MBA Leadership Report Generation

**Background**

There are 4 MBA Programs:

University City MBA  
Full-Time MBA  
Online MBA  
Malvern MBA (Vanguard MBA also here)

There is one course that uses the survey:

ORGB 511: Leading in Dynamic Environments

Unit 1: Self-Awareness

Unit 2: Building & Leveraging Social Networks  
Unit 3: Leadership and Motivation  
Unit 4: Ethical Leadership

Unit 5: Leading High-Performance Teams

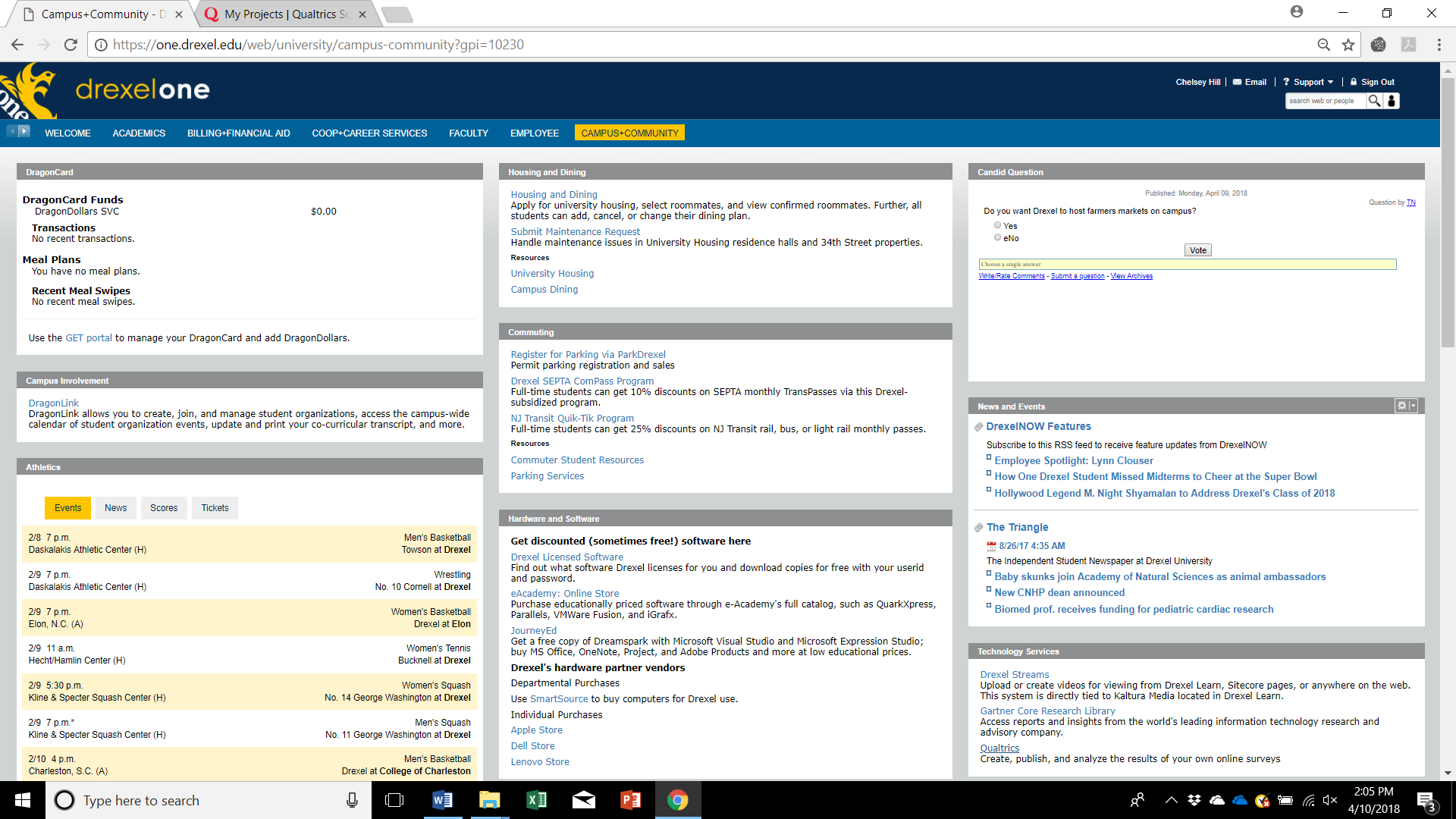
There is one Survey, administered through Qualtrics, following the naming convention:

1. LeBow Leadership Development Survey, QUARTER ACADEMIC YEAR

-All students in all 4 MBA Programs take the MBA Survey, QUARTER ACADEMIC YEAR.

