EVALUATION & REPORTS

Delivery Setting Requirements

The Reporting System is classified as a delivery tool because it can only be used after a lesson or challenge board session is complete and performance data recorded to the database. Access the Reporting System from **Reports** tab.

Introduction

The CPS Reporting System is designed to let you access, view, and print performance data recorded during instructional sessions without learning a complex database system.

REPORTING SYSTEM OVERVIEW

Topics covered in this chapter to help you understand how the Reporting System operates include:

- Reports in Databases
- Activating the Reporting System
- Importing other database types
- Report Types
- Exporting performance results
- Deleting Reports
- Exiting the Reporting System

Reports in Databases

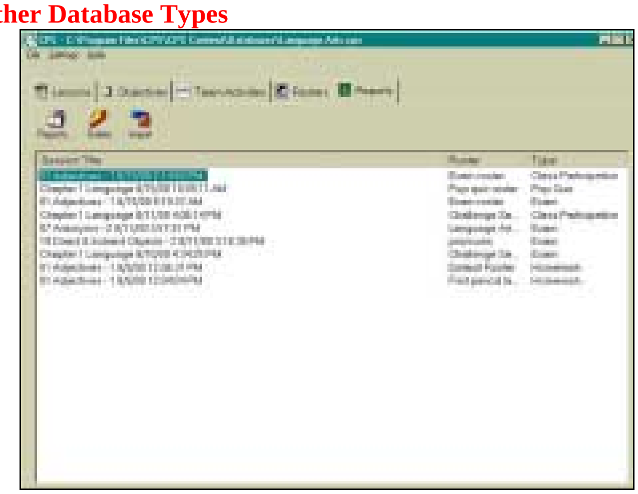
Reports are generated from CPS classroom Engage sessions. If you deliver a lesson of questions to students using the Preview button, no performance data will be recorded.

When delivering a lesson of questions with the purpose of recording performance date, a student response system is required. These performance results are recorded to the database where the lesson came from. The roster associated with the lesson when it was delivered then organizes data. Performance data that is generated from classroom sessions and stored in the database can be accessed and evaluated using the reporting system from the Reports tab.

Activating the Reporting System

1. Start CPS.
2. Deliver a lesson of questions in conjunction with the CPS response system.
3. Finish the session and go back to **Reports** tab.
4. A list of reports from various delivery sessions is displayed on the Reports tab.

NOTE: If you have performance data in a .dbf file type from a tbt Deliver software product, see the instruction in **Importing Other Database Types**



Reporting System Window

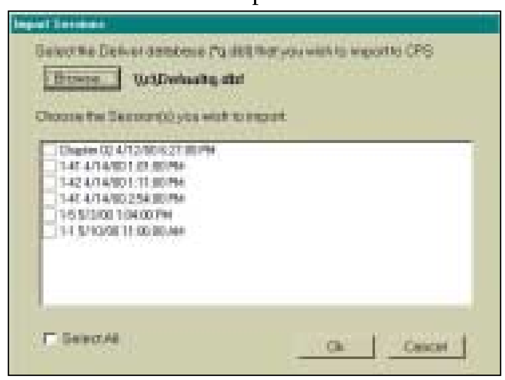
NOTE: All available sessions are identified by three distinctive pieces of information. The first entry in the above image is explained below:

- **Lesson Name**: 07 Antonyms-2
- **Month/Day/Year Of Lesson Delivery**: 7/5/00
- **Time Of Day Lesson Was Delivered**: 11:49:02 AM
- **Roster Name**: Grammar 101
- **Type of Session**: Pop Quiz

The date and time of lesson delivery are provided in addition to the lesson name in the case that you use one lesson for several different classes. *For example*, if you teach three classes of the same accounting course, you can use one CPS lesson for all three classes. The date and time on the Reports tab allows you to access and view a session from any one of the three classes without confusing performance data.

Importing Other Database Types

CPS is just the latest software product to get your classroom interactive from eInstruction Corporation. Some of our other software products used an engine called tbt Deliver. Performance data from tbt Deliver sessions yielded files with the report extension .dbf. If you have any performance data files with the extension .dbf then you can import those into this current CPS software and use that data here.



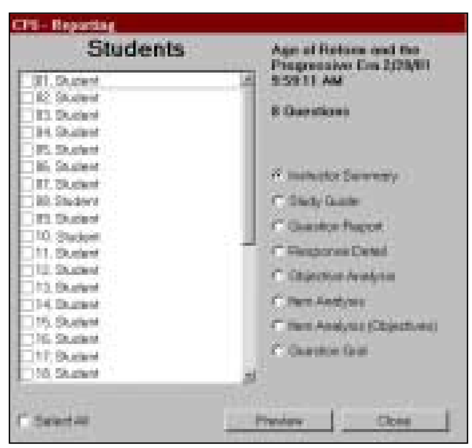
Here is what you do:

1. Start CPS.
2. Click the **Reports** tab.
3. Click the **Import** button.
4. In the **Import Sessions** dialog pop, click **Browse**.
5. Select any sessions from the .dbf file you want to import into CPS, or use the Select All option box to select all of them.
6. Click **OK**.
7. The names of the performance data sessions you selected in step 6 are listed on the Report tab page.
8. Select any report session name to see detailed results.

