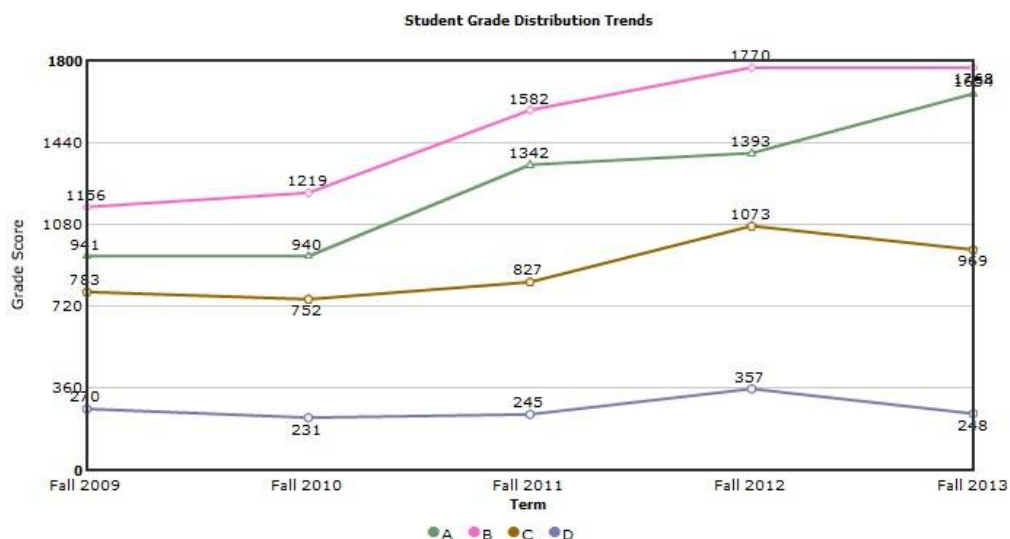


# Building Your Contextualized Student Evaluation Charts

## Finding the data (must be done each term)

1. Your own eXplorance scores for the term: <http://Blueprod.forest.usf.edu/Blue> – click on Dashboard (left side) then View Report (right side) for the PDFs. Or, for archive material of previous semesters, see <https://fair.usf.edu/EvaluationMart/> (only gives info on YOUR evals, not dept or college) – do “assessment search by instructor” field in the middle.
2. Departmental eXplorance scores for the term: included in PDF from <http://Blueprod.forest.usf.edu/Blue>
3. College eXplorance scores for the term: included in the PDF from <http://Blueprod.forest.usf.edu/Blue>
4. Your GPA for the term: calculate from canvas gradebook, for each semester
5. Department grade breakdown scores for the term: [http://usfweb.usf.edu/dss/infocenter/?silverheader=25&report\\_category=STU&report\\_type=GGDIT](http://usfweb.usf.edu/dss/infocenter/?silverheader=25&report_category=STU&report_type=GGDIT). In the chart that loads, look at one semester specifically to calculate that semester’s overall GPA. This can be done by locating the each data point in that “column” and assigning the 4.0 grade scale to each. In the example below, the Fall 2010 formula would look like this: 1219 people earned a 3.0 (for an intermediate-step total of 3657), 940 earned a 4.0 (for an intermediate-step total of 3760), 752 earned a 2.0 (for a total of 1504) and 231 earned a 1.0 (or 231). Adding those intermediate steps gives a total of 9152, which must be divided by the number of people who earned grades (1219+940+752+231=3142). 9152 divided by 3142 is **2.92**, which is the desired average.



- College grade breakdown for the term:  
[http://usfweb.usf.edu/dss/infocenter/?silverheader=25&report\\_category=STU&report\\_type=GGDIT](http://usfweb.usf.edu/dss/infocenter/?silverheader=25&report_category=STU&report_type=GGDIT) - follow the same steps as above for the Department, but do not restrict the pulldown by department to see results for the entire college.

### Creating Excel Charts

- For the first comparison (your own GPA vs. Evals), type in raw data into three columns as seen in figure 1 below.

