TEACHER EDUCATION ASSESSMENT PORTAL

How to View/Export Report

1. Go to https://discover.education.purdue.edu/eval and log in with your Purdue username and password.
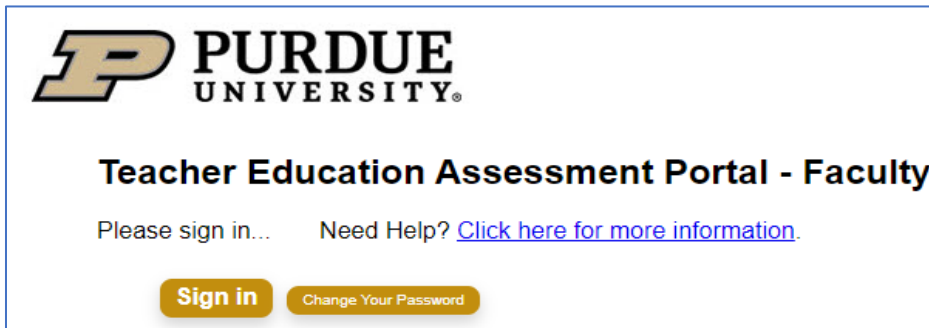
2. If you are prompted for a sign-up keycode, email EdIT@purdue.edu and we will send you the keycode

3. Once you log in, choose your program from the program list to enter the program
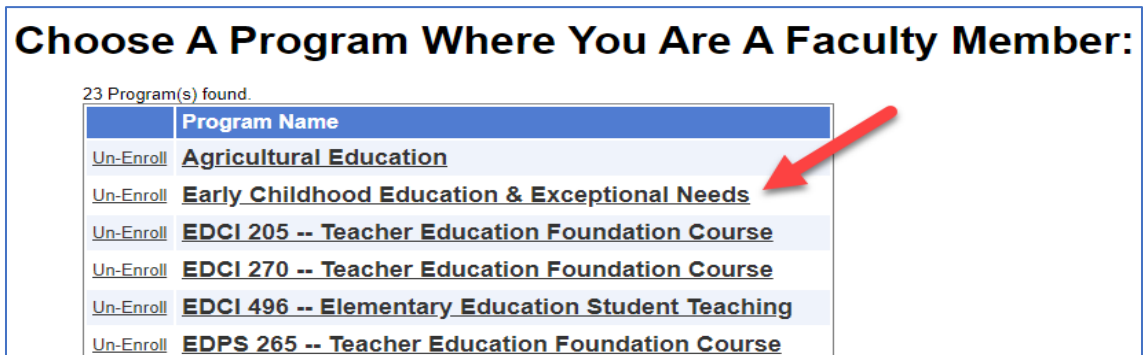
4. On the main program page, scroll to the list of assessments, locate an assessment by **semester** and **year** and click the **"Report/ Export"** link to see all completed evaluations for that assessment form.

- On the page that opens, select the needed **Semester** and **Year** from the dropdown boxes, or leave them blank to see all data. The link will be directed to the following page where all completed evaluations can be exported by clicking on "Export to CSV" button to **download the data and open in Excel.**

- **OR** scroll to the completed evaluation in the program and click **"View Program Evaluation"** to see all the completed evaluations for that assessment form.

- Completed evaluations can be filter course, semester, and year in order to export specific assessments for reporting

Completed Evaluations In This Program:

Filter By Course: [▾] Section: [▾] Semester: [Spring ▾] Year: [2019 ▾] Last Name: [ ] [Filter List] [Reset]

EDIT 10100
EDIT 10200
EDIT 10300
TEST 00000

16 Evaluation(s) F[ ]CSV Show Max Score: ☐

	EvalID	Ass...		Stu LName	Stu FName	Course	Section	Instructor
View	3918	EdIT - Four Level With Rationale Standalone Textbox		Frisbie	Richard D	EDIT 10300	This is a very long section name - #3	Evans, Robert F
View	3917	EdIT - Four Level Rubric Low To High - With Standard Textboxes		Account	Test	EDIT 10300	This is a very long section name - #1	Evans, Robert F
View	3916	EdIT - Four Level With Rationale Standalone Textbox		Account	Test	EDIT 10300	This is a very long section name - #1	Evans, Robert F

5. Finally, completed evaluations can be exported in in CSV format in the Faculty Portal. CSV files can be opened on Excel.

