



Office of Institutional Analysis, University of Calgary

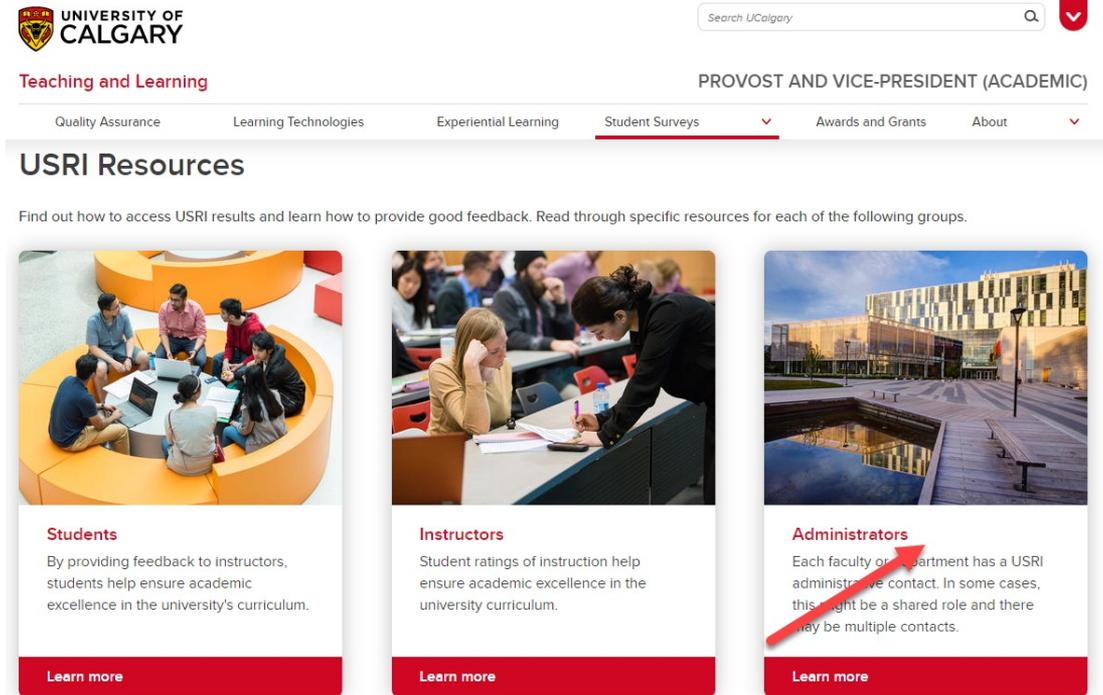
# Administrators and USRIs

## How to see results in PowerBI

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February, 2023

## Step 1

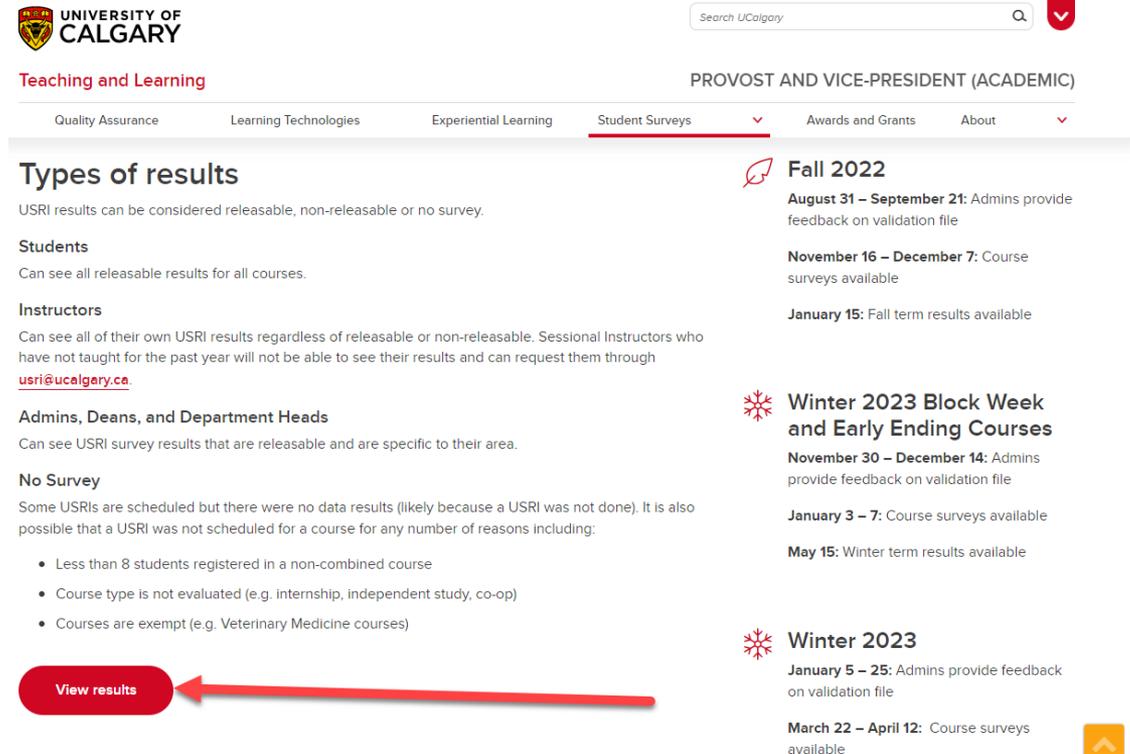
- Go to [www.ucalgary.ca/usri](http://www.ucalgary.ca/usri) and scroll towards the bottom of the page. Click on the “Administrators” box for USRI Resources.



