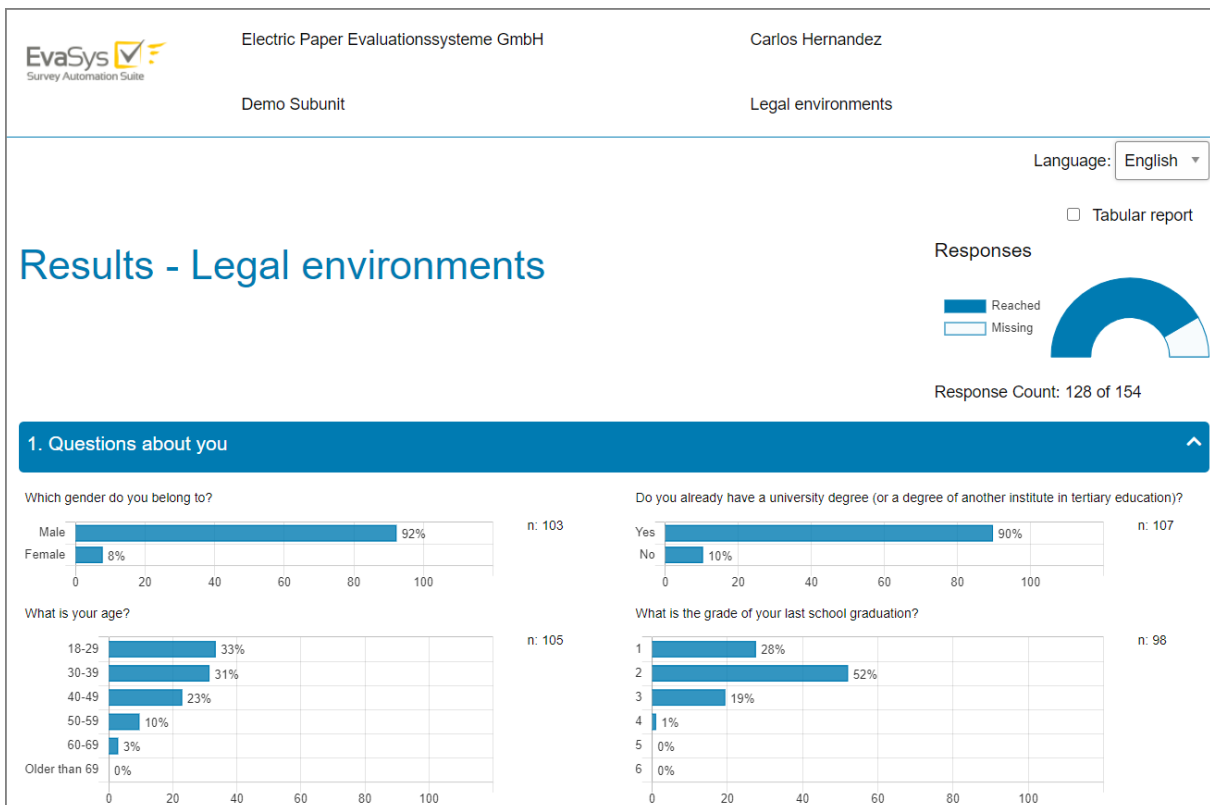


## EvaSys V8.0 Service Pack 2 New HTML-Report – Usage and Features











With version 8.0 (2202), the HTML report that has been integrated in EvaSys for many years has been replaced by a completely new report. Next to a fresh and modern design it also provides additional functions that allow for an interactive analysis of the data. This document gives you an overview of the use and functions of the new report.