Completed Evaluations In This Program:

Filter By Course: [▾] Section: [▾] Semester: [Spring ▾] Year: [2019 ▾] Last Name: [ ] [Filter List]

16 Evaluation(s) Found. [Export to CSV] Show Max Score: ☐

	EvalID	Assessment		Stu LName	Stu FName	Course	Section	
View	3918	EdIT - Four Level With Rationale Standalone Textbox		Frisbie	Richard D	EDIT 10300	This is a very long section name - #3	

6. For report generation, the excel file should contain all the criterion scores besides the total and average scores.

AutoSave ● Off   2020-08-27-15-10-55 Assessment System Report.CSV   Search

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① POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. [Don't show again]

A1   #

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	FName	Email	Semester	Year	Assessme	Course	Section	Instructor	Evaluator	Eval Date	TotalScor	AverageSc							
2											58	2.42	2	3	2	3	3	2	2
3											59	2.46	2	3	2	2	3	2	2
4											63	2.33	2	3	1	2	3	2	2
5											41	1.52	2	2	1	2	2	1	1
6											74	2.74	3	3	2	2	3	2	3
7											46	1.92	2	2	1	1	2	2	1
8											60	2.22	2	2	1	1	2	1	2
9											52	2.17	1	2	1	2	2	1	1
10											48	1.78	2	2	1	2	1	1	1
11											56	2.07	2	2	1	1	2	2	2
12											47	1.74	1	3	1	2	1	1	2

After opening the .CSV file we recommend that you first **"Save As…"** and convert the file to the **.XLSX file format** to retain any formatting and formulas updates you may need to make.

The statistical formulas are at the bottom of each column of scores/criteria and will look something like this:

	A	B	C	D	E	F	G	H	I	J	K
1	#	Semester	Year								
2	1	Spring	2020								
3	2	Spring	2020								
4	3	Spring	2020								
5	4	Spring	2020								
6	5	Spring	2020								
7	6	Spring	2020								
8	7	Spring	2020								
9	8	Spring	2020								
10	9	Spring	2020								
11	10	Spring	2020								
12	11	Spring	2020								
13	12	Spring	2020								
14	13	Spring	2020								
15	14	Spring	2020								
16	15	Spring	2020								
17	16	Spring	2020								
18											
19					COUNT:	16	16	16	16	16	16
20					MEAN:	3.1875	3.125	3.0625	3.0625	3.1875	3.125
21					STDEV.P:	0.390312375	0.330718914	0.242061459	0.428478413	0.526634361	0.330718914
22					VARIANCE:	0.15234375	0.109375	0.05859375	0.18359375	0.27734375	0.109375
23					MEDIAN:	3	3	3	3	3	3
24					MIN:	3	3	3	2	2	3
25					MAX:	4	4	4	4	4	4
26					MODE:	3	3	3	3	3	3
27					COUNT 1:	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
28					COUNT 2:	0 (0%)	0 (0%)	0 (0%)	1 (6.25%)	1 (6.25%)	0 (0%)
29					COUNT 3:	13 (81.25%)	14 (87.5%)	15 (93.75%)	13 (81.25%)	11 (68.75%)	14 (87.5%)
30					COUNT 4:	3 (18.75%)	2 (12.5%)	1 (6.25%)	2 (12.5%)	4 (25%)	2 (12.5%)

Report Generation: <mark>Manually Calculating</mark> Mean, Standard Deviation, Median, Mode, Maximum and Minimum

