

## July OASIS Admin Training: Reporting 101

### Search and Edit: Download PDF of completed CPRs

*Create PDF reports of individual CPRs completed during a certain time frame*

Instructions to create report:

1. In Search and Edit, use the search fields to narrow to your location, the date range you wish to see, Status: Submitted, Evaluation type: Student Performance
2. Click Search to change the table
3. Click Download and select the Format: PDF
4. Email a report to yourself or anyone else by changing the Email field; Click Email

### Course-level Data Analysis Reports

*Create Excel or PDF of a brief report including all students and their scores on the items of a particular evaluation. Use this report to create a summary of all CPRs over a time period.*

Instructions to create report:

1. From Course>Evaluations, Under Data Analysis Reports, Click Student Performance Evaluations
2. Step 1: Select the correct form from the "Evaluation" Drop-down Menu; Click Load
3. Step 2: Use CTRL+Click to select any questions you wish to remove from the report. (You may want to remove all questions but the comment or overall rating)
4. Step 3: Select the date range for the report you wish to see. Use drop down menus to select start and end dates of a rotation, or Evaluation Date for narrower rotations
  - a. NOTE: Evaluation Date here corresponds to the Evaluation Date range you narrowed in Manage Evaluators
5. Step 4: At this time no one is using a summary form so we will skip this step.
6. Step 5: Keep the default setting of "All Students in the course."
7. Step 6: Group your CPR forms by Student Activity, or retain default settings of Location and Person.
8. Click Submit
9. Use Modify View to change the report groupings or to show or hide columns.
10. Use the "PDF" link to download a PDF of the report in the browser window.
11. Use Download to email an excel or PDF file of the report.
12. Don't forget to click "All" under each comment item to view all comments

## Noncompliance Report

*Use this report to quickly find faculty or residents who have several evaluations to complete across courses or department (if applicable).*

Instructions to create report:

1. Under the Manage Menu, select Reports
2. User the drop-down menu to select "Evaluation Noncompliance – Student Performance V2"
3. Select Student Level(s)
4. Select an appropriate date range (Relative to the course dates and the date ranges you created in Manage Evaluators)
5. Check the box next to "Include closed evaluations"
6. Click View Report

## Manage-level: Data Analysis Report Across Courses (SPE & Course)

*This report is similar to the Course-level Data Analysis Report, but can combine reports about different courses. You may wish to run this report about all courses for a Department Chair, for example.*

Instructions to create report:

1. Under the Manage menu, select Evaluation Reports
2. Select the Student Performance Data Analysis Report
3. Step 1: Select the correct form from the "Evaluation" Drop-down Menu; Click Load.
  - a. NOTE: You may wish to load the questions from more than one evaluation form
4. Step 2: Use CTRL+Click to select any questions you wish to remove from the report.
5. Step 3: Select the date range for the report you wish to see. Use drop down menus to select start and end dates of a rotation, or Evaluation Date for narrower rotations
  - a. NOTE: Evaluation Date here corresponds to the Evaluation Date range you narrowed in Manage Evaluators
6. Step 4: Select all of the evaluations you wish to view.
7. Step 5: Select any data groupings you wish to view
8. Click Submit
9. Use Modify View to change the report groupings or to show or hide columns.
10. Use the "PDF" link to download a PDF of the report in the browser window.
11. Use Download to email an excel or PDF file of the report.
12. Don't forget to click "All" under each comment item to view all comments