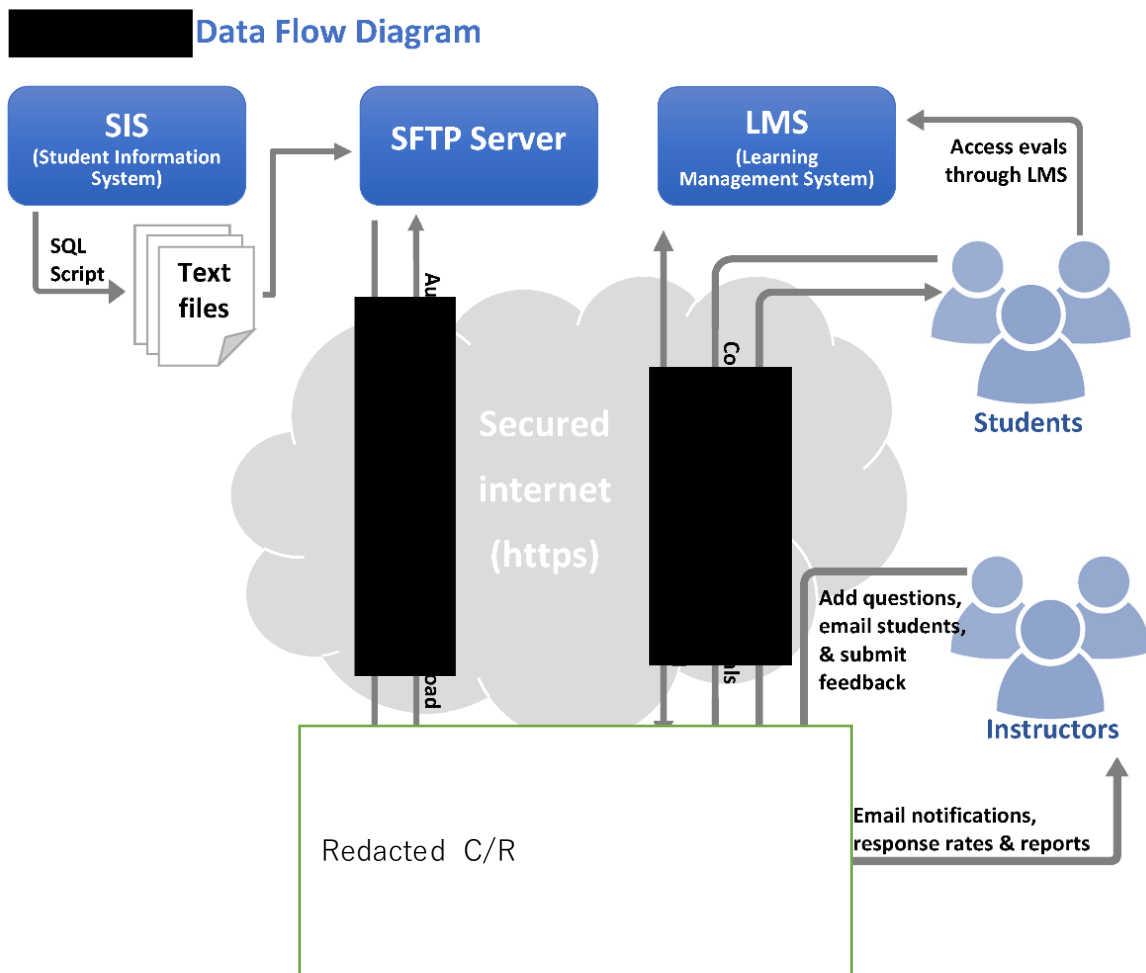


Integrating with Data Systems

While course evaluations are valued for their ability to provide insight into the student experience, they are also often criticized for the time and labor they drain away from the staff assigned to coordinate them. Redacted C/R minimizes time-consuming and costly administrative demands by automating data import and export functions, allowing course evaluations to proceed with little intervention from your institution's technical staff. The below data flow diagram provides a high level overview of how Redacted C/R interacts with your school's environment in order to administer evaluations:

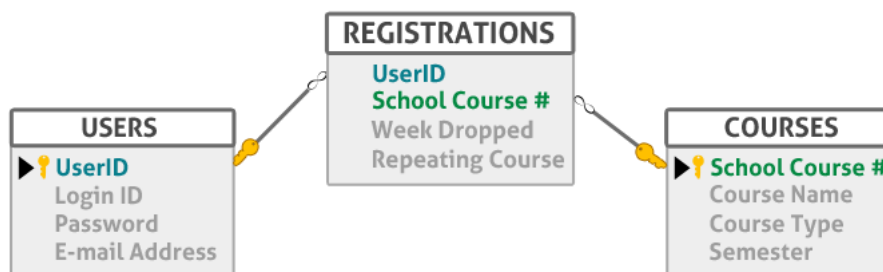


Importing data to Redacted C/R

Redacted C/R imports a variety of data contained standard Student Information Systems (SIS), Enterprise Resource Planning (ERP) systems, and other databases, including student and instructor attributes, course catalog information, and registrations.