1. **Mean:** Click on the cell Q62. Enter the following formula, to find the arithmetic mean of your set of numbers: "=AVERAGE(A:A)" (for this example, "=AVERAGE(Q2:Q60)"). To complete the formula, press "Enter" and the mean of your numbers will appear in the cell.
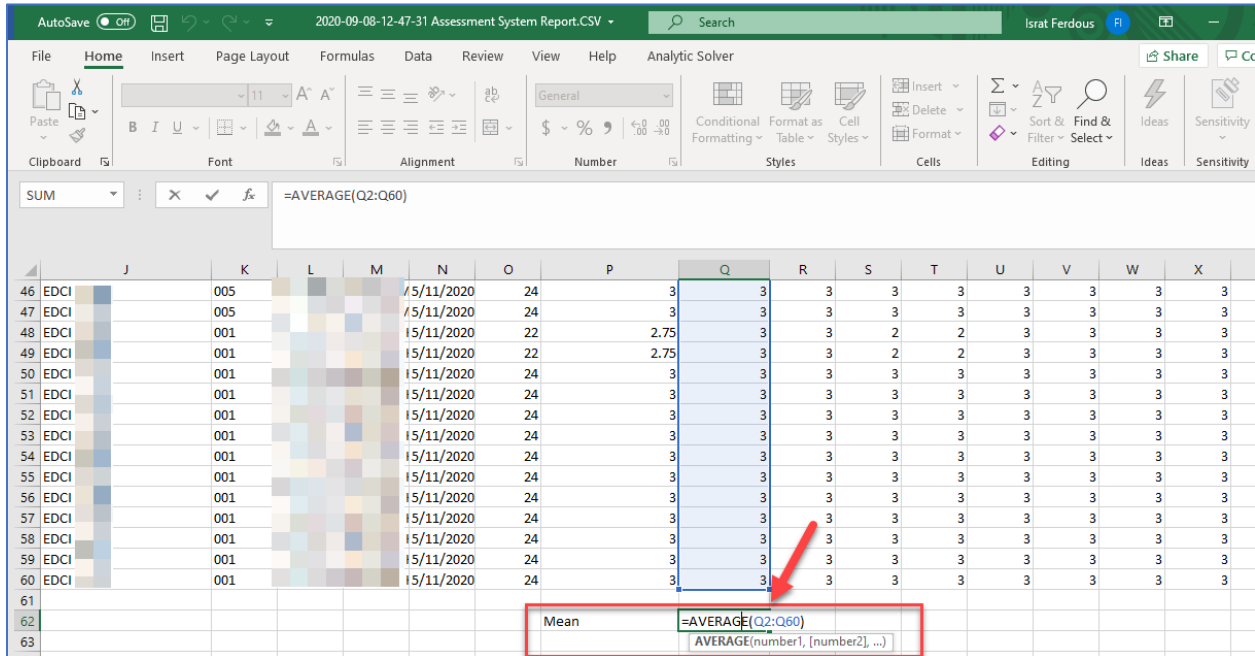
To copy a formula by dragging the fill handle in Excel, please follow these steps:

a. Select the cell that has the formula you want to fill into adjacent cells:
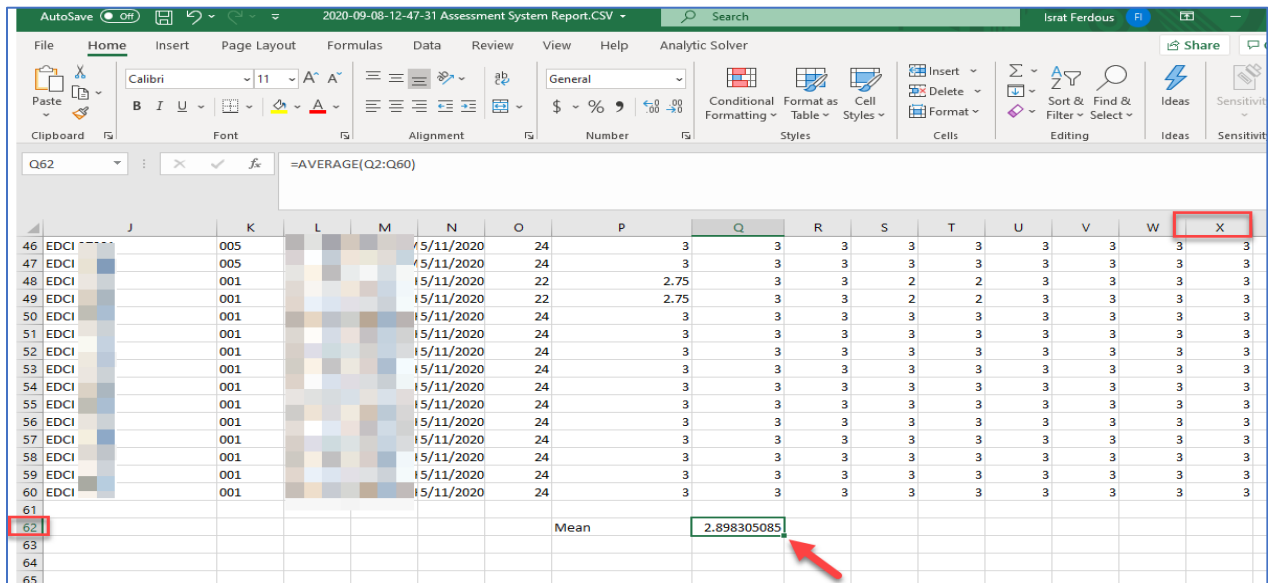
b. Rest your cursor in the lower-right corner so that it turns into a plus sign (+) and drag the fill handle across the cells that you want to fill:
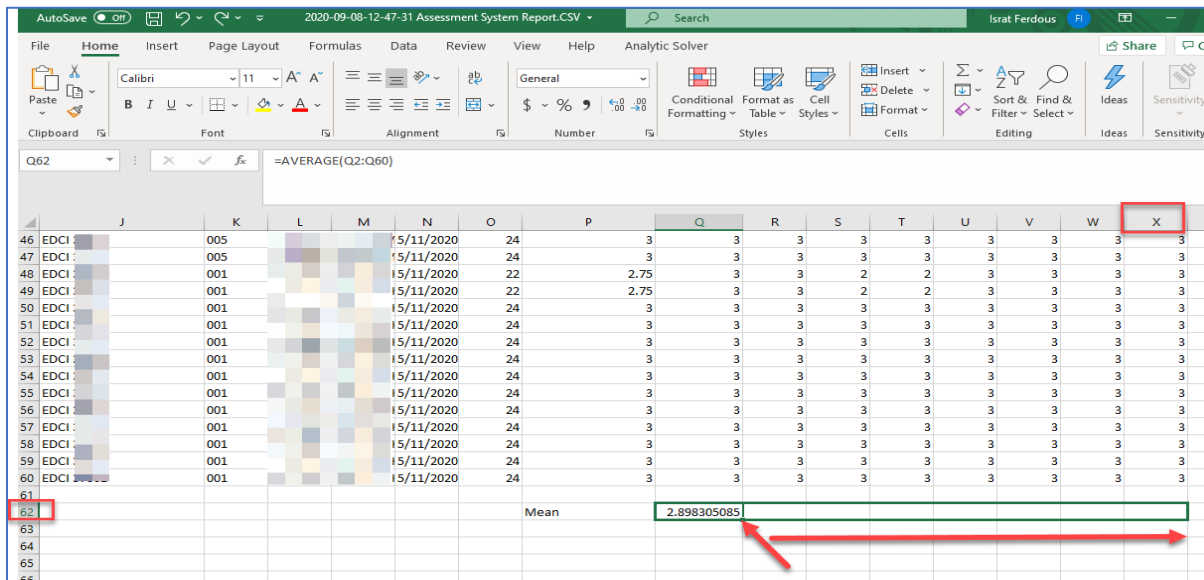
c. When you let go, the formula gets filled into the other cells automatically:
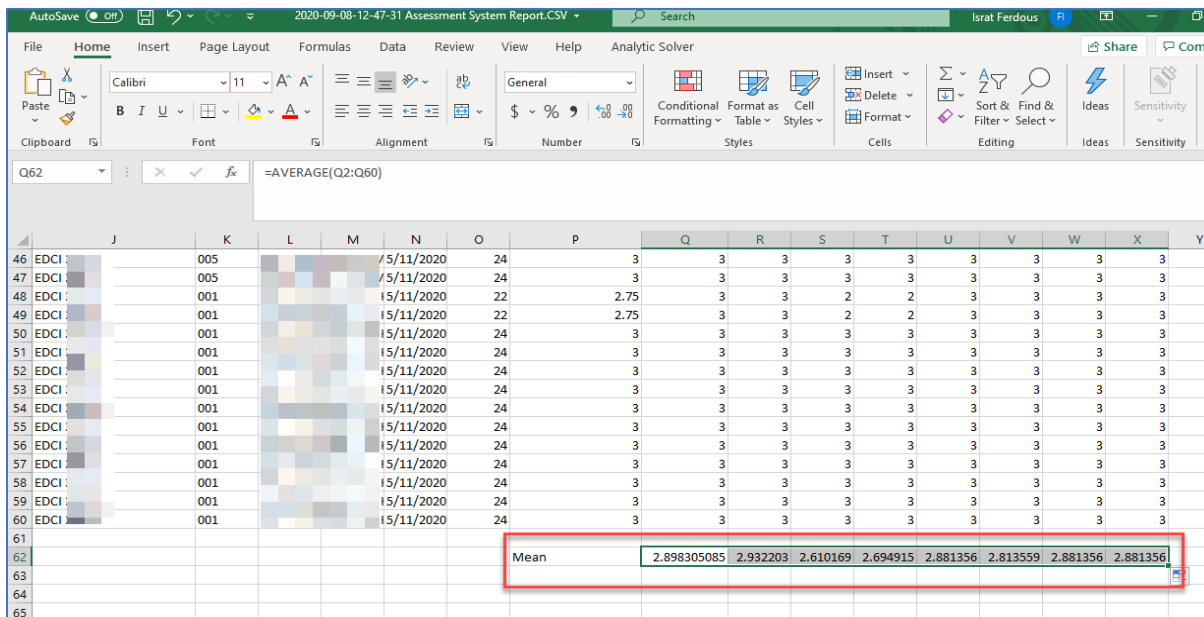
2. **Standard Deviation:** Select cell Q63. Enter the following formula, into the cell: "=STDEV(A:A)" (for this example, "=STDEV(Q2:Q60)"). Press "Enter" and the standard deviation of your set of numbers will appear in the cell.
