THE UNIVERSITY OF HONG KONG

User Manual

for

Institutional Survey Reports System

Version 4.0

26 June 2015

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1) Report Glossary and Classification

1.1 Types of reports

Survey results are presented in several types of reporting formats in the online Institutional Survey Reports System, including Comprehensive Report, Itemized Report and Report for Non-Likert Scale Questions.

1.1.1 Comprehensive Report

Viewer may select **Comprehensive** Report to view the results for each scale including the percentages of combined Disagree, Neutral, and combined Agree, values for Mean and SD, as well as effect sizes of mean differences.

Each reporting scale of the Comprehensive Report presents the following information, from left to right.

Name of scale	- Name of item group
Frequency	- Graphical presentation - Agree combines SA (Strongly Agree) and A (Agree) - Disagree combines D (Disagree) and SD (Strongly Disagree) - Top bar is base report, lower bar is compared report
Mean	- Mean score for the 1 (SD - Strongly Disagree) to 5 (SA - Strongly Agree) response scale - Top bar is base report, lower bar is compared report
SD	- Standard deviation will be shown if "show SD" is selected from the menu - Top bar is base report, lower bar is compared report
HKU mean	- The mean score for the overall HKU sample - Top bar is base report, lower bar is compared report
Effect size (compare to HKU)	- A measure of the magnitude of the difference between the mean score and HKU mean. Calculated by Cohen's *d* (effect size) where a value smaller than 0.10 denotes a negligible difference, a value smaller than 0.30 but greater than or equal to 0.10 denotes a small difference, a value smaller than 0.50 but greater than or equal to 0.30 denotes a medium difference, and a value greater than or equal to 0.5 denotes a large difference - Top bar is base report, lower bar is compared report
Effect size	- The effect size for the difference between the means of the base and comparison reports
Final column	- Labels the name of the survey administration for the base and comparison reports presented

1.1.2 Itemized Report

This is a tabular report and viewer may select **Itemized (Item_scale)** report to view the detailed responses for each item including the percentages of Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree and values for Mean and SD.

1.1.3 Report for Non-Likert Scale Questions

Viewer may select **Report for Non-Likert Scale Questions** to view the frequencies of each response category of the Non-Likert Scale Questions (e.g. percentage of respondent selecting an option as the major source of academic advising).

1.2 Instructions in reading reports

1.2.1 Faculty level report

Faculty level report presents aggregate survey results at Faculty level. Students enrolling in double degrees delivered in different Faculties may be associated with more than one Faculty.

1.2.2 Programme level report

Programme level report presents aggregate survey results at the level of degree programme. Reports of double degrees are presented under the corresponding Faculties who jointly delivered the degree programmes.

1.2.3 Department level report

Department level report presents aggregate survey results at the level of Department / School, which degree programme(s) and major(s) / minor(s) are offered by. Students enrolling in double majors(s) / minor(s) offered by different Department / School may be associated with more than one Department / School.

1.2.4 Major level report

Major level report presents aggregate survey results at major level.

1.3 Caution on sample size

Online reports will be automatically generated as long as the return figure was greater than one. However, results of the reports based on small returns should be interpreted with caution.

2) Introduction

This User Manual aims at providing steps and examples to the users on how to navigate the Institutional Survey Reports System ("The System"). The System intends to allow institutional survey results of all Faculties to be accessible to all academic staff and delegated non-academic staff. Colleagues can directly access the System after logging on to the HKU Portal account.

Please note that this User Manual serves as a general guideline for the navigation of the System. The final presentation of the screens in the System may vary as a result of continuous enhancement.

3) Important Notice

HKU Portal Connection

To access the System, user will need a HKU Portal Login account name and password.

Accessing to the System

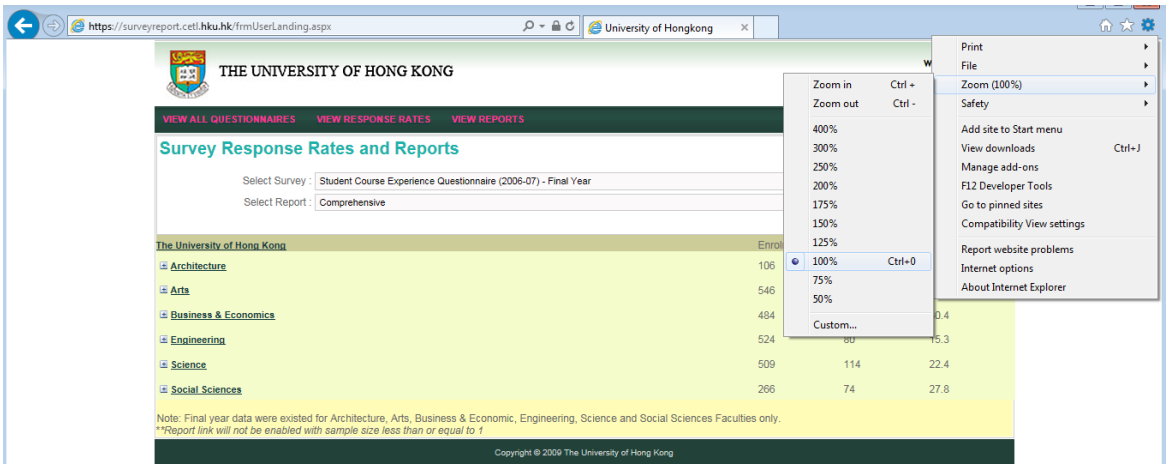
The System can be accessible by all academic staff and access right will be granted to administrative staff upon application. The application form can be obtained from the Institutional Survey Team at surveytl@hku.hk.

Minimum system requirements

There is no specific requirement on the selection of Operating System. The following Web browser versions are required to access the System:

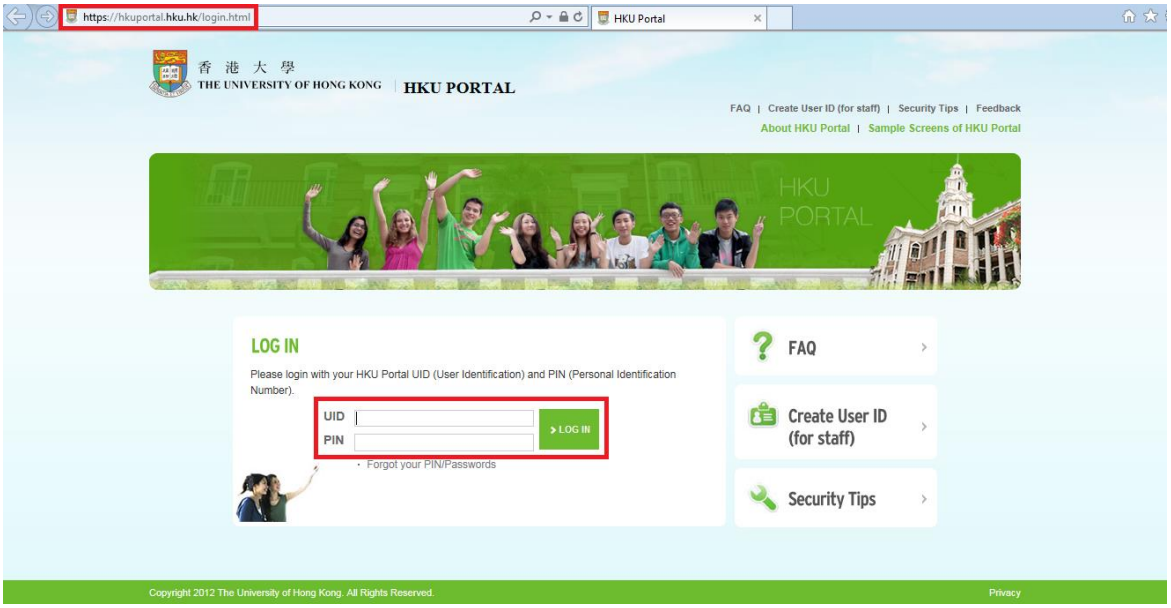
- Internet Explorer version 7.0+
- Firefox version 3.0+
- Safari version 4.0+
- Chrome version 7.0+

To view the reports in their best quality, please set your Web browser view to 100%.



4) Connecting to Institutional Survey Reports System

4.1 Logging on to HKU Portal

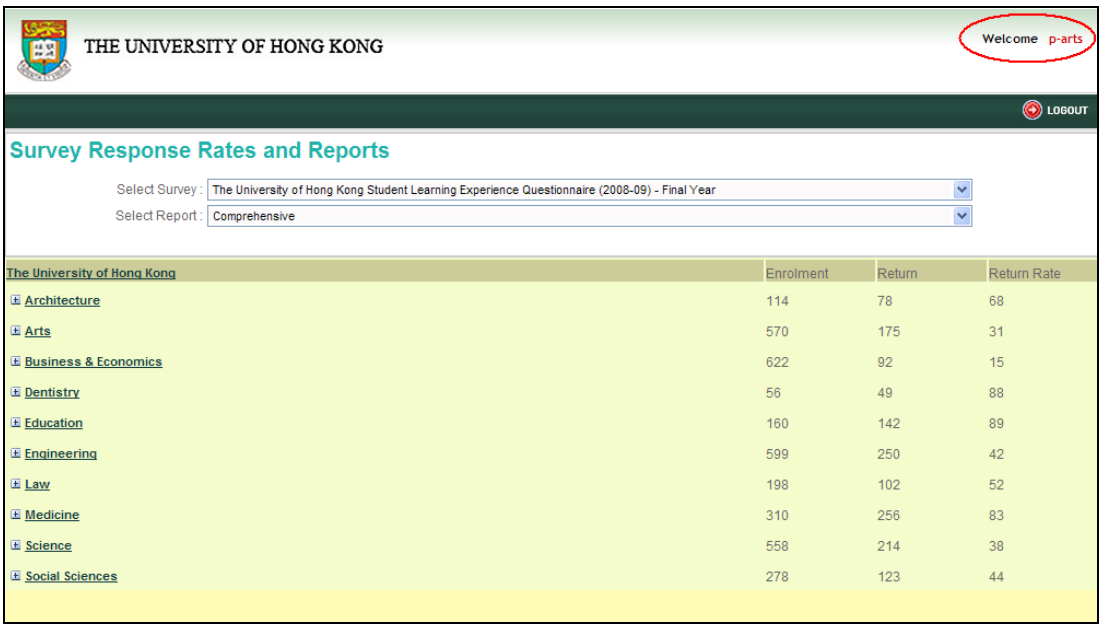


4.2 Navigating to the Institutional Survey Reports option

4.2.1 Choose the My Page ➔ Self Service menu at your portal account

4.2.2 Beneath the "Teaching and Learning" section, click the "Institutional Survey Reports" option.

4.2.3 System will bring you to the main screen of Institutional Survey Reports System automatically. It will assign a user account for your session.



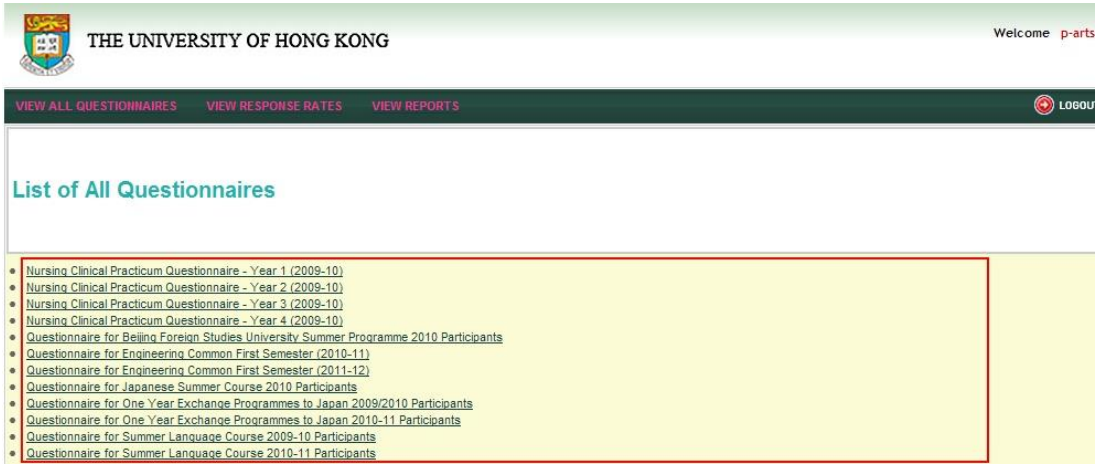
5) Main Screen

5.1 Viewing all questionnaires

5.1.1 Clicking "VIEW ALL QUESTIONNAIRES"

5.1.2 Selecting a questionnaire

Click an available questionnaire from the list. The PDF version of the questionnaire is available for downloading.



5.2 Viewing real time response rates

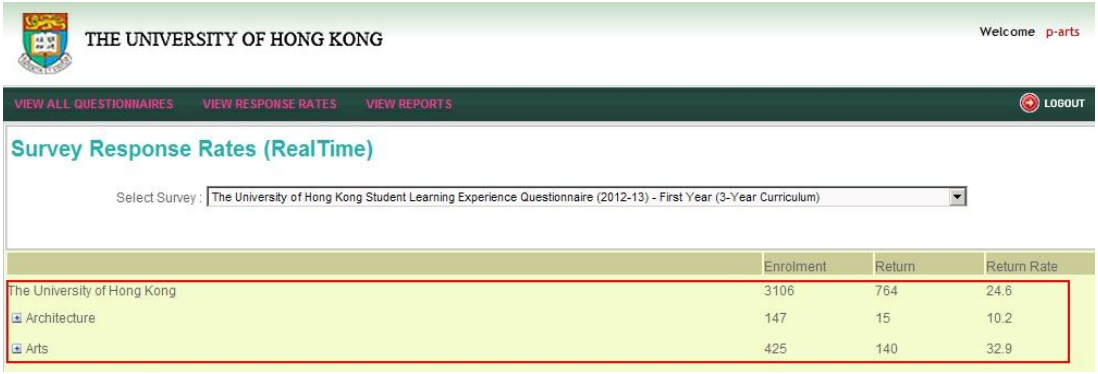
5.2.1 Clicking "VIEW RESPONSE RATES"

5.2.2 Selecting a survey

Select an available survey from the [Select Survey] lookup list.

