

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 2

Step 1. Select Report Setup Method: Basic vs. Advanced 3

Step 2. Advanced Filter Options..... 4

Step 3. Generate Report 9

Step 4. Review Report Options 10

Step 5. Browse Results 11

Step 6. Select Data Point to Drill into Sub-Reports 12

Step 7: Access Report Settings..... 14

Step 8. Adjust Calculation & Output Options 15

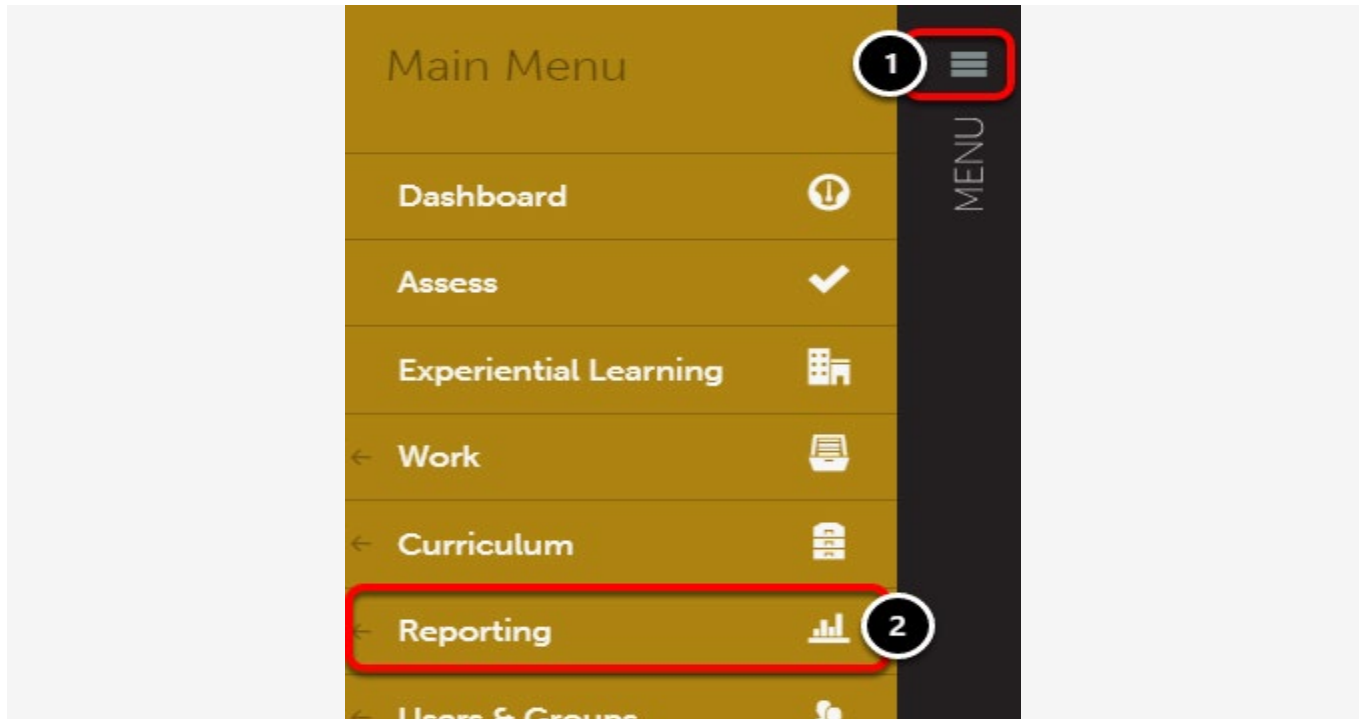
Step 9. Generate Report..... 15

Step 10. Export Report..... 15

Step 11. Save Report As..... 16

