Course Perception Survey Qualtrics Dashboard Instructions

1. Access Qualtrics via MyUSI. Look for the Red Q icon.

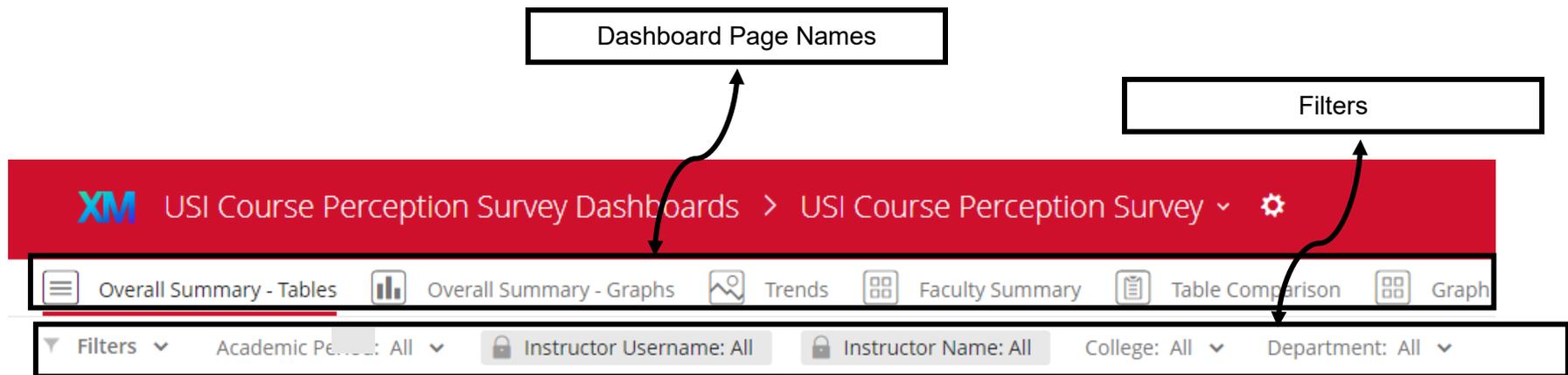Click on **USI Course Perception Survey Dashboard** on your project list in Qualtrics

2. There are 6 different dashboards that you can view once you have opened project. It will default to the Overall Summary - Tables

   a. *Overall Summary – Tables*
   b. *Overall Summary - Graphs*
   c. *Trends*
   d. *Faculty Summary*
   e. *Table Comparison*
   f. *Graph Comparison*

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IMPORTANT – It is required to use the filters to select a single course and section.

- The default setting will include **ALL** courses, **ALL** semesters, etc.
- Be sure and "**Reset to Default**" the filters before you select a second course to view/print.
- Filters must be re-set when you change dashboards (i.e. from *Overall Summary – Tables* to *Overall Summary - Graphs*, etc.)
- Look at your filters, Total Responses and/or Enrollment to double check that you do not have more than one course selected on the filter. THIS IS AN EASY MISTAKE TO MAKE.

Dashboard Page Names

Filters

Course Perception Survey Qualtrics Dashboard Instructions

How to download the Overall Summary – Graphs & Tables Report

    a. Select the course(s) you want the results from using the Filters.
    b. Click on the "Download icon" in the top right (hovering over the icons displays 'Export').
    c. Export the file as a PDF. This will give you a 5/6-page PDF of the entire Overall Summary-Graphs or Tables report for that/those course(s). This report INCLUDES your open comments.
    d. Select "Hide Header" and "Hide Page List"
    e. Select Export. The length of the open-ended questions is to allow for the largest of student responses. If you have 2-3 pages of blank white blocks at the end of your PDF, only print the pages with responses visible.
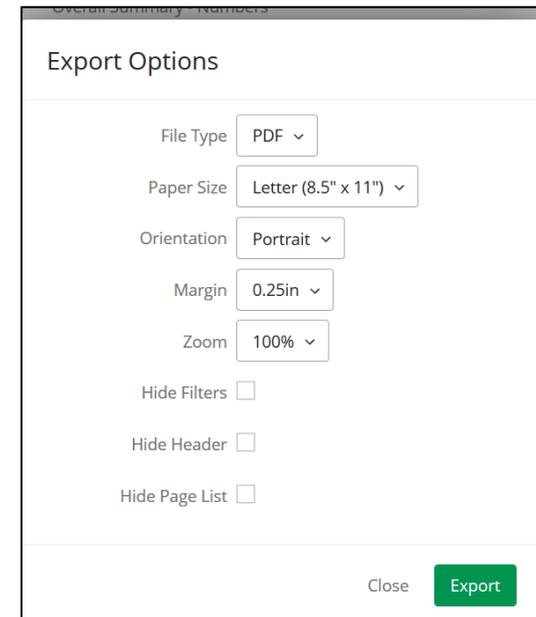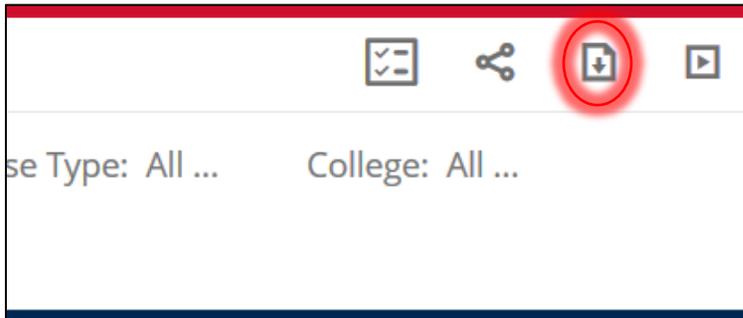
NOTE: Count your responses (match back to the # of Responses at the top of the question) to make sure the PDF captured them all and all are being displayed before you print!!!

