

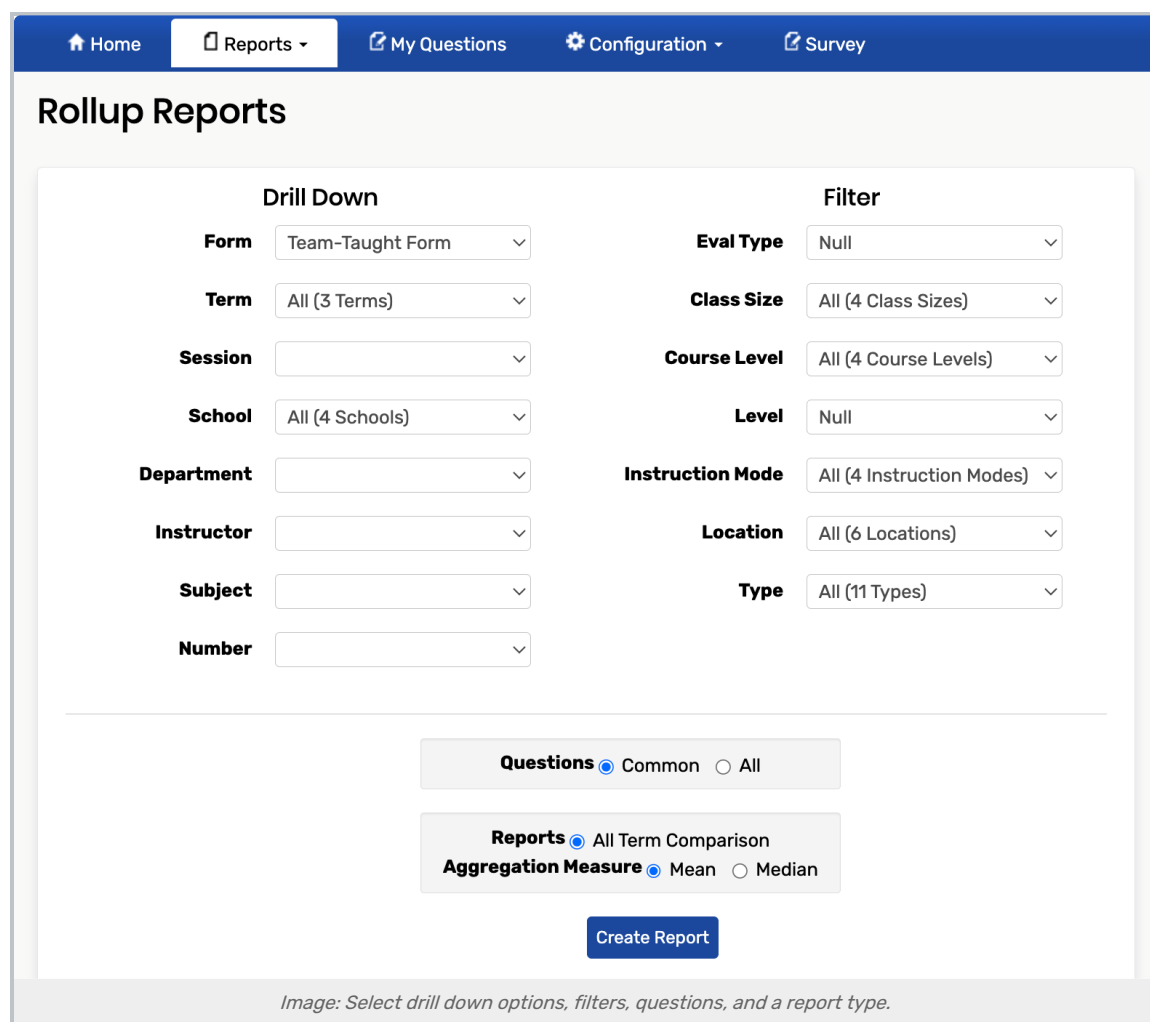
# Using the Rollup Reports Page in Eval25

Last Modified on 09/19/2023 10:33 am PDT

Use 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



**Rollup Reports**

Drill Down		Filter	
<b>Form</b>	Team-Taught Form	<b>Eval Type</b>	Null
<b>Term</b>	All (3 Terms)	<b>Class Size</b>	All (4 Class Sizes)
<b>Session</b>		<b>Course Level</b>	All (4 Course Levels)
<b>School</b>	All (4 Schools)	<b>Level</b>	Null
<b>Department</b>		<b>Instruction Mode</b>	All (4 Instruction Modes)
<b>Instructor</b>		<b>Location</b>	All (6 Locations)
<b>Subject</b>		<b>Type</b>	All (11 Types)
<b>Number</b>			

**Questions** ☒ Common ☐ All

**Reports** ☒ All Term Comparison

**Aggregation Measure** ☒ Mean ☐ Median

**Create Report**

*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.

- **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**

## Rollup Report Example

