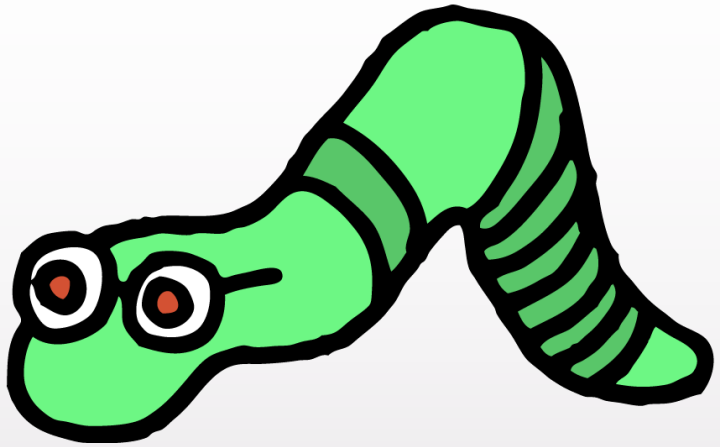
Class Climate Training

Creating Compilation Reports



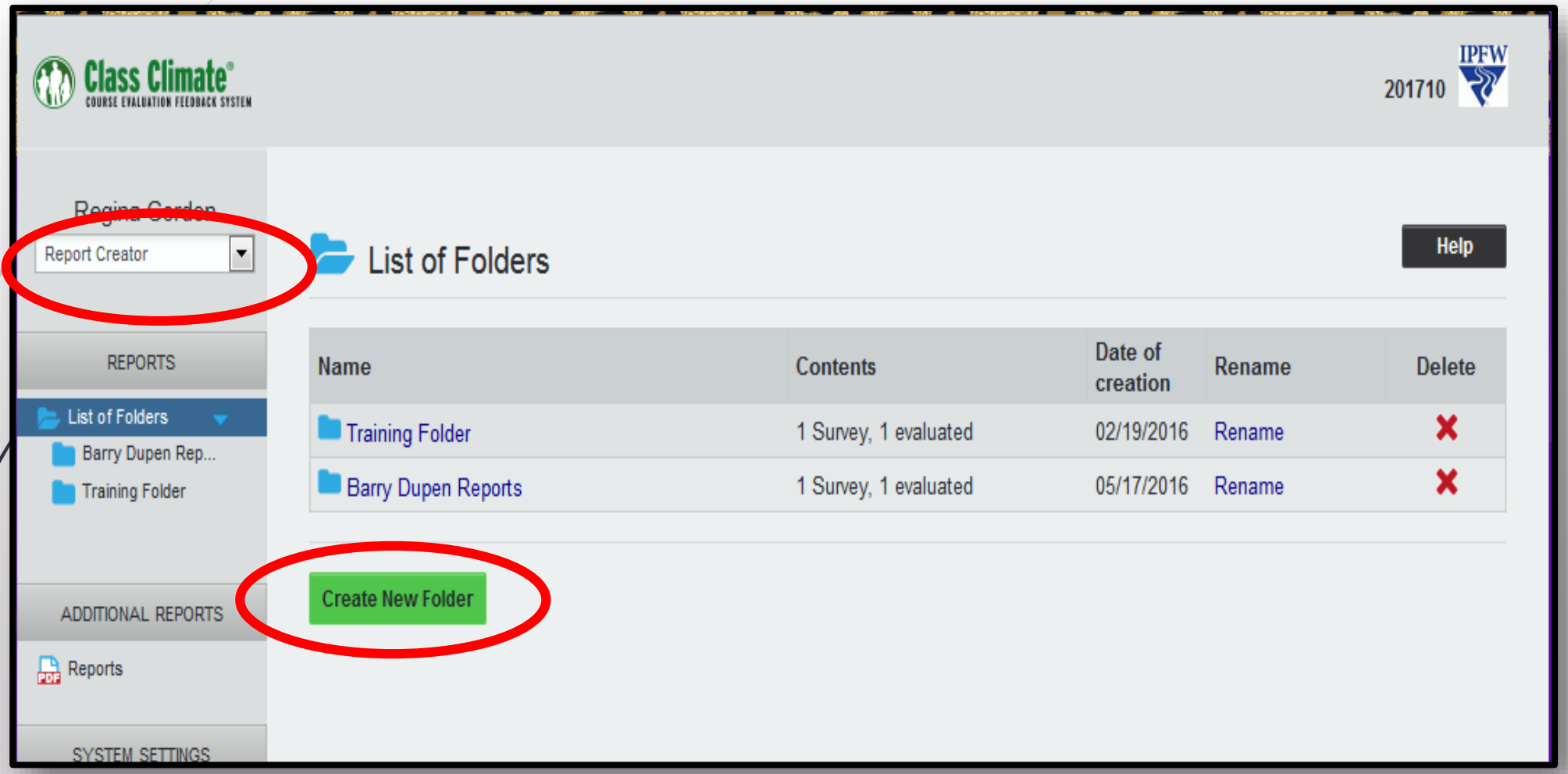
