

Create a Report

1	Select the instrument to use. <input type="text" value="Course Evaluation"/>	
2	Select the term(s) to use. Click here to select the term(s). Terms selected: Fall 2009	More Information >>
3	Select the data to include. Click here to select the data. Data selected: Only Quantitative Data	More Information >>
4	Select how the data should be organized. One report per <input type="text" value="Course"/>	More Information >>
5	Select who to include. Click here to select whose data to include. People selected: All	More Information >>
6	Select the statistics to include. Click here to select the statistics to include. Statistics selected: Mean / Average	More Information >>
7	Select the file format. <input type="text" value="Microsoft Word"/>	More Information >>
8	Select the orientation and paper size. <input type="text" value="Landscape, Letter"/>	More Information >>

1. Leave this as 'Course Evaluation'
2. This should say 'Fall 2009'. If not, click on the 'click here' item to change the term.
3. Your choices are Only Quantitative Data or All data. Click on the 'Click here' to change to All data to show the comments by the students.
4. You can choose 'Course', 'Course Type' or 'Instructor'. If you want your report by Course, choose that in this field by clicking on the down arrow.
5. Leave this as 'All'.
6. You can choose the type of statistics you want. Click on 'click here' to change it.
7. Choose the file format you want the report in by clicking on the down arrow on the right.
8. You can choose the orientation using the down arrow. 'Landscape, letter' works well for these reports.

If you don't like the output you receive after the report is run, you can always run it again. It will generate as many reports as you want. You need to save it to your own computer, however, because Digital Measures does not save the report, but they save the data for you.