

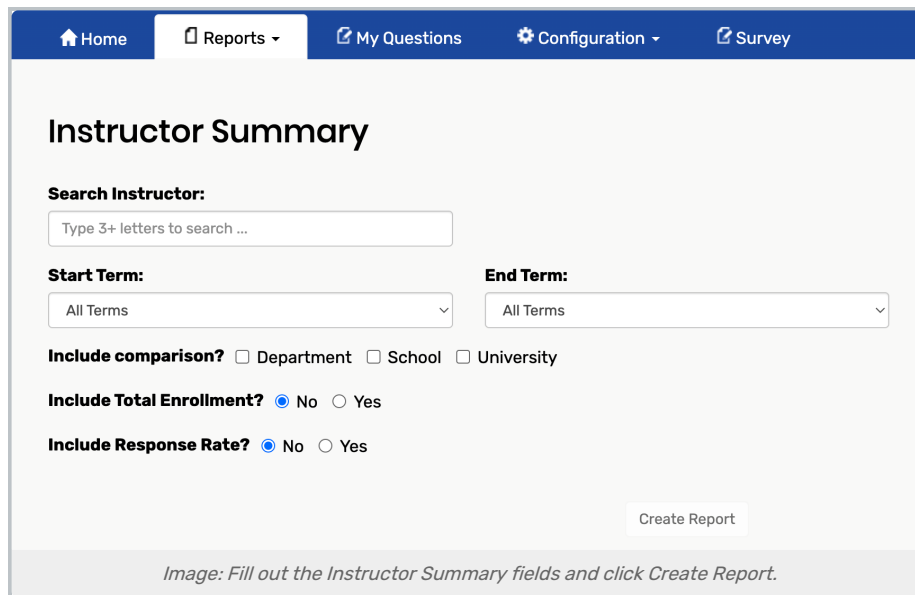
Instructor Summary Report in Eval25

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The Instructor Summary report displays a summary of an instructor's evaluations across courses within a selected time period (one semester, one year, 6 years, etc.), for purposes such as an annual performance evaluation. The report can be output to Excel or PDF.

Creating an Instructor Summary Report

1. Click the Reports Menu and Select Instructor Summary From the Dropdown



The screenshot shows the 'Instructor Summary' report creation interface. At the top, there is a navigation bar with 'Home', 'Reports', 'My Questions', 'Configuration', and 'Survey'. The main content area is titled 'Instructor Summary' and contains the following fields and options:

- Search Instructor:** A text input field with the placeholder 'Type 3+ letters to search ...'.
- Start Term:** A dropdown menu currently set to 'All Terms'.
- End Term:** A dropdown menu currently set to 'All Terms'.
- Include comparison?** Three checkboxes: 'Department', 'School', and 'University', all of which are currently unchecked.
- Include Total Enrollment?** Two radio buttons: 'No' (selected) and 'Yes'.
- Include Response Rate?** Two radio buttons: 'No' (selected) and 'Yes'.
- A 'Create Report' button is located at the bottom right of the form.

Below the form, a caption reads: *Image: Fill out the Instructor Summary fields and click Create Report.*

2. Fill out the Report Parameter Fields:

- **Search Instructor:** Enter 3 or more letters in the field to locate the instructor's name.
 - Instructors will only have access to data for their own courses.
- **Start Term:** Select the first term to be included in the report.
- **End Term:** Select the last term to be included in the report.



Note

If the selected Start Term is, for example, "All Terms" (the default) and the End Term is a specific term, such as Spring 2018, then all terms are included until Spring 2018.

Likewise, if the End Term is All Terms and Start Term is a selected one, such as Spring 2018, then all terms since Spring 2018.

If both terms are left as All Terms, then all terms will be part of the report.

- **Include Comparison?:** Select which, if any, comparisons to include in the report. The choices are **Department, School, and University.**
- **Include Total Enrollment?:** Select **Yes** or **No**
- **Include Response Rate?:** Select **Yes** or **No**

3. Click the Create Report Button

The report is created and can be seen below the **Create Report** button. Click the [View as PDF](#) link or the [Export as Excel](#) link for a PDF or Excel report file.

Instructor Summary Report		
Jane Smith		
-		
		View as PDF Export as Excel
ENGINEERING 211 ANY COMBINATION LEC/LAB/OTH Statics		Spring
The instructor returned assessments in a way that allowed me to track how I am doing in the class.	Crs Mean	4.9
The instructor provided feedback that was valuable in improving my work.	Crs Mean	4.7
The instructor explained how to be successful in the course.	Crs Mean	4.9
The instructor was prepared for class.	Crs Mean	5.0
The instructor encouraged students to engage with course content.	Crs Mean	4.9
The instructor was respectful of student contributions throughout the term.	Crs Mean	4.9
The instructor communicated ideas and concepts clearly.	Crs Mean	4.6
The instructor demonstrates a thorough understanding of the course material.	Crs Mean	4.9
The instructor uses course time effectively.	Crs Mean	4.9
The instructor created an overall engaging learning experience.	Crs Mean	5.0
The instructor connected subject matter to the real world.	Crs Mean	4.9

Image: Instructor Summary example output.