Class Climate Training

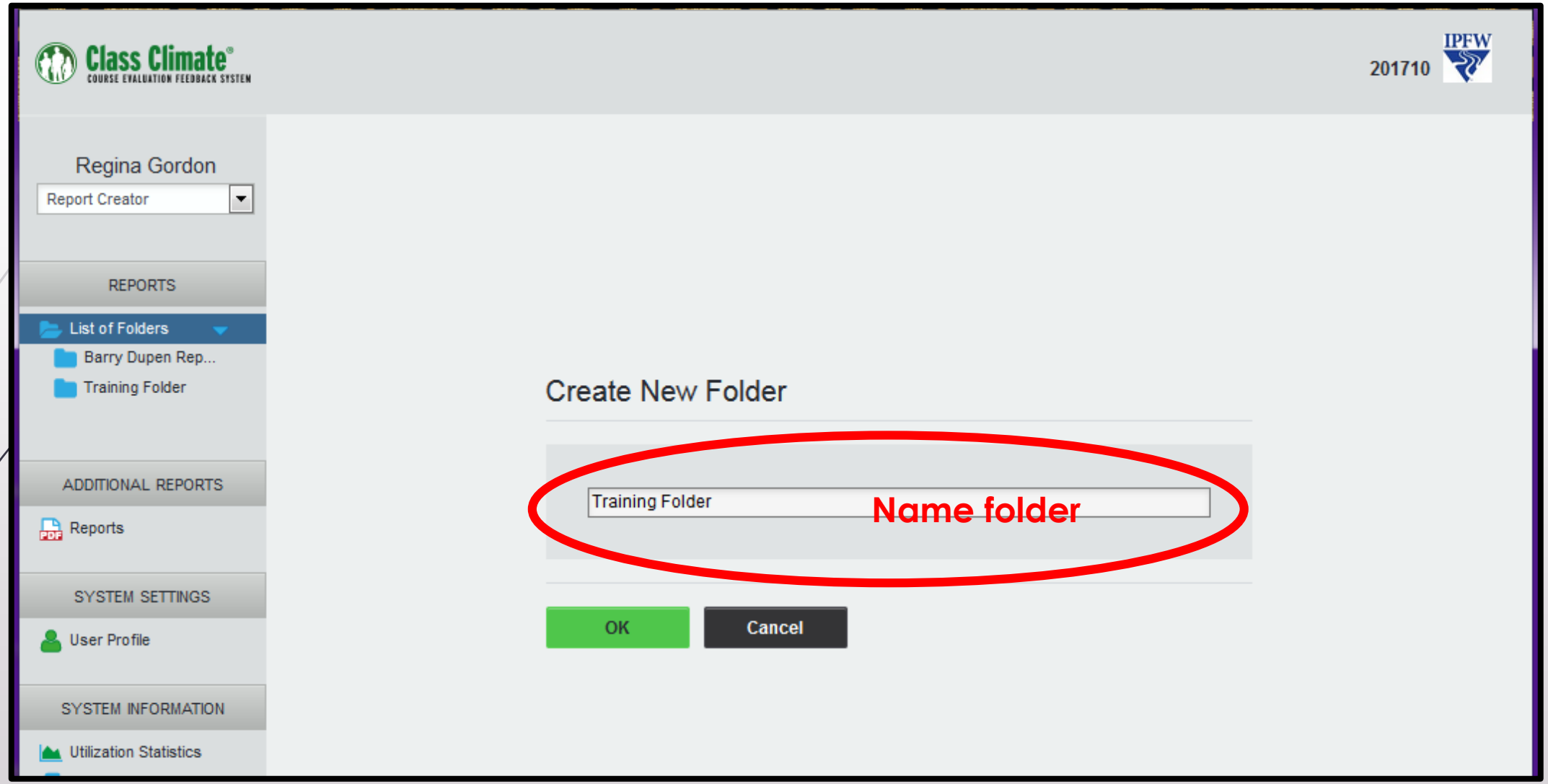
- https://classclimate.ipfw.edu/classclimate