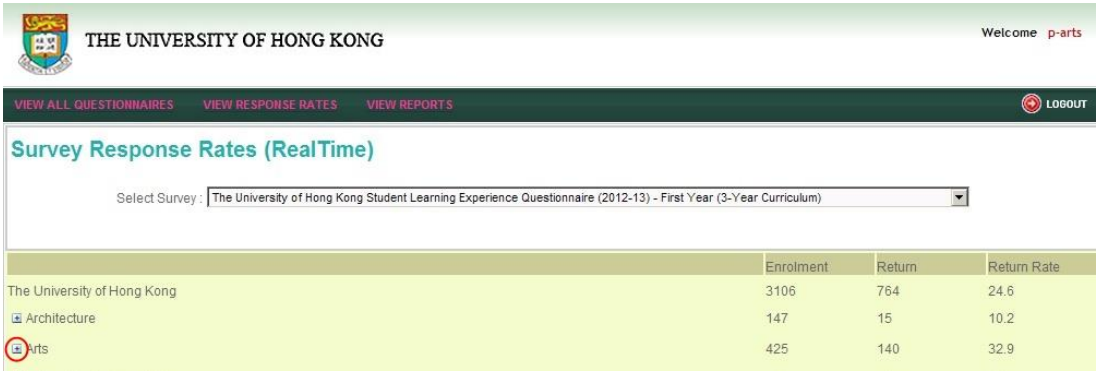
5.2.3 Viewing real time enrolment and return information

The Enrolment, Return and Response Rate figures are displayed on the right hand side of the screen.

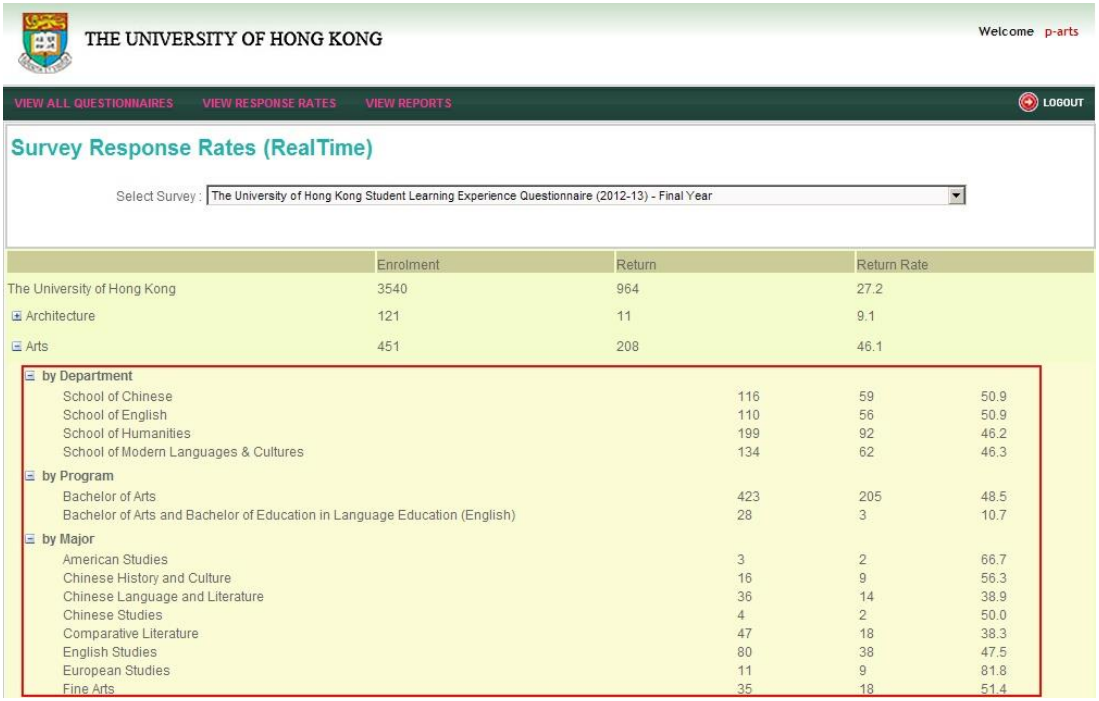


5.2.4 Expanding views for other levels of real time return information

Click the sign next to the Faculty to expand views for different levels of Response Rates such as Department, Programme and Major whenever necessary.



The Enrolment, Return and Response Rate figures are also available in the levels of Department, Programme, and Majors whenever necessary.

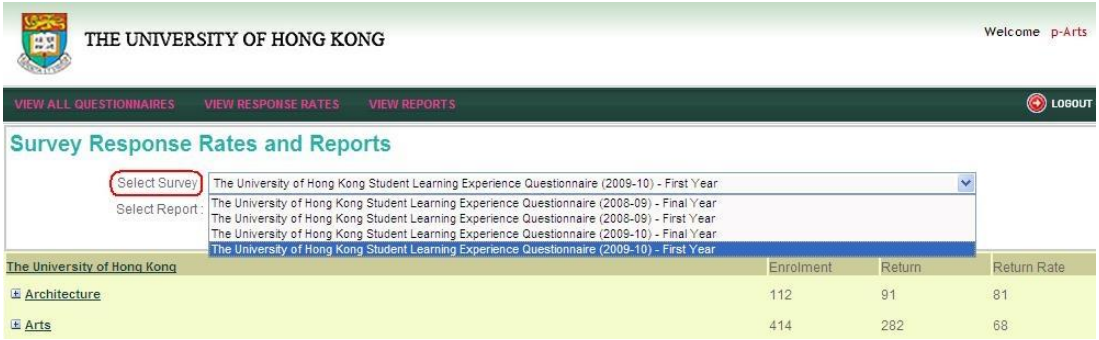


5.3 Viewing reports

5.3.1 Clicking "VIEW REPORTS"

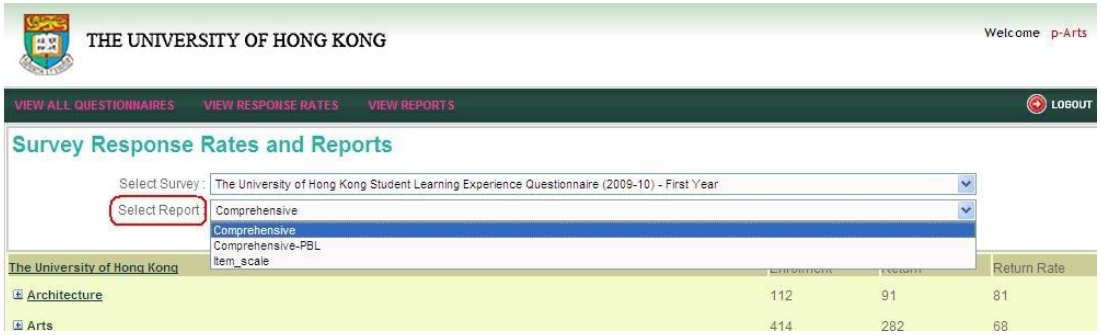
5.3.2 Selecting a Survey

Select an available survey from the [Select Survey] lookup list.



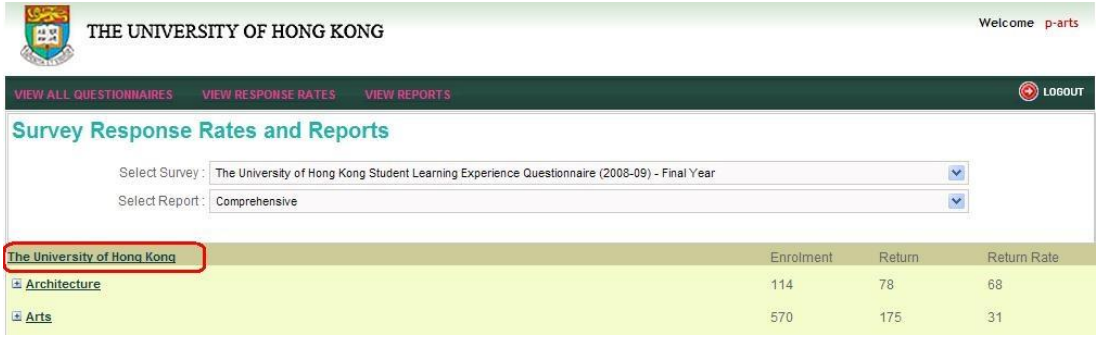
5.3.3 Selecting a Report type

Select an available report type from the [Select Report] lookup list.



5.3.4 Generating an Institutional Report

Click the [The University of Hong Kong] link to generate an institutional report of the selected survey and report type.



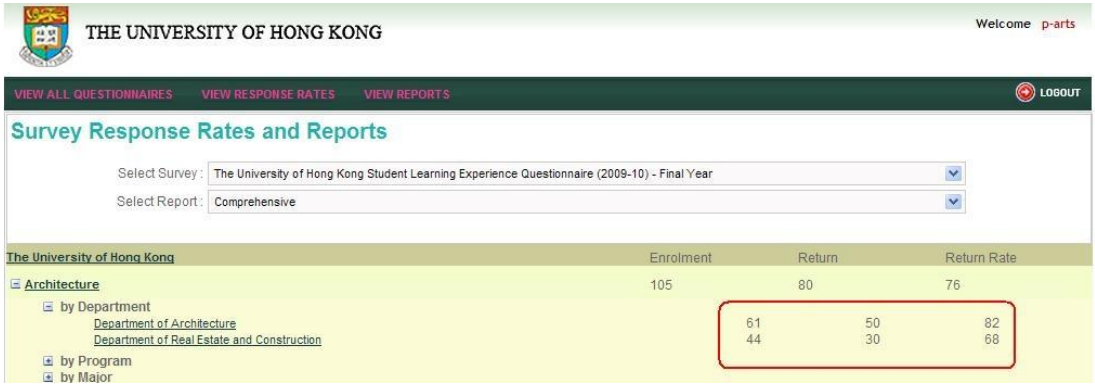
5.3.5 Expanding report views to generate other levels of reports

Click the link of the Faculty or the sign next to the Faculty to expand views for different levels of reports such as Department, Programme and Major reports whenever necessary. Report will be generated by clicking the corresponding link.

5.3.6 Viewing enrolment and return information

Enrolment, Return and Return Rate figures are displayed at the right hand side of the screen.

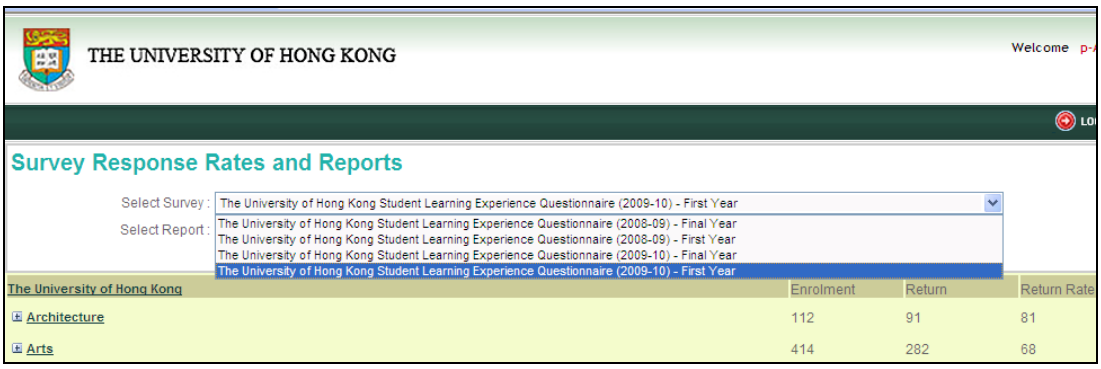
They are also available in other report levels.



