



## CSD Education Survey Instructions

Introduction: The ***Communications Sciences and Disorders (CSD) Education Survey*** is part of ASHA's Higher Education Data System (HES). The CSD Education Survey represents collaboration between ASHA and CAPCSD to collect key information about CSD education that will provide valuable national and state by state aggregated data to inform the discipline. Select data points in this survey will also update EdFind, ASHA's free online search mechanism for academic programs in CSD.

There are eight sections in the CSD Education Survey including 48 questions. The number of questions in your institution's survey is determined by the degree types and areas of study offered. Institutions offering more degree programs will have more questions to answer. Survey features have been included to maximize convenience such as filtering questions, navigating through the survey, and applying responses to the same question for multiple degree programs. Directions for using the revised HES with screen shots are included in the steps to completing the survey to help guide you through the process.

### Steps to Completing the Survey:

1. **Identify the institution's HES roles for Signatory(s) and Editor(s)**
2. **Access HES.**
3. **Complete your Institution's profile and select degree programs.**
4. **Select the degree programs to view this session.**
5. **Complete the survey questions.**
6. **Review the survey summary.**
7. **Sign-off and submit the completed survey.**

### 1. Identify the Institution's HES Roles

#### HES Signatory and Editor Roles

Access to ASHA's Higher Education Data System (HES) is provided to academic programs through the assigned roles of Signatories and Editors. The Program Director determines who will serve as Signatory(s) and Editor(s) for the program. For example, separate Editors may be designated by areas of study (Audiology, Speech-Language Pathology, Speech-Language and Hearing Science) or by degree program (undergraduate degree, master's degree, clinical doctoral degree, research doctoral degree).

#### Signatory

- **A Signatory is the program director.**
- A Signatory has access to view and edit items in the "Academic Program Self-Selection" page to verify the program's address and select the CSD degree programs offered at the institution.
- A Signatory must review and sign-off on a completed survey.
- A Signatory may designate Editor(s) to enter data into the survey.

#### Editor

- Editors are faculty or administrative staff designated by the Signatory.
- Editors have access to enter and save data to HES instruments.

## Directions for Assigning HES Roles

1. After the Program Director / Signatory completes the “Academic Program Self-Selection” page the survey will have all required questions assigned to it, a complete, blank survey can be printed from the HES dashboard. Review the printed survey to determine appropriate staff and/or faculty that could complete the different survey sections and questions.
2. To add or delete HES roles, e-mail a request to the HES Manager at [HES@asha.org](mailto:HES@asha.org). Include the staff member’s name, title, contact information and e-mail address. Once the account has been created, the individual will receive a confirmation e-mail and instructions.

## 2. Access HES

The Higher Education Data System (HES) is located on ASHA's main Web site. Access to HES is granted to Signatories and Editors who are registered users of the ASHA Web site. ASHA membership is not required to register and use the ASHA Web site. If a non-member requires access, please e-mail the HES Manager at [HES@ASHA.org](mailto:HES@ASHA.org).

### Directions for Logging into HES:

1. Registered ASHA Web site users go to "My Account" and log in as usual.
2. From the webpage listing, select the “CSD Education Survey” link.
3. You will land on the HES instrument dashboard. The dashboard includes your institution’s name and CSD program address, contact information and website link. The HES instruments are categorized into 3 groupings as follows: Upcoming, Open Surveys, and Closed Surveys.
4. From the “Open Surveys” category, click on the “Communication Sciences and Disorders Education Survey Fall 2010 – Summer 2011.”

**HES SURVEY DASHBOARD**

AMERICAN SPEECH-LANGUAGE HEARING ASSOCIATION

Logout

### Institution Information

University of Pittsburgh  
Sch of Health & Rehab Sciences  
Dept of Comm Sci & Disorders  
4033 Forbes Tower  
Pittsburgh, PA 15260  
Phone: (412)383-6540  
Fax: (412)383-6535  
Website: <http://www.shrs.pitt.edu/csd/>

### Upcoming Surveys

There are no surveys to show.

