# Defense Acquisition University
# EOCI Executive Report Manual

June 1999

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# 1.0 INTRODUCTION

The Defense Acquisition University (DAU) is committed to providing timely, high quality education to the members of the Department of Defense (DoD) acquisition community. As part of fulfilling this commitment, DAU has developed a new on-line end-of-course instrument (EOCI) to solicit feedback from students and associated on-line analyses/reports to provide a real-time view of DAU health.

Currently, the EOCI is available to students enrolled in web-enabled courses, which are accessed from the DAU Operational Support System (OSS). Students may respond to the EOCI throughout their enrollment period; subsequent student responses to the EOCI for a particular course overwrite previously submitted responses. The OSS includes a dynamically-generated, on-line summary report that presents high-level EOCI results for all the sections of a specific course.

This document describes the EOCI, the EOCI Executive Report, and how to access the EOCI Executive Report from the OSS.

# 2.0 END-OF-COURSE INSTRUMENT

The EOCI collects student ratings and comments about the quality and relevance of DAU courses. Student responses to the EOCI are stored and maintained in the OSS database. The EOCI contains the same questions for each web-enabled course.

The EOCI consists of multiple choice, yes/no, and open-ended questions. The questions relate to background information, preparation, course materials, course content, time, and technology.

Appendix A contains the EOCI.

# 3.0 EOCI EXECUTIVE REPORT

The EOCI Executive Report (Figure 3-1) compares the % of positive responses across all sections of a specific course. The report is dynamically generated, ensuring timely access to current data. The total score is an overall index of students' perception of the quality and effectiveness of the course section. It is calculated by adding the number of positive responses to the qualitative questions divided by the total number of responses to those questions. Each possible response to a qualitative question (e.g., strongly agree, agree, neutral, disagree, strongly disagree) is tagged as a positive, negative, or neutral response. This report can be used to compare sections of a course and to look for trends and patterns across sections.

