

## Using the Rollup Reports Page in Eval25

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Eval25 reporting tools to see the aggregated average values for a selected term, evaluation form, school, department, subject, or course, and run aggregated comparison reports of different schools, departments, locations, instruction modes, course levels, and class sizes. Drill-down and filter settings can be used to show a line graph with median scores for all or common questions across all terms.

### Generating a Report

#### 1. Choose Rollup Reports From the Reports Menu

The screenshot shows the 'Rollup Reports' interface. At the top is a navigation bar with links: Home, Reports (selected), My Questions, Configuration, and Survey. Below the navigation bar is the 'Rollup Reports' title. The main content area is divided into two columns: 'Drill Down' and 'Filter'. The 'Drill Down' column contains dropdown menus for Form (Team-Taught Form), Term (All (3 Terms)), Session, School (All (4 Schools)), Department, Instructor, Subject, and Number. The 'Filter' column contains dropdown menus for Eval Type (Null), Class Size (All (4 Class Sizes)), Course Level (All (4 Course Levels)), Level (Null), Instruction Mode (All (4 Instruction Modes)), Location (All (6 Locations)), and Type (All (11 Types)). Below these columns are two radio button groups: 'Questions' with 'Common' selected and 'All' unselected; and 'Reports' with 'All Term Comparison' selected and 'Aggregation Measure' with 'Mean' selected and 'Median' unselected. A 'Create Report' button is located at the bottom right of the form area. A caption at the bottom of the screenshot reads: 'Image: Select drill down options, filters, questions, and a report type.'

## 2. Filter the Report

Select options on which to base your report from the **Drill Down** and **Filter** lists.

- Use the **Drill Down** lists to select significant search criteria for your report.
  - To create an **All Term Comparison** report, make sure you select “**All (X Terms)**” in the **Terms** field.
  - To create a **Rollup** or **Comparison** report, select a specific term in the **Terms** field.
  - Leaving **Session** blank while the term is still open will provide an aggregate of results for all of the sessions within the term that have already closed.
- Use the **Filter** lists to further limit the search results for your report.



### Note

The selections available to you are based on your access permissions and the fields sent in a file upload.

## 3. Select Questions to Include in the Report

- **Common:** Include questions common to all courses included in the current drill down or filter selections, but not those asked of only one department or course.
- **All:** Include all questions asked in any course included in the current drill down or filter selections.