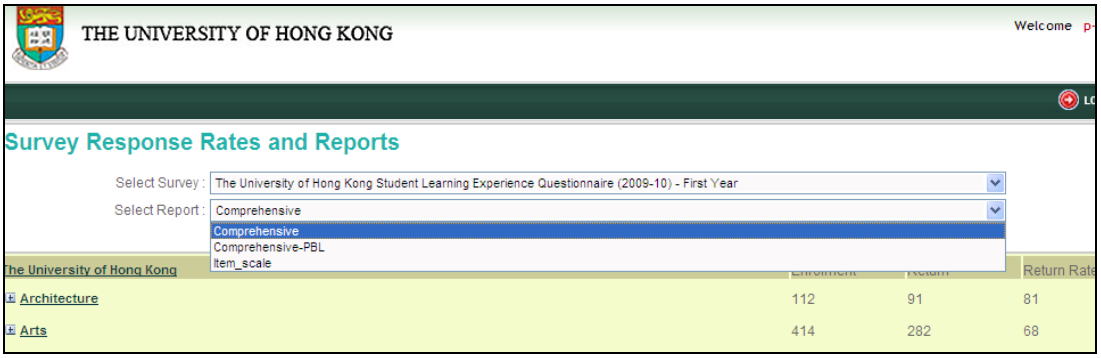
6) Report Generation: Comprehensive Report Type

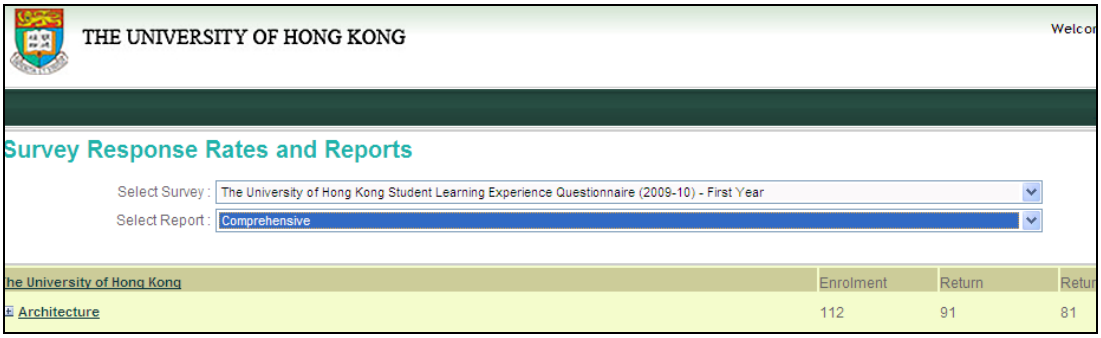
6.1 Generating an Institutional report

Click [Select Survey]-> choose the survey

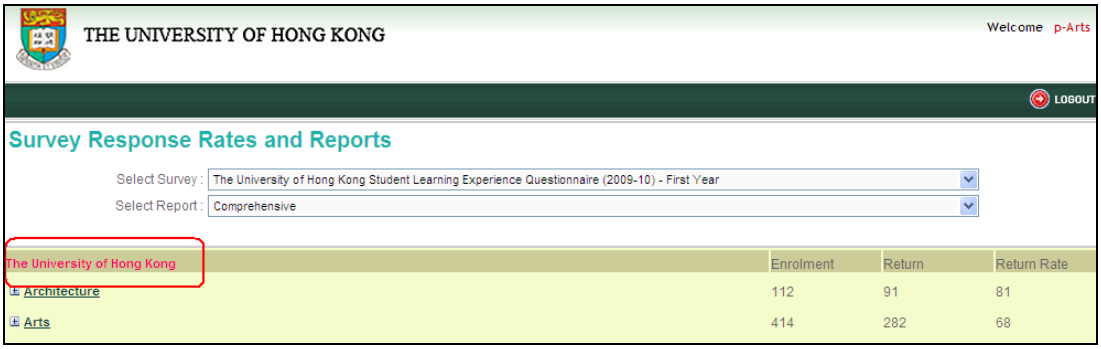


Click [Select Report]->choose the report->Comprehensive

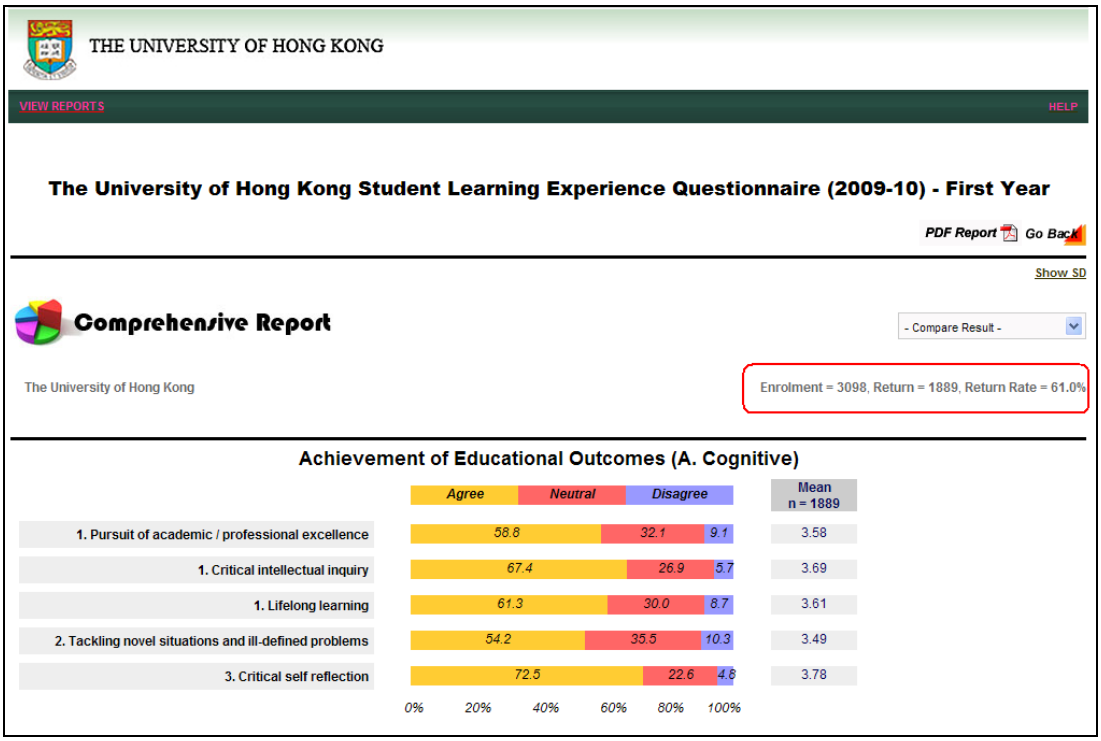




Click the [The University of Hong Kong] link:

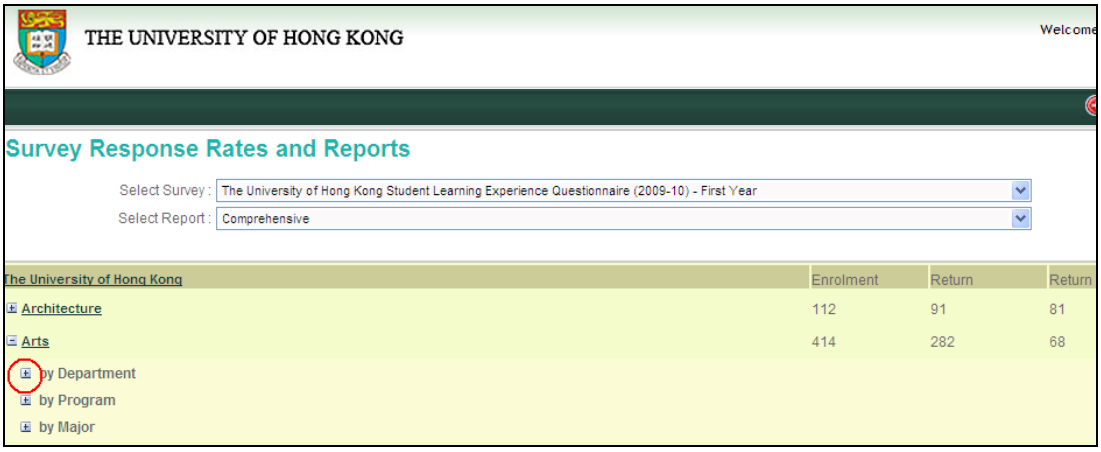


View the report details by scrolling down the screen. Please note that Enrolment, Return and Return Rate figures of the selected report are displayed at the top right hand side of the screen.



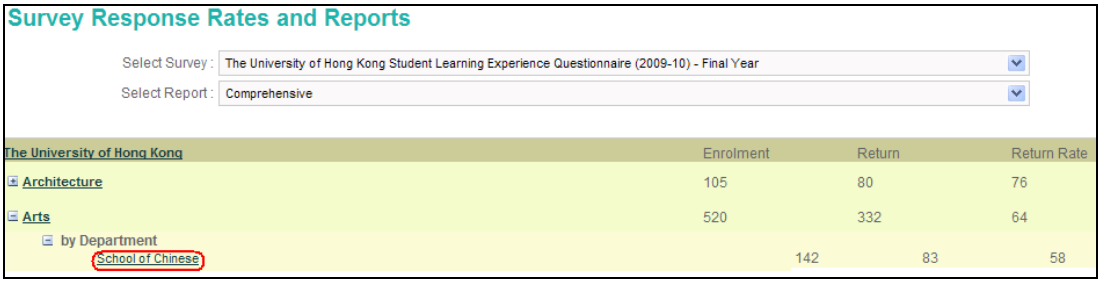
6.2 Generating a Department report

Click the sign next to the Department report level.

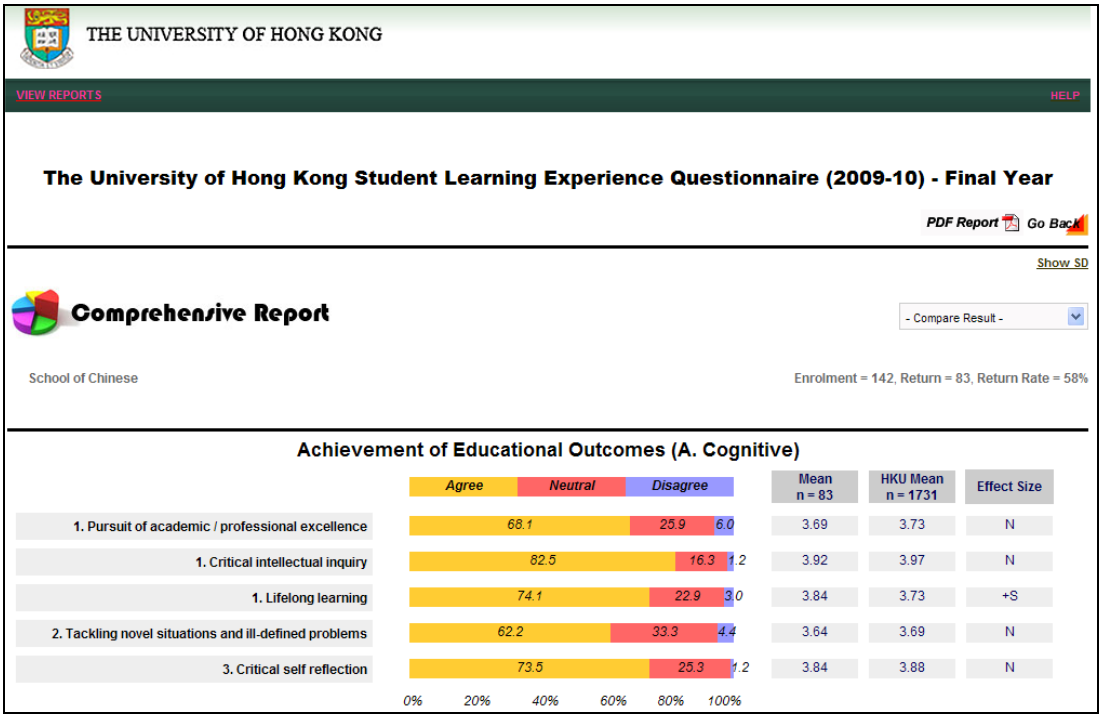


<u>Example</u>: Generate Comprehensive Report for the <u>School of Chinese</u> of Faculty of Arts

Click the [School of Chinese] link to generate the School level report.

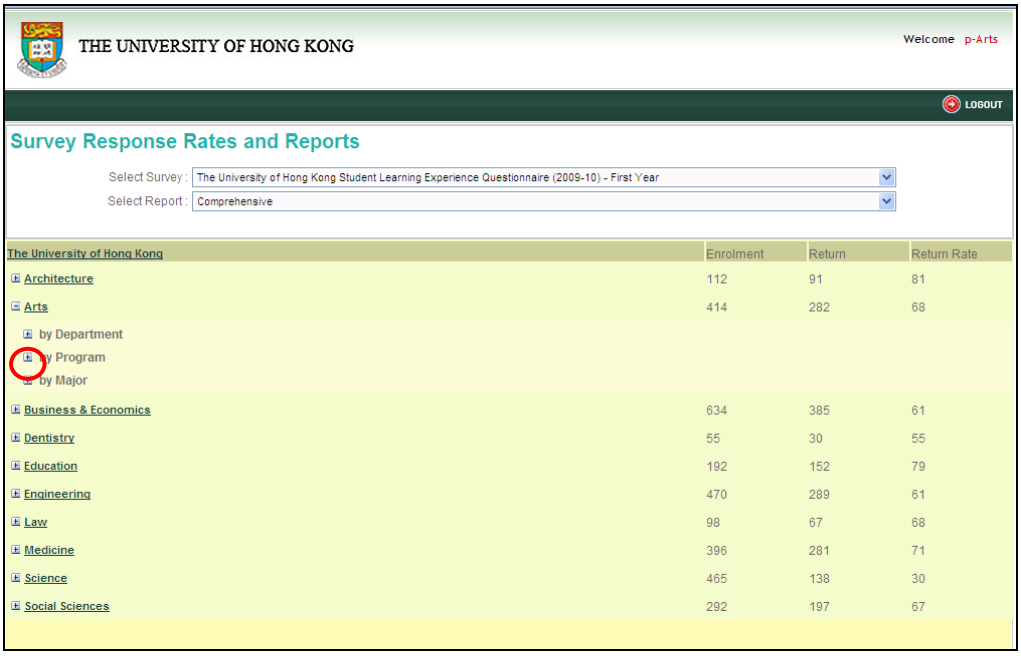


View the report details by scrolling down the screen.