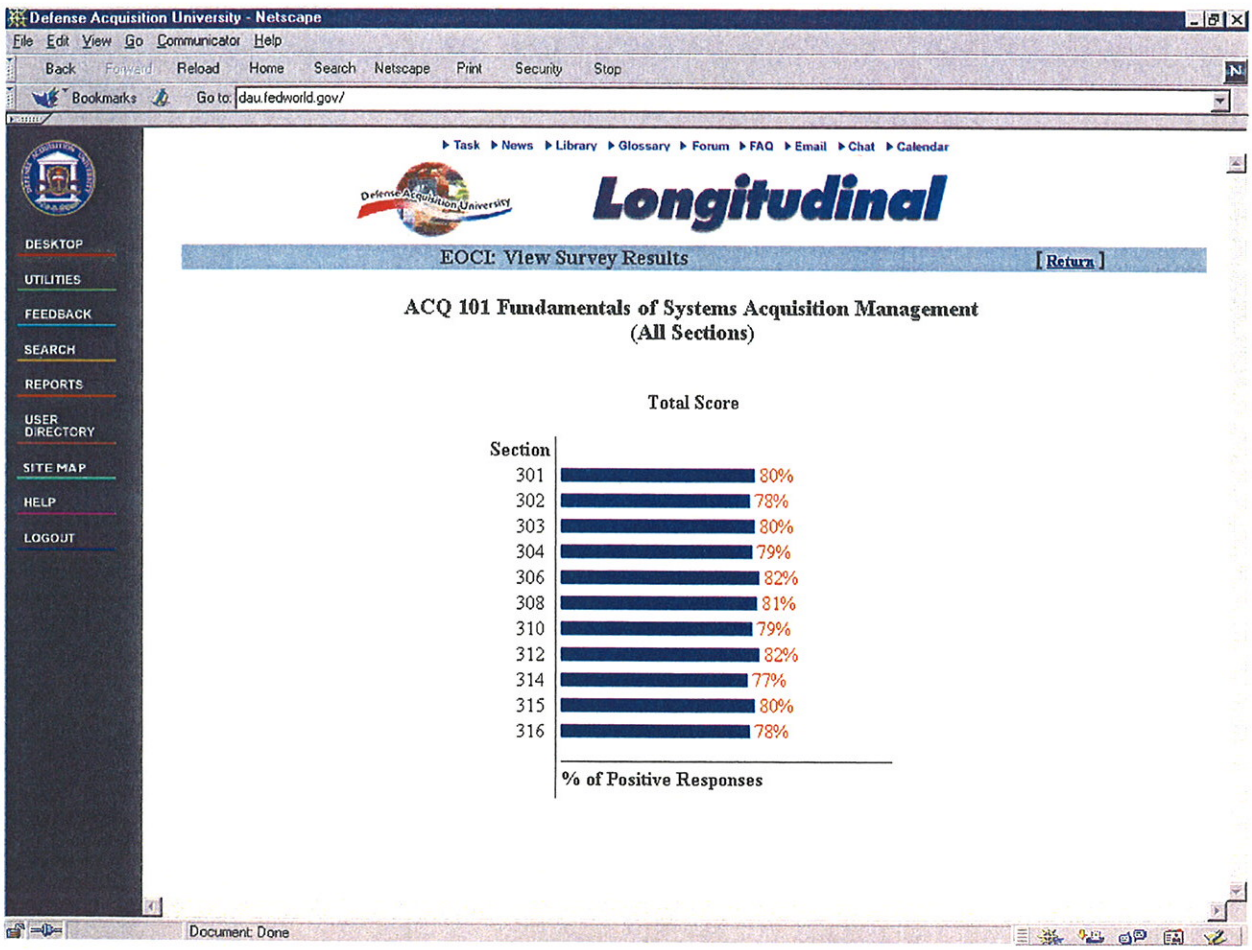



**Figure 3-1. EOCI Executive Report**

# 4.0 ACCESS TO THE EOCI EXECUTIVE REPORT

The EOCI Executive Report is available from the OSS. A user account assigned by DAU with the appropriate privilege to view the EOCI Executive Report is required for access.

To access the EOCI Executive Report, log into DAU's Virtual Campus from the DAU Public Site (Figure 4-1) at https://dau.fedworld.gov.

