

Accessing Survey/Evaluation Data in Digital Measures

Instructions for accessing data in Digital Measures:

1. Go to <https://cr.digitalmeasures.com/login/fredonia/faculty/reports/>.
2. Enter your e-services username and password (i.e., the information you use to log in to your e-mail).
3. On the left side side of the page there is a navigation bar; click on “Run Reports.”
4. Next you will see a 1 Report click on the scroll button and select “Create a new report” page that will walk you through the steps of creating reports for your courses (screenshot below). There is a “More Information” link on the right for every step that provides some additional information related to your choices for that step.

Please note that in the first step you will need to identify the tool for which you want to view data: Course Evaluation or Survey of Student Perception of Learning (SSPL). Once you choose the instrument in the drop-down menu make sure to click “Select Instrument” before proceeding through the rest of the steps.

Step	Field	Value	Action
1	Report	Create a new report	▼
2	Instrument	Course Evaluation - University	▼
3	Term(s) to Use	J-Term 2017	Change selection...
4	Whom to Include	All	Change selection...
5	Data to Include	All	Change selection...
6	Grouping Method	Course	▼
7	Statistics to Include	Mean / Average	Change selection...
8	File Format	Comma-Separated Values (.csv)	▼
	Files per Screen	Single	▼

Please contact Rajeev Indiranagaraju, Institutional Research and Assessment Associate of IRPA, at rajeev.indiranagaraju@fredonia.edu if you have any questions. You are also welcome to contact Digital Measures using the “Contact Our Helpdesk” link on the left-side navigation bar.