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Overview

The CIT Reporting function has been developed to provide schools and departmental offices with the ability to access information in the Courses InTouch system for purposes of reporting and analysis of the grading process.

The following 3 reports are now available:

- Course Grades
- Course Status
- Grade Changes

User Access to Reports

CIT Reporting has been added to the CIT system as an additional menu item entitled "View Reports." Access to this reporting function is based on a user's CIT security role, as established by the CIT School Grade Administrator. The View Reports option will automatically appear on menus for these users (see screen below).

A new security role of "Report Viewer" has been created in conjunction with the new reporting capability. This role grants the user a "view-only" access to information within the Online Grading/CIT system. To support this role, each user must be assigned one or more subject areas.

Users in the following roles will automatically have access to all 3 reports:

- *School Grade Administrator*
- *Division Grade Administrator*
- *Subject Grade Proxy*
- *Report Viewer*

Users in the role of Division Grade Change Approver will only have access to the Grade Changes Report.

View Reports option on CIT menu
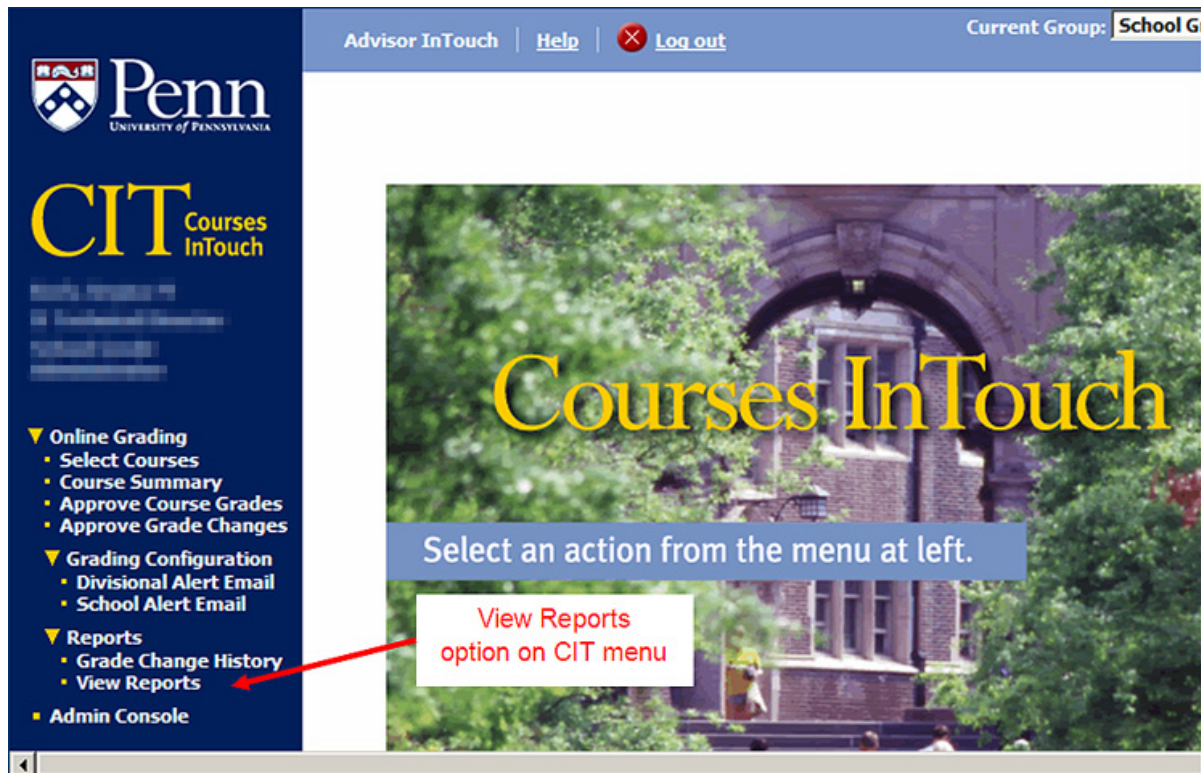
User-Based Constraints & Report Controls

Each report has pre-defined controls that filter out information for the report according to the security role and scope of a user's privileges. For example, users in the role of School Grade Administrator are restricted to viewing report data for the courses that belong to their school, the Division Grade Administrator to courses in their Division, and the Subject Area users to courses in their subject. Specific user-based constraints are noted separately in the section that describes each report.