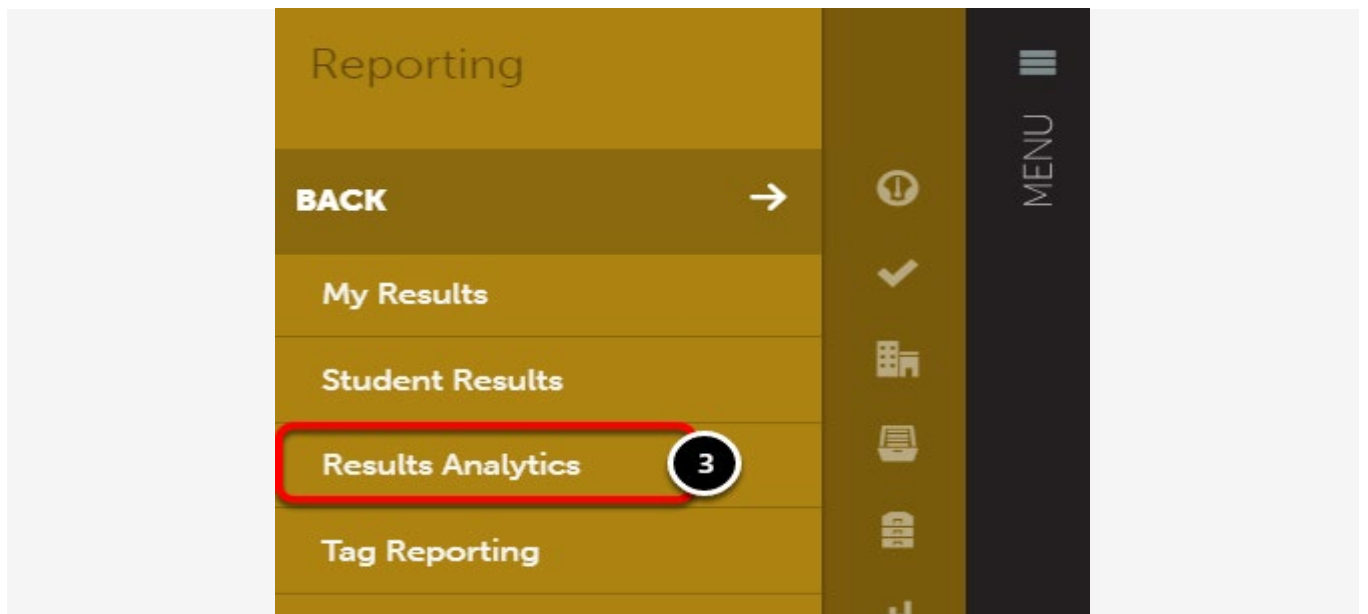
Step 12. Name and Save Report..... 16

Access the Results Analytics



1. Click on the **Main Menu** icon.

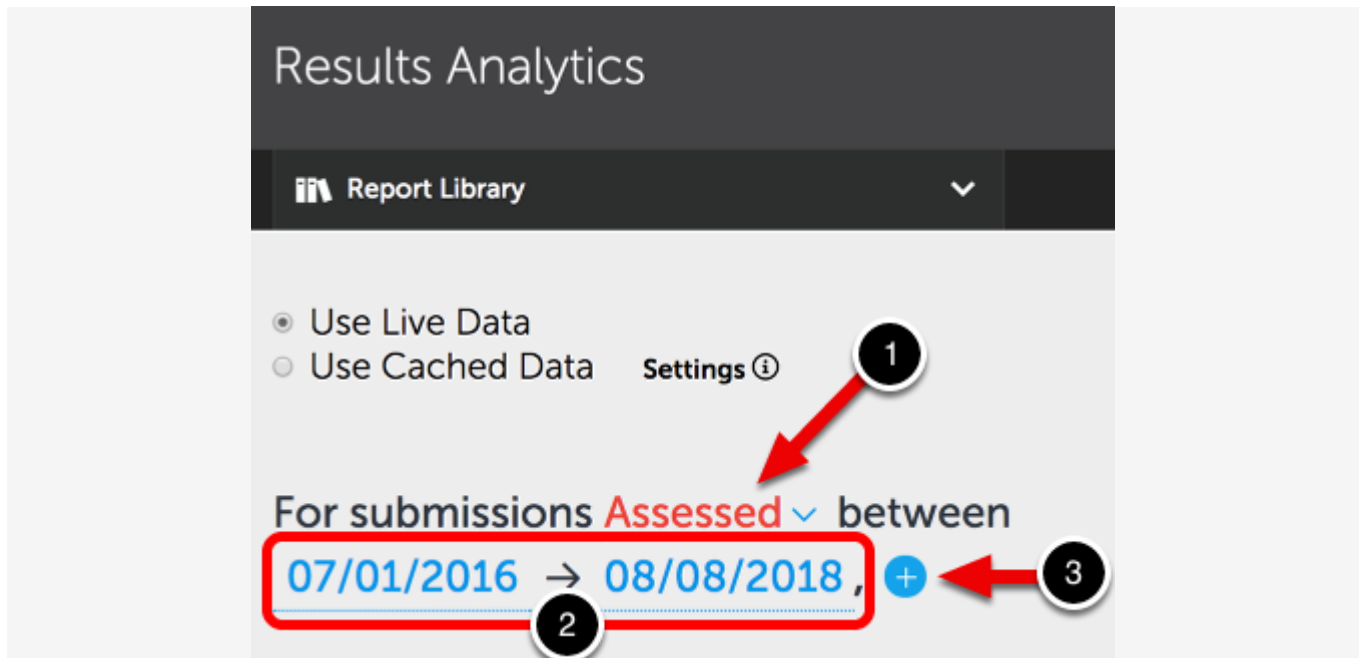
2. Select **Reporting**.



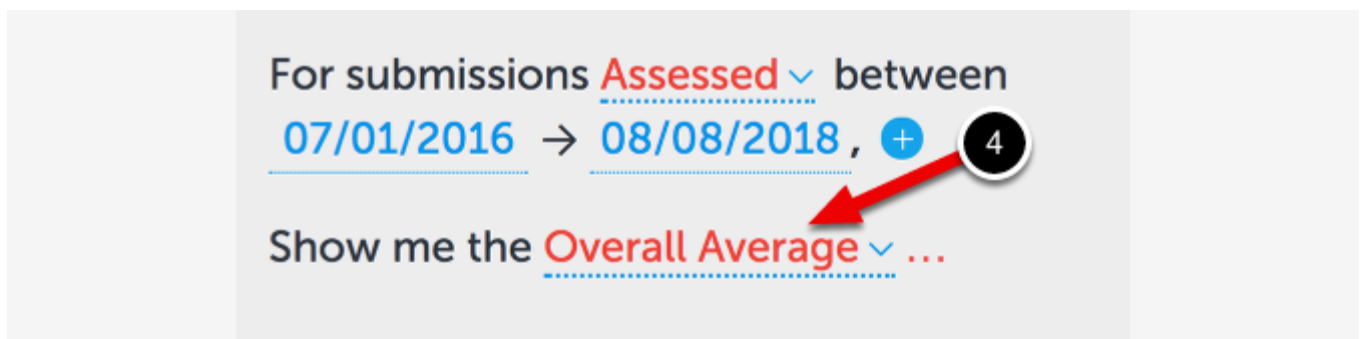
3. Select **Results Analytics**.

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**.



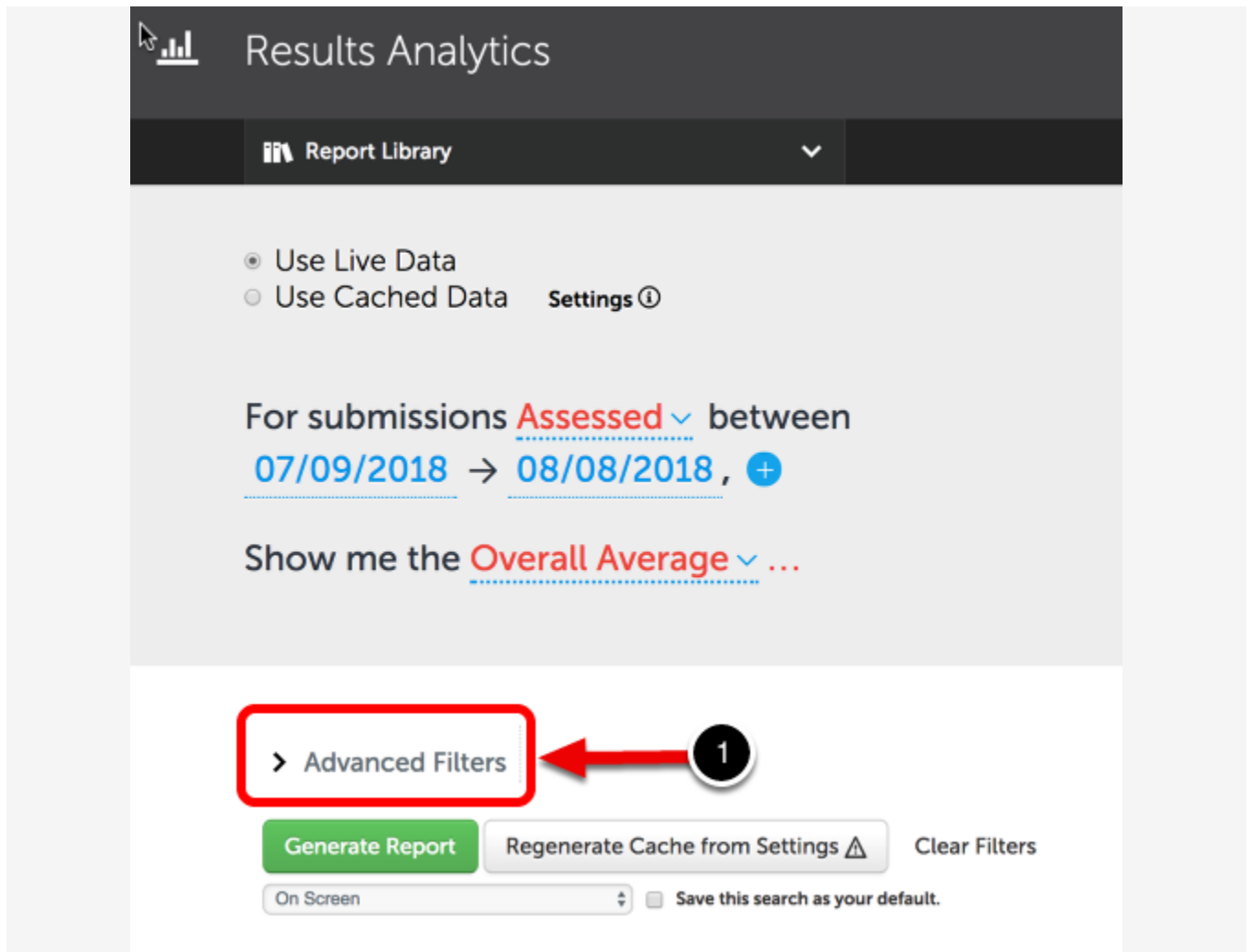
Once you have clicked on each setting option as they appear, you will end up with report settings that look similar to the one in the image above.