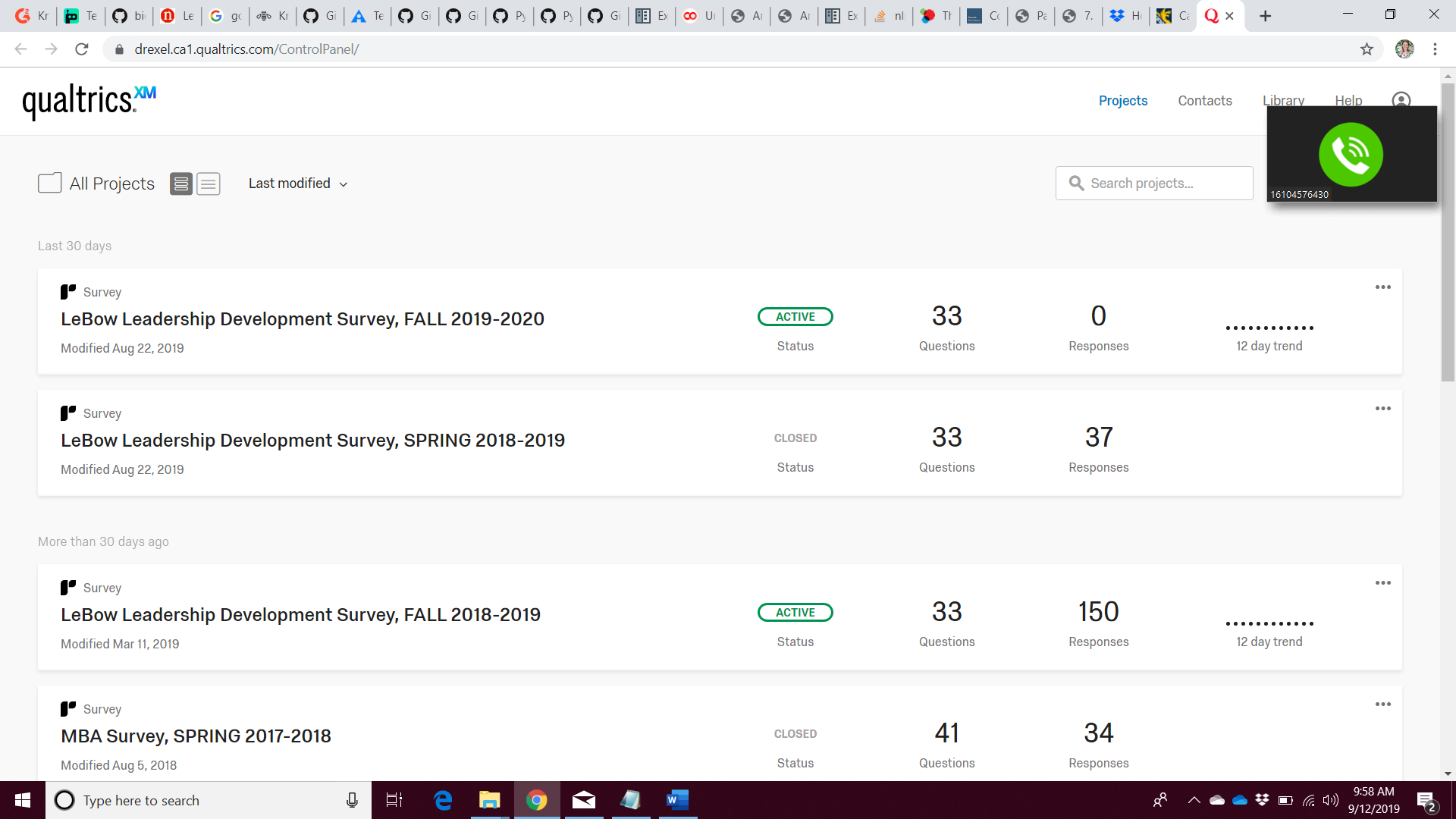
**Survey**

To access the survey login to DrexelOne, click the CAMPUS+COMMUNITY tab. A link to Qualtrics is available under ‘Technology Services’.



