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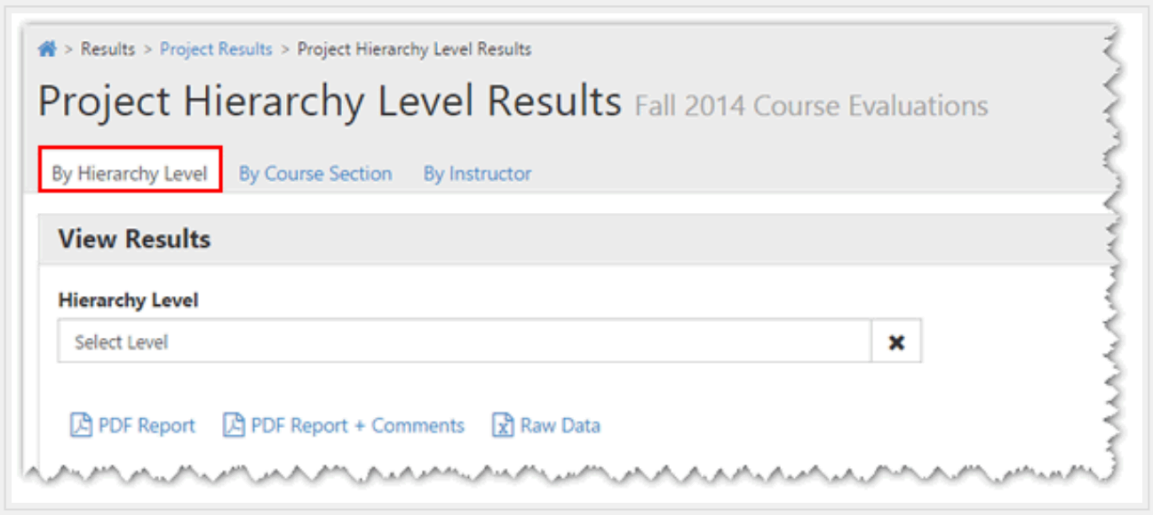
Aggregate Results

This feature allows administrators and instructors to navigate results and access and generate reports for specific projects. Those with an administrator role can access Summary Aggregated Results by Account Hierarchy Level within Project Results.

1. Click on the Results tab
2. Select Project Results
3. Select the project from the project results list.
4. Select desired level from your hierarchy (school, department, etc.)
5. Or select the top level for an aggregated report of all courses within the project
6. Select the desired report format – a quantitative PDF report, PDF report with write-in, qualitative comments or an Excel Raw data file.



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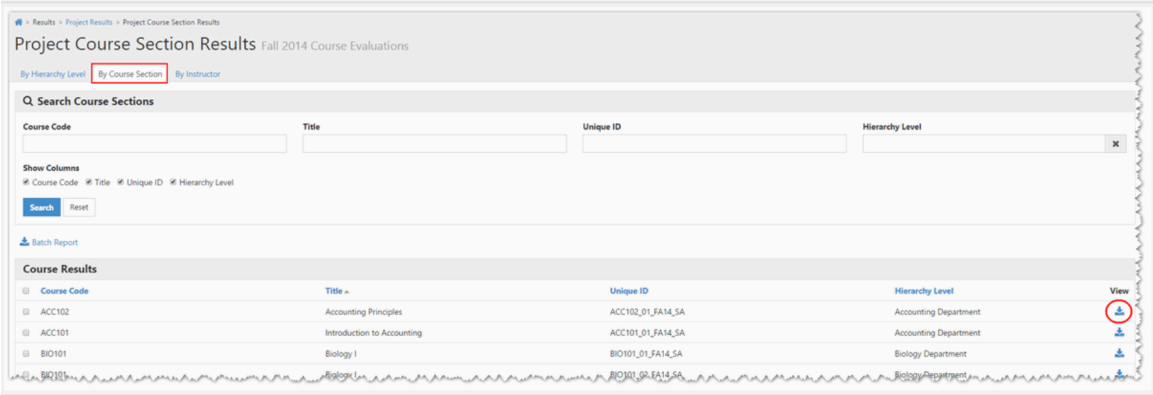
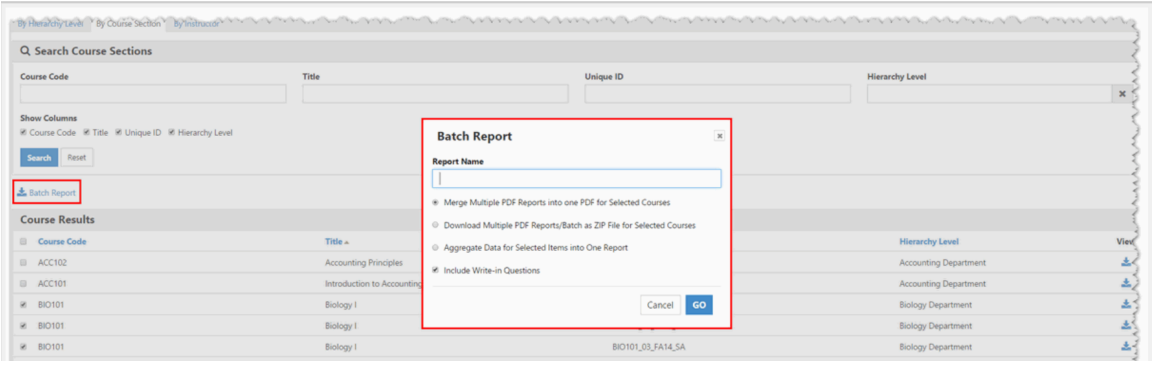
Results by Course Section

Administrator and instructor roles can access project results by course section within *Project Results*.