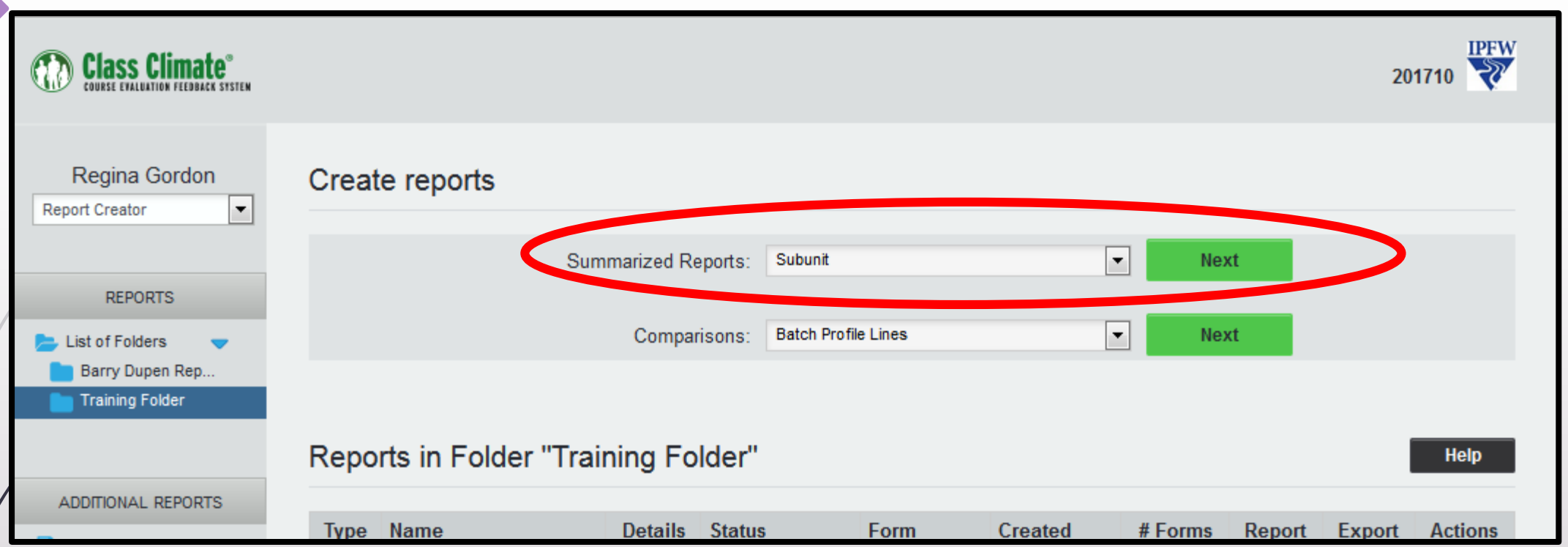
Creating a Compilation Report

- ***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.***

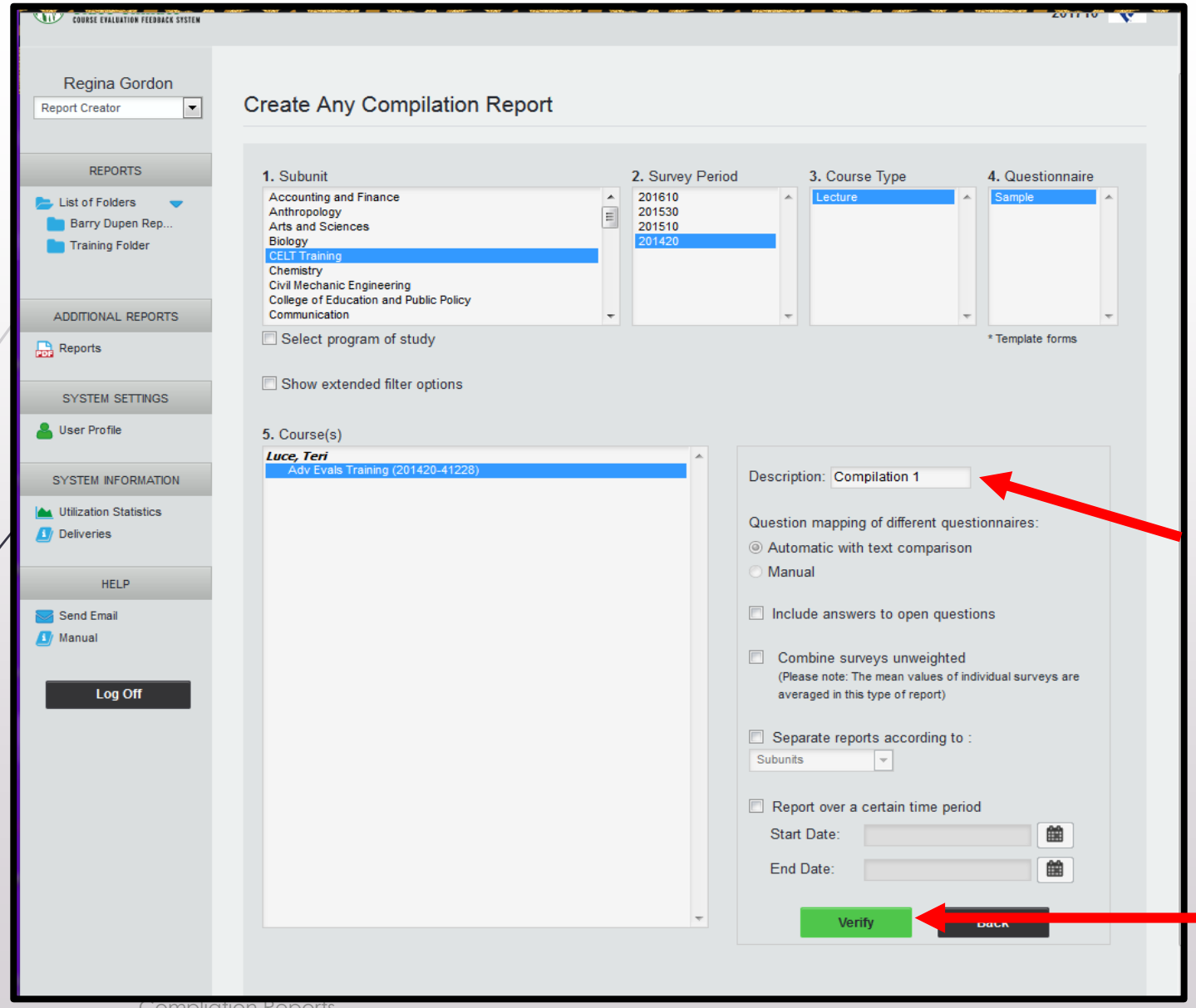
Change your role to "Report Creator"




Class Climate
COURSE EVALUATION FEEDBACK SYSTEM
201710
IPFW
Regina Gordon
Report Creator
REPORTS
List of Folders
Barry Dupen Rep...
Training Folder
ADDITIONAL REPORTS
Reports
SYSTEM SETTINGS
User Profile
SYSTEM INFORMATION
Utilization Statistics
Create New Folder
Training Folder
Name folder
OK
Cancel



