SPOT Report Overview for Administrators

I. To Access your SPOT Reports:
   - Log into my.tcu.edu using your TCU username and password.
   - On the Home Page, click on Faculty Center, then select SPOT in the upper left hand corner.
   - When you first log in, you will come to this page (see below). You can get to the report options by clicking on Reports on the top purple bar, or selecting one of the blue hyperlinks listed under Reports on the page.

   *NOTE*: To get to your own personal SPOTS, click on Account on the top purple bar and then select “Switch to Instructor View”
II. Reporting Options:

There are several Report options available to you under the Reports link in the top purple bar. Following is a brief explanation of the 5 main reports listed on the home page in the box under Reports (see above).

A. Response Rates

Use this to see the response rates for your department. Using the drop-down menus, you can filter what you want to see. You can also click on the name of your department in the response rate chart and it will drill down from department level to each individual course response rate.

B. Survey Results

This option allows you to access and export 4 types of reports: the Custom Report, the Comments Report, Individual Evaluations and the myFocus Report. To get to these reports, click on Survey Results, which will take you to this page. Here, you will click on the semester hyperlink in the first column.

Once you click on the semester hyperlink, you will come to this screen. Click on the hyperlinks in the “Course Dept.” column (2nd column on left).
You will then come to a screen like this:

![Survey Results](image)

This screen lists all of the courses that received SPOT for the semester you selected. You will notice at the top that there are dropdown menus. You can change the semester from those, or click on a specific instructor, etc. Whatever specific report you are looking for, you can create using these dropdown menus.

When you locate the report you are looking for, you will click on the bar graph hyperlink in the far left hand column next to that course. When you click on that link, it will take you to the custom report for that course.

**C. The Custom Report:**

The Custom Report shows the distribution of a survey item’s responses. This report can be customized to include other columns or hide some of the ones you currently see. *To customize this table, click on the [Customize] hyperlink on the upper right hand side of the Custom Report table. Click on the columns you want to add or uncheck the columns you want to hide and then click on “Use Until Logout”.*

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Send questions or comments to [eSPOT@tcu.edu](mailto:eSPOT@tcu.edu)
1. Here’s an explanation of the columns within the Custom Report:

- **N**: Number of students that responded
- **RR**: Response Rate
- **Top Two**: Percent that answered in the top two answers- Strongly Agree and Agree
- **AVG**: Instructor’s average per question in this course
- “Pramuth” **Avg**: Instructor’s average per question for all courses- CUMULATIVE
- “Pramuth” **SP14**: Instructor’s average per question for all courses in this semester
- “1234” **Avg**: Base course average per question for all courses- CUMULATIVE
- “1234” **SP14**: Base course average per question for all courses in this semester
- “Z-DEMO JOUR” **Avg**: Department average per question for all courses- CUMULATIVE
- “Z_DEMO JOUR” **SP14**: Department average per question for all courses in this semester
- **Coll Avg**: College average per question for all courses - CUMULATIVE
- **Coll SP14**: College average per question for all courses in this semester
- **TCU Avg**: TCU average per question for all courses - CUMULATIVE
- **TCU SP14**: TCU average per question for all courses in this semester

**NOTE:** the CUMULATIVE average is for all courses taught starting from Fall 2012 to the present.

1. Filtering Options in the Custom Report:

   - The blue hyperlinks within the report may be clicked on to drill down and show how a particular group has responded to the other items in the survey. For example, if you want to see how majors in the department in which the course is offered responded to the survey, you would simply click on the % hyperlink associated with “Yes - Am a major in the department offering this course.”

   - Furthermore, within the custom report, users can filter on student characteristics such as discriminate overall and rating tendency - overall. These calculations become more precise as further data is added to the SPOT system.

     1. The **discriminate overall** of the student is a calculation that determines how discriminating is the pattern of a student’s responses based on **ALL** of the assessments a student has ever completed in the SPOT system since Fall 2012. Does the student always respond with ”3”s to every survey item or does the student appear to give some thought to each response? Students are classified into six categories from Very Discriminate to Not At All Discriminate.

     2. The **rating tendency - overall** of the student is a calculation that determines the student's scoring tendency when you look at **ALL** of the assessments a student has ever completed in the SPOT system since Fall 2012. Students are classified into five categories from Very Easy Grader to Very Hard Grader.

2. Custom Report Charts:

   - Below the Custom Report table, you will see a **Questions Averages** chart which highlights questions from the survey and compares it with the Department, College and TCU average.
Below that you will see a **Distribution of scores** chart evaluating the same questions in the Questions Averages chart.