The screenshot shows the University of Calgary website's USRI Resources page. At the top left is the University of Calgary logo. To the right is a search bar with the text "Search UCalgary" and a magnifying glass icon. Below the logo is the text "UNIVERSITY OF CALGARY". The main navigation bar includes "Teaching and Learning" and "PROVOST AND VICE-PRESIDENT (ACADEMIC)". A secondary navigation bar lists "Quality Assurance", "Learning Technologies", "Experiential Learning", "Student Surveys" (which is highlighted with a red underline), "Awards and Grants", and "About". The main heading is "USRI Resources". Below this is a sub-heading: "Find out how to access USRI results and learn how to provide good feedback. Read through specific resources for each of the following groups." There are three resource cards: 1. "Students": "By providing feedback to instructors, students help ensure academic excellence in the university's curriculum." 2. "Instructors": "Student ratings of instruction help ensure academic excellence in the university curriculum." 3. "Administrators": "Each faculty or department has a USRI administrative contact. In some cases, this might be a shared role and there may be multiple contacts." A red arrow points to the "Administrators" card. Each card has a "Learn more" button at the bottom.

## Step 2

- Scroll towards the bottom of the page. Click on the “View Results” link.



The screenshot shows the University of Calgary website's 'Teaching and Learning' section, specifically the 'Student Surveys' page. The page is titled 'Types of results' and lists various categories: Students, Instructors, Admins, Deans, and Department Heads, and No Survey. A red arrow points to a 'View results' button at the bottom of the page. On the right side, there is a sidebar with a search bar and a dropdown menu for 'PROVOST AND VICE-PRESIDENT (ACADEMIC)'. Below the search bar, there are several sections for survey results, including 'Fall 2022', 'Winter 2023 Block Week and Early Ending Courses', and 'Winter 2023'. Each section includes dates and a brief description of the survey results available.

UNIVERSITY OF  
CALGARY

Teaching and Learning

PROVOST AND VICE-PRESIDENT (ACADEMIC)

Quality Assurance Learning Technologies Experiential Learning **Student Surveys** Awards and Grants About

### Types of results

USRI results can be considered releasable, non-releasable or no survey.

#### Students

Can see all releasable results for all courses.

#### Instructors

Can see all of their own USRI results regardless of releasable or non-releasable. Sessional Instructors who have not taught for the past year will not be able to see their results and can request them through [usri@ucalgary.ca](mailto:usri@ucalgary.ca).

#### Admins, Deans, and Department Heads

Can see USRI survey results that are releasable and are specific to their area.

#### No Survey

Some USRIs are scheduled but there were no data results (likely because a USRI was not done). It is also possible that a USRI was not scheduled for a course for any number of reasons including:

- Less than 8 students registered in a non-combined course
- Course type is not evaluated (e.g. internship, independent study, co-op)
- Courses are exempt (e.g. Veterinary Medicine courses)

[View results](#)

