

360 Five Year Review Survey Report Guidelines

1. Click on the three dots on the upper right corner of the survey options.



2. Select "Data & Analysis".



3. Select the surveys that from where you collected data as shown below and then select “Crosstabs”.

1

2

Recorded Date	Q7: Please indicate your role in relation to the administrator	Actions
Jan 13, 2023 11:00 PM	Peer	-
Jan 13, 2023 11:00 PM	Peer	-
Jan 13, 2023 11:00 PM	Supervisor	-
Jan 13, 2023 11:00 PM	Supervisor	-

4. Drag Q: “Please indicate your role in relation to the administrator” to the “Columns (Banner)” square.

Variables

Select All

Search Variables...

- Response Type
- Progress
- Finished
- Distribution Channel
- User Language
- Q7: Please indicate your role in relation to the administrator

Columns (Banner)

Drag variables here

Q7: Please indicate your role in relation to the administrator

Rows (Stub)

Drag variables here

Cells

Add Crosstab

Remove Crosstab

No crosstab created

Create your Crosstab

5. Drag all 5 Metrics to the “Rows (Stubs)” square.

Administrator Annual Review Survey - Test -

Survey Actions Distributions **Data & Analysis** Reports

Data Text **Crosstabs** Weighting

New Crosstab Add Filter

Variables Select All Columns (Banner)

Q7: Please indicate...

Response Type
Progress
Finished
Distribution Channel
User Language
Q7: Please indicate...

Building...actions
Fostering...actions
Mentoring...actions
Achieving...actions
Inclusiv...actions

Rows (Stubs)

Building...actions
Fostering...actions
Mentoring...actions
Achieving...actions

Stub: Please indicate the frequency in which the administrator engages in the following actions.

Q7: Please indicate your role in relation to the administrator

Total	Supervisor	Peer	Supervisor	Student	Community member external to University of Arizona
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- Click the engine icon of the first “Rows (Stubs)” item.

TEST - 360 Administrator Annual Review Survey

Survey

Actions

Distributions

Data & Analysis

Reports

Date: Test ID: Stats ID:

Crosstabs

Weighting

Variables

Select All

Search Variables

Response Type

Progress

Finished

Default Channel

User Language

Q017: Please review

Building actions

Following actions

Mastering actions

Achieving actions

Inclusive actions

Columns (Banner)

Q016: Please review

Build items

Follow items

Master items

Achieve items

Rows (Table)

Build items

Follow items

Master items

Achieve items

Cats

Total Count

Missing Count

Counts

Column Percentages (Answering)

Column Stat Tests (Answering)

Weights

(None)

Subj: Building trust by communicating a guiding vision, operating in an ethical manner, being accessible and responsive, maintaining composure, accountability, and acknowledging the lessons to be learned from misstep. Please indicate the frequency in which the administrator engages in the following actions:

Yrds Count (Answering)

	Total	Superior	Good	Satisfactory	Fair	Below Average	Needs Improvement
Not at all known (3, 1, 5, usually in their unit)	100.0%	100.0%	4.0%	100.0%	0.0%	0.0%	0.0%
Never (1, Sets their actions in their unit)	0.0%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (1, Sets their actions in their unit)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Often (1, Sets their actions in their unit)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Most of the time (1, 5, usually in their unit)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All the time (2, Sets actions in their unit)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

7. Select “Exclude” for the “N/A or not known” response and then click “Save”.

Settings: Building trust by communicating a guiding vision, ...

Reorder/Recode Bucketing

Grouped variable types, like matrix or checkbox groupings, can only be edited as a group. Changing these settings will update the settings for every variable in the group to maintain consistency in analysis.

Recode	Response	Show/Hide	Exclude
<input type="checkbox"/>	N/A or not known	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Never	<input type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sometimes	<input type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/>	Often	<input type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/>	Most of the time	<input type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/>	All the time	<input type="radio"/>	<input type="checkbox"/>