Data is imported to Redacted C/R using an efficient component upload process that consists of three required data files in either tab-delimited (.txt) or comma-separated (.csv) format. These files may be uploaded manually through the Redacted C/R administrator interface, or automatically transmitted via a daily secure file transfer protocol (FTPS, HTTPS, or SCP).

Your data uploads will consist of three independent files: the Users file, the Course file, and the Registrations file. The structure and content of each component file, including a listing of required and optional data fields, is defined by the Redacted C/R data dictionary at [Redacted C/R.com/dictionary](https://redacted.com/dictionary). The process of building and uploading the required data files is addressed in detail in the 3-File Upload video tutorial at [Redacted C/R.com/uploaddata](https://redacted.com/uploaddata). Redacted C/R associates information in the three files as



depicted below:

Building the Component Files

Start by reviewing the Redacted C/R data dictionary at [Redacted C/R.com/dictionary](https://redacted.com/dictionary). The Redacted C/R Support team will consult with you to assist in mapping your school's data elements in Redacted C/R.

To compile the necessary data files, a member of your IT staff will need to write a query to access your institution's database and compile the flat text files according to the specifications of the Redacted C/R data dictionary. Redacted C/R maintains a set of sample queries to assist your school in compiling the data files. To access them, log in using your Redacted C/R administrator account, then navigate to Evaluation Periods → Uploads. Click the "First Time?" link, and you'll be taken to a page with comprehensive resources to use in building and uploading your first data files, including sample data files, templates, and sample queries for Banner, Datatel, Peoplesoft, Jenzabar, Campus Cruiser, and other popular SIS databases.

Once your data files are ready to go, you'll need to navigate to Evaluation Periods → Upload to manually upload your files. If this is your first time, we recommend running a test by uploading only about ten lines to ensure that the file is formatted properly. Follow the on-screen prompts to upload your files. If any errors or warnings are detected, Redacted C/R will pause the upload and display an explanatory message such as that pictured below:

This is what we've read in from the STUDENT upload.

Please click on the links in the table below to verify that we have received the data properly. If there are no errors, click 'Go!'.

If any errors are found, click the links below to review them, then click 'Home' and then 'Delete' on the upload screen.

Lines (including header):	0
Students :	0
<div style="display: flex; align-items: center;"> Errors: </div>	12
Warnings:	0
See original upload file	

Click to see detailed error report

To review any errors and warnings, simply click the "Errors" link. When you do, you'll see a full report of all errors detected in the upload file. Each error is accompanied by a description of the issue, and the line on which the error was found. You can also filter, sort, and search for items within the error report, as shown below:

These are critical errors that need to be fixed in order to fully process your upload.

See original upload file

Change this dropdown to filter by a specific set of types: **Show All Error Types**

Line Num	Error Text	Student ID	Login ID	Password	Email	Scho	Class Year	Graduation year	Graduation series
9	Invalid Email Address 1 of student					2014			
7	year is not current.					2014	FA		SR
4	year is not current.					2014	FA	7539521111	J
6	year is not current.					2014	FA		F

Invalid Email Address 1 of(2)
Not enough data - I count: 36 out of 58 columns uploaded.(1)
year is not current.(9)

Automating Data Transfers

Once your upload files are configured properly, you can choose to automate the data import process for your institution. If you choose to do so, the Redacted C/R server will initiate data imports automatically each night via a secure file transfer protocol (FTPS, HTTPS, or SCP). This will not only cut down on the administrative workload, but will ensure that user, course and registration information reflect any updates made within your school's data systems.

To take advantage of automated data transfers, a member of your school's IT staff will need to set up an FTP server to communicate with Redacted C/R. Contact our Customer Support team if you require assistance in this process.

