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Anthology Portfolio (formerly Chalk and Wire)
Guide for Faculty

Results Analytics in Anthology Portfolio

Results Analytics reporting feature allows you to generate, view, save, and export basic reports quickly and easily. The online reporting tool gives you access to multiple levels of detail when defining your report parameters, including start and end date time intervals and demographic and dispositional filters. You can easily select to view n, mean, median, standard deviation, and performance level distributions by count or percent.

Contents

Access the Results Analytics
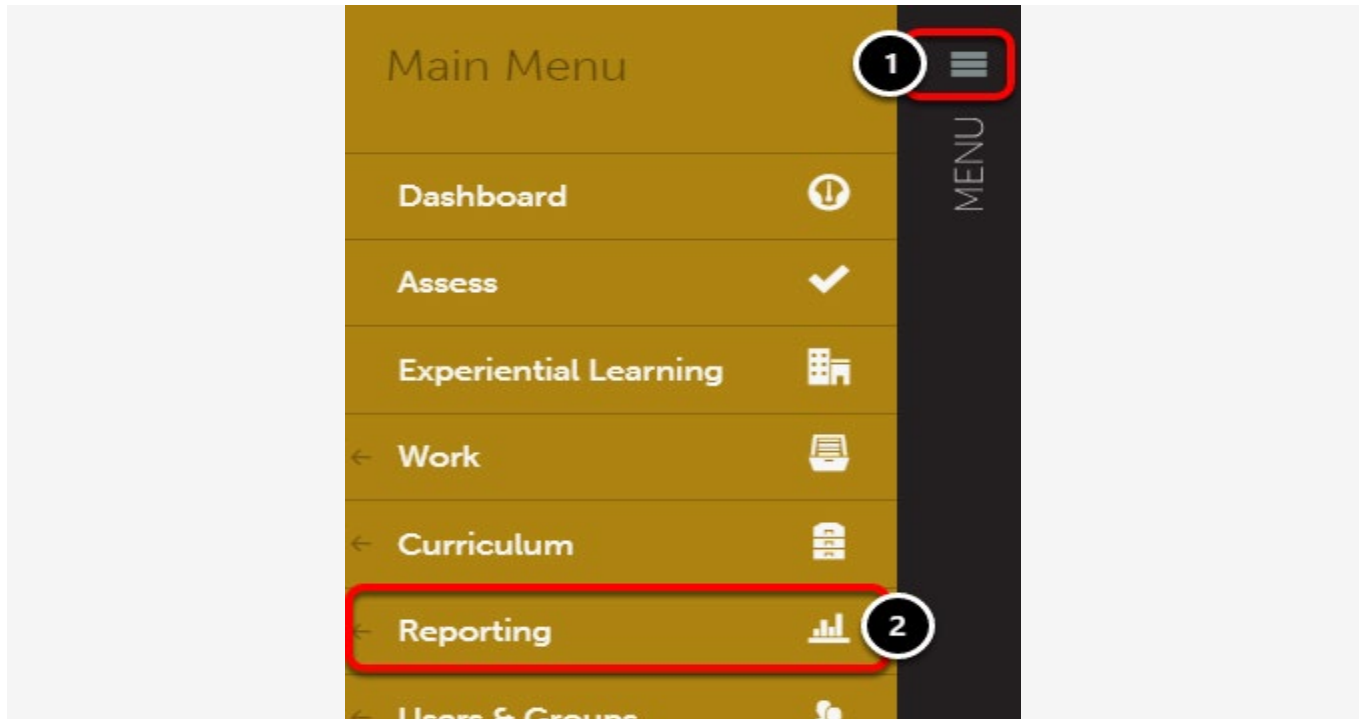
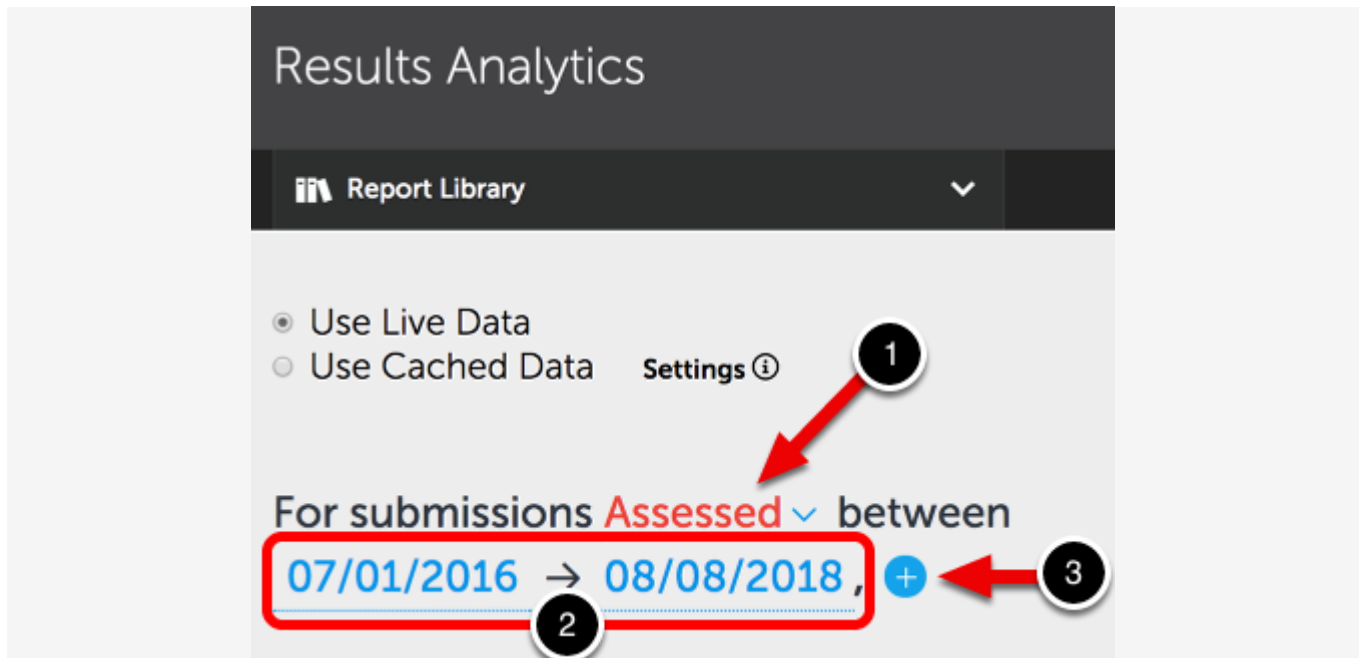**1.** Click on the **Main Menu** icon.

