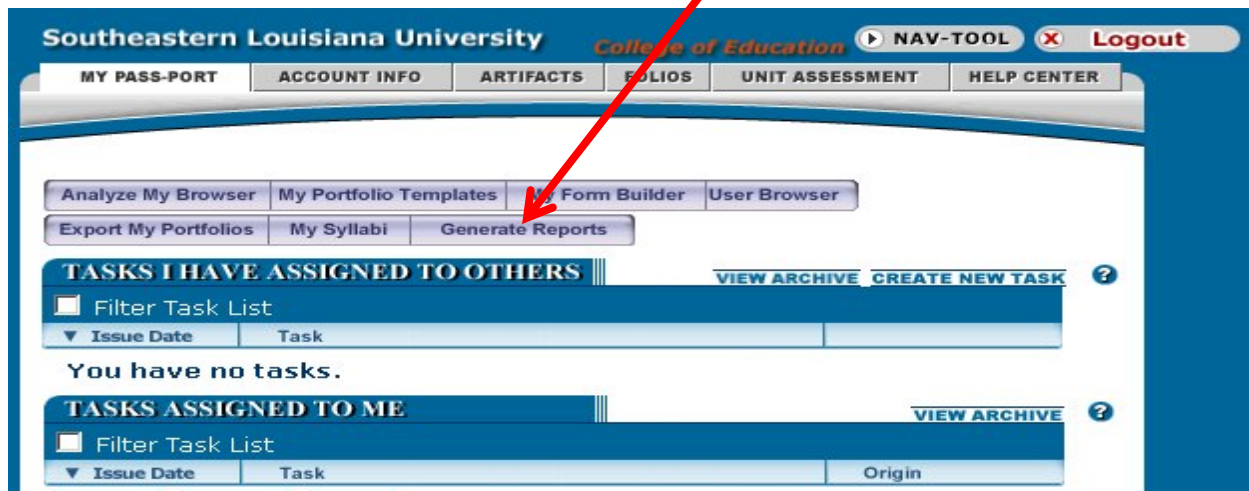


Generate Reports Step 2.

Back on your PP main page, click on the Generate Reports button.



You will see a page with choices of types of reports.

Create Report

Step 1: Choose a report type

Evaluation Instruments
Generate reports based on the data collected in evaluations.

Feedback Data
Generate reports based on the feedback given to candidates.

Field Experience Data
Generate reports based on the information entered by candidates on field experiences .

Field Experience Evaluations
Generate reports based on the evaluation forms completed by the candidate, site contact, and supervising faculty member.

Field Experience Site Data
Generate reports based on the information maintained by system administrator on each site.

Field Experience Details
To report field experience details by course.

Portal Folio Review Data
Generate reports based on the data collected during the portal evaluation process.

Praxis Data
Generate reports based on Praxis Results.

Professional Development Data
Generate reports based on Professional Development Activities.

Questionnaire Data
Generate reports based on the data collected in questionnaires pushed to users.

Site Contact Data
Generate reports based on data collected for Site Contacts.

Site Data
Generate reports based on data collected for Sites.

User Demographics
Generate reports on PASS-PORT user demographics.

Objective Testing
Generate reports on Objective Testing.

Unit rubrics and faculty to candidate rubrics = most frequently used

Click the radial button next to the type of report you wish to create (ex: Evaluation Instruments) then click the Next button at the bottom of the list.

You will be presented with the choice of Single User, User Filter or User Group. Choose the option you want and click Next. Click the down arrow and select which group or filter from the presented list. Then click Next.

Create Report

Step 2: Choose Group

Group Type:

- Single User
- User Filter
- User List

< Back

Next >

Create Report

Step 2: Choose Recipients

Select A Group:

Select A Group ▼

< Back

Next >

Then select a date range (typically a semester but can be an academic year). Example: January 1 begin date. May 31 end date. Then click Next. Then choose the evaluation criteria (that is, Course Based Evaluation, Faculty to Candidate, Unit Assessment Item, etc.) and click Next.

Create Report

Step 3: Select Date Range

Start Date:

1/1/2012 

End Date:

12/5/2012 

< Back

Next >

Create Report

Step 4: Choose Evaluation Criteria

Options:

Course Based Evaluation ▼

< Back

Next >

You will be given a list of Assessment Items for whichever option you chose. Example is Unit Assessment Items. Scroll down until you find the assessment item you want to create the report for. Then click Next. A confirmation page will appear. Click Finish.

Create Report

Step 5: Choose Unit Assessment Item

Options:
Assessment Plan: Student Teaching/Internship

< Back Next >

Create Report

Step 6: Evaluation Report Confirmation

Group: All Candidates
Start Date: Sunday, January 01, 2012
End Date: Thursday, May 31, 2012
Form: Assessment Plan: Student Teaching/Internship
Context: Unit Assessment
Unit Assessment Item: Assessment Plan: Student Teaching/Internship

< Back Finish

You will be presented with one last screen to actually create the report. Click the Generate Reports button. A box will appear and ask you to Open with Microsoft Excel or Save File. Click OK and the report will open as an Excel worksheet in whatever version of Excel you have on your computer.

Create Report

View Report Here

Generate Reports

Opening xl5126.xls

You have chosen to open:
xl5126.xls
which is a: Microsoft Excel 97-2003 Worksheet (189 KB)
from: https://selu.pass-port.org

What should Firefox do with this file?

Open with Microsoft Excel (default)
 Save File
 Do this automatically for files like this from now on.

OK Cancel

The Excel file has 2 worksheets – the Analysis and the userformdata. The Analysis page is a compilation of the data.

PASS-PORT Analysis		
Date	12/5/2012	
Form Name	Assessment Plan: Student Teaching/Internship	
Form Purpose	To assess assessment plans of student teachers and inter	
Questions List		
Content (Subject Matter)		
Answer 1	(32/122)	26%
Answer 2	(36/122)	30%
Answer 3	(18/122)	15%
Answer 4	(15/122)	12%
Answer 5	(6/122)	5%
Answer 6	(4/122)	3%
Answer 7	(6/122)	5%
Answer 8	(0/122)	0%
Answer 9	(3/122)	2%
Answer 10	(2/122)	2%
Assessment: Develops well constructed assessment		
Answer 1	(0/122)	0%

The userformdata is a page that holds all the data for each candidate and the artifact evaluation. This page can be manipulated by using the sort (down arrow) button at the top of each column.

SSN	Last Name	First Name	Full Name	Username	Age	Date of Birth
0293880	Chehardy	Amy	Amy Chehardy	W0293880	25	7/28/1986
0359071	Floyd	Stephanie	Stephanie Floyd	W0359071	22	5/15/1989
0291210	Indest	Julie	Julie Indest	W0291210	26	10/27/1985
0215233	Evans	Karen	Karen Evans	W0215233	36	10/22/1975
0185767	Elfer	Tina	Tina Elfer	W0185767	30	7/29/1982
0329727	Bordelon	Annie	Annie Bordelon	W0329727	24	8/31/1987
0344897	Barnett	Sarah	Sarah Barnett	W0344897	23	6/23/1989
0402975	Gurley	Crystal	Crystal Gurley	W0402975	31	4/22/1981
0317355	Comeaux	Alisha	Alisha Comeaux	W0317355	24	1/7/1988
0377451	Shields	Sarah	Sarah Shields	W0377451	22	4/25/1990
0342533	Dean	Sheila	Sheila Dean	W0342533	40	4/17/1972
0335396	Fitzmorris	Molly	Molly Fitzmorris	W0335396	24	9/18/1987