

Instructions

Introduction

The Communication Sciences and Disorders (CSD) Education Survey sponsored by CAPCSD and ASHA collects key information about CSD education that provides valuable [national aggregate and state data](#). In addition, select data points in the survey populate [EdFind](#), ASHA's online search engine for students seeking academic programs in CSD.

To maximize convenience, survey features include

- question filter by degree program
- ability to apply question responses to multiple degree programs
- pre-population of certain data for those institutions that completed previous year's survey
- navigation tree to monitor progress through the survey and to quickly access a specific section or question in the survey
- content "Help" and technical "Instructions" for each question
- print buttons to print either (a) a blank copy of the survey in its entirety or (b) a copy of the survey with data (partially or fully completed)
- auto save every 30 seconds and upon advancement to a new question
- "Survey Summary" page to quickly identify incomplete sections/questions of the survey
- program director options tab to ensure successful submission of the survey

To prepare for the survey, institutions are encouraged to gather data in the following areas prior to starting the survey:

- Program characteristics
- Applications
- Admissions
- Enrollment
- Time to degree
- Graduation
- First employment
- Faculty
- Funding

Although ASHA membership is not required, those authorized to complete the survey must be registered with ASHA's website. Please e-mail CSDEducationSurvey@asha.org, should a non-ASHA member at your institution need access to assist in completing the survey.

Survey-At-A-Glance

The image shows a screenshot of a survey application interface with several callout boxes pointing to specific features:

- Top navigation bar:** A blue bar at the top containing links for 'Question Filter', 'Program Director Options', 'Dashboard', 'Print Blank', 'Print with Data', 'Instructions', and 'Navigation/Help'.
- Current survey section and question:** Points to the 'Section: Admissions' and 'Question: Application Deadline' area.
- Progress Bar:** A green progress indicator showing '57% Complete'.
- Instructions, help, and survey summary links:** Points to the 'Navigation' and 'Help' tabs at the top right.
- Navigation Tree:** A tree view on the right side of the screen showing the survey structure, including 'Program', 'Admissions', 'Application Deadline', 'CED in AUD', 'CED in SLP', 'RD in AUD', 'RD in SHS', 'RD in SLP', 'Application Process', 'Admission Requirements', 'Applications Received', 'Applicants Offered Admission', 'Students Not Offered Admission', 'Offered Admission with Funding', 'Average GPA', 'GRE', 'Enrollment', and 'Graduation'.
- Apply same responses to additional degree programs:** A section below the question with a heading 'Apply response from this question to the following programs : Changing these selections can override any previous answers.' and checkboxes for 'CED in AUD', 'CED in SLP', 'RD in SHS', and 'RD in SLP'.
- Bottom navigation bar:** A blue bar at the bottom with buttons for 'Prev. Section', 'Prev. Question', 'Next Question', and 'Next Section'.

Survey Key for Areas of Study and Degree Programs

Areas of Study

- Audiology AUD
- Speech-Language Pathology SLP
- Speech and Hearing Sciences..... SHS

Degree Programs

- **Undergraduate (UG)**

- Bachelor of Arts
 - Bachelor of Science

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

- Non-Clinical Masters in Audiology, Speech-Language Pathology, or Speech and Hearing Sciences

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

- Doctoral Program in Audiology (AUD)
Doctor of Audiology (AuD)

- Master's Program in Speech-Language Pathology (SLP)
Master of Arts (MA)
Master of Science (MS)

- **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 Science
Doctor of Speech-Language Pathology

- **Research Doctoral Program (RD)**

- Doctoral Program in Audiology
Doctor of Philosophy

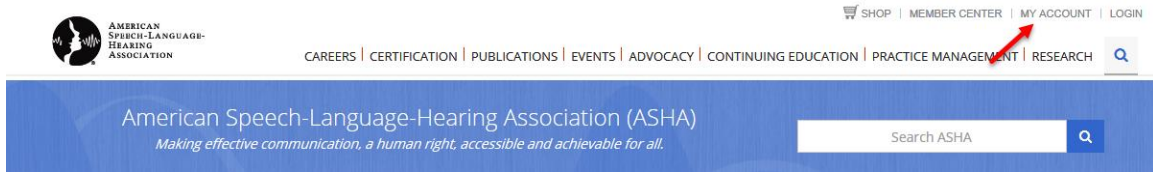
- Doctoral Program in Speech-Language Pathology
Doctor of Philosophy

- Doctoral Program in Speech and Hearing Sciences
Doctor of Philosophy

Instructions

Access the Survey:

1. Go to www.asha.org.
2. Click on “My Account” to log in.



3. Log in using your ASHA website username and password.
4. Under the Higher Education Data System (HES) subhead, click on CSD Education Survey.