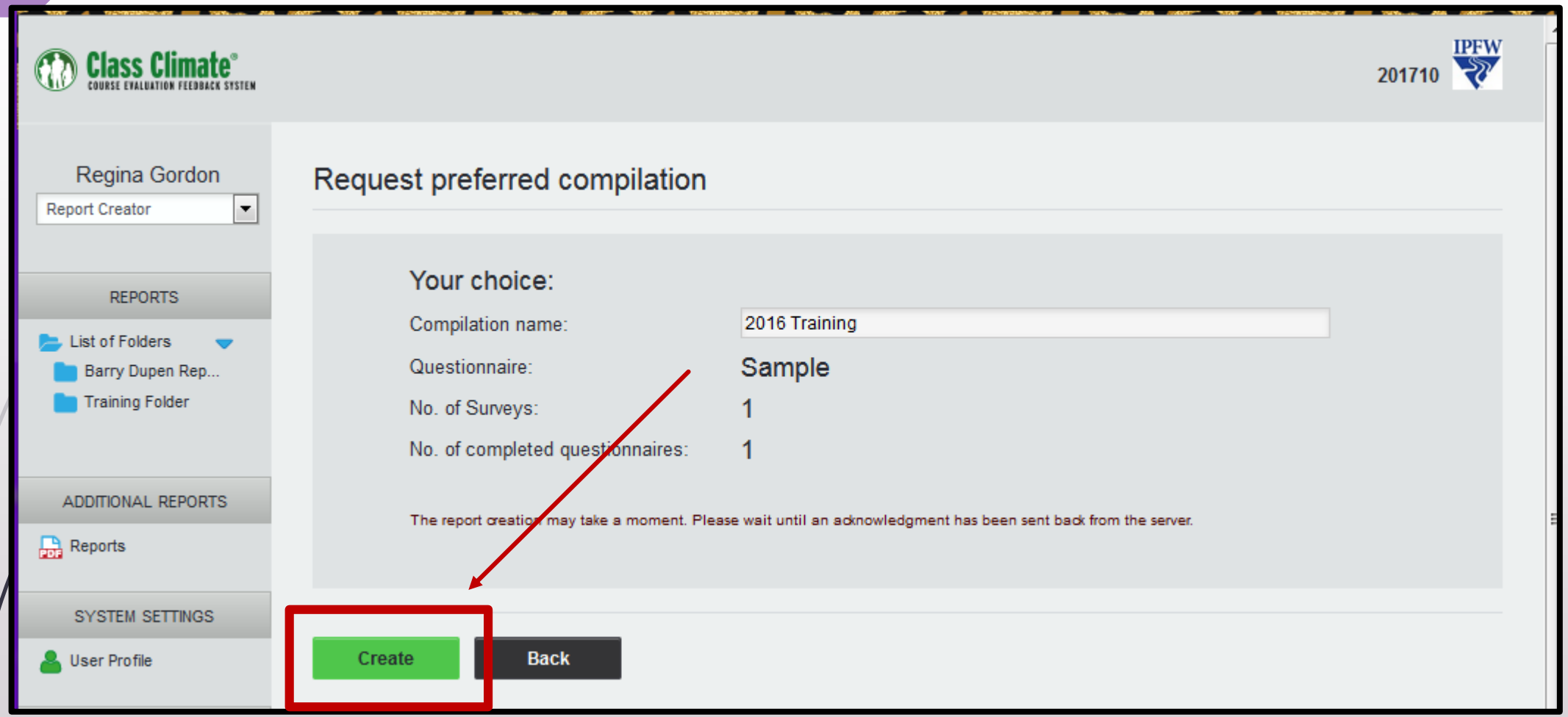
1. Click dropdown arrow
2. Select “any compilation”



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
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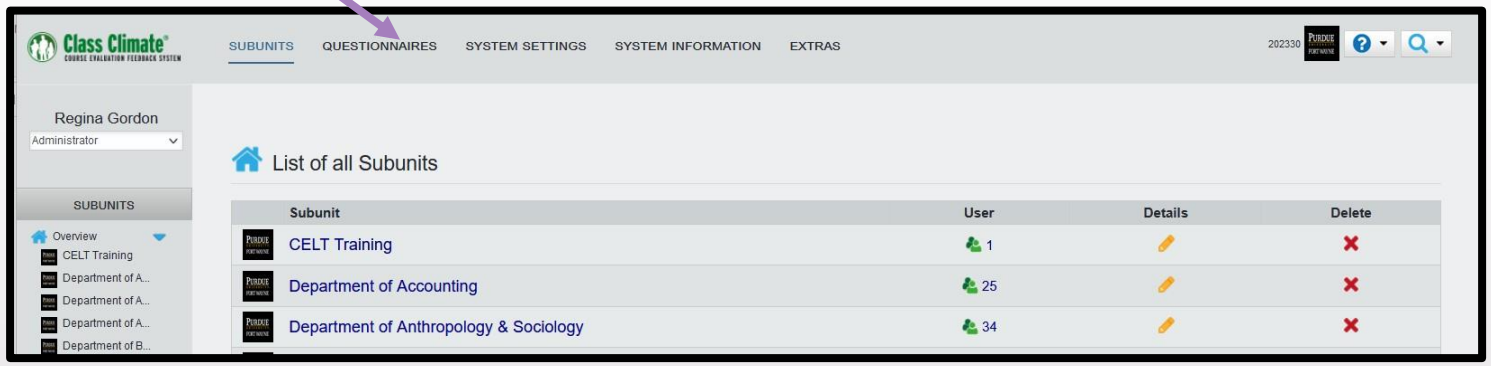
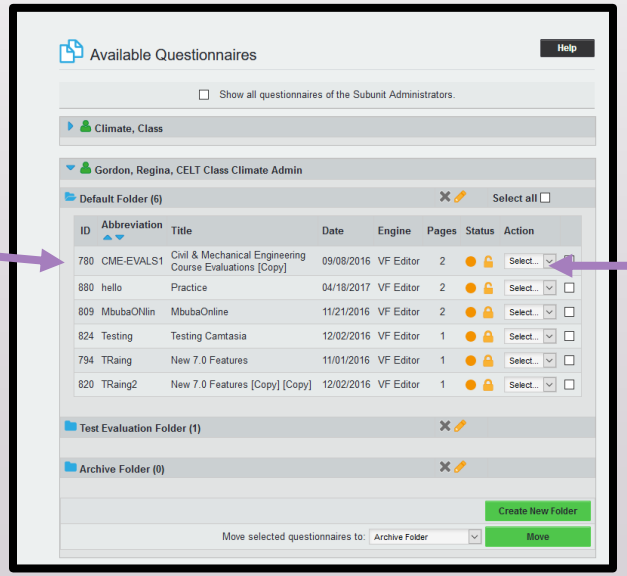
Report Creator
REPORTS
List of Folders
Barry Dupen Rep...
Training Folder
ADDITIONAL REPORTS
Reports
SYSTEM SETTINGS
User Profile
Request preferred compilation
Your choice:
Compilation name:
2016 Training
Questionnaire:
Sample
No. of Surveys:
1
No. of completed questionnaires:
1
The report creation may take a moment. Please wait until an acknowledgment has been sent back from the server.
Create
Back

