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 Survey Dashboard access 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. Below is a summary of these access roles:

<table>
<thead>
<tr>
<th>Chair/Program Director</th>
<th>Authorized Faculty/Staff “Survey Editors”</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, (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 current CSD Education Survey – Data Tables 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 complete this information before starting the annual CSD Education Survey below. This portfolio contains information such as application deadlines, specialty areas, and email contacts.

IMPORTANT: FIRST TIME COMPLETING THIS FORM?
When entering your portfolio data for the first time, you must complete this form from start to finish. If you close out before finishing, your data will not be saved. Program sections range in length from 9 questions (undergraduate degree section) to 21 questions (clinical-entry level degree section). Plan on 5-10 minutes to complete each degree program your institution offers.

Current Survey

<table>
<thead>
<tr>
<th>CURRENT SURVEY</th>
<th>Academic Year</th>
<th>Start Date</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall 2018-Summer 2019</td>
<td>4-3-2019</td>
<td>4-3-2019</td>
</tr>
</tbody>
</table>

Past Survey

<table>
<thead>
<tr>
<th>PAST SURVEY</th>
<th>Year of Survey</th>
<th>Academic Year</th>
<th>Completed Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019 CSD Education Survey</td>
<td>2019</td>
<td>View and Print</td>
</tr>
</tbody>
</table>
Completing the Institution Portfolio Section

Before completing the Current Survey, the chair/program director must complete the Institution Portfolio form on the right-hand side of the Survey Dashboard (note: faculty/staff that only have editing access cannot complete this form; 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

The very first time that the chair/program director completes the Institution Portfolio, data must be entered from start to finish. 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 “Next” to submit your data.
Editing Your Institution Portfolio

After the Institution Portfolio form is completed the first time, the data are saved. This means that, when the next year’s Current Survey is open, the chair/program director only has to view/edit and verify the Institution Portfolio information. The chair/program director also has the ability to enter and edit the Institution Portfolio form at any time during the year. The Survey Dashboard will always record the date that the Institution Portfolio was last updated.

When editing data in the Institution Portfolio, you must go to the end of the form to verify the data and select “Next”. If the browser window is closed without verifying and submitting the form at the end of the Institution Portfolio, the system will take five hours to save any changes that may have been made. This helps ensure that any new data entered are recorded. The following message will be displayed.
Completing the Current Survey Section

The annual CSD Education Survey – Data Tables collects many quantitative program data that change year-to-year, including applications, admissions, enrollment, graduation, faculty information, and grants. Once started, the CSD Education Survey will save the data entered. That is, the survey does not have to be completed from start to finish in one sitting; the browser window can be closed and re-opened to continue entering information into the survey until the survey is submitted.

Opening the Survey and Downloading a Blank Copy

To open the CSD Education Survey, the (1) 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 (2) download a blank copy of the survey from the welcome page. The chair/program director must then (3) select “Next”.

CSD Education Survey

Welcome to the 2019 Communication Sciences and Disorders (CSD) Education Survey administered by the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) and the American Speech-Language Hearing Association (ASHA).

This survey is designed to collect data on your institution’s CSD program offerings and characteristics – such as admissions, enrollment, graduation, and other program characteristics – for the Fall 2018 – Summer 2019 period. The information collected in this survey will be used to assess aggregate and state trends in CSD programming as well as populate your institution’s EdFind profile.

Feel free to download a blank copy of the survey for your records.

Please select ‘Next’ to begin.
Selecting Your Degree Offerings

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

Until this step is taken, other faculty/staff who only have editing access will not be able to enter the survey as only chairs/program directors can make the degree selections in the survey. If you are a faculty/staff member with editing access only, and the program chair/director has not entered the survey and selected the institution’s degree offerings, you will see the following message on your Survey Dashboard:

Thank you for your willingness to complete your institutions CSD Education Survey. However, the authorized chair or program director must verify your institution’s profile prior to your gaining access. Please contact them to complete this step.

Should you have any questions, please email CSDEducationSurvey@ASHA.org.

Survey Table of Contents

After selecting the institution’s degree offerings, a Table of Contents 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 in order. Users can always return to the Table of Contents by (1) selecting the “Survey Sections” button at the bottom of the screen.
When a user returns to the Table of Contents after answering some questions in the survey, the Table of Contents 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.”

Entering a Contact Email

Once all sections of the survey are complete, users are directed to enter an email address should ASHA have questions about the responses 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 confirm their data and select “Next”.

Users 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.