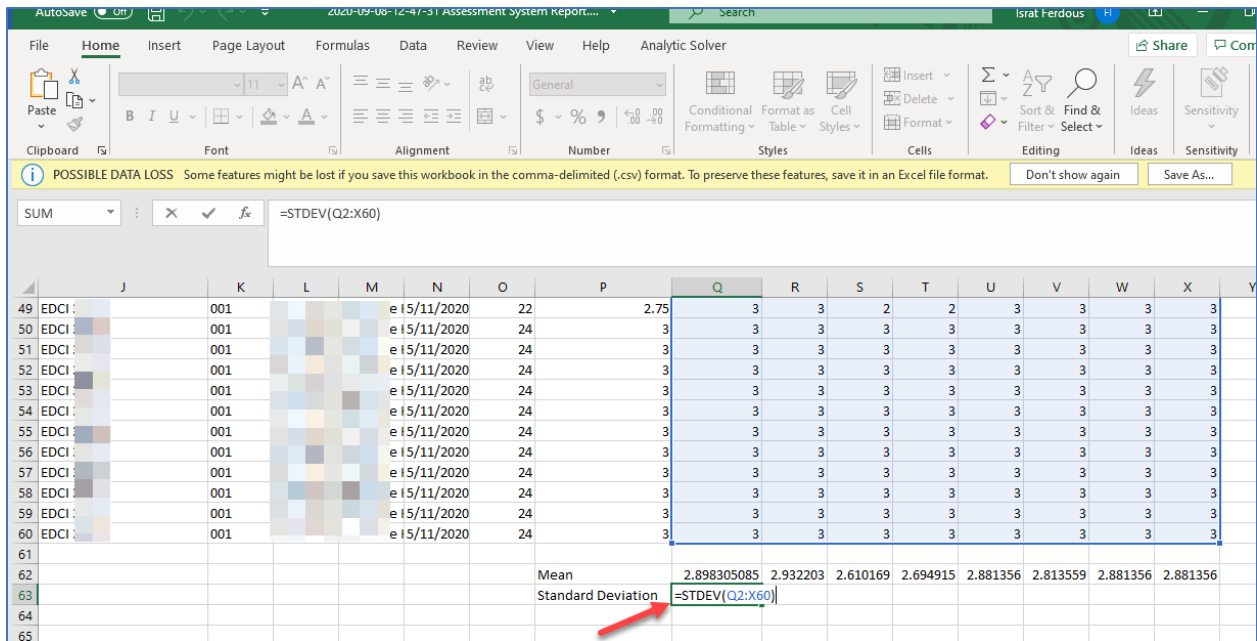
3. **Median:** Select cell Q64. Enter the following formula, into the cell: "=MEDIAN(A:A)" (for this example, "=MEDIAN(Q2:Q60)"). Press "Enter" and the median of your set of numbers will appear in the cell.
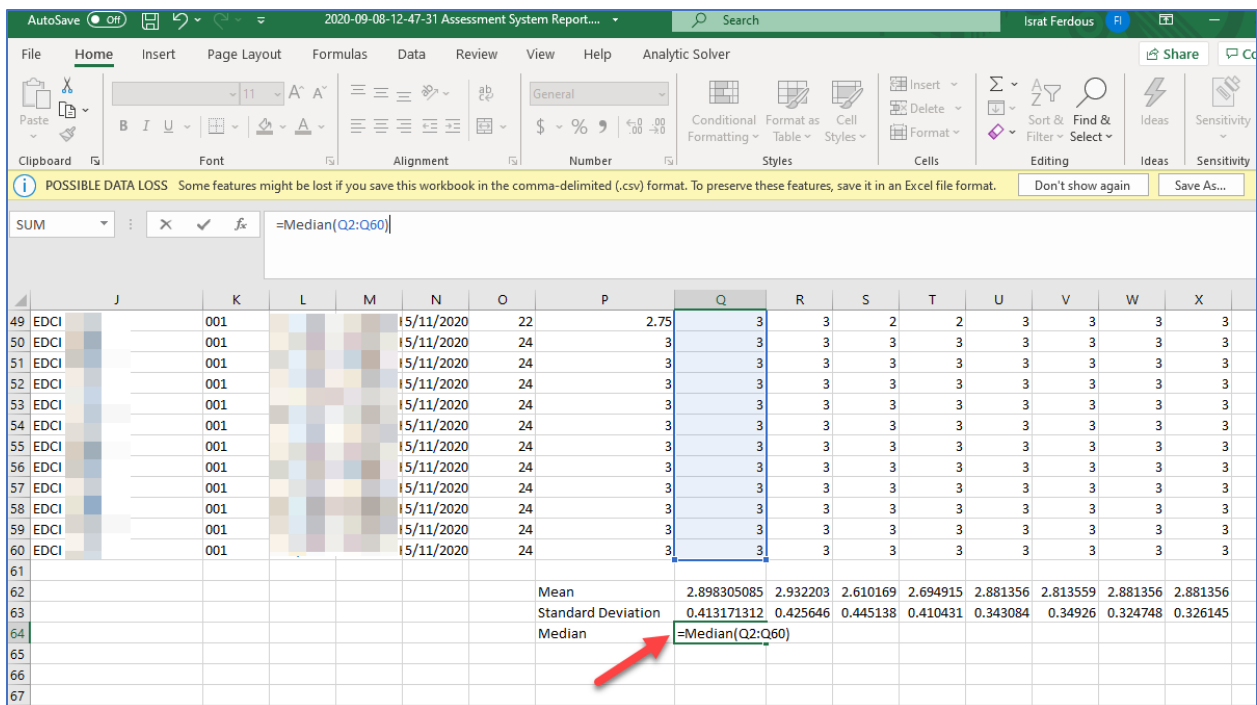
4. **Mode:** Select cell Q65. Enter the following formula, without quotes, into the cell: "=MODE.MULT(A:A)"(for this example, "=MODE.MULT(Q2:Q60)"). Press "Enter" and the cell will display the mode of the data set.

