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Introduction

A primary use of via™ is to complete assessments in order to gather data for institutional or program improvement, as well as for accreditation purposes. Once assessments have taken place, group owners and administrators can use via™ reports to view individual and aggregated assessment data gathered within an activity. Additionally, administrators can view aggregated assessment data across multiple courses and activities.

There are two types of reports available in via™: the rubric report and the standards report. The rubric report will display numeric rubric scoring data, including statistical calculations such as mean score and standard deviation. The standards report will display assessment results based on met/not met status of a standard(s).

Group Owner Assessment Reporting

Group owners can run a report from within an activity. This report will show all assessments that have been completed within the activity, and will show rubric scoring by individual assessee, or by aggregated scores.

To run an activity assessment report:

1. Log in as a group owner.
2. Navigate to the activity details page of the assessed activity.
3. Click the Assessment Results icon.

Per Group Member Report
The **Per Group Member** report lists all group members that have been assessed in the activity, all rubrics and rubric elements that have been completed in the activity, and displays the rubric performance level that each group member scored for each rubric element.

**TIP:** To view a member’s assessed submission, click on a member’s name.

![Per Group Member Report](image)

### Aggregated Result Report

The **Aggregated Results** report lists all rubrics and rubric elements that have been completed in the activity, displays the number of times each performance level was scored for each rubric element, and calculates the mean score and standard deviation for each rubric element.

The top half of the report displays scores using colored bars, with each color representing a performance level. The bottom half of the report displays the same scoring information, but in a table format.
TIP: Clicking on a number will display a list of the members that were assessed at that performance level, the member’s assessor, and the time stamp of the assessment. From this list, clicking on a specific assessment will open the member’s assessed submission.
Exporting the Group Owner Reports

Group Owner reports can be exported out of via™ for archiving, sharing with others, etc. A report can be exported as either a PDF or a CSV file. To export a report, click either the Export to CSV or Export to PDF button.

![Export to CSV and Export to PDF buttons]

Administrative Reporting

Via™ administrators can run reports on all assessments that have taken place within their administrative tier. There are two types of administrative reports: the Rubric report and the Standard report. The data in both types of reports can be aggregated or refined using various filters.

Reports are created by building queries. A query is a set of search parameters, including the name of a rubric or standard, and any filters applied to the search. Reports can contain multiple queries, which are viewable at the same time, “side-by-side.” This feature is very useful for comparing assessments of different groups.

To access administrative reports:

1. Log in to an account with administrator privileges.
2. Click the Apps button in the top right corner.
3. Select Reports from the menu.

![Via™ interface with Apps and Reports sections]

How Report Data is Generated
There are two types of data generated when a rubric is scored: scoring data and standard met/not met data.

**Rubric Scoring Data**

When a rubric is created, point values are assigned to each performance level. When an assessment takes place using the rubric, the rubric is completed by selecting a performance level for each rubric element. After the assessment is complete, the point values of the selected performance levels are recorded and become reportable data in the Rubric report.

**Standard Met/Not Met Data**

When a standard is added to a rubric element, a determination is made of which performance levels will be considered as having met or not met the standard. When an assessment takes place using the rubric, the rubric is completed by selecting a performance level for each rubric element. After the assessment is complete, the met or not met status of the selected performance levels are recorded and become reportable data in the Standard report.

**The Rubric Report**

The Rubric report allows an administrator to select rubrics and view the associated scoring data. By default, the report will show all scoring data for the rubric. However, reports can be customized by selecting filtering values to refine the displayed data.

**Building a Rubric report query**

A Rubric report query is built by choosing a rubric on which to report and giving the query a name. Optionally, data filters can be added to refine the reported data.

**To build a simple Rubric report query:**

1. From the Admin reports page, click the Rubric Report tab.

![Rubric Report Tab](image)

2. On the Select Report Criteria page, click inside the Rubric field, and select a rubric from the drop down list.

**NOTE:** Only rubrics that have been scored and submitted will appear in the rubric list.
3. In the **Query name** field, type in a name for the query.
4. Click the **RUN** button to display the data for the selected rubric.

**To add optional data filters to a report:**

1. After choosing a rubric, click the **Add Filter** button to expand the *filters* menu.
2. Select a filter by clicking the plus (+) icon next to the filter name.
3. After selecting a filter, click on the filter’s text field, and select the value that should be included in the report from the drop down menu.

4. Click the **RUN** button.

**To remove a filter from a report:**

1. Hover over the filter field, and click the trash can icon that appears.
2. Confirm by clicking the Delete button.

**The Rubric report screen**

The Rubric report lists all elements of the selected rubric, displays the number of times each performance level was scored for each rubric element, and calculates the mean score and standard deviation for each rubric element.
The top half of the report displays scores using colored bars, with each color representing a performance level. The bottom half of the report displays the same scoring information, but in a table format.