5. To get started on the new survey, click on the title of the survey under Open Surveys.

Upcoming Surveys

There are no surveys to show.

Open Surveys

Survey	Start Date	Due Date	Status
Communication Sciences and Disorders Education Survey Fall 2011 - Summer 2012	8/1/2012	9/14/2012	Not Started

Closed Surveys

Survey	Start Date	Due Date	
Communication Sciences and Disorders Education Survey Fall 2010 - Summer 2011	9/22/2011	1/30/2012	Print Survey with Data

IMPORTANT NOTE: Program directors must verify the program’s profile before authorized faculty and staff may begin to enter data.

6. To review a past survey, click “print survey with data,” under Closed Surveys.

Update/Verify Institution's Profile:

Only the program director and/or chair may access and update this page. This step must be completed before any authorized faculty or staff may begin to enter data.

1. Verify the institution's address, website, and contact information. Should changes be required, e-mail the correct information to CSDEducationSurvey@asha.org.
2. Verify degree programs offered at the institution and update as appropriate by selecting/de-selecting check boxes.

COMMUNICATION SCIENCES AND DISORDERS EDUCATION SURVEY
FALL 2011 - SUMMER 2012
University of Pittsburgh

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

Dashboard Instructions

Academic Program Self-Selection

Should you wish to update your institution's contact information, please email hes@asha.org.

Dept of Commtn Sci & Dis
4033 Forbes Tower
Pittsburgh, PA 15260
United States

Phone: (412)383-6540
Fax: (412)383-6535
Website: <http://www.shrs.pitt.edu/csd/>
Email: Tompkins@pitt.edu

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.

NOTE: Do not check the box for degree programs offered as part of a consortium (i.e., have a separate ASHA ID as a consortium and the degree program is accredited by the CAA as part of a consortium). The consortium will receive and complete its own survey. If you are not sure, contact hes@asha.org.

<p>Undergraduate Program (UG)</p> <p><input checked="" type="checkbox"/> Bachelor of Arts (BA)</p> <p><input type="checkbox"/> Bachelor of Science (BS)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p>Research Doctoral Program (RD)</p> <p>Doctoral Program in Audiology (AUD)</p> <p><input checked="" type="checkbox"/> Doctor of Philosophy (PhD)</p> <p><input type="checkbox"/> Other <input type="text"/></p> <p>Doctoral Program in Speech-Language Pathology (SLP)</p> <p><input checked="" type="checkbox"/> Doctor of Philosophy (PhD)</p> <p><input type="checkbox"/> Other <input type="text"/></p> <p>Doctoral Program in Speech and Hearing Sciences (SHS)</p> <p><input checked="" type="checkbox"/> Doctor of Philosophy (PhD)</p> <p><input type="checkbox"/> Other <input type="text"/></p>
<p>Non-Clinical Masters Program (NCM)</p> <p><input type="checkbox"/> Non-Clinical Masters in Audiology, SLP or SHS</p>	
<p>Clinical Entry Level Program (CED)</p> <p>Master's Program in Speech-Language Pathology (SLP)</p> <p><input checked="" type="checkbox"/> Master of Arts (MA)</p> <p><input checked="" type="checkbox"/> Master of Science (MS)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	
<p>Doctoral Program in Audiology (AUD)</p> <p><input checked="" type="checkbox"/> Doctor of Audiology (AuD)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	
<p>Clinical Post Entry Level Program (CPED)</p> <p>Doctoral Program in Audiology (AUD)</p> <p><input type="checkbox"/> Doctor of Audiology (AuD)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	
<p>Doctoral Program in Speech-Language Pathology (SLP)</p> <p><input checked="" type="checkbox"/> Doctor of Clinical Science (CScD)</p> <p><input type="checkbox"/> Doctor of Speech-Language Pathology (SLPD)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	

Any changes made to the selections above could cause additional questions to be added or existing questions to be removed from your survey. If questions are removed, responses to those questions will also be removed.

I verify that all the information is accurate.

