**How to use Report Creator**

To combine several surveys that are based on the same questionnaire into one report go to the following website:

* [www.andrews.edu/surveys/indexeva.php](http://www.andrews.edu/surveys/indexeva.php)
* Enter the Username and password that you were provided.
* On the left side of the screen you can change your password by going to User Profile.

First, Create a New Folder (I suggest a folder for each department, a folder for your school or event)

Then Select a folder to create reports in.

At the top of the page there will be an area that says “Create Reports”

 **Summarized Reports**

Select from the dropdown one of the following: (typically Any compilation is selected)

* + - Subunit
		- Program of Study
		- Instructor Profile Line
		- Any Compilation
		- Any Compilation (Tree Structure)

Then select “**Next”**

**If you selected *Any Compilation*:**

Then click Next

Then the Create Any Compilation Report will appear.

Select a subunit: typically it is your school/college

Select a Survey Period: The period is made up of the current year and the semester code (Spring=21, Summer=31, and Fall=41)

Select a Course Type: This refers to how it is listed in banner. (You can select as many as you want by clicking and dragging or holding control key down)

Select a Questionnaire: For example: CourseSurv– Is the main course evaluation questionnaire

 Other possible Questionnaires:

CSOnline-Online Course Survey has additional questions for online courses

CEPhilServ –Philosophy of Service

CSLab-Courses with Labs

CourseEv##- This is a course that has additional questions from the instructor or we added lab questions to the course evaluation.

Select Courses that you would like to combine.

Description: Type a Report Name

Check: Include answers to open questions if you wish (Most often you will leave this unchecked unless you are combining courses by instructor)

Ignore: Combine surveys unweighted

If you have multiple teachers that you want one report for, then check the box by Separate reports according to: Then select Instructor (This gives you one report per instructor).

Select Verify

Now uncheck or check questions you want to include in the report.

Then select Create

Once you select create the report will appear in the folder you were in and with the name you chose for it. Double click on the PDF (on far right) button of the report to view it.

**If you selected *Subunit* for example:**

Then Select **Next**

The Create Subunit Report will appear.

Select a subunit: typically it is your school/college

Select a Survey Period: The period is made up of the current year and the semester code

Select a Course Type: This refers to how it is listed in banner. (You can select as many as you want by clicking and dragging or holding control key down)

Select a Questionnaire: CourseSurv– Is the main course evaluation questionnaire

 Other possible Questionnaires:

CEPhilServ –Philosophy of Service

CoursEvLab-Courses with Labs

CourseEv##- This is a course that has additional questions from the instructor or we added lab questions to the course evaluation.

Description: Type a Report Name

Check: Include answers to open questions if you wish

Ignore: Combine surveys unweighted

Select Verify

Now uncheck or check questions you want to include in the report.

Then select Create

Once you select create the report will appear in the folder you were in and with the name you chose for it. Double click on the PDF (on far right) button of the report to view it.

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