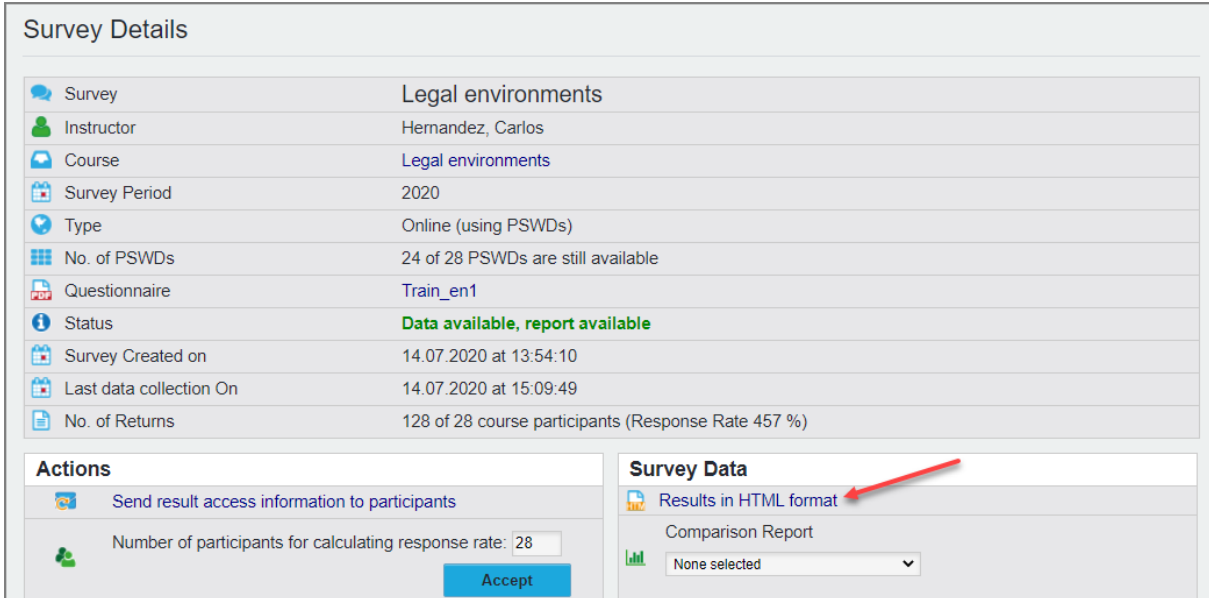


**Figure 1: New HTML-Report**

### Access the Report

The new report is available for individual surveys as well as for aggregated reports in the report creator. As usual, you can access the report via the corresponding icon in the list of surveys/reports or via the survey/report details.

No. of Surveys: 1								
Demo Subunit: Hernandez, Carlos								
2020								
Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
	Legal environments (DEMO110)	Data available	 128	457 %	14.07.2020	 Train_en1	  	   




**Survey Details**

Survey	Legal environments
Instructor	Hernandez, Carlos
Course	Legal environments
Survey Period	2020
Type	Online (using PSWDs)
No. of PSWDs	24 of 28 PSWDs are still available
Questionnaire	Train_en1
Status	Data available, report available
Survey Created on	14.07.2020 at 13:54:10
Last data collection On	14.07.2020 at 15:09:49
No. of Returns	128 of 28 course participants (Response Rate 457 %)

**Actions**

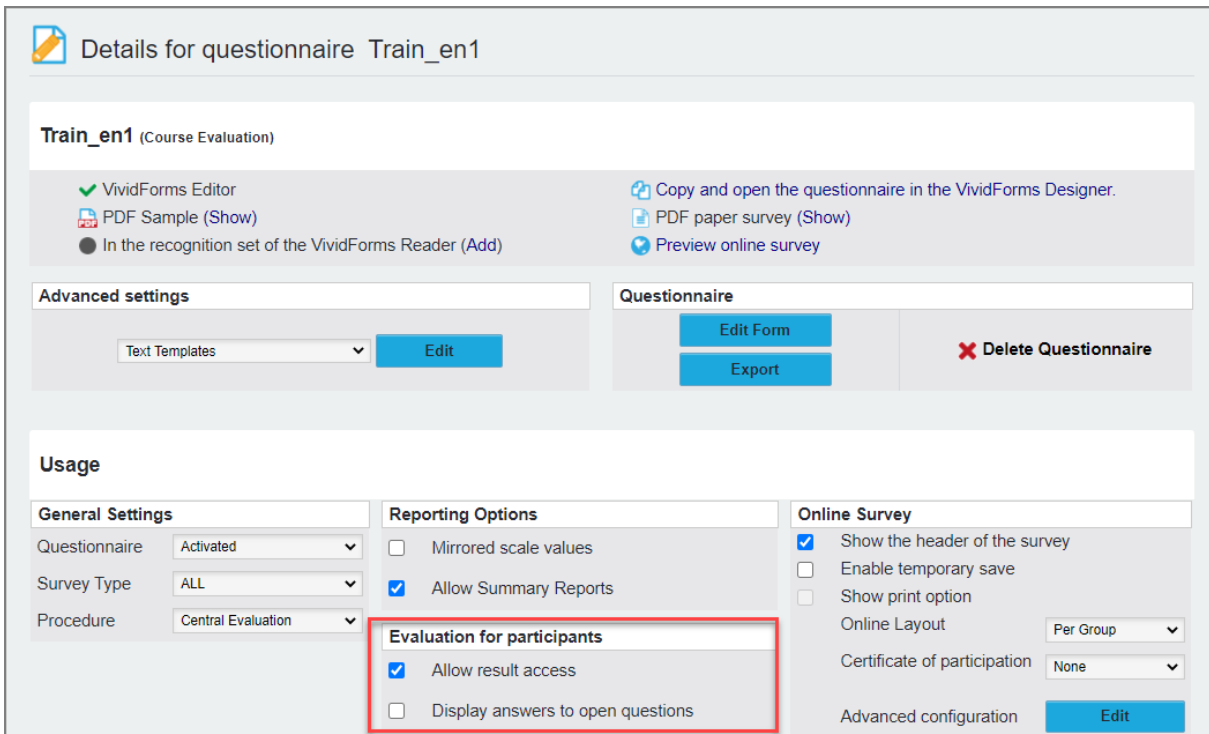
- Send result access information to participants
- Number of participants for calculating response rate: 28