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.



Results Analytics

Report Library

Use Live Data
 Use Cached Data [Settings](#)

For submissions **Assessed** between
07/09/2018 → **08/08/2018**, +

Show me the **Overall Average** ...

> **Advanced Filters**

Generate Report **Regenerate Cache from Settings** **Clear Filters**

On Screen Save this search as your default.

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

Report Scope



Report Scope

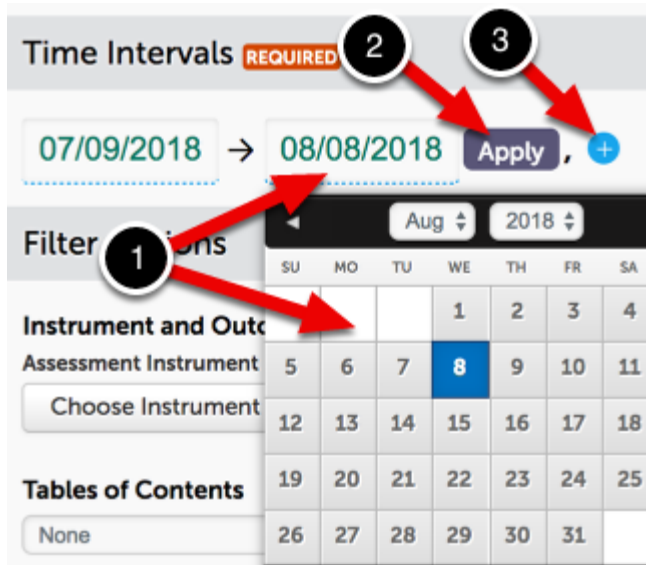
List By **Assessment Instrument**

Statistics **Overall Average**

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.).

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.

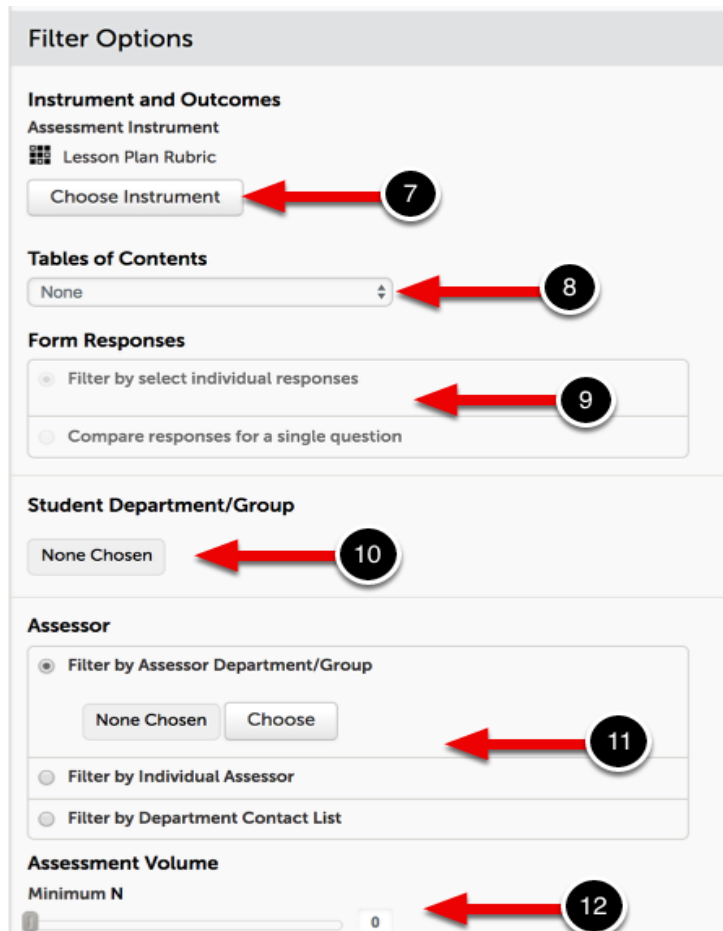
Filter Options

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 exist for the select Assessment Instrument or Outcome Set in order to be included in your report.

Calculation & Output Options

The screenshot shows the 'Calculation & Output Options' interface. It is divided into two main sections: 'Calculation Options' and 'Output Options'. A red box highlights the 'Calculation Options' section, which includes several dropdown menus and checkboxes. A red arrow points from callout 13 to the 'Include Formula Rubrics' checkbox. Another red arrow points from callout 14 to the 'Display Mean Barchart' checkbox. A third red arrow points from callout 15 to the 'No Pegging (Default)' dropdown menu. The 'Output Options' section includes a list of checkboxes for various display options and a section for 'Automatic Intervals' with a 'Custom Interval' input field set to '1'. The 'Pegging Scheme' dropdown is set to 'No Pegging (Default)'.