Cancel Save

8. Select “All Variables Below” and then click “Save & Apply to Selected”.

Apply settings to other variables

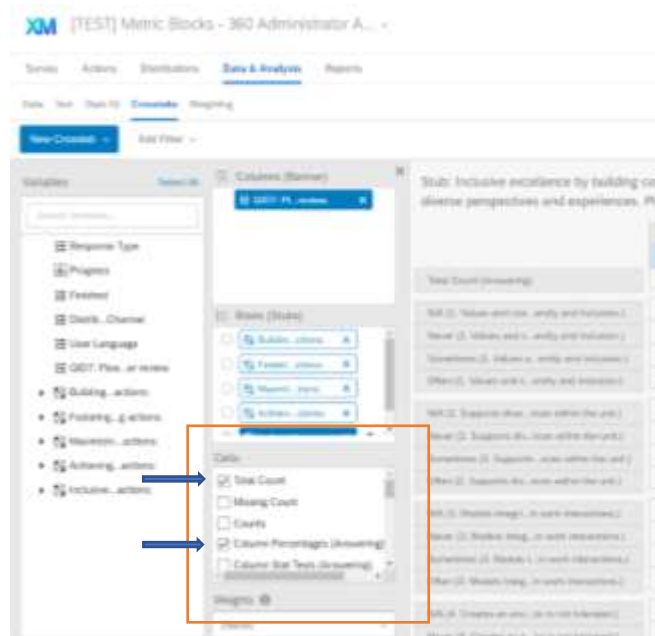
Other variables in this dataset have similar response options to *Building trust by communicating a guiding vision, ...* the following actions:

Which of the below variables should have the same settings? ⓘ

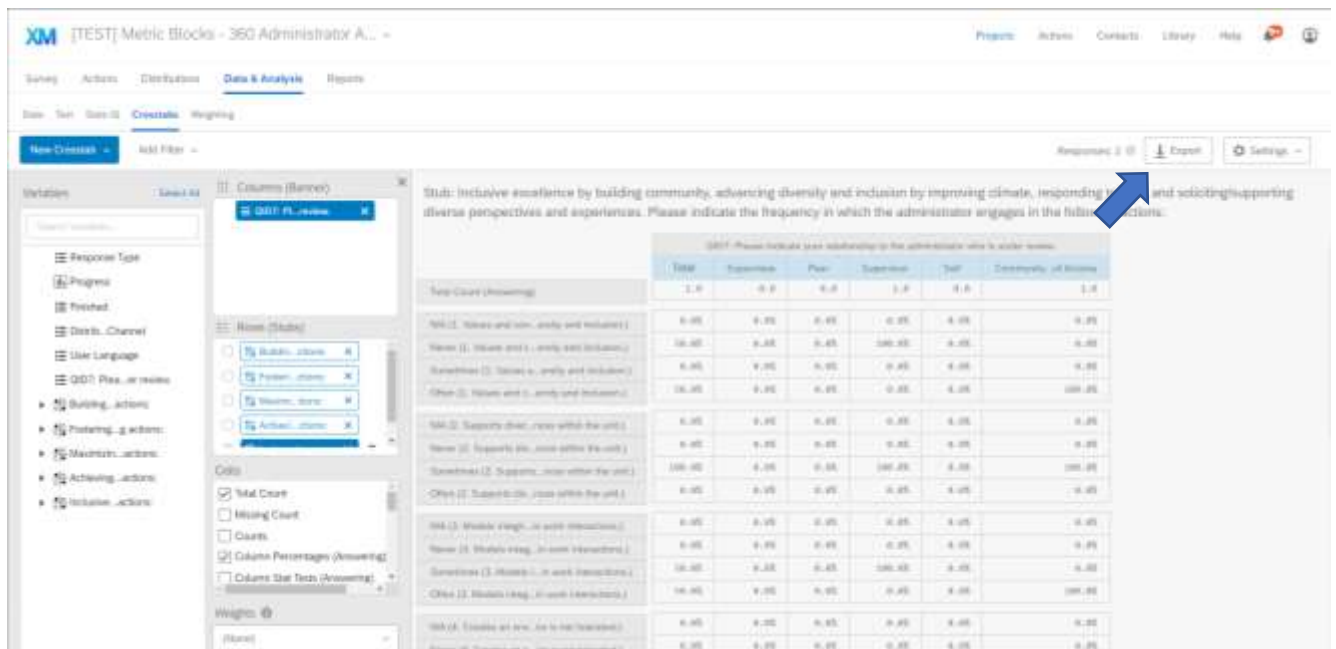
- ☒ All Variables Below
- ☒ Fostering collaboratio...the following actions:
- ☒ Maximizing resources b...the following actions:
- ☒ Achieving results by i...the following actions:
- ☒ Inclusive excellence b...the following actions:

