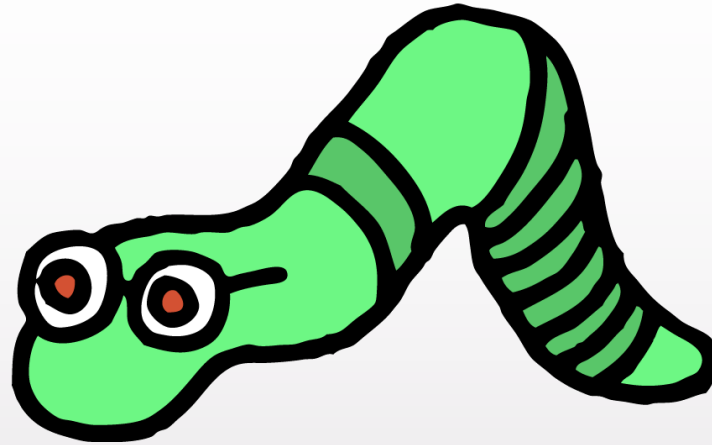




1

# Class Climate Training

## Creating Compilation Reports



## Class Climate Training

➔ <https://classclimate.ipfw.edu/classclimate>

# Creating a Compilation Report

- *This report will give you averages, a standard deviation, and middle denominator for the entire department*
- *We will use this report to compare to individual classes and this data can be added to those individual reports.*

# Change your role to “Report Creator”

The screenshot shows the Class Climate interface. The user's name is Regina Gordon. The role dropdown menu is set to "Report Creator". The "List of Folders" section displays a table with the following data:

Name	Contents	Date of creation	Rename	Delete
Training Folder	1 Survey, 1 evaluated	02/19/2016	Rename	✗
Barry Dupen Reports	1 Survey, 1 evaluated	05/17/2016	Rename	✗

The "Create New Folder" button is highlighted in green. The interface also includes a "Help" button and a "Reports" section with a "Create New Folder" button.

**Class Climate**  
COURSE EVALUATION FEEDBACK SYSTEM

201710

Regina Gordon  
Report Creator

REPORTS

List of Folders

- Barry Dupen Rep...
- Training Folder

ADDITIONAL REPORTS

PDF Reports

SYSTEM SETTINGS

User Profile

SYSTEM INFORMATION

Utilization Statistics

### Create New Folder

Training Folder **Name folder**

OK Cancel

**Class Climate®**  
COURSE EVALUATION FEEDBACK SYSTEM

201710

Regina Gordon  
Report Creator

### Create reports

Summarized Reports: Subunit

Comparisons: Batch Profile Lines

#### Reports in Folder "Training Folder"

Type	Name	Details	Status	Form	Created	# Forms	Report	Export	Actions
------	------	---------	--------	------	---------	---------	--------	--------	---------

1. Click dropdown arrow
2. Select "any compilation"

COURSE EVALUATION FEEDBACK SYSTEM

Regina Gordon  
Report Creator

REPORTS

- List of Folders
- Barry Dupen Rep...
- Training Folder

ADDITIONAL REPORTS

- Reports

SYSTEM SETTINGS

- User Profile

SYSTEM INFORMATION

- Utilization Statistics
- Deliveries

HELP

- Send Email
- Manual

Log Off

### Create Any Compilation Report

1. Subunit

- Accounting and Finance
- Anthropology
- Arts and Sciences
- Biology
- CELT Training**
- Chemistry
- Civil Mechanic Engineering
- College of Education and Public Policy
- Communication

2. Survey Period

- 201610
- 201530
- 201510
- 201420**

3. Course Type

- Lecture**

4. Questionnaire

- Sample**

\* Template forms

Select program of study

Show extended filter options

5. Course(s)

- Luce, Teri**
- Adv Evals Training (201420-41228)

Description:

Question mapping of different questionnaires:

- Automatic with text comparison
- Manual

Include answers to open questions

Combine surveys unweighted  
(Please note: The mean values of individual surveys are averaged in this type of report)

Separate reports according to :  
Subunits

Report over a certain time period

Start Date:

End Date:

1. Select subunit
2. Survey period
3. Course type
4. Questionnaire
5. All courses

Name your report

Click Verify

**Class Climate**  
COURSE EVALUATION FEEDBACK SYSTEM

201710

Regina Gordon  
Report Creator

**REPORTS**

- List of Folders
- Barry Dupen Rep...
- Training Folder

**ADDITIONAL REPORTS**

- Reports

**SYSTEM SETTINGS**

- User Profile

### Request preferred compilation

**Your choice:**

Compilation name:	2016 Training
Questionnaire:	Sample
No. of Surveys:	1
No. of completed questionnaires:	1

The report creation may take a moment. Please wait until an acknowledgment has been sent back from the server.

**Create** **Back**



# How to add the Comparison Report to the Entire subunit

1

Class Climate  
SUBUNITS QUESTIONNAIRES SYSTEM SETTINGS SYSTEM INFORMATION EXTRAS

Regina Gordon  
Administrator

List of all Subunits

Subunit	User	Details	Delete
CELT Training	1		✗
Department of Accounting	25		✗
Department of Anthropology & Sociology	34		✗

2

Available Questionnaires

Show all questionnaires of the Subunit Administrators.

