Quick-Start Guide:
Generating Reports for Evaluators

Table of Contents

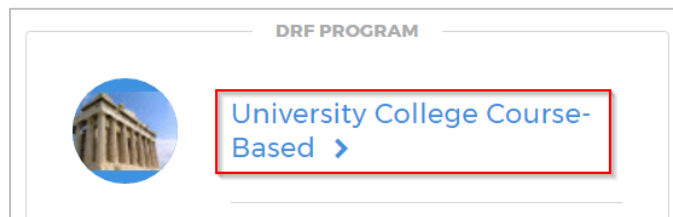# Accessing the Evaluation Summary Report

As well as accessing Author submissions to evaluate, Evaluators can generate reports on the results of their personal evaluations for each Program in which they are assigned the evaluator role. There are two ways to access this report.

From the homepage, click on the **Evaluator** tab.
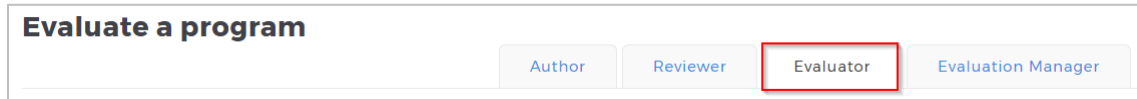
Option 1

Click the **DRF program name**.

Then click the **Reports** tab on the top right corner of the page. The Reports tab navigates you to a Select DRF Area page that lists all of the categories and requirements within that program.
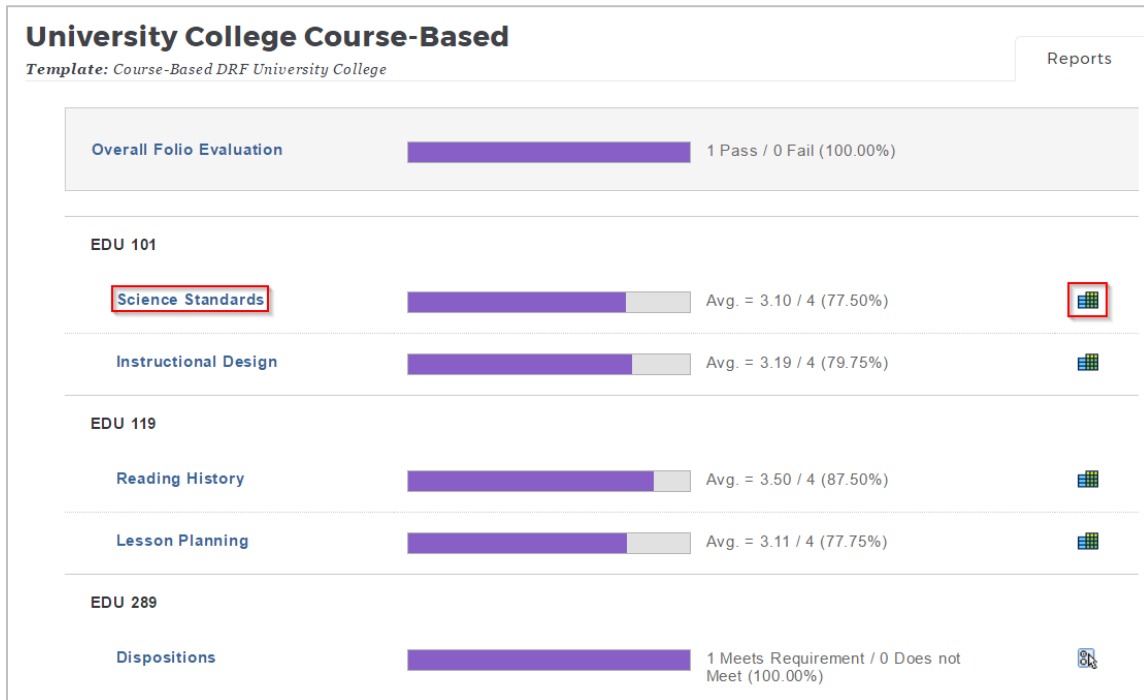

Option 2

Click **Reports** under the appropriate program.

On the following screen, a list of requirements and their evaluation method will appear on the list.

Click the name of a requirement to view the results.

You can also click the type of evaluation method that was used to view it in another window by clicking the icon to the right of the bar graph.


