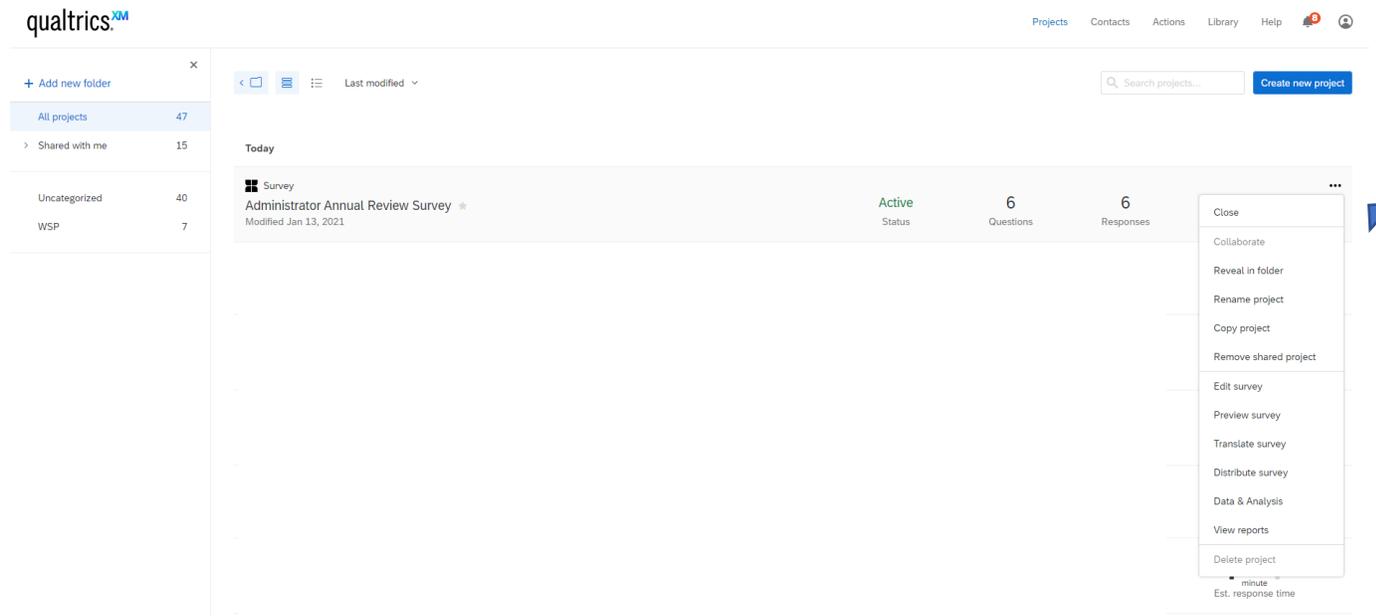


Administrator Annual Review Survey Report Guidelines

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

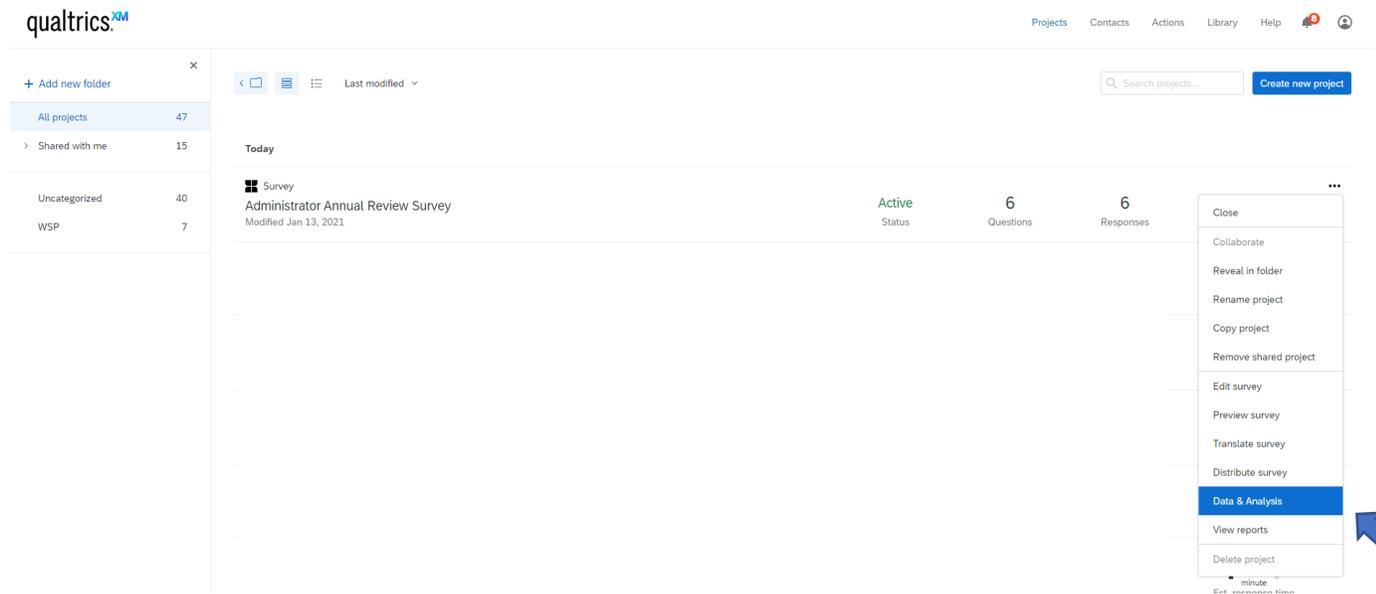


The screenshot shows the Qualtrics interface. On the left is a sidebar with a folder tree: '+ Add new folder', 'All projects (47)', 'Shared with me (15)', 'Uncategorized (40)', and 'WSP (7)'. The main area displays a survey card for 'Administrator Annual Review Survey' (Modified Jan 13, 2021) with 'Active' status, '6' questions, and '6' responses. A dropdown menu is open on the right side of the survey card, listing various actions. A blue arrow points to the three-dot menu icon in the top right corner of the survey card.

Folder	Count
All projects	47
Shared with me	15
Uncategorized	40
WSP	7

Survey Name	Status	Questions	Responses