**2.** Select **Reporting**.
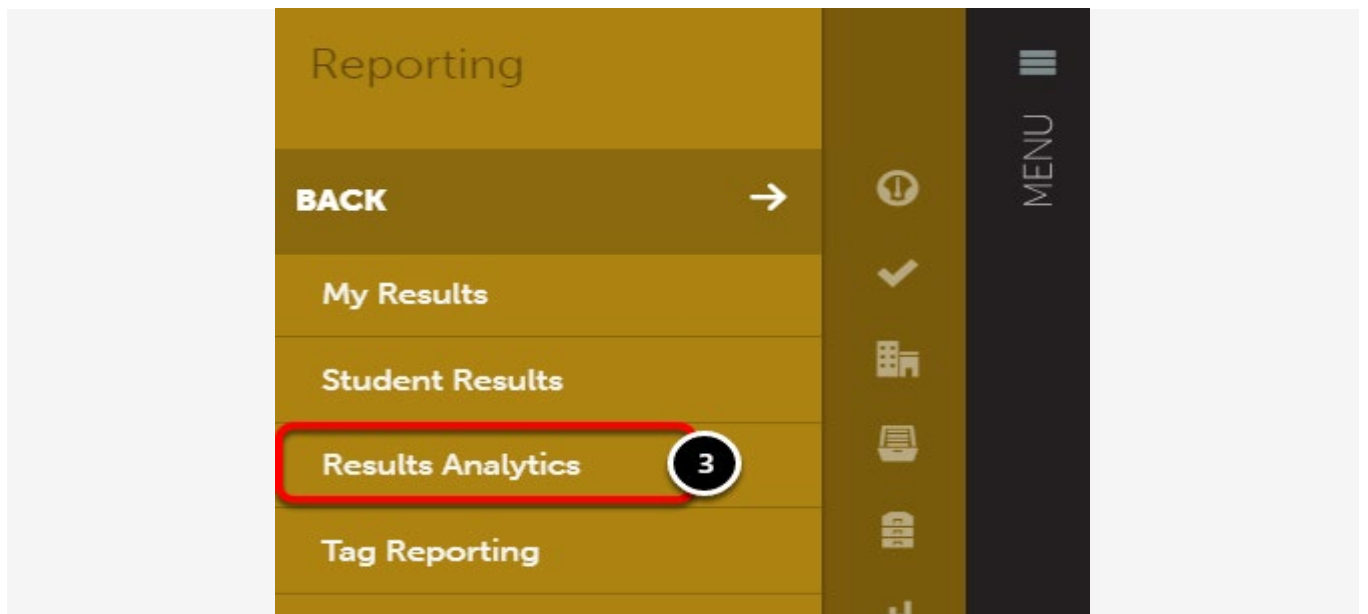
3. Select **Results Analytics**.

Step 1. Select Report Setup Method: Basic vs. Advanced

The basic report setup method allows you to quickly select your report settings. This option is helpful if you wish to run a simple report that does not utilize filter options or advanced output settings.

1. Click to select whether you want to look at the submissions by date **Assessed** or **Submitted**.

2. Select your **date/time interval** and click **Apply**.

3. Click the **+** icon to add additional time intervals.
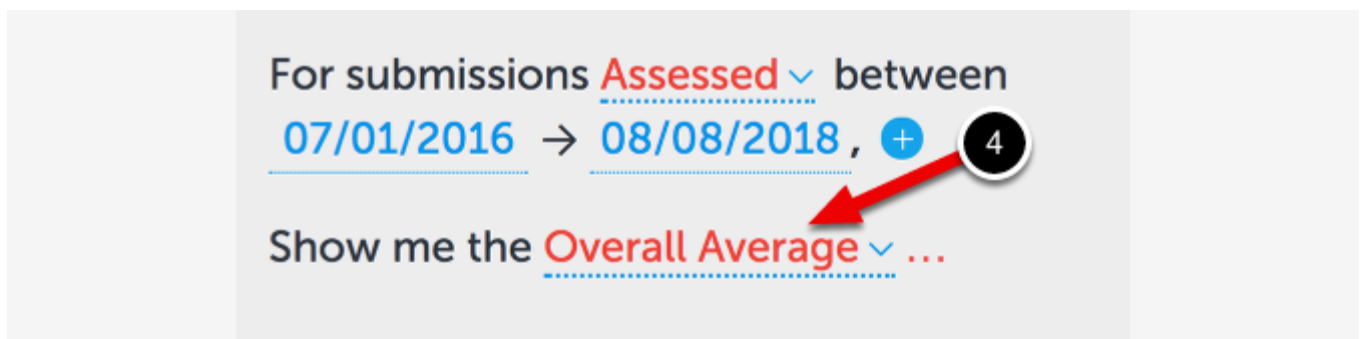
4. Continue to click on each setting option to reveal the options. You must click on the option, even if you do not wish to change the selection, in order to reveal the next set of options.

For submissions Assessed ⌄ between
07/01/2016 → 08/08/2018 , ⊕

Show me the Performance Levels (Counts) and list the results by Assessment Instrument.
In the case of multiple submissions, Use the Latest Student Submission Score and
calculate instrument means using Criterion Scores ⌄ .

Filter results to the instrument(s) Case Study.