If a rubric was used, a bar graph will appear on your screen showing the results for the entire group of students that submitted to this requirement as well as the average for each criterion from the rubric.
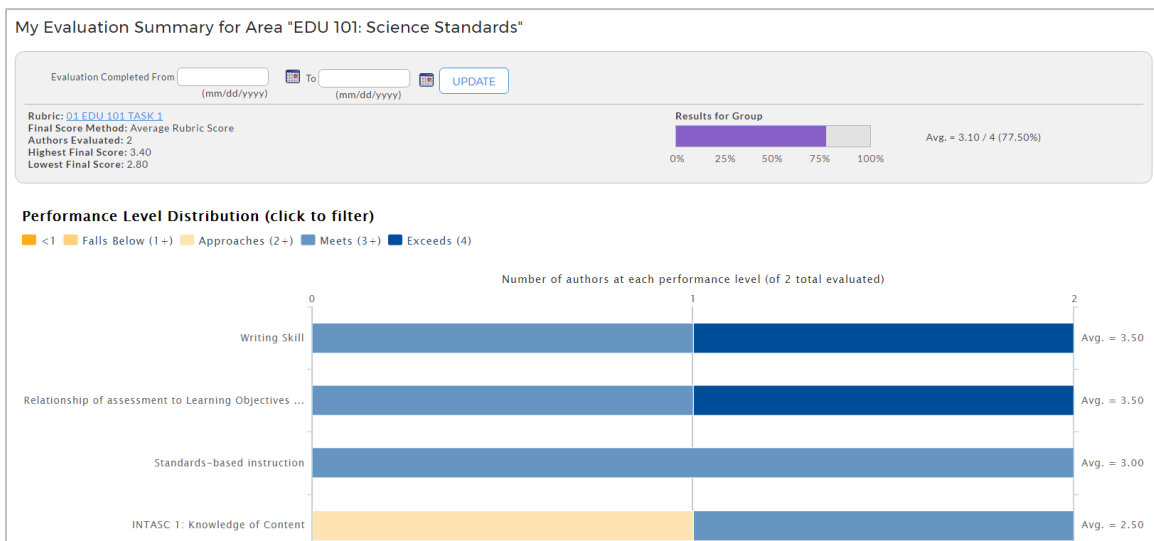
To view individual student results for each criterion, click on the bar in the graph.
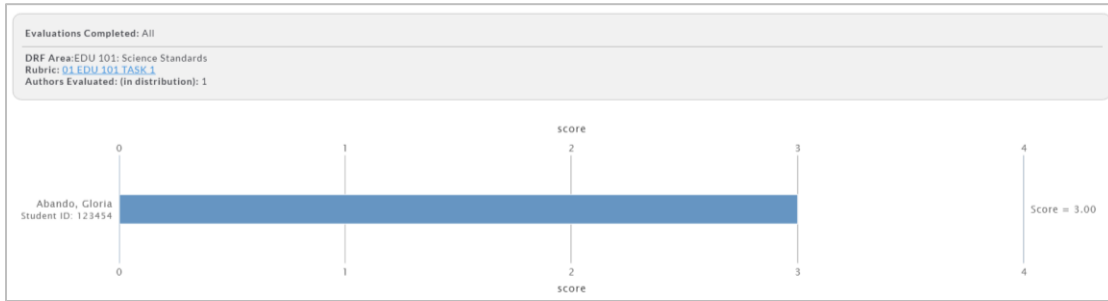
If any other scoring method was used, a results graph will appear with the percentage results for the group.
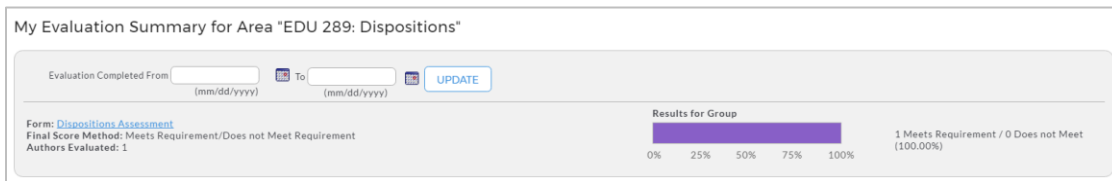
More about the Evaluation Summary Report

The "Y" (vertical) axis of this graph lists the individual rubric criteria used to evaluate the selected DRF area.

The "X" (horizontal) axis of this graph indicates the number of Authors for whose work you have completed evaluation. This includes inactive (expired) subscribers. Scores are included whether or not they have been released to the Author.

The average score you have assigned for each criterion displays to the far right of the associated bar.

Hover over any bar to view a pop-up text description of the contents.

If the rubric includes "N/A" as a scoring option, the N/A color block appears at the far right of the bar for each criterion to which it applies. When N/A is used, these Authors are NOT included in the calculation of average/high/low scores.

A row of filter buttons, above the graph, describes the colors and enables you to hide/unhide one or more score values on this graph. From the set of filter buttons:

- Click on any color to hide that score level. All criterion bars shift to remove that section from view. The corresponding box in the filter area displays as grey.
- Click on any gray box to unhide that score level. All criterion bars shift to display that section. The corresponding box in the filter area displays in color.