

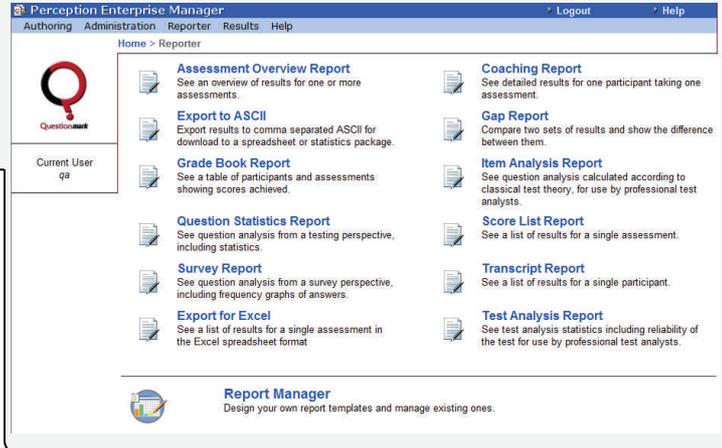


# Quick Reference Guide

## Reporting - A Course Evaluation Survey Example

### How can I Report on Assessments?

Perception's Enterprise Reporter allows you to create reports. This guide will walk you through producing Survey Reports for a typical Course Evaluation Survey.



### Choosing a Report in Enterprise Reporter

The question type determines the basis for analysis; however, the Survey Report and its reportlets determine the presentation style for reporting and analysis. The table below lists the question types commonly used in a course evaluation and recommends the reportlet(s) to use for each type of question.

Question Type	Recommended Reportlet	Description
Likert Scale	Likert Scale	Number of times an outcome is triggered, displayed as a bar chart
Multiple Choice, Multiple Response, True/False, Yes/No	Outcome Bar or Pie Chart	Number of times an outcome is triggered, displayed as a bar graph or pie chart
Multiple Choice, Yes/No, True/False	Multiple choice - answer analysis	Number of times each choice is selected, displayed as a bar chart. Useful when there are more choices than outcomes, or if outcomes or choices have changed over time

### Report Templates

Reportlets can be collected together into 'Report Templates'. Report templates define the presentation style for each type of question, which is based on the assignment of reportlets to question types. When the report runs, Perception uses this assignment to display each question's results in its predefined reportlet. For this reason, selecting a report template is the first step in the process of creating a new Survey Report.

As with any Perception reports, the Survey Report can be further limited by search criteria such as participants, groups, demographic data stored in Special Fields, or dates.

Once the report template is chosen, the Survey Report requires the name of the assessment to report on, followed by the way to distribute the output (i.e., browser page, email, printer, PDF, etc.).

### The Reporting Process

The reporting process consists of a number of actions. The actions can be broken down in to two distinctive sections: the first to administer an assessment and the second to report on the assessment. The full processes included within these actions are listed below.

#### Administer

1. Create assessment/survey
2. Schedule or broadcast link to survey
3. Allow participants to respond

#### Report

1. Define report template(s)
2. Refine report(s) with filters, if needed
3. Distribute report(s) to stakeholders

### Reportlets

The Survey Report functionality supports a Survey Report composed of a number of individual reports, called **reportlets**. A reportlet is a visual representation of all participant responses submitted for a given question type, such as Likert Scale or Survey Matrix. This visual presentation can illustrate the number of times a choice is chosen as a bar graph or pie chart, display comments (if any), and provide statistical analysis based on the scales and weights assigned to the Likert Scale or Survey Matrix question type.

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# Reporting on Likert Scale Questions

There is a specific reportlet available for reporting on Likert Scale questions; the "Likert Scale" reportlet. Since it refers to a scalar question, it assumes that the weighting of the outcomes is significant. That is, that there is a continuum of weights from positive to negative represented by each outcome as shown below.

The resources required to complete course exercises and activities were available.

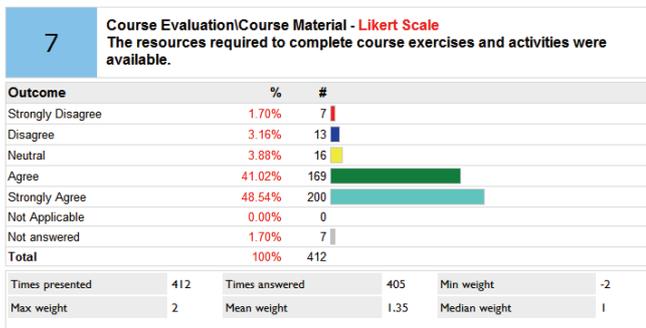
- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

Submit

**Figure 1: Sample Likert Scale Question**

Notice that this question captures participant comments, which will be available to show or hide in reporting as well.