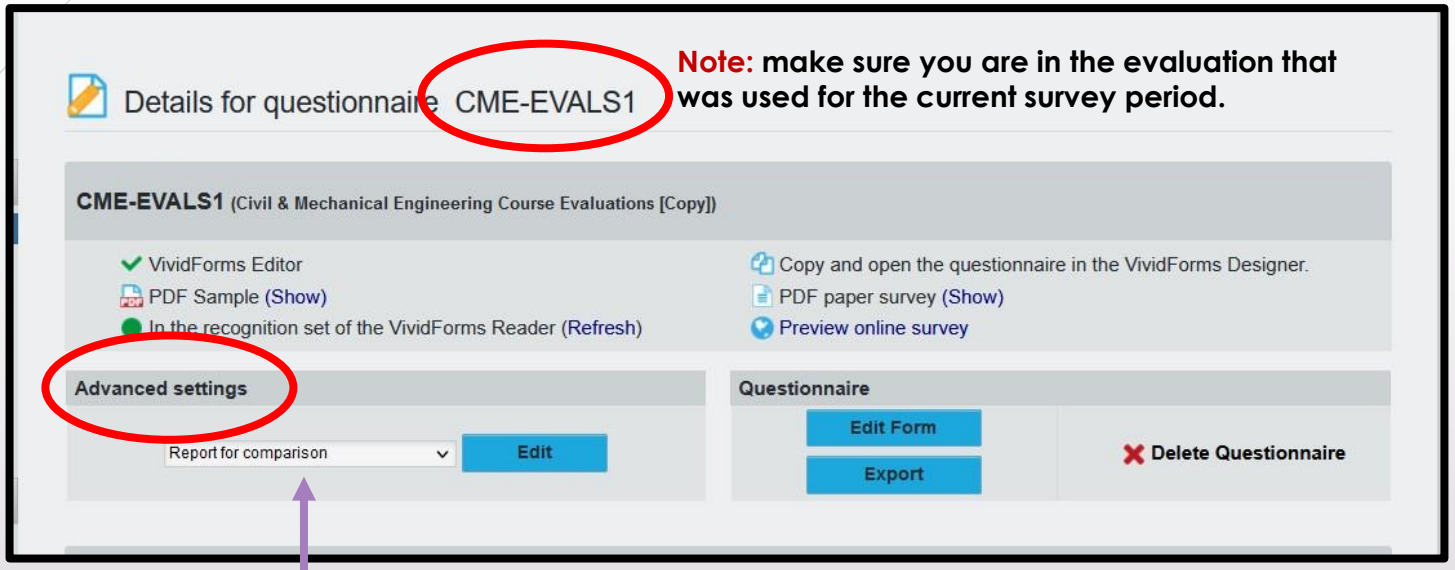
How to add the Comparison Report to the Entire subunit