Course Perception Survey Qualtrics Dashboard Instructions

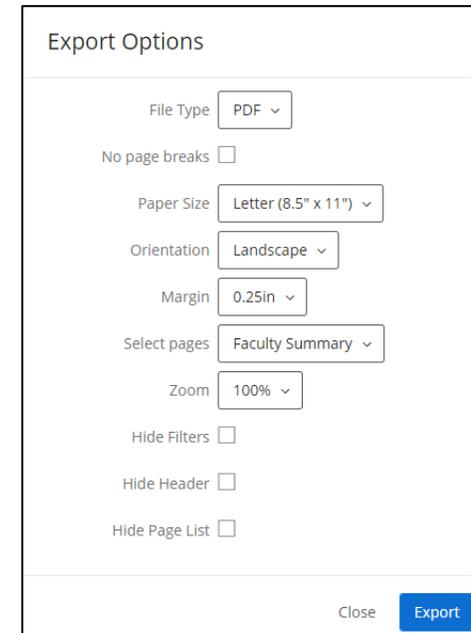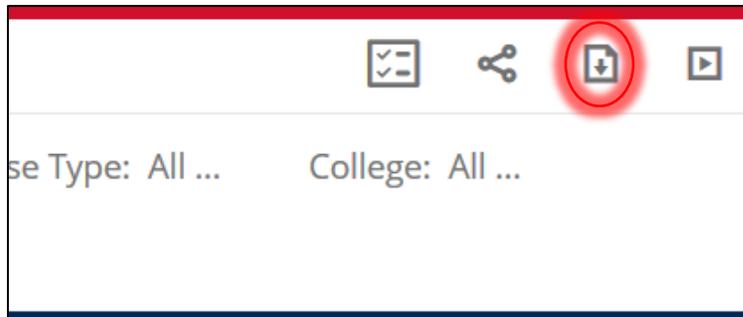## How to download the Trends Report

    a. Select the course(s) you want the results from using the Filters.
    b. Click on the "Download icon" in the top right (hovering over the icons displays 'Export').
    c. Export the file as a PDF. This will give you a 3/4-page PDF of the entire Trends report for that/those course(s).
    d. Select "Hide Header" and "Hide Page List"
    e. Select Export.
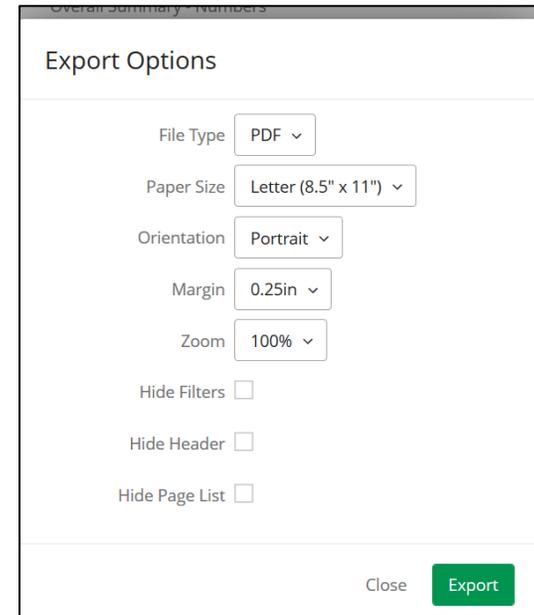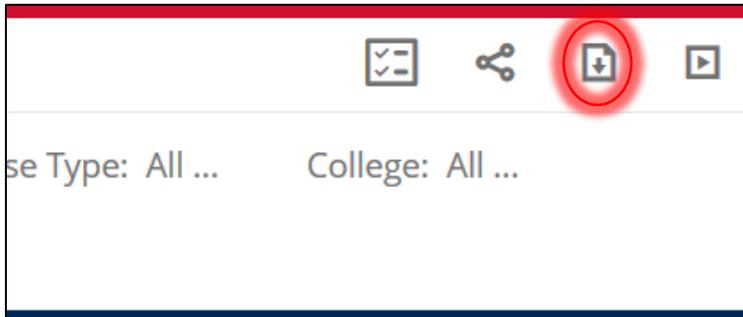
Course Perception Survey Qualtrics Dashboard Instructions

How to download the Faculty Summary Report

    a. All of your courses for each semester (except Spring 2020, Summer 2020, and Fall 2020) are selected by default. If you would like to include Spring 2020, Summer 2020, and Fall 2020 results on the report, you may do so by selecting it from the Academic Period filter.

    b. Click on the "Download icon" in the top right (hovering over the icons displays 'Export').

    c. Export the file as a PDF. This will give you a 2/3-page PDF of the entire Faculty Summary report for the Academic Periods selected.

    d. Select "Landscape" for the Orientation.

    e. Select "Hide Header" and "Hide Page List"

    f. Select "Export"

Export Options

File Type	PDF ⌄
No page breaks	☐
Paper Size	Letter (8.5" x 11") ⌄
Orientation	Landscape ⌄
Margin	0.25in ⌄
Select pages	Faculty Summary ⌄
Zoom	100% ⌄
Hide Filters	☐
Hide Header	☐
Hide Page List	☐

Close   **Export**

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Course Perception Survey Qualtrics Dashboard Instructions

How to download the Comparison Report(s)

a. All of your courses for Fall 2019 and Spring 2020 are selected by default. If you would like to only filter to one academic period, you may do so by selecting it from the Academic Period filter.
b. Click on the "Download icon" in the top right (hovering over the icons displays 'Export').
c. Export the file as a PDF. This will give you a 2/3-page PDF of your individual, department, college, and university wide average comparisons for the Academic Period(s) selected.
d. Select "Hide Header" and "Hide Page List"
e. Select "Export"

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