


Digital Measures Running a Custom Report Job Aid



This is a job aid for running a custom report in Digital Measures. If you have any additional questions, please send an e-mail to CHHSCourseEval@niu.edu or contact Dr. Beverly Henry at bwhenry@niu.edu.

Once every course evaluation is completed, the instructor may run a report to see the results. Reports can NOT be run until students have completed the evaluation so you want to make sure that you have all the responses you require. However, the report can be run multiple times at any point.

Note: Any text in CAPS represents a button.

Step	Instructions
1	Log on, with your faculty ID and password, to Digital Measures at https://www.digitalmeasures.com/login/niu/faculty or access it through your myNIU.niu.edu page via the Digital Measures link.
2	On the red menu to the left, choose RUN CUSTOM REPORTS. 

Digital Measures Running a Custom Report Job Aid

- 3 The Run a Report Window will open. This is where you can begin to choose the course and the semester that you would like a report on. Continue to next steps to learn more.

Run Custom Reports allows you to obtain reports that use specialized formatting and other custom data manipulations.

Run a Report

- Select the report to run.
CHHS Faculty Evaluation Report ▼ **SELECT REPORT**
- Select the term(s) to use. *More Information >>*
[Click here](#) to select the term(s).
Terms selected: 2013 Fall (Second Half)
- Select report options.
a) Select the statistics to include
 Mean
 Median
 Standard Deviation
 Range (Min / Max)
- Select the file format. *More Information >>*
Microsoft Word ▼
Note: Changes to Microsoft Word reports do not change data in the system.
- Select the page size. *More Information >>*
Letter ▼

BUILD REPORT

- 4 Select a report that you wish to run. Choose the school for which your evaluation applies to: AHCD, FCNS, GERO, NUHS (NURS or PHHE prior to Fall 2010).

- Select the report to run.
CHHS Faculty Evaluation Report ▼ **SELECT REPORT**
CHHS Faculty Evaluation Report
- Select the term(s) to use. *More Information >>*

DON'T FORGET to click the Select Report on the right. Otherwise, you will NOT have chosen the option in the drop down menu.

Digital Measures Running a Custom Report Job Aid

- 5 Choose the term for which you want to run a report for. There is a possibility to run a report on multiple semesters. This could allow you to see the progress of a specific course over multiple semesters. Click on the “Click here” to see the list of semesters.

2 **Select the term(s) to use.** [More Information >>](#)

Click here to select the term(s).

Terms selected: 2013 Fall (Second Half)

- 6 A new window will appear with the available terms to choose from. To the right of the semester, it will tell you if a collection is complete. Push the checkmark box to the left of all the semesters that you desire to have a report on.

Digital Measures

Select the term(s) to use.

- 2013 Fall (Second Half) - Collection Complete
- 2012 Fall (Second Half) - Collection Complete
- 2012 Spring (Second Half) - Collection Complete
- 2011 Fall (Second Half) - Collection Complete
- 2011 Summer (Second Half) - Collection Complete
- 2011 Spring (Second Half) - Collection Complete
- fall10-last&second - Collection Complete
- summer10 - last - Collection Complete
- spring 10 - full - Collection Complete
- fall 2009 second half - Collection Complete

SAVE **CANCEL**

- 7 Don't forget to click SAVE. The window will close automatically once SAVE is pushed.

SAVE **CANCEL**

- 8 The selected semesters will be listed after “Terms selected:”

2 **Select the term(s) to use.** [More Information >>](#)

Click here to select the term(s).

Terms selected: 2013 Fall (Second Half)

Digital Measures Running a Custom Report Job Aid

- 9 Next you want to choose the statistics that the report will show.

3

Select report options.

a) Select the statistics to include

- Mean
- Median
- Standard Deviation
- Range (Min / Max)

These statistics will only be applied to the questions that are of type scale, or had a numerical value attached to them.

Mean will show the average response from all students.

Median will show the midpoint value in the range of responses.

The standard deviation will show the variation in the data.

The range will show the scores from the minimum to the maximum values and the difference between them.

- 10 The next options gives you the choice of how this data will be exported.

4

Select the file format. [More Information >>](#)

Microsoft Word reports do not change data in the system.

- Microsoft Word
- Adobe PDF
- HTML

[More Information >>](#)

Microsoft Word files will open in all versions of MS Word.

Adobe PDF will save it as a PDF that can be opened by almost all computers.

The HTML version is generally used for posting to the web later.

- 11 The page size lets you choose what size to export the file in.

5

Select the page size. [More Information >>](#)

- Letter
- Letter
- A4

BUILD REPORT

There are two options.

Letter is the US standard 8.5"x11" sheet.

A4 is about a 8.27"x11.69" sheet.

Digital Measures Running a Custom Report Job Aid

12 To complete the report, click BUILD REPORT on the bottom.



13 Your report should now be exported in the format you chose.