3. **Comments:**
Next, you will see a list of all comments or text responses from the survey. The comments are grouped together under each question. (The comments on the Custom Report are also available as a separate report. See below for more details.)
IMPORTANT: Next to some student comments, there is a student disposition description given. The "Student Disposition" is a quick visual tool designed to give some context for the comments. The student disposition is a calculation that determines the student's satisfaction (i.e. tends to be very satisfied/dissatisfied on all assessments). Please remember that the student disposition calculation is based on ALL of the student's SPOT submissions since Fall 2012. Therefore, next to a very positive comment, the student disposition may be that of Dissatisfied. This means that based on all assessment data in the system for the student, he or she is generally dissatisfied, but may have had a great experience in a particular class. If you see “Dissatisfied”, it means that the student overall gave LOW scores on numeric questions. If you see a blank area, it means that the student who wrote that comment was giving ‘middle range’ scores to numeric questions. If you see “V. Satisfied”, it means that the student overall gave HIGH scores for numeric questions.

4. Word Cloud Analysis:
Word Cloud shows instructors trends and themes in their comments. The bigger a word is, the more prominently it is used throughout the comments. If you click on the word, it will give you all the comments that contain that particular word.

Commonly Occurring Words and Phrases from Your Students' Comments

5. Exporting the Custom Report:
All SPOT reports from the SmartEvals system can be exported for offline storage purposes, for additional data analysis with external software or for obtaining a printed copy of your report.

Click on the Export button located above the questions of the Custom Report.
You will then be taken to this screen:

Then, click on the drop down menu and select which format you want. You can export reports and raw data in the following formats: XLS, CSV, HTML, DOC, PDF
Note: PDF and HTML will export the entire custom report with charts and comments. Next click on the Export button.

6. **Other reports:**

Comments, Individual Evaluations and myFocus Reports are also available. Click on the appropriate tab at the top of the Custom Report screen.

- The **Comments Report** groups all the comments given for a particular question so it’s easy to see similarities or patterns. It also includes Student Disposition.

- The **Individual Evaluation Report** displays the individual surveys for each student who completed an assessment for a course. This report format is similar to traditional paper assessments.

- The **myFocus report** is a summary report for ALL classes uploaded to the SPOT system since Fall 2012. This includes classes from the current and prior semesters using SmartEvals
(although the data from prior semesters is weighted less than the data from the current semester). With the myFocus development tool, instructors have the ability to see areas for improvement, according to their course assessments, and create "Action Plans" to improve their performance. Instructors also have the opportunity to see areas where they excel, and provide best practices advice to their peers.

- Instructors will receive a myFocus score for instructor-level questions on their course assessment surveys (except write-in comments). These myFocus scores are calculated by including ALL of an instructor’s responses from ALL of his/her classes in the system. Scores range from 1 – 100, based on the following three components:
  - Average of the instructor’s percentile rank scores for each question
  - Confidence Interval calculation for each question
  - Question Applicability

The scores are then compared to those of other instructors who were asked the same question.

- The Color Spectrum: A myFocus report may be shaded green (instructor’s mean score was in top 30th percentile among the comparison group), white (instructor’s mean scores was within the middle range of the comparison group), and/or red (instructor’s mean scores was in approximately the bottom 30th percentile).

**PLEASE NOTE:** The comparison group is currently set as the University. Also, please keep in mind that there will always be a bottom 30% and that the relativity of scores should always be examined.

- **Exporting these reports:** Both the comments report and the myFocus report are exported the same way as the Custom report by clicking on the Export button. The Individual Evaluations can be exported by clicking on the “Export Report to PDF” button.

### III. Email PDF Reports

This option allows you to create a pdf report and email it to your TCU email address. Using the drop down menus, you can select what you want your report to be and choose whether you want just the custom report, just the comments, the custom report with the comments or the custom report with comments and the charts.

*PLEASE NOTE:* This report may be helpful for department chairs that may want to run one big report for merit evaluations, tenure etc. For example, you could select all of 2016, then your department, and leave it so you see all instructors, all course levels/types, and all course groups. Then you can select Custom Report only, for example, and then go down to the list of names and select which instructors you want to include in your report. Then you would click on “Email me the selected reports”. See screen shot below.
Once you click on “Email me the selected reports”, an email will be sent to your TCU email address with a separate PDF reports attached for each course the instructors you selected taught. If you want it all in one big PDF report, click on the “Group reports into one PDF file” below the Email the selected reports. Instead of individual PDF reports, you will receive one big PDF report.

IV. Export Raw Data

You can export the raw data in various ways. As in the other reports, the drop-down menus allow you to filter your report how you want it. And then you can select which type of export you want. Below is an example of how we in the IR office run our main data export. It will show you which options we selected.