Enter Survey

3. Check the "I verify" box at the right bottom of the page.
4. Click "Enter Survey."

Filter Questions by Degree Program:

Questions may be filtered to present only those questions pertaining to a selected degree program. The degree programs listed are those identified on the institution's profile by the program director; by default, all are checked.

1. Uncheck the boxes for the degree programs **you do not wish to view** during the current session.

COMMUNICATION SCIENCES AND DISORDERS EDUCATION SURVEY
FALL 2011 - SUMMER 2012
University of Pittsburgh

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

Academic Program Self-Selection | Dashboard | Instructions


Survey Question Filter

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.

- Undergraduate Program (UG)
- Non-Clinical Masters Program (NCM)
- Clinical Entry Level Program (CED)
 - Master's Program in Speech-Language Pathology (SLP)
 - Doctoral Program in Audiology (AuD)
- Clinical Post Entry Level Program (CPED)
 - Doctoral Program in Audiology (AuD)
 - Doctoral Program in Speech-Language Pathology (SLP)
- Research Doctoral Program (RD)
 - Doctoral Program in Audiology (AuD)
 - Doctoral Program in Speech-Language Pathology (SLP)
 - Doctoral Program in Speech and Hearing Sciences (SHS)

Enter Survey 

2. Click "Enter Survey" to respond to questions for the degree programs selected.
3. Upon exiting the survey, the filter page will reset to the default setting for future sessions.

Apply Responses to Multiple Degree Programs:

Some questions within the survey allow responses to be applied to multiple degree programs. When this option is available, check the boxes at the bottom of the screen for the relevant programs to apply the response.

Navigate the Survey:

Several options are available to assist respondents in navigating the survey:

- Top Menu Bar
- Progress Bar
- Navigation Tree
- Bottom Menu Bar

1. Top Menu Bar

Use the blue menu bar at the top of the screen to perform the following tasks:

- Save Responses; the system automatically saves data every 30 seconds and when the respondent advances from one question to the next. However, respondents are strongly encouraged to manually save data as they progress through the survey.
- Filter Questions—navigates to the question filter page
- Access Academic Program Self-Selection page—returns to the program's profile (visible to program directors only)
- Go to Dashboard—returns to the institutions page, outside of the survey to allow respondents to view upcoming, open, and closed HES surveys
- Print Blank survey—generates printable version of the survey with no data included
- Print with Data—generates printable version of the survey with data entered to date; program directors are encouraged to print a fully completed and submitted survey for their records.

2. Progress Bar

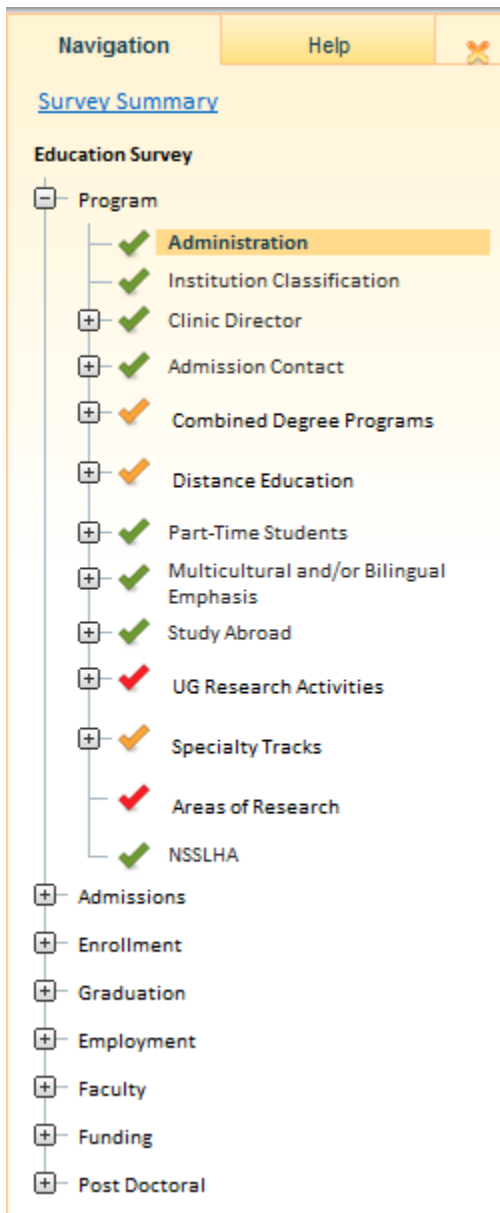
The progress bar displays the percentage of answered questions in the survey.