6.3 Generating a Programme report

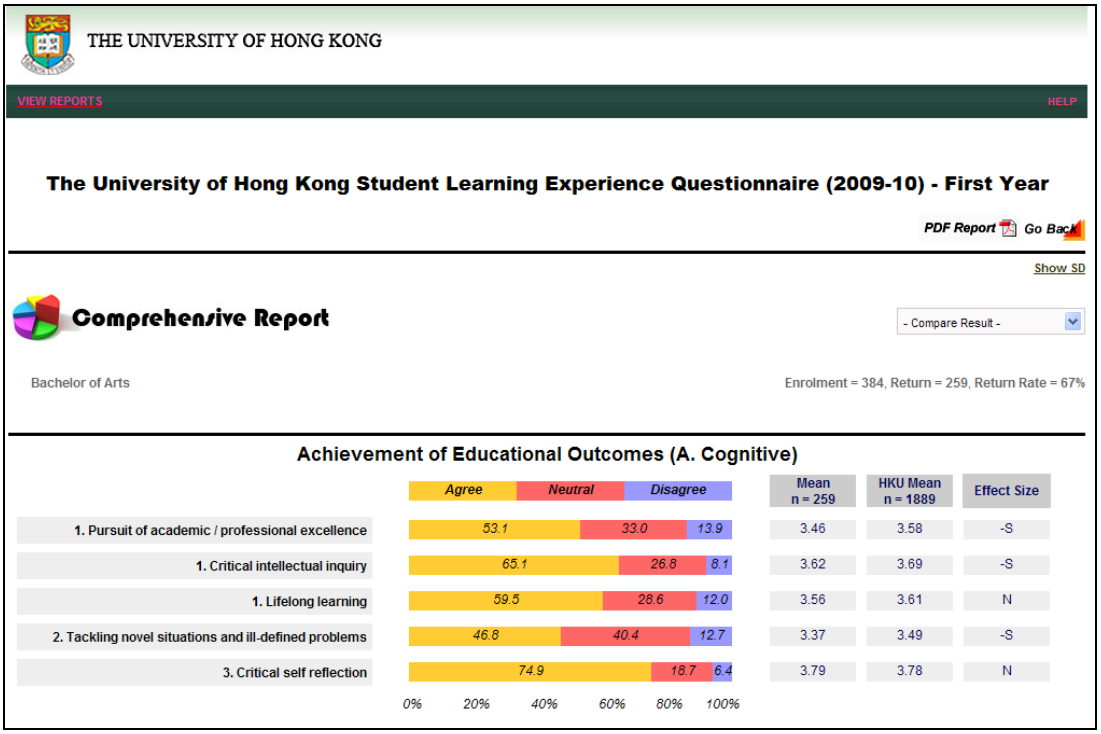
Click the sign next to the Programme report level.



<u>Example</u>: Generate Comprehensive Report for the <u>Bachelor of Arts</u> programme

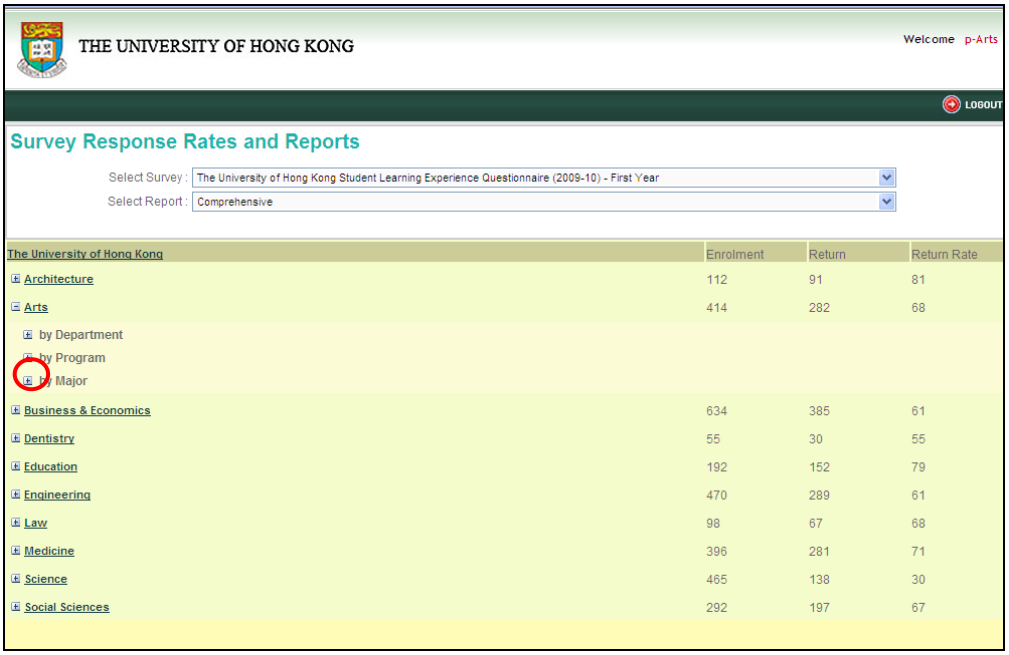
Click the [Bachelor of Arts] link to generate the Programme level report.

View the report details by scrolling down the screen.



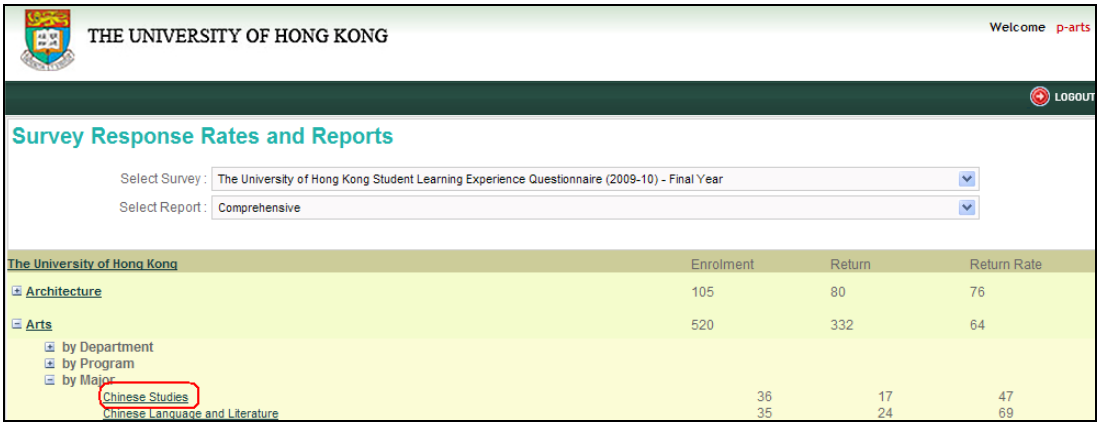
6.4 Generating a Major report

Click the sign next to the Major report level.

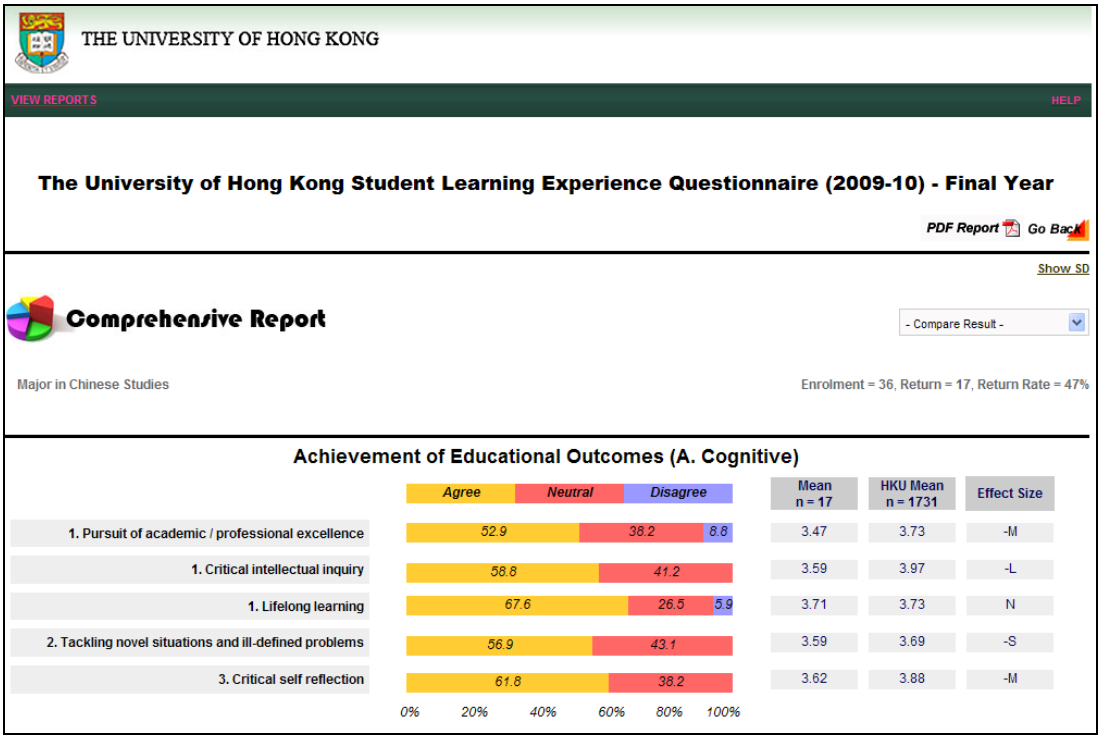


<u>Example</u>: Generate Comprehensive Report for the major of <u>Chinese Studies</u> from the Faculty of Arts.

Click the [Chinese Studies] link to generate the Major level report.



View the report details by scrolling down the screen.



6.5 Producing "Compare Result" reports

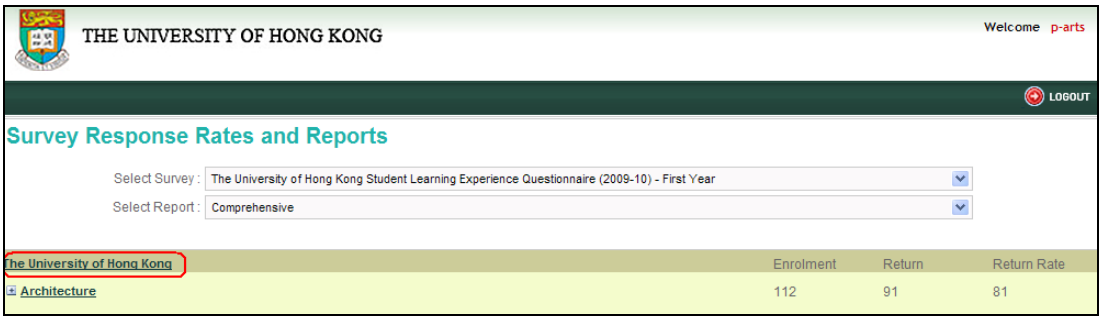
Users can produce reports to compare two sets of survey results for the Comprehensive Report.

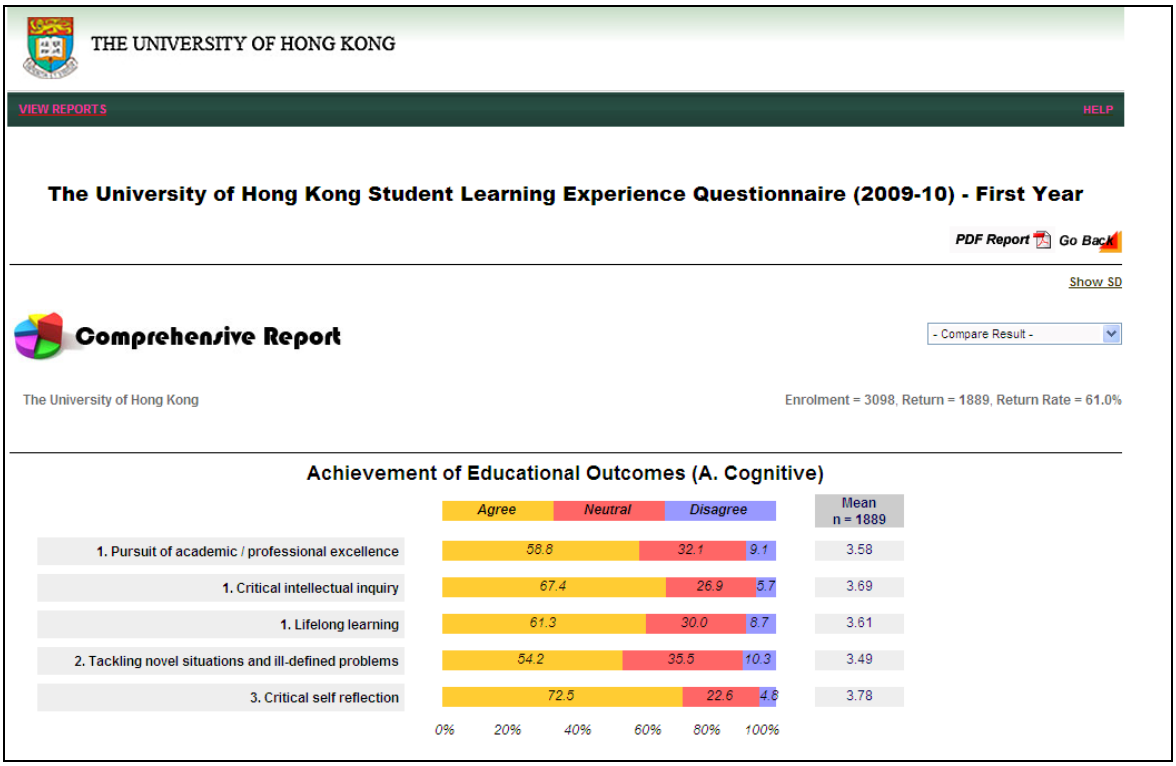
<u>Example</u>: Generate an Institutional Comprehensive Report to compare results of HKUSLEQ-0910 First Year and HKUSLEQ-0809 First Year.