When using the Likert Scale reportlet, administrators can display the frequency of responses represented numerically and a bar chart of those frequencies. They may also consider displaying data about the weights for the question, such as the minimum, maximum, and mean weights as depicted.

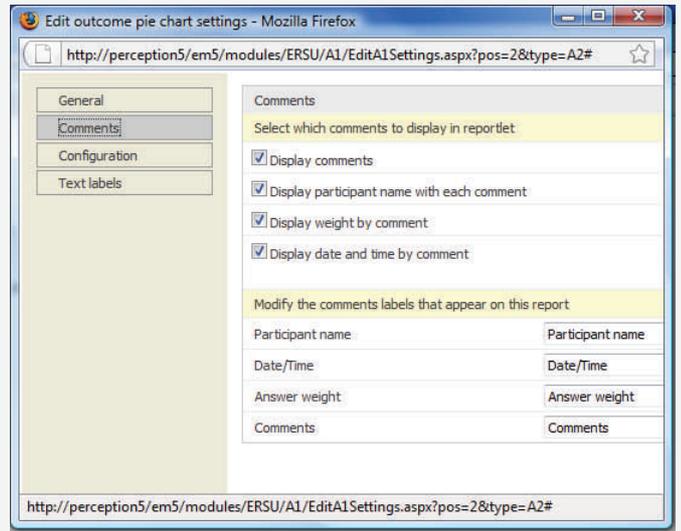


**Figure 2: Likert Scale Question Displayed with the Likert Scale reportlet**

In the above example, the question was presented 412 times, but only answered 405 times. Overall, this question has an average weight of 1.35, which leans to agreement. Specifically, of the 405 responses, 169 (169/412\*100=41.02%) agreed and 200 (200/412\*100=48.54%) strongly agreed with the statement. So, one could generally infer that the course is achieving its objective.

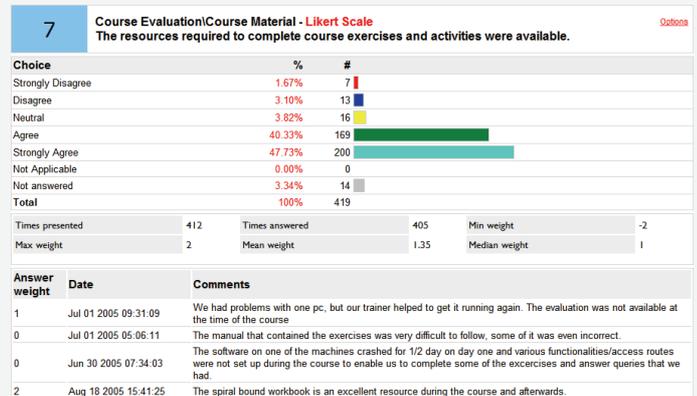
## Adding Comments to the Reportlet

In reportlets, use the **Comment** settings, such as the **Display Comments** option, to determine what displays in reports. You can also modify the labels for each type of comment from the Comments screen shown below



**Figure 3: Likert Scale Comments Screen**

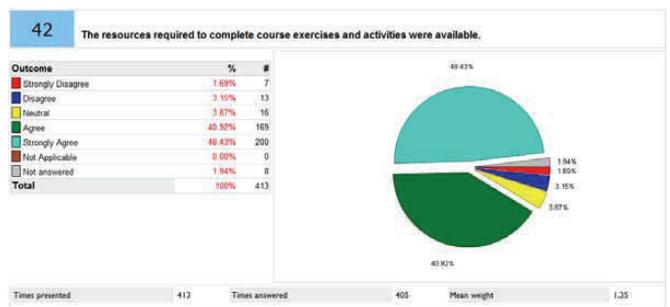
This would produce a Likert Scale Reportlet that includes comments similar to the following:



**Figure 4: Likert Scale Reportlet with Comments**

## Using the Outcome bar for Likert Scale Questions

It is possible to report on a Likert Scale question using the Outcome bar chart reportlet as well. This will represent the data in the same way as the Likert Scale reportlet but will use a pie chart instead of a bar chart.

