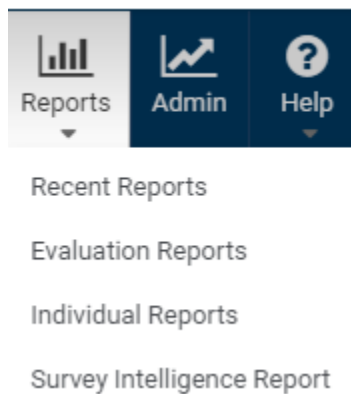
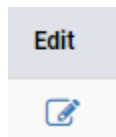


Creating a Summary Evaluation Table using Survey Intelligence

1. Go to <http://courseval.valpo.edu> and log in through the **MyCourseEval Portal**. (You will use your VU network username and password.)
2. Click on **Reports** in the upper left corner of the screen and select **Survey Intelligence Report**.



3. You will see a list of Reports. Please go to the **Standard Faculty Report** line. Click on **Edit** which is the icon to the right of the report name.



4. You will see **Filter** settings. Please select the following:

a. Survey Filters

Survey Focus – Students will Assess Faculty

Survey Types – Standard for Course Surveys, Non-Course for Instructor Evaluations

Survey Status – Closed

Enter **Survey Close Date Range** – Please note that the standard the University survey was used starting the fall 2017 semester.

b. Course Filters

Course Departments- Please enter your Colleague department code. If you do not know the department code, you may leave this blank and the report will include all your courses.

5. **Surveys** – Check all the surveys you want to include.
6. **Questions** – Check all the questions you want to include.
7. **Aggregations** – Click and Drag Fields so you can choose how the survey will be organized. The listing below is an example of how a report can be organized.

Drop here in
desired order

Survey Period
Course Number
Course Name

8. **Report Options** – You can select different settings to change what statistics are used in your survey and how they are displayed. You can also change the order of questions in this setting.
9. **Run Report** – You can view, export or generate a PDF.
10. **Save Settings** – Please rename the report with the following naming convention – **Zygmunt, M Standard Faculty Report.**

Click on the **Save as New** button. A new report will then be generated that will only be accessible to you. You may then change any or all the settings to customize the data that will be displayed. This will preserve the original **Standard Faculty Report.**

11. This is a brief summary of one type of report that can be generated by the Survey Intelligence Report tool. Please feel free to try out different settings. If you have any questions, please contact me at Melizza.Zygmunt@valpo.edu .