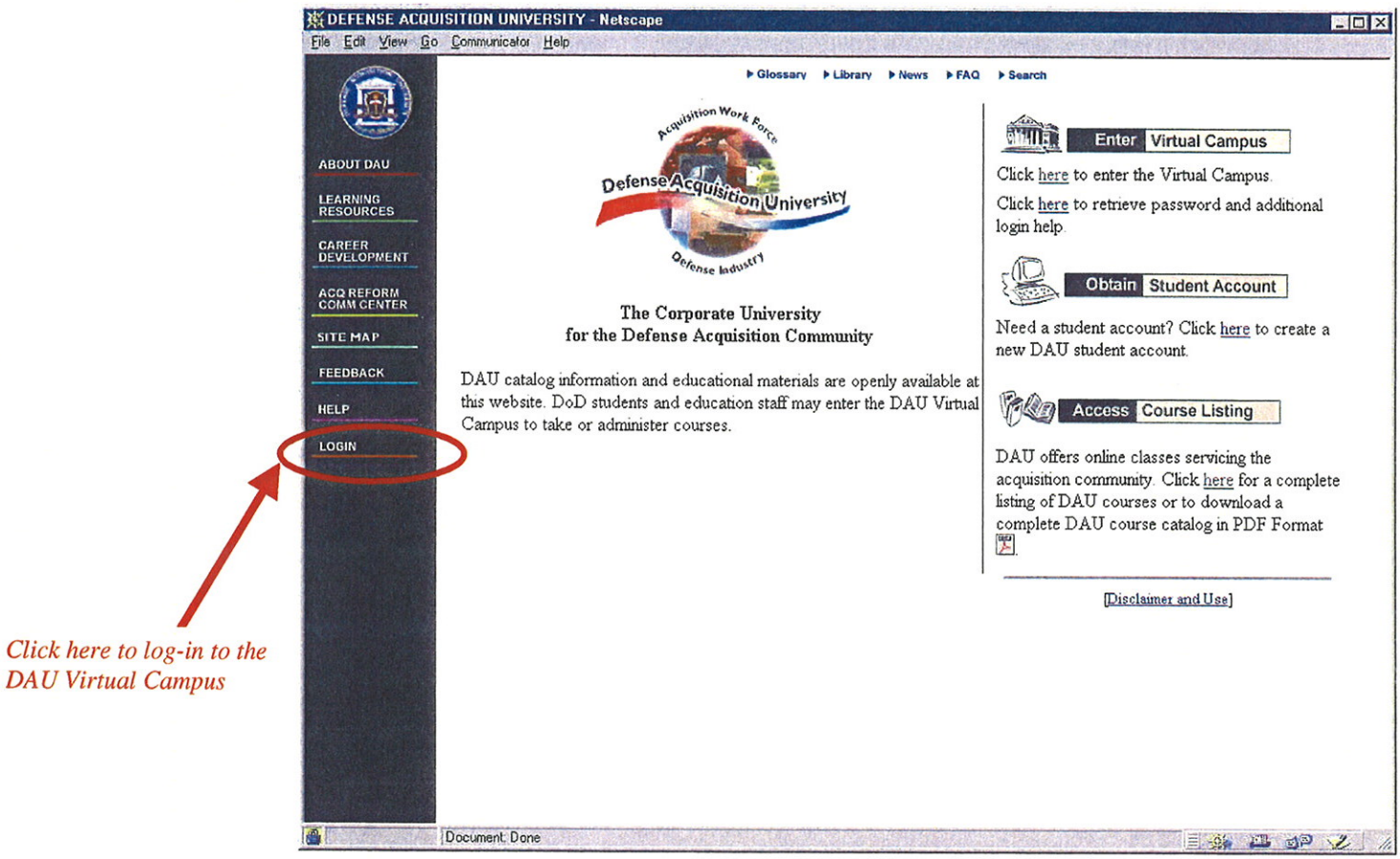
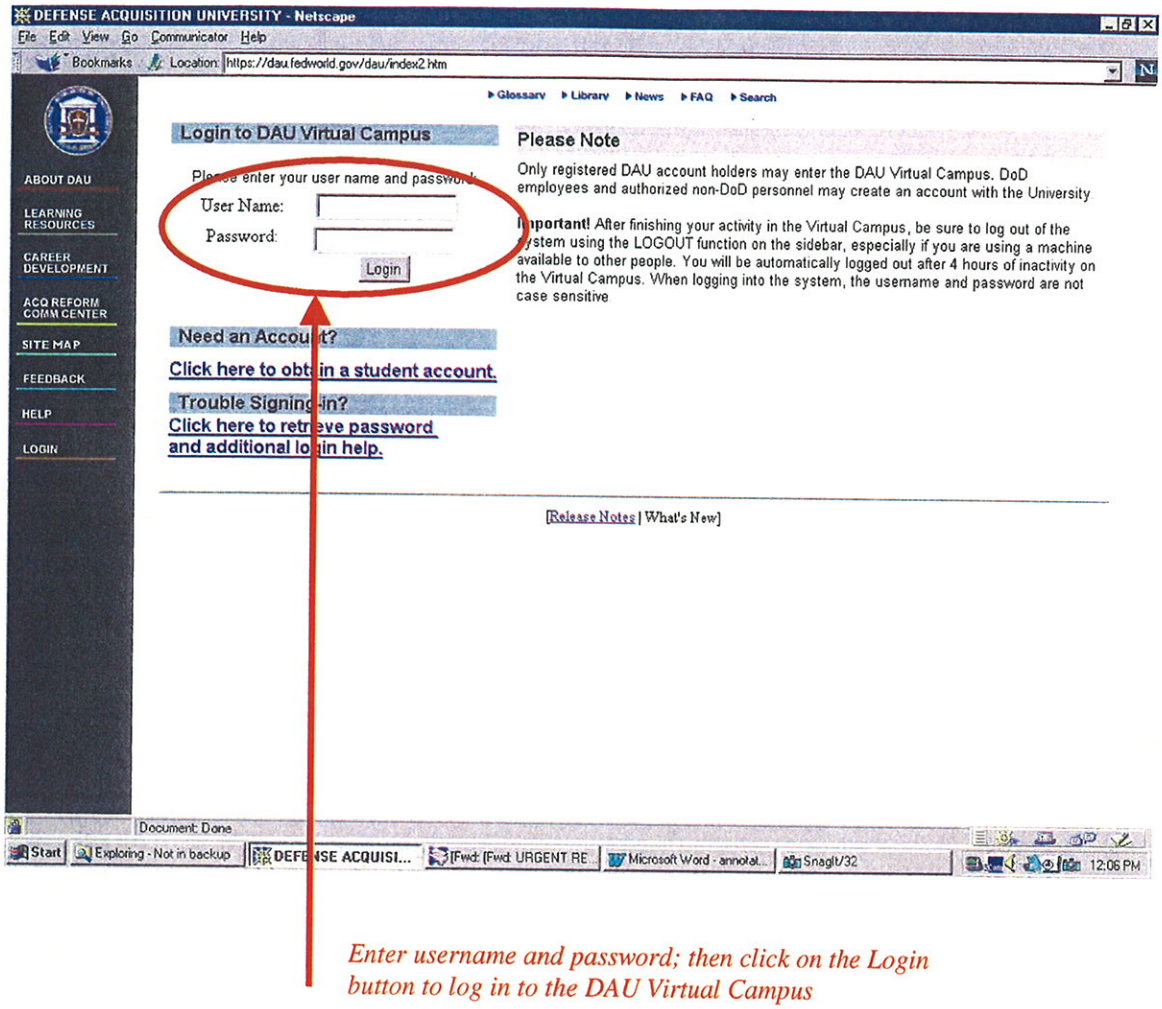



**Figure 4-1. DAU Public Site**

From the Login page (Figure 4-2), enter username and password, and click on the Login button.