Calculation & Output Options

Calculation Options

- Include Formula Rubrics
- In Case of Multiple Submissions: Include All Submissions
- Filter By Date: Assessed
- Statistics Mode: Population
- Calculate Instrument Means Using: Criterion Scores
- Reliability Assessment Scores: Exclude Reliability Scores
- Held Scores: Exclude Held Scores
- Resubmission Scores: Use Only Final Scores

Output Options

- Display N
- Display Unique Student Counts
- Display Mean
- Display Mean Barchart
- Display Median
- Display Standard Deviation
- Show Score Range (lowest and highest score)
- Include n/a Performance Level
- Only Show Column Range With Scores
- Show 0 Counts As Blank
- Automatic Intervals
- Custom Interval: 1

Pegging Scheme: No Pegging (Default)



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

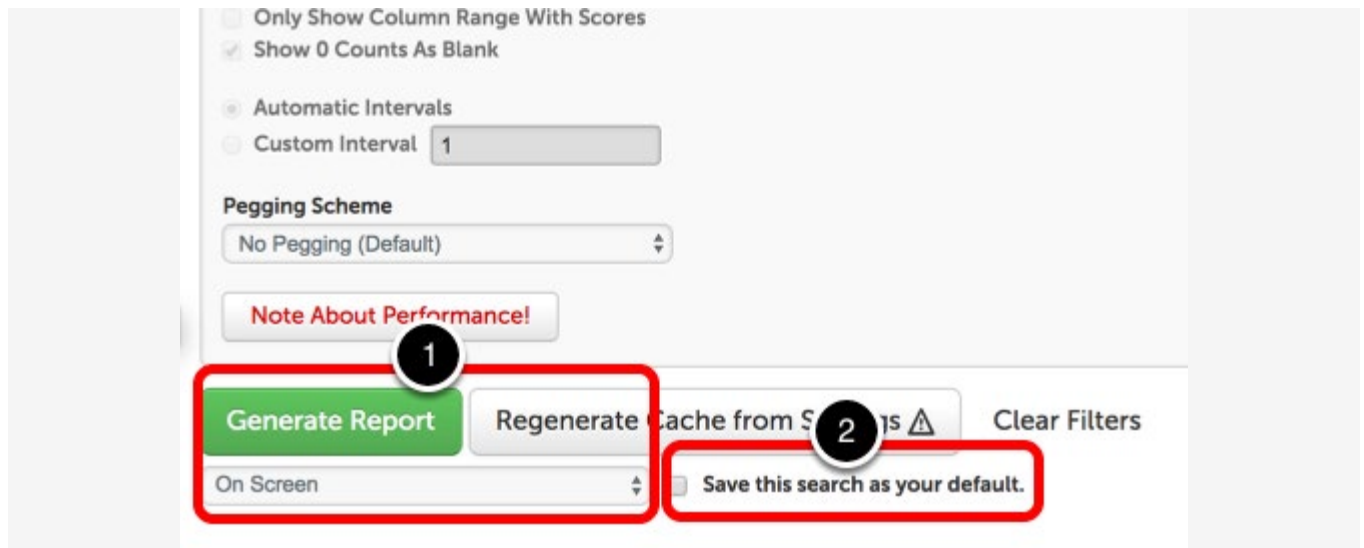
Select the output options you wish to include in your report by clicking on the associated checkboxes.

15. Pegging Scheme

If you 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

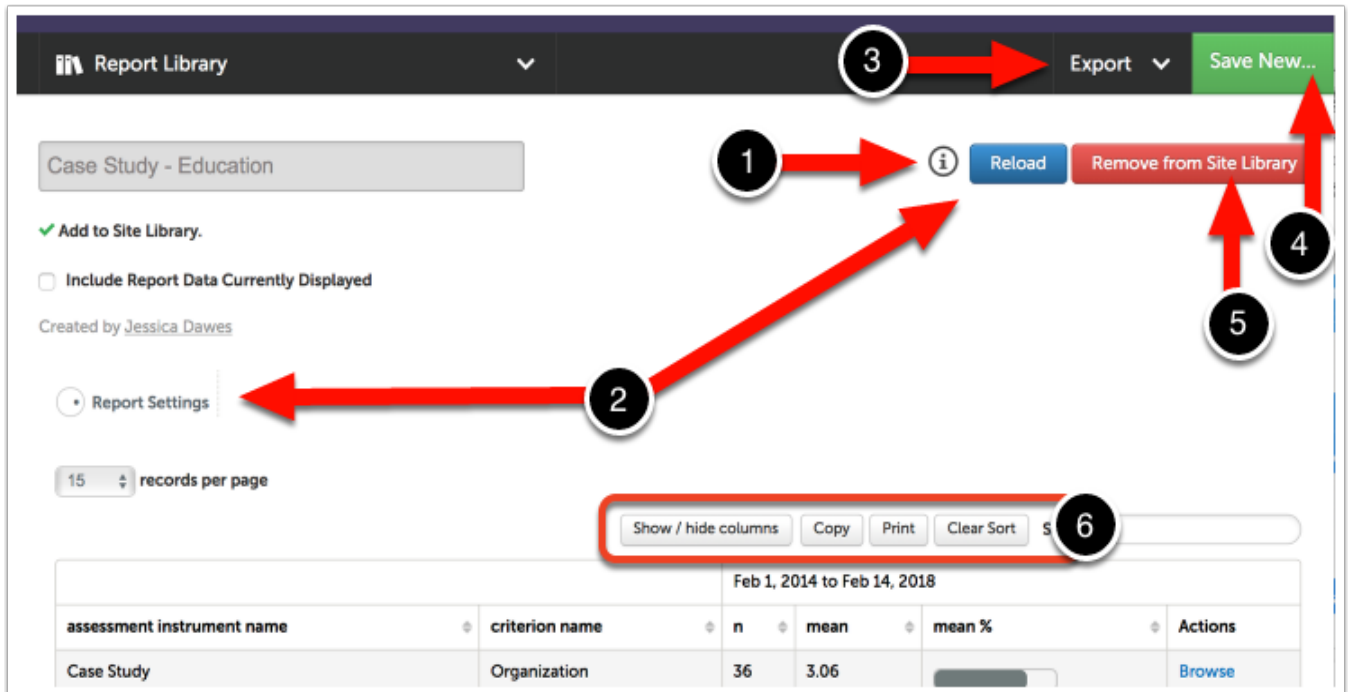


16. Optionally select to **Save this search as your default.**

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



The screenshot shows the 'Report Library' interface for a report titled 'Case Study - Education'. The interface includes a top navigation bar with 'Report Library', 'Export', and 'Save New...' buttons. Below the title, there are options to 'Add to Site Library' (checked), 'Include Report Data Currently Displayed' (unchecked), and 'Report Settings'. A table below shows the report data for the period 'Feb 1, 2014 to Feb 14, 2018'. The table has columns for 'assessment instrument name', 'criterion name', 'n', 'mean', 'mean %', and 'Actions'. The 'Actions' column for 'Case Study' has a 'Browse' link. A toolbar above the table includes 'Show / hide columns', 'Copy', 'Print', 'Clear Sort', and a search box. Red arrows and numbered callouts (1-6) highlight specific features: 1. Info icon, 2. Report Settings, 3. Export dropdown, 4. Save New... button, 5. Remove from Site Library button, and 6. Report table options.

assessment instrument name	criterion name	n	mean	mean %	Actions
Case Study	Organization	36	3.06		Browse

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.

