

## Course Assessment: Institutional Reporting and Analysis (IRA) Reference Guide.

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### **1. What is a Data Warehouse?**

- a. A data warehouse is a relational database that is designed for query and analysis rather than for transaction processing. Transaction process is adding, editing or deleting data such as in Banner, where students add and drop courses and faculty enter grades.
- b. A data warehouse usually contains historical data derived from transaction data. It separates analysis workload from transaction workload and enables an organization to consolidate data from several sources. In this case the transaction data is course assessment data. This makes for a fast and flexible reporting environment.

### **2. Available Course Assessment Reports**

- a. These reports are available:
  - i. Previously Delivered Course Assessment Reports
  - ii. Single Course Summaries
  - iii. Individual Response Reports
  - iv. Department Summaries
  - v. First Year Seminar Summaries
  - vi. College Summaries
- b. New Reports
  - i. Comparison Reports
  - ii. A look at student Responses over time
  - iii. A look at mean/median over time
  - iv. Divisional Summaries
  - v. Writing 002/003 and 005 reports

### **3. What is IRA and How to Get Access?**

- a. What is IRA?  
IRA is the Reporting and Analysis System used for interaction with the data warehouse
- b. New Users: how to get access
  - i. Security Access assigned from the Registrar for Department, Divisional, First Year Seminar/Writing and College reports
  - ii. Training Opportunities
  - iii. Guides available on <http://www.dartmouth.edu/~reg/guides/>
  - iv. Course assessment technical help: contact [Amy.Hunt@Dartmouth.edu](mailto:Amy.Hunt@Dartmouth.edu)

### **4. What are the Technical Requirements?**

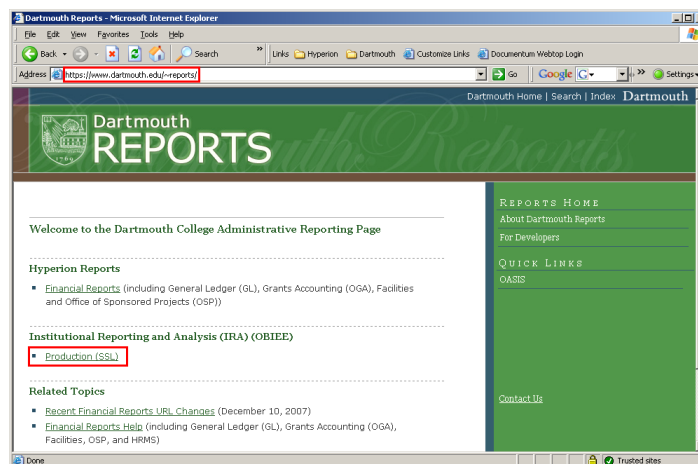
- a. Internet connection

**b. Supported Browsers:**

- i. Recommended Browsers: The 11g environment of IRA is certified by Oracle to work with:
  - Firefox, versions 6 or higher (we have only tested up to version 20)
  - Internet Explorer (IE), versions 7, 8 or 9
  - Safari, versions 4 or 5
  - Chrome, version 19 or higher
- ii. Note that the 11g environment does not function well with IE 10 right now. The internal testing at Dartmouth has focused on IE (versions 7/8/9) and Firefox – there has been limited testing here using Safari & Chrome, though Oracle certifies these as well.

**5. Logging into the System**

- a. Getting to IRA
  - i. Log into BannerStudent Self Service
  - ii. Select Faculty and Advising Menu
  - iii. Click Course Assessment
  - iv. Open a new browser window and go to:
  - v. [www.dartmouth.edu/~reports](https://www.dartmouth.edu/~reports)
  - vi. Select the first link IRA Dashboards and Reports