Select a Survey (i.e. The University of Hong Kong Student Learning Experience Questionnaire (2009-10) – First Year)

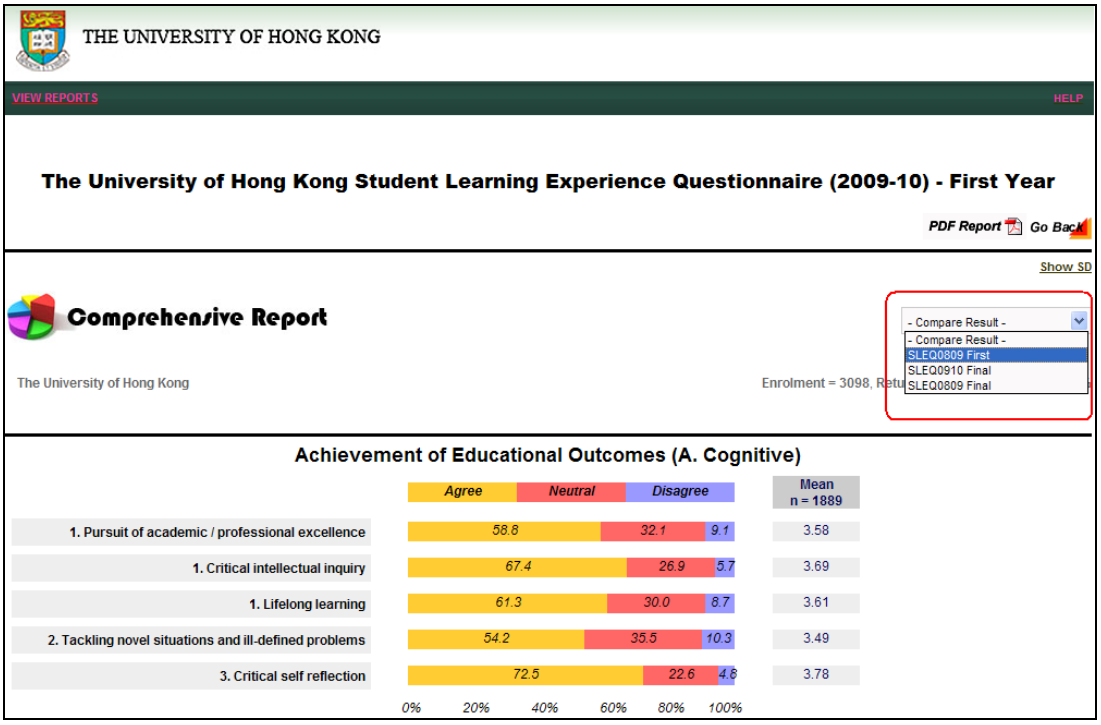
Select Comprehensive Report type

Click the [The University of Hong Kong] link.

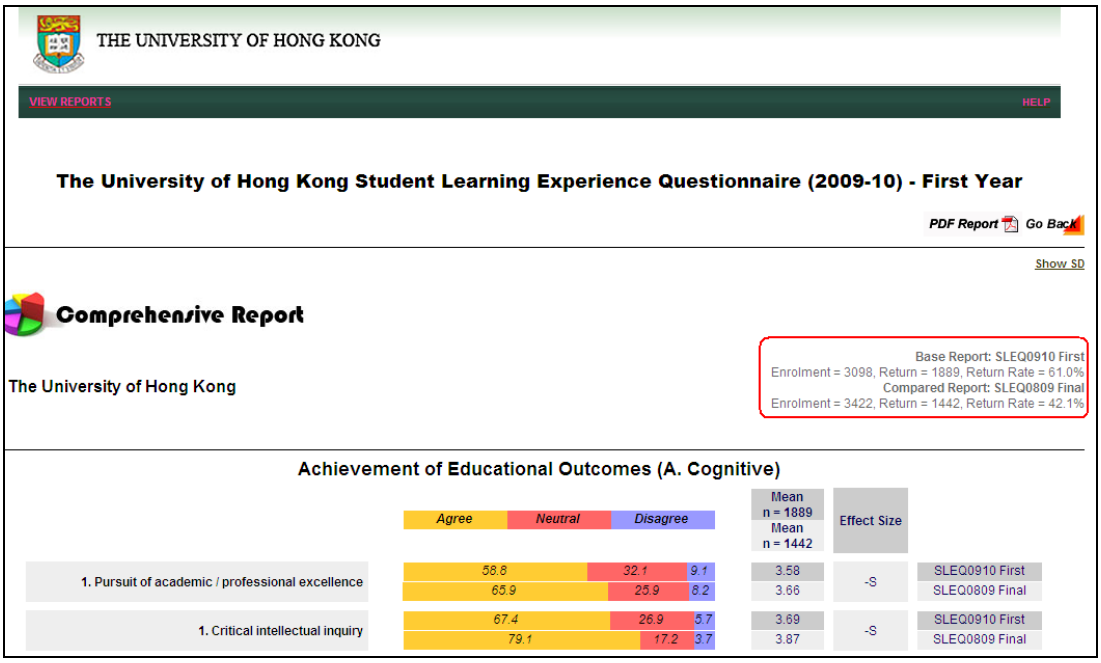




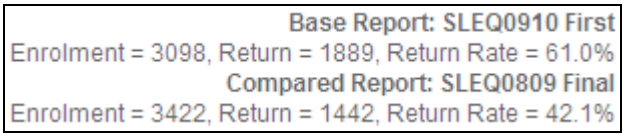
Select [Compare Result]->choose the survey for comparison (i.e. SLEQ0809 First)



Please note that Enrolment, Return number and Return Rate figures of each selected year will also be shown in every survey report.



i.e.



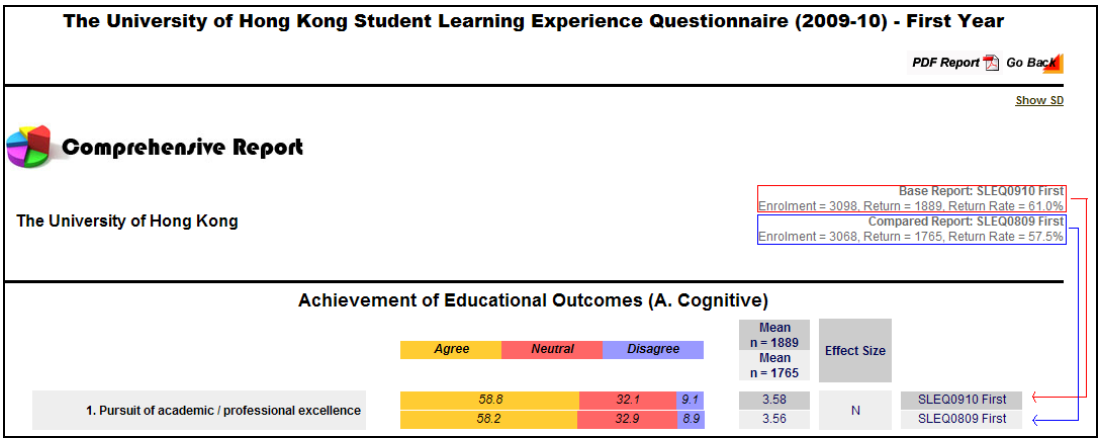
Base Report – this is a report generated by the survey that you have selected from the Main Screen at first (i.e. HKUSLEQ-0910 First Year survey). The Enrolment, Return and Return Rate figures at the second row refer to those of the Base Report.

Base Report: SLEQ0910 First
Enrolment = 3098, Return = 1889, Return Rate = 61.0%

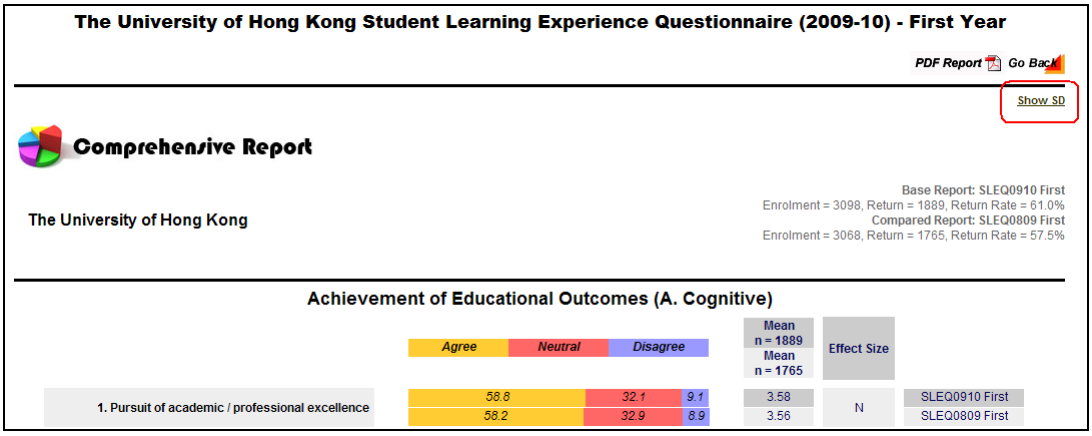
Compared Report – this is a report generated by the survey that you have selected subsequently for the comparison (i.e. HKUSLEQ-0809 Final Year survey). The Enrolment, Return and Return Rate figures at the last row refer to those of the Compared Report.

Compared Report: SLEQ0809 Final
Enrolment = 3422, Return = 1442, Return Rate = 42.1%

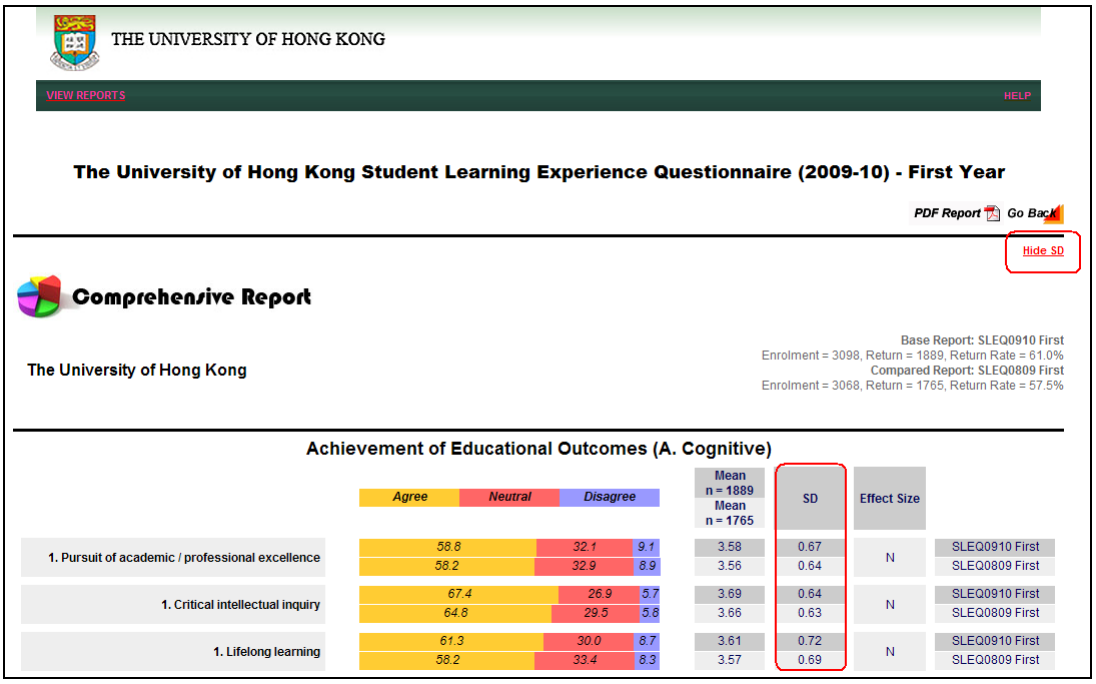
Results at the top row of the bar chart refer to the results of the Base Report (i.e. HKUSLEQ-0910 First Year survey) whereas those in the second row present the results of the Compared Report (i.e. HKUSLEQ-0809 First Year survey).



Click [Show SD] to generate the Standard Deviation (SD) figures of the results.



SD figures are then displayed in a new column. If there is no need to view the SD figures, they will be removed upon clicking the [Hide SD] option.