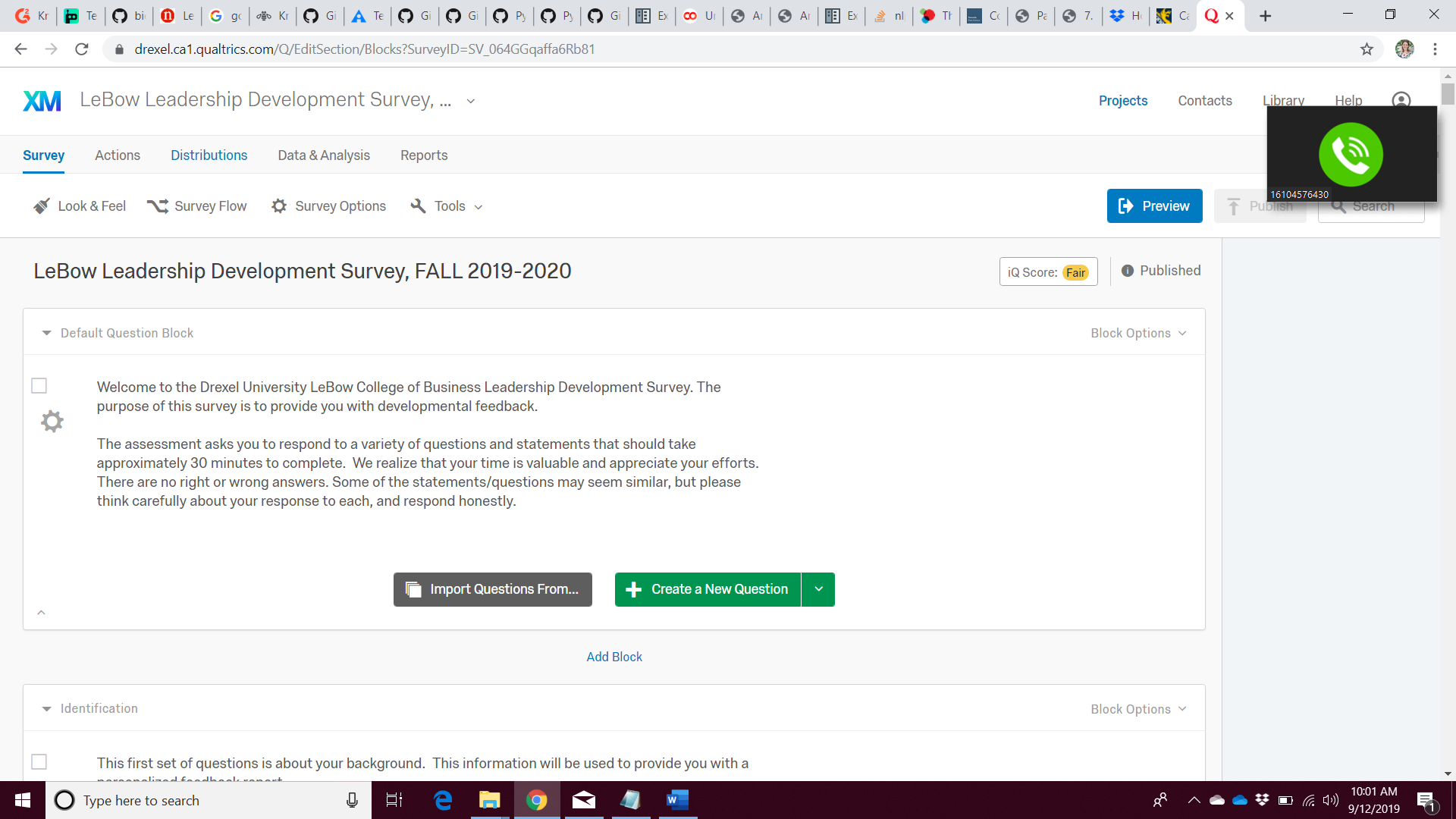
**Create the Survey**

To create a new survey that is a duplicate of an existing survey, choose the dropdown for that survey and choose ‘Copy Project’. Rename, updating the Academic Year and Quarter.

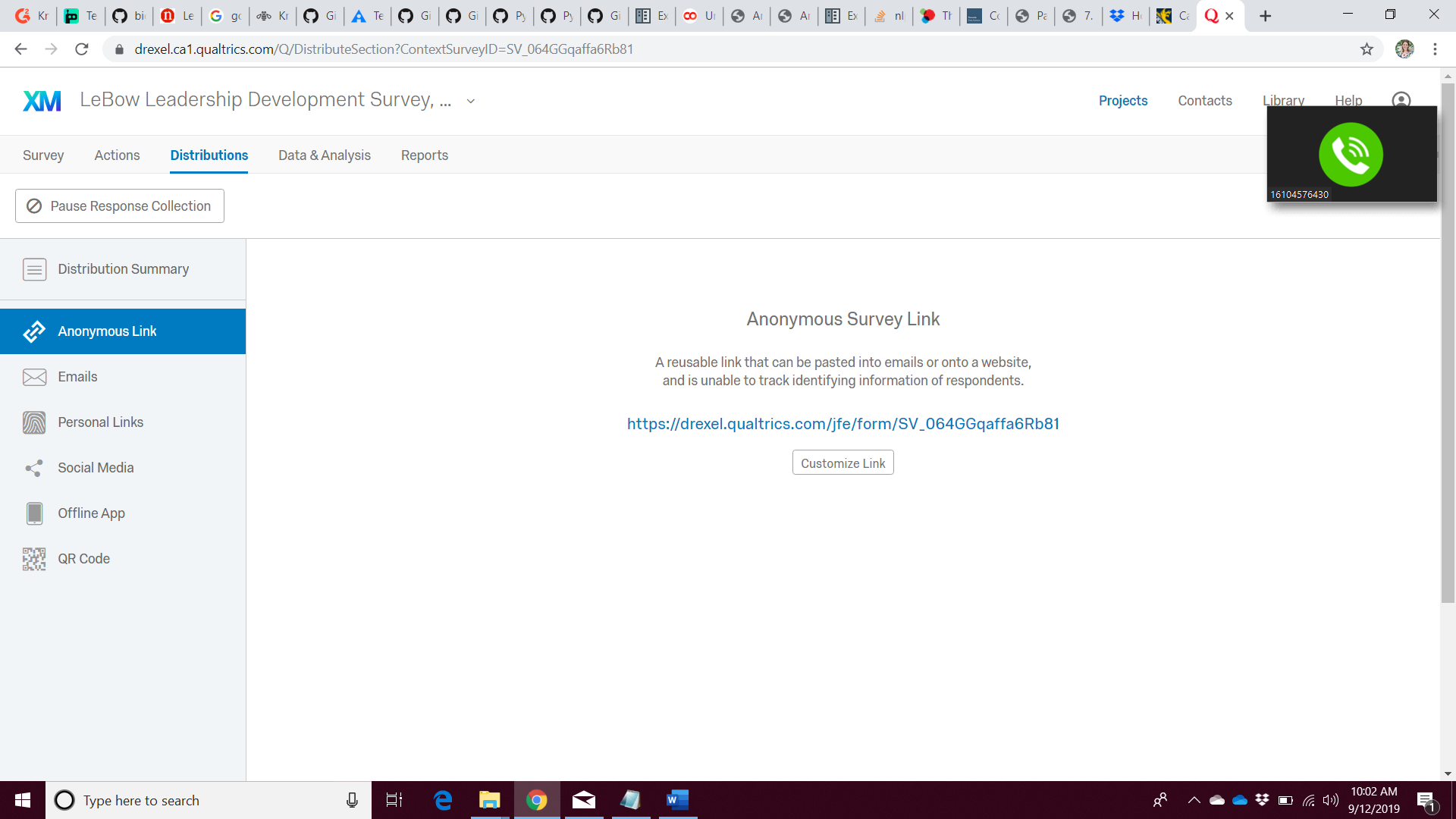


**Create Survey Distribution Link**

To distribute the survey and generate the link to the survey, choose distributions:

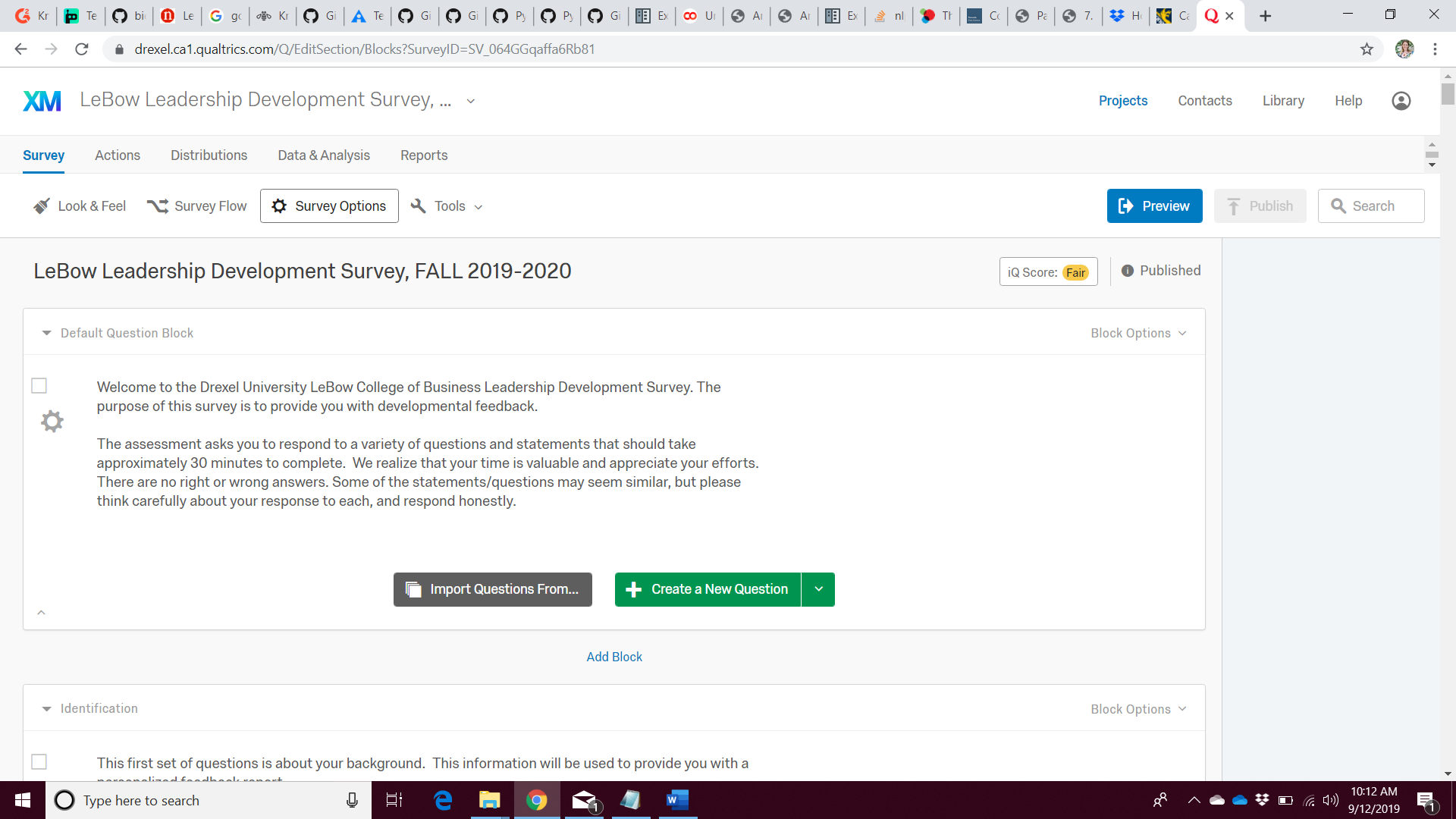


Choose the ‘Anonymous Link’ tab and copy the anonymous survey link.