> Advanced Filters ⑥

Generate Report Regenerate Cache from Settings ⚠ Clear Filters ⑤
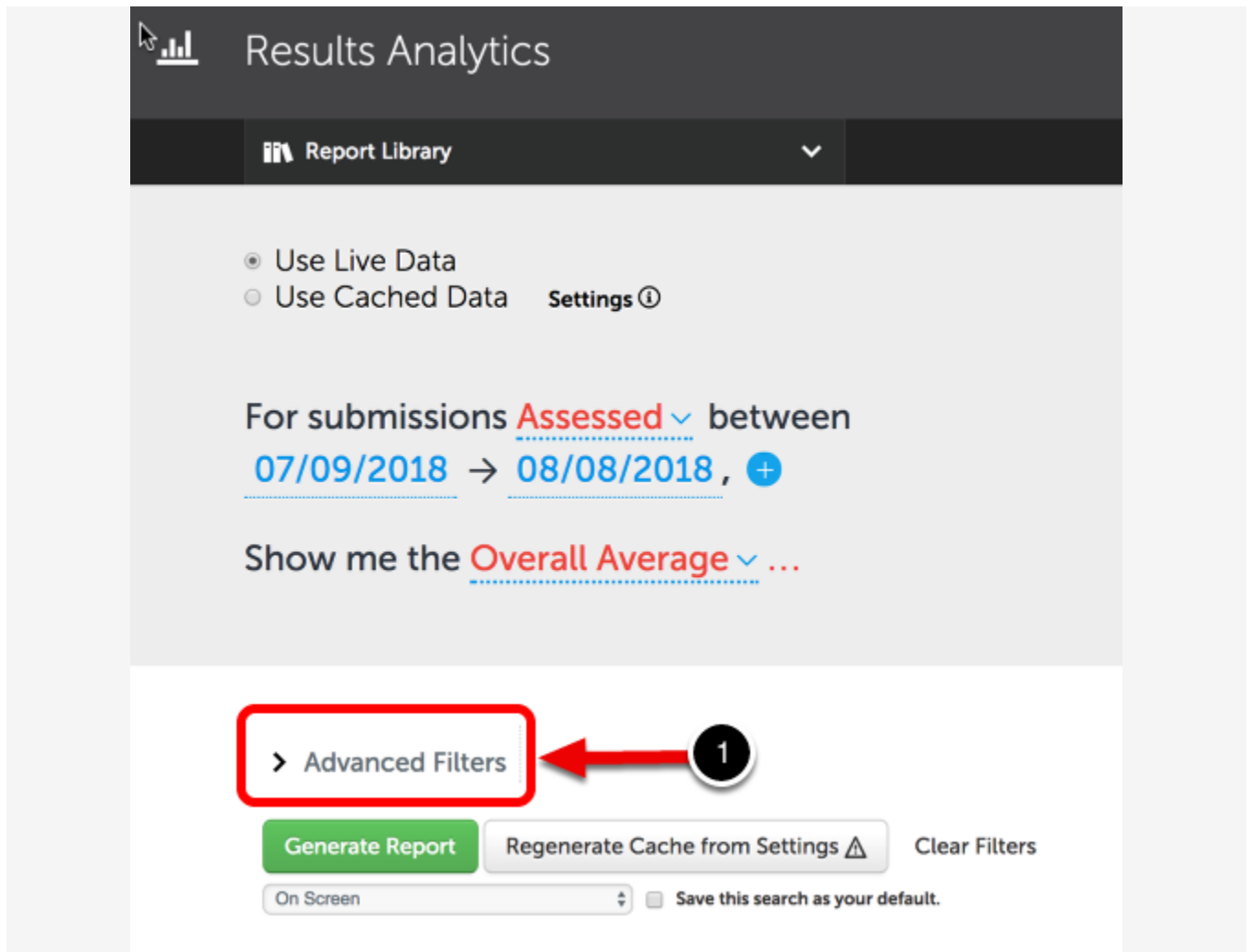
On Screen ⇕ ☐ Save this search as your default.

Once you have clicked on each setting option as they appear, you will end up with
report settings that look similar to the one in the image above.

5. If you are ready to run the report click **Generate report**.

6. Alternatively, you can open up the **Advanced Filters** area to select additional report
settings and filter options. The report selections you already made will populate in the
Advanced Filters area as well. See below for more information about using the
Advanced Filter options.

Step 2. Advanced Filter Options

The Advanced Filter options allow you to select more detailed settings and filter options
for your report. You can also use the Advanced Filter options in conjunction with the
basic setup method, as your selections will be populated automatically.

1. Click the **Advanced Filters** option.
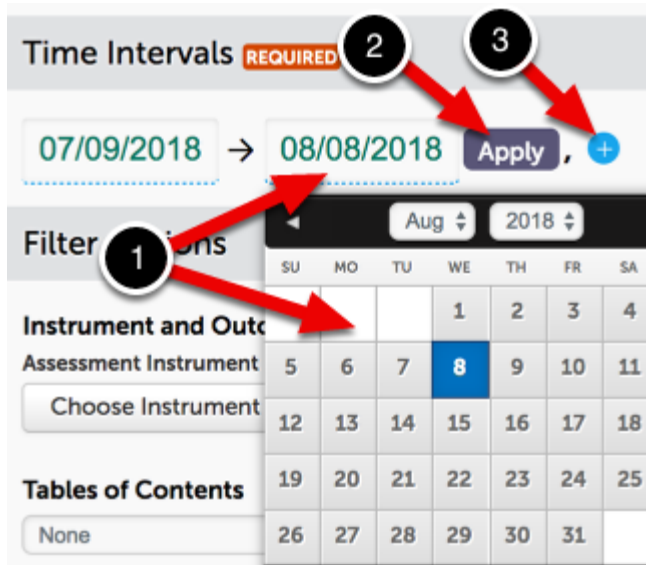
Report Scope

2. Use the **List By** drop-down menu to select how you wish to display the assessments in your report (Assessment Instrument, Criterion, etc.)

3. Using the **Statistics** drop-down menu to select how you would like to view the scores in your report (Overall Average, Performance Level (Counts), etc.).

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Time Intervals

4. Click into the existing time interval fields to select your desired date range.

5. Click **Apply** after making your selection.

6. If you wish to add additional time intervals to your report click the **+** icon.
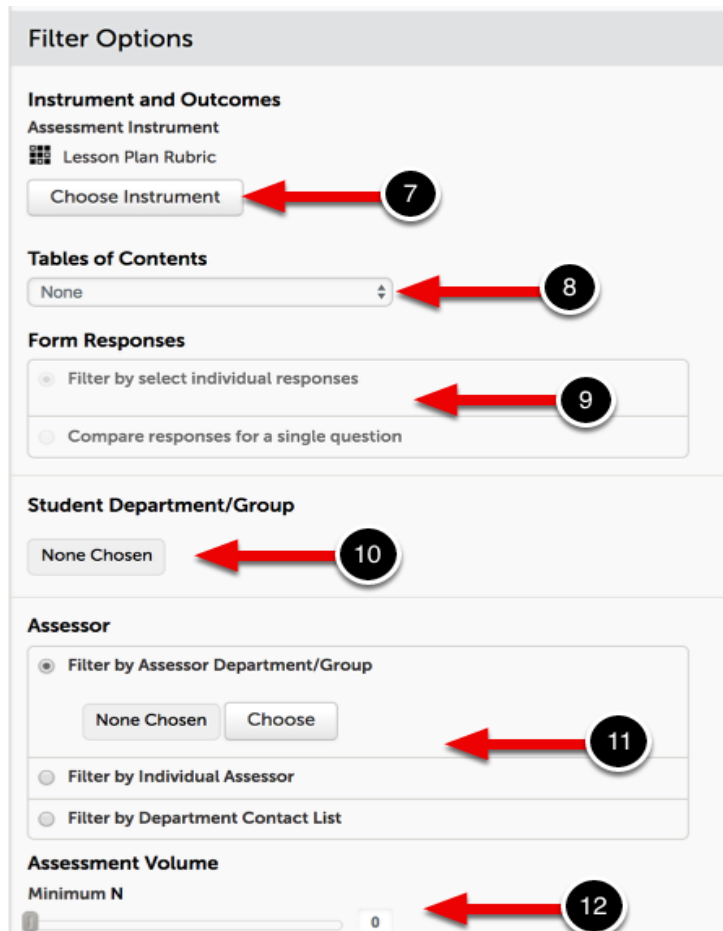
Filter Options

All Filter Options are optional. Select only those that are desired for your specific report.