**Survey Data**

- Results in HTML format 
- Comparison Report
- None selected

**Figure 2: Open HTML Report in the survey list and survey details**

The report is available to all users of administrator, subunit administrator and report creator type. If participants are permitted to access the results of a survey (which can be activated for a questionnaire in the questionnaire details), they can also access the report with their PSWD after completing the survey.



**Details for questionnaire Train\_en1**

**Train\_en1 (Course Evaluation)**

- VividForms Editor
- PDF Sample (Show)
- In the recognition set of the VividForms Reader (Add)
- Copy and open the questionnaire in the VividForms Designer.
- PDF paper survey (Show)
- Preview online survey

**Advanced settings**

Text Templates

**Questionnaire**

**Usage**

<p><b>General Settings</b></p> <p>Questionnaire: Activated <input type="button" value="v"/></p> <p>Survey Type: ALL <input type="button" value="v"/></p> <p>Procedure: Central Evaluation <input type="button" value="v"/></p>	<p><b>Reporting Options</b></p> <p><input type="checkbox"/> Mirrored scale values</p> <p><input checked="" type="checkbox"/> Allow Summary Reports</p> <p><b>Evaluation for participants</b></p> <p><input checked="" type="checkbox"/> Allow result access</p> <p><input type="checkbox"/> Display answers to open questions</p>	<p><b>Online Survey</b></p> <p><input checked="" type="checkbox"/> Show the header of the survey</p> <p><input type="checkbox"/> Enable temporary save</p> <p><input type="checkbox"/> Show print option</p> <p>Online Layout: Per Group <input type="button" value="v"/></p> <p>Certificate of participation: None <input type="button" value="v"/></p> <p>Advanced configuration <input type="button" value="Edit"/></p>
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**Figure 3: Activate result access for participants**

The current version does not yet support the mailing of report access links to the instructors. However, this is supposed to be supported in a future version.

## Configuring the Report

Some settings for the HTML report can be made in the EvaSys configuration in the “System Settings / EvaSys Settings / Functions” menu, "HTML report" tab. To view the settings, please activate the option “All”.

All settings that were valid for the previous version of the report are also applied to the new report.

