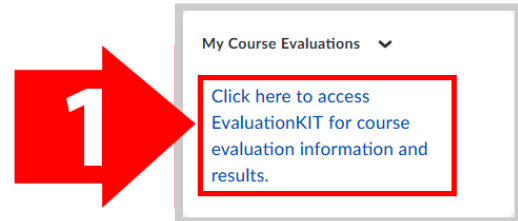


Access the Reports Dashboard in EvaluationKIT

1. From the D2L Homepage or any course homepage, locate the My Course Evaluations widget. Click the hyperlinked text.

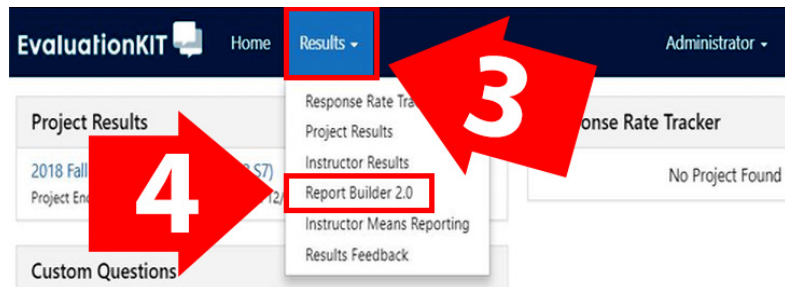


2. The EvaluationKit page will open. From the top menu bar, select the "Administrator" role from the drop down menu.



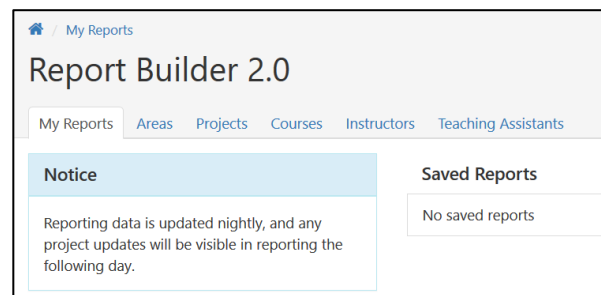
3. Select the "Results tab."

4. Select "Report Builder 2.0" from the drop down.






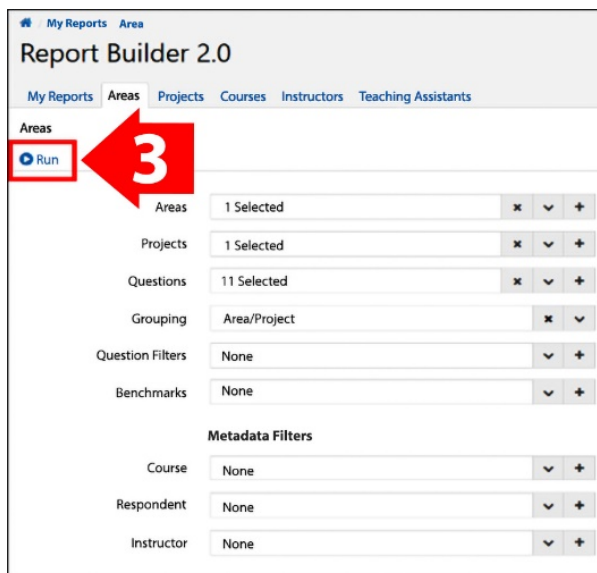
This version of Report Builder allows you to create custom reports across multiple academic programs (areas), semesters (projects), courses, instructors, and questions.

After clicking Report Builder 2.0, you will land on the **My Reports** dashboard, your central location for all reports created from Report Builder 2.0.