7. Click the **Choose Instrument** button to select the Assessment Instrument. This button may also be labelled **Choose Outcome** if you are running the report by Outcome Set.

8. Use the **Table of Contents menu** to select a specific Table of Contents and section(s) to use to filter the assessments in your report.

9. If you wish to filter the assessments by responses that you have collected on one of your

Forms, you can choose to either **"Filter by select individual responses"** or **"Compare responses for a single question"**. You will then be prompted to select the Form and the question(s) you wish to use for filtering or comparing.

10. If you wish to filter the assessments by the department or group to which the students belong, use the **Choose** button to make this selection.

11. If you wish to filter the assessments by Assessor, you can choose to **"Filter by Assessor Department/Group"**, **"Filter by Individual Assessor"**, or **"Filter by Department Contact List"**.

12. The **Assessment Volume** option will allow you to select a minimum number of assessments that must exists for the select Assessment Instrument or Outcome Set in order to be included in your report.

Calculation & Output Options

13. Calculation Options

- **In Case of Multiple Submissions:** If more than one submission was made and scored, this option allows you to select to include all submissions, average student submission scores, use the latest student submission score, or use the earliest student submission score.
- **Filter by Date:** This option allows you to select to filter by the date the submissions were made or the date the submissions were assessed.
- **Statistics Mode:** This option allows you to select to display population or sample statistics.
- **Calculate Rubric Means Using:** You have the option to calculate instrument means using Criterion scores or Overall scores.
- **Reliability Assessment Scores:** If you have performed reliability tests using this assessment instrument you can select to include or exclude the reliability assessment scores.
- **Held Scores:** This option allows you to decide whether or not you would like to include held scores in your report.
- **Resubmission Scores:** This option allows you to choose whether you would like to include or exclude resubmission scores in your report.
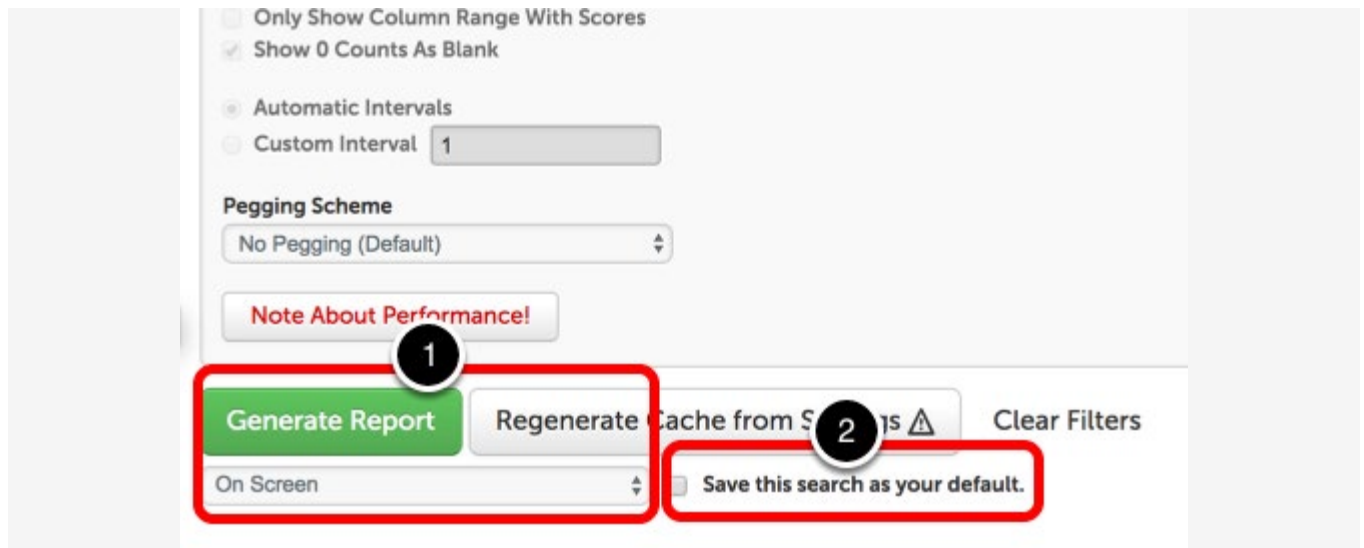
14. Output Options

Select the output options you wish to include in your report by clicking on the associated checkboxes.

15. Pegging Scheme

If would like to apply a pegging scheme to the assessment instrument used for this report, use the drop-down menu to select the desired pegging scheme.
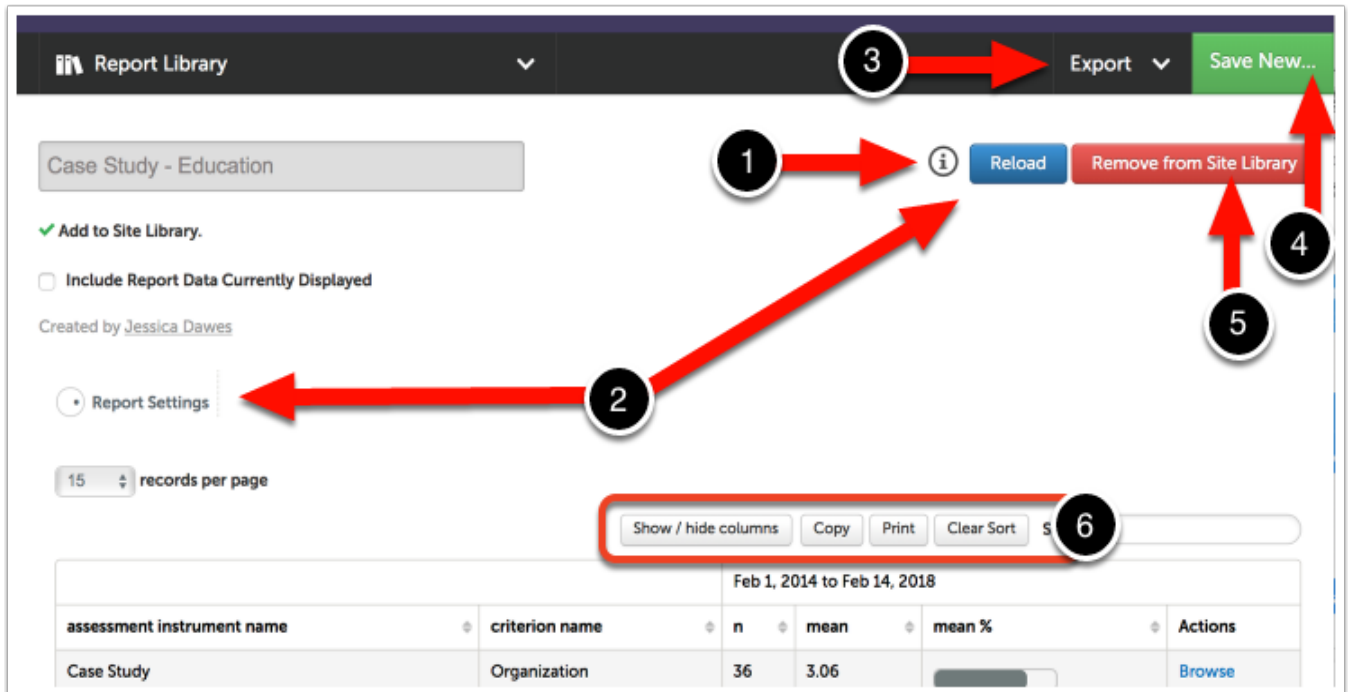
Step 3. Generate Report

