

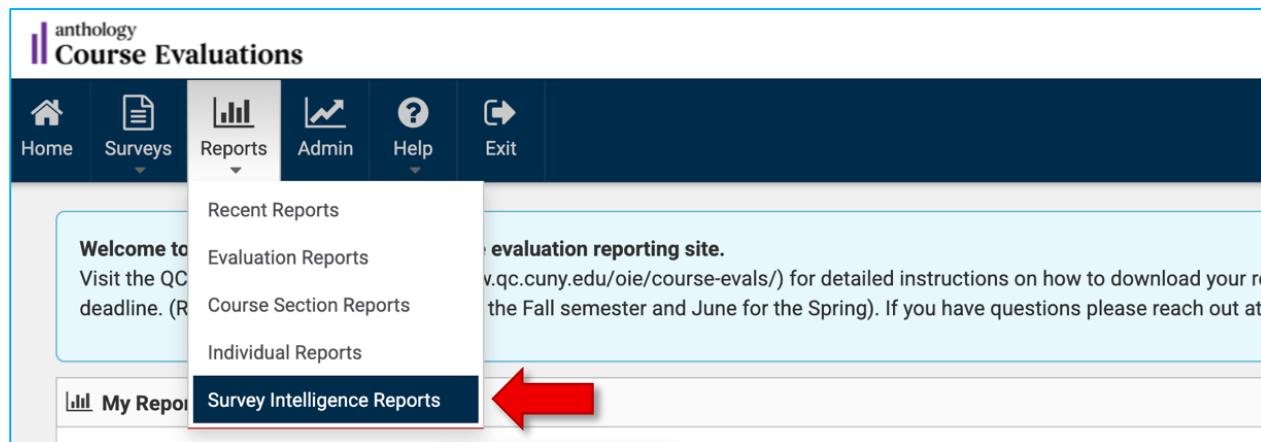
QC Course Evaluations

HOW TO GENERATE AND DOWNLOAD A SURVEY INTELLIGENCE REPORT

Survey Intelligence reports are customizable, and the data can be exported as PDF summaries or as CSV files for you to analyze or reformat as you wish.

STEP 1. Log in to the QC CoursEval system: <http://www.qc.cuny.edu/evaluate>

STEP 2. Click the “Reports” tab in the top menu and select “Survey Intelligence Reports”.



STEP 3. Here, you will see the list of reports you have generated so far.

Select “Add New”.



STEP 4. Generating a Survey Intelligence Report proceeds in seven steps. In the first step, select the appropriate **filters** for your inquiry, then select “**Next**” at the top-right.

- Survey Filters:
 - Survey Focus: “Student will assess faculty”
 - Survey Types: “Standard”
 - Survey Status: “Closed”
 - Survey Close Date Range: *Select the appropriate dates for your inquiry.*
 - Survey Name: *Leave this field blank.*
- Course filters:
 - *Leave Course filters blank unless you want to limit the report to certain courses.*
- Evaluated Individuals Filters:
 - *Leave Evaluated Individuals Filters blank, unless you want to limit the report to certain instructors.*

Survey Intelligence Report Design: *New*

Filters Next >> Step 1 of 7

Info: Text entry boxes will match where the entered text is contained in the respective data item (2 characters required for most, section and block require 1)

Info: Checkbox filters are ignored if nothing is selected

Survey Filters

Survey Focus: Students will assess Faculty ▼

Survey Types: Standard Rotation Non-Course

Survey Status: Active Closed

Survey Close Date Range: from: 11-01-2025 to: 01-02-2026 ◀

Survey Name: Add

STEP 5. Select the **survey periods** to be included in the report. Select “**Next**” at the top-right.

Surveys << Prior Next >> Step 2 of 7

Info: The count of comparative report questions is listed in parentheses for each survey

Standard Surveys

Period: Fall 2025 (2025)

Closed

Fall 2025 ◀

STEP 6. Select the specific **questions** to be included in the report, or “**Check All**”. Note that optional add-on questions may appear in this list. Select “**Next**” at the top-right.

Questions << Prior Next >> Step 3 of 7

Info: Click scale and survey counts for details.

Check All Un-check All

Survey Focused (i.e. Courses)

Check All Un-check All

Use Question

	Scale	Surveys
<input type="checkbox"/> How much progress did you make towards the learning goals of this course?	5-pt	1
<input checked="" type="checkbox"/> I felt welcome in this class.	5-pt	1
<input checked="" type="checkbox"/> I had opportunities to be actively engaged in this class.	5-pt	1
<input checked="" type="checkbox"/> I received guidance on how to do well on graded assessments.	5-pt	1

STEP 7. Here you can select the **data fields** to include in the report.

NOTE: Not including certain data fields will result in aggregations. For example, to aggregate course sections, include all relevant fields except “Course Sections”.

Select “**Next**” at the top-right.