Cancel Save & Apply to Selected

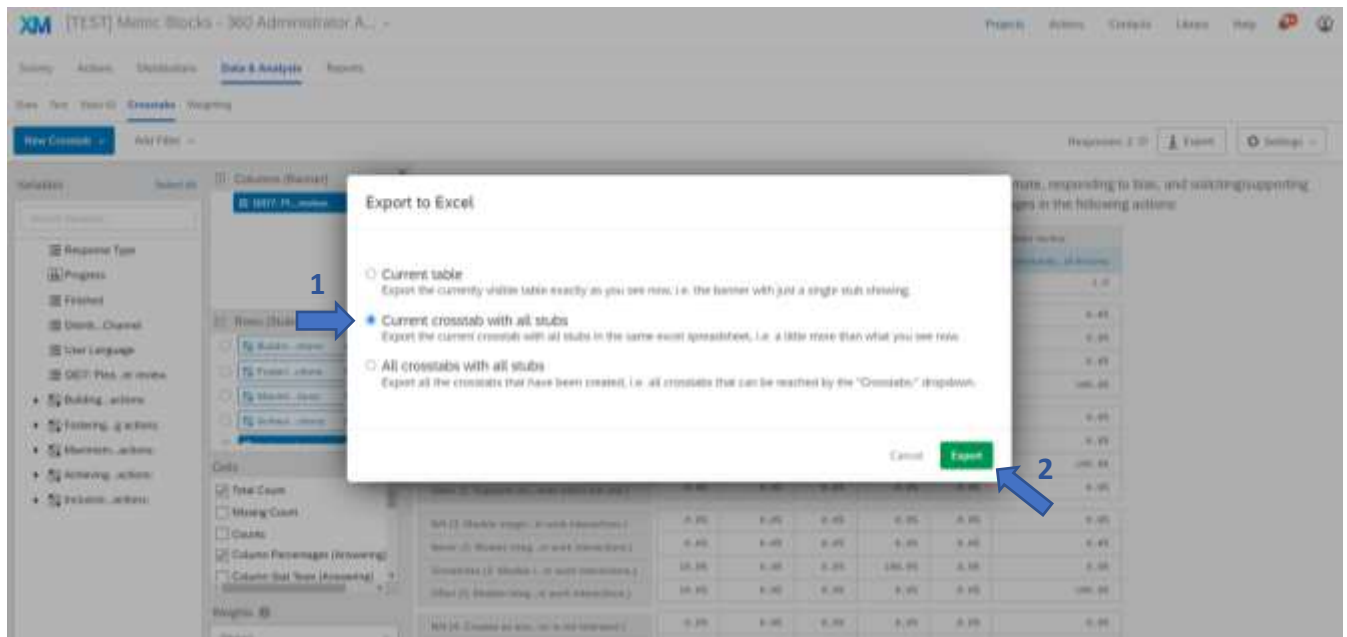
- Make sure you select these boxes: “Total Count” and “Column Percentages” in the “Cells” section indicated below.



- Click “Export”



11. Select “Current crosstab with all stubs” and click “Export”.



12. The report should look like this:

New Crosstab		12121 Please indicate your response to the statements below in order of importance					
		Total	Supervisor	Peer	Supervisor	Self	Community member's
Never (1. Sets clear expectations for staff and/or faculty in their	Sometimes (5. Sets clear expectations for staff and/or faculty in their	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Often (3. Sets clear expectations for staff and/or faculty in their	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Most of the time (1. Sets clear expectations for staff and/or faculty	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	All the time (1. Sets clear expectations for staff and/or faculty in	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Never (2. Gives useful feedback in a positive way.)	Sometimes (2. Gives useful feedback in a positive way.)	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
	Often (2. Gives useful feedback in a positive way.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Most of the time (2. Gives useful feedback in a positive way.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	All the time (2. Gives useful feedback in a positive way.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Never (3. Is transparent in communications about decisions)	Sometimes (3. Is transparent in communications about decisions	50.0%	0.0%	0.0%	100.0%	0.0%	0.0%
	Often (3. Is transparent in communications about decisions	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%
	Most of the time (3. Is transparent in communications about deci	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	All the time (3. Is transparent in communications about decisio	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Never (4. Listens well to faculty and/or staff in their unit)	Sometimes (4. Listens well to faculty and/or staff in their unit)	50.0%	0.0%	0.0%	100.0%	0.0%	0.0%
	Often (4. Listens well to faculty and/or staff in their unit)	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%
	Most of the time (4. Listens well to faculty and/or staff in their u	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	All the time (4. Listens well to faculty and/or staff in their unit)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Never (5. Shares information effectively with faculty and/or staf	Sometimes (5. Shares information effectively with faculty and/o	50.0%	0.0%	0.0%	100.0%	0.0%	0.0%
	Often (5. Shares information effectively with faculty and/or staf	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%
	Most of the time (5. Shares information effectively with faculty	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	All the time (5. Shares information effectively with faculty and/o	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%