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Paste B I U ⌄ | ⊞ ⌄ | ⌄ A ⌄ | 11 ⌄ A˄ A˅ | ≡ ≡ ≡ ≫ ⌄ | ab | ≡ ≡ ≡ ⇤ ⇥ | ⊞ ⌄ | General | $ ⌄ % ⸴ | ⇤.0 .00 | Conditional Format as Cell | Insert ⌄ Delete ⌄ Format ⌄ | Σ ⌄ A↓Z Sort & Find & Filter ⌄ Select ⌄ | Ideas | Sensitivity

ⓘ POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again   Save As...

SUM ⌄ : × ✓ ƒₓ | =MODE.MULT(Q2:Q60)

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
52	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
53	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
54	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
55	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
56	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
57	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
58	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
59	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
60	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
61															
62							Mean	2.898305085	2.932203	2.610169	2.694915	2.881356	2.813559	2.881356	2.881356
63							Standard Deviation	0.413171312	0.425646	0.445138	0.410431	0.343084	0.34926	0.324748	0.326145
64							Median	3	3	3	3	3	3	3	3
65							Mode	=MODE.MULT(Q2:Q60)							
66															
67															

5. **Max:** Select cell Q66. Enter the following formula, without quotes, into the cell: "=MAX(A:A)" (for this example, "=MAX(Q2:Q60)"). Press "Enter" and the cell will display the MAx of the data set.