### Open Surveys

Survey	Start Date	Due Date	Status	
<a href="#">Test Survey</a>	7/30/2011	8/31/2011	Not Started	
<a href="#">Communication Sciences and Disorders Education Survey Fall 2011 - Summer 2012</a>	10/1/2010	11/15/2012	In Progress	<a href="#">Print Blank Survey</a>

### Closed Surveys

Survey	Start Date	Due Date	
<a href="#">Test Survey</a>	6/28/2011	7/8/2011	<a href="#">Print Survey with Data</a>

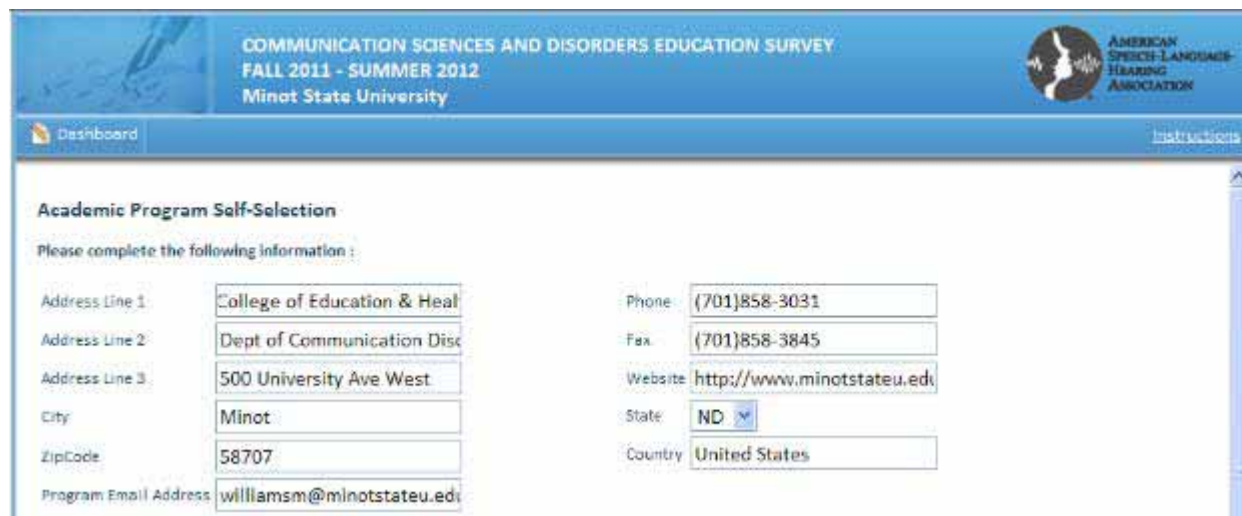
### 3. Complete your institution's Profile and select degree programs

#### Academic Program Self-Selection Page

Verification of your institution's CSD academic programs is the first step in the survey process. The **"Academic Program Self-Selection"** page enables end-users to enter their program address and contact information, as they would like it to appear on EdFind, and to indicate all CSD degree programs offered at their institution. The HES system will assign survey sections and questions to the institution's CSD Education Survey based on the degree programs selected on this page. It is very important that all CSD degree programs offered at the institution are selected on this page to ensure the survey includes all sections and questions required for data collection. The profile selections will also determine the degree programs and degree designators that will be displayed in EdFind.

#### Page Features:

**Address Fields** – Complete the address, contact information, and Web site fields for your program. These fields will be displayed in EdFind as your program's location and contact information.