*Enter username and password; then click on the Login button to log in to the DAU Virtual Campus*

**Figure 4-2. Login Page**

After logging in, click on the "Reports" item on the left-hand toolbar to access OSS Reports (Figure 4-3). Instructions for accessing the EOCI Executive Report are displayed on the Executive Desktop main page.

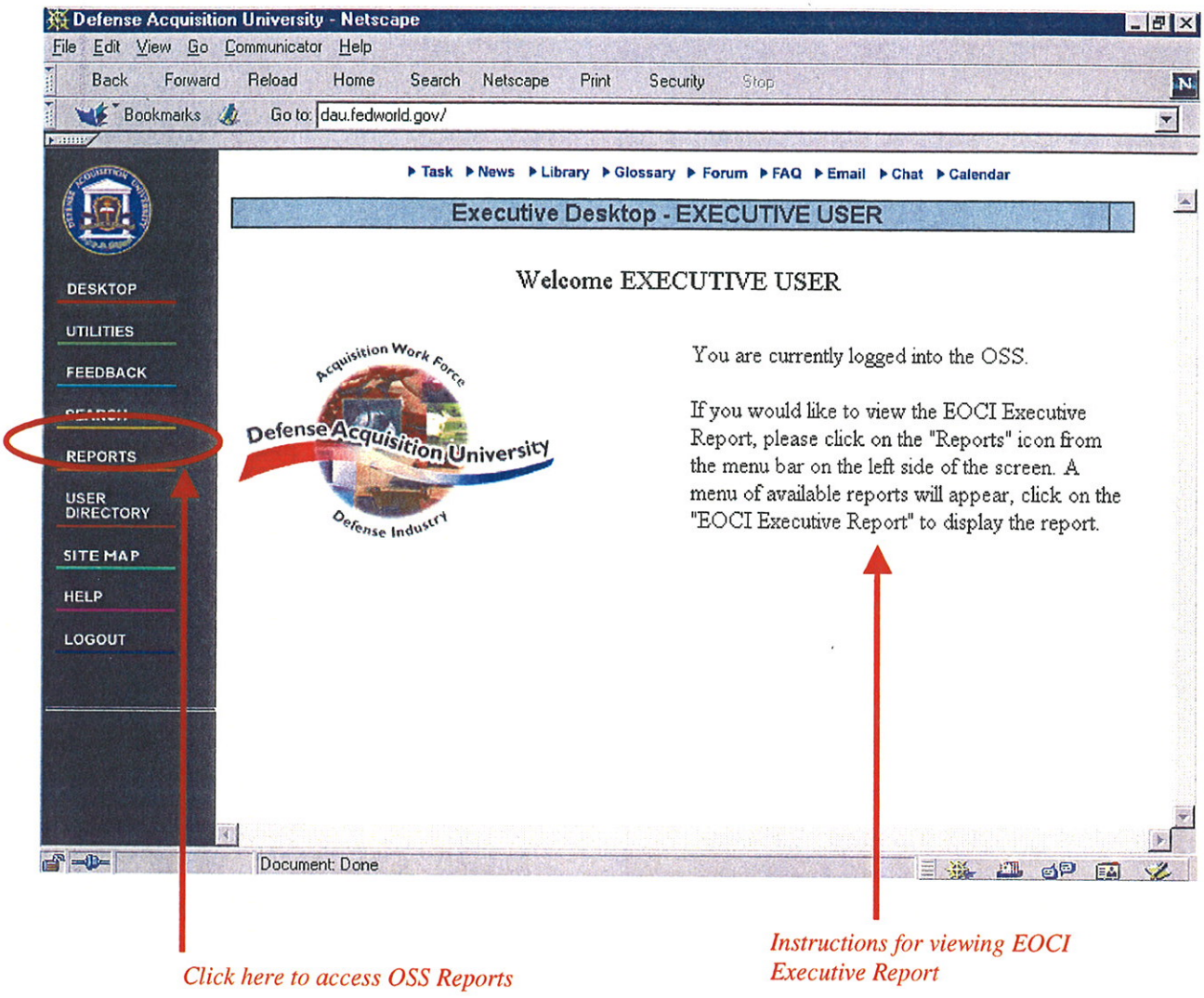
