How-to Guide: Running Assessment Reports

Purpose

This guide is a step-by-step set of instructions to assist faculty in running reports of observations (e.g., MAP & Dispositions Evaluations), field work, and critical assessments.

This guide is a draft and may contain mistakes or steps that are not clear. Please let us know if you are not able to generate a report using these steps. Please report any mistakes to tk20@columbusstate.edu.

Assumptions

This guide assumes that you have a faculty or higher role in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that you have either taught a course in Tk20, had students enrolled in that course, and those students were assessed using an assessment tool/rubric or that you are a program coordinator and need to run a report on all of the students in a program.

Step by Step Instructions

Keep in mind that what reports you can run are limited by your role in Tk20. For users with the faculty role (and not program administrator), your reports will only contain data from courses that are assigned to you to teach. If you have more than one role, you will need to switch to the correct role before running a report.

Step 1: On the left side menu, click "REPORTS."

Step 2: Find the report you want to run and click on the name of it. Your role in Tk20 will determine which reports you can see on this screen. Below are commonly run reports and their descriptions.

- *Courses 003: Coursework and Observations Assessment Report for Faculty-* generates a report for faculty with all data from their own courses. This report will only pick up forms filled out by faculty in coursework, which are limited to assignment rubrics and observations.
- *Courses 002: Coursework and Observations Assessment Report for Administrators-* generates a report for program coordinators with data from all the students in a set of courses or a program. In order to run this report, you must be in the program administrator role (switch by clicking on your name in the upper left corner of most Tk20

screens). This report will only pick up forms filled out by faculty in coursework, which are limited to assignment rubrics and observations.

- *Field Experience 002: Student Field Assessment Report*- generates a report that contains data from a student's field experience binders. Depending on how the field experience binders are set, this report may contain data from both the university supervisor and cooperating teachers (though these two groups should each use a different set of rubrics). If run by someone with a faculty role, this report will only give data from their own internship courses.

Step 3: The next page is a list of reporting parameters and filters. Use the fields to generate your report.

- *Form Active Status*: First off, Tk20 uses the term "form" for anything that collects data. For this report, the form will be an assessment tool or rubric that was used to evaluate an assignment or conduct an observation. Any form that is currently in use will be active; however, forms used in previous semesters could have been upgraded with previous versions now being inactive.
- *Assessment Tool*: This is the name of the rubric that was used to evaluate an assignment or conduct an observation. You can only run reports on the rubric used, not the assignment or observation itself.
  - Assessment tools such as MAPS and Dispositions start with "TE Key: Unit Eval". These assessment tools are usually used by faculty and university supervisors.
  - Assessment tools, such as field experience assessments start with "TE SAFE" and are usually used by cooperating teachers and other site staff.
  - Reports can be run on other assessment tools (such as those used with critical assessments) as well.
- *Form Instance*: Many forms have more than one instance, especially when the form may be used for more than one purpose or multiple times during a semester. You can run a report on all the instances or just one.
- *Assessment Status*: In most cases you only want data on submitted assessments; however, sometimes it may be helpful to run this report to see if you missed submitting an evaluation and including all status will allow you to do that.
- *Term(s):* The semester from which you would like data.
- *Course(s):* The course from which you would like data.
- *Coursework Type*: This filter allows you to select just one type of course work for your report. For example, if you used the same rubric instance on both an assignment and an observation, you can filter these for a report.
- *Coursework Template* (Note: it applies differently to observations.): This filter allows you to pick a particular observation or assignment to generate a report.
- *Programs*: The program from which you would like data.
- *Majors:* Not all programs are listed as majors in Tk20. It is usually best to leave this filled as "Select All" unless you know the major information is populated and correct.
- *Minors:* Currently only programs are used. Leave this filled as "Select All".
- *User Group:* Currently not active.

Step 4: Click the `Generate` button to create the report.

Step 5: The next page displays your report. On this screen you have several options

- The analytic display gives you an overview of the report. You can click on numbers and totals to "drill down" into the data to see more.
- The data display gives you the raw data that is used to generate the analytic display.
- You can download the entire report by using the export button. Pick to "Export to Computer" and you can download the report in several formats.
- If the report did not generate the expected data, you can use the "Parameters" button to change your filters without having to restart from the beginning of the process.

If you have any problems during the process, check the Q&A below. If you have any technical problems with the system, contact the Tk20 Coordinator: Thomas Dailey @ 706-507-8738 or tk20@columbusstate.edu.

Common Questions and Answers

Question: I ran the report, but it either has no students or fewer students that I expected. Where are the rest of the students?

Because of the way that the report parameters "stack" you may accidently exclude the students you are looking for on your report. If you do not see all of the students you are expecting on your report, the best practice is to use the "parameters" button and change as many parameters as possible to "Select All" – even ones like "*Course(s)*", "*Programs*" and "*Majors.*" Once you start getting results, then you can add more filters back to narrow them down to what you want.

Another example of this occurring is when the report on the rubric does not match the situation for which you are running the report. For example, the rubrics that are labeled with SAFE in the title are only filled out by cooperating teachers (site staff). If you are selecting faculty in the parameters for that rubric, you will not pull any results as there are no users with a faculty role that complete SAFE forms.