The screenshot shows the 'Academic Program Self-Selection' page for Minot State University. The page header includes 'COMMUNICATION SCIENCES AND DISORDERS EDUCATION SURVEY FALL 2011 - SUMMER 2012' and the 'AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION' logo. The main content area is titled 'Academic Program Self-Selection' and asks the user to complete the following information:

Address Line 1:	College of Education & Heal	Phone:	(701)858-3031
Address Line 2:	Dept of Communication Disc	Fax:	(701)858-3845
Address Line 3:	500 University Ave West	Website:	http://www.minotstateu.edu
City:	Minot	State:	ND
ZipCode:	58707	Country:	United States
Program Email Address:	williamsm@minotstateu.edu		

**Select Degree Programs** - Select all CSD degree programs offered at your institution from the list provided on the Academic Program Self-Selection page. The degree program selected will determine the survey sections and questions that are populated to your institution's CSD Education Survey and will also determine the degree programs and degree designators that will display in EDFIND for your institution.

#### On-screen directions are as follows:

Check the box next to each degree designator(s) for each degree program offered at your institution. The degree programs selected on this page will determine the questions populated to your institution's CSD Education Survey and the list of degree programs that are displayed in EdFind for your institution.

Check the box next to each degree designator(s) for each degree program offered at your institution. The degree programs selected determine the questions populated to your institution's CSD Education Survey and determine the list of degree programs and degree designators that are displayed in EDFIND.

**Undergraduate Program (UG)**

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Other

**Non-Clinical Masters Program (NCM)**

- Non-Clinical Masters in Audiology, SLP or SHS

**Clinical Entry Level Program (CED)**

**Master's Program in Speech-Language Pathology (SLP)**

- Master of Arts (MA)
- Master of Science (MS)
- Other

**Doctoral Program in Audiology (AUD)**

- Doctor of Audiology (AuD)
- Other

**Clinical Post Entry Level Program (CPED)**

**Doctoral Program in Audiology (AUD)**

- Doctor of Audiology (AuD)
- Other

**Doctoral Program in Speech-Language Pathology (SLP)**

- Doctor of Clinical Science (CScD)
- Doctor of Speech-Language Pathology (SLPD)
- Other

I verify that all the information is accurate.

**Research Doctoral Program (RD)**

**Doctoral Program in Audiology (AUD)**

- Doctor of Philosophy (PhD)
- Other

**Doctoral Program in Speech-Language Pathology (SLP)**

- Doctor of Philosophy (PhD)
- Other

**Doctoral Program in Speech and Hearing Sciences (SHS)**

- Doctor of Philosophy (PhD)
- Other

Enter Survey 

**Verification that information is accurate** – To complete this page and proceed to the next step, insert a check in the box to verify that the degree programs selected are accurate. Once this box is checked, the link to “Enter Survey” will be activated and will appear in the lower right hand corner of this page.

**NOTE:** Survey sections and questions are assigned based on degree programs you select on the “Academic Program Self-Selection Page” and any subsequent changes to the selections on this page will cause survey questions and responses to be added and/or deleted accordingly.

**Enter Survey:** Click on “Enter Survey” to access the “Question Filter Page,” to select which degree programs to view during the current session.

**Key to area of study and degree acronyms used in this survey:**

**Areas of Study:**

Audiology = AUD

Speech-Language Pathology = SLP

Speech and Hearing Sciences = SHS

**Degrees:**

**Undergraduate Programs (UG)**

Bachelor of Arts

Bachelor of Science

**Non-Clinical Masters Programs (NCM)**

Non Clinical Masters in Audiology, SLP or SHS

**Clinical Entry Level Degree Program (CED)**

Master’s Program in Speech-Language Pathology (SLP)

Master of Arts (MA)

Master of Science (MS)

Doctoral Program in Audiology (AUD)

Doctoral of Audiology (AuD)

**Clinical Post Entry Level Degree Program (CPED)**

Doctoral Program in Audiology (AUD)

Doctor of Audiology (AuD)

Doctoral Program in Speech-Language Pathology (SLP)

Doctor of Clinical Sciences

Doctor of Speech Language Pathology

**Research Doctoral Program (RD)**

Doctoral Program in Audiology

Doctoral Program in Speech-Language Pathology

Doctoral Program Speech and Hearing Sciences

## 4. Select the degree programs to view during this session

### Question Filter Page

The “**Question Filter**” page allows the HES Signatory and Editor(s) the option to select specific degree programs for which they will be responding to questions and to view only the question series for those specific degree programs during the current survey session [e.g., show only Clinical Entry Level Degree Program (CED) questions for the Doctor of Audiology (AuD)].