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Paste B I U ⌄ | ⊞ ⌄ | ⌄ A ⌄ | 11 ⌄ A˄ A˅ | ≡ ≡ ≡ ≫ ⌄ | ab | ≡ ≡ ≡ ⇤ ⇥ | ⊞ ⌄ | General | $ ⌄ % ⸴ | ⇤.0 .00 | Conditional Format as Cell | Insert ⌄ Delete ⌄ Format ⌄ | Σ ⌄ A↓Z Sort & Find & Filter ⌄ Select ⌄ | Ideas | Sensitivity

ⓘ POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again   Save As...

SUM ⌄ : × ✓ ƒₓ | =MAX(Q2:Q60)

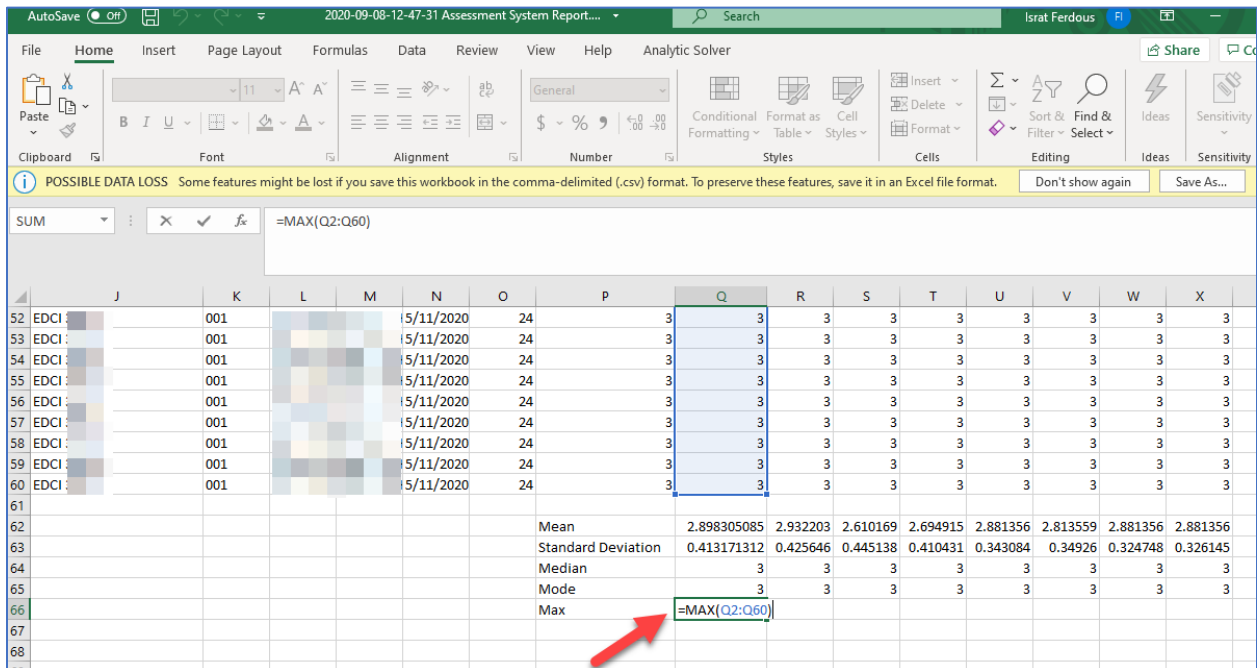|	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
52	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
53	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
54	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
55	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
56	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
57	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
58	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
59	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
60	EDCI	001			15/11/2020	24	3	3	3	3	3	3	3	3	3
61															
62							Mean	2.898305085	2.932203	2.610169	2.694915	2.881356	2.813559	2.881356	2.881356
63							Standard Deviation	0.413171312	0.425646	0.445138	0.410431	0.343084	0.34926	0.324748	0.326145
64							Median	3	3	3	3	3	3	3	3
65							Mode	3	3	3	3	3	3	3	3
66							Max	=MAX(Q2:Q60)							
67															
68															

6. **Min:** Select cell Q66. Enter the following formula, without quotes, into the cell: "=MIN(A:A)" (for this example, "=MIN(Q2:Q60)"). Press "Enter" and the cell will display the Min of the data set.

*** You may follow the same steps as stated above for Mean to copy a formula***.