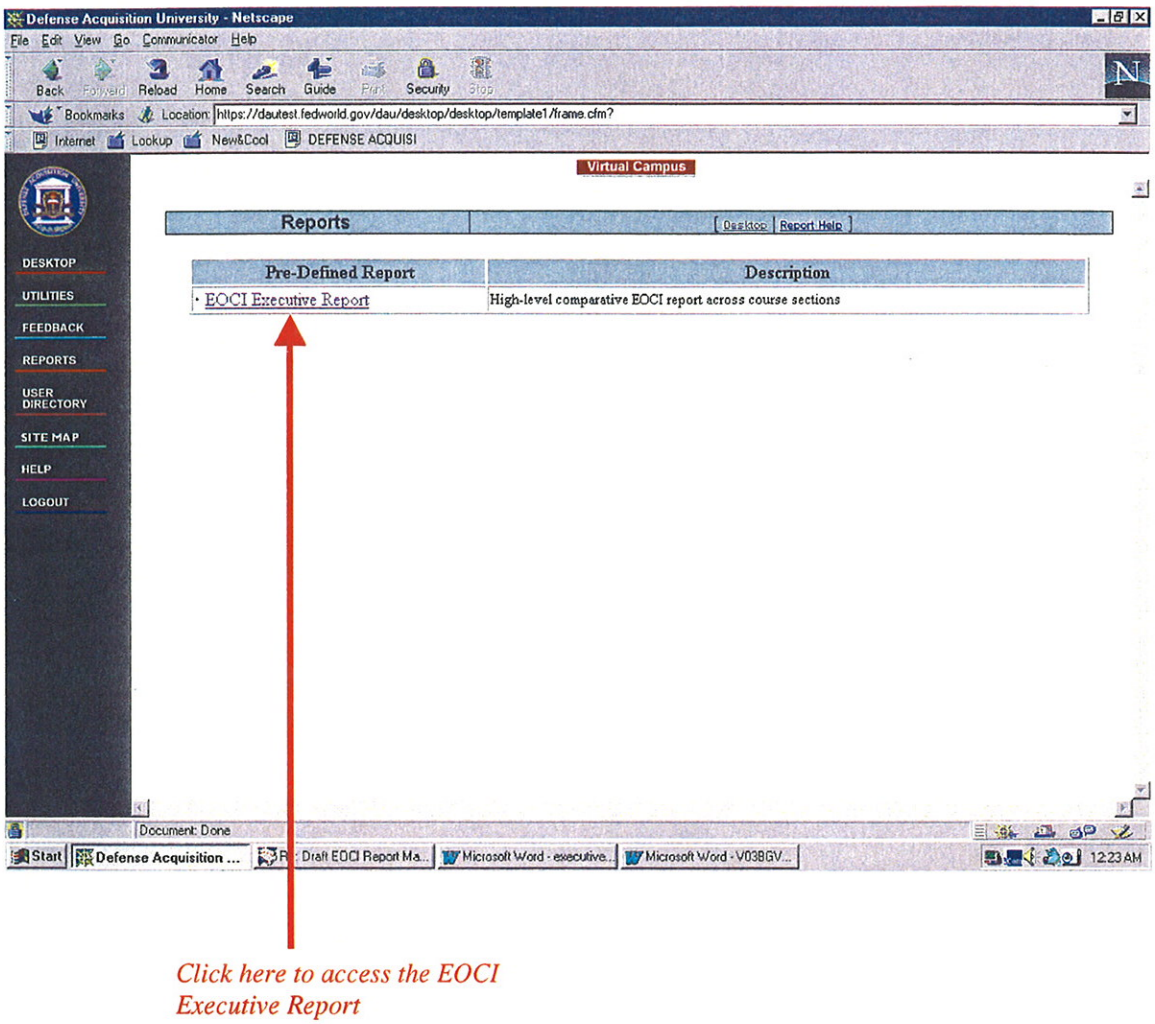



**Figure 4-3. DAU Virtual Campus Main Page**

The Reports screen displays the Reports to which the user has been granted access; the list displayed will vary based on user role and privileges granted. On the Reports screen (Figure 4-4), click on the EOCI Executive Report link from the list of Pre-Defined Reports.