### Page Features

The programs you selected on the “**Academic Program Self Selection**” Page are listed on the **Survey Question Filter** Page in bold print with check boxes. The faded programs are those programs that were not selected indicating those programs are not offered at your institution.

### On-Screen Directions:

You have the option to filter survey questions by degree program(s) as you complete the survey.

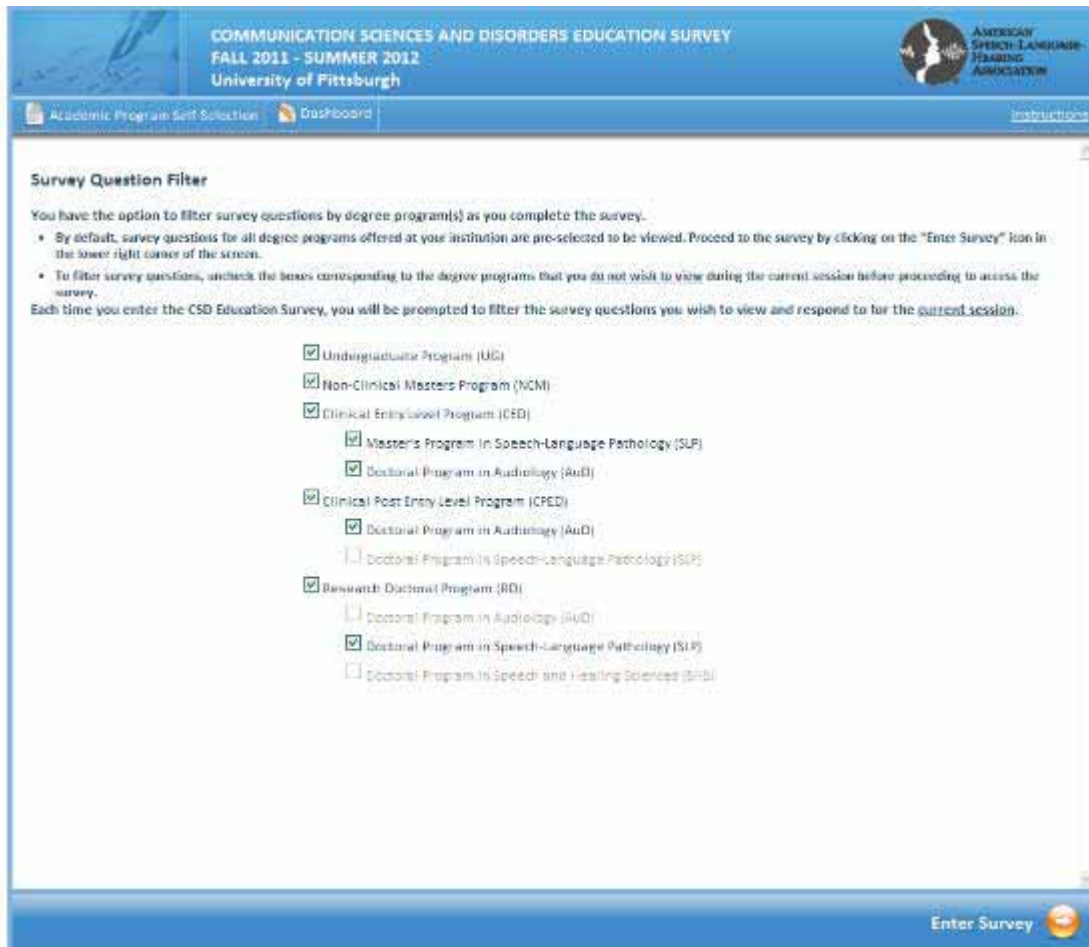
- By default, survey questions for all degree programs offered at your institution are pre-selected to be viewed. Proceed to the survey by clicking on the “Enter Survey” icon in the lower right corner of the screen.
- To filter survey questions, uncheck the boxes corresponding to the degree programs that you do not wish to view during the current session before proceeding to access the survey.