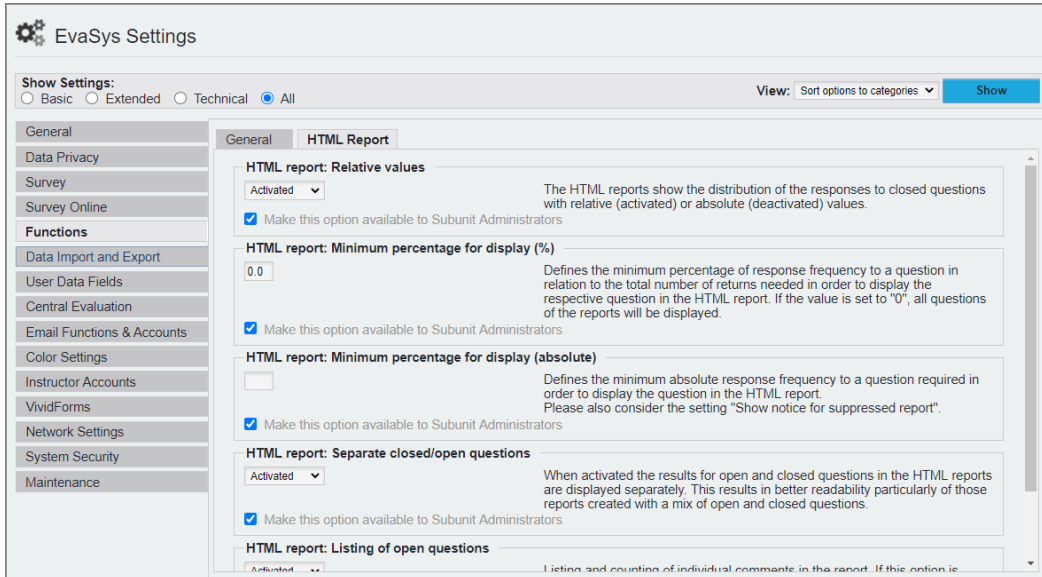


Figure 4: Configure HTML Report

## Structure of the Report

In the upper part, the header of the report equals the underlying questionnaire. The placeholders that were used in the questionnaire are replaced by the information from the respective survey, e.g. name of the organization, subunit, instructor, survey etc. However, please note: All placeholders that do not originate from the survey context (e.g. participant data) are ignored.

On the left side, the organization logo is displayed, which is stored in the EvaSys organization profile (menu “System Settings / Profiles / Organization”).

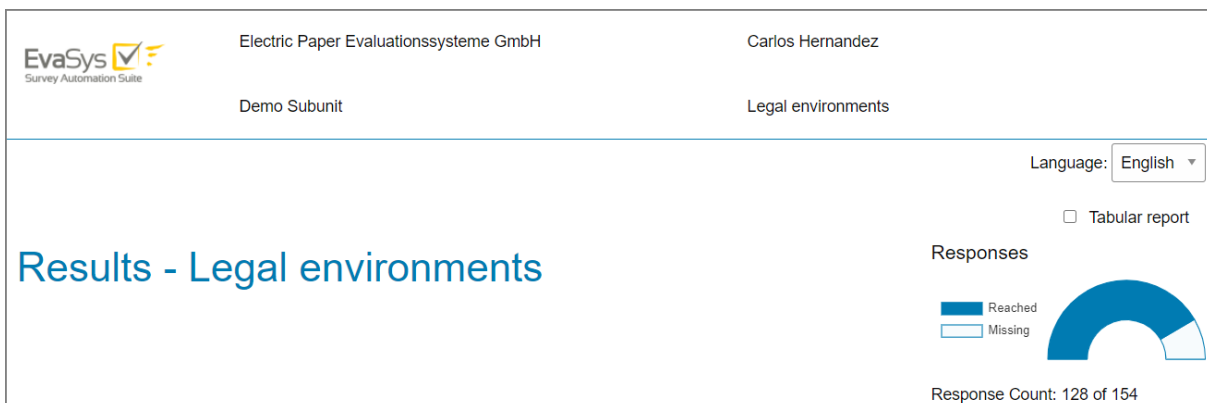
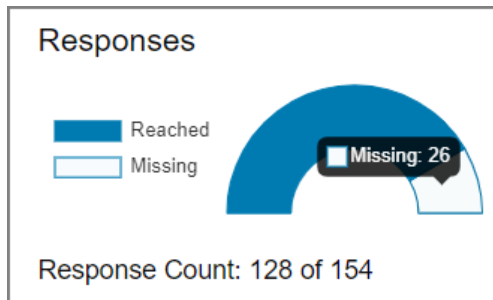


Figure 5: Header

The title of the survey is displayed below the header. To the right of the title, the return of the survey is shown graphically and in numbers. The number of people who participated or who did not participate can be displayed by mouseover:



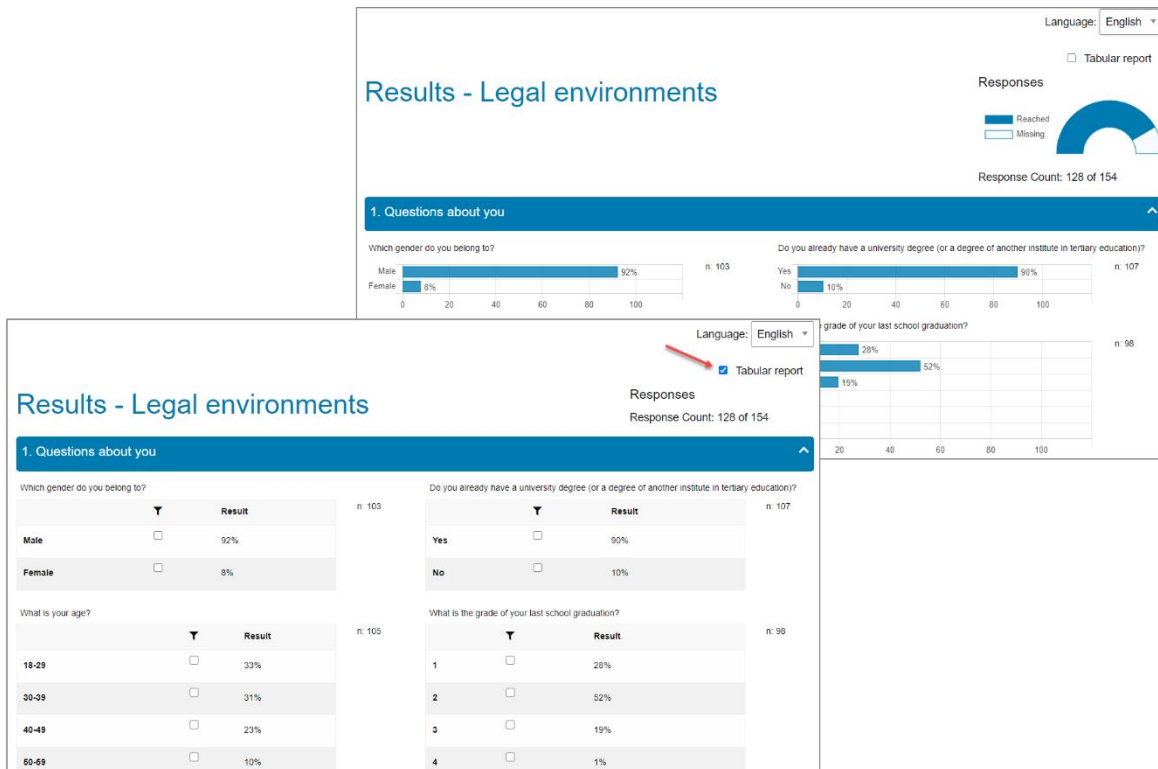
**Figure 6: Response Information**

If the survey is based on a multilingual questionnaire, the language of the report can be changed using the “Language” drop-down menu.



**Figure 7: Language selection for multilingual questionnaires**

When the option “Tabular report” is activated, a table view can be activated which meets the requirements of accessibility. For further information see the “Accessibility Information” below.



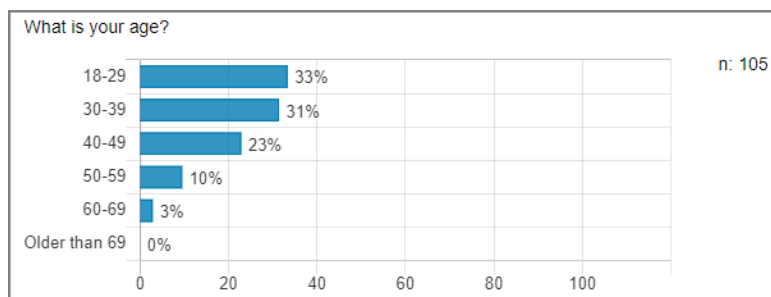
**Figure 8: Activate tabular report**

Below the header, the individual question groups can be opened by clicking on the heading and then be collapsed again.

Depending on the type of question, the results of the individual questions are presented differently.

### 1. Single Choice Questions, Multiple Choice Questions, Matrix Questions and Ranking Questions

These questions are shown as a bar chart. Depending on the settings in the configuration (see above), the results can be displayed as absolute or relative values.