16. Optionally select to **Save this search as your default**.

17. Click **Generate Report** and select *how* the report should be generated. You can generate the report:

- **On Screen:** This selection will generate the report within the application (on your screen).
- **Excel TSV:** This selection will generate and download the report as an Excel TSV file.
- **Raw XML:** This selection will generate and download the report as a Raw XML file.
- **Excel XML:** This selection will generate and download the report as an Excel XML file.

Step 4. Review Report Options

Your report will now be displayed in table format. You have the following options on this screen:

1. Settings Summary: To view a summary of the report settings, click setting summary icon.

2. Report Settings: To make changes to the report parameters, select this option. If you make any changes on the report settings, click the **Reload** button to see the changes take effect.

3. Export: If you would like to save the report on your computer, you can export it as Excel TSV, Raw XML or Excel XML.

4. Save New: This options allows you to save this report so that you can run it in the future without having to select the parameters again. Saving the report will also allow you to insert the report into a portfolio.

5. Click on the **Remove from Site Library** button to remove the saved report from the library, if applicable.

6. Report Table Options:

- **Show/Hide Columns:** This option allows you to hide any of the columns that are currently displayed. You can also select to show them (unhide) if you have previously hidden them.
- **Copy:** To save a copy of the report table to your clipboard so that you can paste it elsewhere (e.g. into a Word Document on your computer).
- **CSV:** To download the report to your computer in CSV format, use this option.
- **Print:** This option will create a printer-friendly version of the report so that it can be printed.


Step 5. Browse Results

To begin browsing your report and drilling down into the results:

1. Click the **Browse** link.
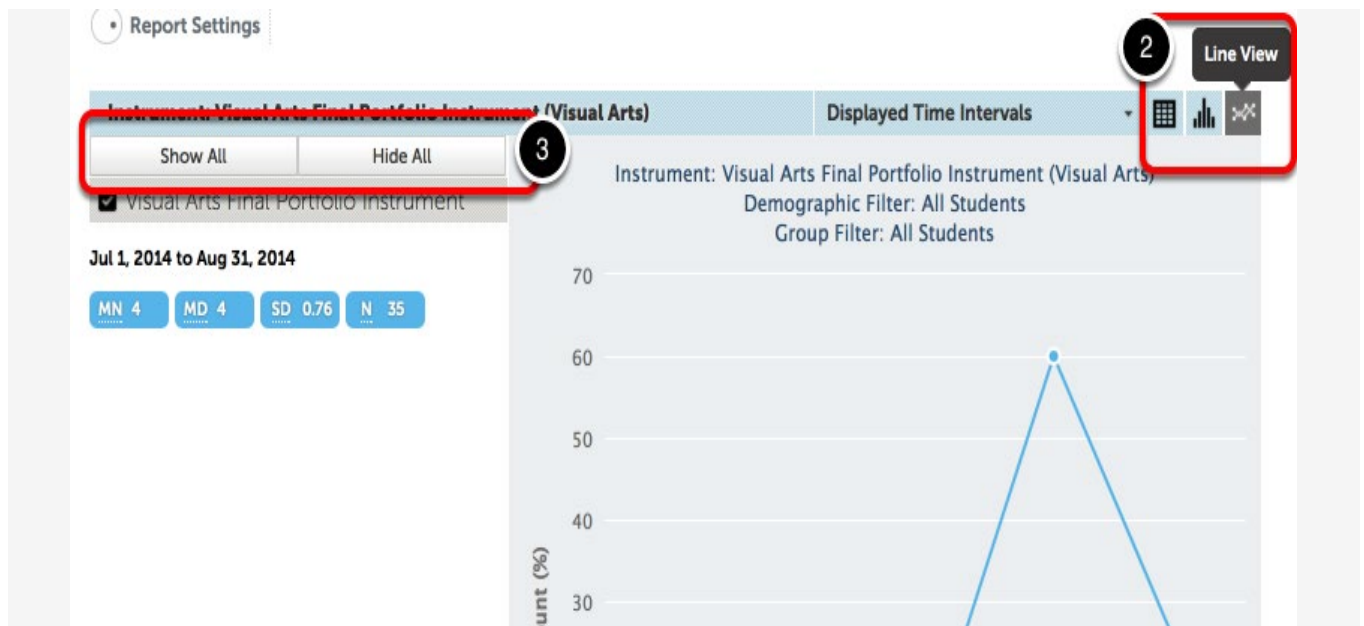
2. Your results will be displayed as a graph. Use the **Line View**, **Column View**, or **Table View** to change how the information is displayed.

3. If you have generated a report with multiple items, you can select to hide or show specific items by using the checkboxes and **Show All** and **Hide All** buttons.