Search UCalgary

Fall 2022

**August 31 – September 21:** Admins provide feedback on validation file

**November 16 – December 7:** Course surveys available

**January 15:** Fall term results available

❄ Winter 2023 Block Week and Early Ending Courses

**November 30 – December 14:** Admins provide feedback on validation file

**January 3 – 7:** Course surveys available

**May 15:** Winter term results available

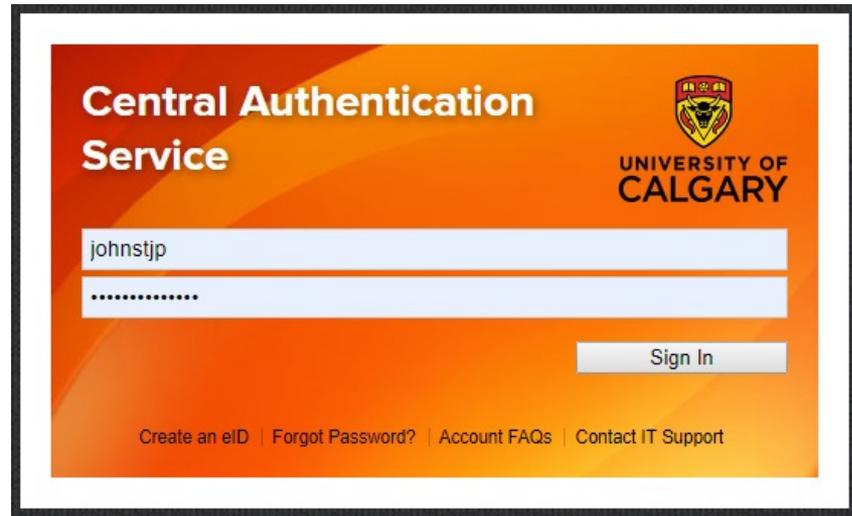
❄ Winter 2023

**January 5 – 25:** Admins provide feedback on validation file

**March 22 – April 12:** Course surveys available

## Step 3

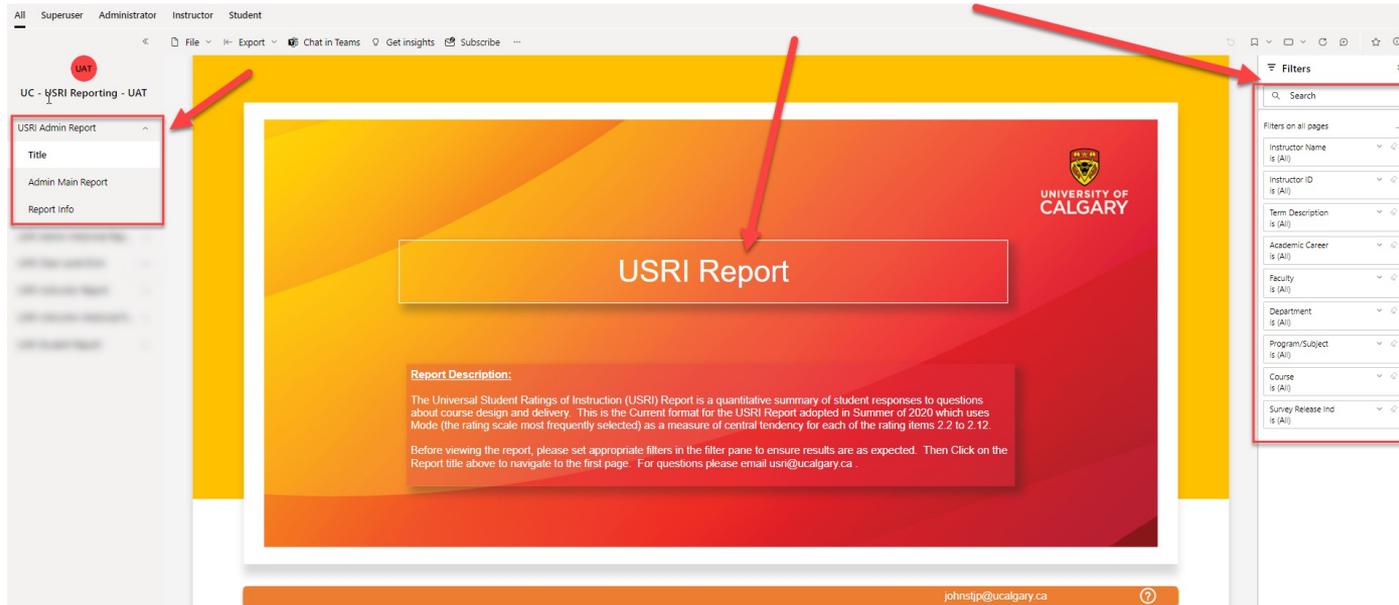
- Login with your IT username and password and with 2 factor authentication



The screenshot shows the 'Central Authentication Service' login page for the University of Calgary. The page has an orange and red gradient background. At the top left, it says 'Central Authentication Service' in white text. At the top right, there is the University of Calgary logo and the text 'UNIVERSITY OF CALGARY'. Below the title, there are two input fields: the first contains the username 'johnstjp' and the second contains a masked password '.....'. A 'Sign In' button is located to the right of the password field. At the bottom of the page, there are four links: 'Create an eID', 'Forgot Password?', 'Account FAQs', and 'Contact IT Support'.

