



Exporting Your eSPOT Reports

All eSPOT reports from the SmartEvals! system can be exported for offline storage purposes, for additional data analysis with external software or for obtaining a printed copy of your report.

Exporting the Custom Report

Step 1: Log in at my.tcu.edu using your TCU username and password.

From the Main Menu drop down box, select **Faculty** or **Student Center**, then select **SPOT**.

When you first log in, you will come to your “My EvalCenter” page (see screen shot below):

The screenshot shows the 'My EvalCenter' dashboard. At the top, there is a navigation bar with links: EvalCenter, Handouts, Reports, See Advice, Create Thank You, Help, Exit. Below this is a search bar with 'All years' selected. The main content area features a table of survey reports with columns: Preview, CRN, Dept, Num, Sec, Course, Type, Not Resp, % Resp, Survey Start, Auto Email, Survey End, See, and Notes. Below the table are two charts: 'Response Rates' showing a pie chart with 11 Not Responded (28.21%) and 28 Responded (71.79%), and 'myFocus' showing a line graph of scores for three categories over four semesters (2012-Fall, 2013-Spring, 2014-Spring, 2014-Fall).

Preview	CRN	Dept	Num	Sec	Course	Type	Not Resp	% Resp	Survey Start	Auto Email	Survey End	See	Notes
	123FA2014-GAP:96499	Z_DEMO JOUR	34567		Journalism Skills	LEC	0	100 %	12/04/14	not set	12/05/14		Online see
	12345SP14	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	0	100 %	04/07/14	not set	04/21/14		Online see
	6789FA12Fa-12	Z_DEMO JOUR	5678	202	Intro to Social Skills	LEC	11	0 %	11/20/13	not set	12/06/13		Online see
	12345FA12	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	0	100 %	04/17/13	not set	05/01/13		Online see
	123FA2012-GAP:53418	Z_DEMO JOUR	34567	21	Journalism Skills	LEC	0	100 %	09/26/12	not set	09/27/12		Online see

Step 2: To get to a specific course report, you will click on the “bar graph” hyperlink under the “See” column on the right hand side.

When you click on the “bar graph” hyperlink, you will come to the Custom Report for the particular class you want (see demo report below). *(If a tutorial video pops up first and you do not want to watch it at that time, just click on “Skip” or “Skip permanently” and it will take you to the custom report.)*

This is the Custom Report:

Question Text	N	RR	Top Two	Avg	Pramuth Avg	Pramuth SP14	1234 Avg	1234 SP14	Z DEMO JOUR Avg	Z DEMO JOUR SP14	Div Avg	Div SP14	Sch Avg	Sch SP14	Yes	No					
1 This course is a requirement	3	100%	100%	0	0.5	0	0.4	0	0.5	0	0.5	0	0.8	0.8		100%					
2 Am a major in the department offering this course.	3	100%	100%	0.3	0.6	0.3	0.5	0.3	0.6	0.3	0.6	0.3	0.5	0.5	33%	67%					
3 Prepared	3	100%	67%	3.3	3.9	3.3	3.8	3.3	3.6	3.3	3.6	3.3	4.1	4.1	33%		33%	33%			
4 Interested	3	100%	33%	3	3.8	3	3.6	3	3.7	3	3.7	3	4.1	4.1	33%		33%		33%		
5 Worked hard	3	100%	67%	3.3	4.1	3.3	4	3.3	3.9	3.3	3.9	3.3	4.4	4.4	33%			33%	33%		
6 Assignments helped	3	100%	67%	4	4.1	4	4	4	3.8	4	3.8	4	4.1	4.1			33%	33%	33%		
7 Instructor provided useful feedback on my work.	3	100%	100%	4.3	4.1	4.3	3.9	4.3	3.9	4.3	3.9	4.3	4.1	4.1				67%	33%		
8 Course activities and materials helped me achieve course objectives.	3	100%	67%	4	4.1	4	4	4	3.9	4	3.9	4	4.2	4.2			33%	33%	33%		
9 Assignments, exams were appropriately challenging, manageable	3	100%	100%	4	3.9	4	4.1	4	3.8	4	3.8	4	4.1	4.1					100%		
10 Syllabus clearly explains how my course grade will be calculated	3	100%	67%	4.3	4.0	4.3	4.1	4.3	3.8	4.3	3.8	4.3	4.4	4.4				33%		67%	
13 Instructor encouraged active involvement in this class	3	100%	67%	3.7	4	3.7	4	3.7	3.7	3.7	3.7	3.7	4.4	4.4		33%		33%	33%		
14 Instructor seemed interested in teaching this class.	3	100%	67%	4	4.0	4	3.9	4	3.8	4	3.8	4	4.6	4.6			33%	33%	33%		
15 Instructor treated students fairly.	3	100%	100%	4.7	4.2	4.7	4.1	4.7	4.1	4.7	4.1	4.7	4.5	4.5				33%	33%	67%	
16 Instructor created and maintained an atmosphere of civility and respect.	3	100%	67%	4.3	4.1	4.3	3.8	4.3	4	4.3	4	4.3	4.5	4.5			33%		67%		
17 Felt welcome to ask questions or make comments in class.	3	100%	100%	4.3	4.0	4.3	4.1	4.3	3.9	4.3	3.9	4.3	4.5	4.4					67%	33%	
18 Felt welcome seeking help outside of class or online.	3	100%	100%	4.7	4.2	4.7	4.1	4.7	4.1	4.7	4.1	4.7	4.4	4.4					33%	67%	
21 Instructor was well organized	3	100%	67%	4	3.9	4	3.8	4	3.7	4	3.7	4	4.3	4.3			33%	33%	33%		
22 Course was well structured.	3	100%	100%	4.3	4.1	4.3	4	4.3	3.8	4.3	3.8	4.3	4.3	4.3					67%	33%	
25 Class time was used effectively to help me learn	3	100%	100%	4	3.9	4	3.9	4	3.8	4	3.8	4	4.2	4.2					100%		

