

Course Assessment Reports Quick Guide

Need Help? Contact Amy Hunt, Assistant Registrar for Technology at [Amy J. Hunt@Dartmouth.edu](mailto:Amy.J.Hunt@Dartmouth.edu)

Course Reports

Individual Reports:

[Course List](#)

[Single Course Report](#)

New Reports:

[Course Comparison to Department/Programs, Division, College Report](#)

[Course Over Time Report –by Student Response](#)


[Course Over Time Report –by Mean/Median](#)

Depending on your role as faculty, chair and/or dean you will see one or more tabs. Each tab will have a suite of reports.

On the left is an example of the reports available on the Faculty menu.

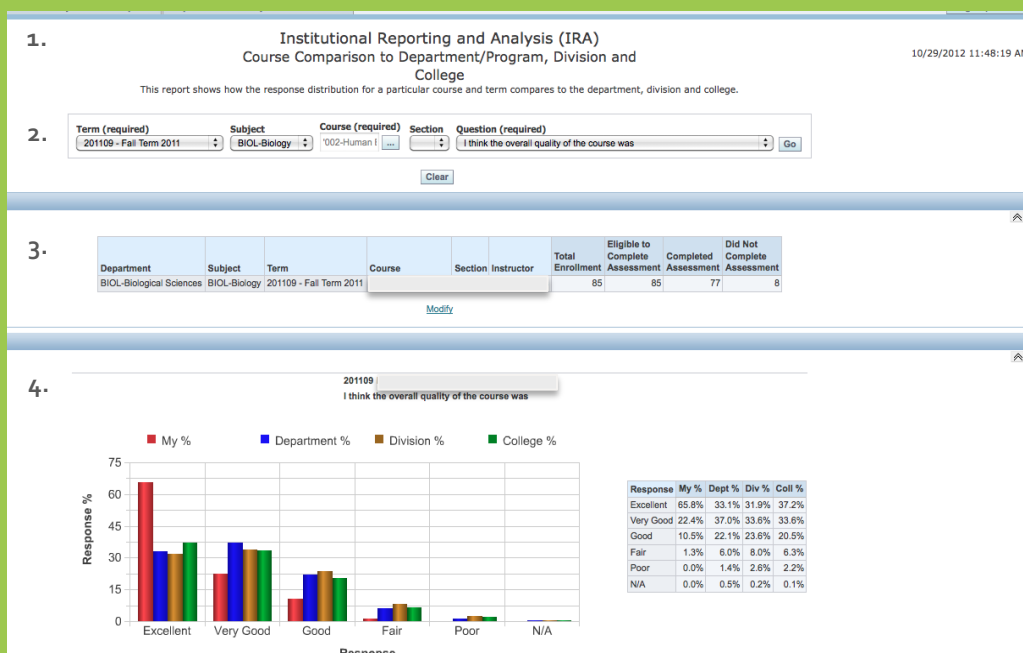
Basic report has four sections: 1. Header, 2. Prompts/filters, 3. Course Assessment Details and 4. Results

Prompt Options:

- Single select drop down prompts
- Multi-select shuttles. Click on the  button and a popup that allows searching and selecting multiple values will appear.

Results:

- Histograms, line and/or pie graphs
- Result set is in a table form to the right or below the graph.



Log In

1. BannerStudent for Faculty
2. Faculty/Advisor Menu
3. Course Assessment
4. Will redirect you to the data warehouse where reenter your Dartmouth id and password.

Log out

1. Close all open browsers. (If a new session is opened later it will remember your login information.)
2. Click "log out" in the right hand top corner.

Browser Support

1. Microsoft Windows: Internet Explorer 6.x, Internet Explorer 7.x, and Firefox < 17
2. Apple 10.x: Firefox 17

Download/Printing

Under each report/graph you will see a print link and a download link.

Print Links.

Always print to HTML. PDF form can be unpredictable. Print to HTML brings up a popup window with the chart/report formatted in a html window. Use the browser print function in the file menu.

Download Links

"to Excel" This will print the image and other report features into an Excel spreadsheet.
"Data" This will download all the data that makes up the report into a CSV format.
"To PowerPoint" requires a browser and platform that supports PowerPoint

Navigating

1. The main menu has a list of all reports. Selecting a report will open it in the current browser and allow you to populate the prompts.
2. Hyperlinks. Reports may have hyperlinks (underlined in blue) that you can click to jump to other reports. The current report information will be carried over to the next report. This method will navigate you to the next report in the current open browser
3. Tabs: you can navigate through the new reports using tabs. The current selected course, department or division will be carried over to the new report in the current open browser.