Each time you enter the CSD Education Survey, you will be prompted to filter the survey questions you wish to view and respond to for the current session.

### Directions:

1. By default, the system will select all checked programs to view in the survey. To filter survey questions by degree programs, remove the check marks for programs you do not wish to view during this session.

2. Each time an Editor or Signatory enters the CSD Education Survey, they will land on the Survey Question Filter Page to select the degree programs that they wish to view and respond to for the current survey session.
3. Survey Question Filter selections are cleared upon exiting the survey. You may also return to the Survey Question Filter Page during your current survey session to change the filter selections.



## 5. Complete the Survey Questions

### CSD Education Survey Question Page

Survey questions are categorized by survey section and assigned to the survey by degree programs. There are eight sections in this survey: Program, Admissions, Enrollment, Graduation, Employment, Faculty, Funding, and Post-Doctoral. There is only one question per page and the Help tab information applies to the specific question on that page.

### Survey Page Features

#### Navigation Tree and Help Tabs

The right side tabs include a **Navigation Tree tab** and the **Help tab**. The **Navigation Tree** displays the questions within their sections by applicable degree program. Use the navigation tree to monitor your completion status of sections and individual survey questions. By clicking on a question title in the navigation tree, you will access that question in the survey.

The screenshot displays a survey interface. At the top left, it shows 'Section: Program' and 'Question: Multicultural and/or Bilingual Emphasis'. A green progress bar indicates '94% Complete'. Below the question text, there are two radio button options: 'Yes' and 'No'. On the right side, there is a 'Navigation' panel with a 'Help' tab. The navigation tree includes categories like 'Program', 'Admissions', 'Enrollment', etc. Under 'Program', several sub-items are listed with checkmarks: Administration, Institution Classification, Distance Education, Part Time Students, Multicultural and/or Bilingual Emphasis (highlighted in yellow), UG, Study Abroad, and NSSLHA.

To the left of each question title within the navigation tree is an icon that indicates the current completion status of each question. The status icons are as follows:

#### Question Completion Status Icons

- Highlighted Question Title – indicates your current position
- Red check mark – not started
- Yellow check mark – in progress but not complete
- Green check mark – completed

The **Help tab** is a tab located to right of the Navigation tree and provides content and technical help for each survey question. The Help information displayed applies to the current question displayed. There is also an **Instructions** icon at the top of the page in the blue band. The **Instructions** icon connects you to an instructions document for completing the survey. Each page has an Instruction icon and includes instructions specific to that page.

By clicking on the tab with “X” on it, all of the right side tabs will minimize and the question portion of the screen will display at 100% of the screen size. Clicking on any of the right side tabs (e.g., Navigation, Help) will display that feature for viewing.



## Upper Blue Band Menu Bar



**Save Responses** – The system will automatically save your data every 30 seconds and when you move onto another question. You are also encouraged to use the “Save Responses” icon before you leave the current page to save your responses manually.

**Question Filter** – This icon takes the end-user to the Survey Question Filter page. The Survey Question Filter allows end-users to select survey questions to view by degree program. This feature is especially useful for institutions with multiple HES Editors that will each complete the survey for specific degree programs.

**Academic Program Profile Self-Selection** – This feature is available to Signatories only. HES editors do have access to the Academic Program Profile Self-Selection page. This icon takes the end-user to the Academic Program Profile Self-Selection page to review, add or delete degree programs from your institution’s academic profile. The degree programs selected on this page determine the questions populated to your institution’s CSD Education Survey and determine the list of degree programs and degree designators that are displayed in EdFind. **WARNING:** Changes to programs selected can add and/or delete survey questions and responses.

**Dashboard icon** – This icon takes you back to the Dashboard, outside of the survey. The Dashboard includes a listing of upcoming, open and closed HES surveys.