• Report Settings

15 records per page Show / hide columns Clear Sort Copy CSV Print Search:

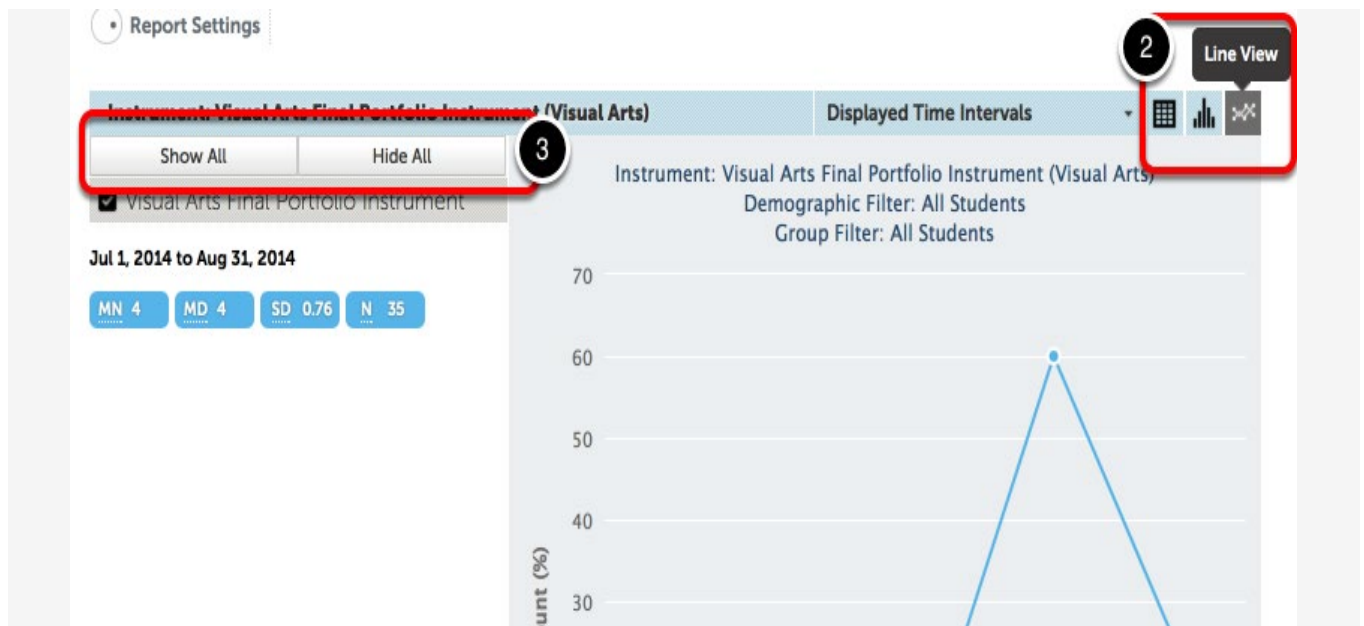
Jul 1, 2014 to Aug 31, 2014				
assessment instrument name	n	mean	mean %	Actions
Visual Arts Final Portfolio Instrument	35	4.00	<div style="width: 100%;"></div>	1 Browse

← Previous 1 Next → Showing 1 to 1 of 1 entries

Step 5. Browse Results

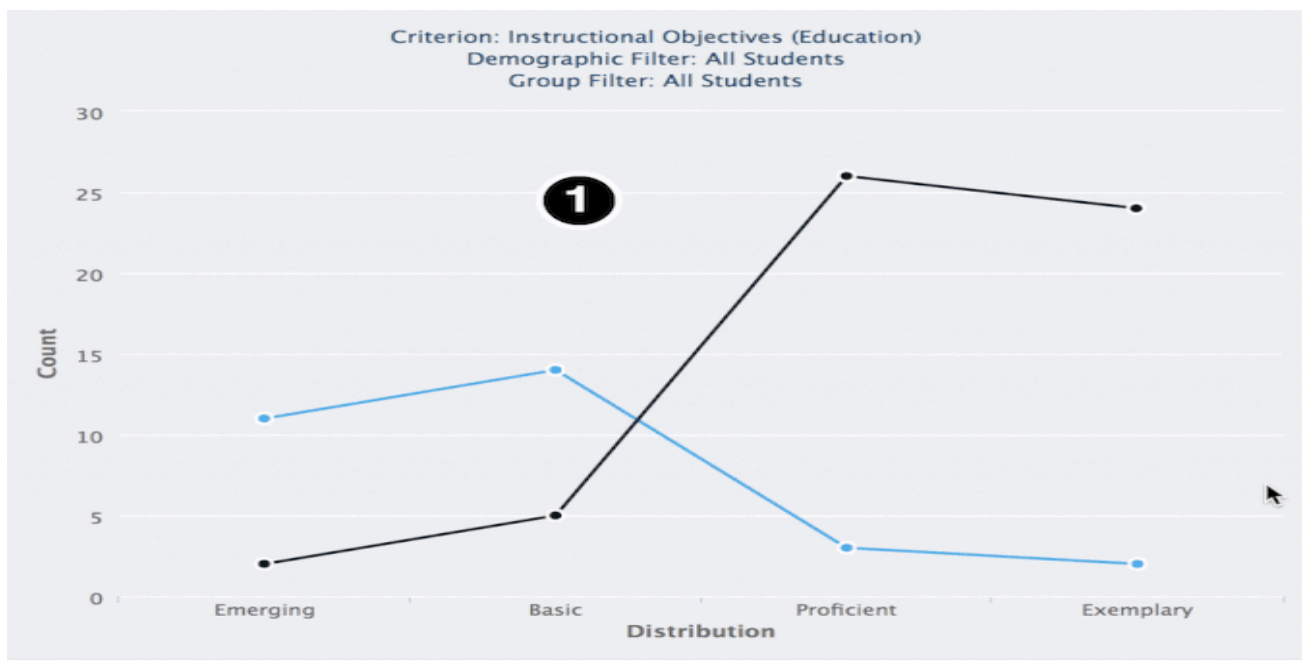
To begin browsing your report and drilling down into the results:

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.