Create a New Report (General Instructions)

1. Select the tab for your desired report type. There are 4 relevant report types:
 - a. **Areas.** [Academic department(s)]. With this report type users can compare data from one area or between multiple areas of their account hierarchy. Area data can be compared longitudinally over time, across projects, and across Areas. Data can be aggregated to summarize the area or dis-aggregated to show course or instructor-level detail within the area.
 - b. **Projects.** [Semester]. With this report type users can compare data from one project or between multiple projects. Data can be aggregated to summarize the project overall or dis-aggregated to show course or instructor-level detail within the project.
 - c. **Courses.** With this report type users can compare data from one course or from multiple courses. Course data can be compared longitudinally over time, across projects, or from within the same project. Data can be aggregated to summarize the project overall or dis-aggregated to show course section or instructor-level detail within the project. You have access to all courses in your area collegewide. To narrow these down by campus, enter the campus code. For instance, if you want to see all ENG 101 courses at Owens, enter ENG 101 2.
 - d. **Instructors.** With this report type users can compare Instructor data from the same instructor or from multiple instructors. Instructor data can be compared longitudinally over time, across projects, or from within the same project. Data can be aggregated to summarize the project overall or dis-aggregated to show course section or instructor-level detail within the project.
2. Search for and select your desired criteria > **Apply**. Select multiple criteria for each, or you can apply your selections, then click the plus  icon to select and apply additional. To remove criteria, expand the applied selection(s) with the downward chevron  and deselect with the “x” symbol .
3. Click **Run** after making your selections. The report processing time will vary based on the size of the requested data.



Create a Report:

One instructor in your department;

All courses in one semester; All questions

From the Dashboard

1. Select the "Instructor" tab
2. Click the chevron ▼ for Instructors

From Instructors

3. Enter the instructor's name.
(Last Name, First Name)
4. Select "Project" (semester)
using the dropdown menu.
5. Click "Search."

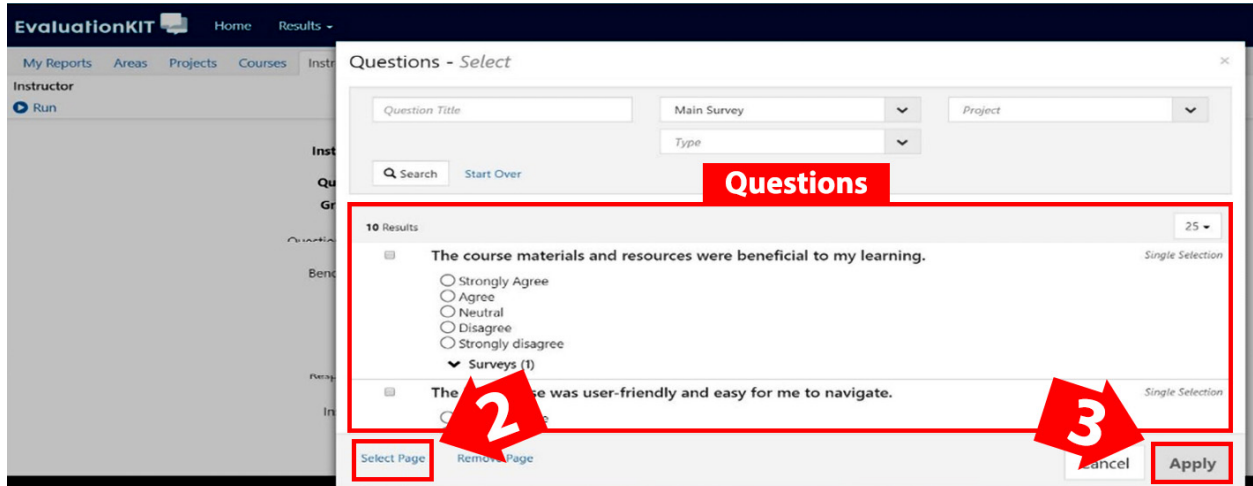
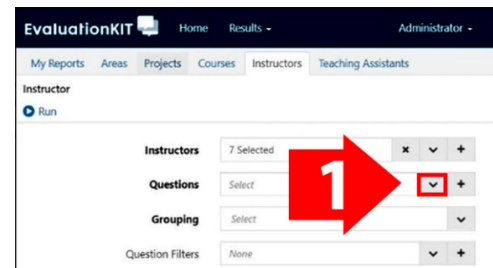
View the results to determine which instructors to include.