## Step 4

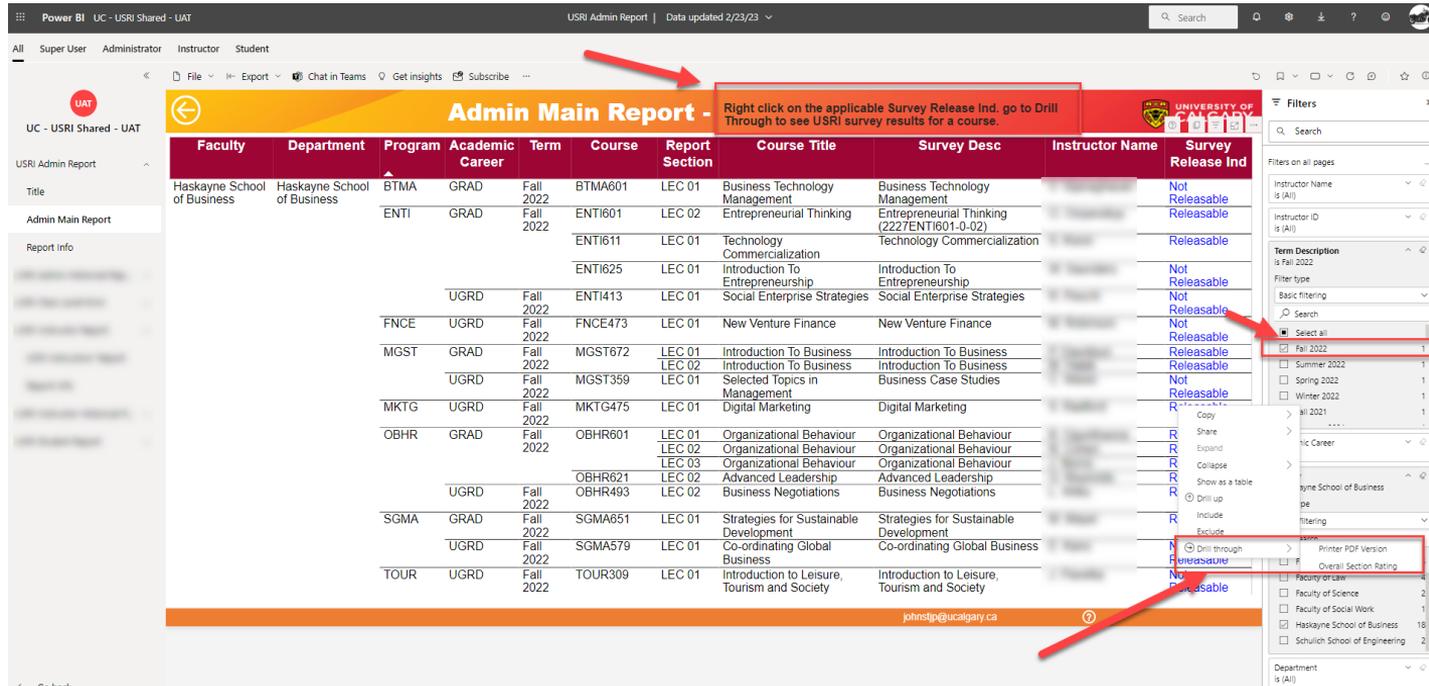
- Using the navigation options on the left column, go to the "Title" page.
- Using the filters on the right, select the parameters of what you want to see reports for (i.e. Term, Instructor Name, etc....)
- Then click on the USRI Report button in the middle of the screen.



The screenshot displays the USRI Reporting interface. On the left, a navigation menu includes 'UC - USRI Reporting - UAT', 'USRI Admin Report', 'Title', 'Admin Main Report', and 'Report info'. The 'Title' option is highlighted. On the right, a 'Filters' panel is open, showing a search bar and various filter categories: 'Instructor Name', 'Instructor ID', 'Term Description', 'Academic Career', 'Faculty', 'Department', 'Program/Subject', 'Course', and 'Survey Release Ind'. The main content area features a large orange and red graphic with the text 'USRI Report' and a 'Report Description' section. The description states: 'The Universal Student Ratings of Instruction (USRI) Report is a quantitative summary of student responses to questions about course design and delivery. This is the Current format for the USRI Report adopted in Summer of 2020 which uses Mode (the rating scale most frequently selected) as a measure of central tendency for each of the rating items 2.2 to 2.12. Before viewing the report, please set appropriate filters in the filter pane to ensure results are as expected. Then Click on the Report title above to navigate to the first page. For questions please email usri@ucalgary.ca'. The bottom of the screen shows the email address 'johnslip@ucalgary.ca' and a help icon.

## Step 5

- In this example I filtered on Fall 2022 and the Haskayne School of Business.
- Find the row for the course & section # you want, in that row right click on the “Survey Release Indicator” and then go to “Drill Through” and select “Overall Section Rating” or “Printer PDF Version”



The screenshot shows the 'Admin Main Report' in Power BI. A table lists various courses and sections. A context menu is open over the 'Survey Release Ind' column for the row corresponding to 'ENT1625'. The menu options include 'Copy', 'Share', 'Expand', 'Collapse', 'Show as a table', 'Drill up', 'Include', 'Exclude', 'Drill through', and 'Printer PDF Version'. A red box highlights the 'Drill through' option, and another red box highlights the 'Fall 2022' filter in the 'Term Description' filter pane on the right.