	A	B	C
1		Eval #8	GPA
2	2007-Fall (27 students)	4.5	3.51
3	2008-Spring (42 students)	4.7	3.45
4	2008-Fall (221 students)	4.3	2.87
5	2009-Spring (14 students)	4.7	3.61
6	2009-Fall (88 students)	4.8	2.98
7	2010-Spring (86 students)	4.7	2.44
8	2010-Fall (92 students)	4.8	3.87
9	2011-Spring (96 students)	4.8	2.84
10	2011-Fall (254 students)	3.6	2.51
11	2012-Spring (4 students)	4.9	3.97
12	2012-Fall (259 students)	4.3	3.12
13	2013-Spring (22 students)	3.8	3.65

- Highlight all the cells with data by starting in the corner and 'dragging open' a box to highlight (in this case, A1 through C13)
- With that section highlighted, switch the Excel tab to "Insert" and click the "Line" button. Select the first option for a 2D Line.
- The chart loads. It can be moved by "grabbing" it near the top. It is usually advisable to stretch the graphic. Grab the bottom right corner and resize the chart to be taller (not wider) so that the spikes are more visible.
- The lines at this point are all solid but different colors. We need to change some to dashed lines for visibility in photocopies. Leave the "top" line alone in each case – it will stay solid – and left-click on the second line. That will turn on some data points. With those highlighted, now right-click and select "Format Data Series." A new window opens. Select "Line Style" on the left and then pulldown the menu for "Dash Type." Switch it from a solid line to the next option (small circles) and click Close. (in other other graphs with more lines, you'll need to repeat this process again for the third line, choosing small dashes instead of small circles).
- For the remaining charts, your raw data columns will include a further column; see figure below:

		K. Yee	Dept	College
24				
25	2007-Fall (27 students, 87% response)	4.5	3.4	3.5
26	2008-Spring (42 students, 84% response)	4.7	3.67	3.5
27	2008-Fall (221 students, 91% response)	4.3	3.8	3.7
28	2009-Spring (14 students, 100% response)	4.7	4.1	3.3
29	2009-Fall (88 students, 79% response)	4.8	4.5	3.5
30	2010-Spring (86 students, 83% response)	4.7	4.3	3.4
31	2010-Fall (92 students, 89% response)	4.8	4.56	3.8
32	2011-Spring (96 students, 90% response)	4.8	4.68	3.5
33	2011-Fall (254 students, 64% response)	3.6	4.72	3.4
34	2012-Spring (4 students, 86% response)	4.9	4.6	3.3
35	2012-Fall (259 students, 88% response)	4.3	4.3	3.8
36	2013-Spring (22 students, 52% response)	3.8	3.1	2.9

- Repeat the process described above of highlighting all cells to insert the chart, then adjust the chart dimensions and dashed lines.
- Calculate the average Eval Scores and average GPAs by using Excel to do the math. Below the final raw data (cell B37 in the example below), type =average( and then 'drag open' the entire column, and then type the ) to close the parentheses, and then type ENTER on your keyboard. Repeat for the other columns. An example is shown in the figure below:

		K. Yee	Dept	College
22				
23				
24				
25	2007-Fall (27 students, 87% response)	4.5	3.4	3.5
26	2008-Spring (42 students, 84% response)	4.7	3.67	3.5
27	2008-Fall (221 students, 91% response)	4.3	3.8	3.7
28	2009-Spring (14 students, 100% response)	4.7	4.1	3.3
29	2009-Fall (88 students, 79% response)	4.8	4.5	3.5
30	2010-Spring (86 students, 83% response)	4.7	4.3	3.4
31	2010-Fall (92 students, 89% response)	4.8	4.56	3.8
32	2011-Spring (96 students, 90% response)	4.8	4.68	3.5
33	2011-Fall (254 students, 64% response)	3.6	4.72	3.4
34	2012-Spring (4 students, 86% response)	4.9	4.6	3.3
35	2012-Fall (259 students, 88% response)	4.3	4.3	3.8
36	2013-Spring (22 students, 52% response)	3.8	3.1	2.9
37		=AVERAGE(B25:B36)	4.144167	3.466667

- To plant the charts in your .DOC file, left-click on a chart and right-click to select COPY. Open the destination .DOC file and right-click to paste. The charts can also be resized here but the dimensions will now stay the same.