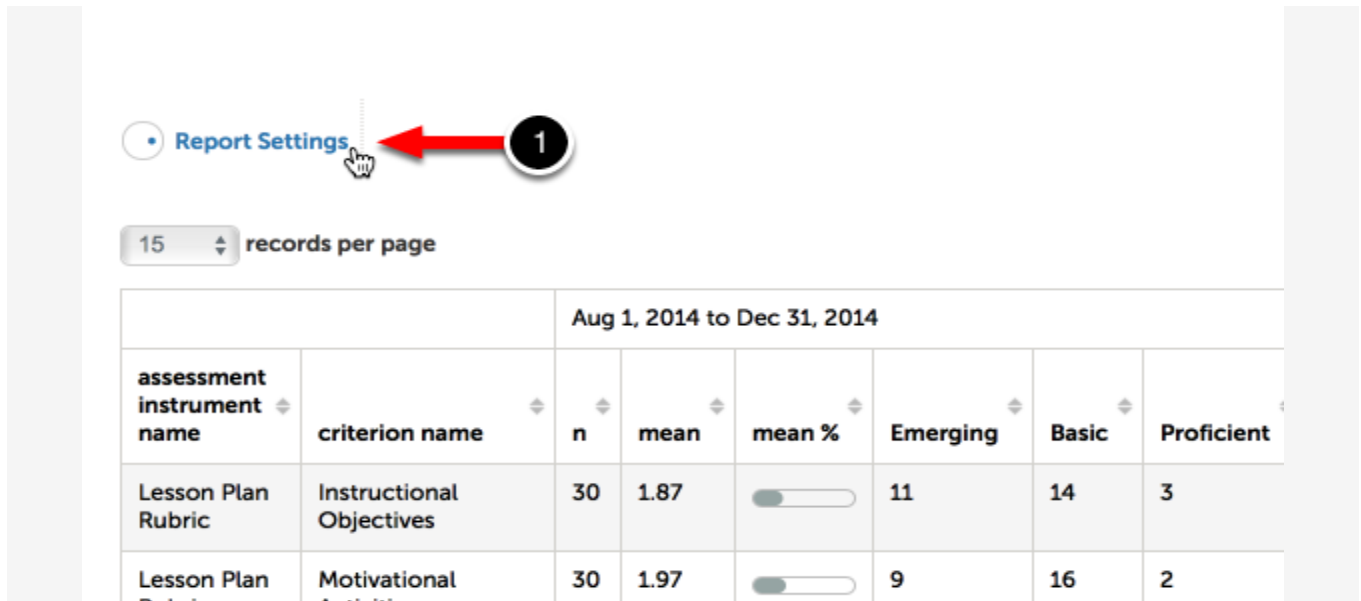
If you would like to include the name of the assessor and comments in your report, select the **Instrument Criterion Scores by Student/Date** option. Next, click adjust the Report Settings option to select to include these options.

				Aug 1, 2014 to Dec 31, 2014			
student name	student number	assessment instrument name	criteria name	n	mean	median	standard deviation
Aldridge, Lily	6353848	Lesson Plan Rubric	Instructional Objectives	1	2.00	2.00	0.00
Anderson, Kim		Lesson Plan Rubric	Instructional Objectives	2	2.00	2.00	1.00
Banks, Tina		Lesson Plan Rubric	Instructional Objectives	1	2.00	2.00	0.00
Bentley, Lindsey		Lesson Plan Rubric	Instructional Objectives	5	2.00	2.00	1.00
Calvert, Ian		Lesson Plan Rubric	Instructional Objectives	10	2.00	2.00	1.00
Carlito,	7236352	Lesson Plan	Instructional	1	1.00	1.00	0.00

- Drill up to criterion
- Drill up to student
- Drill up to instrument by student**
- Drill up to outcome by student
- Related Information