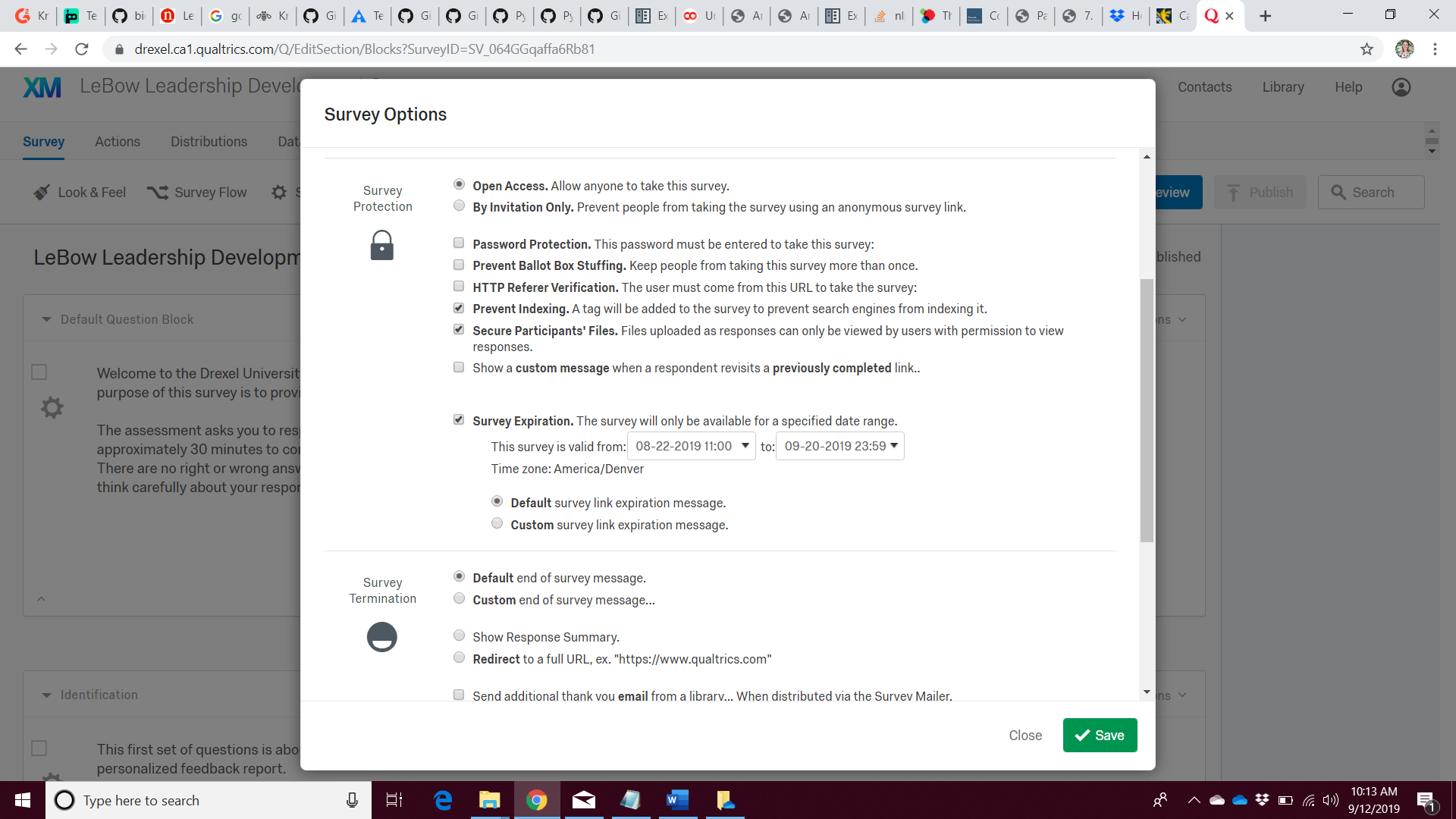


**Open and Close the Survey**

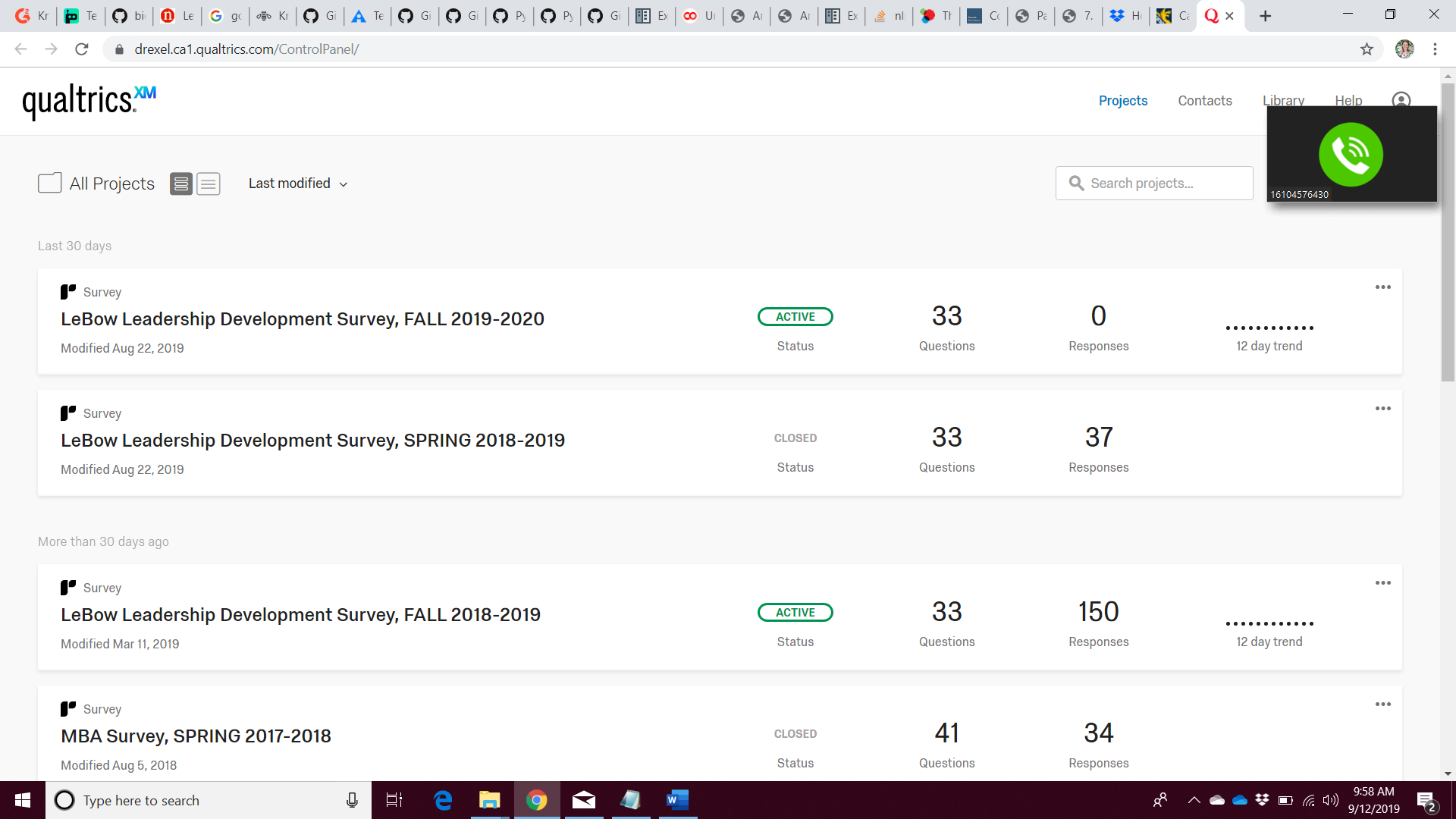
On the Survey homepage, under the Survey tab, click ‘Survey Options’:



Under Survey Protection, change the ‘Survey Expiration’ information to reflect the survey open and close date.