Report Types

After viewing all available performance files in this database, then:

1. Select a session from which you want to generate a report.
2. Click the **Reports** button. A new window opens. This window displays the names of the students (per their roster entry) who participated in the session you selected in step 5. It also displays the available report types.
3. Select which students you would like to generate a report about.



Only the students that have a check mark by their name will have their performance data included in the report. You can, of course, select every student to be included in the report by using the **Select All** option.

4. Select a report type.

- **Instructor Summary**

Lists the report type, lesson name, date and time of lesson delivery, pad ID, student name, student ID, ratio of correct to attempted questions, percentage of correct questions and the total average for all students selected in this report. This report type also offers the option of exporting the data to an Excel spreadsheet, if you have that software application.

- **Study Guide**

Lists the report type, lesson name, date and time of delivery, student name, pad ID and student ID, the number of correctly answered questions, a percentage of correctly answered questions, the lessons question stem, answer choices and your answer. This report is ideal to give to students for review.

- **Question Report**

Lists the report type, lesson name, date and time of lesson delivery, every question and answer option delivered during this session, correct answer is indicated by an asterisks, the name of every respondent, what answer option each respondent selected, and the percentile of respondents per answer option. This report type also offers the option of exporting the data to an Excel spreadsheet, if you have that software application.

- **Response Detail**

The Response Detail lists the report type, lesson name, date and time of lesson delivery, every question and answer option delivered during this session, correct answer indicated by an asterisks, and the percentile of respondents per answer option. This report does not list any respondents or the answer options they selected.

- **Objective Analysis**

This report type is only available if the questions delivered in the engage session had objectives associated to them. If that is the case, then this report type will display the percentage of correctly answered questions per the objective. This percentage does NOT take into account any questions in the lesson that were not associated with objectives.

- **Item Analysis**

The Item Analysis report type lists the number of questions delivered in a session. At the top of the report are all the possible answer options available in CPS questions, that being A-E. The report displays the percentage of students who answered A, B, and so on, per question number. An asterisk indicates the correct answer for each question.

- **Item Analysis (Objectives)**

The Item Analysis with Objectives report type is just like the Item Analysis report except that below each question number that has been previously associated with an objective, that objective is listed.

- **Question Grid**

The Question Grid report type lists each student in the roster who was a part of the engage session. The number of questions delivered in this engage session is listed along the top of the report, creating a grid between the student names and question number. Below each question number, the letter that represents the correct answer is displayed.

If a student answered a question correctly, then there is an asterisk in line with their name under that question number. If a student answered incorrectly, then there is the letter that represents what they answered in line with their name under that question number.

Notice below, for question 1, Student 08 and Student 10 answered incorrectly so the letter that represents their answer is listed. Student 09 answered correctly though so there is an asterisk under question 1 in line with his/her name. Also in this report type, the total number of correctly answered questions by all students in the roster is listed, as well as the percentage.

CPS - Reporting Preview

Question Grid
Early Americans 2/28/01 10:59:28 AM
Default Roster

Student Name:	1 B	Number Correct:	%Correct:
08, Student	A	0	0%
09, Student	*	1	100%
10, Student	A	0	0%
		1	**33%**

5. Click the **Preview** button.
6. A new Preview window will open and display the report.
7. Optionally, you can click the **Export/Print** button at the bottom of the window to export this report to a software application where you can print it.
8. When the software application opens you must use the program specific **Print** commands to get a hard copy of this report.
9. After you have printed the report, close the software application window.
10. Then click **Close** button on the Preview window to get back to the Report Selection window.

Exporting Performance Results to a Spreadsheet

Performance data collected with CPS can be exported to an Excel spreadsheet (or another spreadsheet program you system recognizes) using the Instructor Summary and Question Report types from the Report Preview window. This is a great way to keep track of the performance data and show administrators, parents, even students themselves. Here's how:

1. Start CPS.
2. Make sure you have the database open that contains the report(s) you want to export to Excel.
3. Click the Reports tab.
4. Select a report to export.
5. Click the **Reports** button.
6. Select which students you would like to generate a report about.
7. Select a report type.

NOTE: Only the **Instructor Summary**, **Question Report, Objective Analysis, Item Analysis, and Question Grid** report types export to a spreadsheet file.

8. Click the **Preview** button.
9. A new Preview window will open and display the report.
10. Click the **Export to CSV** button.
11. Your copy of Excel or other spreadsheet application software opens the performance data automatically. If you do not have a spreadsheet application on your system, a .csv file is saved to the same directory as your open database.
12. Toggle back to the CPS window using the ALT+TAB command from your keyboard.
13. Then click **Close** button on the Preview window to get back to the Report Selection window.

Deleting Reports

1. Start CPS.
2. Make sure you have the database open that contains the report(s) you want to delete.
3. Click the Reports tab.
4. Select a session time that you want to delete.
5. Click the **Delete** button.
6. A confirmation message asks you to click **OK** or **Cancel** to continue.
7. If you click OK, the session will be permanently deleted from the Reports tab and inaccessible for report generation.

Quit CPS

Click the **File** menu item then the **Exit** command to quit CPS from anywhere in the program.