

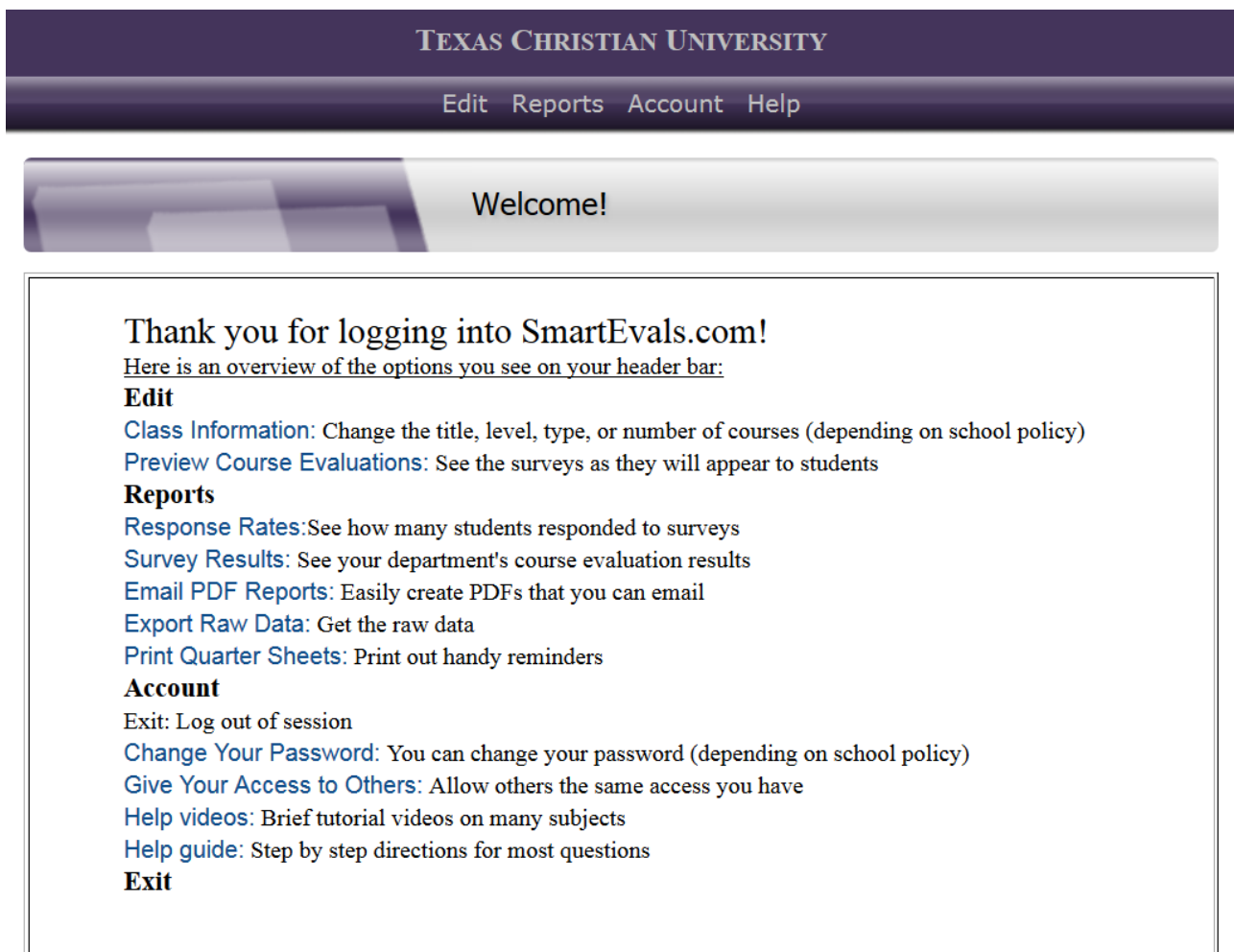
SPOT Report Overview

To Access your SPOT Reports:

Log in at my.tcu.edu using your TCU username and password.

From the **Main Menu** drop down box, select **Faculty** or **Student Center**, then select **SPOT**.

When you first log in, you will come to this page (See below). You can get to your report options by clicking on Reports on the top purple bar, or selecting one of the blue hyperlinks listed under Reports on the page.