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



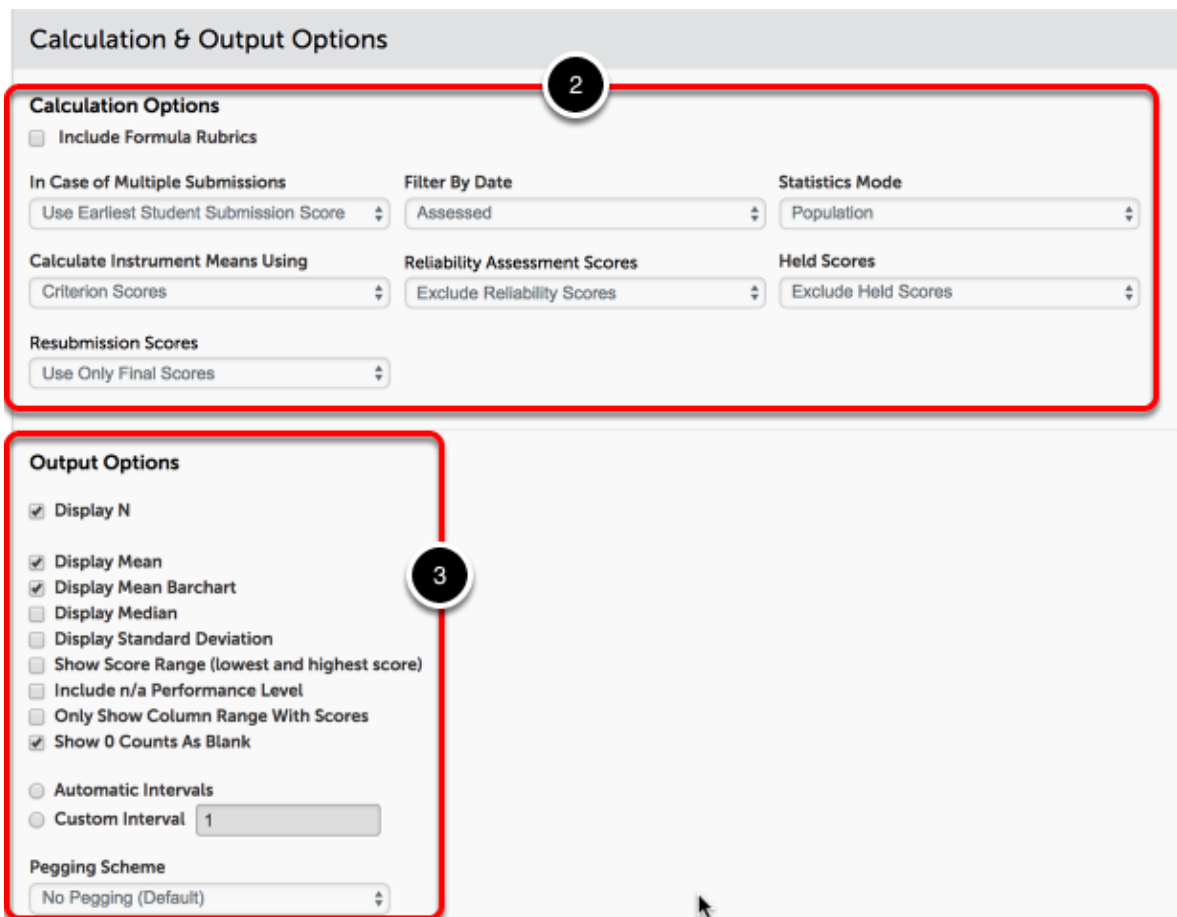
• **Report Settings**

15 records per page

Aug 1, 2014 to Dec 31, 2014

assessment instrument name	criteria name	n	mean	mean %	Emerging	Basic	Proficient
Lesson Plan Rubric	Instructional Objectives	30	1.87	<input type="range"/>	11	14	3
Lesson Plan Rubric	Motivational Activities	30	1.97	<input type="range"/>	9	16	2

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



Calculation & Output Options

Calculation Options

Include Formula Rubrics

In Case of Multiple Submissions: Use Earliest Student Submission Score

Filter By Date: Assessed

Statistics Mode: Population

Calculate Instrument Means Using: Criterion Scores

Reliability Assessment Scores: Exclude Reliability Scores

Held Scores: Exclude Held Scores

Resubmission Scores: Use Only Final Scores

Output Options

Display N

Display Mean

Display Mean Barchart

Display Median

Display Standard Deviation

Show Score Range (lowest and highest score)

Include n/a Performance Level

Only Show Column Range With Scores

Show 0 Counts As Blank

Automatic Intervals

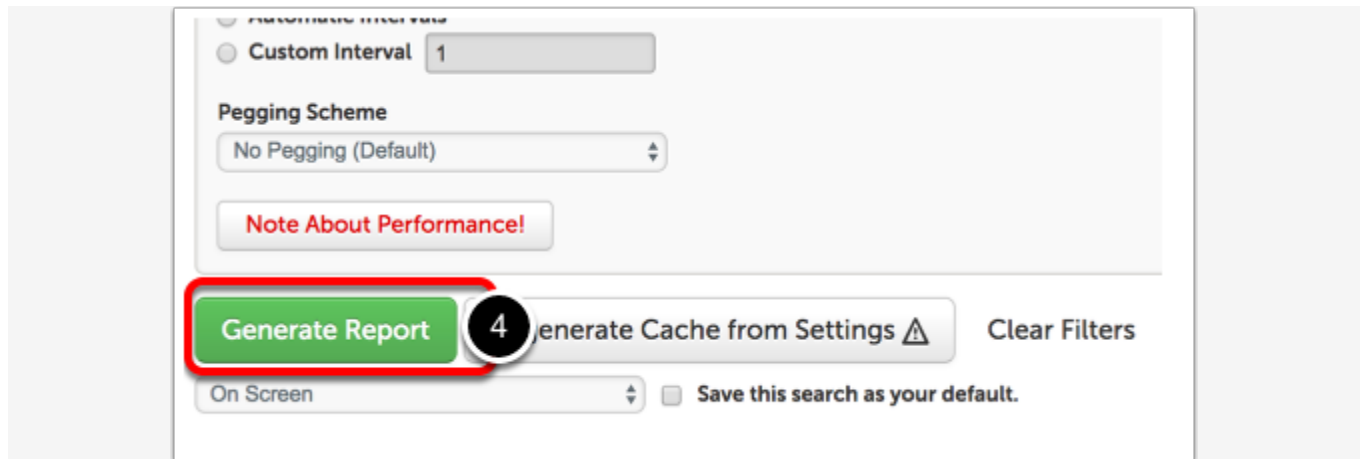
Custom Interval: 1

Pegging Scheme: No Pegging (Default)

Step 8. Adjust Calculation & Output Options

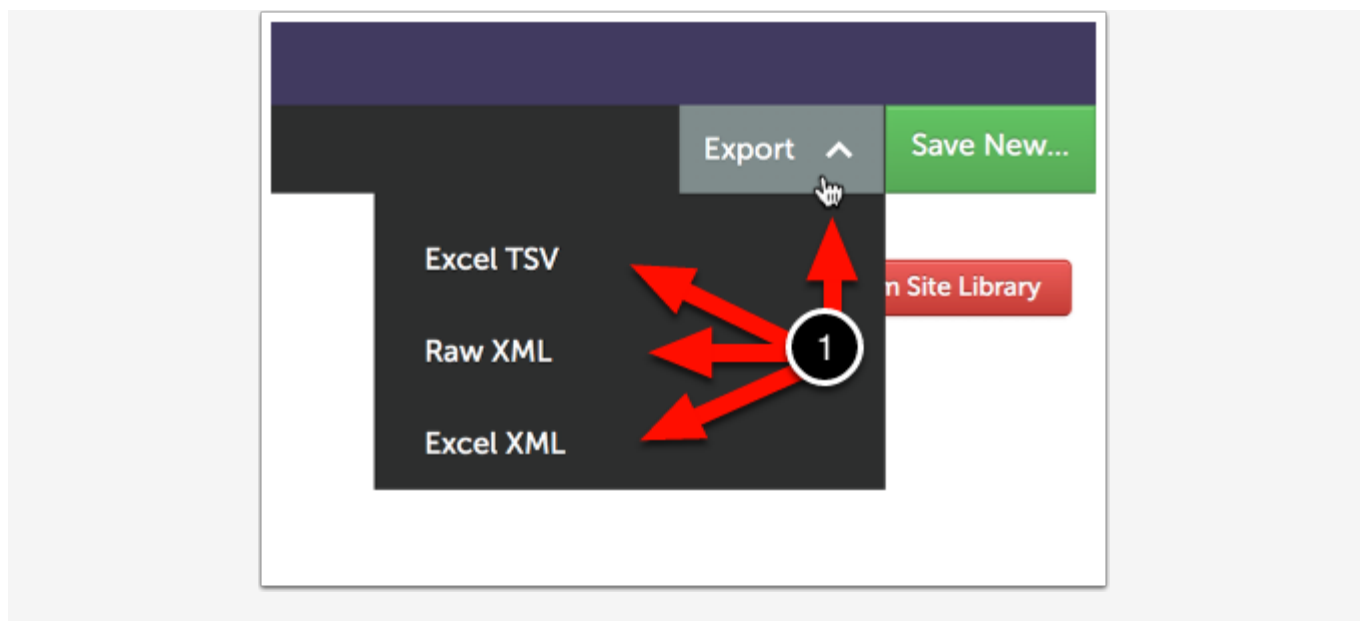
2. Make any necessary adjustments to the **Calculation Options**.
3. Make any necessary adjustments to the **Output Options**.