**Figure 9: Bar chart of a single choice question**

### 2. Scaled Questions and Grade Value Questions

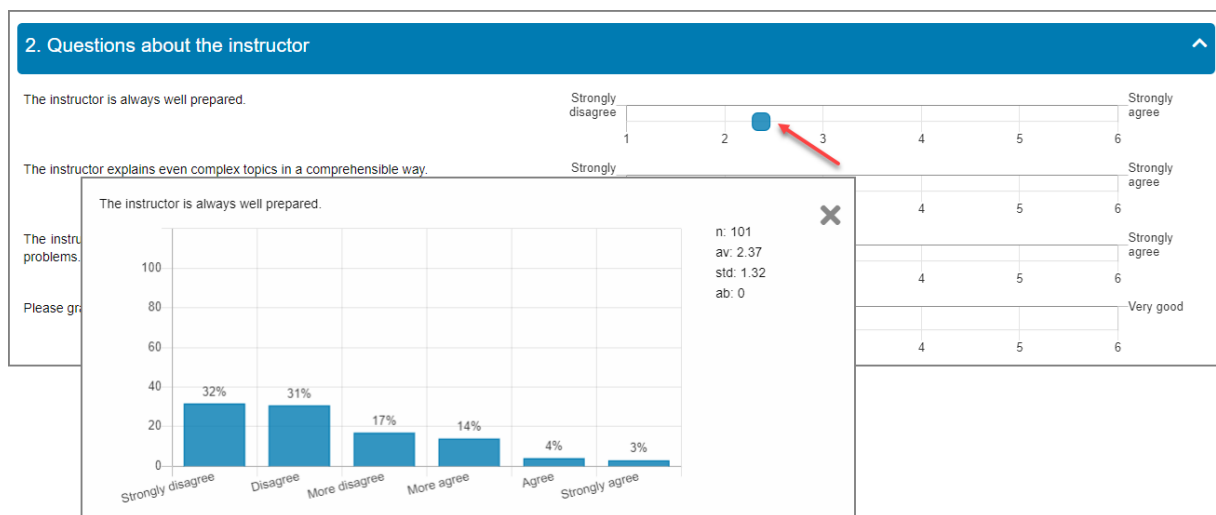
These questions are initially presented in an overview showing the mean value. This way, the general outcome can be quickly read at first glance.



**Figure 10: Overview of scaled questions**

If you click on the blue mean value point in the diagram a detailed view of the question opens. It provides the frequency distribution in the form of a bar chart and the following statistical key figures:

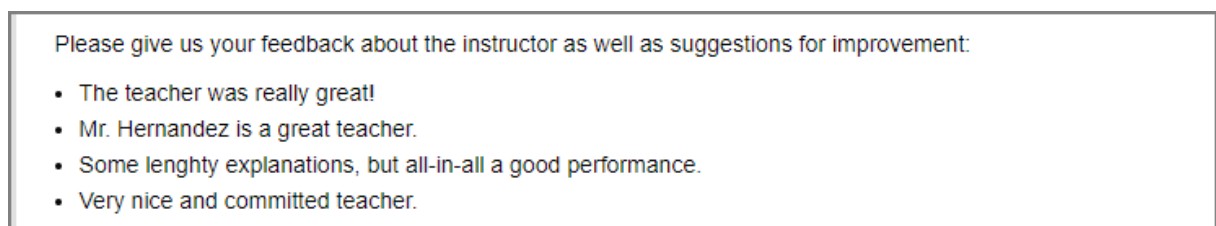
- n = Number of responses
- av = Average
- std = Standard deviation
- ab = Abstention



**Figure 11: Detailed view of a scaled question**

### 3. Open Questions and ICR Questions / Segmented Open Questions

As in the PDF report, the answers to these questions are listed one below the other. This can be done in a separate section at the end of the report, or at the position where they appear in the questionnaire. This can be specified in the configuration of the HTML report (see above).