The screenshot shows the top navigation bar of the SmartEvals.com interface. The bar is dark purple with the text "TEXAS CHRISTIAN UNIVERSITY" in white. Below this, there are links for "Edit", "Reports", "Account", and "Help". Below the navigation bar is a white banner with a purple gradient on the left side and the text "Welcome!". Below the banner is a white box with a black border containing the following text:

Thank you for logging into SmartEvals.com!
 Here is an overview of the options you see on your header bar:

Edit
[Class Information](#): Change the title, level, type, or number of courses (depending on school policy)
[Preview Course Evaluations](#): See the surveys as they will appear to students

Reports
[Response Rates](#): See how many students responded to surveys
[Survey Results](#): See your department's course evaluation results
[Email PDF Reports](#): Easily create PDFs that you can email
[Export Raw Data](#): Get the raw data
[Print Quarter Sheets](#): Print out handy reminders

Account
 Exit: Log out of session
[Change Your Password](#): You can change your password (depending on school policy)
[Give Your Access to Others](#): Allow others the same access you have
[Help videos](#): Brief tutorial videos on many subjects
[Help guide](#): Step by step directions for most questions

Exit


Reporting Options:

There are several Report options available to you under the Reports link in the top purple bar. However, I am going to provide you with a brief explanation of the 5 main reports listed on the home page (see above).


1. Response Rates

You can click on this link to see what the response rates are 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.

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.

a. 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".*

		Custom Report		Comments		Individual Evaluations		myFocus											
		2014 Fall		DEMO CO_JOUR															
		See all eval periods		Z_DEMO JOUR z_DEMO JOUR															
		All courses		Pramuth, Shan															
		Z_DEMO JOUR 34567 2014/fall		See all course levels / types / traits															
				See all course groups															

Question Text	N	RR	Top Two	Avg	Pramuth Avg	Pramuth f14	34567 Avg	34567 f14	Z_DEMO JOUR Avg	Z_DEMO JOUR f14	Div Avg	Div f14	Sch Avg	Sch f14	Yes	No				
1 Course requirement	4	100%	100%	0.8	0.5	0.8	0.7	0.8	0.5	0.8	0.5	0.8	0.8	0.8	75%	25%				
2 Major department	4	100%	100%	0.8	0.6	0.8	0.8	0.8	0.6	0.8	0.6	0.8	0.5	0.5	75%	25%				
																Str Disagr	Disagr	Neither	Agree	Str Agree
3 Prepared	4	100%	100%	4.5	3.9	4.5	3.9	4.5	3.6	4.5	3.6	4.5	4.1	4.1				50%	50%	
4 Interested	4	100%	100%	5	3.8	5	4.1	5	3.7	5	3.7	5	4.1	4.0					100%	
5 Worked hard	4	100%	100%	4.8	4.1	4.8	4.3	4.8	3.9	4.8	3.9	4.8	4.4	4.4				25%	75%	
6 Assignments helped	4	100%	100%	4.8	4.1	4.8	4.3	4.8	3.8	4.8	3.8	4.8	4.1	4.1				25%	75%	
7 Provided useful feedback	4	100%	100%	5	4.1	5	4.2	5	3.9	5	3.9	5	4.1	4.0					100%	
8 Course activities and materials helped me achieve course objectives	4	100%	100%	4.8	4.1	4.8	4.2	4.8	3.9	4.8	3.9	4.8	4.2	4.1				25%	75%	
9 Assignments, exams were appropriately challenging, manageable	4	100%	75%	3.8	3.9	3.8	3.8	3.8	3.8	3.8	3.8	3.8	4.1	4.1		25%		50%	25%	

➤ 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
- DIV Avg – College average per question for all courses - CUMULATIVE
- DIV SP14 – College average per question for all courses in this semester
- SCH Avg – TCU average per question for all courses - CUMULATIVE
- SCH SP14 – TCU average per question for all courses in this semester

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

➤ Filtering Options in the Custom Report:

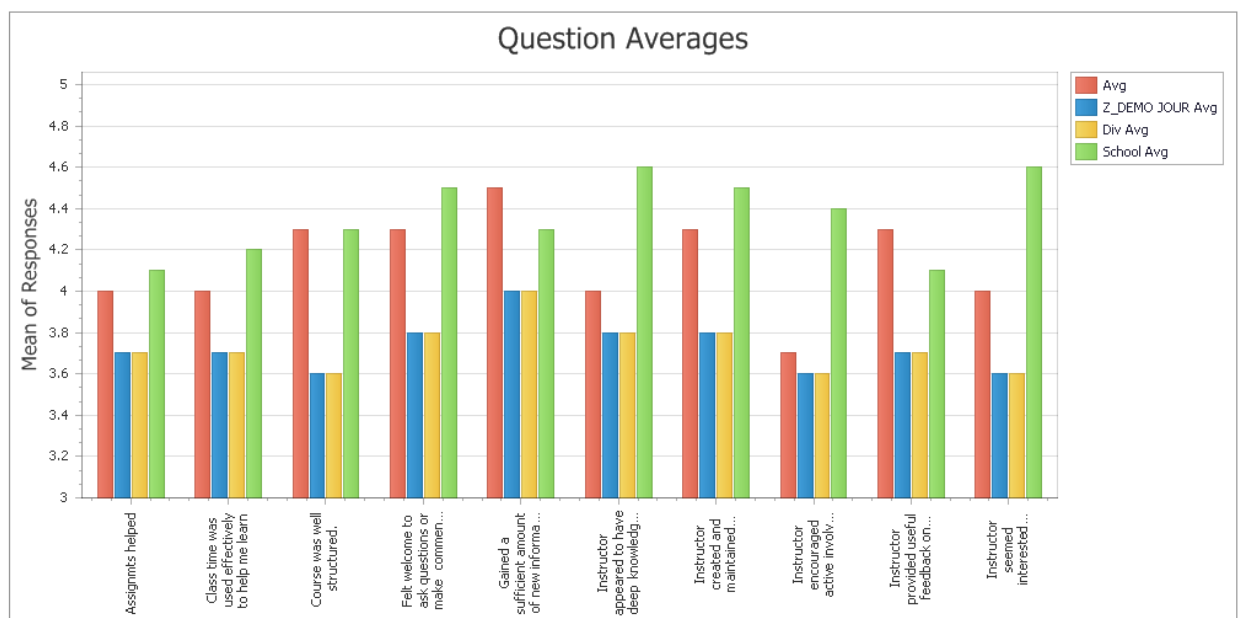
- The [blue hyperlinks](#) within the report may be clicked on to drill down and show how a particular group has responded to the other items in the survey. For example, if you want to see how majors in the department in which the course is offered responded to the survey, you would simply click on the % 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 eSPOT system.

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 eSPOT 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 Careless.

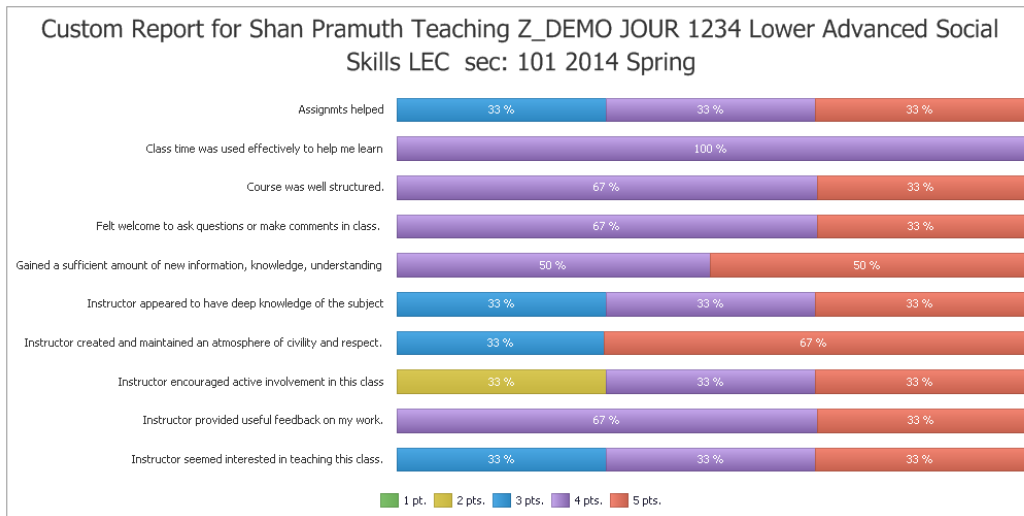
The rating tendency - overall of the student is a calculation that determines the student's scoring tendency when you look at **ALL** of the assessments a student has ever completed in the eSPOT system since Fall 2012. Students are classified into five categories from Very Easy Grader to Very Hard Grader.

➤ Custom Report Charts:

- Below the Custom Report table, you will see a **Questions Averages** chart which highlights 10 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 10 questions in the Questions Averages chart.



➤ 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.)

Student Disposition	Text Responses
	Question: What worked well in this course that helped you learn
V. Satisfied	Nothing.
Dissatisfied	Video presentations were great
Dissatisfied	concepts explained using reallife situations from the news and internet
Dissatisfied	i definitely gained more knowledge about the topics we had
Dissatisfied	I learned how to be better organized with my time.
Dissatisfied	The tests were a big improvement over his last ones.

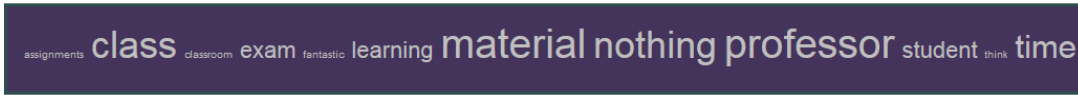
IMPORTANT: Next to some student comments, there is a student disposition description given. The "**Student Disposition**" is a quick visual tool designed to give some context for the comments. The student disposition is a calculation that determines the student's satisfaction (i.e. tends to be very satisfied/dissatisfied on all assessments). Please remember that the student disposition calculation is based on ALL of the student's eSPOT submissions in the current system 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.