Administrator Annual Review Survey	Active	6	6

2. Select "Data & Analysis".



This screenshot is identical to the previous one, but the 'Data & Analysis' option in the dropdown menu is highlighted in blue. A blue arrow points to this highlighted option.

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

1

2

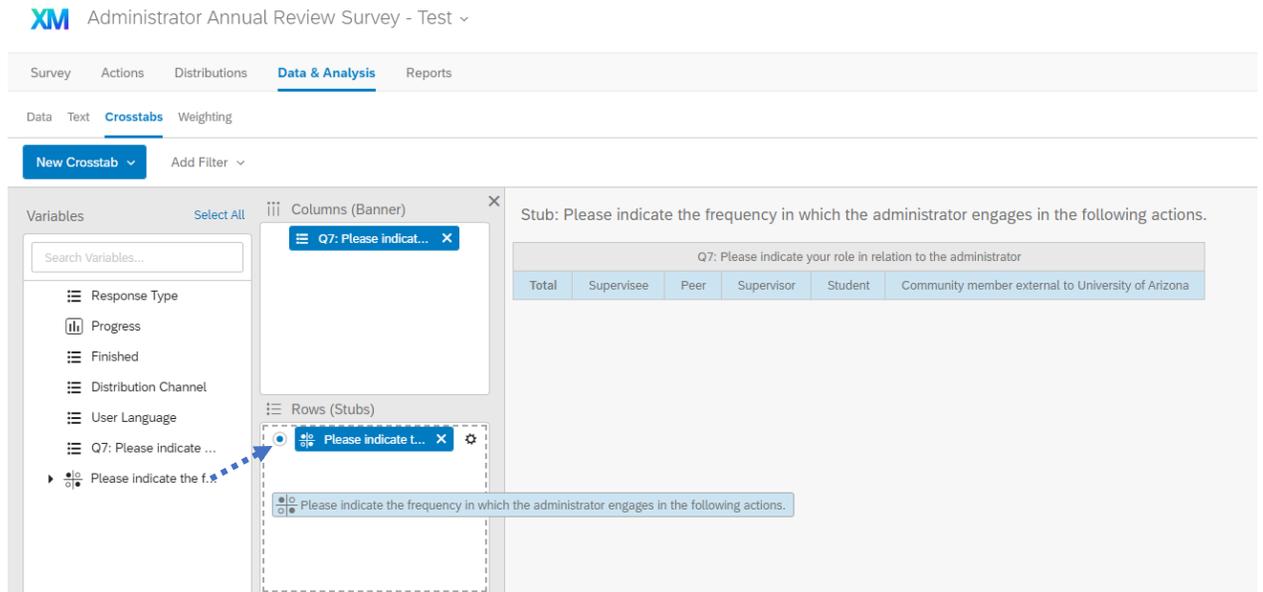
<input checked="" type="checkbox"/>	Recorded Date	Q7 - Please indicate your role in relation to the administrator	Actions
<input checked="" type="checkbox"/>	Jan 13, 2021 11:26 PM	Peer	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Jan 13, 2021 11:27 PM	Peer	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Jan 13, 2021 11:27 PM	Supervisee	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Jan 13, 2021 11:26 PM	Supervisee	<input type="button" value="v"/>

