



Aggregate Results

This feature allows administrators and instructors to navigate results and access and generate reports for specific projects. Those with an administrator role can access Summary Aggregated Results by Account Hierarchy Level within Project Results.

1. Click on the Results tab
2. Select Project Results
3. Select the project from the project results list.
4. Select desired level from your hierarchy (school, department, etc.)
5. Or select the top level for an aggregated report of all courses within the project
6. Select the desired report format – a quantitative PDF report, PDF report with write-in, qualitative comments or an Excel Raw data file.

The screenshot shows a web interface for "Project Hierarchy Level Results" for "Fall 2014 Course Evaluations". The breadcrumb trail is "Results > Project Results > Project Hierarchy Level Results". Below the title, there are three tabs: "By Hierarchy Level" (highlighted with a red box), "By Course Section", and "By Instructor". Under the "View Results" section, there is a "Hierarchy Level" dropdown menu with the text "Select Level" and a close button (X). At the bottom, there are three report format options: "PDF Report", "PDF Report + Comments", and "Raw Data".



Results by Course Section

Administrator and instructor roles can access project results by course section within *Project Results*.

1. Click on the Results tab
2. Select Project Results
3. Select the project from the project results list.
4. Click on By Course Sections tab
5. Filter by Course Code, Course Title, Course Unique ID or Hierarchy Level.
6. To view an individual course section report, click on the View icon by course information and select desired report.
7. To generate a batch report, select more than one course section and click on Batch Report.
 - a. Name the batch report
 - b. Select one of the following options:
 - i. **Merge Multiple PDF Reports into one PDF for Selected Courses** - Individual course sections reports will be compiled into a single PDF report. Data is not aggregated.
 - ii. **Download Multiple PDF Reports/Batch as ZIP File for Selected Courses** - Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated.
 - iii. **Aggregate Data for Selected Items into One Report** - Results for all selected course sections will be aggregated into one single PDF report.
 - c. Select or Deselect option to include responses to write-in questions on report.
 - d. Click GO

The screenshot shows the 'Project Course Section Results' interface for Fall 2014 Course Evaluations. The 'By Course Section' tab is selected. Below the search filters, there is a table of course sections. The 'Batch Report' button is highlighted with a red box.

Course Code	Title	Unique ID	Hierarchy Level	View
ACC102	Accounting Principles	ACC102_01_FA14_SA	Accounting Department	
ACC101	Introduction to Accounting	ACC101_01_FA14_SA	Accounting Department	
BIO101	Biology I	BIO101_01_FA14_SA	Biology Department	
BIO102	Biology I	BIO102_01_FA14_SA	Biology Department	

The screenshot shows the 'Batch Report' dialog box overlaid on the course section results table. The 'Batch Report' button is highlighted with a red box. The dialog box contains a 'Report Name' field and three radio button options: 'Merge Multiple PDF Reports into one PDF for Selected Courses', 'Download Multiple PDF Reports/Batch as ZIP File for Selected Courses', and 'Aggregate Data for Selected Items into One Report'. There are also checkboxes for 'Include Write-in Questions' and 'Cancel' and 'GO' buttons.

Batch Report

Report Name:

Merge Multiple PDF Reports into one PDF for Selected Courses

Download Multiple PDF Reports/Batch as ZIP File for Selected Courses

Aggregate Data for Selected Items into One Report

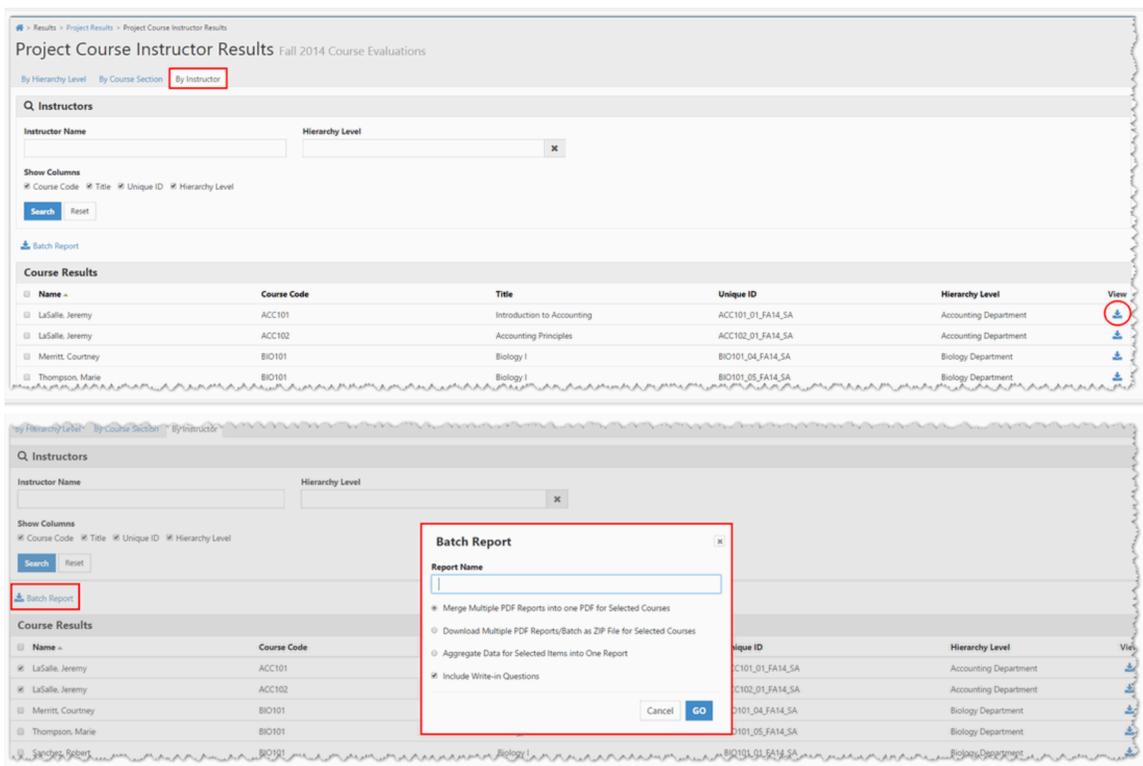
Include Write-in Questions

Cancel GO

Results by Instructor

Administrators can navigate results by Instructor, as well as retrieve results for an instructor across multiple projects within *Instructor Results*.

1. Click on the Results tab
2. Select Project Results
3. Select the project from the project results list.
4. Click on the By Instructors tab
5. Filter by Instructor Name or Hierarchy Level.
6. To view an individual course section report, click on the View icon by course information and select desired report.
7. To generate a batch report, select more than one course section and click on Generate Batch Report.
 - a. Name the batch report
 - b. Select one of the following options:
 - i. **Merge Multiple PDF Reports into one PDF for Selected Courses** - Individual course sections reports will be compiled into a single PDF report. Data is not aggregated.
 - ii. **Download Multiple PDF Reports/Batch as ZIP File for Selected Courses** - Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated.
 - iii. **Aggregate Data for Selected Items into One Report** - Results for all selected course sections will be aggregated into one single PDF report.
 - c. Select or Deselect option to include responses to write-in, qualitative questions on report.
 - d. Click *GO*



The screenshot displays the 'Project Course Instructor Results' interface for 'Fall 2014 Course Evaluations'. The 'By Instructor' filter is selected. The 'Course Results' table lists the following data:

Name	Course Code	Title	Unique ID	Hierarchy Level	View
LaSalle, Jeremy	ACC101	Introduction to Accounting	ACC101_01_FA14_SA	Accounting Department	
LaSalle, Jeremy	ACC102	Accounting Principles	ACC102_01_FA14_SA	Accounting Department	
Meritt, Courtney	BIO101	Biology I	BIO101_04_FA14_SA	Biology Department	
Thompson, Marie	BIO101	Biology I	BIO101_05_FA14_SA	Biology Department	

The 'Batch Report' dialog box is open, showing the following options:

- Report Name:
- Merge Multiple PDF Reports into one PDF for Selected Courses
- Download Multiple PDF Reports/Batch as ZIP File for Selected Courses
- Aggregate Data for Selected Items into One Report
- Include Write-in Questions

Buttons: Cancel, GO