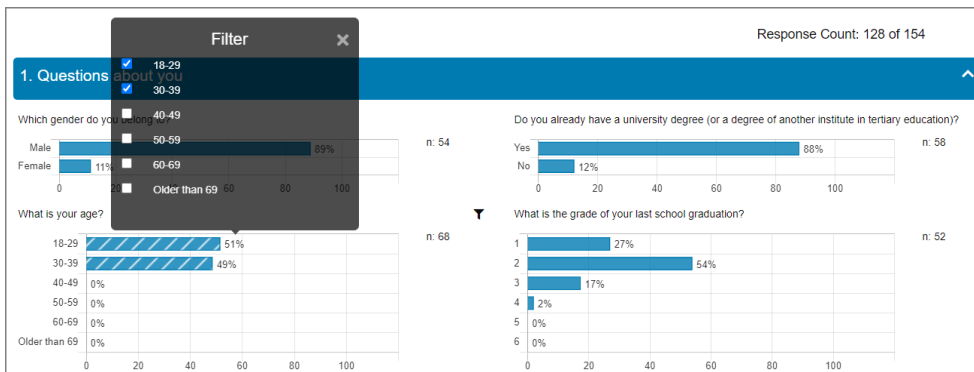


**Figure 12: Answers to open questions**

## Filtering the Data

The report allows for interactive filtering according to the individual answer options of closed questions. In this way the analysis can be shown for a subset of the respondents (e.g. only for the female participants, only for the participants who checked answer option 5 and 6 of a scaled question, etc.).

To set a filter, click on a bar in the bar chart. A small window opens that allows you to select the desired answer options:



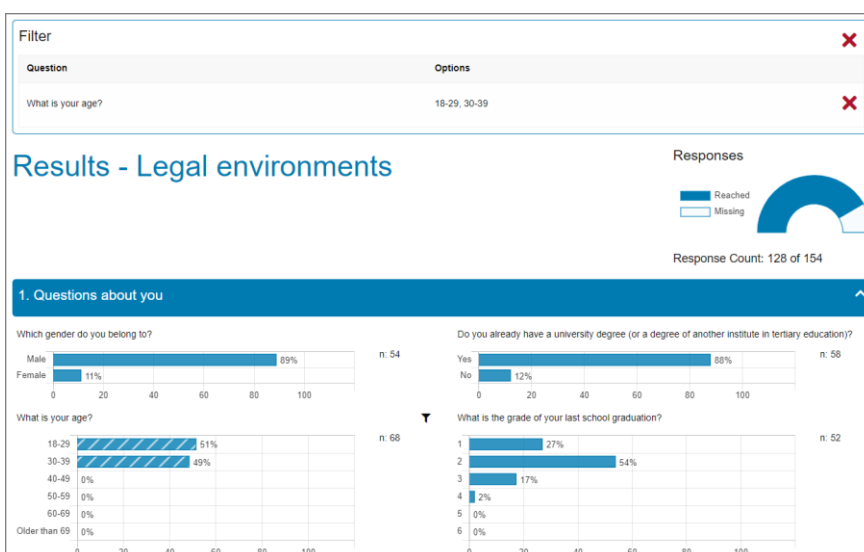
**Figure 13: Set filter**

In the case of multiple choice questions, a drop-down menu for selecting the answers is offered in the filter window.

In any case, multiple selection is possible, i.e. you can use multiple answer options of a question as the basis for a filter.

If one or more answer options are selected, the report is immediately filtered live. All diagrams are updated according to the selection.

Answers that serve as the basis for a filter are highlighted by hatching. The question is also marked with a small filter symbol. All the filters set are also shown in an overview in the header section of the report.



