

## Accessing Survey/Evaluation Data in Digital Measures

Instructions for accessing data in Digital Measures:

1. Go to <https://www.digitalmeasures.com/login/fredonia/faculty>.
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 of the page there is a navigation bar; click on “Run Ad Hoc Reports.”
4. Next you will see a “Create a 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.

The screenshot shows the 'Create a Report' interface. On the left is a navigation bar with 'Run Ad Hoc Reports' selected. The main content area has a title 'Run Ad Hoc Reports enables you to obtain lists of data for a date range of your choosing.' Below this is the 'Create a Report' form with seven steps:

- 1** Select the instrument to use. Note: You must click *SELECT INSTRUMENT* if you change the instrument. The dropdown menu shows 'Course Evaluation - University - old' and a 'SELECT INSTRUMENT' button.
- 2** Select the term(s) to use. *More Information >>* Click here to select the term(s). Terms selected: Spring 2010 Pilot - MATH, HPEA
- 3** Select the data to include. *More Information >>* Click here to select the data. Data selected: All Data
- 4** Select how the data should be organized. *More Information >>* One report per Course
- 5** Select who to include. *More Information >>* Click here to select whose data to include. People selected: All
- 6** Select the file format. *More Information >>* Microsoft Word
- 7** Select the orientation and paper size. *More Information >>* Landscape, Letter

A 'CONTINUE' button is located at the bottom right of the form.

Please contact Nishala Silva, Assistant Director of IRPA, at [nishala.silva@fredonia.edu](mailto:nishala.silva@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.