Report Generation WorkFlow

Production for Department Reports (with No QP for Administrators) (Chairs, Deans, Secretaries)

BLUE Course Evaluation System

By

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Fair warning:
Successful completion of this training material may have negative intellectual implications for the learner.
Step 1: Copy the Production-Cycle Report for Individual Faculty with No QP.

You should now see a figure similar to the one below:
1) Change the report type to “Group By”
2) Then select “Planner Courses” and then “dept_code” from the combo boxes. (See below)
3) Click the “Validate” button.

4) Then Click the “Create” button.
Change the **Report title** and the **Individual Report Title**, and **Header**. Now you should see:
SAVE the REPORT.
Step 2: Validate Report Contents:

Click the **CONTENT** Tab:

1) There should be no QP questions in the Report Blocks. If there are any, remove them! (Note that this means that our No QP Admin Reports are also incorrect, we should go to that REPORT and fix it)
2) **Group Elements (leave as is)** (in my opinion, this should only have IUSB, Academic Group, and Department. No “Comments” grouping should be done, since this simply aggregates all possible comments about all instructors in the department, therefore it have very little value.)

3) **Virtual Groups (Leave as is)**

   Empty!
4) Virtual Questions  (Leave as is)

5) Piping Settings  (Leave as is)
6) Triggers (Leave as is)

Empty!
SAVE the REPORT.
**Step 3 – Select the Report Subjects (courses/sections)**

Click the **SUBJECTS** Tab:

Click the **SELECT ALL SUBJECTS** button. This should give you all the sections evaluated during the semester spring 2016 project. (Alternatively, if you only want to select some courses, you can click the Select Subject button, then use the Search capability to select certain departments, or sections, etc.)
Step 4- Set the Report Viewers

Click the VIEWERS tab:

Currently no one (admin or user) is able to view these reports: We can verify by click the Edit viewers: (See below)
To make sure that ADMINISTRATORS are able to see their reports, in the Selected Group combo box, make sure the following groups are selected and then populated:

Deans

Assoc. Deans

Dean’s Secretary

Chair

Directors

Secretary

ADMIN EVCAA

However, upon further reflections, this is not going to work at all. The reason for this is that these groups must be populated ahead of time, and to do is extremely time consuming, manual and error prone process. So, our campus has decided to have central distribution of reports to administrators. In other words, someone in our VCAA office will be charged to produce, categorize, store, and distribute the reports for all classes and forward them to specific academic units.

Of course in the future, this policy can change to include several people with different or overlapping responsibilities.
Then Click the **POPULATE** button. *(Do not Click the Populate All)*
No VALIDATE that the correct viewers are able to see the reports: (For this, we will take a sampling of sections and see who can see the report). Pick a report, and click the Edit Viewers link. For example the very first report. We can see that under USERS (see select source combo box), the faculty “Amy Gretencord” is able to view the report.

If we select the ADMIN from the selected source, we notice that no one can see the report. This is just right!