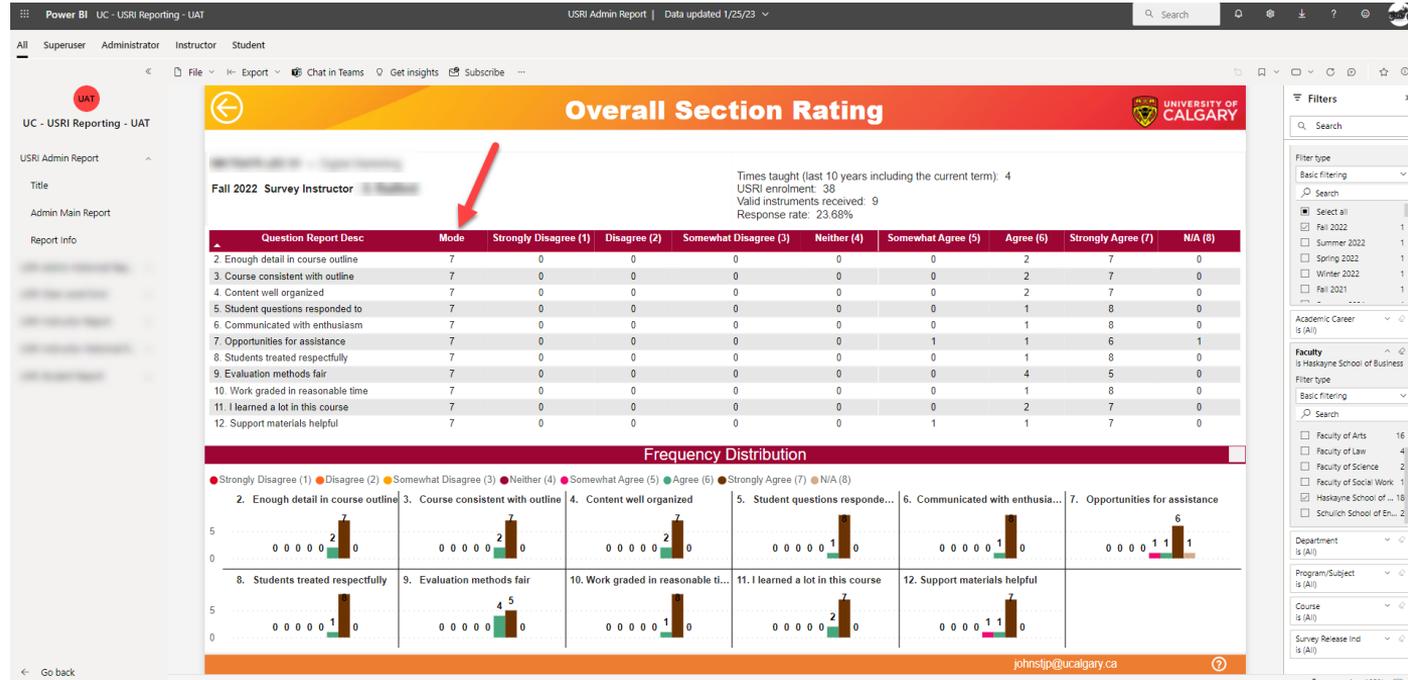
Faculty	Department	Program	Academic Career	Term	Course	Report Section	Course Title	Survey Desc	Instructor Name	Survey Release Ind	
Haskayne School of Business	Haskayne School of Business	BTMA	GRAD	Fall 2022	BTMA601	LEC 01	Business Technology Management	Business Technology Management		Not Releasable	
				Fall 2022	ENT1601	LEC 02	Entrepreneurial Thinking	Entrepreneurial Thinking (2227ENT1601-0-02)		Releasable	
				Fall 2022	ENT1611	LEC 01	Technology Commercialization	Technology Commercialization		Releasable	
		UGRD	Fall 2022	Fall 2022	ENT1625	LEC 01	Introduction To Entrepreneurship	Introduction To Entrepreneurship		Not Releasable	
				Fall 2022	ENT1413	LEC 01	Social Enterprise Strategies	Social Enterprise Strategies		Not Releasable	
				Fall 2022	FNCE473	LEC 01	New Venture Finance	New Venture Finance		Not Releasable	
		MGST	GRAD	Fall 2022	Fall 2022	MGST672	LEC 01	Introduction To Business	Introduction To Business		Releasable
					Fall 2022	MGST359	LEC 01	Selected Topics in Management	Business Case Studies		Not Releasable
		MKTG	UGRD	Fall 2022	MKTG475	LEC 01	Digital Marketing	Digital Marketing		Releasable	
		OBHR	GRAD	Fall 2022	Fall 2022	OBHR601	LEC 01	Organizational Behaviour	Organizational Behaviour		R
					Fall 2022	OBHR621	LEC 03	Organizational Behaviour	Organizational Behaviour		R
					Fall 2022	OBHR493	LEC 02	Advanced Leadership	Advanced Leadership		R
SGMA	GRAD	Fall 2022	Fall 2022	SGMA651	LEC 01	Strategies for Sustainable Development	Strategies for Sustainable Development		R		
			Fall 2022	SGMA579	LEC 01	Co-ordinating Global Business	Co-ordinating Global Business		R		
TOUR	UGRD	Fall 2022	TOUR309	LEC 01	Introduction to Leisure, Tourism and Society	Introduction to Leisure, Tourism and Society		R			



The image shows a close-up of the 'Drill through' context menu. The options listed are 'Printer PDF Version' and 'Overall Section Rating'.