Once your FTP server is set up, you'll need to complete the automated upload setup process in Redacted C/R. To do so, first log in as an administrator, then navigate to Evaluation Periods → Upload. Once there, click the "Automate Process" link. Follow the on-screen instructions to supply the information needed for Redacted C/R to connect to your school's FTP server. Redacted C/R also provides built-in testing and troubleshooting tools to assist in this process, as show below:

Automate Upload Process

Please include the full URL to your files below.
We will connect to your server on a daily basis and check for new files. When a new file is detected the automated upload process will be performed.
We can connect via HTTP, HTTPS, FTPS, SFTP and SCP.

Examples:
<https://school.edu/private/upload.csv>
<sftp://school.edu:22/users/oc/uploads/teachers.csv>
<scp://school.edu>

Students:
Courses:
Registration:
Additional Instructors:

Redacted C/R

not set

Test Student Connection

Test Course Connection

Test Registration Connection

Test Instructor Connection

Upload Students

Upload Courses

Upload Registrations

Upload Additional Instructor File

☐ Server requires authentication

Save settings

The Automated Daily Uploads are **STOPPED** [Click to start daily uploads](#)
We will make 1 attempt per day to upload the file you specified to our server after 10 p.m. EST. (DropGuard warnings will be uploaded every 15 minutes)
[See our logfile](#)

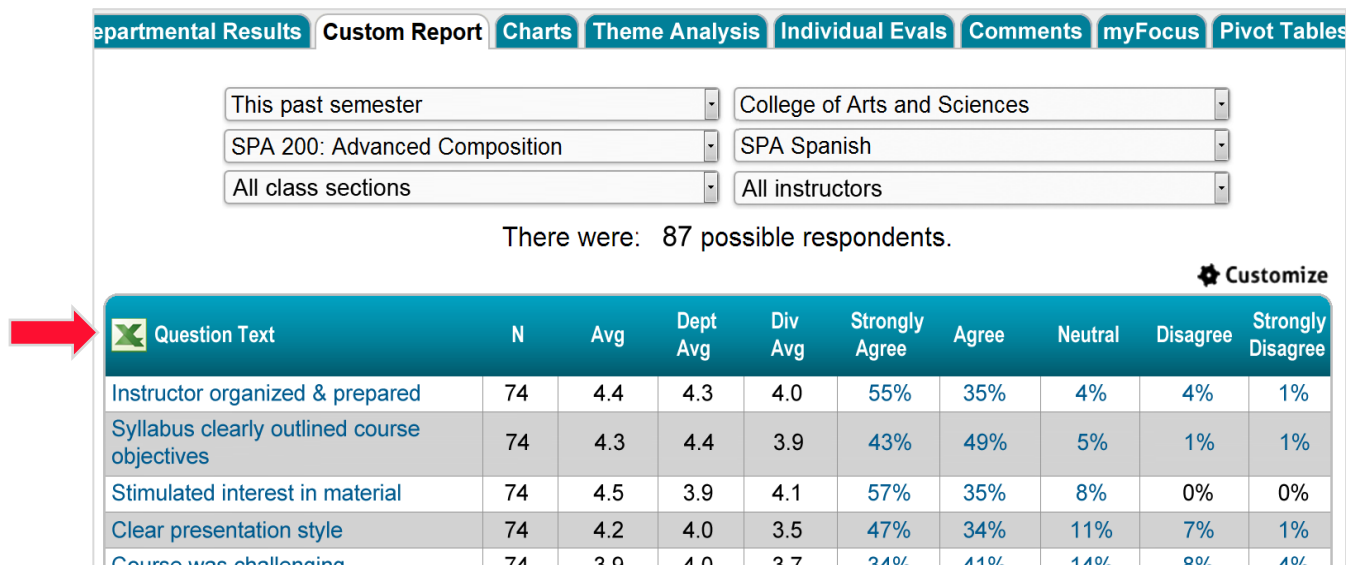
Exporting data from Redacted C/R

Redacted C/R allows both on-demand and scheduled export of reports and raw data.

Exporting Reports

Both administrators and individual users are able to export reports from Redacted C/R. To export a report, simply look for the export icon found at the upper left corner of the report:

Reports can be formatted in comma separated text (.csv), web page (.html), Microsoft Excel (.xls), .xml, Microsoft Word (.doc), and Adobe PDF (.pdf). You'll also have the option to make visual changes, such as displaying or hiding headings, column titles, and grid lines, as well as choosing colors:



