The Communication Sciences and Disorders (CSD) Education Survey

A Step-by-Step Guide

Supported by the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) and the American Speech-Language-Hearing Association (ASHA)
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Accessing Your Survey Dashboard

Your institution’s **Survey Dashboard** serves as the go-to place for accessing the CSD Education Survey, editing basic program information, viewing and printing your institution’s prior surveys, and finding help resources. Faculty members’ access to your institution’s Survey Dashboard must be authorized prior to survey completion.

**Authorized Users**

The chair and/or program director have full access to the Survey Dashboard and are responsible for updating and maintaining the accuracy of the data reported for their institution’s programs. Chairs and/or program directors may request to add or remove survey access for additional faculty or staff to edit survey data by emailing [CSDEducationSurvey@asha.org](mailto:CSDEducationSurvey@asha.org). Below is a summary of these access roles:

<table>
<thead>
<tr>
<th><strong>Chair/Program Director</strong></th>
<th><strong>Authorized Faculty/Staff “Survey Editors”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Receives notifications and updates</td>
<td>✓ Assists with data entry in the survey</td>
</tr>
<tr>
<td>✓ Authorizes faculty/staff to assist with data entry</td>
<td>✓ Receives notifications and updates related to survey completion</td>
</tr>
<tr>
<td>✓ Updates and submits the Institution Portfolio</td>
<td></td>
</tr>
<tr>
<td>✓ Selects the institution’s list of degree programs offered in the survey</td>
<td></td>
</tr>
<tr>
<td>✓ Reviews the institution’s list of degree programs offered in the survey</td>
<td></td>
</tr>
<tr>
<td>✓ Submits the completed survey</td>
<td></td>
</tr>
</tbody>
</table>

**Logging In**

To access your institution’s Survey Dashboard, (1) go to “My Account” at the top right-hand corner on [www.asha.org](http://www.asha.org), (2) sign in with your ASHA username and password, and (3) select “Access your institution’s surveys” under the CSD Education Survey header on your account page.
Dashboard Layout

The Survey Dashboard is composed of the following four sections:

**Your Institution:** This section displays your institution’s address and contact information according to ASHA’s records. If any of this information needs to be updated, please contact CSDEducationSurvey@asha.org.

**Institution Portfolio:** This section displays a form with questions about your institution’s basic program information, such as application deadlines, specialty areas, and email contacts. Data entered in the Institution Portfolio form are saved year-to-year. Only chairs/program directors can enter this information.

**Current Survey:** This section displays the CSD Education Survey – Data Tables section of the survey and the institution’s progress towards completion. This section contains questions about your institution’s department and faculty as well as detailed program information, such as admissions, enrollment, and graduation, most of which is collected in a data table question format.

**Past Survey:** This section displays all completed surveys upon submission to view and print.
Your Institution

Make sure the correct institution name, address, contact information, and web address is listed under “Your Institution.” If the incorrect institution name is listed, or if information in this section of the Survey Dashboard needs to be updated, email CSDEducationSurvey@asha.org
Institution Portfolio

Please edit and confirm this information before starting the annual CSD Education Survey below. This portfolio contains information such as application deadlines, specialty areas, and email contacts.

IMPORTANT: Upon reviewing and updating your Portfolio data, you must click “Submit” at the end of the form. If you close out before submitting, the system will not save your changes in your EdFind program profile.

This portfolio was last updated: 02-18-2020

Edit & Confirm Institution Portfolio

Current Survey

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Start Date</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018/Summer 2019</td>
<td>4-3-2019</td>
<td>4-3-2019</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

Begin 2019 CSD Education Survey - Data Tables

Past Survey

<table>
<thead>
<tr>
<th>Year of Survey</th>
<th>Academic Year</th>
<th>Completed Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 CSD Education Survey</td>
<td>2019</td>
<td>View and Print</td>
</tr>
</tbody>
</table>

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Completing the Institution Portfolio Section

Before completing the CSD Education Survey – Data Tables section, the chair/program director must complete the Institution Portfolio form on the top right-hand side of the Survey Dashboard (note: only the chair/program director can access this form). The Institution Portfolio enables chairs/program directors to enter basic information about the institution’s programs, including application deadlines, program requirements, contact information, and other program features.