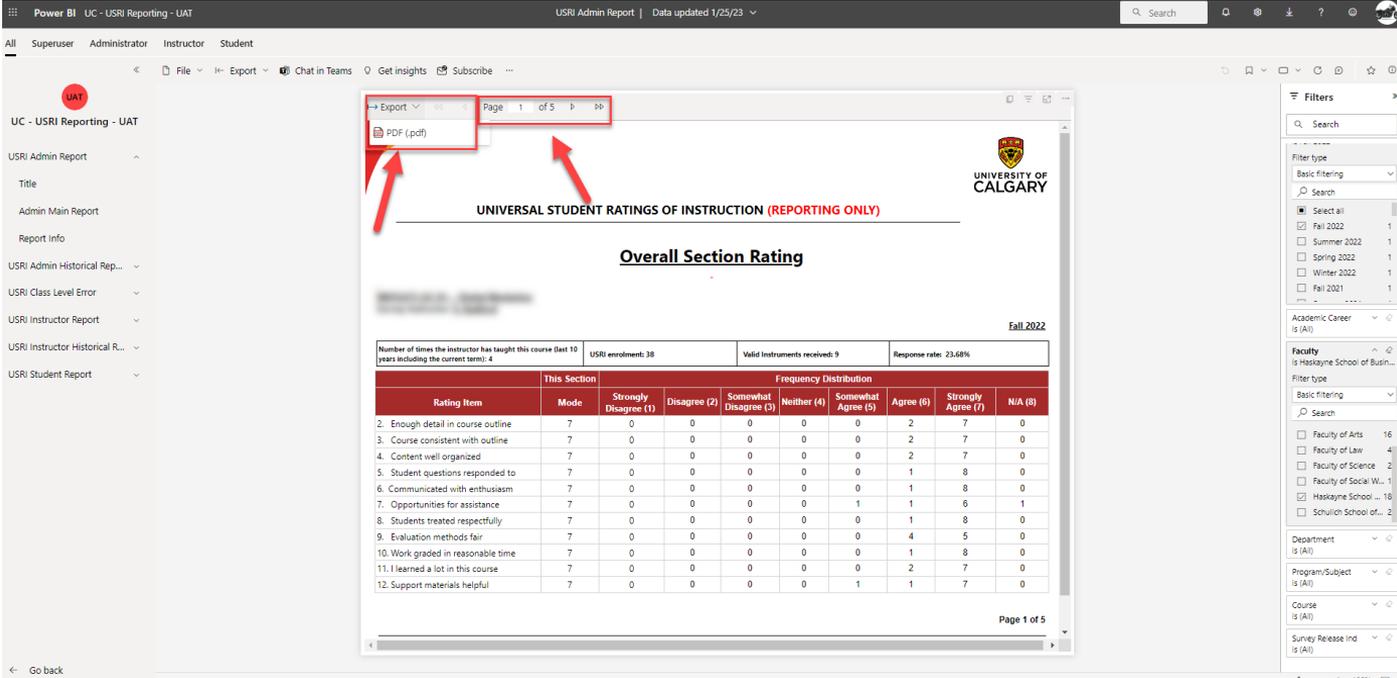
## How to see results

- The Overall Section Rating screen contains a table and a chart illustration of the mode (most frequently selected rating point) for each of the 11 USRI questions and their distribution breakdown.
- If two or more rating points are equal then an asterisk will be displayed for mode (\*).



## How to see results

- The Printer PDF version gives you the option to navigate through 5 web pages and includes demographic data and an interpretation guide providing context and additional information
- You can export to PDF and save the file to your computer