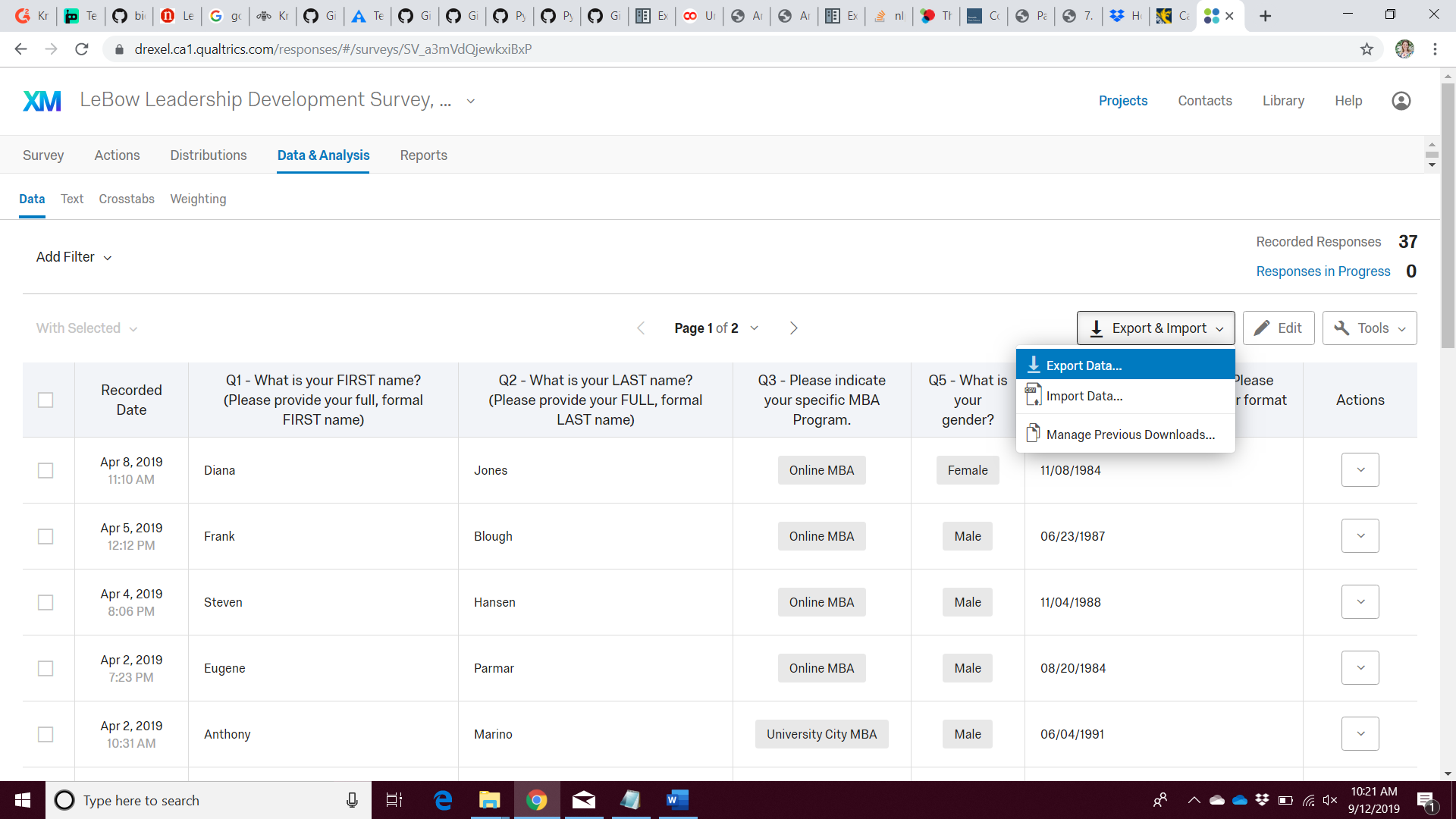


On the day that the survey closes, navigate to the Project homepage. For the survey you wish to permanently close, choose ‘Close’ from the drop down. The status will change from Active to Closed. Choose to close any outstanding (unfinished) surveys.