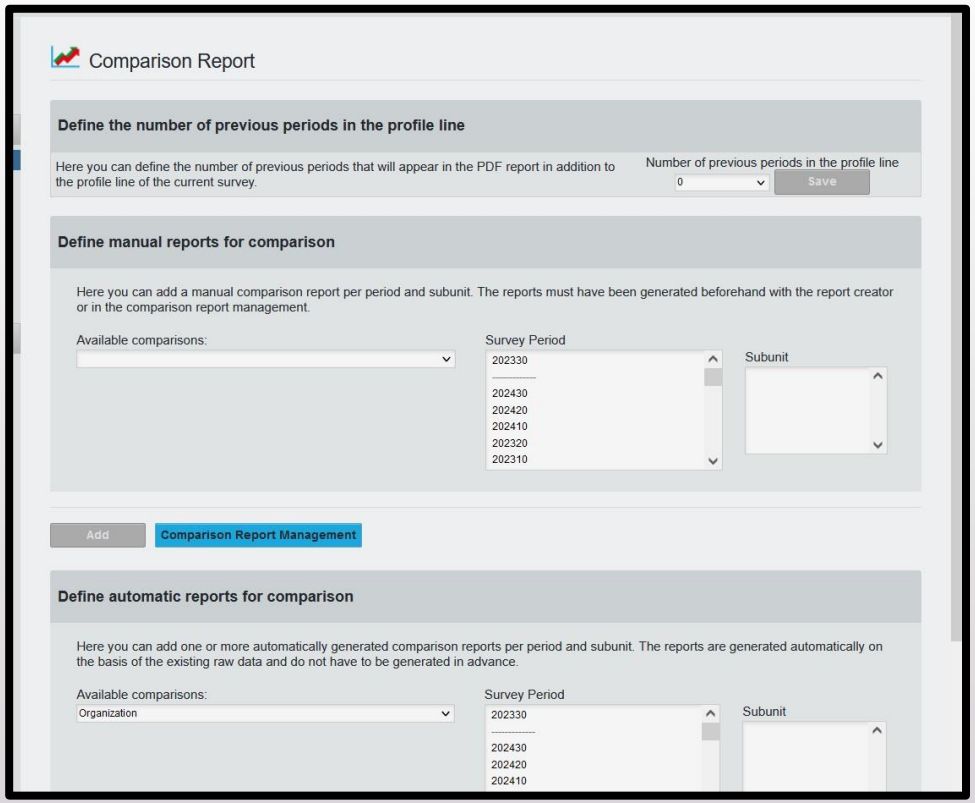
1. Go to Questionnaire top of page
2. Select questionnaire your used for evaluation
3. Select Details (dropdown arrow)

Advanced Settings



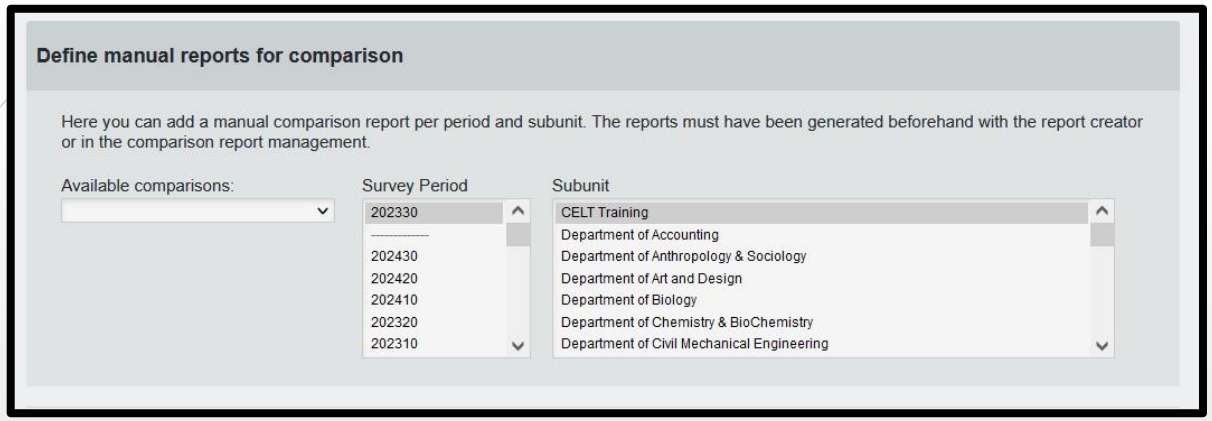
Click the dropdown arrow to select the **report for comparison**