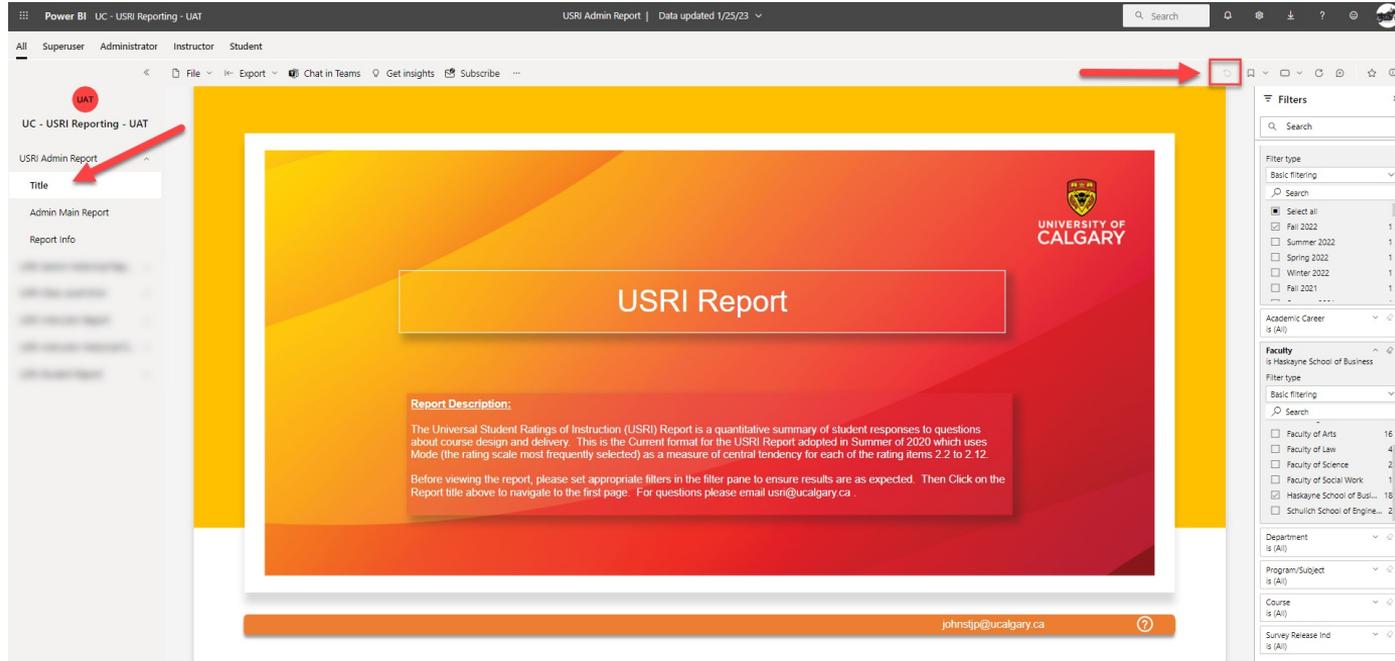


The screenshot shows a Power BI report titled "USRI Admin Report" with a navigation pane on the left and a main content area. The main content area displays the "UNIVERSAL STUDENT RATINGS OF INSTRUCTION (REPORTING ONLY)" and an "Overall Section Rating" chart. Below the chart is a table with summary statistics and a frequency distribution table. The "Export" button and "Page 1 of 5" navigation are highlighted with red boxes and arrows.

Rating Item	Mode	Strongly Disagree (1)	Disagree (2)	Somewhat Disagree (3)	Neither (4)	Somewhat Agree (5)	Agree (6)	Strongly Agree (7)	N/A (8)
2. Enough detail in course outline	7	0	0	0	0	0	2	7	0
3. Course consistent with outline	7	0	0	0	0	0	2	7	0
4. Content well organized	7	0	0	0	0	0	2	7	0
5. Student questions responded to	7	0	0	0	0	0	1	8	0
6. Communicated with enthusiasm	7	0	0	0	0	0	1	8	0
7. Opportunities for assistance	7	0	0	0	0	1	1	6	1
8. Students treated respectfully	7	0	0	0	0	0	1	8	0
9. Evaluation methods fair	7	0	0	0	0	0	4	5	0
10. Work graded in reasonable time	7	0	0	0	0	0	1	8	0
11. I learned a lot in this course	7	0	0	0	0	0	2	7	0
12. Support materials helpful	7	0	0	0	0	1	1	7	0

## How to see results

- Use the navigation options on the left column to return to the title page
- You can clear and reset the filters with the back arrow button above the filters and to the left.



Power BI UC - USRI Reporting - UAT USRI Admin Report | Data updated 1/25/23

UC - USRI Reporting - UAT

USRI Admin Report

Title

Admin Main Report

Report Info

## USRI Report

**Report Description:**

The Universal Student Ratings of Instruction (USRI) Report is a quantitative summary of student responses to questions about course design and delivery. This is the Current format for the USRI Report adopted in Summer of 2020 which uses Mode (the rating scale most frequently selected) as a measure of central tendency for each of the rating items 2.2 to 2.12.

Before viewing the report, please set appropriate filters in the filter pane to ensure results are as expected. Then Click on the Report title above to navigate to the first page. For questions please email usri@ucalgary.ca