**Figure 14: Filter overview**

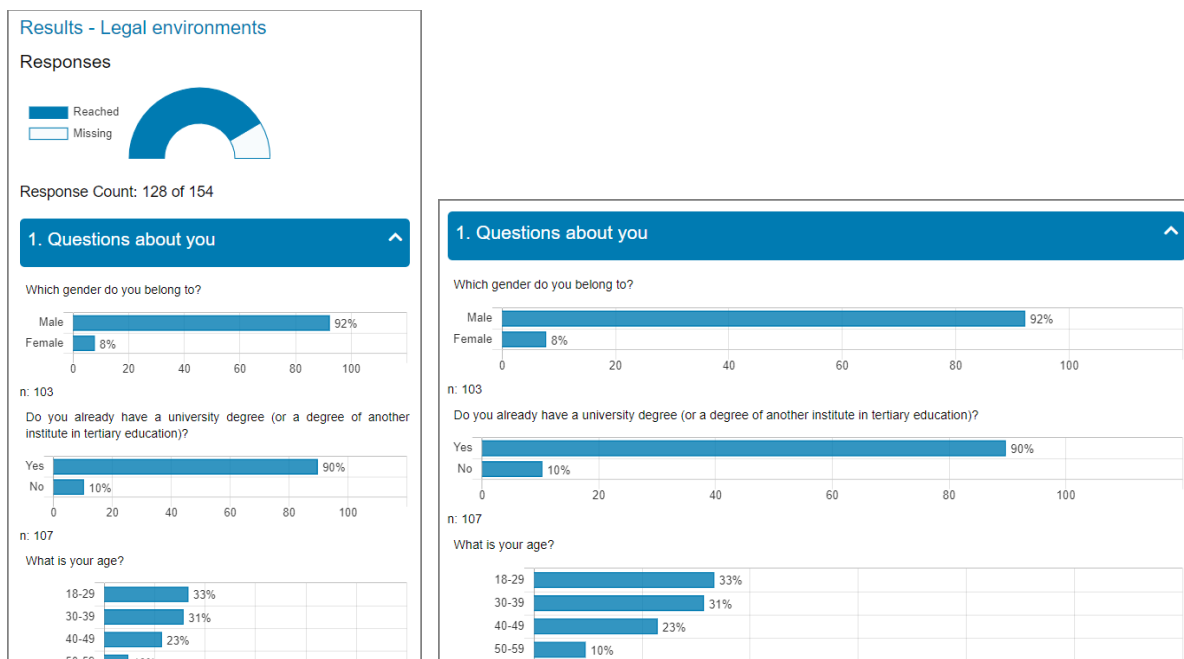
You can set any number of filters for your report. The individual filters or all filters at the same time can be removed by clicking on the red cross in the filter overview. A single filter can also be removed by re-editing an answer option.

**Hint:**

To compare two different filters of a report, you can also open the report in parallel in two browser windows and display them side by side with different filter settings.

## Use on Mobile Devices

The HTML report responsively adapts to the respective device. It can therefore also be opened on tablets and smartphones, both in portrait and landscape format. The filter functions described above are also available in the mobile display.



**Figure 15: Mobile display**

Please note that popups must be allowed in the browser to show the report. iPhone users in particular must activate them beforehand in the Safari settings, otherwise the report will not be opened.

## Accessible use in accordance with WCAG 2.1

The new HTML report was developed with a strong focus on accessibility. To best support different user groups, you can switch between two types of display. Both forms of representation include a logical structure and sufficiently high contrasts. Keyboard operation is also possible in both display forms, as are enlargements or the adjustment of spacing and line heights in accordance with WCAG 2.1. The table display offers barrier-free access to even complex data for screen reader users. There is also some information on navigation and quick orientation.



2. Questions about the instructor			
The instructor is always well prepared.		<b>Result</b>	n: 63 av: 1.49 std: 0.5 ab: 0
	Strongly disagree	<input checked="" type="checkbox"/> 51%	
	Disagree	<input checked="" type="checkbox"/> 49%	
	More disagree	<input type="checkbox"/> 0%	
	More agree	<input type="checkbox"/> 0%	
	Agree	<input type="checkbox"/> 0%	
	Strongly agree	<input type="checkbox"/> 0%	
The instructor explains even complex topics in a comprehensible way.		<b>Result</b>	n: 53 av: 3.04 std: 1.52 ab: 0
	Strongly disagree	<input type="checkbox"/> 21%	
	Disagree	<input type="checkbox"/> 19%	
	More disagree	<input type="checkbox"/> 21%	
	More agree	<input type="checkbox"/> 21%	
	Agree	<input type="checkbox"/> 13%	
	Strongly agree	<input type="checkbox"/> 6%	

**Figure 16: Accessible table view**

Since version 8.0 (2200) the EvaSys online survey has already met the accessibility requirements in accordance with the international standard WCAG 2.1 AA. The new HTML report has now also been developed and tested to meet the accessibility requirements of WCAG 2.1 AA. It can be considered compliant with the required criteria. Official certification by an independent testing agency is still pending. It will be carried out as soon as a certification option from an official institution is available. Unfortunately, this was not yet possible when Service Pack 2 was released.