Step 6. Select Data Point to Drill into Sub-Reports
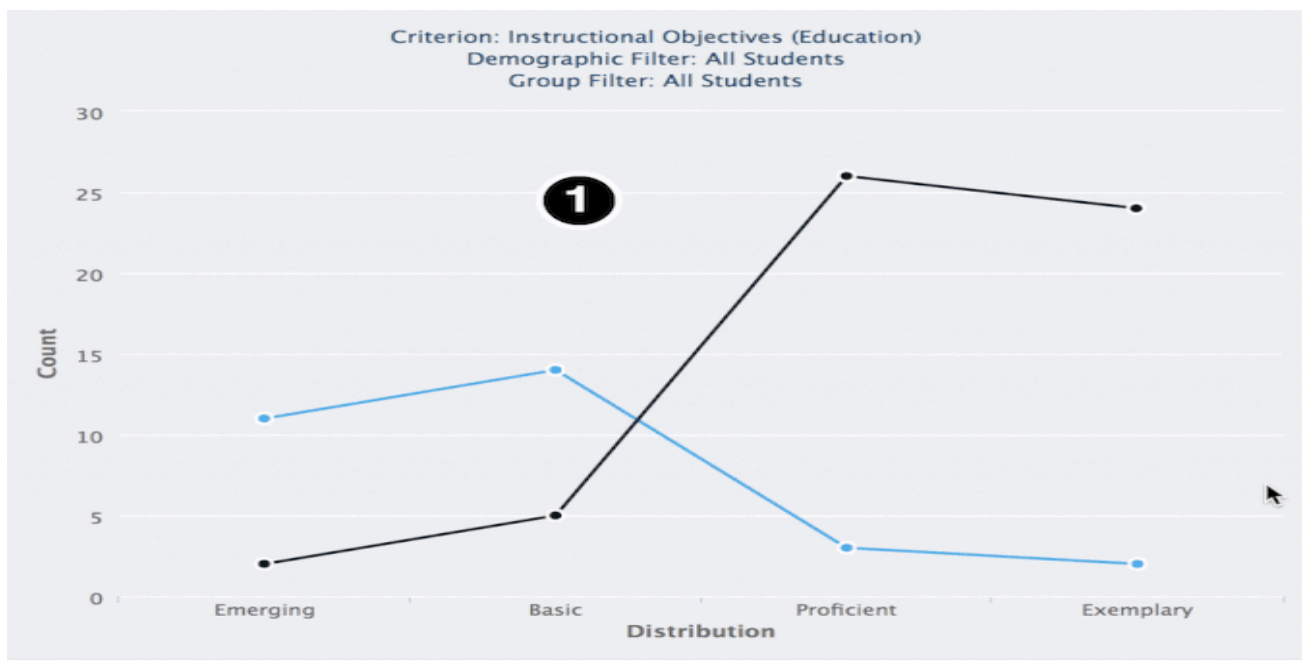
1. To drill down further into your report, click on the graph to generate the options menu. Using this menu you can select to:

- **Drill down into the rubric by student**
- **Drill down into criteria**
- **Related Information:** View Instrument, View Instrument Linkages, Assessments for Instrument, Instrument Criterion Scores by Student/Date, Instrument Criterion Scores by Student (Matrix), Instrument Criterion Scores by Department (Matrix) and Drill into allocations.
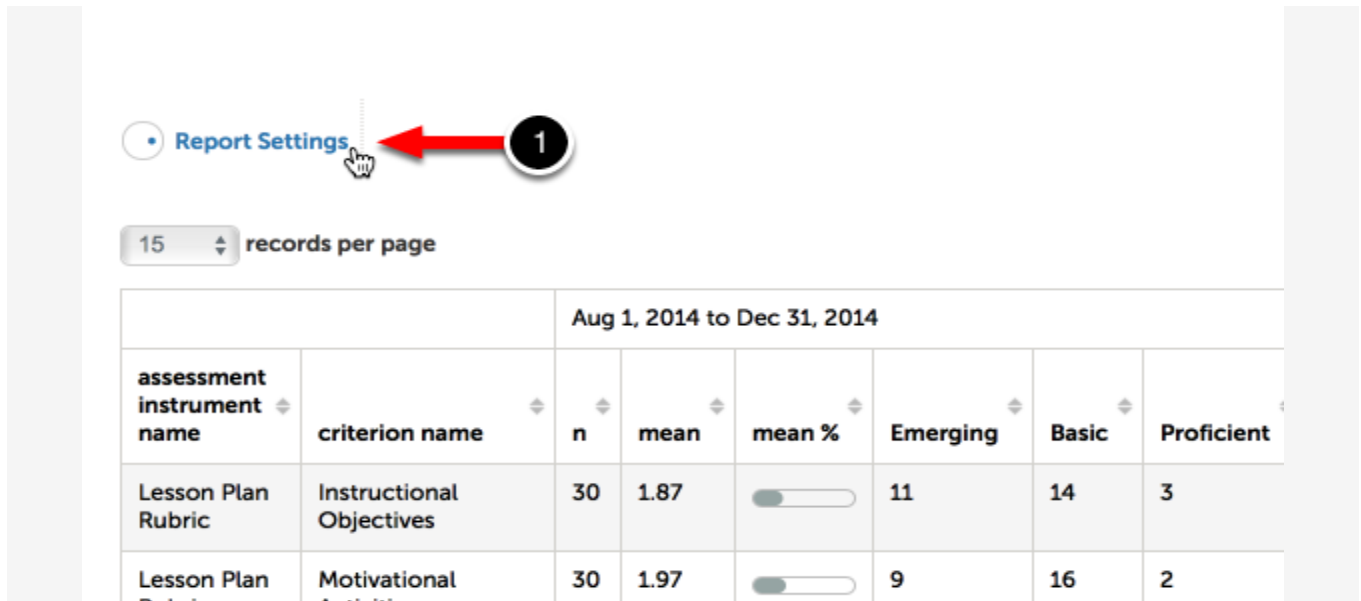
If you would like to include the name of the assessor and comments in your report, select the **Instrument Criterion Scores by Student/Date** option. Next, click adjust the Report Settings option to select to include these options.

