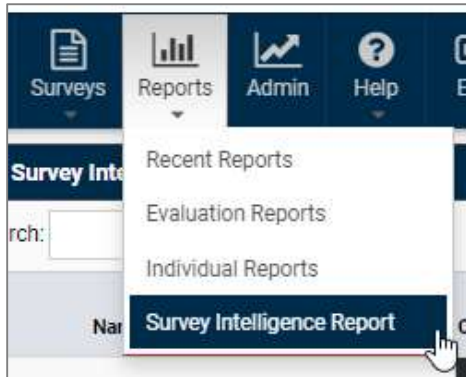


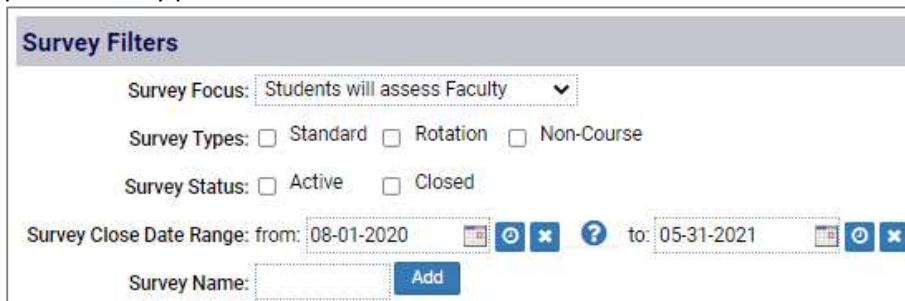
# CoursEval Administration - Using Survey Intelligence Reporting

NAU uses CoursEval as the university-wide tool for collected Student Opinion Surveys on courses each semester. The Survey Intelligence Report tool allows an administrator to aggregate response rates and scores at various levels of detail. Administrators will only be able to see as far as their permissions allow. The following explains how to create survey intelligence reports and how to save the settings for future use.

1. Log in to the CoursEval system using NAU credentials: [https://nau.edu/course\\_evals](https://nau.edu/course_evals)
2. Navigate to the Survey Intelligence Report under the Reports menu



3. Click *Add New* button on the bottom right.
4. Choose **Survey Filters**. The only purpose of this is to narrow down the list of surveys to show on the next screen, thus Course Filters and Evaluated Individuals Filters are not necessary. All courses are on one parent survey per semester.

A screenshot of the 'Survey Filters' configuration form. It includes a 'Survey Focus' dropdown menu set to 'Students will assess Faculty'. Below are three rows of radio button options: 'Survey Types' (Standard, Rotation, Non-Course) and 'Survey Status' (Active, Closed). The 'Survey Close Date Range' is set from '08-01-2020' to '05-31-2021'. At the bottom, there is a 'Survey Name' input field and an 'Add' button.

- a. **Survey Focus** should be set to “Students will assess Faculty” by default.
  - b. **Survey Type** and **Survey Status** may remain unchecked. Only closed surveys will be available for viewing.
  - c. **Survey Close Date Range** is required and the best way to capture the surveys you want. In general, surveys close mid-semester and at the end of the semester, before finals week. Use open and close dates that roughly (and widely) capture the semester(s) of interest. The next page will allow you to choose surveys within your time frame.
  - d. Click *Surveys* at the bottom.
5. Choose survey(s) of interest on the **Surveys** page.



6. Move on to the **Questions** page.
  - a. You can use the “Check All” link to check all the **People Focused** questions, or just choose the individual questions.
  - b. Note, text-based questions are not shown on the Survey Intelligence Report.
7. Move on to the **Aggregations** page.
  - a. At least one Aggregation is required.
  - b. Drag over the items that you want grouped in the order of interest.



- c. If selecting multiple semesters, **Survey Period** splits the semesters.
  - d. **Course Number** provides the finest detail.
  - e. **Course Type** will aggregate results into Online, In Person, and Hybrid.
  - f. **Course Name** will aggregate the catalog prefix/number.
  - g. **Evaluated Individual** will provide each instructor’s name with the average score of all their classes.
  - h. **Course Department** lists all the departments and the average course scores within each department.
  - i. Colleges are in **Course Division**, not Course College.
8. Move on to the **Report Options** page.
  - a. Enter a **Report Title** if desired.
  - b. Choose other settings, but the defaults are sufficient.
  - c. **Overall Score** should not be selected if you do not want mean of means to show.
  - d. Uncheck **Show Question Response Count** to avoid count showing up for every question.

Report Title: College/Department Aggregates - Spring 2021

School Logo  show

Report Title

Headings  Freeze Heading ?

Report Sections:

#	Grouping Descriptions	Expected/Received	Questions	Overall Score	Overall Graph
<input type="checkbox"/> show		<input checked="" type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input type="checkbox"/> show	<input type="radio"/> None <input type="radio"/> Simple bars <input type="radio"/> Compare to Avg

Summary  show

Overall-Score Scale: 4 ?

Compare Overall Scores using:  Weighted-Leveled Overall Score (default)  Average of Leveled Scores ?

Statistic:  Mean (default)  Group Median ?

Show Question Response Count:  ?

Heat Map: none ?

9. On the **Run Report** page you can view the report and either go back to make adjustments or export it as a PDF or data file.
10. The next page, **Save Settings**, allows you to save your filters, aggregations, and options for later.