Instructions for Viewing Your Results

Background

- The results of this year's faculty survey are being distributed through "Active XL files", which run on MS Excel.
- These files can be viewed on any computer that has MS Excel and do not require any additional software. However, MS PowerPoint is highly recommended.

What's on This Disk

- This CD contains 3 files.
  - The first file is the one you are reading now.
  - The second file, which begins with the prefix "UOF", is a report of your college's survey results based on all 2005 Faculty Survey respondents from your college.
  - The third file, which begins with the prefix "UFE", is a report based only on those responses from faculty groups that were also included in the 2004 Faculty Survey, i.e., it does not include "Assistant In or Associate In", "County Extension Agent", or "P.K. Yonge" faculty members.

- Your UOF report compares your college results with the entire 2005 University of Florida Faculty population and also provides a breakdown of your college results by various demographic factors. (If your college is too small to allow for demographic breakdowns, none will be displayed.)

- Your UFE report compares your college results with the 2005 University of Florida Faculty population, each excluding the additional groups listed above. It also provides a comparison of your college's results with the results from last year's survey, as well as a breakdown of your college results by various demographic factors. (Again, if your college is too small to allow for demographic breakdowns, none will be displayed.)

Opening Your Report

- Before attempting to open your report, please change the security setting in MS Excel to Low. To do this:

  a. Open MS Excel
  b. Select the "Tools" menu
  c. Select the "Macro" option
  d. Select the "Security" option
  e. Change the security level to "Low"
  f. Close Excel and open your survey report

Commonly Used Functions

- Once in the report you can explore your results by selecting different options from the "Contents" menu, pictured at right

- At any point you can select the **Introduction and User Guide** to learn more about how to use the report.

- **Summary Category Scores** will display the Percent Favorable score for each survey category for your college. This is the percentage of individuals who responded favorably to questions in each survey category, on average (a "favorable response" is typically "Agree" or "Tend to Agree", points 1 and 2 on a 5-point scale).

- When using **Summary Category Scores** you can also compare your category scores with either your college's results from the last survey or with the overall 2005 University of Florida faculty population. To do this, select "Difference from Benchmark" in the upper part of the screen and choose a benchmark from the drop-down menu in the upper right corner.

- **Top or Bottom Ten Items** lists the 10 most and least favorable results across all of the individual questions in the survey. When using this you may rank questions in terms of absolute scores or compared with a selected benchmark.

- **Items by Category** displays each individual question on the survey, grouped by survey category. For each question, the percent of respondents choosing each response option is displayed. You may also compare each question with a benchmark by selecting "Compare to Benchmark(s)" at the top of the screen, or you may examine how individual subgroups respond to each question by selecting "Breakdown by" and choosing an option from the drop-down menu.

- **Category Breakdown Matrix** shows the score on each survey category for your college as a whole, as well as category-score deviations for each college subgroup.

- **Item Breakdown Matrix** shows the score on each survey question for your college as a whole, as well as question-score deviations for each college subgroup.

- For additional information on how to use your reports, please contact:
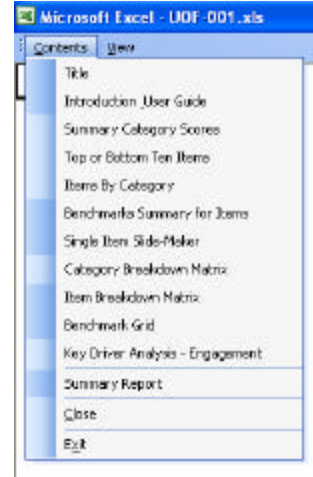
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