Profiles 2012 [Richard Miles]	Data available	 Eval_01	06.05.2012	 013		HTML PDF	CSV SPSS



# Reports for a Defined Period – Any Compilation

- Allows creation of a series of reports for a specific Time Period
  - Independent of Survey Periods
- Choose: “Report over a certain period of time”
- Enter the Start and End Date
  - Calendar pop-up available
- Click [Verify]



Description:

Question mapping of different questionnaires:

Automatic with text comparison

Manual

Include answers to open questions

Combine surveys unweighted  
(Please note: The mean values of individual surveys are averaged in this type of report)

Separate reports according to :

Report over a certain time period

Start Date:

End Date:

# Reports for a Defined Period – Any Compilation

- The report for the desired period **will** be created

### Request preferred compilation

**Your choice:**





Compilation name:

Questionnaire: **Eval\_01**

No. of Surveys: **16**

No. of completed questionnaires:  
[Period: 01.05.2012 - 04.05.2012] **247**

The report creation may take a moment. Please wait until an acknowledgment has been sent back from the server.

 <b>May 2012 [01.05.2012 - 04.05.2012]</b>	<b>Data available</b>	 <b>Eval_01</b>	06.05.2012	 <b>247</b>		<b>HTML PDF</b>	<b>CSV SPSS</b>
---	-----------------------	--	------------	--	---	-----------------	-----------------

- Date Information:
  - For PAPER surveys, the relevant date is the Scan Date
  - For ONLINE surveys, the date is when a Participant clicked “Submit”