NOTE: Below the Custom Report table, you will see a Questions Averages Chart, a Distribution of Scores Chart, Comments and Word Cloud Analysis. When you export the Custom Report, the Distribution of Scores Custom Report and the Word Cloud analysis are NOT be included in all the export file types.



Step 3: To export the report, you want to click on the excel icon located in the upper left hand corner of each Custom report (as highlighted in the demo report below).

Question Text	N	RR	Top Two	My Avg	Z DEMO JOUR SP14	Div SP14	Sch SP14	Yes	No
1 This course is a requirement	3	100%	100%	0				100%	
2 Am a major in the department offering this course.	3	100%	100%	0.3				33%	67%
3 Prepared	3	100%	67%	3.3				33%	
4 Interested	3	100%	33%	3				33%	33%
5 Worked hard	3	100%	67%	3.3				33%	
6 Assignmtns helped	3	100%	67%	4					33%
7 Instructor provided useful feedback on my work.	3	100%	100%	4.3					67%
8 Course activities and materials helped me achieve course objectives.	3	100%	67%	4				33%	33%

Step 4: Select the export file type from the drop-down menu (see highlight below). You can export reports and raw data in the following formats: .xls, .csv, .pdf, .html, and others. I recommend pdf or HTML: Web Page if you want the entire report and graphs.

Custom Report | Comments | myFocus

Export Options

File Type: XLS: Microsoft Excel

Show Course Heading?

Show Column Titles?

Show Grid Lines? (Does not apply to PDF.)

Export PDF In Landscape Orientation?

Use school default colors

Export

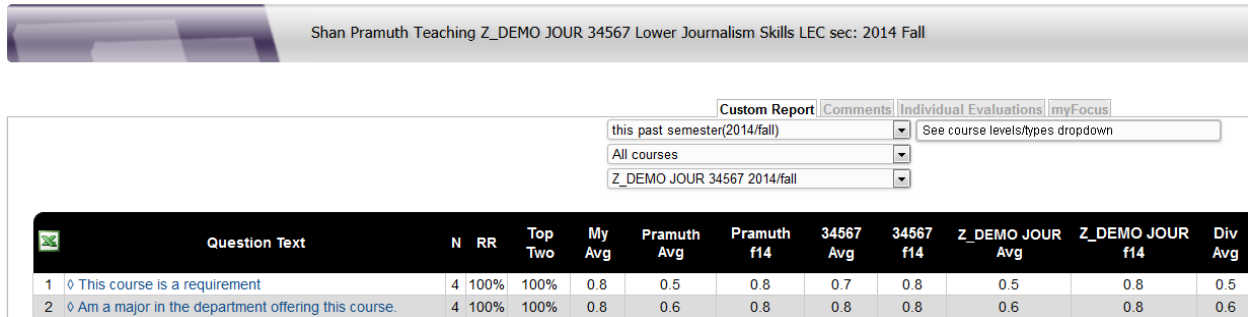
Change columns

Edit all chart questions

Step 5: Next click on the Export button located in the middle of the page. (See above.) You will be given the option to Save your report. Once the report is saved, you will be able to get a printed copy if needed.