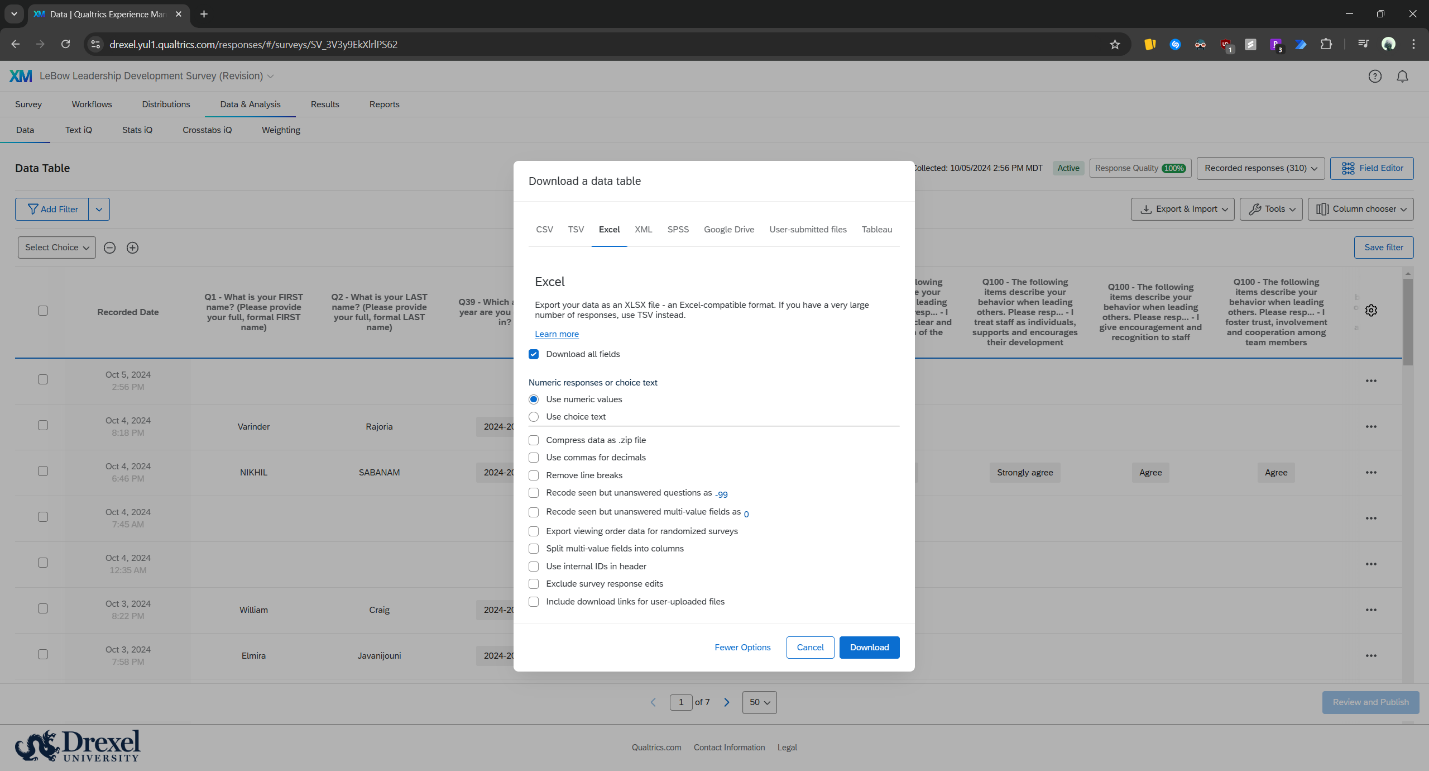


**Export the Survey Data**

On the survey page, navigate to the Data & Analysis tab. Choose ‘Export & Import’. Then, click ‘Export Data’:



On the ‘Download a Data Table’ window that pops up, **choose Excel**. Choose the bubble to **‘use numeric values’** and click ‘Download’. Make sure **all other options are un-selected**.



**Preparation**

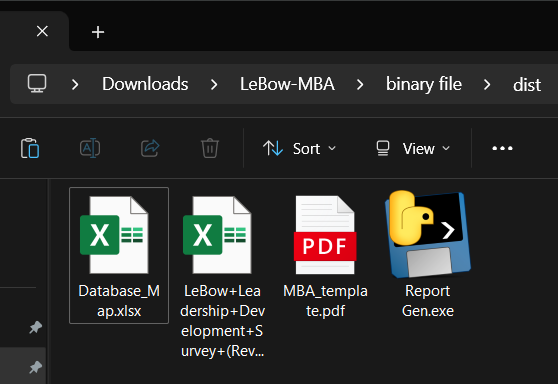
Given you have the survey data file now, collect other three essential documents,

1. **Database\_Map.xlsx** : It has all the term average and MBA average scores till now.

2. **MBA\_template.pdf** : It’s the base template file upon to be used in the report generation.

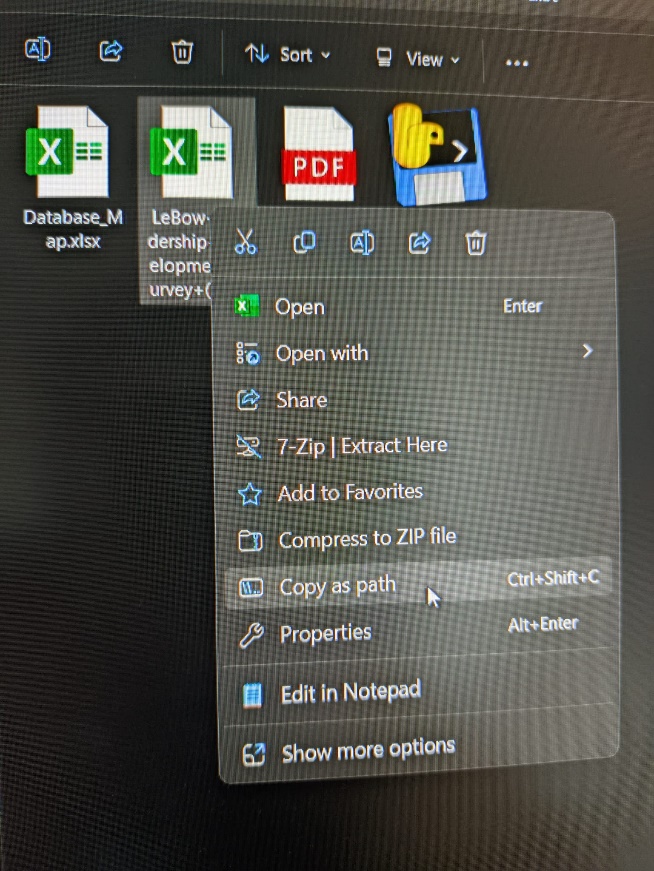
3. **Report Gen.exe** : Python script application to automate report generation.