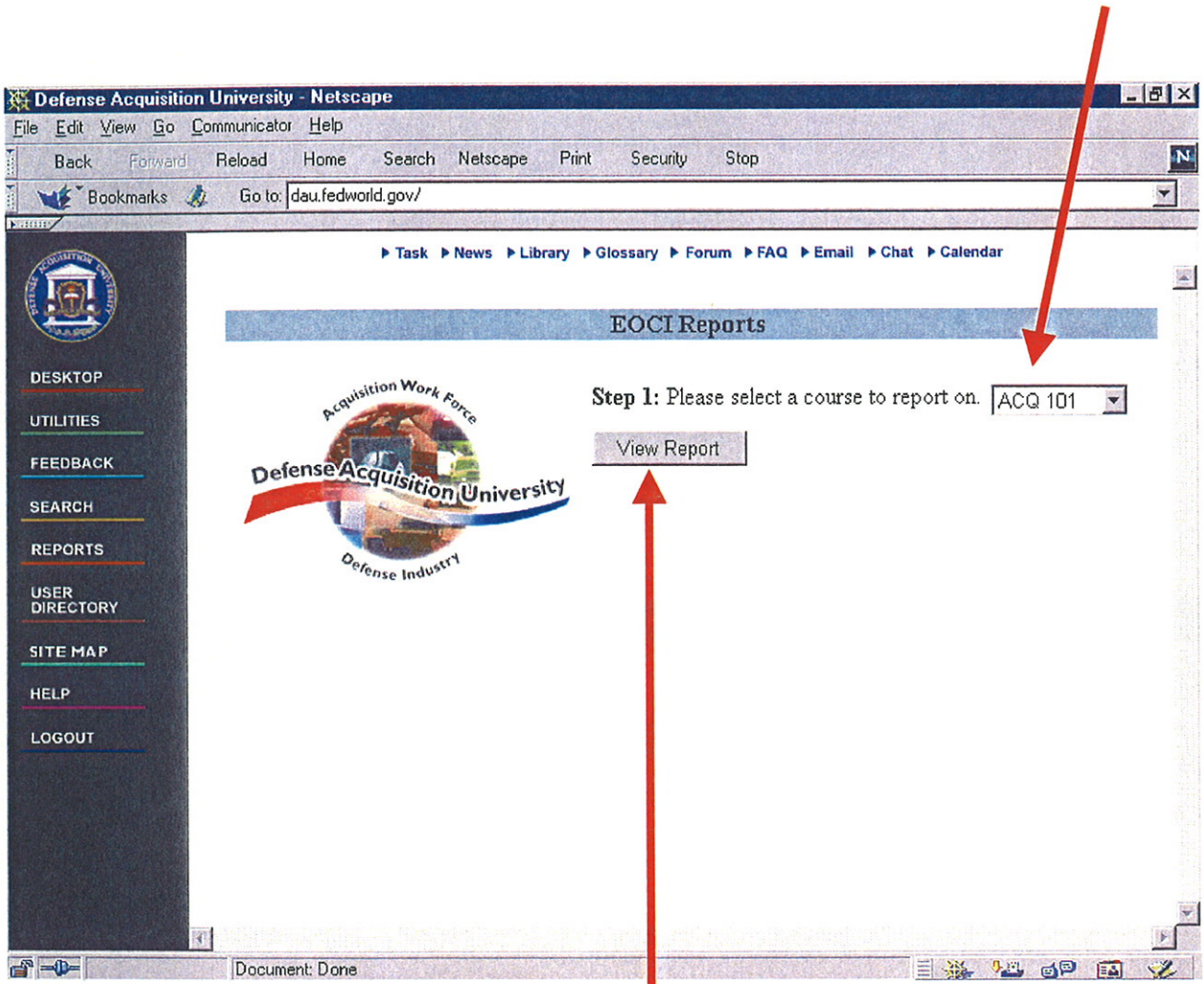

*Click here to access the EOCI Executive Report*

**Figure 4-4. Pre-Defined Reports**

From the EOCI Reports screen (Figure 4-5), the course for which to view the EOCI Executive Report can be selected. Click on the arrow ( ) on the drop down box and select the course for which the Executive Report is desired.

After selecting the course, press the View Results button to be linked to the Longitudinal screen (Figure 4-6) for the selected course.