Instructor name	2018 Fall Course Evaluation (...)	Social Science (6907)
Joe Instructor S1-2019S1-CRN-11795-201 - ECO 111 201 Macroeconomics (11446) 2018 Fall Course Evaluation (S1.S3.S7)		
Kim Instructor S1-2019S1-CRN-11795-203 - ECO 111 203 Macroeconomics (12045) 2018 Fall Course Evaluation (S1.S3.S7)		

6. Select the instructor(s) using the "Select Boxes" next to the instructor's name.
7. If all results on the selected page should be included, click "Select Page".
Do not use "Select Page" if you selected individual instructors.
8. Click "Apply."

Select the Questions

1. Click the chevron ▼ for Questions.
2. Click "Select Page" to include all questions.
3. Then click "Apply".

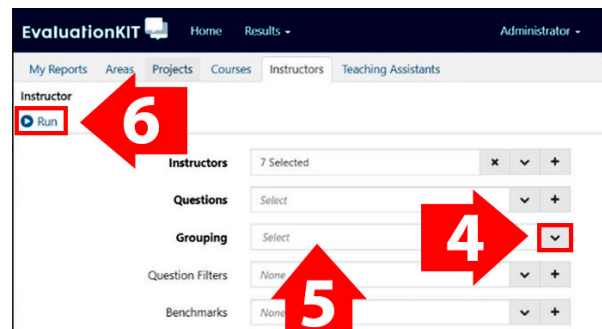


Select Grouping

4. Click chevron ▼ for Grouping.
5. Choose the desired Grouping from the dropdown.

Run the Report

6. Click Run



Edit, Save, Export Report

After the report has processed, select:

Filters – to edit report criteria

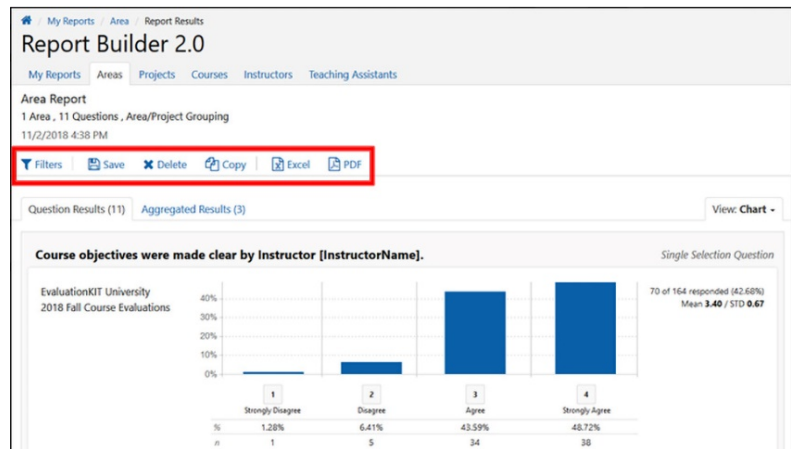
Save – to save the report to your Report Builder 2.0 dashboard