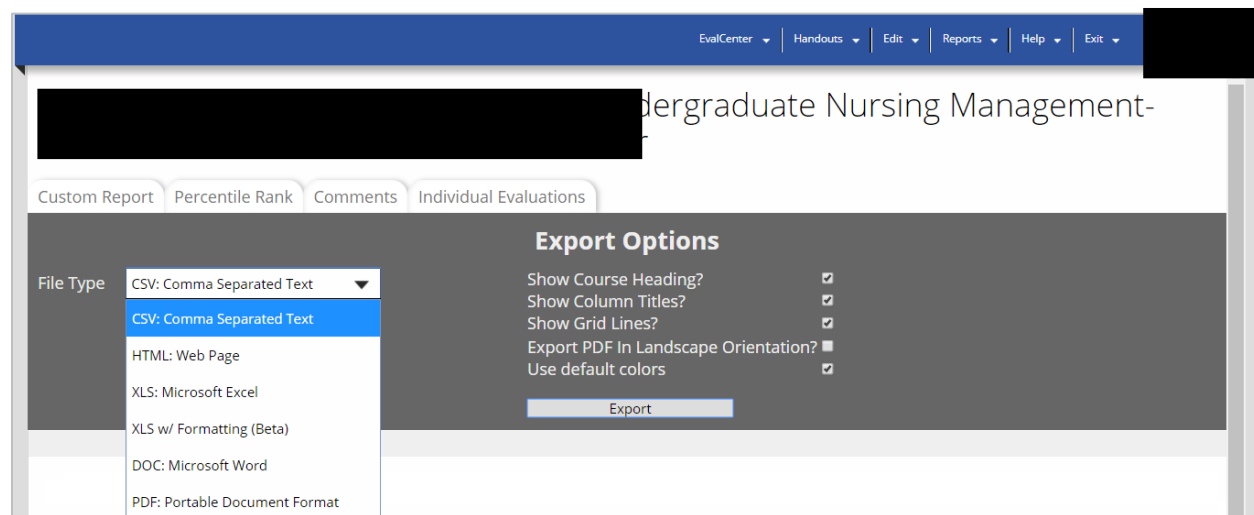
Departmental Results Custom Report Charts Theme Analysis Individual Evals Comments myFocus Pivot Tables

This past semester College of Arts and Sciences
SPA 200: Advanced Composition SPA Spanish
All class sections All instructors

There were: 87 possible respondents.

Customize

Question Text	N	Avg	Dept Avg	Div Avg	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Instructor organized & prepared	74	4.4	4.3	4.0	55%	35%	4%	4%	1%
Syllabus clearly outlined course objectives	74	4.3	4.4	3.9	43%	49%	5%	1%	1%
Stimulated interest in material	74	4.5	3.9	4.1	57%	35%	8%	0%	0%
Clear presentation style	74	4.2	4.0	3.5	47%	34%	11%	7%	1%
Course was challenging	74	3.9	4.0	3.7	34%	41%	14%	8%	4%



EvalCenter Handouts Edit Reports Help Exit

Undergraduate Nursing Management-

Custom Report Percentile Rank Comments Individual Evaluations

File Type CSV: Comma Separated Text
CSV: Comma Separated Text
HTML: Web Page
XLS: Microsoft Excel
XLS w/ Formatting (Beta)
DOC: Microsoft Word
PDF: Portable Document Format

Export Options

Show Course Heading? ☒
Show Column Titles? ☒
Show Grid Lines? ☒
Export PDF In Landscape Orientation? ☐
Use default colors ☒

Export

Exporting Raw Data

Exported data may be imported to statistical or other software or stored for archival purposes. Only administrators have the ability to export raw data from Redacted C/R. To do so, simply navigate to Evaluation Periods→Export Data. Once there, you'll have the ability to define the scope of the raw data for export, the type of report, and delimiter you'd prefer for flat text file.

You can also configure systematic raw data exports for daily and/or weekly download to your school's FTP server. To set up automated exports, simply follow the on-screen instructions to supply the required information and test the connection.

Export Course Evaluation Data

this past semester(2018/fall) ▼

See all instructors ▼

See all eval periods ▼

See all course levels / types / traits ▼

All divisions ▼

See all course groups ▼

All departments ▼

Type of Export Each row is one student's responses for one question for one class ▼ Export Delimiter: Pipe | ▼

The below options allow you to define an FTP server to have your schools information exported to weekly.
Automated Data Exports will export the One Student per Class per Row file for the previous semester as a tab delimited .txt file

☒ Check this box to enable Automated Data Exports

FTP Address

Username:

Password:

Choose which of the two options below you'd like to set to save your file.

☐ Download the file daily, replacing the previous day's export.
This will keep 1 file on your FTP server.

☒ Download the file weekly, adding the timestamp to the file name.
This will generate a new file every week on your FTP server.

Save Automatic Export settings

[See export history log](#)