Aggregations

1 Select the data items to Group By. Survey results and responses will be aggregated to the selected levels.

Click and Drag: move to right

Survey
Course Name
Course College
Course Program
Course Year
Course Type

Drop here in desired order

Survey Year
Survey Period
Course Division
Course Department
Course Number
Course Section

<< Prior Next >> Step 4 of 7

STEP 8. Here you can select **report options**.

It is recommended to select the following:

- Freeze Heading
- Show Expected/Received
- Show Questions
- Show Summary
- Compare Overall Scores using: Weighted-Leveled Overall Score (default)
- Statistic: Mean
- Show Variation Statistic: Std Dev
- Show Median
- Group Questions by: Question (default)
- Order Questions by: Question Manager Order

Survey Intelligence Report Design: *New*

Report Options

<< Prior

Next >>

Step 5 of 7

Report Title:

Report Sections:

School Logo					
<input checked="" type="checkbox"/> show					
Report Title					
Headings					
<input checked="" type="checkbox"/> Freeze Heading 					
#	Grouping Descriptions	Expected/Received	Questions	Overall Score	Overall Graph
<input type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input checked="" type="checkbox"/> show	<input type="checkbox"/> show	<input type="radio"/> None <input type="radio"/> Simple bars <input type="radio"/> Compare to Avg
Summary					
<input checked="" type="checkbox"/> show					

Overall-Score Scale:

5 



Compare Overall Scores using:

Weighted-Leveled Overall Score (default) Average of Leveled Scores 

Statistic: Mean (default) Group Median 

Show Question



Response Count:

Heat Map: 



Show Variation

Statistic: None (default) Std Error Std Dev Variance 

Show Frequency

Distribution: Do not show (default) As hover over mean Instead of mean 

Show Median: 

Group Questions By: Question (default) Category Sub-category 

Order Questions By: Alphabetical (default) Question Manager Order 

NOTE: Showing an “Overall Score” results in a single aggregated mean score for a course. This function must be used with caution since not all survey questions are scored on a 5-point Likert agreement scale. If showing an “Overall Score”, the “Overall-Score Scale” must be adapted to the questions included in the report, and questions included in the report should be limited to items appropriate for the overall score scale. Review the [QC Course Evaluation Instrument](#) here.

Select “Next” at the top-right.

STEP 9. Now you can (a) **view** your report in a browser window, (b) **export** your report as a CSV, and/or (c) **download** your report as a PDF.

Run Report << Prior | Next >> | Step 6 of 7

View SI Report

Click to view your report: **View** 

Export Report Data

Export Data: **Export** 

Generate PDF

Page Orientation: Landscape Portrait 

Page Size: Legal Letter A4 

Download PDF: **PDF** 

NOTE: If the report includes online asynchronous sections, it will include question from the asynchronous course survey (i.e., “*Course materials are easy to find and navigate*”, “*Course materials are available in a variety of formats*”), and the item on average hours per week may appear twice, since this item is phrased slightly differently for online asynchronous courses.

Survey Responses			Survey Focused Questions																																						
			Svy Rcv	Exp	%	The course is organized such that it is easy to understand how topics, assignments, and activities fit			The instructor followed the course syllabus or clearly explained any changes.			The graded assessments directly reflect course topics and assignments.			I received guidance on how to do well on graded assessments.			I received regular feedback about how to best meet my instructor's expectations.			Course materials are easy to find and navigate.			I had opportunities to be actively engaged in this class.			Course materials are available in a variety of formats.			I felt welcome in this class.			There are multiple open channels for communication where students can ask questions and seek help.			In an average week, how many hours per week did you spend on this course, including class time?			In an average week, how many hours per week did you spend on this course?		
						5-pt			5-pt			5-pt			5-pt			5-pt			5-pt			5-pt			5-pt			6-pt			6-pt								
			Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD	Mean	Med	SD									
21	28	75	4.8	5	.53	4.9	5	.29	4.9	5	.29	4.9	5	.36	4.8	5	.39	-	-	-	4.9	5	.29	-	-	-	4.9	5	.35	4.8	5	.39	2.4	2	.95	-	-	-			
7	30	23	4.9	5	.35	4.9	5	.35	4.7	5	.45	4.8	5	.37	4.7	5	.45	4.7	5	.45	-	-	-	4.4	5	.73	-	-	-	4.5	4.5	.50	-	-	-	2.4	2	.73			

STEP 10. If you would like **to save the report**, proceed to the next step and give the report a name. Reports may be grouped by category, if given a category name as well.



Save Settings

Step 7 of 7

Name: Course Agg

Category: 100 Level Courses

Save Save As New Delete ?

Click **“Save”**.

You will be brought back to the Survey Intelligence Report page, where saved reports may be viewed or edited.

Learn more about QC CoursEvals here: <https://www.qc.cuny.edu/oie/course-evals/>