THE UNIVERSITY OF HONG KONG

VIEW REPORTS HELP

The University of Hong Kong Student Learning Experience Questionnaire (2009-10) - First Year

PDF Report Go Back

Hide SD

Comprehensive Report

The University of Hong Kong

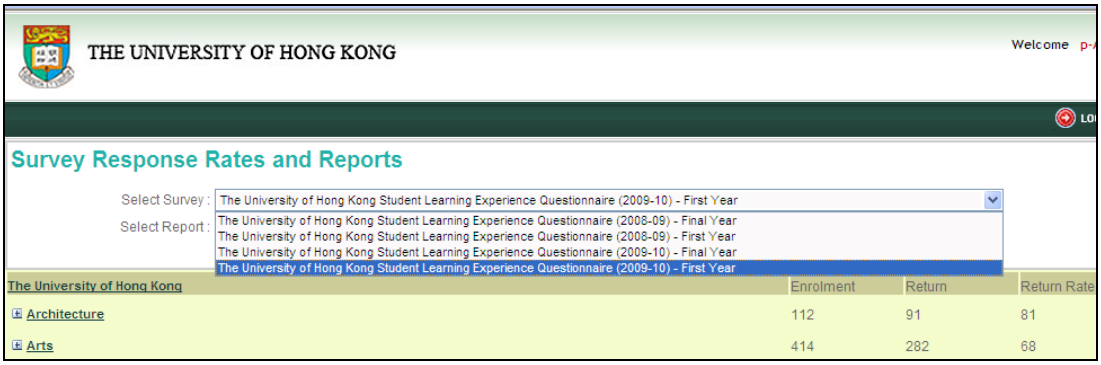
Base Report: SLEQ0910 First
Enrolment = 3098, Return = 1889, Return Rate = 61.0%
Compared Report: SLEQ0809 First
Enrolment = 3068, Return = 1765, Return Rate = 57.5%

Achievement of Educational Outcomes (A. Cognitive)

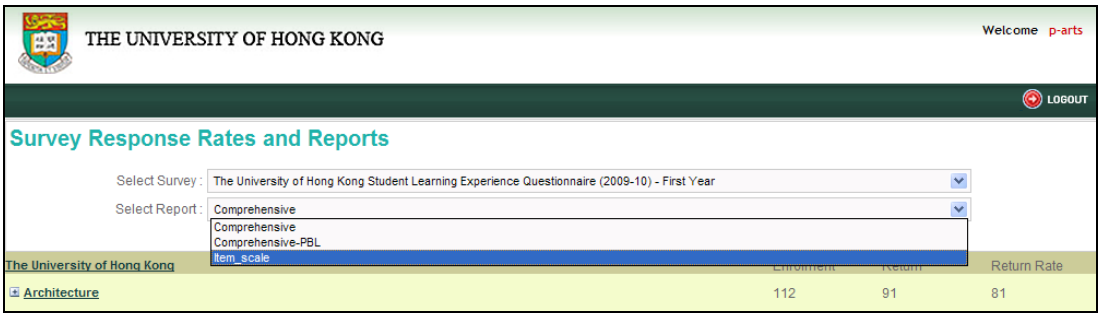
	Agree	Neutral	Disagree	Mean n = 1889 Mean n = 1765	SD	Effect Size	
1. Pursuit of academic / professional excellence	58.8	32.1	9.1	3.58	0.67	N	SLEQ0910 First
	58.2	32.9	8.9	3.56	0.64		SLEQ0809 First
1. Critical intellectual inquiry	67.4	26.9	5.7	3.69	0.64	N	SLEQ0910 First
	64.8	29.5	5.8	3.66	0.63		SLEQ0809 First
1. Lifelong learning	61.3	30.0	8.7	3.61	0.72	N	SLEQ0910 First
	58.2	33.4	8.3	3.57	0.69		SLEQ0809 First

7) Report Generation: Itemized Report Type

Click [Select Survey]-> choose the survey



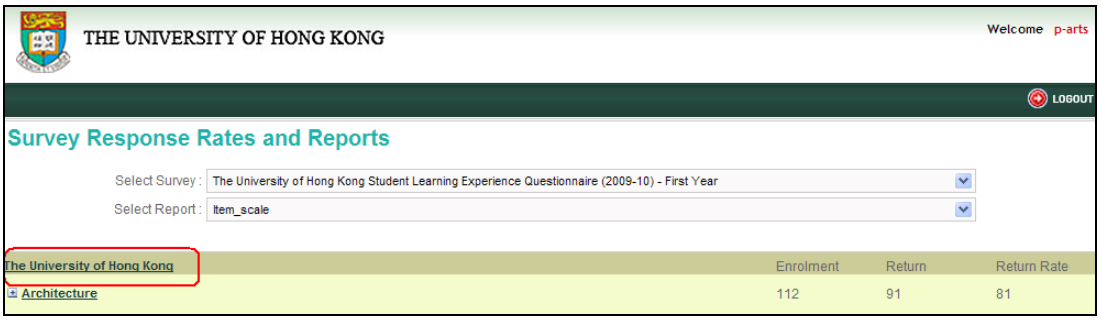
Click [Select Report]->choose the report->Item_scale / Itemized Report



Click on the name of the institute / Faculty / Programme / Department / Major to generate an Itemized Report at the corresponding level.

<u>Example</u>: Generate an Institutional Itemized Report for the selected survey

Click the [The University of Hong Kong] link to generate the Institutional level report.



View the report details by scrolling down the screen. Please note that Enrolment, Return and Return Rate figures of the selected report are displayed at the top right hand side of the screen.

THE UNIVERSITY OF HONG KONG

VIEW REPORTS HELP

The University of Hong Kong Student Learning Experience Questionnaire (2009-10) - First Year

PDF Report *Go Back*

Itemized Report

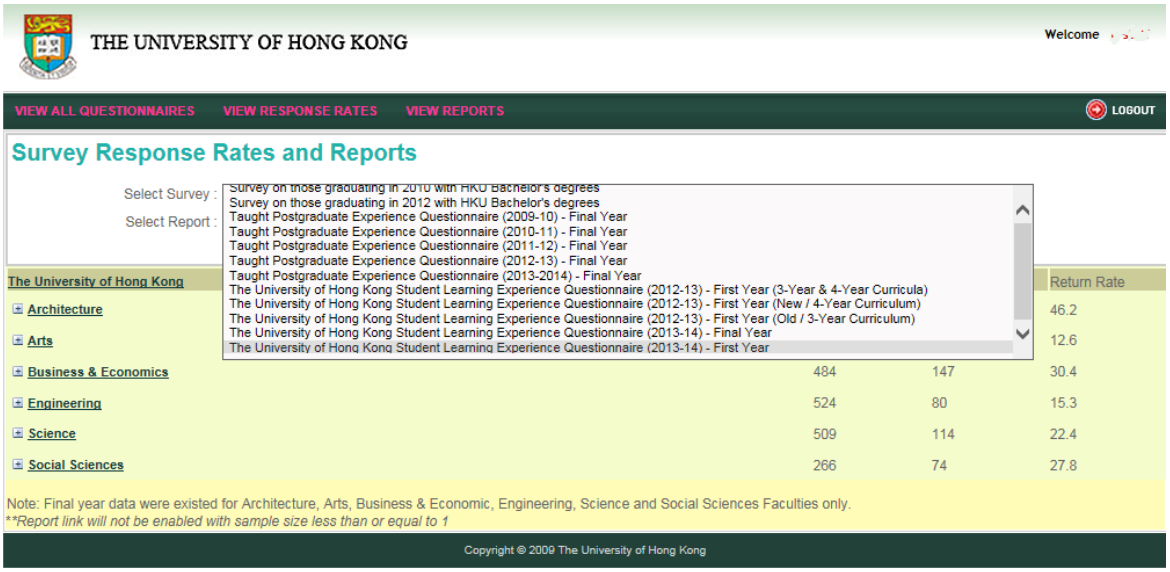
The University of Hong Kong

Enrolment = 3098, Return = 1889, Return Rate = 61.0%

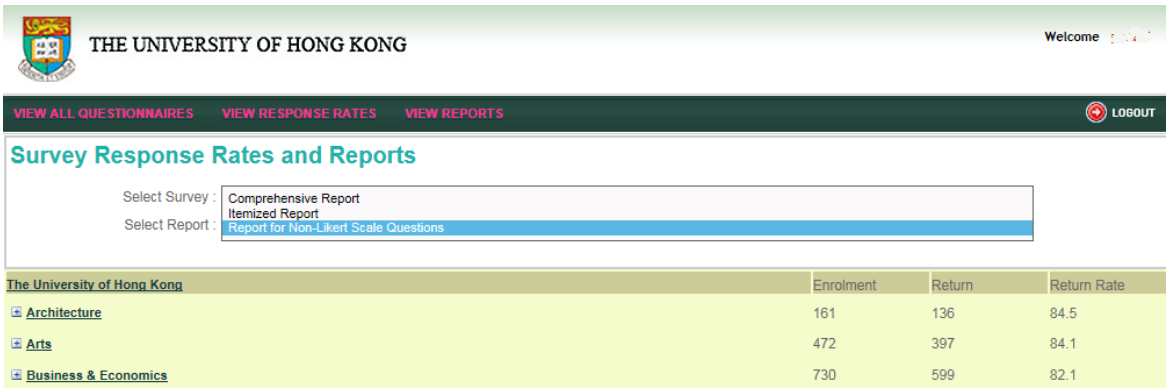
AIMS	Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Mean	SD
Pursuit	**1. Pursuit of academic / professional excellence**	**1.0**	**8.1**	**32.1**	**49.0**	**9.7**	**3.58**	**0.67**
aim41	I have developed in depth knowledge in my areas of study.	1.0	10.5	36.3	47.5	4.8	3.45	0.78
aim42	I strive for excellence in my academic / professional studies.	1.0	5.8	28.0	50.6	14.7	3.72	0.82
CIntel	**1. Critical intellectual inquiry**	**0.7**	**5.0**	**26.9**	**59.4**	**8.0**	**3.69**	**0.64**
aim1	My analytical skills have been sharpened.	1.0	6.0	29.8	56.6	6.7	3.62	0.74
aim25	I am able to look at things from different perspectives.	0.5	4.0	24.0	62.3	9.3	3.76	0.69
Life	**1. Lifelong learning**	**1.4**	**7.3**	**30.0**	**51.2**	**10.1**	**3.61**	**0.72**
aim4	My enthusiasm for further learning has been stimulated.	1.8	8.3	30.7	48.9	10.3	3.58	0.85
aim12	I have developed skills which will enable me to engage in life-long learning.	0.9	6.4	29.2	53.6	9.9	3.65	0.78

8) Report Generation: Report for Non-Likert Scale Questions Type

Click [Select Survey]-> choose the survey



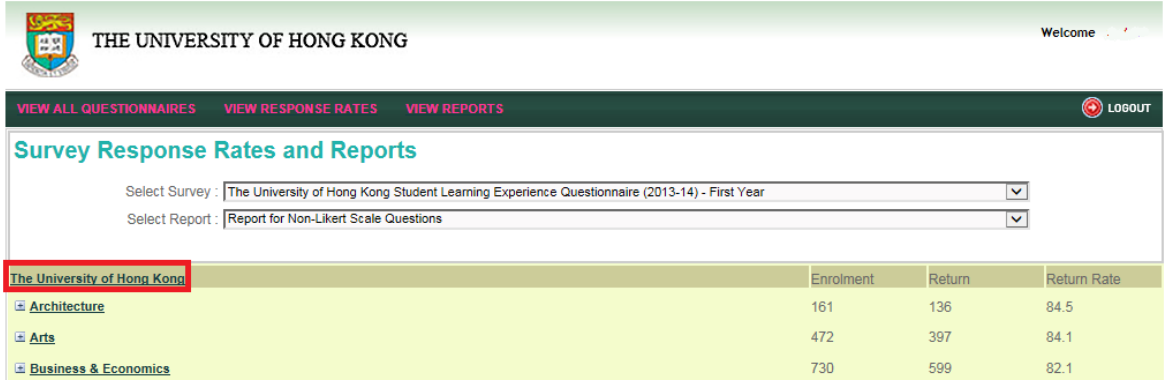
Click [Select Report]->choose the report-> Report for Non-Likert Scale Questions



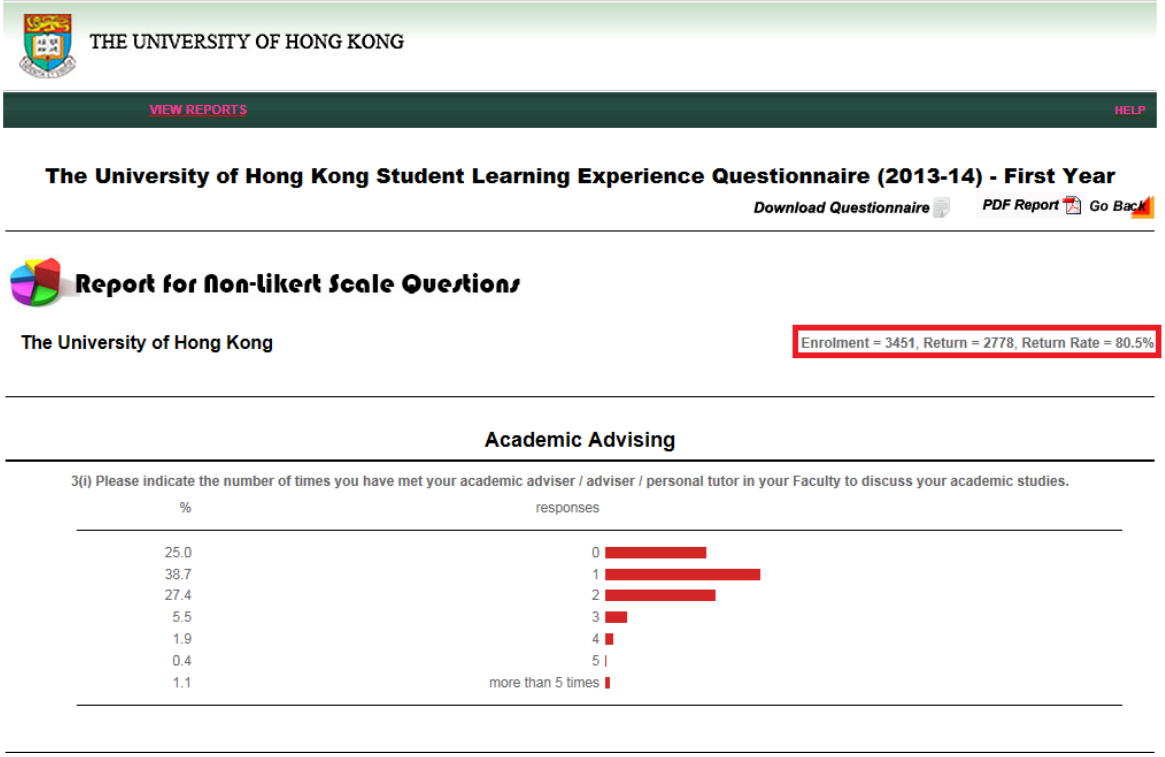
Click on the name of the institute / Faculty / Programme / Department / Major to generate a Report for Non-Likert Scale Questions at the corresponding level.

<u>Example</u>: Generate an Institutional Report for Non-Likert Scale Questions for the selected survey

Click the [The University of Hong Kong] link to generate the Institutional level report.



