

Special Initiative Award Proposal
Theresa Waterbury
March 20, 2007

Rationale:

The office of Institutional Research supplies data for student projects assigned by faculty in the College of Business and the College of Liberal Arts. Each year, more students are asking for help to analyze data. This will continue to increase as more courses are adding research projects to the curriculum.

The excel tutorials help students to actively participate in creating their data summary using Winona State University data. For example, students may need to know some combination of students' home state or country, living arrangement while attending WSU, and their classification. The student demographic data sets provide students with the flexibility to select and present demographic variables that meet their assignment needs.

Outcomes:

The tutorials are located at www.winona.edu/air/ir

To view the tutorials, click the **Excel Tutorials** link on the left hand column. The link contains the following information.

ReadMe First

Data Sets

- Fall 05 New Entering Students
- Fall 06 Undergraduate Students
- Fall 06 New Entering Students

Tutorials

- Charts
 - Bar Charts using a pivot table
- Sorting and Filtering Data
 - Filter and Sort
- Summarize Data in Lists and Tables
 - Descriptive Statistics
 - Frequency
 - Percentiles
- Other Statistical Functions
 - Histogram
 - Pivot Table

Objectives:

50 students will access at least one of the templates between August 15th – December 1, 2006.

85% of the students using the templates will report satisfaction with the ease of use.

Evaluation:

In fall 2006, 55 students and 1 student worker used the tutorials and provided relevant feedback. Below is the evaluation summary for the 55 students using the tutorials. The student worker did not complete the evaluation. Instead, he was asked to critically review the tutorials and to make suggestions for clarifying the content.

Were the tutorials easy to follow?	Total
No	2
Yes	53
Grand Total	55

Would you recommend the tutorials to other students?	Total
No	1
Yes	54
Grand Total	55

Were the tutorials accurate?	Total
Yes	55
Grand Total	55

Overall, rate your level of satisfaction with the tutorials.	Total
Neutral	7
Satisfied	48
Grand Total	55

The qualitative feedback had three main improvement themes:

1. Option to control screens (pause, fast-forward, rewind)
2. Slow the speed
3. Provide more narrative

The feedback was used to improve the tutorials in January. The content will continue to be expanded as other excel needs are identified.

Thanks for the opportunity to complete this work.