

Information Technology: Class Climate

Class Climate Results Reporting

Survey results are available immediately upon the first response, throughout the survey period, and after the closing of the survey. Results reports can be downloaded in PDF format and/or emailed directly to instructors as a PDF attachment.

Edit the Results Report Template in Class Climate:

1. Login to Class Climate.
 2. Click the **Questionnaires** tab at the top of the screen.
 3. Find the questionnaire used in the survey for which you wish to view or send results.
 4. Open the Details screen for the questionnaire by selecting **Details** from the drop-down in the Action column.
 5. Find the Advanced Settings box and click the **Edit** button next to the drop-down populated with Text Templates.
 6. In the Action box, find and click to highlight the “LETTER: Results for Instructors” option.
 7. In the Text area, customize the text template as needed. This is the language that will go on the cover sheet of results reports for each instructor.
- NOTE:** Please leave the placeholders (e.g. [SURVEY]), as these are indicators for the system to input survey-specific details that change from survey to survey.
8. Click **Save**.

Please remember to update any dates and times, as well as include an appropriate contact for your subunit (subunit administrator or other evaluation point of contact).

Generating Batch Reports in Class Climate:

1. Login to Class Climate.
 2. Click on the **Subunits** tab at the top of the screen.
 3. Select **Batch Events** from the Central Evaluation menu along the left side of the screen.
 4. Select the option “Send PDF reports as instructor profiles.” (This option will send a PDF to each instructor with summary statistics of all their course evaluations for the period, which many faculty find useful. You may also send the instructors individual results for each course—see option ‘d.’ in step 5.)
 5. Most commonly selected options:
 - a. DESELECT “Hide surveys with documents which have already been sent”
 - b. SELECT “Include courses with secondary instructors in instructor profiles”
 - c. SELECT “Include answers to open questions”
 - d. SELECT “Also send single PDF reports”
 - e. SELECT “Send all to the following email address” (fill in your email address)
 6. Make selections in the fields labeled Subunit, Survey Period, Course Type, Questionnaire, but in the field labeled Courses, choose only one instructor’s courses for now.
 7. Click **Proceed**.
- NOTE:** In this step you are emailing a sample of the selected instructor’s report to yourself to check over results before you run your batch process that sends mass emails and reports to everyone. This will allow you to make corrections to your text template or settings, if necessary.
8. Check the emailed results and make sure the email and PDF reports look the way you want them to. Make any changes necessary to the text template labeled “LETTER: Results for

instructors” that you modified previously. Repeat this “practice” email to yourself until you’re confident that everything looks the way you want it to. Now you’re ready to send mass emails to instructors.

9. Click on Batch Events and make the following selections:
 - a. SELECT “Send PDF reports as instructor profiles”
 - b. DESLECT “Hide surveys with documents which have already been sent”
 - c. SELECT “Include courses with secondary instructors in instructor profiles”
 - d. SELECT “Include answers to open questions”
 - e. SELECT “Also send single PDF reports”
 - f. SELECT “Send to instructors”
10. Make selections in the fields labeled Subunit (only one at a time allowed), Survey Period, Course Type and Questionnaire. In Courses, select all the courses by clicking on the first course, holding down the Shift button, then clicking on the last course.
11. Click **Proceed**.
12. A progress indicator will appear listing each email that is being sent. This could take a few minutes.
13. When the progress bar indicates the task is complete, click the **Close** button and repeat the steps above for each subunit from which you want to send results.

Compiling, Distributing Summary Reports for Subunits:

1. Switch to the Report Creator role (select **Report Creator** from the drop-down below your name in the upper left of the screen).
2. Using the **Create New Folder** button, create a folder corresponding to the academic period you’re working on (e.g. Spring 15-16).
3. Open the folder by clicking on it.
4. On the Create Reports screen, select **Subunit** in the Summarized Reports drop-down, and select **Batch Profile Lines** in the Comparisons drop-down.
5. Click the **Next** button to the right of Summarized Reports/Subunit.
6. In the Description field, type in something meaningful to identify the report document that you’re creating (e.g. [year] [subunit] Summary Report).
7. Under the section labeled Question mapping of different questionnaires, make sure the selections are as follows:
 - a. SELECT “Automatic with text comparison”
 - b. DESELECT “Manual”
 - c. DESELECT “Include answers to open questions”
 - d. DESELECT “Combine surveys unweighted”
8. Make your selections in the fields labeled Subunit, Survey Period, Course Type, and Questionnaire.
9. Click the **Verify** button, review the information on the next screen, then click **Create**.
10. Repeat these steps for each subunit for which you wish to make composite reports.

Compiling, Distributing Summary Reports for College:

You must have access to all of the subunits that make up the college to run the college-wide compilation reports. As an alternative, you can run this report for all the subunits in a particular school, or for just a group of related subunits to which you have access.

1. Switch to the Report Creator role (select Report Creator from the drop-down below your name in the upper left of the screen).
 2. Click on the folder in which you want to create the compilation report.
 3. When the Create Reports window appears, select Any Compilation in the Summarized Reports drop-down and click the **Next** button to the right.
 4. In the Description field, enter a meaningful name to identify the report you're creating (e.g. [year] [term] [college] Summary Report).
 5. In the section called Question mapping of different questionnaires, make sure the selections are as follows:
 - a. SELECT "Automatic with text comparison"
 - b. DESELECT "Manual"
 - c. DESELECT "Include answers to open questions"
 - d. DESELECT "Combine surveys unweighted"
 6. Make your selections in the fields labeled Subunit, Survey Period, Course Type, Questionnaire and Course(s).
- NOTE:** To select more than one subunit at a time, hold the CTRL key (on a PC, Command on a Mac), while making your selections. To select all courses in the list, click on the first course, hold down the Shift button, then click the last course.
7. Click the **Verify** button, review the information on the next screen, then click **Create**.

Export Composite Reports from Class Climate to Local Storage:

For archival purposes, you may need to export composite reports created in the above procedure to local storage for future reference.

1. Switch to the Report Creator role (select Report Creator from the drop-down below your name in the upper left of the screen).
2. Click on the folder containing the compilation report(s) you wish to export.
3. Click on the name of one of the composite reports you have created.
4. When the Details of Report window opens, click on the button labeled **Email**. When the email shows up in your inbox, open it and drag the PDF attachment to the relevant local storage location (e.g. flash drive or desktop).