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Course Evaluation for CECs: Generate Reports  
on Evaluations:

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## Import Scanner Results: (Paper Only – Skip to Enable Reporting for Online)

Once the paper course evaluation forms have been scanned, an email will be sent confirming job completion. The next step is to import the scanner results then, you will be able to generate reports. To import scanner results, follow these steps:

1. Click on **Paper Process**, then click **Import Scanner Results**. A list of all scanned paper course evaluations and job numbers will be displayed. If a course is within a yellow or red box, there is an issue with the data, with red indicating a critical error and yellow a potential one. You can see two types of critical error below – the first indicates that there was an error during setup of the evaluation, and one would need to contact [ceval@uoguelph.ca](mailto:ceval@uoguelph.ca) to have things corrected. The latter is likely a case of a JobID entered incorrectly – there will be an option to manually enter the

**Import Scanner Data Into CEVAL**

**Error:** Template not approved for the paper process

Action

**Raw Data**  Show All  Header Only  Hide Data

ID Field	Response Data
1771700000	
7011110000	123 444444
9999999999	

**Error:** ID 17718 does not exist

Action

**Raw Data**  Show All  Header Only  Hide Data

ID Field	Response Data
177188	F EFCCCFEB FFDCDFEDEB AFCFCDCDCA

correct JobID in the drop down menu.

2. If the course has a green box, then you can proceed to import the scanner results by, clicking on the dropdown box to the left of the **Save** button.

You will then be presented with 5 options. The options and their explanations are as follows:

1. **Save to [CourseID]** – If the [CourseID] is correct then select this option to import the Scanner File.
2. **Store results for later** – This option allows you to retrieve scanner results for this course at a later date.
3. **Merge with results below** – Select this option if you wish to combine the current course with the course below.

4. **Discard these results** – Once you are done with your results you can permanently delete it from the list.
5. **Manually enter a Job Number** – If the Job Number was incorrectly entered, you are able to modify it.

The Raw Data file can be viewed by either selecting **Show All** or **Header Only**.

## Enable Reporting on Evaluations: (Online Evaluations Only)

While this only needs to be done once for each semester's evaluations, reporting must be enabled before reports can be generated. As this requires that the evaluations be closed, it offers a hard 'stop' to any closing and re-opening of surveys and their end dates – once reports are generated, the surveys cannot be re-opened. To enable reporting:

1. Click on **CEC Tools**, then select **Edit Survey Properties**.
2. The **Edit Survey Properties** function allows you narrow down the list of courses by Semester, Course prefix and Instructor. The search function is shown below.
3. In the **Pick One or More Surveys** pane, just below the **Search** button, click on the dropdown box and choose the option "**2000/page**". Select all the surveys, by clicking on the button to the left of SurveyID.
4. In the **Actions** box, make sure the **Enable Reporting** tab is selected.
5. Click on the **Open for Reporting** button.

The screenshot shows the 'Edit Survey Properties' interface. At the top, there are filters for Semester (All, S11, W11, F10, S10), Course Prefix (All), and Instructor (Search: blah, All). Below these is the 'Pick One or More Surveys' section with a search bar and pagination (Showing Page 1 of 1, 50 / Page). The main part of the interface is a table of surveys with columns: SurveyID, CourseID, CourseName, InstructID, InstructFirst, InstructLast, begDate, endDate, and Final Exam. Two surveys are listed: SurveyID 2 (BASK\*7777 01) and SurveyID 552 (AGR\*1100 01 Introduction to the Agrifood). The 'Actions' box at the top right has tabs for 'Edit Dates', 'Enable Reporting', and 'Disable Surveys'. The 'Enable Reporting' tab is active, showing instructions and an 'Open for Reporting' button.

SurveyID	CourseID	CourseName	InstructID	InstructFirst	InstructLast	begDate	endDate	Final Exam
2	BASK*7777 01	null	ceval1	null	null	2005-12-01	2005-12-31	
552	AGR*1100 01	Introduction to the Agrifood	upfold	Rick	Upfold	2005-12-01	2005-12-08	

## Generating Reports:

### Base Reports

Generate printable reports on a per instructor basis; reports include quantitative and qualitative responses from students. Multiple surveys may be combined for a single instructor. This is the classic CEVAL report. To generate Base Reports once reporting has been enabled:

1. Click on Reports, then select Base Reports. Narrow down the surveys by using the search fields shown below. To select more than one survey, hold down the Ctrl key down while you right click with the mouse.
2. Customize your reports, by checking the items on/off in the **Options** box and then click on either **View Results** or **View Results in New Window**

### Bulk Reports:

Bulk reporting generates a bundled group of PDF files for a series of evaluations and then emails the archived file to the CEC requesting them. This allows for greater efficiency in processing larger numbers of evaluations. To generate a Bulk Report once reporting has been enabled:

First, customize the format of the PDF reports. This only needs to be done once.

1. Click on **Reports** , then select **Base Reports**.
2. To customize your reports, check items on/off in the **Options** box and click on the **Save as Defaults** button.
3. Test your settings by selecting a course from the list and then click on either **View Results** or **View Results in New Window**. If you are not satisfied with the results then repeat step 2.

Once you have customized the formatting for your reports, click on **Reports > PDF Auto Reporting > Request PDF Auto-Reporting**. Find the semester you wish to report for and click on both the Signed Only and Signed &Unsigned options. Then click on the “Request Jobs” button and the reports will be ready for the next day.

Finally, once a request is made, the PDF Report files will be available for download the next day by clicking on **Reports** then **Bulk PDF Reporting** and then **Download Available PDFs**. Look for the semester of interest and click on the orange download link.