Delete – to delete the report

Copy – to copy the report

Excel – to export raw data to Excel

PDF – to export results to PDF

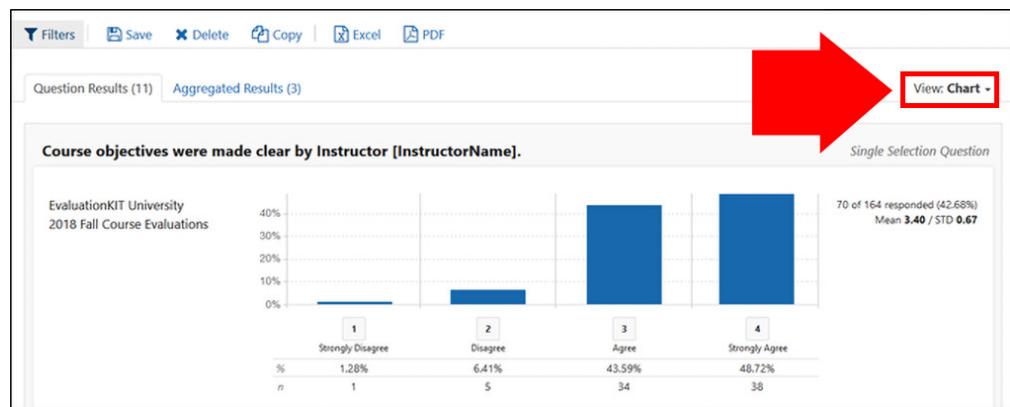


Report Views

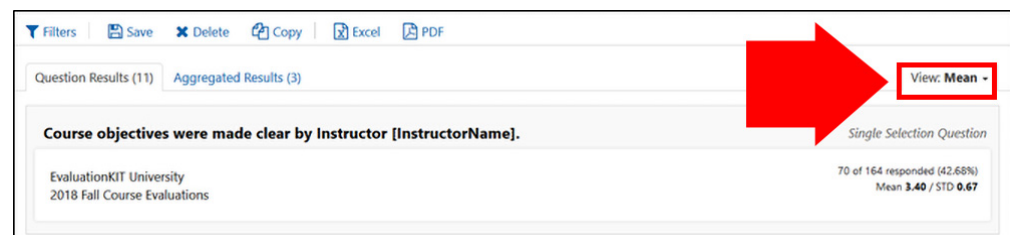
For each of the report types you can choose to view the data interactively using one of five different report views. All views are available to all user roles. Below are examples of the same data for the same question in the five different views.

Note: The selected hierarchy level and Project (s) are displayed on the left of each question, and a legend for each view is displayed to the right of each question:

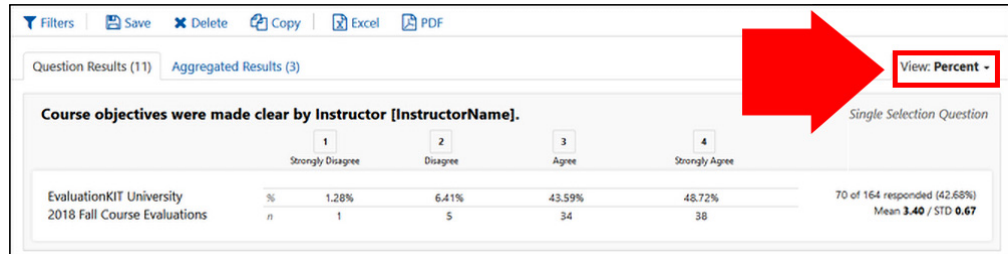
Chart



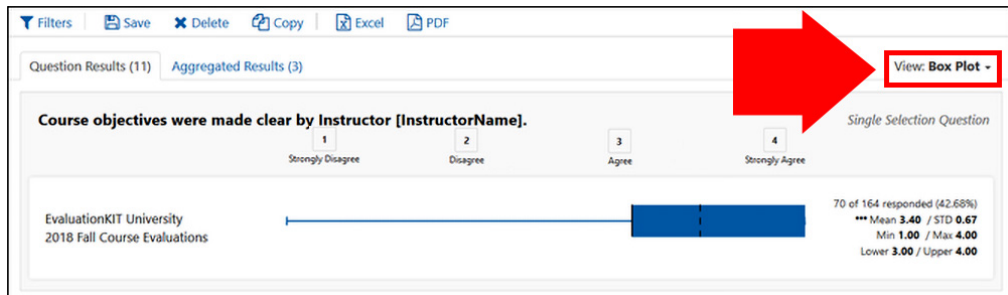
Mean



Percent



Box Plot



All