**b. Logging in**

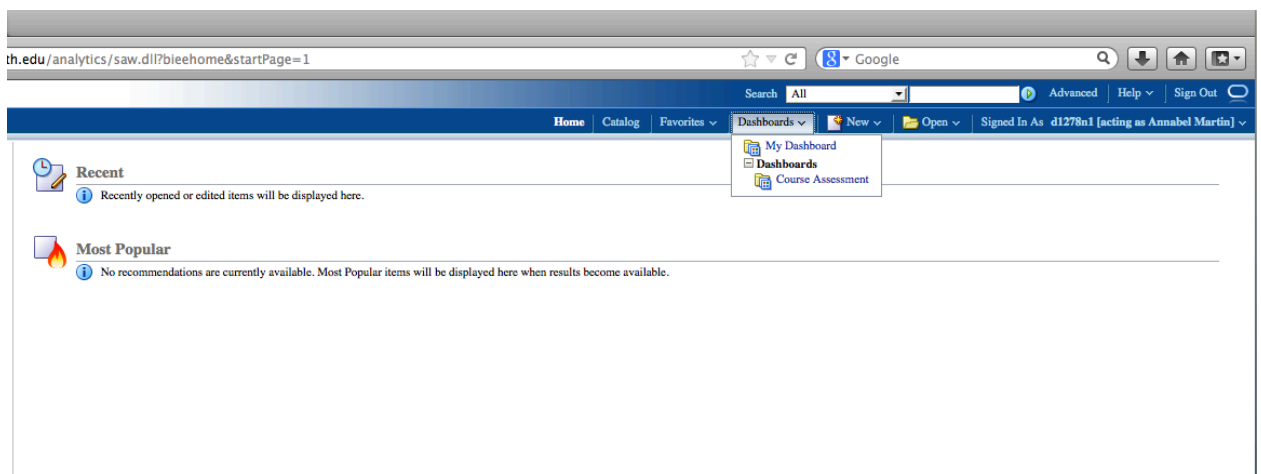
Enter your full DND id e.g. *D111111* and your Dartmouth password.



The image shows the Oracle Business Intelligence login interface. At the top, there is a banner with five small images of people working and the Oracle Business Intelligence logo. Below the banner, the text "Oracle Business Intelligence" is displayed in a large, blue font. Underneath, a message says "Please enter your User ID and Password below, and then press the Log In button." There are two input fields: "User ID" with the text "Dartmouth ID" and "Password" with a masked password "••••••••". A "Log In" button is positioned below the password field. At the bottom, there is a "Select a Language" dropdown menu set to "English". Below the login fields, the version "Oracle Business Intelligence 10.1.3.4.1" is listed, followed by a copyright notice: "Copyright © 1997, 2009, Oracle. All rights reserved. The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited."

<https://ira.dartmouth.edu/analytics/saw.dll?Dashboard>

## 6. Navigating the Dashboard



### a. Main Menu

**ORACLE Business Intelligence**

Search: All Advanced

Home Catalog Favorites Dashboards New Open Signed In As: d1278a1

**Course Assessment**

Course Level Reports Department Level Reports College Level Reports

**Institutional Reporting and Analysis (IRA)**  
**Course Assessment Reporting**

**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](#)

You may or may not see tabs (Course Level Reports, College Level Reports, etc.) depending on your access level.

- b. Once you select a report by clicking on the link it will run in a separate window/tab depending on your browser. The main menu will remain in the back ground while you navigate your report.

## 7. Report Layout

- a. Most reports are divided into 4 sections:

- i. Report Header, Prompts, Detail and Result Sections

**Report Header**

**Prompts or Filter**

**Course Assessment Detail Sections**

**Result Sections**

**Department Comparison to Division and College**

Report ID: CKA304 v2.0.0

12/16/2012 2:52:04 P

Level (required): 101110 - 101  
Department (required): 100 - Biological Sciences  
Qualitative (required): Check the overall quality of the course web

**Department Details**

Year	Term	College	Division	Department	Total Enrollment	Enrollment - Assessment	Completed Assessment	Did Not Complete
2011-2012	201108 - Summer Term 2011	University of North Carolina at Chapel Hill	Biological Sciences	100	100	173	11	
2012-2013	201108 - Summer Term 2011	University of North Carolina at Chapel Hill	Biological Sciences	100	100	173	11	
2012-2013	201108 - Summer Term 2011	University of North Carolina at Chapel Hill	Biological Sciences	100	100	173	11	

**Results**

Division and College responses exclude the selected department's responses.