Climate, Class

Gordon, Regina, CELT Class Climate Admin

Default Folder (6)

ID	Abbreviation	Title	Date	Engine	Pages	Status	Action
780	CME-EVALS1	Civil & Mechanical Engineering Course Evaluations [Copy]	09/08/2016	VF Editor	2	🔒	Select...
880	hello	Practice	04/18/2017	VF Editor	2	🔒	Select...
809	MbubaONlin	MbubaOnline	11/21/2016	VF Editor	2	🔒	Select...
824	Testing	Testing Camtasia	12/02/2016	VF Editor	1	🔒	Select...
794	TRaing	New 7.0 Features	11/01/2016	VF Editor	1	🔒	Select...
820	TRaing2	New 7.0 Features [Copy] [Copy]	12/02/2016	VF Editor	1	🔒	Select...

Test Evaluation Folder (1)

Archive Folder (0)

Create New Folder

Move selected questionnaires to: Archive Folder

Move

1. Go to Questionnaire top of page
2. Select questionnaire your used for evaluation
3. Select Details (dropdown arrow)



# Advanced Settings

Details for questionnaire **CME-EVALS1** **Note: make sure you are in the evaluation that was used for the current survey period.**

**CME-EVALS1** (Civil & Mechanical Engineering Course Evaluations [Copy])

- ✓ VividForms Editor
- PDF Sample (Show)
- In the recognition set of the VividForms Reader (Refresh)
- Copy and open the questionnaire in the VividForms Designer.
- PDF paper survey (Show)
- Preview online survey

**Advanced settings**

Report for comparison ▼ **Edit**

**Questionnaire**

**Edit Form**

**Export**

**Delete Questionnaire**

Click the dropdown arrow to select the **report for comparison**

# Defining Screen

**Comparison Report**

**Define the number of previous periods in the profile line**

Here you can define the number of previous periods that will appear in the PDF report in addition to the profile line of the current survey. Number of previous periods in the profile line: 0

**Define manual reports for comparison**

Here you can add a manual comparison report per period and subunit. The reports must have been generated beforehand with the report creator or in the comparison report management.

Available comparisons:  Survey Period: 202330, 202430, 202420, 202410, 202320, 202310 Subunit:

**Define automatic reports for comparison**

Here you can add one or more automatically generated comparison reports per period and subunit. The reports are generated automatically on the basis of the existing raw data and do not have to be generated in advance.

Available comparisons: Organization  Survey Period: 202330, 202430, 202420, 202410 Subunit:

There are three (3) sections and each one does something different. The next three slides will explain each part.

# Defining Manual Reports for Comparison

**Define manual reports for comparison**

Here you can add a manual comparison report per period and subunit. The reports must have been generated beforehand with the report creator or in the comparison report management.

Available comparisons:	Survey Period	Subunit
<input type="text"/>	202330	CELT Training
	202430	Department of Accounting
	202420	Department of Anthropology & Sociology
	202410	Department of Art and Design
	202320	Department of Biology
	202310	Department of Chemistry & BioChemistry
		Department of Civil Mechanical Engineering

**This is the section you will use to create the single report.**

1. Make sure you have created your compilation report
2. Available Comparison: choose your report
3. Survey Period: choose the period you need
4. Subunit: select you subunit
- 5. This alleviates the manual work previously entered for individual courses**

## Defining the Number of Previous Periods in the Profile Line

### Define the number of previous periods in the profile line

Here you can define the number of previous periods that will appear in the PDF report in addition to the profile line of the current survey.

Number of previous periods in the profile line

5

Save

This section is exactly what is states. You can go back five (5) periods and attach a compilation report to your evaluation by subunit.

This screen may be useful in the future.

**Note:** I will dig deeper into this screen to see what it's real function is.

# Defining Automatic Reports for Comparison

### Define automatic reports for comparison

Here you can add one or more automatically generated comparison reports per period and subunit. The reports are generated automatically on the basis of the existing raw data and do not have to be generated in advance.

Available comparisons:

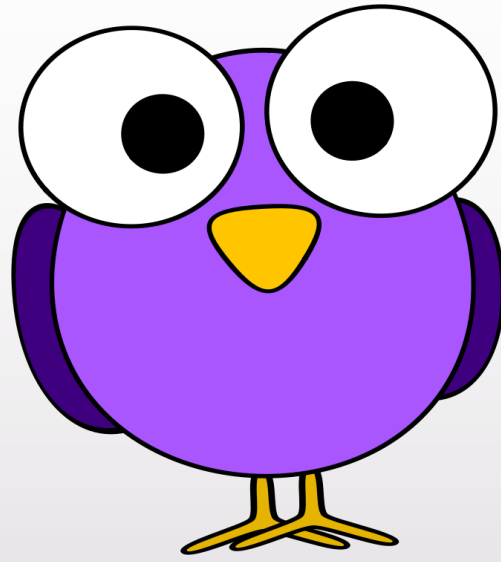
Survey Period:

Subunit:

Name of the comparison line in the report:

In this section you can automatically generate a report without having to manually create it in report creator.

**Note:** I will look further into this feature if anyone is interested in it.



[gordonr@pfw.edu](mailto:gordonr@pfw.edu)

481.6354