2. You can continue to drill down and/or up into your results by clicking on the report results and selecting from the menu options.
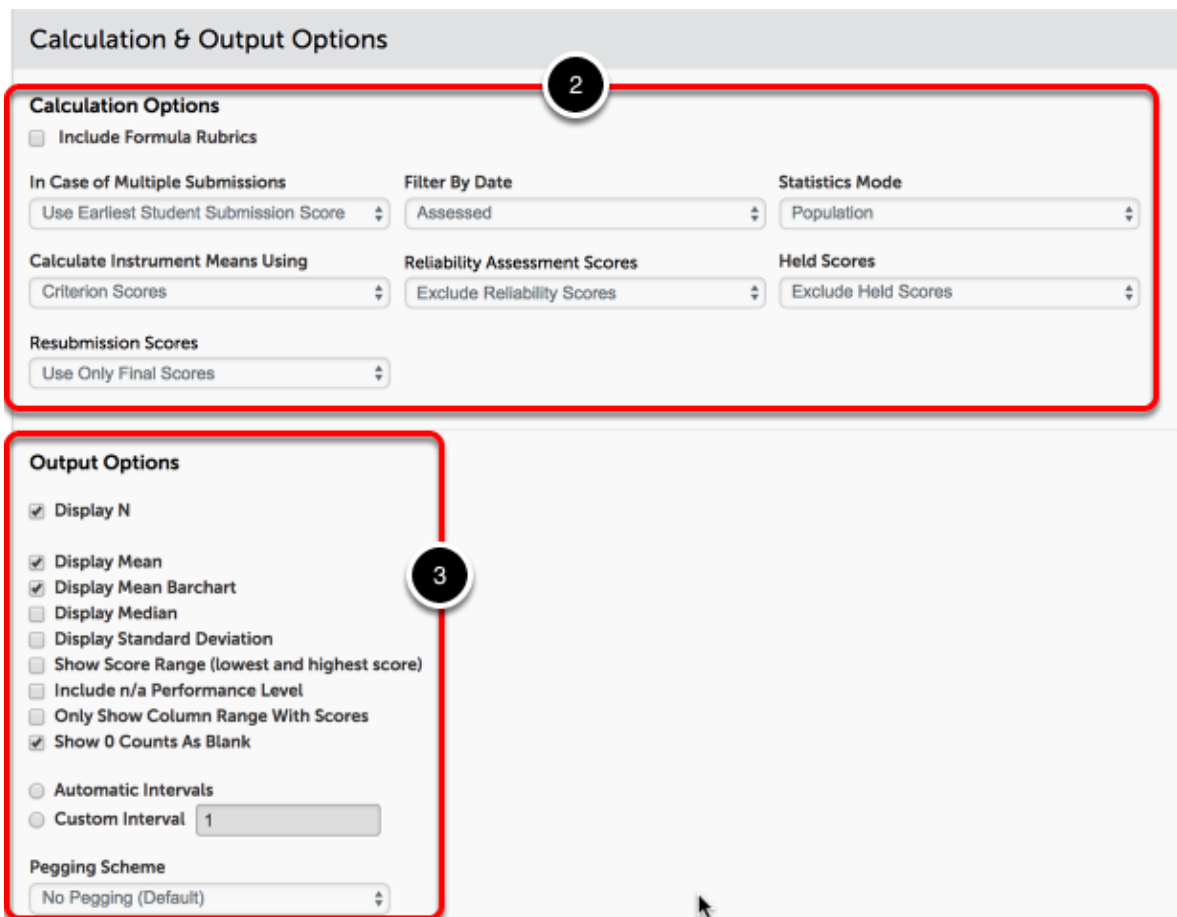
Step 7: Access Report Settings

1. Once you have generated the initial report, click on the **Report Settings** button.

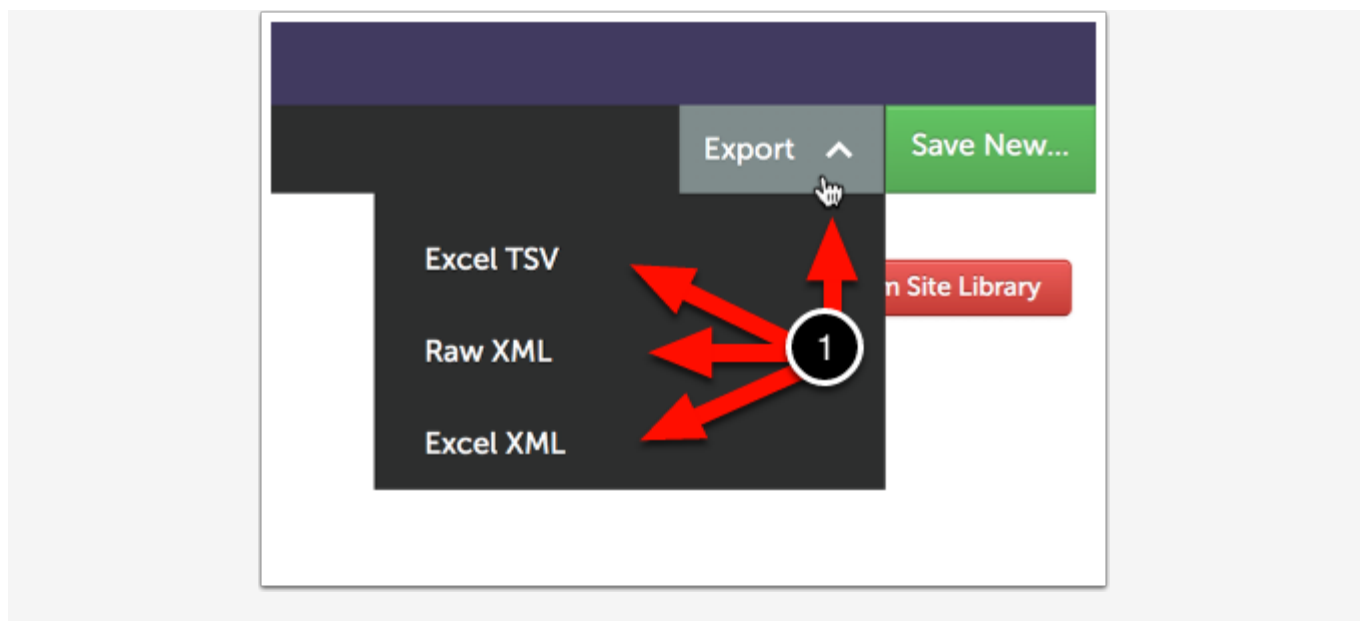## Step 8. Adjust Calculation & Output Options