➤ 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

Show Preferences



➤ Exporting the Custom Report:

All eSPOT 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.

To get a copy of the custom reports, you want to click on the excel icon  located in the top black bar of the report.

	Question Text	N	RR	Top Two	Avg	Pramuth Avg	Pramuth f14	34567 Avg	34567 f14	Z_DEMO JOUR Avg	Z_DEMO JOUR f14	Div Avg	Div f14	Sch Avg	Sch f14	Yes	No	Str Disagr	Disagr	Neither	Agree	Str Agree
1	Course requirement	4	100%	100%	0.8	0.5	0.8	0.7	0.8	0.5	0.8	0.5	0.8	0.8	0.8	75%	25%					
2	Major department	4	100%	100%	0.8	0.6	0.8	0.8	0.8	0.6	0.8	0.6	0.8	0.5	0.5	75%	25%					
3	Prepared	4	100%	100%	4.5	3.9	4.5	3.9	4.5	3.6	4.5	3.6	4.5	4.1	4.1						50%	50%
4	Interested	4	100%	100%	5	3.8	5	4.1	5	3.7	5	3.7	5	4.1	4.0							100%
5	Worked hard	4	100%	100%	4.8	4.1	4.8	4.2	4.8	3.8	4.8	3.8	4.8	4.4	4.4						75%	75%

Once you click on that, you will be taken to this screen:

Customize

Custom Report | Comments | myFocus

Export Options

File Type: XLS: Microsoft Excel

Show Course Heading?

Show Column Titles?

Show Grid Lines? (Does not apply to PDF.)

Export PDF In Landscape Orientation?

Use school default colors

Export

[Change columns](#)

[Edit all chart questions](#)

Click on the drop down menu and select which format you want the report in. Please note that each file type exports the reports a bit differently. If you want the entire report and the graphs, select PDF. Next you will click on the Export button located in the middle.

b. The Comments Report, Individual Evaluations and myFocus Report:

You can get to these three reports by clicking on the appropriate tab at the top of the screen of your Custom Report.


The screenshot shows a navigation bar with four tabs: 'Custom Report', 'Comments', 'Individual Evaluations', and 'myFocus'. Below the tabs are three dropdown menus. The first dropdown is set to 'this past semester(2014/Spring)', the second to 'All courses', and the third to 'Z_DEMO JOUR 1234 101 2014/Spring'.

- The Comments Report groups together all the comments given for a particular question so it's easy to see similarities or patterns. It also includes Student Disposition. See note above for an explanation.
- The Individual Evaluation Report displays the individual surveys for each student who completes 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 eSPOT 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  icon. The Individual Evaluations can be exported by clicking on the "Export Report to PDF" button.

3. 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.

PDF Report Generator and Emailer

All of 2016 ▼

See all instructors ▼

See all course levels / types ▼

See all course groups ▼

RELI Department of Religion ▼

See all instructors ▼

See all course levels / types ▼

See all course groups ▼

Send: Custom report only ▼

Hide reports not shown for instructors

Note: You do NOT need to regenerate the report if you change the above viewing options.

Generate missing reports (265)

Delete ALL reports.

Email me the selected reports

Group reports into one PDF file

(Re)Generate Selected

Click on column header to change sort order.

	Instructor	Course	Generated	First Generated	
<input checked="" type="checkbox"/>	Langston, Scott	RELI 10023 002	2/13/2017 10:54:00 AM	2/13/2017 10:54:00 AM	View
<input type="checkbox"/>	Miles, Johnny	RELI 10023 003	12/16/2016 10:42:00 PM		View
<input checked="" type="checkbox"/>	Hill, Jack	RELI 10023 005	2/13/2017 10:54:00 AM	2/13/2017 10:54:00 AM	View
<input type="checkbox"/>					View

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.

4. Export Raw Data

This will allow you to export the raw data in various ways. As in the other reports, the drop-down menus will 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.

Export Course Evaluation Data

Type of Export

Export Delimiter:

Show Questions in header as:

Show Answers in data rows as:

Include questions from the dropped course survey.

5. Print Quarter Sheets

This allows you to print out brief instructions for students on how they can access their SPOTs. There are four per sheet.

SmartEvals!

Please complete your course assessments

1. Log into the TCU portal by clicking or entering in a browser the following link:

<http://my.tcu.edu>

At the prompt, enter a valid TCU username and password to login. Under the Main Menu, click on the Student Center and then SPOT.

OR

2. Click on the embedded link in any email from eSPOT.