

# Creating a Custom Report in Eval25

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




























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 If they are not needed, they can be unpublished.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.

<a href="#">Home</a> <a href="#">Reports</a> <a href="#">My Questions</a> <a href="#">Configuration</a> <a href="#">Survey</a>					
Custom Reports					
Report Title	Report Type	Access	Live	Tasks	Priority
<a href="#">Business Department Course Report</a>	COURSE	Instructors' Own Courses Admins Permitted Users	No	   	-1 
<a href="#">CIS Dept Course Report</a>	COURSE	Students Admins Permitted Users	No	   	1 
<a href="#">Clone of Ratings Summary</a>	COURSE		No	   	200 
<a href="#">Comments Report</a>	DEFAULT		Yes	   	400
<a href="#">Instructor Report</a>	DEFAULT		Yes	   	600
<a href="#">Math Dept Course Report</a>	COURSE	Admins Permitted Users	No	   	0 
<a href="#">Natural Resources Dept Course Report</a>	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

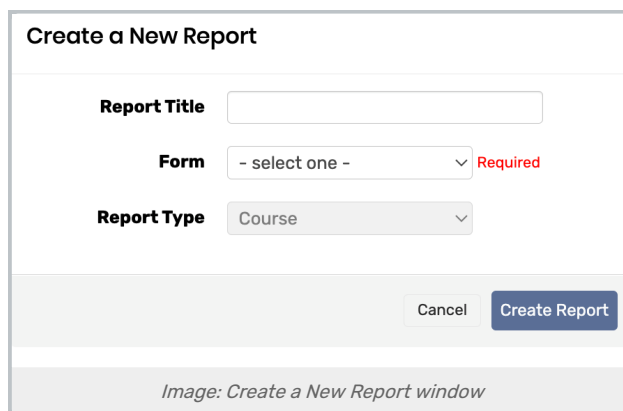
**Priority** dictates the priority of the reports in the dropdown menu located at the upper right of all course reports. The lower the number, the higher it displays. For example, a report with a priority of 10 displays above a report with a priority of 20.

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.



The image shows a 'Create a New Report' window. It has a title bar 'Create a New Report'. Below the title bar, there are three fields: 'Report Title' with a text input box, 'Form' with a dropdown menu showing '- select one -' and a red 'Required' label, and 'Report Type' with a dropdown menu showing 'Course'. At the bottom right, there are two buttons: 'Cancel' and 'Create Report'. Below the form, there is a caption: 'Image: Create a New Report window'.

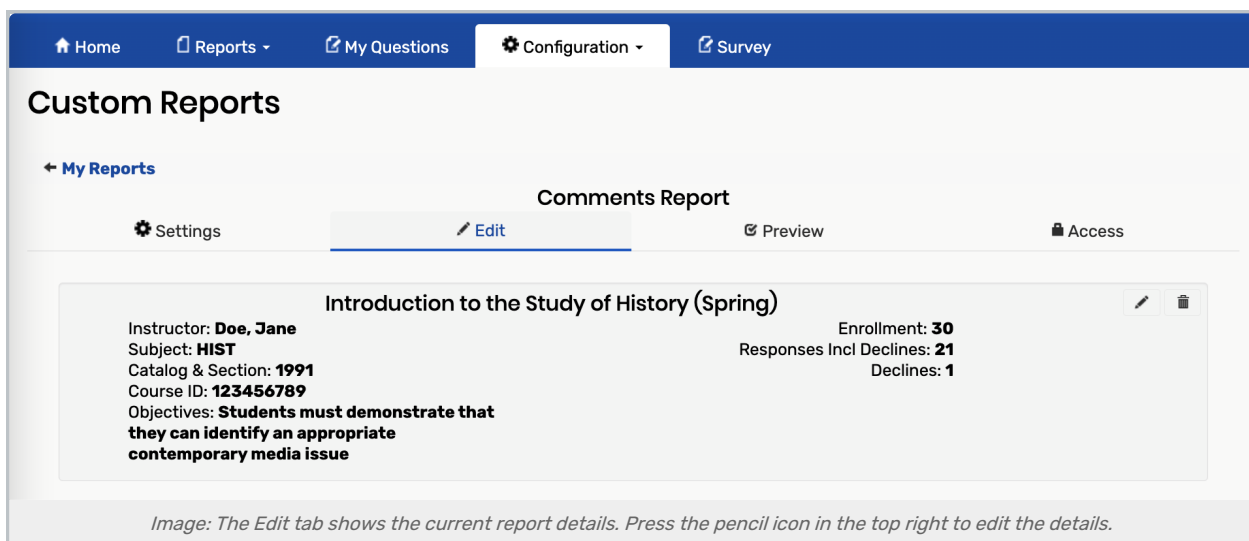
From the **Form** dropdown list, select the evaluation form to be associated with this report. Select all if there is no need to select specific questions or categories to be included.

## 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.



The image shows the 'Custom Reports' page. At the top, there is a navigation bar with links: Home, Reports, My Questions, Configuration, and Survey. Below the navigation bar, the page title is 'Custom Reports'. Underneath, there is a section 'My Reports' with a sub-section 'Comments Report'. There are four tabs: Settings, Edit, Preview, and Access. The 'Edit' tab is selected. The main content area shows the details of the 'Comments Report' for the class 'Introduction to the Study of History (Spring)'. The details are organized into two columns. The left column contains: Instructor: Doe, Jane; Subject: HIST; Catalog & Section: 1991; Course ID: 123456789; Objectives: Students must demonstrate that they can identify an appropriate contemporary media issue. The right column contains: Enrollment: 30; Responses Incl Declines: 21; Declines: 1. At the bottom, there is a caption: '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.



#### 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.

← My Reports

Comments Report

⚙ Settings

Edit

🔍 Preview

🔒 Access

Left column display

Instructor: #INSTRUCTOR\_N  
 Subject: #COURSE\_SUBJEC  
 Catalog & Section: #COURSE  
 Course ID: #COURSE\_ID#  
 Objectives: #COURSE\_OBJE

Available data fields

COURSE\_CLASS\_NUMBER  
 COURSE\_DEPARTMENT  
 COURSE\_NAME  
 COURSE\_NUMBER  
 COURSE\_SECTION  
 INSTRUCTOR\_EMAIL  
 INSTRUCTOR\_FIRST  
 INSTRUCTOR\_LAST

Right column display

Enrollment: #COURSE\_ENR  
 Responses Incl Declines: #RI  
 Declines: #RESULT\_DECLINI

Left

Right

Save

Cancel

*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.



#### Note

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