*Select the desired course*




*Click here to view the Executive Report for the selected course*

**Figure 4-5. EOCI Reports Screen**

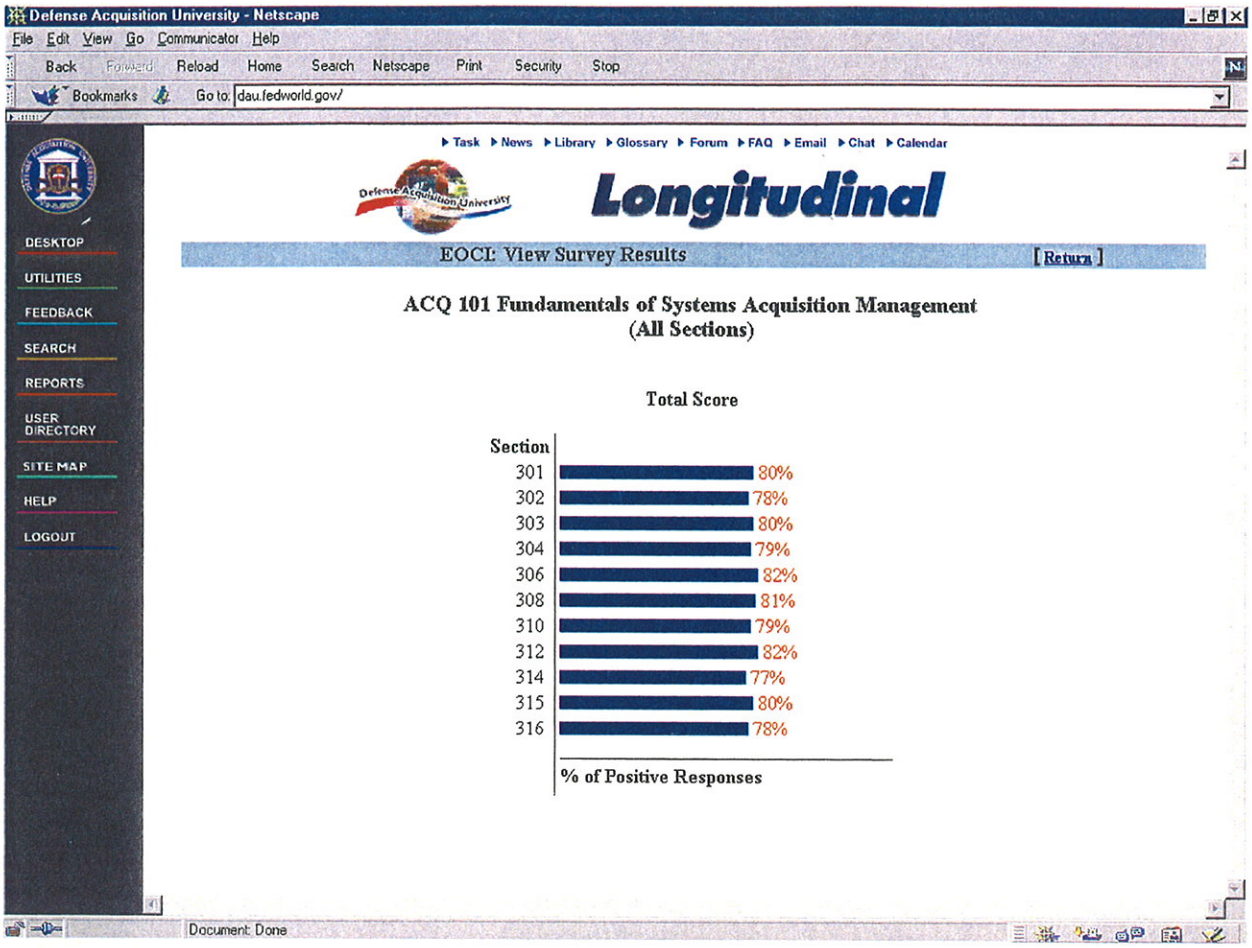



**Figure 4-6. EOCI Executive Report**

# APPENIDX A. EOCI

*Course Name (Course Number)*

## Defense Acquisition University (DAU)
## End-of-Course Student Feedback Items

To help the Defense Acquisition University (DAU) provide the best possible courses, please take a few minutes to answer the following questions regarding the course you just completed. We appreciate your assistance and want to assure you that this information will be kept strictly confidential. Aggregate figures will be used for program evaluation only.