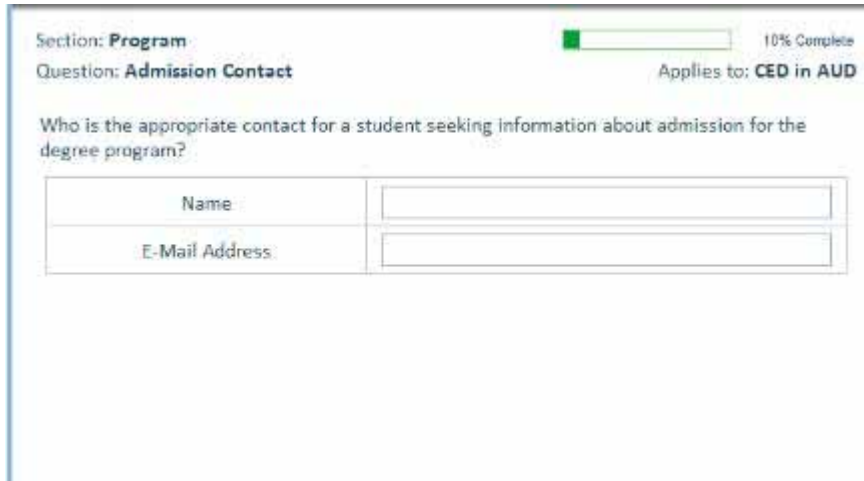
**Print Blank** – This icon opens a blank, printable version of this survey.

**Print with Data** - This icon will print the current survey with any saved responses. Use this icon to view and print a partially completed or fully completed survey for your records.

**Instructions** – Each page has an Instructions icon to introduce features and provide detailed instructions specific to that page.

**Navigation/Help** – This icon opens and closes the navigation tree and help tabs. Use this icon to display the survey Navigation tree or Help instructions.

### Question Display Area



Section: **Program** 10% Complete  
Question: **Admission Contact** Applies to: **CED in AUD**

Who is the appropriate contact for a student seeking information about admission for the degree program?

Name	<input type="text"/>
E-Mail Address	<input type="text"/>

**Completion Bar** – The completion bar displays the percentage of overall survey completion (regardless of Survey Question Filter selections).

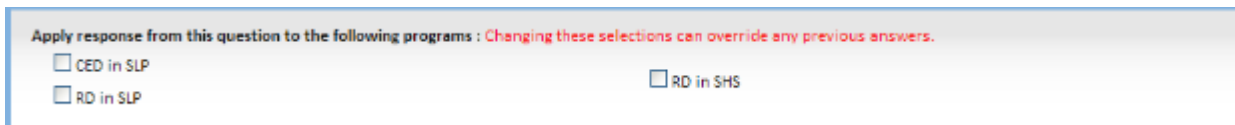
**Section** – The title of the survey section is identified. Questions are assigned to survey sections based on subject categories.

**Question** – The title of the survey question is identified. Questions are assigned to the survey based on degree program(s) or area(s) of study.

**Applies to** – This label identifies the degree program for which the question on the screen applies (e.g., CED in SLP = Clinical Entry Level Degree Program in Speech-Language Pathology).

**Question Text and Response Options** – Each survey question is located in the middle of the page. The survey is designed to display “one question per page” for ease of reading and navigation.

### Lower Light Gray Band “Apply This Response”

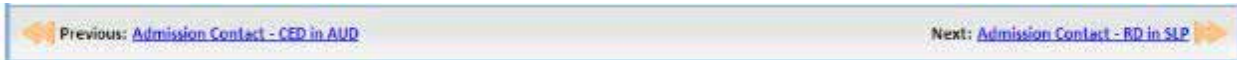


Apply response from this question to the following programs : Changing these selections can override any previous answers.