Each report has an associated set of report controls that can be used to filter out information to meet specific reporting needs. When a report type is selected from the drop-down box, the associated menu for that specific report displays. Please refer to the screens for a full description of the nature and usage of each item in each report.

When report values have been entered, and the [Execute report] button is selected, the results are displayed as a sortable grid, with paging. Note that filtering occurs both on the values displayed to users based on their role and assigned school/department/subject areas, and also on the results of the query. Results can be exported to Excel for subsequent data manipulation and analysis, for a maximum export of 5,000 rows.

Term Options

The drop-down menu may be used to select a different term or "all terms." The "all terms" option may be helpful for producing extracts of information for cross-term or historical analysis.

The initial Term setting will always default to the term that is used for the Online Grading application itself:

- For the months of October through January of the following year, the default will be for the previous FALL term: YYYYC
- For the months of February though May, the default will be for the then current SPRING term: YYYYA
- For the months of June through September, the default will be for the then current SUMMER term: YYYYB

Class Grades Report

The Class Grades report provides the functionality of listing information about student grades. When only the term, Course and Section numbers are entered, this report provides the same functionality as the old SRS 115 screen. In addition, this report provides the additional function of being able to select a student by name or to query by level of grades, along with a broad-based ability to wildcard course references.

This report is useful for checking whether grades have been submitted for an entire class, for just a particular section, for a particular student, or whether no grades at all were reported and the section was auto-graded. An analysis of both reported vs. official grades (how many students took the class as Pass/Fail), is also possible within this report.

User-based constraints for the Class Grades report are as follows:

- *School Grade Administrators* are constrained by their assigned school, which must match the section-school of the primary or registered course sections.
- *Division Grade Administrators* are constrained by their assigned division(s), which must match the section-division of the primary or registered course sections.
- *Subject Proxies & Report Viewers* are constrained by assigned subject(s), which must match the subject of the primary or registered course sections.

Please refer to the screens for a full description of the nature and usage of each report constraint.

A link for exporting report data to Excel appears in the header of each report.

Notes on Cross-Listed Courses:

- If the Primary Section is entered as a value, the report will also include students in all secondary sections.
- Subject Proxies & Report Viewers must use the "Registered Section" option to view grades for students if their course-section is a secondary cross-listing. These two roles will not be able to view grades for students in an associated primary unless they have authorization for the primary subject.

Course Status Report

The Course Status report provides a point-in-time snapshot of grading status. The user also has the ability to do analysis of the timeliness of grading

This report is useful for checking whether the course/section is available for grading yet: the due date is listed in one of the columns of the "Available?" report. Once a course/section is available, a report can be run to tell whether a course/section has been partially or fully graded, or has yet to be graded; and whether the grades for a course/section were submitted late or on time, or whether they are overdue. Note: The due date for the grades is posted in the top right-hand corner of every classlist.

User-based constraints for the Course Status report are as follow:

- *School Grade Administrators* are constrained by their assigned school, which must match the section-school of the primary or registered sections.
- *Division Grade Administrators* are constrained by their assigned division(s), which must match the section-division of the primary or registered sections.
- *Subject Proxies & Report Viewers* are constrained by assigned subject(s), which must match the subject of the primary or registered course sections.

Please refer to the screens for a full description of the nature and usage of each report constraint.