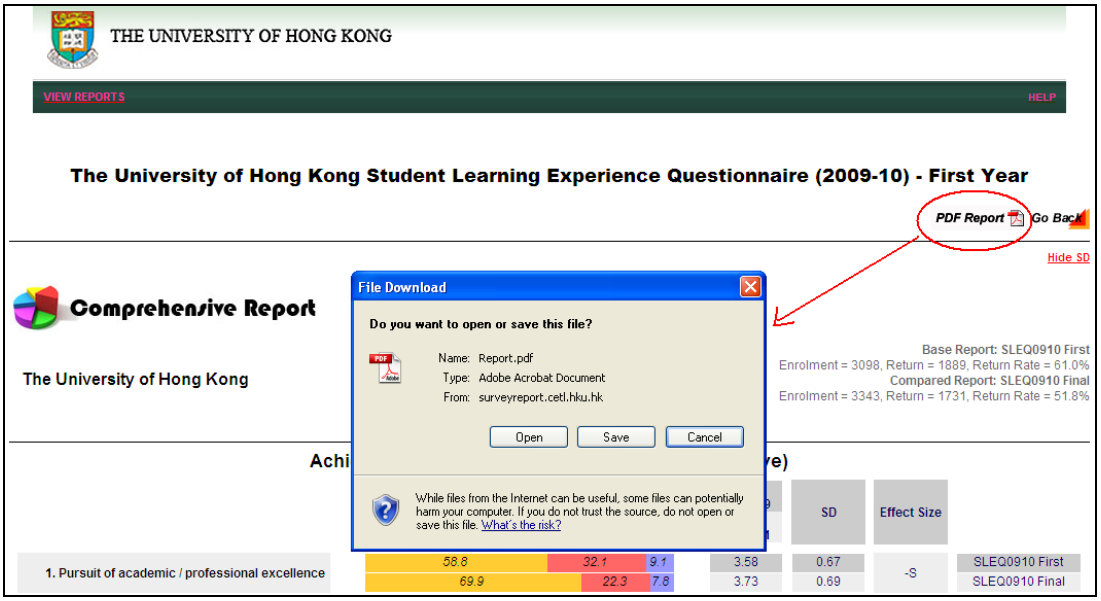
View the report details by scrolling down the screen. Please note that Enrolment, Return and Return Rate figures of the selected report are displayed at the top right hand side of the screen.



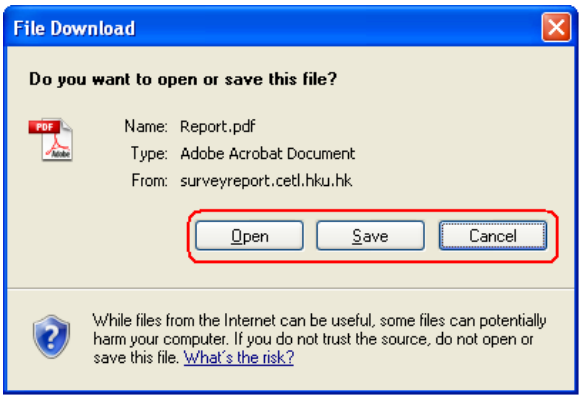
9) Saving or Printing a Report

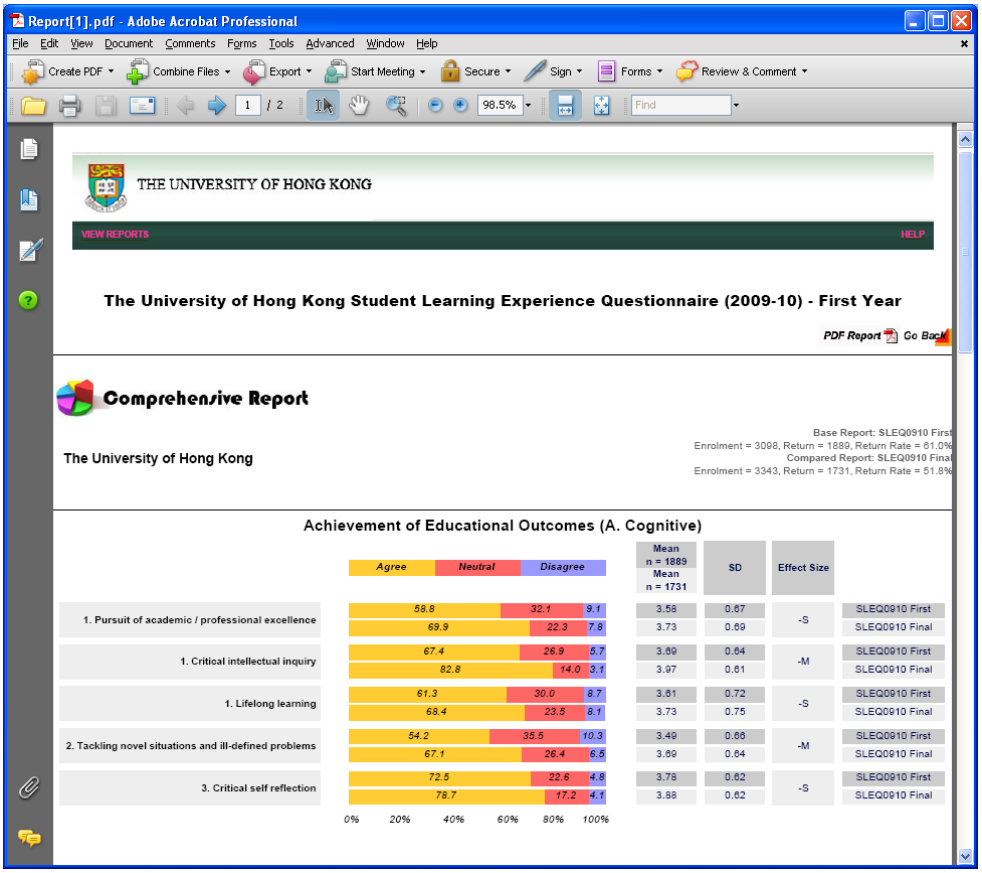
9.1 Exporting the report to a PDF format

Click [PDF Report] to create the report in PDF format.



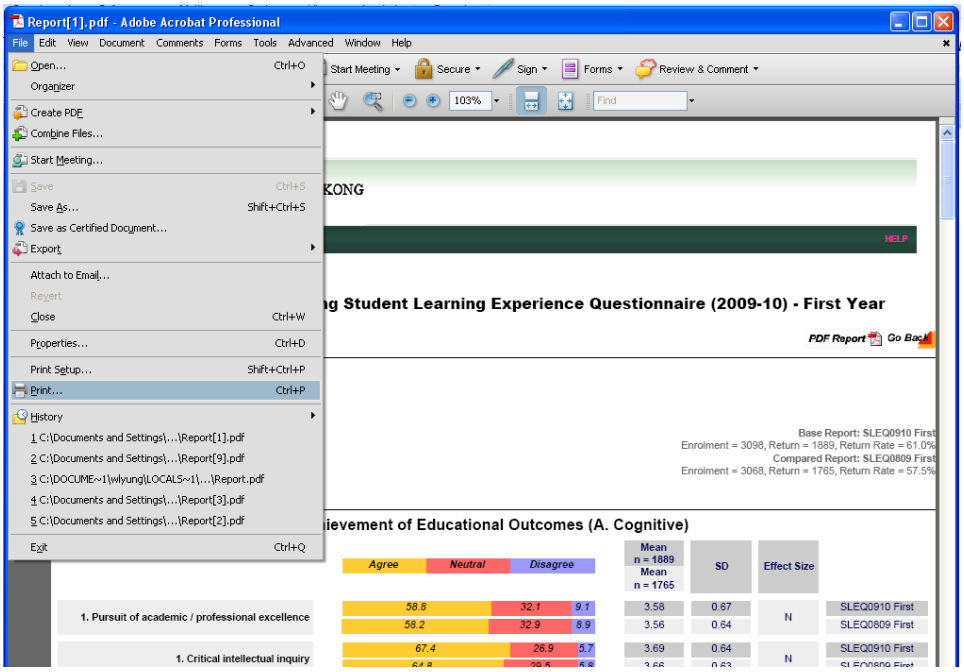
Click [Open] to view the report or [Save] to save it. Otherwise, click [Cancel] to close the popup box.





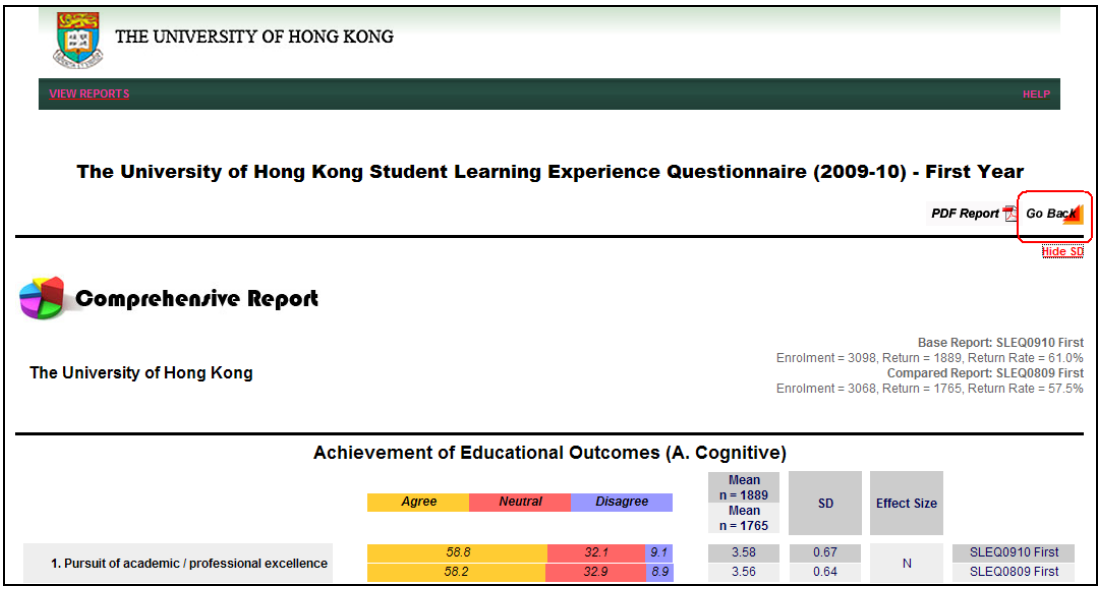
9.2 Printing a report

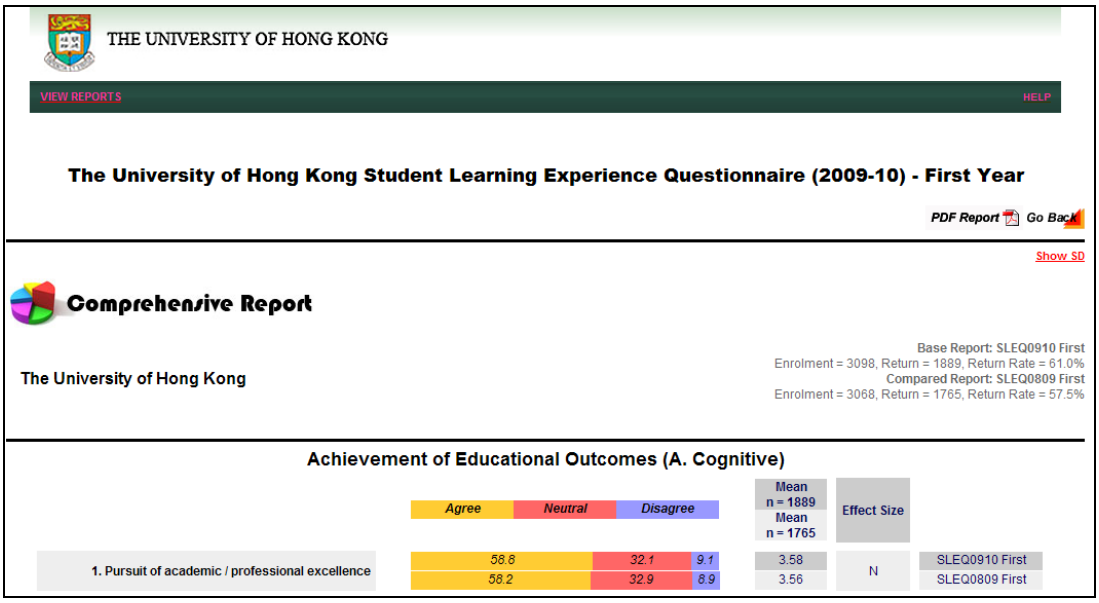
Select the [Print] option from the PDF viewer to print the report from a selected printer.