By default, the report displays all elements and performance levels. However, the drop down menus near the top of the report can be used to select and view specific elements or performance levels, or elements associated with specific standards.

**TIP:** Associated standards are indicated in the table view with a S:1, S:2, etc. icon next to an element name. Click the icon to view the associated standard.

**TIP:** Clicking on a number will display a list of the members that were assessed at that performance level, the member’s assessor, and the time stamp of the assessment. From this list, clicking on a specific assessment will open the member’s assessed submission.
Adding additional queries

Once a query has been built and run, additional queries can be built to appear on the same report screen, “side-by-side.” This is very useful for comparing assessments among different groups of people. For example, one query may be the rubric scoring for the current semester, and the second query is the scoring for the previous semester. Or one query may be female students, while another query is male students. The scores from the two queries can easily be compared in one report.

To add a query to an existing report:

1. Create a query and run the report.
2. On the report screen, click the Add Query button.
3. Build the query, just like any other query.
4. Click the **RUN** button.

The report will now display both queries on the report screen. By default, the rubric scoring data will be sorted by element. To sort the data by query name, click the **Group By** drop down menu, and select **Query**.

**TIP:** The visibility of each query can be turned on or off by clicking the checkbox next to the query name.

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**Copying, Editing, and Deleting Queries**

Queries that have been added to a report can be copied, edited, or deleted from the report. To manage a query, hover over a query and select:

- pencil icon – edit the existing query
paper icon – copy the query and, optionally, edit the query
trash can icon – delete the query from the report

The Standard Report

The Standard report allows an administrator to select standards and view the associated met/not met data. By default, the report will show all met/not met data for the standard. However, reports can be customized by selecting filtering values to refine the displayed data.

Building a Rubric report query

A Standard report query is built by choosing a standard set on which to report and giving the query a name. Optionally, data filters can be added to refine the reported data.

To build a simple Rubric report query:

1. From the Admin reports page, click the Standard Report tab.

To build a Standard report query, click the Standard report tab.
2. On the Select Report Criteria page, click inside the standard set field, and select a standard set from the drop down list.
3. In the Query name field, type in a name for the query.
4. Click the RUN button to display the data for the selected standard set.

To add optional data filters to a report:

3. After choosing a standard set, click the Add Filter button to expand the filters menu.
4. Select a filter by clicking the plus [+] icon next to the filter name.
5. After selecting a filter, click on the filter’s text field, and select the value that should be included in the report from the drop down menu.
6. Click the **RUN** button.

**To remove a filter from a report:**

1. Hover over the filter field and click the trash can icon that appears.
2. Confirm by clicking the **Delete** button.

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### The Standard report screen

The Standard report lists all standards in the selected standard set, displays the number of times each standard was scored as met and not met, and calculates the percentage of total assessments that were scored as met and not met.

The top half of the report displays scores using pie charts, with green representing met data and red representing not met data. The bottom half of the report displays the same scoring information, but in a table format.

By default, the report displays all standards in the set. However, the drop down menu near the top of the report can be used to select and view only specific standards.
TIP: Clicking on a number in the chart or table will display a list of the members that were assessed at that met/not met status, the member’s assessor, and the time stamp of the assessment. From this list, clicking on a specific assessment will open the member’s assessed submission.
Adding additional queries

Once a query has been built and run, additional queries can be built to appear on the same report screen, “side-by-side.” This is very useful for comparing assessments among different groups of people. For example, one query may be the standards data for the current semester, and the second query is the data for the previous semester. Or one query may be female students, while another query is male students. The scores from the two queries can easily be compared in one report.

**To add a query to an existing report:**

1. Create a query and run the report.
2. On the report screen, click the **Add Query** button.
3. Build the query, just like any other query.
4. Click the **RUN** button.

The report will now display both queries on the report screen. By default, the standard data will be sorted by standard. To sort the data by query name, click the **Group By** drop down menu, and select **Query**.

**TIP:** The visibility of each query can be turned on or off by clicking the checkbox next to the query name.
Copying, Editing, and Deleting Queries

Queries that have been added to a report can be copied, edited, or deleted from the report. To manage a query, hover over a query and select:

- pencil icon – edit the existing query
- paper icon – copy the query and, optionally, edit the query
- trash can icon – delete the query from the report
Saving and Export Reports
Reports in via™ can be retained for later use. There are two methods for doing so: saving and exporting.

Saving Reports
Once a report is generated, it can be saved for later use. Saving a report does not save the data in the report. Rather, saving a report saves the parameters that were set when building the report. A saved report can be re-run at any time, and the report will be updated with current data.

To save a report:

1. Build and run a report.
2. Click the **Save Report** button.
Exporting Reports

Once a report is generated, it can be exported for later use. Exporting a report creates a PDF of the on-screen report, including any applied settings, such as Group By or Element visibility settings. Exporting is used to view reporting data outside of via™.

To Export a report:

1. Build and run a report.
2. Click the Export to PDF button.