Defining Screen



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

Defining Manual Reports for Comparison



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**

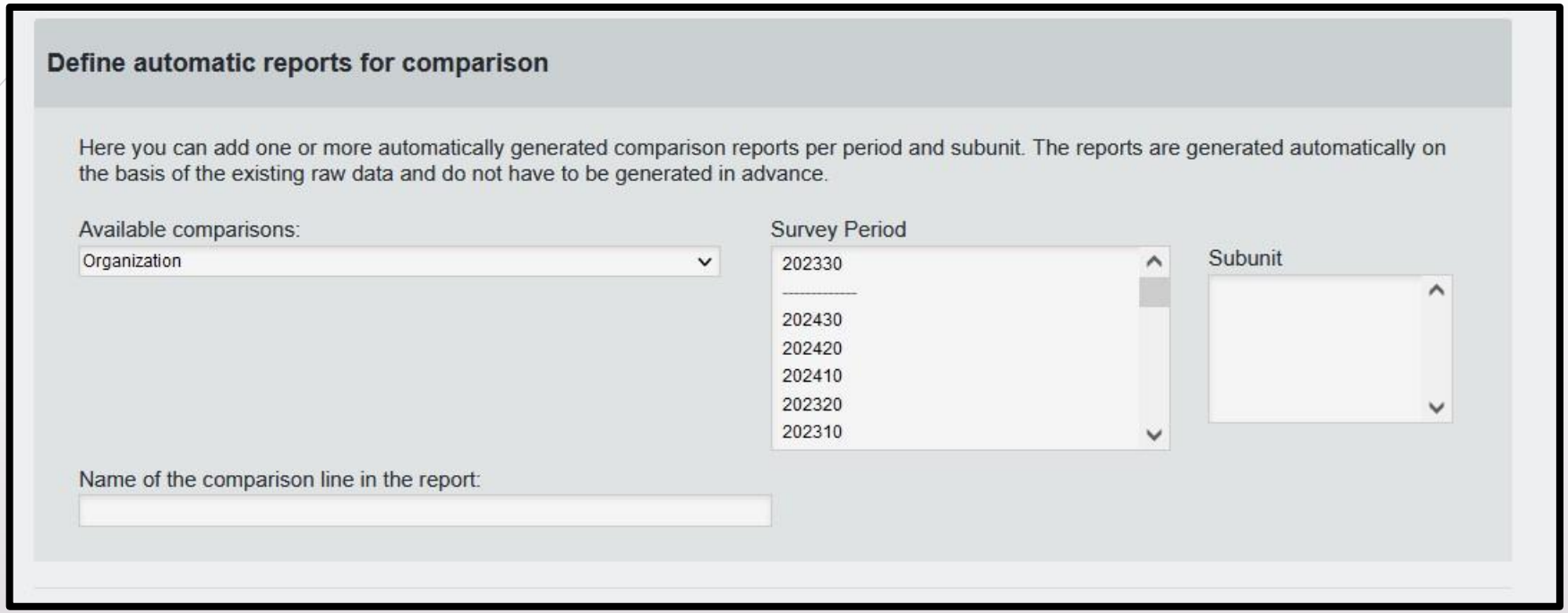
Defining the Number of Previous Periods in the Profile Line

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.

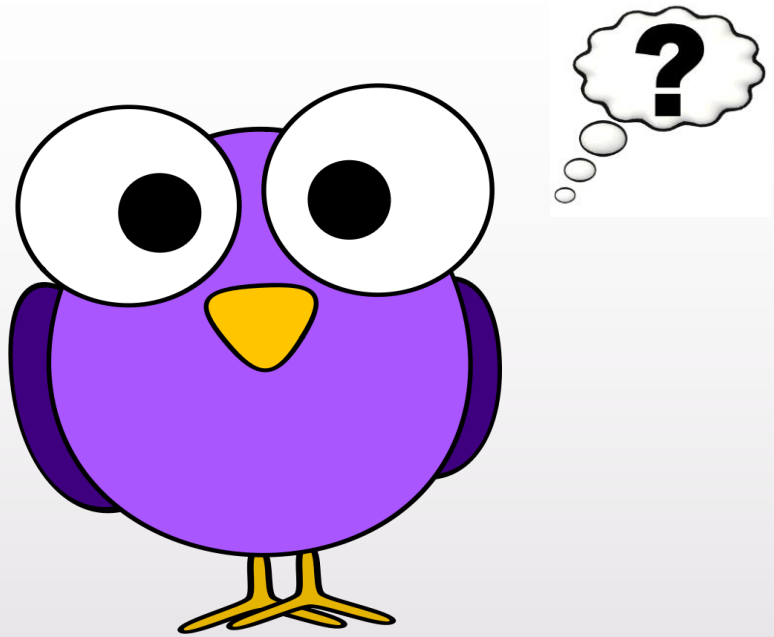
Note: I will dig deeper into this screen to see what it's real function is.

Defining Automatic Reports for Comparison



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.



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