

# MPH Dashboard Reports

<b>3. Choose a Report to Run</b>
 <b>Means with Color Coding</b>
 <b>Percentage of Unique Students with Green Rating</b>
 <b>Percentage of Total Responses with Green Rating</b>
 <b>Unique Student Ratings by Question &amp; Year</b>
 <b>All Student Ratings by Question &amp; Year</b>

## Reports that Calculate Percentages

**Means with Color Coding** – This is the original “Visual Dashboard Report”. For the selected survey, years, and cut points, this report displays a list of questions and the mean score of all responses for each question by academic year and semester. Mean scores are shaded green, yellow, or red according to the cut-offs defined on the right side of the report screen. This report can be used to provide a quick visual of problem or success areas for any survey.

**Percentage of Unique Students with Green Ratings** – The layout of this report is the same as the “Means with Color Coding”. However, this report shows only the percent of scores that fall within the green cut-off as defined on the report screen. (To get percentages that relate to “Unique Student Ratings by Question & Year” use cut-off as defined here.)

Additionally, this report first averages together scores for each individual student and then counts (n) as the total number of unique students. This report was developed primarily for Student Assessment Surveys but can be used for any other survey where responses are coded to individual student names. Important note: Only survey responses coded with a “Student Name” in the Manage Survey Data screen will be counted in this report.

**Percentage of Total Responses with Green Rating** – This is the same report as the above “Percentage of Unique Students with Green Ratings” except that scores are NOT averaged together by student. All survey responses are counted individually regardless of whether or not they are coded to a specific student. Use this report with all surveys EXCEPT Student Assessment surveys.

<b>2. Adjust Cut-offs for Shading</b>	
<b>5-Point Scales</b>	
Green: >=	<input type="text" value="4"/>
Yellow: >=	<input type="text" value="2"/> < <input type="text" value="4"/>
Red:	< <input type="text" value="2"/>
<b>4-Point Scales</b>	
Green: >=	<input type="text" value="2.5"/>
Yellow: >=	<input type="text" value="2.5"/> < <input type="text" value="2.5"/>
Red:	< <input type="text" value="2.5"/>
<b>3-Point Scales</b>	
Green: >=	<input type="text" value="2"/>
Yellow: >=	<input type="text" value="1"/> < <input type="text" value="2"/>
Red:	< <input type="text" value="1"/>

## ***Reports that Calculate Number of Respondents***

**Unique Student Ratings by Question and Year** – Developed for K-State’s Prism Assessment report. This is a more detailed report that creates a response table for every question for the selected survey and years. Note that cut-offs do not apply to this report. Each table shows a count of unique students (n), the year, and a count of responses for each of the question’s response options. Multiple surveys submitted for a single student are first averaged together and the resulting score counted once. Where the average of multiple responses yields a decimal value, traditional rounding is used. For example, 2.5 is rounded up to a 3 and 2.4 is rounded down to a 2. Important note: Only survey responses coded with a “Student Name” in the Manage Survey Data screen will be counted in this report.

**All Student Ratings by Question and Year** – This is the same report as the above “Unique Student Ratings by Question and Year” except that scores are NOT averaged together by student. All survey responses are counted individually regardless of whether or not they are coded to a specific student.

**Question to Aaron: Going forward ... how do our reports get the new years? (i.e., 2014-2015 and beyond?) Is that something I do, or is that something OEIE does?**

The years that show up in the dashboard reports screen are pulled automatically based on how you code the data (term). So as soon as you code a record to Fall 2014, you'll automatically see a 2015 academic year in that reports screen.

You can also update the semesters available in that "Term" drop-down on the "Manage Survey Data" screen. To add new semesters, go to "Database Administration" -> "Drop-down Lists", then select "Terms" from the "Choose Table" drop-down. Warning: Be very careful with this list. Be sure you don't edit or delete any existing terms as this will affect all the records you've already coded to that term. I've already added terms up through Summer 2015. When it comes time to add Fall 2015 and beyond, just look at previous semesters to see what to enter for each of the fields.

I'm attaching a screenshot of that terms screen below so you can see where it is but let me know if you have any questions about how that works. Thanks!

-Aaron

## Database Administration - Drop-down Lists

[Drop-down Lists](#)
[Local Options](#)
[Remote Options](#)
[Version History](#)
[Snapshot](#)
[User Accounts](#)
[Permission Groups](#)

Choose Table:

Terms

ID	Term Name	Semester	Year	AY	Start Date	End Date	Created	Updated	
1	Fall 2009	Fall	2009	2010	9/1/2009	12/31/2009	1/15/2014 1:25:01 PM	1/15/2014 1:25:01 PM	
2	Spring 2010	Spring	2010	2010	1/1/2010	5/31/2010	1/15/2014 1:25:35 PM	1/15/2014 1:25:35 PM	
3	Summer 2010	Summer	2010	2010	6/1/2010	8/31/2010	1/15/2014 1:25:50 PM	1/15/2014 1:25:50 PM	
4	Fall 2010	Fall	2010	2011	9/1/2010	12/31/2010	1/15/2014 1:25:54 PM	1/15/2014 1:26:25 PM	
5	Spring 2011	Spring	2011	2011	1/1/2011	5/31/2011	1/15/2014 1:25:56 PM	1/15/2014 1:26:25 PM	
6	Summer 2011	Summer	2011	2011	6/1/2011	8/31/2011	1/15/2014 1:25:58 PM	1/15/2014 1:26:25 PM	
7	Fall 2011	Fall	2011	2012	9/1/2011	12/31/2011	1/15/2014 1:25:59 PM	1/15/2014 1:26:25 PM	
8	Spring 2012	Spring	2012	2012	1/1/2012	5/31/2012	1/15/2014 1:26:04 PM	1/15/2014 1:26:25 PM	
9	Summer 2012	Summer	2012	2012	6/1/2012	8/31/2012	1/15/2014 1:26:06 PM	1/15/2014 1:26:25 PM	
10	Fall 2012	Fall	2012	2013	9/1/2012	12/31/2012	1/15/2014 1:26:08 PM	1/15/2014 1:26:25 PM	
11	Spring 2013	Spring	2013	2013	1/1/2013	5/31/2013	1/15/2014 1:26:09 PM	1/15/2014 1:26:25 PM	
12	Summer 2013	Summer	2013	2013	6/1/2013	8/31/2013	1/15/2014 1:26:12 PM	1/15/2014 1:26:25 PM	
13	Fall 2013	Fall	2013	2014	9/1/2013	12/31/2013	1/15/2014 1:26:14 PM	1/15/2014 1:26:25 PM	
14	Spring 2014	Spring	2014	2014	1/1/2014	5/31/2014	1/15/2014 1:26:15 PM	1/15/2014 1:26:25 PM	
15	Summer 2014	Summer	2014	2014	6/1/2014	8/31/2014	1/15/2014 1:26:17 PM	1/15/2014 1:26:25 PM	
16	Fall 2014	Fall	2014	2015	9/1/2014	12/31/2014	1/15/2014 1:26:20 PM	1/15/2014 1:26:25 PM	
17	Spring 2015	Spring	2015	2015	1/1/2015	5/31/2015	1/15/2014 1:26:23 PM	1/15/2014 1:26:25 PM	
18	Summer 2015	Summer	2015	2015	6/1/2015	8/31/2015	1/15/2014 1:26:25 PM	1/15/2014 1:26:25 PM	