



## IDEA Group Summary Report General Information and Directions for Ordering

An *IDEA Group Summary Report (GSR)* combines information from a set of individual student ratings reports. A *GSR* can be used to assist in program assessment, curricular review, institutional planning or to provide local norms. To request a *GSR*, complete and submit a Group Summary Report Order Form, available as a Microsoft Excel spreadsheet at [www.theideacenter.org/GSROrderForm](http://www.theideacenter.org/GSROrderForm). Classes to be included in a particular *GSR* can be identified through:

- Manual groupings when forms are shipped (or in Survey Groups for surveys administered using IDEA Online).
- Data fields from the *Faculty Information Form (FIF)*.
- Class ID numbers assigned during processing.

### Group Summary Report by Manual Groupings

To prepare manual groupings of paper forms, divide the forms according to the group summaries you wish to receive (e.g., departments, colleges, full-time/part-time faculty, etc.) by placing a divider between each group (a colored sheet of paper works best). Clearly label each divider and note the label name in the "Paper Grouping" column of the order form. Follow closely the instructions in the *Guide to Shipping the IDEA Student Ratings of Instruction* to ensure that your groupings stay intact during shipment.

To manually group courses in IDEA Online, create separate Survey Groups for courses that should be included in different *GSRs*. Indicate the IDEA Online Survey Group Name in the "Online Grouping" column of the order form.

### Group Summary Report by Data Fields

The *Faculty Information Form* includes a number of data fields (e.g., Discipline Code, Course Number, Number Enrolled, Local Code, etc.) that can be used to identify a group. For example, an institution may request a summary including all the classes for which 4200 (Psychology) was marked as the Discipline (formerly Department) Code. One or more data fields may be used to identify a group. Examples showing how to order a *GSR* with *Faculty Information Form* field selections can be found at [www.theideacenter.org/GSROrderFormSample](http://www.theideacenter.org/GSROrderFormSample).

It is important to ensure that the instructors have completed the *Faculty Information Form* correctly since the accuracy of the *Group Summary Report* created using data fields is dependent on the accuracy with which the *Faculty Information Forms* have been completed. The **IDEA PreMark** software is a tool available to facilitate accurate *Faculty Information Forms*. See [www.theideacenter.org/PreMarkSoftware](http://www.theideacenter.org/PreMarkSoftware) for more information.

The **Local Code** permits users to categorize each report by using a locally developed scheme. As many as eight locally defined selection criteria may be created using the local code. For example, column A (leftmost) could be used to distinguish evening and day classes; column B could identify on-campus, off-campus, multi-media, or web-based classes; column C could identify full-time, part-time, graduate, or adjunct faculty; column D to identify courses included in a general education program. The Local Code could also combine columns to classify courses on a single dimension. For example, a 4-digit code (e.g., columns E-H) may be needed to define specific academic divisions that are unique to your institution. If you decide to use Local Codes, you should take care to ensure the code you adopt is uniform throughout the institution and from year-to-year. Information cannot be meaningfully aggregated unless local codes are consistent and stable. Contact The IDEA Center to discuss ways to use and define the Local Code.

**Important:** If you have used the 4-digit local code with the blue *Faculty Information Form*, it is very important to use the 8-digit local code with the orange *Faculty Information Form* in the following way:

- Use columns A-D for your previous local codes so they match your historical data.
- Use columns E-H for any new codes that you may want to add.

### Group Summary Report by Class ID Numbers

After the standard processing has been returned to the institution, *GSRs* may be ordered using the unique Class ID numbers assigned to each class during processing. The Class ID's can be found on an institution's Listing Report summarizing each term's processing. Using this option reduces dependence on the coding of the *Faculty Information Form* and, therefore, may produce more accurate and inclusive summary reports.

### Ordering Group Summary Reports

To order a *GSR*, complete and submit the IDEA Group Summary Report Order Form. For your convenience, the order form is available as a Microsoft Excel spreadsheet [www.theideacenter.org/GSROrderForm](http://www.theideacenter.org/GSROrderForm). A sample Request Form is provided at [www.theideacenter.org/GSROrderFormSample](http://www.theideacenter.org/GSROrderFormSample).

Please contact The IDEA Center with questions about ordering or using *Group Summary Reports*.