CED in SLP  RD in SLP  CED in SHS  RD in SHS

**Apply this Response** – This feature allows you to apply the current survey question response to additional degree programs that have been assigned the same question, by checking the appropriate boxes. As the response is applied to your selections, the right-side navigation tree will show green checkmarks beside each degree program (beneath the question title) to show that this question is now complete for those degree programs. Checkmarks will change to display the new status of questions after changes are saved or when the end-user moved to another question.

## Dark Gray Band “Navigation to Same Question, Previous or Next Degree Program”



Depending on the number of degree programs offered at your institution, some questions will be asked multiple times. The Dark Gray Band navigation feature provides navigation to the same question across degree programs.

**Previous** – Use this link to go to the previous degree program and respond to the same question. The link will list the same question label and previous applicable degree program/area of study.

**Next** - Use this link to go to the next degree program and respond to the same question. The link will list the same question label and next applicable degree program/area of study..

### Lower Blue Navigation Menu Bar



**Prev Section** - << Use this icon to go to the previous survey section.

**Prev Question** - < Use this icon to go to the previous survey question.

**Next Question** - > Use this icon to go to the next survey question.

**Next Section** - >> Use this icon to go to the next survey section.

## 6. Review the Survey Summary

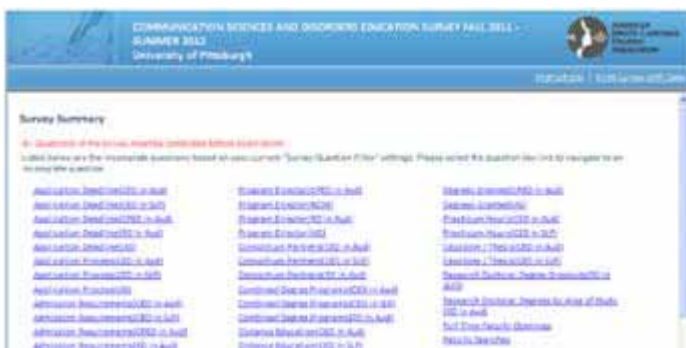
### Survey Summary Page

The Survey Summary page link is accessible from the Navigation Tree and provides a list of survey questions that still need to be completed.

### Survey Summary Page Features

A list of incomplete survey questions based on the current Question Filter page selections is included in the upper half of the Survey Summary page.

**View of upper half of Survey Summary Page** - A listing of incomplete questions based on the current Question Filter selections. The incomplete questions appear as links to simplify navigation.



**View of lower half of Survey Summary Page** - A complete listing of incomplete questions based on Academic Program Profile Self-Selection settings (all degree programs offered at the institution).



## 7. Sign Off and Submit the Completed Survey

### Survey Sign-Off page

When all of the survey questions are completed (i.e., have a “green check mark” for completed status beside the question titles on the Navigation Tree), the “Survey Summary” page will display a message that the survey is complete and ready for sign off and submission and will also display a link to the **Survey Sign-Off** page. The Signatory (program director) is the only HES role that has access to the Survey Sign-Off page. If an Editor finds the survey is complete, they should notify the Signatory the survey is ready for the “Sign-Off” procedure.



### Directions for Survey Sign-Off

1. Click on the **Survey Summary** link from the Navigation Tree on the right-side tab to check for any incomplete survey questions.

2. If all survey questions are complete, click on the “Survey Sign-Off” link in the lower blue menu bar on the Survey Summary page. The Survey Sign-Off link will only appear on the menu bar if all survey questions are complete.
3. The Signatory should enter his/her name and title as they appear on their ASHA member record. Do not use any punctuation including periods or titles such as Dr or PhD, Mr or Mrs. E-mail the HES Manager at [HES@asha.org](mailto:HES@asha.org) for questions concerning name and title in ASHA membership records.
  - a. Example of name: Mary P Smith
  - b. Example of title: Program Director
4. Click on “Submit” in the lower blue bar to submit the completed survey. If the submission is unsuccessful or if you need any technical assistance, e-mail the HES manager at [HES@asha.org](mailto:HES@asha.org).
5. Print a copy of the completed survey for your records. A copy of the completed survey with data can be printed from the HES Dashboard.