Term: 201108 - Summer Term 2011

Think the overall quality of the course web

Bar chart showing Department % (Dept %), Division % (Div% w/o Dept), and College % (Col% w/o Dept).

Response	Dept %	Div %	Col %
Excellent	30.0	30.0	30.0
Very Good	30.0	30.0	30.0
Good	30.0	30.0	30.0
Fair	30.0	30.0	30.0
Poor	30.0	30.0	30.0



**NOTE:** Some Reports may have Multiple Tabs above the Report Header.

## 8. Viewing Reports

- a. Report Headers
  - i. Report Name

- ii. Date & Time Report Ran
- iii. Brief Description
- iv. Report ID and Version

Report ID: CA410 v2.0.0	Institutional Reporting and Analysis (IRA) Course Comparison to Department/Program, Division and College <small>This report shows how the response distribution for a particular course and term compares to the department, division and college.</small>	11/27/2012 11:06:48 AM
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## b. Prompts/Filters

- i. Selections can be Saved
- ii. Selectable Prompts
  - 1. Three Key Areas
    - a. Selection Buttons
    - b. Apply Button
    - c. Reset Button

*Term 201301 - Winter Term 2013	*Subject --Select Value--	*Course --Select Value--	*Section --Select--	<input type="button" value="Apply"/> <input type="button" value="Reset"/>
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## iii. Prompt Types

- 1. Text Prompts
  - a. Editable – type the value
- 2. Dropdown Lists
  - a. Single select list
  - b. Jump to “First letter” search
- 3. Multi Select
  - a. Single Value Selection
  - b. Multiple Value Selection

- i. Click search if want more options
- c. How to search
  - i. Begins With (Type the first few characters)
  - ii. Ends With (Type the exact ending characters)
  - iii. Contains (Type characters found within term)

d.

#### iv. Prompts are Cascading

1. Each selection will narrow the choices available in subsequent prompt selections
2. Works both Forward and Backwards
3. Example: Select Term, will then populate the course text area with just the courses offered that term.
4. Prompts also follow Course Assessment Security

#### c. Results

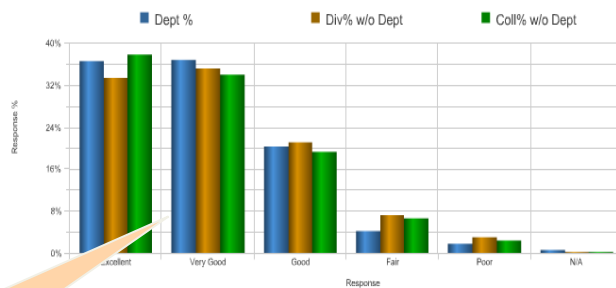
- i. View Selector
- ii. Control Button e.g.
- iii. Modify
- iv. Print to PDF
- v. Export to Excel

**View Selector**

 Division and College responses exclude the selected department's responses.

Term 201103 - Spring Term 2011

I think the overall quality of the course was



Response	Dept %	Div %	Coll %
Excellent	36.53	33.37	37.71
Very Good	36.79	35.09	33.87
Good	20.21	21.01	19.31
Fair	4.15	7.29	6.63
Poor	1.81	3.09	2.35
N/A	0.52	0.15	0.12

**Report  
Tables/Charts**

[Modify](#) - [Refresh](#) - [Print](#) - [Download](#)

