

Reports

Turning Reports allows you to generate and view a wide variety of reports based on the responses you received during your sessions. The reports are generated as printable Word documents or Excel worksheets with information about the questions and answers, participants, and responses gathered in your . Turning Reports displays a hierarchical menu of reports organized by category, such as Results by Question Reports and Demographic Reports. If you click on one of these categories, the Turning Reports screen displays subheadings of specific report titles, and shows samples of each selected report.

reports are available for reporting on the entire audience, by individual participants, by standards, and on the basis of demographics. If you have specified correct answers or point values, you can “grade” participants, verify that standards are met, and provide valuable feedback to participants.

View a Report

You can create reports using Turning Reports available in the Tools menu in the TurningPoint toolbar.

This section describes how to:

- *View a Report*

View a Report

Use Turning Reports to generate reports.

Step by Step Instructions To view a report...

- 1 Select Tools in the toolbar.
 - The Tools menu opens.
- 2 Select the Generate Report button.
 - Turning Reports generates the report(s) and opens it in Microsoft Excel.
 - This may take some time, especially if you selected to generate a large number of reports or if there are a large number of questions or participants in the session.

Note If you selected to generate multiple reports, one Excel file is created with worksheets for each report.

•You can generate as many reports as you like. When one report is finished being created, select another type of report from the list and select the Generate Report button again.

Note Alternatively, you can generate a report by double clicking on the report name. Only that report will be generated. Any other reports that were selected will have to be generated by double clicking each report or selecting the Generate Report button to generate them all.

3 When you are finished creating reports,

Next Steps

You can use Excel or Word to edit, save, or print the reports.

Types of Reports

This section describes:

- **Results by Question Reports** (2 Reports)
- **Demographic Reports** (2 Reports)
- **Participant Results Reports** (4 Reports)
- **Participant List Reports** (2 Reports)
- **Standards Reports** (Reports)
- **Comparative Scoring Reports** (2 Reports)
- **Percentile Reports** (2 Reports)
- **Other Reports** (Reports)
 - Attendance Report
 - Response Data Export Report
 - Statistics Report

Results by Question Reports

The Results by Question Reports and Graphical Results by Question show a summary of responses for each question. Each of these reports creates an Excel file.

Results by Question Report

The report includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer
- the total count of participants that responded to the question

Demographic Reports

The Demographic Comparison and Graphical Demographic Comparison Reports show a summary of responses for each question broken down by demographics. Each of these reports creates an Excel worksheet.

Demographic Comparison

The Demographic Comparison Report includes the following information for each question:

Graphical Demographic Comparison

The Graphical Demographic Comparison includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the percentage of responses for each answer from each group
- a vertical bar chart of the responses for each answer from each group

Participant Results Reports

The Participant Results, Graded Participant Results (correct/incorrect), Graded Participant Results (point values), and Graded Participant Results (ratio) Reports show a detailed question by question breakdown of responses. When generating these reports you have the option of displaying the entire question or excluding the question text. Each of these reports creates an Excel worksheet.

Participant Results Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question

Graded Participant Results (correct/incorrect) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question
- an indication of whether the response is correct or incorrect
- total percent correct

Graded Participant Results (point values) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question
- an indication of whether the response is correct or incorrect
- the total number of points

Graded Participant Results (ratio) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question
- an indication of whether the response is correct or incorrect
- the ratio of correct answers to total number of answers for each question

Participant List Reports

The Participant List Reports show the participant data from the Participant List in either an Excel worksheet.

Note If you selected to generate the Word document version of the Participant List along with any other report, the Word document is included as a worksheet in the Excel file.

Participant List (Excel) Report

The report shows Device ID and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.)

Participant List (Word) Report

The report shows Device ID and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.)

Standards Reports

The Standards Reports show response information based on standards identified for each question. Each of these reports creates an Excel worksheet.

Individual Standards Report

The Individual Standards Report includes the following information for each individual participant for each standard:

- the participant's percentage of comprehension for all questions that are associated with the standard
- the questions associated with the standard
- the answers for each question
- an indication of the correct answer(s)
- an indication of the participant's response and whether it was correct

Comparative Scoring Reports

The Individual Scoring and Scoring Distribution Reports show a summary of scoring information based on participant responses in comparison to other participants. Each of these reports creates an Excel worksheet.

Individual Scoring Report

The Individual Scoring Report includes the following information for each participant:

- numeric response labeled correct or incorrect
- question's overall percentage correct
- participant's percentage score
- whether the participant's score puts him/her above or below the class average

Scoring Distribution Report

The Scoring Distribution Report includes the following information:

- the total number of participants
- the score ratios for assessment (number of correct answers to questions)
- the number of participants achieving each score ratio
- the answer value (correct, incorrect, points, no value, keywords)
- acceptable answer choices
- number of responses each answer received

Percentile Reports

The Percentile (correct/incorrect percentage) and Percentile (points) Reports show how participants' responses. The reports include the Device ID, first and last name, and the percentile ranking for each participant grouped by percentiles. You can change the percentiles shown by entering the new percentiles separated by a semicolon in the appropriate box. Each of these reports creates an Excel worksheet.

Percentile (correct/incorrect percentage) Report

The Percentile (correct/incorrect percentage) Report includes the following additional information:

- the total percentage of questions each participant answered correctly

Percentile (points) Report

The Percentile (points) Report includes the following additional information:

- the total points accumulated by each participant

Other Reports

The Other Reports option offers uncategorized reports: Attendance, Comparative Links, Response Data Export, and Statistics Reports. Each of these reports creates an Excel worksheet.

Attendance Report

The Attendance Report provides basic participant information, including name and Device ID, and shows who has attended the .

Response Data Export Report

The Response Data Export Report gives the raw response data. It creates a table of values displaying the numerical response values for each Device ID.

Statistics Report

The Statistics Report shows the overall correct percentage per participant versus the mean and median.

Where Do I Go From Here?

This chapter has introduced the various report types and has demonstrated how to view these reports.