To export all of your reports at one time:

Go to the top of one of your Custom reports and click on the third drop down menu,



Shan Pramuth Teaching Z_DEMO JOUR 34567 Lower Journalism Skills LEC sec: 2014 Fall

Custom Report | Comments | Individual Evaluations | myFocus

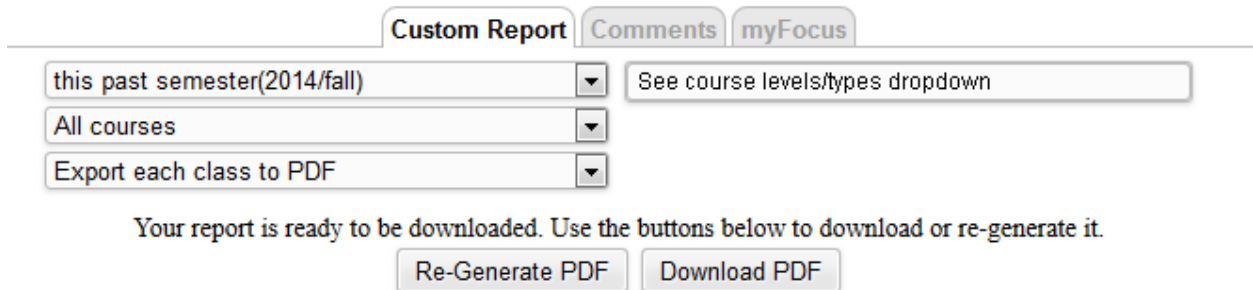
this past semester(2014/fall) See course levels/types dropdown

All courses

Z_DEMO JOUR 34567 2014/fall

	Question Text	N	RR	Top Two	My Avg	Pramuth Avg	Pramuth f14	34567 Avg	34567 f14	Z_DEMO JOUR Avg	Z_DEMO JOUR f14	Div Avg
1	This course is a requirement	4	100%	100%	0.8	0.5	0.8	0.7	0.8	0.5	0.8	0.5
2	Am a major in the department offering this course.	4	100%	100%	0.8	0.6	0.8	0.8	0.8	0.6	0.8	0.6

Select “**Export each class to PDF**”. Once you select that, it will take you to this screen. You will then select Download PDF.



Custom Report | Comments | myFocus

this past semester(2014/fall) See course levels/types dropdown

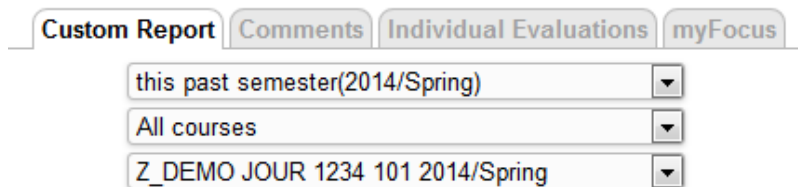
All courses

Export each class to PDF

Your report is ready to be downloaded. Use the buttons below to download or re-generate it.

Re-Generate PDF Download PDF

Exporting the Comments Report, Individual Evaluations and the myFocus Report





Custom Report | Comments | Individual Evaluations | myFocus

this past semester(2014/Spring)

All courses

Z_DEMO JOUR 1234 101 2014/Spring

There is also a Comments Report, Individual Evaluations and a myFocus report. You can get to these by clicking on the appropriate tab at the top of the screen of the Custom Report. (See screen shot above.)

- To export a copy of the Comments Report, click on the  icon and follow the same instructions for the Custom Report.
- The Individual Evaluation Report displays the individual surveys for each student who completes an assessment for a course. This report format is similar to traditional paper assessments. To export a copy of the Individual evaluations, click on the button “**Export Report to PDF**” located at the top underneath the Individual Evaluations tab.
- To export a copy of the MyFocus Report, click on the  icon and follow the same instructions for the Custom Report.