Creating a Custom Report in Eval25

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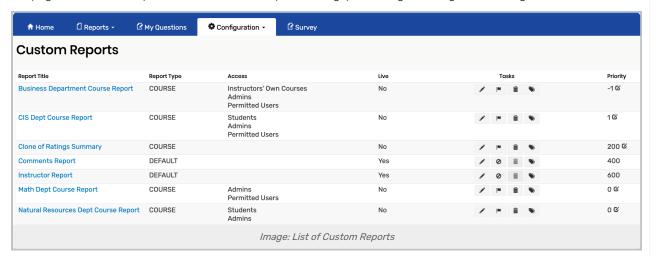⊕ **Click here to view related articles.**

Users with Build Report permissions can complete the following steps to create a custom report. Users are only able to create reports for groups of courses that fall within the Access Restrictions.

The four default reports in the Eval25 Report Browser are the Ratings Summary Report, Comments Report, Individual Responses Report, and Instructor Report (if it is available for your school). These can be cloned or copied as the basis for creating custom reports, but they cannot be edited or deleted. If they are not needed, they can be unpublished.

1. Choose Custom Reports From the Configuration Menu

The Custom Reports page lists each custom report in the **Report Title** column, along with the **Report Type**, **Access** —whether the report is Live (published) or not—and the report's assigned **Priority** level.

This page also contains quick task buttons for report editing, publishing, deleting, and cloning.

Report Title	Report Type	Access	Live	Tasks	Priority
Business Department Course Report	COURSE	Instructors' Own Courses Admins Permitted Users	No	✏ ⚑ 🗑 🏷	-1 ☑
CIS Dept Course Report	COURSE	Students Admins Permitted Users	No	✏ ⚑ 🗑 🏷	1 ☑
Clone of Ratings Summary	COURSE		No	✏ ⚑ 🗑 🏷	200 ☑
Comments Report	DEFAULT		Yes	✏ ⊘ 🗑 🏷	400
Instructor Report	DEFAULT		Yes	✏ ⊘ 🗑 🏷	600
Math Dept Course Report	COURSE	Admins Permitted Users	No	✏ ⚑ 🗑 🏷	0 ☑
Natural Resources Dept Course Report	COURSE	Students Admins	No	✏ ⚑ 🗑 🏷	0 ☑

Image: List of Custom Reports

✓ **Tip: The Custom Reports List is Sortable**

Click on the top columns (title, type, access, live, and priority) to sort according to that column.
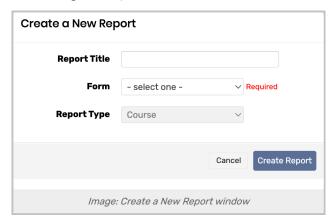
2. Set the Priority

Priority dictates the priority of the reports in the dropdown menu located at the upper right of all course reports. The lower the number, the higher it displays. For example, a report with a priority of 10 displays above a report with a priority of 20.

Enter the number in the field and click the **Save** button to set the priority.

3. Click Add Report at the Bottom of the Page

4. Fill out the New Report Fields

In the **Create a New Report** window, enter an identifiable name for the new report in the Report Title field. This is the name users will see when searching for a report.

Create a New Report

Report Title	[ ]
Form	- select one - ∨ Required
Report Type	Course ∨

Cancel   **Create Report**

Image: Create a New Report window

From the **Form** dropdown list, select the evaluation form to be associated with this report. Select all if there is no need to select specific questions or categories to be included.

5. Generate the Report

Click **Create Report**. This action displays a Custom Reports page where you can add sections, components (such as charts), add bindings for the report, and allow/restrict access for user groups (such as students or instructors).

6. Build out the Report

When a new report first displays, it shows just the header information for an evaluated class. Once you add a section, you can build the report by adding charts and HTML.

🏠 Home   🗋 Reports ▾   ☑ My Questions   ⚙ Configuration ▾   ☑ Survey

Custom Reports

← **My Reports**

Comments Report

⚙ Settings   ✏ Edit   ☑ Preview   🔒 Access

Introduction to the Study of History (Spring)   ✏ 🗑

Instructor: **Doe, Jane**   Enrollment: **30**
Subject: **HIST**   Responses Incl Declines: **21**
Catalog & Section: **1991**   Declines: **1**
Course ID: **123456789**
Objectives: **Students must demonstrate that they can identify an appropriate contemporary media issue**

Image: The Edit tab shows the current report details. Press the pencil icon in the top right to edit the details.

You can also add, move, or remove fields that display on the class header. By clicking the edit button to the right of the class header, you can see the current information fields in the Left Column display and the Right column
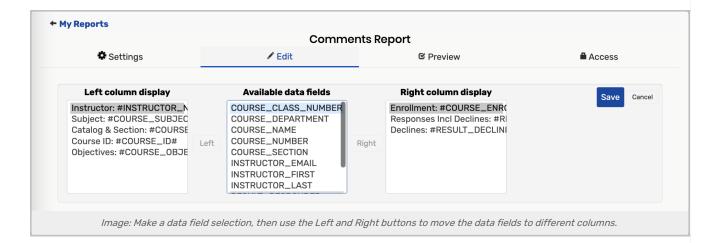
display.

- To add a new field to a column, select it from the Available data fields column and click an arrow button to place it in the left or right column.
- To remove a field from a left or right column, select it and click an arrow button to place it into the Available data fields column.

> ℹ **Note**
>
> The order of the information in the class header cannot be changed. To change it, you need to remove the information and then add it back in the order you want to see.

Image: Make a data field selection, then use the Left and Right buttons to move the data fields to different columns.

7. Save Changes

8. Preview the Report

- Within your custom report, select the **Preview** tab.
- Click the **Term** dropdown list and select a term to view in the report.
- Click the **Course** dropdown list and select a course to view in the report. Once you select a course, the report will display.

> ℹ **Note**
>
> Preview doesn't auto-adjust; you need to refresh the browser or select a different course to view any changes made.