10) Returning to Previous Page

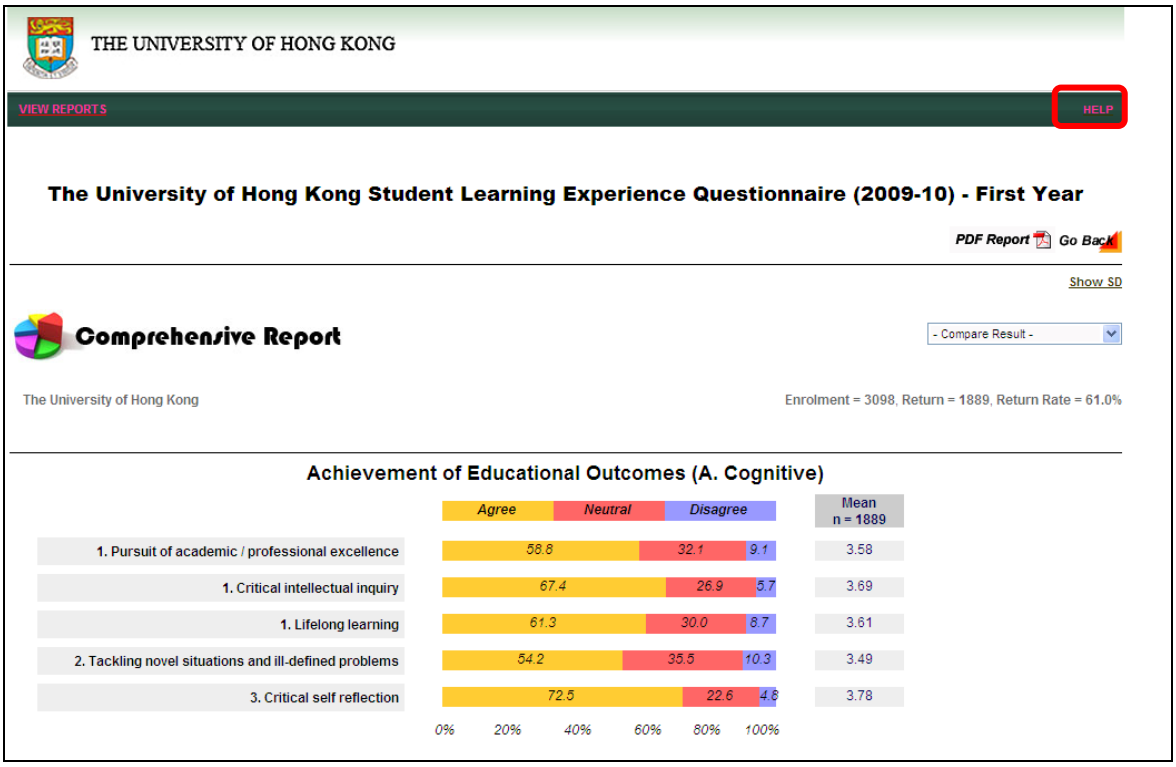
Click [Go Back] to view the previous page.

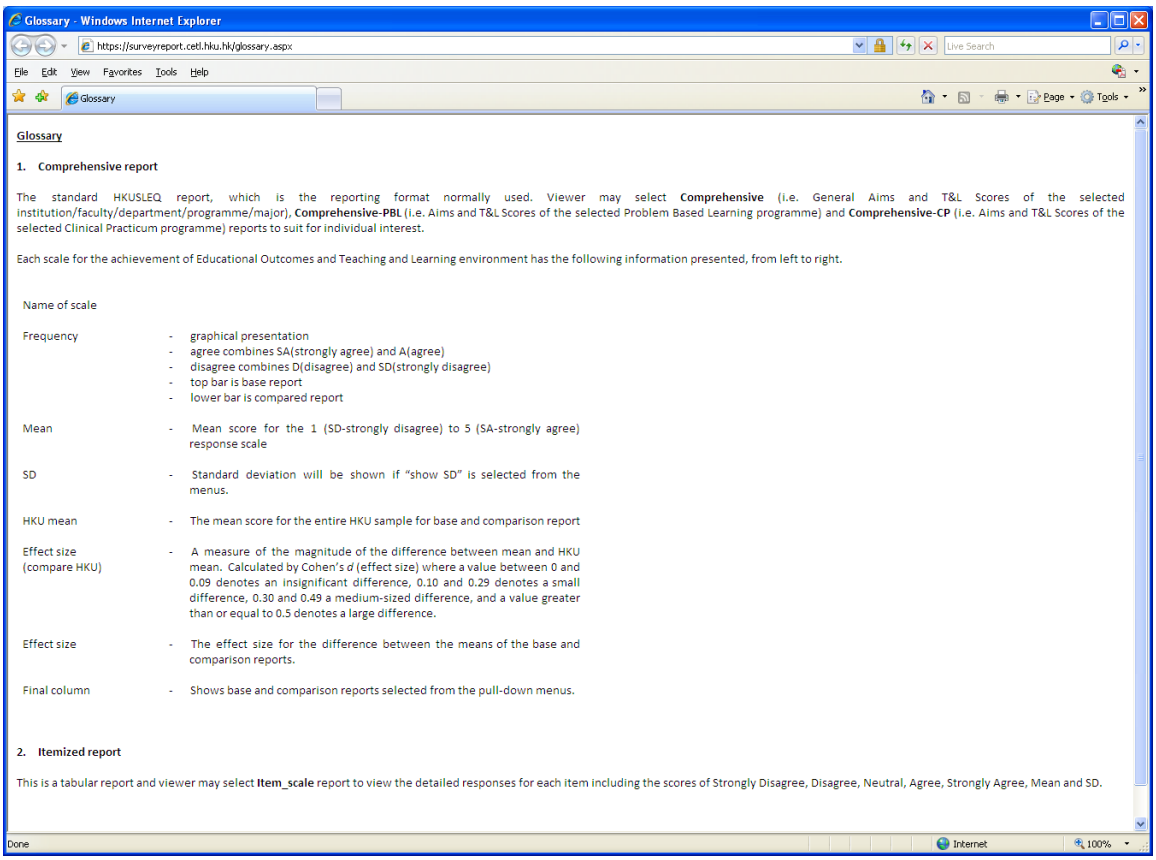




11) Help

Click [HELP] to search for more information from the report glossary.





Glossary

1. Comprehensive report

The standard HKUSLEQ report, which is the reporting format normally used. Viewer may select **Comprehensive** (i.e. General Aims and T&L Scores of the selected institution/faculty/department/programme/major), **Comprehensive-PBL** (i.e. Aims and T&L Scores of the selected Problem Based Learning programme) and **Comprehensive-CP** (i.e. Aims and T&L Scores of the selected Clinical Practicum programme) reports to suit for individual interest.

Each scale for the achievement of Educational Outcomes and Teaching and Learning environment has the following information presented, from left to right.

Name of scale

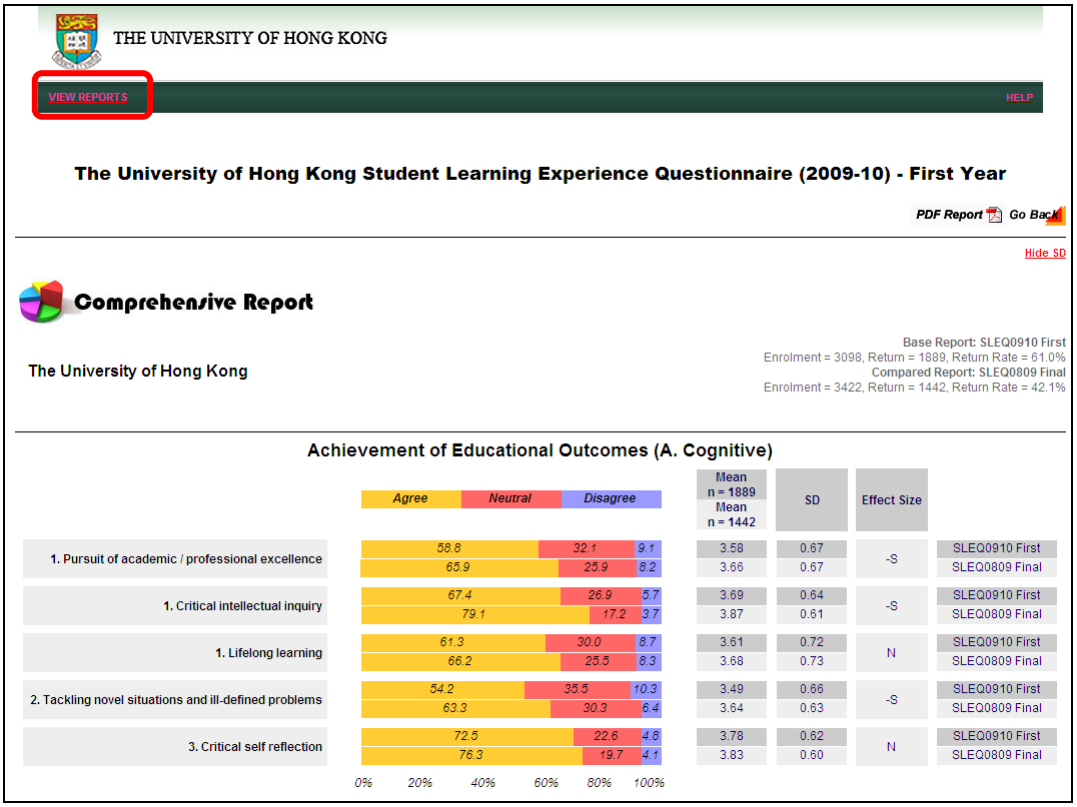
Frequency	-	graphical presentation - agree combines SA(strongly agree) and A(agree) - disagree combines D(disagree) and SD(strongly disagree) - top bar is base report - lower bar is compared report
Mean	-	Mean score for the 1 (SD-strongly disagree) to 5 (SA-strongly agree) response scale
SD	-	Standard deviation will be shown if "show SD" is selected from the menus.
HKU mean	-	The mean score for the entire HKU sample for base and comparison report
Effect size (compare HKU)	-	A measure of the magnitude of the difference between mean and HKU mean. Calculated by Cohen's *d* (effect size) where a value between 0 and 0.09 denotes an insignificant difference, 0.10 and 0.29 denotes a small difference, 0.30 and 0.49 a medium-sized difference, and a value greater than or equal to 0.5 denotes a large difference.
Effect size	-	The effect size for the difference between the means of the base and comparison reports.
Final column	-	Shows base and comparison reports selected from the pull-down menus.

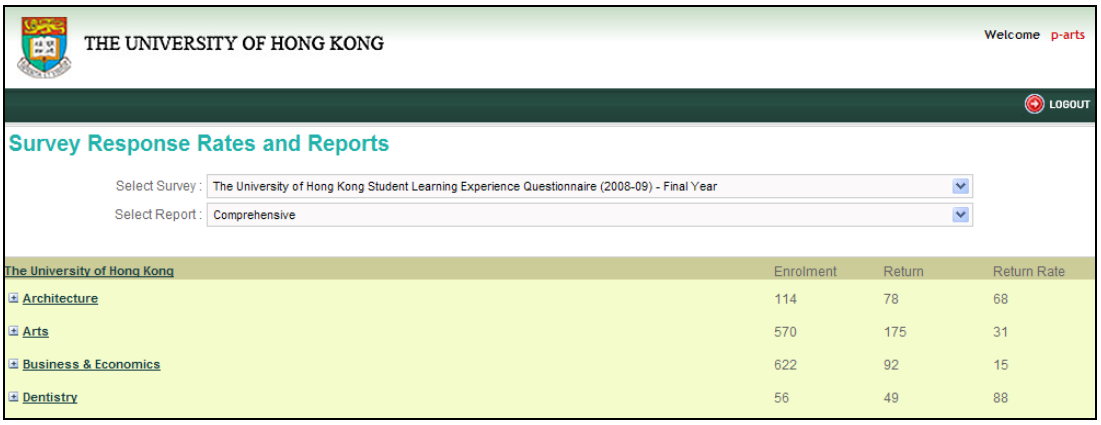
2. Itemized report

This is a tabular report and viewer may select **Item_scale** report to view the detailed responses for each item including the scores of Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree, Mean and SD.

12) Exploring other Reports

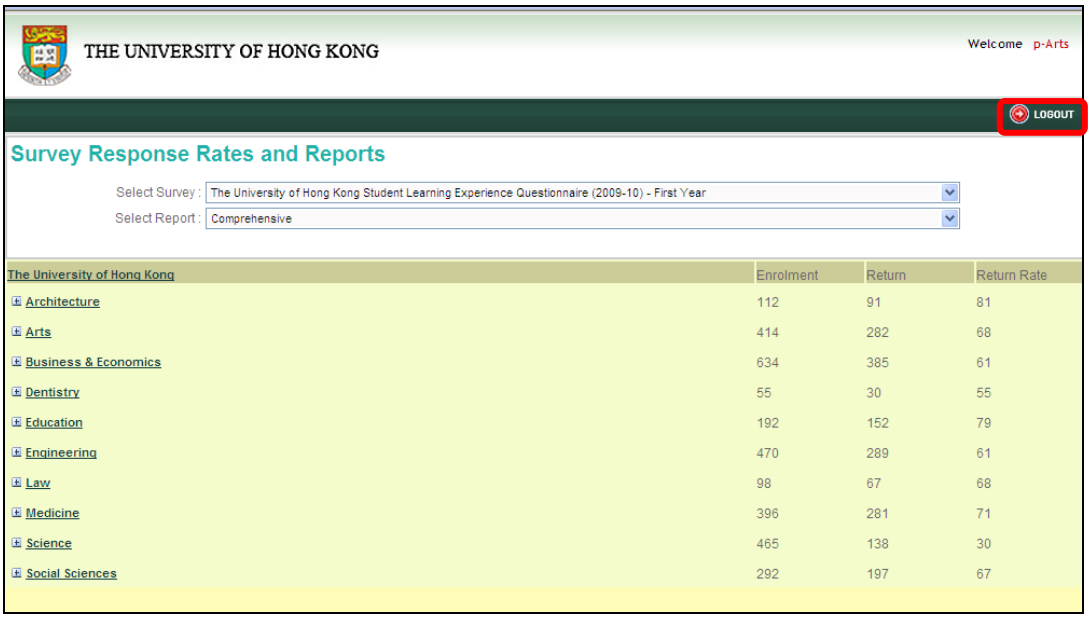
Click [VIEW REPORTS] to explore the other reports.





13) Log Out

Click [LOGOUT] to exit the system.



The University of Hong Kong	Enrolment	Return	Return Rate
Architecture	112	91	81
Arts	414	282	68
Business & Economics	634	385	61
Dentistry	55	30	55
Education	192	152	79
Engineering	470	289	61
Law	98	67	68
Medicine	396	281	71
Science	465	138	30
Social Sciences	292	197	67