



If you have any questions at any time that are not answered on this help page, please contact Noel-Levitz at 800-876-1117 or at info@noellevitz.com

You will have received one HTML file for each report you have ordered from us, including your main campus report, any additional comparison reports, year to year comparison reports, target group reports and any other requested reports.

Saving and Sharing Your Reports

You should save your HTML report on your computer in order to access it again at another time. Saving the document from the zipped attachment before you open the report is recommended. You can email the saved file(s) as an attachment to others on your campus. The recipients should right-click on the attachment and save it to their computer before opening it.

We encourage you to save these HTML files to your hard drive immediately.

Please note that every time the HTML is opened, it is going to start fresh in its original delivery format. It will not remember how you last sorted it.

Electronic reports

This electronic delivery includes:

- **Strategic Planning Overview (not included with all reporting): provides an executive summary of your strengths and challenges for the first column of data, as well as information on how the two columns of data compare**
- **Item Report: responses for each individual item on the survey**
- **Scale Report: responses for the survey scales and the items clustered within the scales**
- **Summary Report: responses to the summary items on the survey**
- **Demographic Report: responses to the demographic items on the survey**

Choose the report you wish to review by selecting it from the drop down menu in the upper right hand corner of this screen.

Reviewing Your Data Strategic Planning Overview (if included):

This report provides a simple listing of the strengths (high importance and high satisfaction) and challenges (high importance and low satisfaction and/or large performance gap) for the first column of data in your report. It also compares your first column of data to your second column of data and

identifies where satisfaction levels are significantly different, as well as large differences in importance scores. This report provides the best summary of your results for immediate action planning.

Item Report:

You have the option to sort on any of the following columns on this screen:

**Item
Importance
Satisfaction
Performance Gap
Mean Difference**

Simply select the column you want to sort on. An underscore will reflect the column you have selected. If you select "Items" the first selection will be in ascending numeric order and the second selection will be on descending numeric order. For importance, satisfaction, performance gap, and mean difference, the first selection will be in descending order (highest to lowest) and the second selection will be in ascending order for the selected score category.

The SD in the Satisfaction column refers to the standard deviation. This is the amount of variability in the responses.

The asterisks in the mean difference column indicate statistical significance. The key is as follows:

*** Difference statistically significant at the .05 level
** Difference statistically significant at the .01 level
*** Difference statistically significant at the .001 level**

When the second column of data is a national comparison group, the number of student records included in the group is reported at the bottom of the item report. This number also appears at the bottom of the scale report.

Scale Report:

Collapse and expand by selecting the purple arrow to the left of the desired scale. You may also sort on the scale name, importance, satisfaction, performance gap, and mean difference columns as outlined above.

Summary Report:

The summary report includes the average score for the responses as well as the percentage of responses for each of the possible indications.

Demographic Report:

Collapse and expand by selecting the purple arrow to the left of the desired demographic category. You also have the option on the top left side of the page to expand all or collapse all the demographic categories at the same time.

Printing Your Reports

**You may print from any of the HTML report pages.
The report will print as it appears on your screen.
For all reports except the Demographic report, we
recommend selecting the landscape option on your
page set up before you print.**