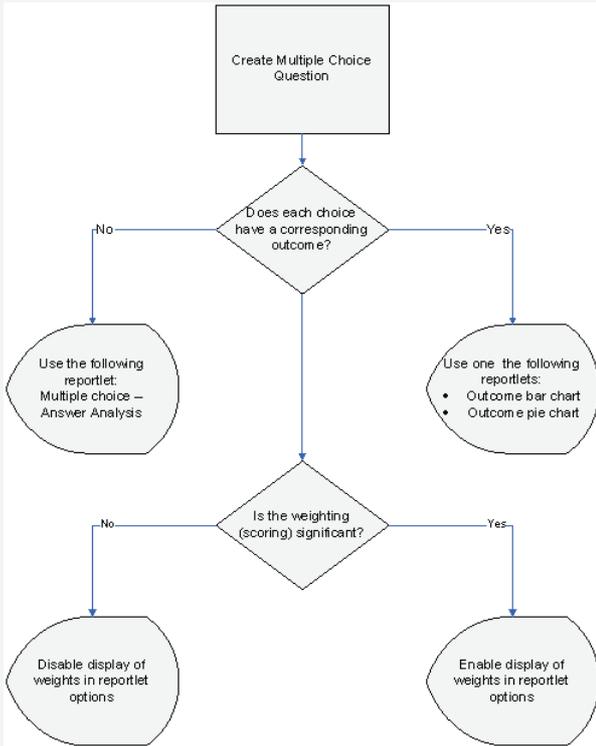


**Figure 5: Pie Chart representation of Likert Scale Reportlet**

# Reporting on Multiple Choice Questions

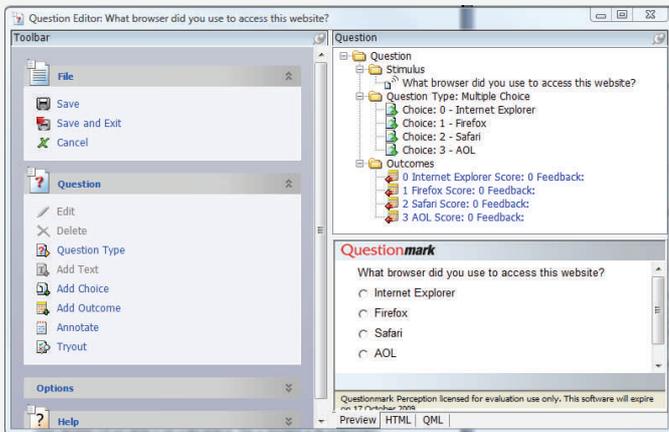
Another closed-ended question type used in course evaluations is the multiple choice question. Multiple choice questions are often used to capture demographic information, such as department, gender, age range, and more. From the reporting perspective, the key is whether the question has been designed with every choice having a corresponding outcome and a weight (score). The decision tree below provides some guidance on how to report on multiple choice questions. The questions to ask are:

- Does each choice have a corresponding outcome?
- Are the weights associated with each outcome significant?



**Figure 6: Evaluating Multiple Choice Question Design**

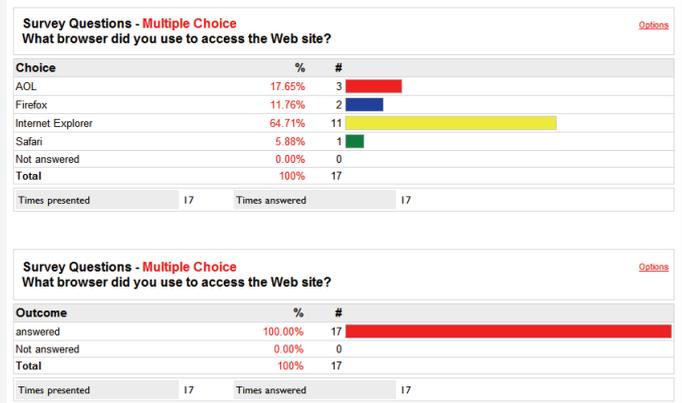
In the following question design there are four choices and only one outcome.



**Figure 7: Multiple Choice—Answer Analysis Reportlet**

The recommended reportlet for a multiple choice question like the one depicted above is the Multiple Choice – Answer Analysis reportlet. It will display the frequency for each answer rather than the outcomes. Indeed in this case, using the Outcome Bar Chart or Outcome Pie Chart reportlets will not render a very useful analysis.

This is illustrated in the picture below. The same question is represented first by the Multiple Choice – Answer Analysis reportlet, then by the Outcome Bar Chart reportlet.



**Figure 8: A multiple Choice Question Represented by Two Different Reportlets**

Had the question been designed with an outcome for each of the four choices, then the Outcome Bar Chart reportlet would render the same representation of the data as the Multiple Choice – Answer Analysis reportlet does above. The Multiple Choice Question Wizard will by default create an outcome for each choice.

For more information and further examples on reporting on both open-ended and close-ended questions please refer to:

## The Best Practice Guide: Using the Survey Report

This guide can be found on the Support Site under Best Practice Guides. In particular, please refer to the chapter **The Impact of Assessment Design on Report Functionality**

You may also find the following sections in the **Enterprise Reporter User Guide** within the chapter **Report Types** useful:

- Coaching Report
- Gap Report
- Grade Book Report
- Item Analysis Report
- Question Statistics Report
- Score List Report
- Survey Report
- Test Analysis Report
- Transcript Report