**Print - Download**

**Control Buttons**

## 9. Download/Printing Reports

### a. Downloading Charts/Data

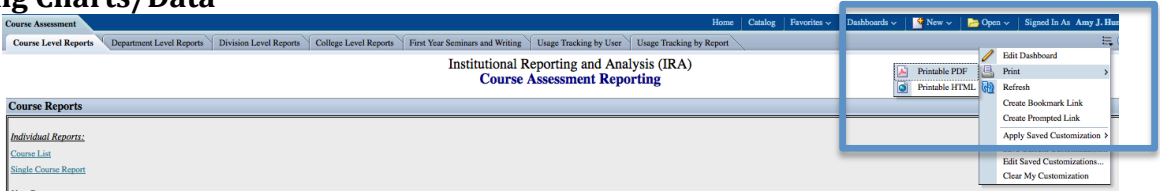
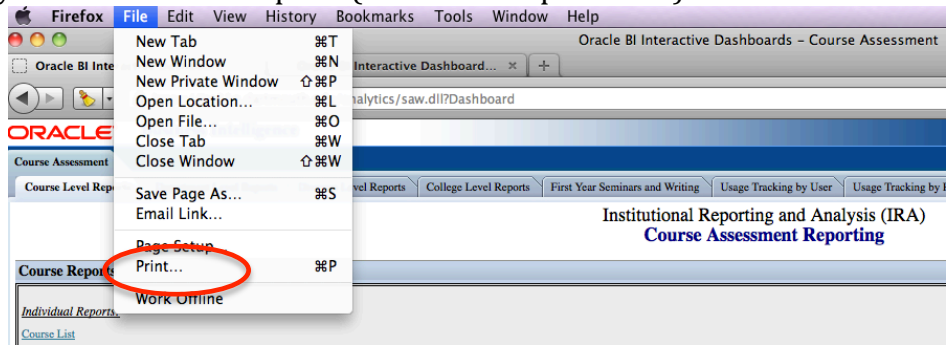
The Download Data option downloads all the available data as a CSV file that can be opened in Excel

**Select the  
Download link**

[Modify](#) - [Refresh](#) - [Print](#) - [Download](#) - [Add to Briefing Book](#)

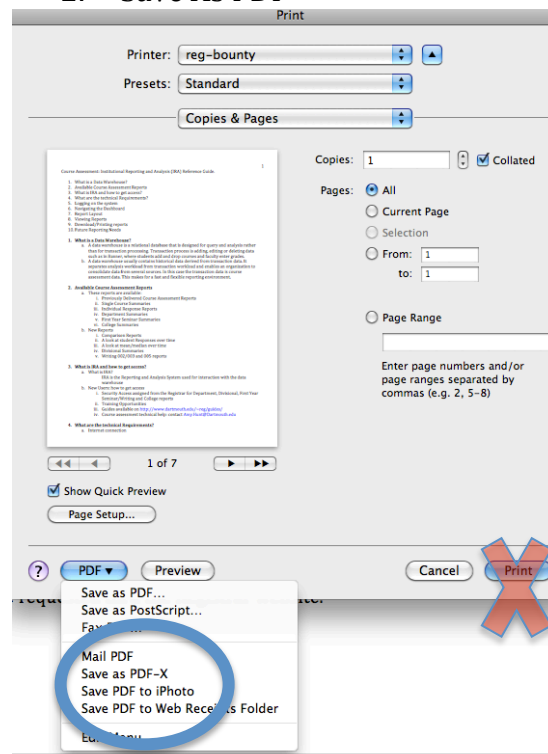
Download to Excel  
Download to Powerpoint  
Download to Excel 2000  
Download Data  
Download Web Page (MHTML)

## b. Printing Charts/Data

- 
- i.
  - ii. Select "Printable HTML"; This will bring up another window just for printing.
  - iii. Using your browser menu print (Firefox example below)
- 
- 1.
  - iv. It will bring up your normal browser print menu (Step c. "To save as PDF" has an image of your print menu) and select "Print" again.

## c. To save as PDF

- i. Follow the above steps as if you are going to print. Rather than selecting "Print" in your Print menu
  1. Select "PDF"
  2. "Save As PDF"



ii.

## 10.Future Reporting Needs

New individual Reports can be requested thru the Registrar website.