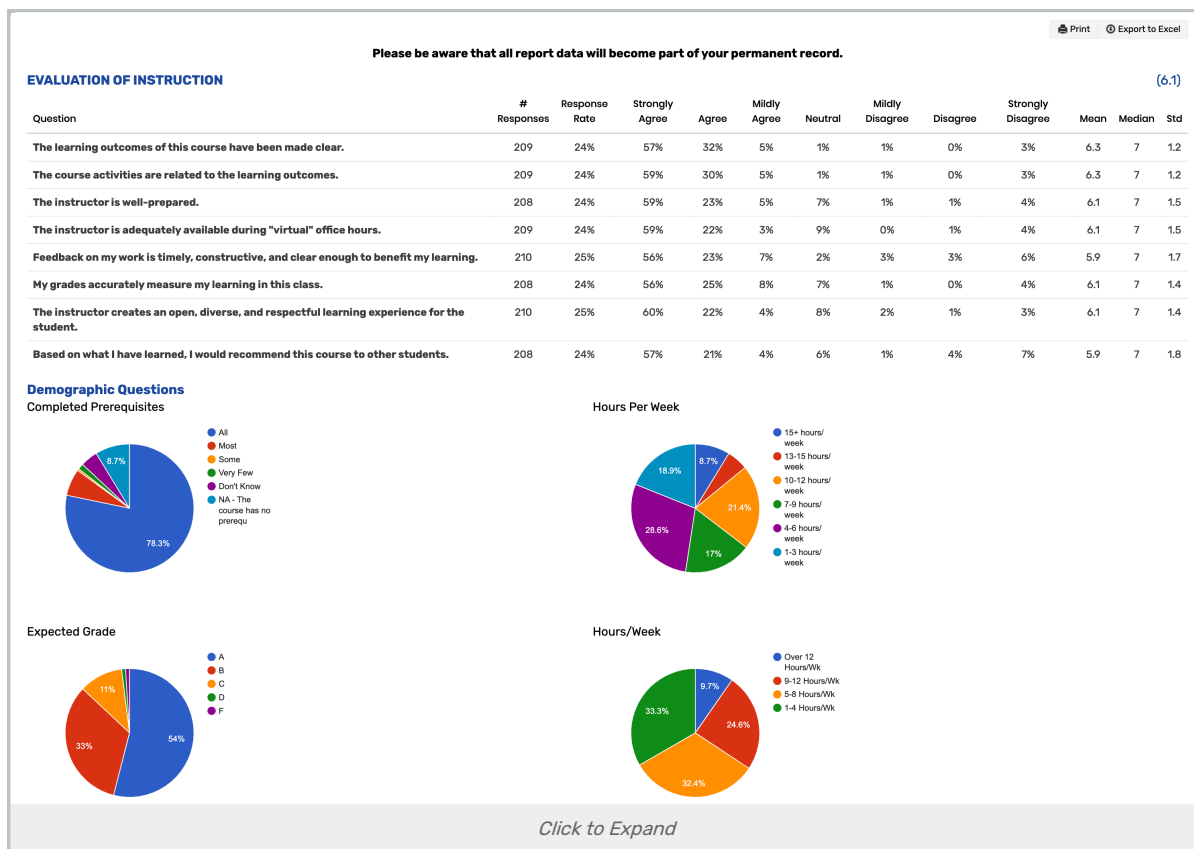
## 4. Select a Report Type

Select the type of report you want to create from the Reports options. Choices are based on your **Term** selection. See examples below.

- **Rollup:**
  - Select **Rollup**
  - Click **Create Report**
- **Comparison:**
  - Select **Comparison**
  - Select the attribute for comparison from the dropdown list
  - Click **Create Report**
    - The list of comparison attributes is dynamically created based on your selection in Drill Down and Filter. For example, if you select a specific Department in Drill Down, "Departments" doesn't appear for comparison selection.
- **All Term Comparison**
  - Select **Rollup**
  - Click **Create Report**

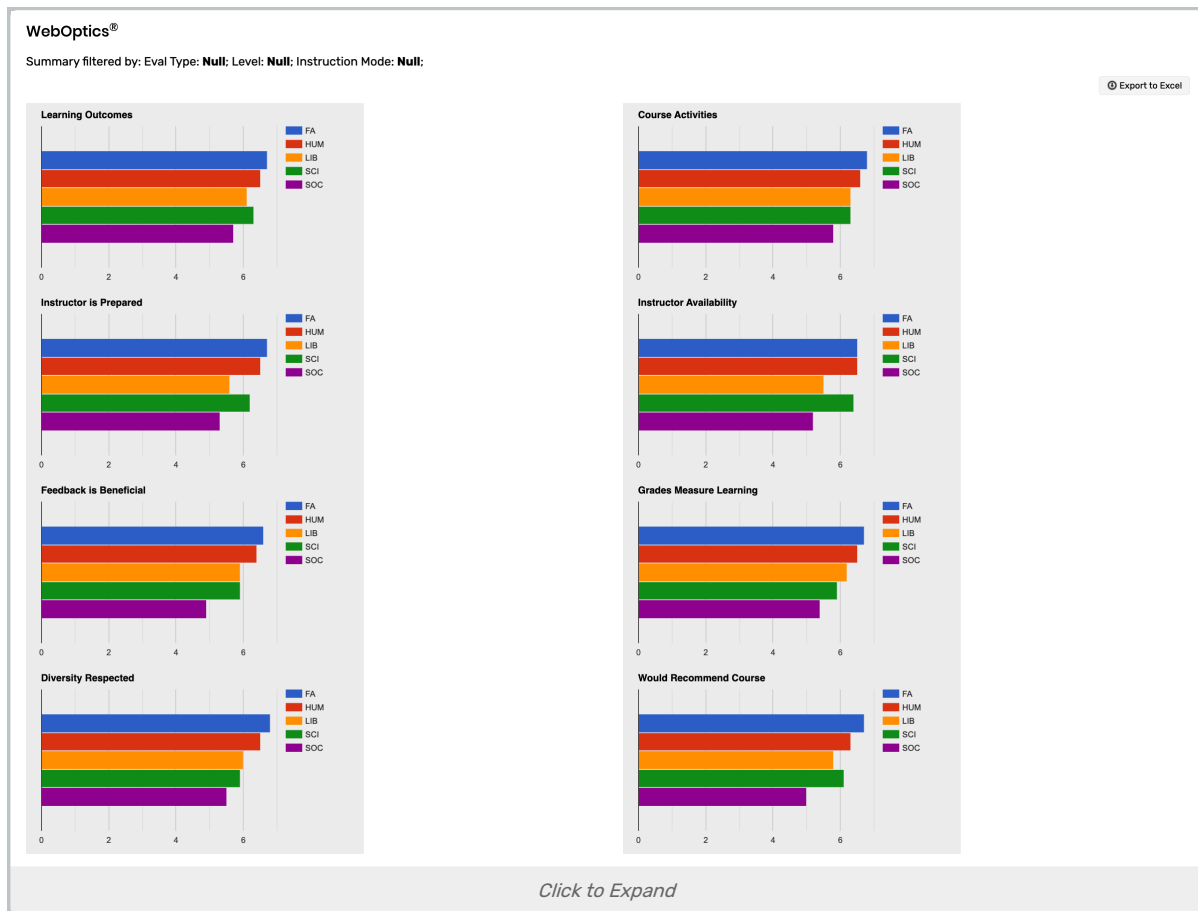
## Report Examples

### Rollup Report Example



## Comparison Report Example

This example compares the aggregated scores from the Engineering school by location



## All Terms Comparison Report Example