First Time Use

Data must be entered from start to finish the very first time that the chair/program director completes the Institution Portfolio. If the browser window is closed before submitting the form, the data will be lost. To complete the Institution Portfolio, (1) select “Complete Institution Portfolio” and enter your data, (2) verify the data you have entered at the end of the form, and (3) select “Submit” to submit your data.
**Editing Your Institution Portfolio**

After the Institution Portfolio form is completed the first time, the data are saved. When the next year’s survey is open, the chair/program director only has to view and edit the data previously entered in the Institution Portfolio before selecting “Submit”. The Survey Dashboard will record the date that the Institution Portfolio was last updated.

**Important:** After viewing and/or updating data in the Institution Portfolio, you MUST go to the end of the form to verify the data and select “Submit”. If the browser window is closed without selecting “Submit” at the end of the form, your data may not be saved, and the system will take five hours to re-open the Institution Portfolio (the message below will appear on your Survey Dashboard when the browser is closed before submission). Should you close the browser before selecting “Submit”, please return to the Institution Portfolio after the five-hour window and select “Submit” at the end of the form.

**Completing the Current Survey (CSD Education Survey – Data Tables) Section**

The annual CSD Education Survey – Data Tables section collects many quantitative program data that change year-to-year, including applications, admissions, enrollment, graduation, faculty information, and grant data. Once started, the CSD Education Survey – Data Tables section will save the data entered; the survey does not have to be completed from start to finish in one sitting. As such, you may close the browser window and re-open the CSD Education Survey – Data Tables section to continue entering data until you are ready to submit the survey.
Opening the Survey and Downloading a Blank Copy

To open the CSD Education Survey—Data Tables section, the chair/program director should select the blue “Begin” button. Information about the survey’s academic year, start date, due date, and submission status are displayed in the Survey Dashboard view.

Once opened, the chair/program director will have the opportunity to download a blank copy of the survey from the welcome page. The chair/program director must then select “Next”.

Selecting Your Degree Programs and Reporting Sunset Degrees

Next, the chair/program director must select the degree programs the institution offers and select “Next” at the bottom of the page. The degrees selected will determine which questions in the survey require a response.

Only after the chair/program director has selected their programs and hit “Next” can other faculty/staff with editing access enter the survey. If you are a faculty/staff member with editing access only, and the chair/program director has not entered the survey and selected the institution’s degree program offerings, you will see the following message on your Survey Dashboard:
Survey Sections Overview

After selecting the institution’s degree program, a **Survey Sections Overview** page will be displayed listing the sections of the survey that need to be completed. Users can select any survey section to answer questions in that section. Once in a section, questions must be answered sequentially. Users can always return to the Survey Sections Overview page by (1) selecting the “Survey Sections” button at the bottom of the screen. If the degree programs listed are incorrect in the Survey Sections Overview, (2) select “Degree Programs Offered (select if need to change)” and update your institution’s degree programs.

When a user returns to the Survey Sections Overview page after answering some questions in the survey, the page will display which sections are completed (indicated by a checkmark) and progress made in other sections (indicated by a percentage complete).
Help Text

Help text explaining additional details about a survey question can be viewed by (1) hovering your cursor over “More information about this question.”

Proceeding to the Submission Section and Entering a Contact Email

Once all sections of the survey are complete, chairs/program directors and survey editors are shown the following page:
All sections should have a checkmark by their name before proceeding to the submission section. As the message indicates, at this stage, only proceed to select “Next” if you are ready to submit your survey.

After selecting “Next”, users are directed to enter an email address should ASHA have questions about the responses provided. A summary of the data reported will also be sent to the email address provided. After entering the email address, only chairs/program directors can (1) select “Next” to proceed to verify the data entered.
Submitting Your Data

To submit your institution’s survey, chairs/program directors must (1) confirm their data and (2) select “Submit”.

Chairs/program directors will be redirected to the following page after the survey has been submitted:

Viewing Past Surveys

After the survey is submitted, the survey is saved to the “Past Survey” section of the Survey Dashboard. Chairs/program directors and other authorized faculty/staff with survey editing access can view and print their completed survey.

To print the survey, (1) select “View and Print” on the Survey Dashboard, (2) press “Ctrl” + “P”, and (3) select “Print”. Make sure (4) “Background graphics” is selected in your browser’s print settings panel.
Press “Ctrl” + “P”