Notes on Cross-Listed Courses:

- For cross-listed courses, only the primary section will appear in the results of this report. The status of the primary section will apply to all secondary partners.
- Subject Proxies & Report Viewers can only view the status if they have access to the subject area/s of the primary cross-listed course. They will not be able to access information for secondary cross-listings that are outside their assigned subject area/s.
- Even though grading for a course may have been completed on time, late additions or grading of students may cause a course to record with the "was late" criteria

Grade Change Report

The Grade Change report provides users ability to search/filter information regarding grade changes.
This report is useful for checking whether a change of grade has been processed or is still pending, who requested it, and whether it was approved or not and by whom. The "approver" is usually a division or school-based designee. It is also possible to run a report on the dates requests were made. For example: were the requests made immediately grades were posted or in subsequent terms. The report can be run for a particular student or for a course/section where it is known that several changes of grade were requested.

User constraints for the Grade Change Report are as follow:

- *School Grade Administrators* are constrained by their assigned school, which must match the section-school of the primary or registered course sections.
- *Division Grade Administrators* are constrained by their assigned division(s), which must match the primary *division of the student* in the term the course taken
- *Division Grade Change Approvers* are constrained by their assigned division(s), which must match the primary *division of the student* in the term the course taken
- *Subject Proxies & Report Viewers* are constrained by assigned subject(s), which must match the subject of the primary or registered course sections.

Please refer to the screens for a full description of the nature and usage of each report constraint.

Select report to execute from group Reports (Penn Administrator)
Grade Changes ▼

Select Report

Grade Changes

This report allows the viewing of data associated with grade change history items. All fields and selections below are optional. Make your selections and click the "Execute report" button to run the report. The report may be exported to Excel (up to 5000 rows) by clicking the "Export as xls" link at top of the results. Results may be ordered by clicking on the column headers.

Term	equals	2007A ▼	Select the term.
Student Name	like		Enter a portion of the student's name, such as **Smithwi** for Smithwick. If using first and last, entry must be formulated with full last name and any portion of first name, such as **Smithwick, Ja.**
Student PennID	equals		Enter the pennid of the student.
Approver	like		Enter a portion of the approver's name, such as **Smithwi** for Smithwick. If using first and last, entry must be formulated with full last name and any portion of first name, such as **Smithwick, Ja.**
Requestor	like		Enter a portion of the requestor's name, such as **Smithwi** for Smithwick. If using first and last, entry must be formulated with full last name and any portion of first name, such as **Smithwick, Ja.**
Registered Section	like	ECON231	Enter a portion of a course ID or a complete course ID, such as ACCT, ACCT101 or ACCT101001. This is the section in which the student is actually registered.
or Primary Crosslist	like		Enter a portion of a course ID or a complete course ID, such as ACCT, ACCT101 or ACCT101001. For cross-listed courses this will be the primary section, and the results will return both primary and secondary sections.
Approved	equals	Select Value ▼	Whether the change was approved denied, or is still pending.
Requested Date	greater than or equal to		Enter the date that the change was requested on, in the format mm/dd/yyyy.
Requested Date	less than or equal to		Enter the date that the change was requested on, in the format mm/dd/yyyy.

Execute report

Listings: 1-4 of 4

Grade changes Export as xls

Student Name	Penn Id	Primary Division	Old	New	Registered Section	Requestor	Approved	On Date	Approver	Reason	Note	Registered Section School	Crosslist Primary School	Primary Crosslist	Term
Fazul, Al		COL	F	B-	ECON231001	Spiegel, Uriel	Yes	10/19/2007	Dana Eadleshenp	Other (See Comments)	make up exam	AS	AS	ECON231001	2007A
Lin, Jun		WH	C+	B-	ECON231001	Spiegel, Uriel	Yes	11/07/2007	Spiegel, Uriel	Other (See Comments)	Reconsideration of weight of each exam	AS	AS	ECON231001	2007A
Newman, yle R		COL	C+	A-	ECON231001	Spiegel, Uriel	Yes	05/14/2007	Dana Eadleshenp	Grading Error		AS	AS	ECON231001	2007A
Trujillo, Manuel E		COL	C+	B-	ECON231001	Spiegel, Uriel	Pending			Other (See Comments)	Reconsideration of weight of each exam	AS	AS	ECON231001	2007A