johnsljp@ucalgary.ca

Filters

Filter type

Basic filtering

Select all

Fall 2022 1

Summer 2022 1

Spring 2022 1

Winter 2022 1

Fall 2021 1

Academic Career

Faculty

Faculty of Arts 16

Faculty of Law 4

Faculty of Science 2

Faculty of Social Work 1

Haskayne School of Busi... 18

Schulich School of Engine... 2

Department

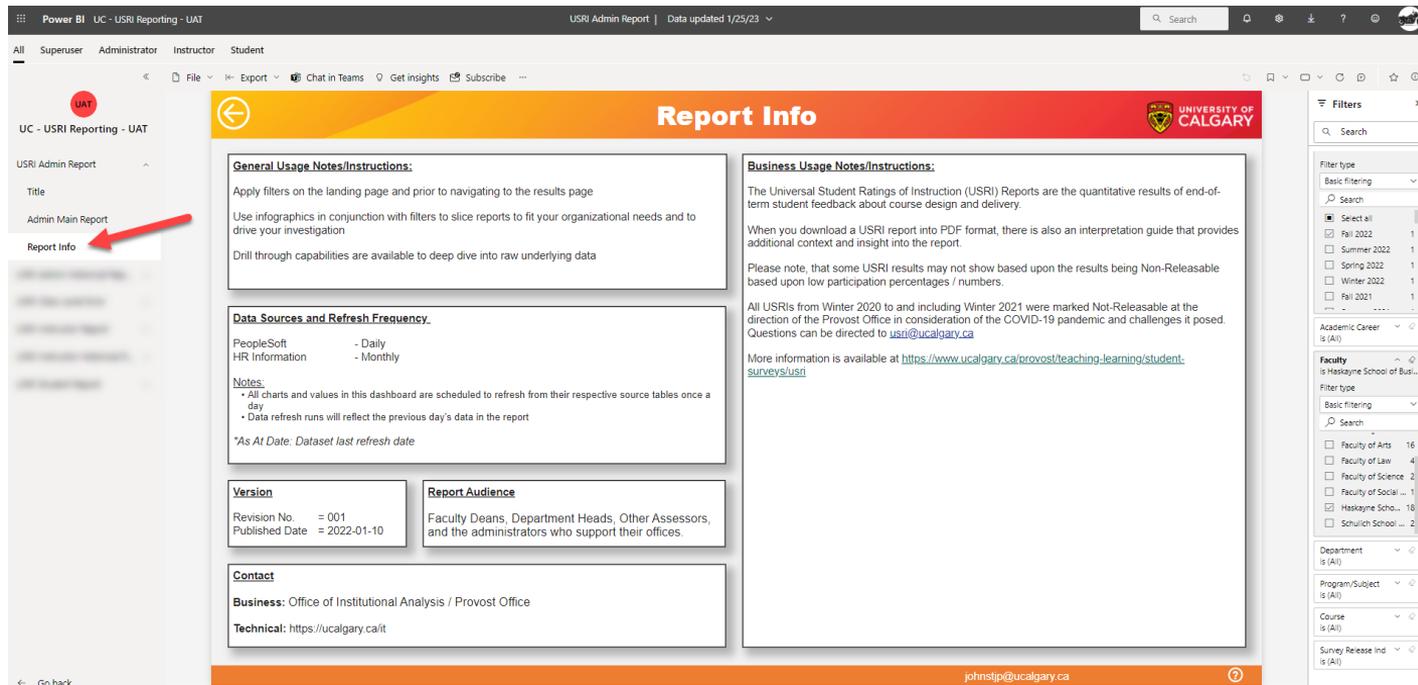
Program/Subject

Course

Survey Release Ind

## How to see results

- Use the navigation options on the left column to go to Report Info
- This provides information about the report



The screenshot displays the 'USRI Admin Report' interface. The left-hand navigation pane shows a tree structure with 'Report Info' selected and highlighted by a red arrow. The main content area is titled 'Report Info' and contains several informational sections:

- General Usage Notes/Instructions:**
  - Apply filters on the landing page and prior to navigating to the results page
  - Use infographics in conjunction with filters to slice reports to fit your organizational needs and to drive your investigation
  - Drill through capabilities are available to deep dive into raw underlying data
- Business Usage Notes/Instructions:**
  - The Universal Student Ratings of Instruction (USRI) Reports are the quantitative results of end-of-term student feedback about course design and delivery.
  - When you download a USRI report into PDF format, there is also an interpretation guide that provides additional context and insight into the report.
  - Please note, that some USRI results may not show based upon the results being Non-Releasable based upon low participation percentages / numbers.
  - All USRIs from Winter 2020 to and including Winter 2021 were marked Not-Releasable at the direction of the Provost Office in consideration of the COVID-19 pandemic and challenges it posed. Questions can be directed to [usri@ucalgary.ca](mailto:usri@ucalgary.ca)
  - More information is available at <https://www.ucalgary.ca/crovost/teaching-learning/student-surveys/usri>
- Data Sources and Refresh Frequency:**
  - PeopleSoft - Daily
  - HR Information - Monthly
  - Notes:**
    - All charts and values in this dashboard are scheduled to refresh from their respective source tables once a day
    - Data refresh runs will reflect the previous day's data in the report
  - \*As At Date: Dataset last refresh date
- Version:**
  - Revision No. = 001
  - Published Date = 2022-01-10
- Report Audience:**
  - Faculty Deans, Department Heads, Other Assessors, and the administrators who support their offices.
- Contact:**
  - Business:** Office of Institutional Analysis / Provost Office
  - Technical:** <https://ucalgary.ca/it>

The interface also includes a top navigation bar with 'USRI Admin Report | Data updated 1/25/23', a search bar, and a right-hand sidebar with various filters (Filter type, Academic Career, Faculty, Department, Program/Subject, Course, Survey Release Ind).

## Questions?

[usri@ucalgary.ca](mailto:usri@ucalgary.ca)

[www.ucalgary.ca/usri](http://www.ucalgary.ca/usri)