1. Click on the Results tab
2. Select Project Results
3. Select the project from the project results list.
4. Click on By Course Sections tab
5. Filter by Course Code, Course Title, Course Unique ID or Hierarchy Level.
6. To view an individual course section report, click on the View icon by course information and select desired report.
7. To generate a batch report, select more than one course section and click on Batch Report.
    a. Name the batch report
    b. Select one of the following options:
        i. **Merge Multiple PDF Reports into one PDF for Selected Courses** - Individual course sections reports will be compiled into a single PDF report. Data is not aggregated.
        ii. **Download Multiple PDF Reports/Batch as ZIP File for Selected Courses** - Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated.
        iii. **Aggregate Data for Selected Items into One Report -** Results for all selected course sections will be aggregated into one single PDF report.
    c. Select or Deselect option to include responses to write-in questions on report.
    d. Click GO





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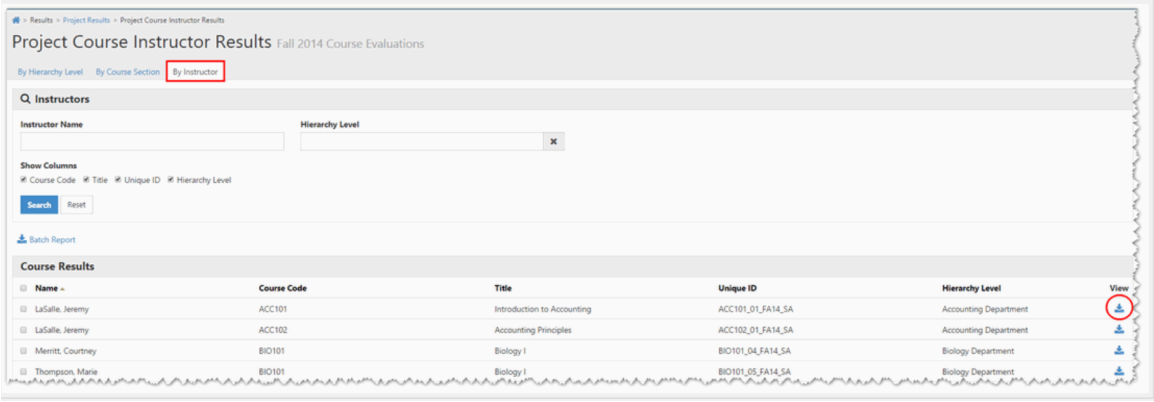
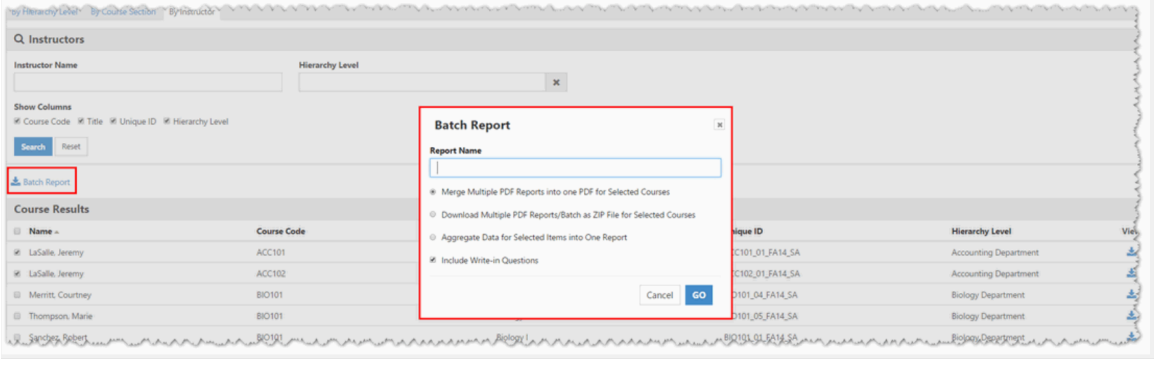
Results by Instructor

Administrators can navigate results by Instructor, as well as retrieve results for an instructor across multiple projects within *Instructor Results*.

1. Click on the Results tab
2. Select Project Results
3. Select the project from the project results list.
4. Click on the By Instructors tab
5. Filter by Instructor Name or Hierarchy Level.
6. To view an individual course section report, click on the View icon by course information and select desired report.
7. To generate a batch report, select more than one course section and click on Generate Batch Report.
    a. Name the batch report
    b. Select one of the following options:
        i. **Merge Multiple PDF Reports into one PDF for Selected Courses -** Individual course sections reports will be compiled into a single PDF report. Data is not aggregated.
        ii. **Download Multiple PDF Reports/Batch as ZIP File for Selected Courses -** Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated.
        iii. **Aggregate Data for Selected Items into One Report -** Results for all selected course sections will be aggregated into one single PDF report.
    c. Select or Deselect option to include responses to write-in, qualitative questions on report.
    d. Click *GO*