3. Navigation Tree

The navigation tree, located on the right-hand side of the survey screen, displays the sections and corresponding questions in the survey. Checkmarks in the navigation tree indicate the status of each question.

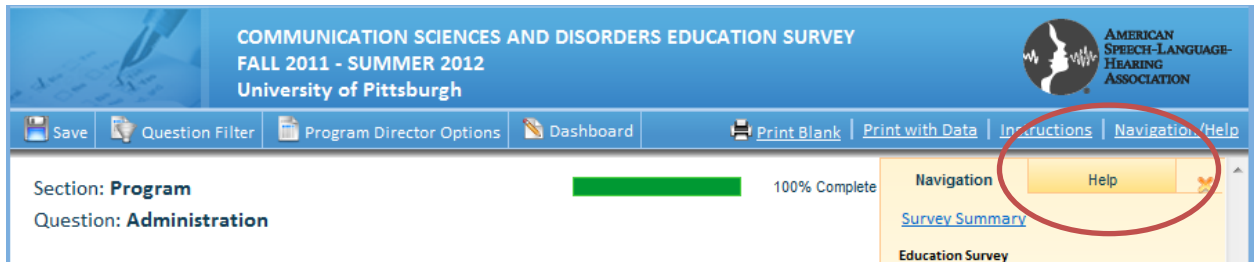
- RedNot started
- Yellow.....In progress
- Green.....Complete

Note: If a question filter has been set, a yellow checkmark will be displayed until the question has been answered for all degree programs.



Help

“Help” is located on the right-hand side of the screen above the navigation tree and provides explanations and definitions to assist in answering questions in the survey. In addition, instructions are provided for technical assistance (e.g., how to complete table questions).



4. Bottom Menu Bar


The bottom menu bar allows respondents to advance to the next section or question in the survey or to return to the previous section or question.



Survey Summary

A list of incomplete survey questions may be viewed by clicking the “Survey Summary” link above the navigation tree. The top portion of the summary page includes incomplete questions with links to those questions, and the bottom portion displays all questions in the survey that remain unanswered.

COMMUNICATION SCIENCES AND DISORDERS EDUCATION SURVEY
FALL 2011 - SUMMER 2012
Butler University



[Instructions](#) | [Print Survey with Data](#)

Survey Summary

All Questions of the survey must be completed before submission.

Listed below are the incomplete questions based on your current "Survey Question Filter" settings. Please select the question key link to navigate to an incomplete question.

Application Process(UG)	UG Research Activities(UG)	Full Time Faculty Openings
Institution Classification	Specialty Tracks(UG)	Faculty Searches
Combined Degree Programs(UG)	Areas of Research	Post-Doctoral Opportunities
Distance Education(UG)	NSSLHA	Research Grants and Contracts
Part-Time Students(UG)	Degrees Granted - CED(UG)	Total UG Enrollment(UG)
Multicultural and/or Bilingual Emphasis(UG)	Number of Faculty	Documented Disability (UG)
Study Abroad(UG)	Number of Faculty with Research Doctoral Degrees	

Listed below are all of the incomplete questions in the survey based on the degree programs offered at your institution. Please change your "[Survey Question Filter](#)" settings to view and answer these questions.

Institution Classification	Specialty Tracks	Number of Faculty
Combined Degree Programs	Areas of Research	Number of Faculty with Research Doctoral Degrees
Distance Education	NSSLHA	Full Time Faculty Openings
Part-Time Students	Application Process	Faculty Searches
Multicultural and/or Bilingual Emphasis	Total UG Enrollment	Research Grants and Contracts
Study Abroad	Documented Disability	Post-Doctoral Opportunities
UG Research Activities	Degrees Granted - CED	

[Return to Dashboard](#) [Return to Survey](#)

Survey Sign-Off and Submission

Only the program director and/or chair is authorized to sign off and submit a completed survey. The survey is identified as *complete* when all survey questions have a green checkmark. The progress bar will also indicate 100% complete.

Survey Sign-Off

1. Click on Survey Summary above the navigation tree.



IMPORTANT NOTE: Should any questions remain unanswered; the system will not allow the survey to be submitted.

2. Click on "Survey Sign-Off" located in bottom navigation.
3. Check the box that have reviewed the data provided and that you wish to submit the survey.
4. Click submit located at the bottom-right.