2. Make any necessary adjustments to the **Calculation Options**.

3. Make any necessary adjustments to the **Output Options**.
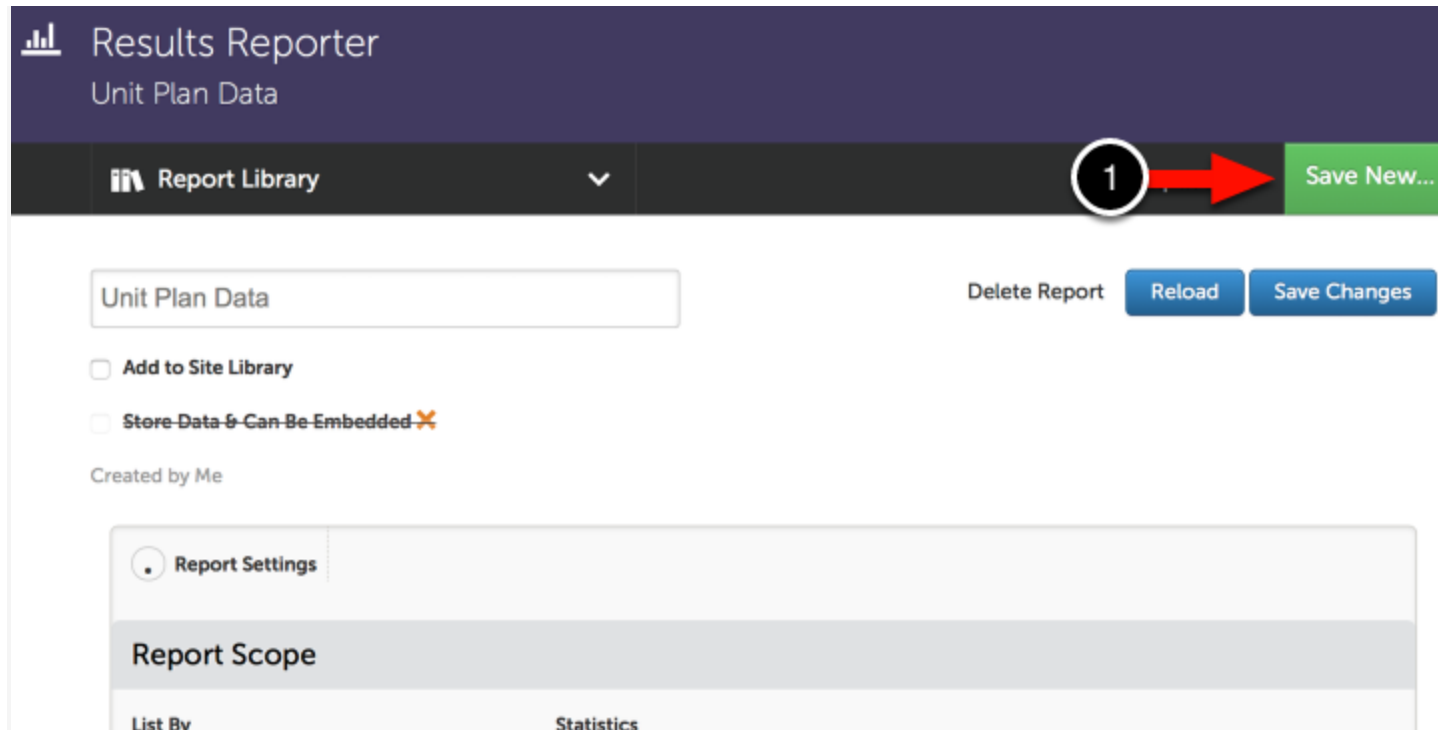
Step 9. Generate Report
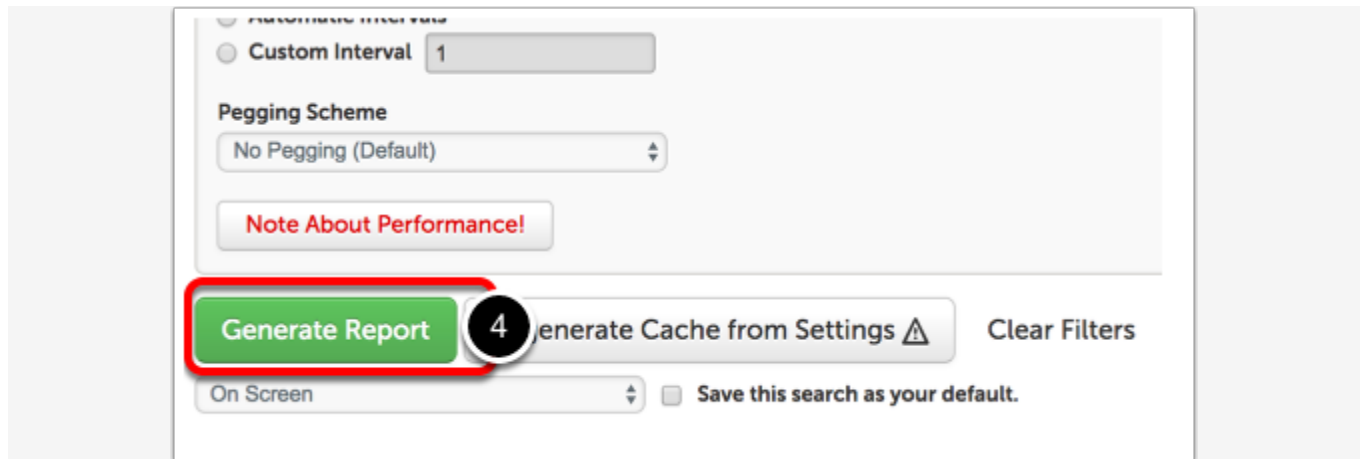
4. Click on the **Generate Report** button to create the new report with your changes.
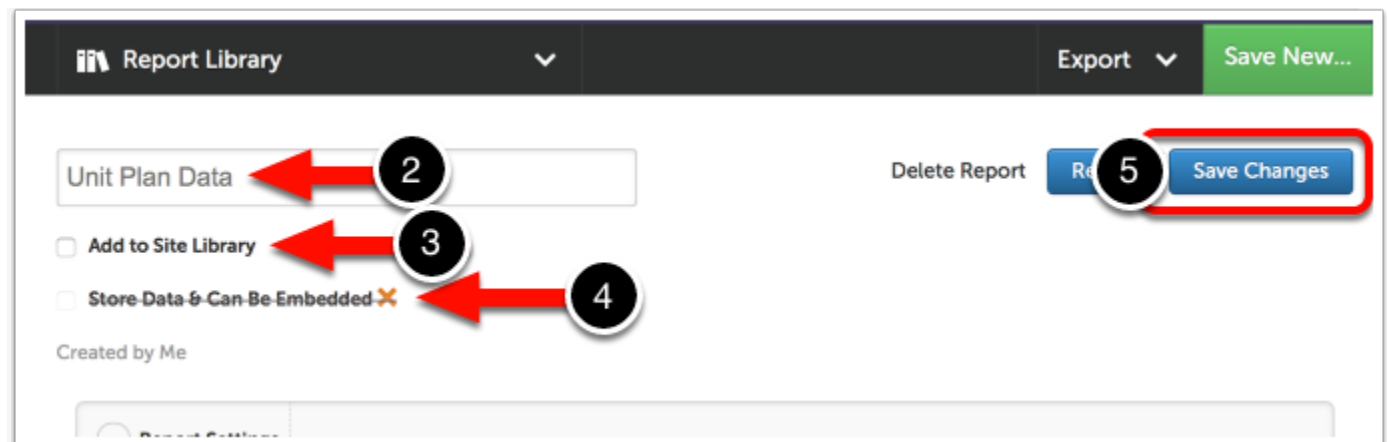
Step 10. Export Report

1. Click on the **Export** menu in the top, right corner of the report and select the desired output option.

Step 11. Save Report As

1. Enter your report parameters and optionally generate your report. Click the **Save New...** button at the top, right corner of your screen.

Step 12. Name and Save Report

2. Enter a **Name** for the saved report.

3. If you would like for other eligible Anthology Portfolio users to access your report select the **Add to Site Library** option.

4. If you would like to store the report data and make the data available for embedment in portfolios, select the **Include Report Data Currently Displayed-Can be Embedded** option.

5. Click on the **Save Report** or **Save Changes** (depending on whether or not this was a prior-saved report).