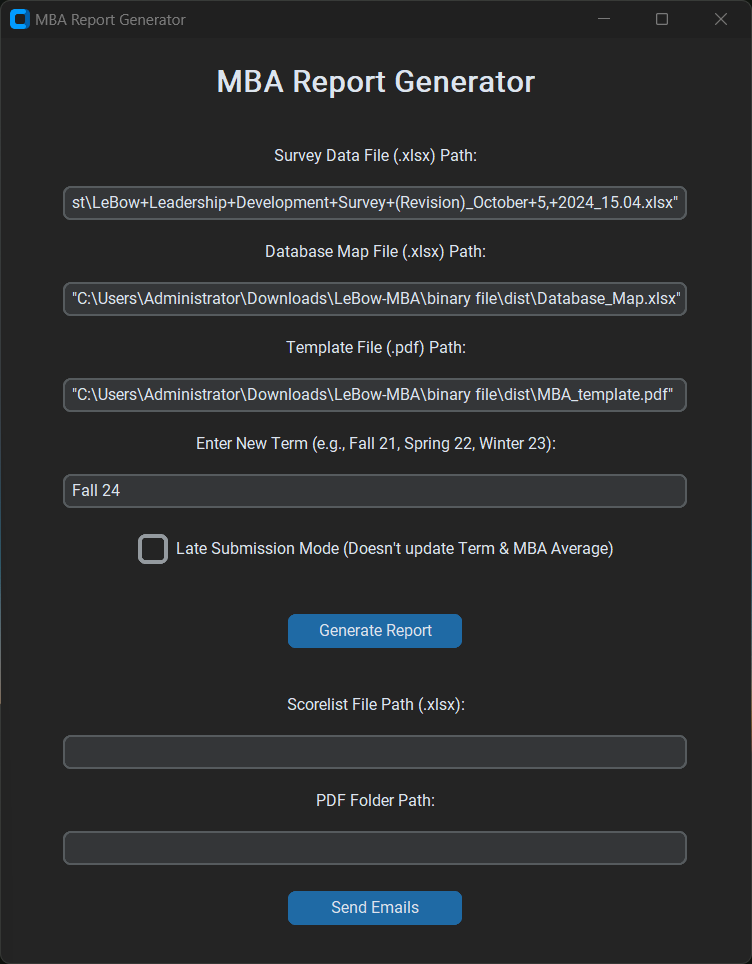
In total there are four files so far,



**Report Generation**

1. Open Report Gen.exe,
2. Copy and Paste the file path for Survey Data, Database Map and Template PDF accordingly,

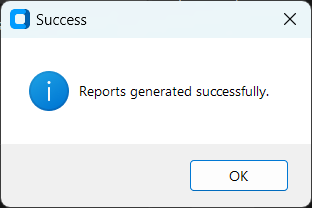




1. Enter the current Term details.
2. Press Generate Report.

The application will start processing in the background. You might see folders and files being created and deleted automatically during the process. It might take a while and the application will stop responding but do not close it.

Wait for the pop up confirmation like this,



Once complete. It will create one new file and one new folder in the application’s working directory. They will look like,

1. **ScoreList\_\_Fall 24\_\_2024-10-05\_17-42-44.xlsx** : It contains all calculated scores for individual participants and their demographic (Including emails).
2. **Generated PDFs** : This directory contains all the pdf report files generated.

**Report Generation (Late Submission)**

There’s a late submission mode in the Report Gen.exe which can be used if for a particular term reports have been already generated but few students missed out the survey. In that case follow as instructed,

1. Refer back to old survey data filename to that term for the date from when the late submission starts.

For example, **ScoreList\_\_Fall 24\_\_2024-10-05\_17-42-44.xlsx** this file means any submission after 5th October is a late submission.

1. Download the new survey data containing late participants.
2. Remove the rows containing students who are already in old survey data file. Their report have already been generated.
3. Copy and Paste files paths as shown above in Report Gen.exe.
4. Tick the Late Submission Mode and click Generate Report.

**Report Distribution**

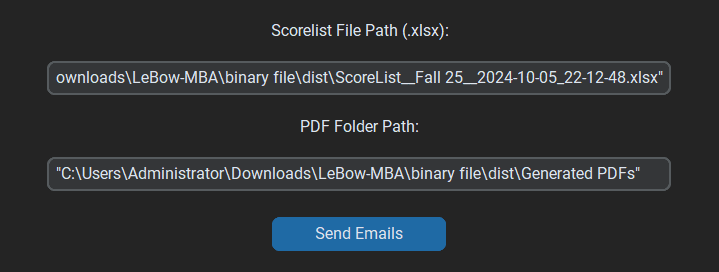
Since the ScoreList file has all the emails for the participants, we can use the file to distribute the emails. For the late submission, use the new ScoreList file (double check only late participants are included in that excel file).

For now the automation utilizes [noreply.leadership.report@gmail.com](mailto:noreply.leadership.report@gmail.com) email to distribute the reports. If its possible make participants add this email to safe contact list in outlook so that the reports don’t go to spam.

This is an automated proces but there is an intentional 20 seconds delay between each email being sent to avoid overloading the email server. Roughly, to send around 200 reports, it takes around 1 or so hour.

To get started,

1. Copy and paste Scorelist file path into Report Gen.exe,
2. Copy and paste PDF folder path into Report Gen.exe,



1. Hit Send Emails.
2. Wait till you see the success message.