### BACKGROUND INFORMATION

1. What is your primary career field? (please check only one)
   - O Auditing
   - O Business, CE & Fin. Mgmt.
   - O Comm Computer Systems
   - O Systems Planning RD&E
   - O Contracting
   - O Industrial Property Mgmt.
   - O Purchasing
   - O Test & Evaluation
   - O Manufacturing, Production & QA
   - O Program Management
   - O Acquisition Logistics
   - O Don't know
   - O N/A
2. Why did you take this course? (check all that apply)
   - O Certification
   - O Continuing Education
   - O Directed to Attend
   - O Promotion
   - O Current Job Requirements
   - O General Information
3. How many years of experience do you have in this field?
   - O Less than 1 year
   - O 1 to 2 years
   - O 2 to 5 years
   - O 5 to 10 years
   - O 10 to 15 years
   - O More than 15 years
4. What level of certification did you have in this field prior to attending this course?
   O None O Level I O Level II O Level III
5. Are you military/enlisted?
   - O Military
   - O Civilian Government
   - O Non-government
6. What is your primary pay grade if *GS grade equivalent*?
   - O GS1
   - O GS2
   - O GS3
   - O GS4
   - O GS5
   - O GS6
   - O GS7
   - O GS8
   - O GS9
   - O GS10
   - O GS11
   - O GS12
   - O GS13
   - O GS14
   - O GS15
   - O Over GS15

What is your primary pay grade if *Enlisted*?

O E1 O E2 O E3
O E4 O E5 O E6
O E7 O E8 O E9

What is your primary pay grade if *Officer*?

O O1 O O2 O O3
O O4 O O5 O O6
O O7 O over 07 O W01
O CW2 O CW3 O CW4
O CW5

7. Which agency are you from? (please check only one)

O DoD Agency O Air Force
O Army O Navy
O Marine Corps O Coast Guard
O Other Federal Agency O Non-Government

## PREPARATION FOR THE COURSE

8. Was preparatory material provided to you early enough to allow sufficient time to review it?

O Yes O No O Not applicable

If yes, was it helpful in preparing for the course?

O Yes O No

9. How much time did you spend preparing for the course prior to attending the course? (hours)

10. Overall, did you feel you were prepared for the course?

O Yes O No

11. Was your background appropriate to handle the demands of the course?

O Yes O No

If no, please explain what skills or knowledge would have helped:

## COURSE MATERIALS

12. Were there any materials used in the course that were not current?

O Yes O No
O Do not know

If yes, please specify what was not current

13. Were the course materials clearly written and easily understood?
O Yes O No

14. Were there any course materials that conveyed inaccurate information?
O Yes O No
O Do not know

If Yes, please specify what was inaccurate:

15. Will you be able to use the course materials as a reference on your job?
O Yes O No

**COURSE CONTENT**

16. Were the course objectives articulated at the beginning of this course?
O Yes O No
O Not applicable

17. In your opinion, did the exams cover the material taught?
O Yes O No

18. Overall, how would you rate the quality of instruction for this course?
O Needs drastic improvement O Need some improvement
O Neutral O Somewhat satisfied
O Very satisfied

19. How satisfied were you with the course?
O Very disappointed O Somewhat disappointed
O Neutral O Somewhat satisfied
O Very satisfied

20. The course:
O Did not meet my expectations O Met my expectations
O Exceeded my expectations

21. Would you recommend this course to a colleague?
O Yes O No

## ADDITIONAL INFORMATION

22. What, if anything, in the course was particularly helpful to you?

23. What, if anything, in particular did you think was a waste of time?

24. What recommendations do you have for the course?

## TECHNOLOGY BASED COURSE

25. If you did not complete the course, please indicate why? (please check one)
    - O Satisfied my needs with course materials provided
    - O Course did not match my interests
    - O Content too basic for my needs
    - O Technology was too complicated
    - O Lack of at-work opportunities to participate
    - O Personal or family considerations
    - O Content too complex for my needs
    - O Evaluated the technology or teaching technique
    - O More interested in the information than the credit
    - O Audited course as an evaluator/reviewer

26. What was your primary interest in taking the course?
    O For the functional course content O For the technology

27. Do you think this is an appropriate method of instruction for this course?
    O Yes O No

28. Was the faculty member responsive to questions you had during the course?
    O Yes O No
    O Not applicable

29. Did you find easy access from the help desk?
    O Yes O No
    O Not applicable

30. Was your computer configured adequately to take the course?
    O Yes O No

31. Did you have enough time in the day to complete the course?
    O Yes O No

32. Please provide any additional comments/suggestions you have for the technology aspects of the course:

**TIME**

33. How would you characterize the amount of time you spent preparing for each day of the course?
O Not enough O Appropriate
O Too much

34. How would you rate the length of class time to meet the goals of the course?
O Too long O Just right
O Too short

If too long or too short, please elaborate:

**THANK YOU FOR PARTICIPATING IN THIS SURVEY**