Step 9. Generate Report



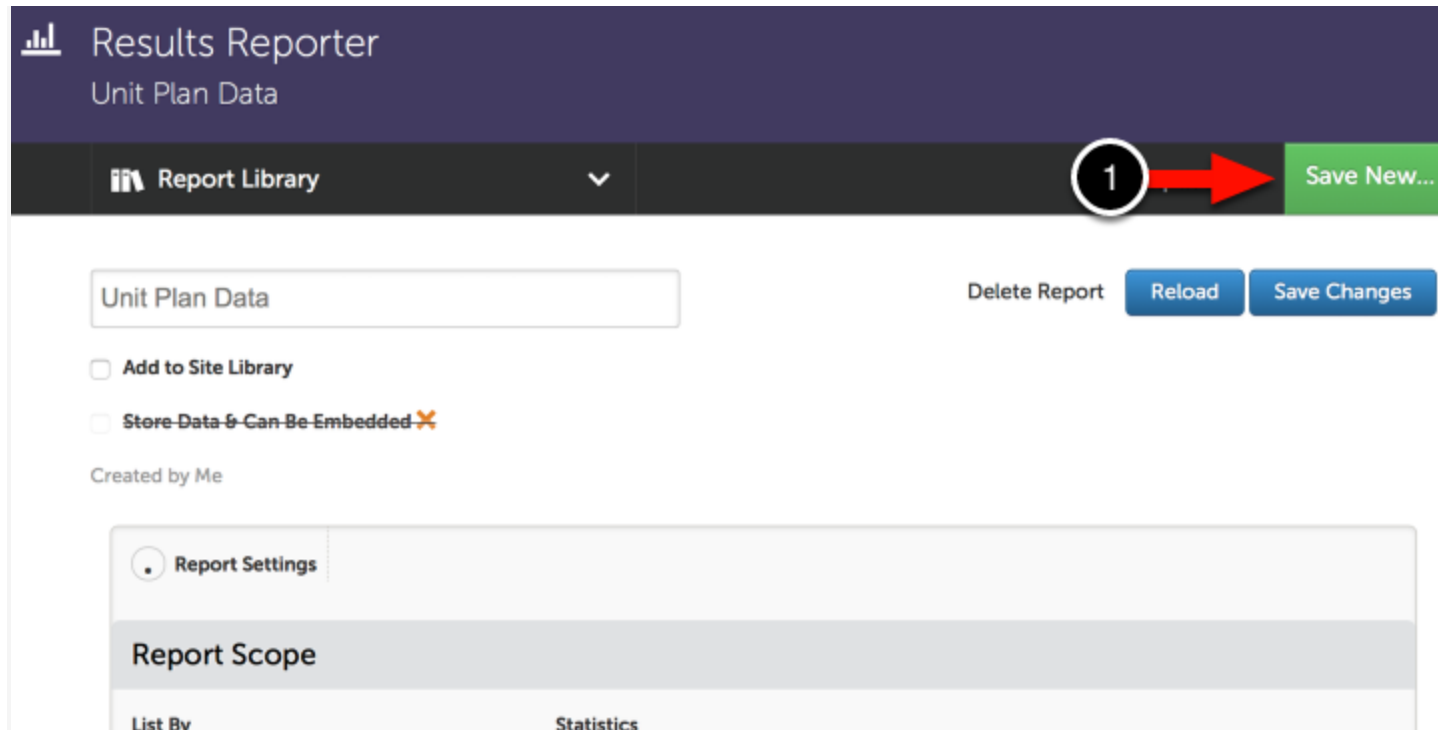
4. Click on the **Generate Report** button to create the new report with your changes.

Step 10. Export Report



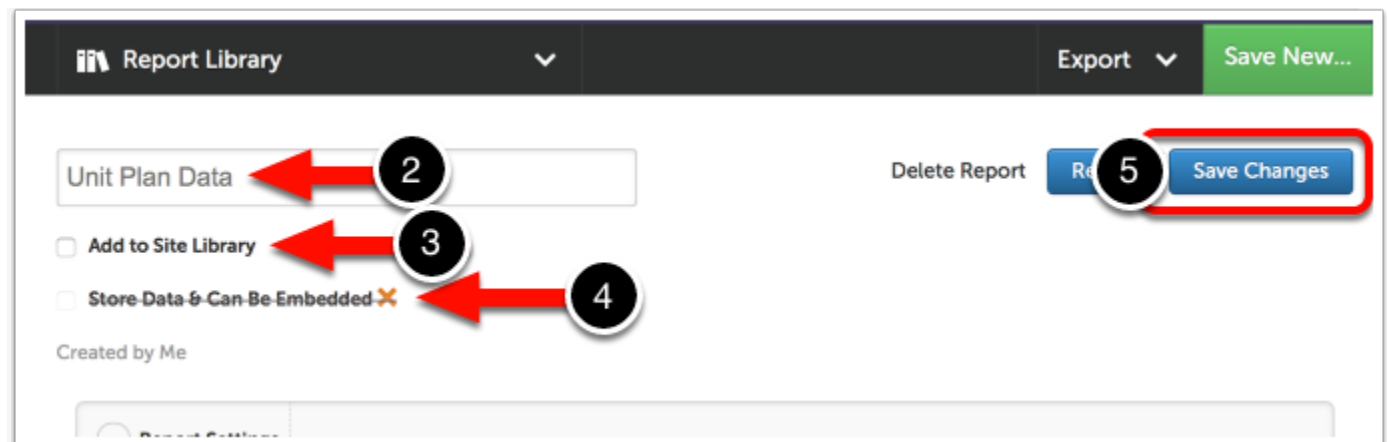
1. Click on the **Export** menu in the top, right corner of the report and select the desired output option.

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).