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

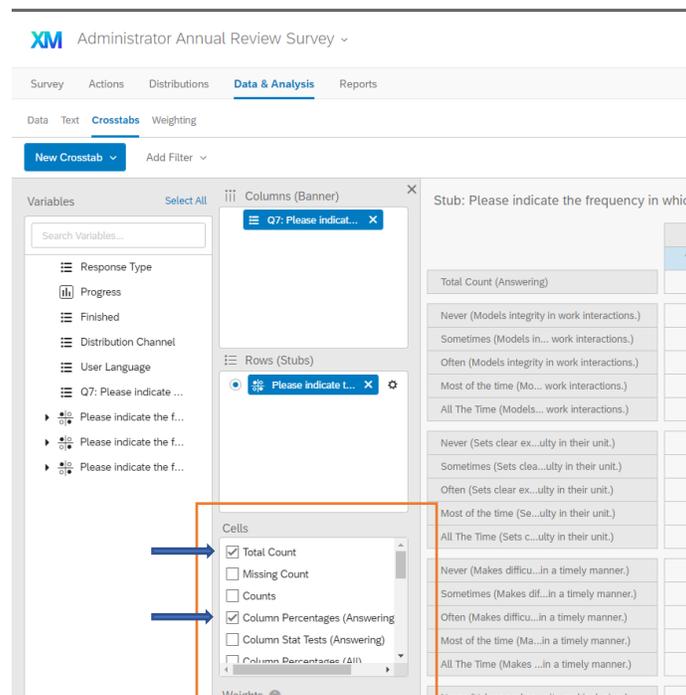
No crosstab created

Create your Crosstab

5. Drag the item “Please indicate the frequency...” to the “Rows (Stubs)” square.



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



7. Click “Export”

Administrator Annual Review Survey - Test

Projects Contacts Actions Library Help

Survey Actions Distributions **Data & Analysis** Reports

Data Text **Crosstabs** Weighting

New Crosstab Add Filter

Responses: 5 **Export** Settings

Variables Select All

Search Variables...

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

Columns (Banner)

Q7: Please indicat... X

Rows (Stubs)

Please indicate L... X

Cells

- Total Count
- Missing Count
- Counts
- Column Percentages (Answering)
- Column Stat Tests (Answering)
- Column Percentages (All)

Weights

(None)

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	Supervisee	Peer	Supervisor	Student	Community member external to University of Arizona
Total Count (Answering)	5.0	2.0	2.0	1.0	0.0	0.0
Never (Holds self re... for their actions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Holds sel... for their actions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Often (Holds self responsible for their actions.)	60.0%	50.0%	100.0%	0.0%	0.0%	0.0%
Most of the Time (Ho... for their actions.)	20.0%	0.0%	0.0%	100.0%	0.0%	0.0%
All of the Time (Hol... for their actions.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Never (Communicates/...aculty accountable.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Commun...ity accountable.)	20.0%	0.0%	50.0%	0.0%	0.0%	0.0%
Often (Communicates/...aculty accountable.)	60.0%	50.0%	50.0%	100.0%	0.0%	0.0%
Most of the Time (Co...aculty accountable.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All of the Time (Com...aculty accountable.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Never (Implements or...ial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Implement...ial sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Often (Implements or...ial sustainability.)	60.0%	0.0%	100.0%	100.0%	0.0%	0.0%
Most of the Time (Co...ial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All of the Time (Imp...ial sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Never (Aligns the un...ity strategic plan.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Aligns th...ity strategic plan.)	20.0%	0.0%	50.0%	0.0%	0.0%	0.0%

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

Administrator Annual Review Survey - Test

Projects Contacts Actions Library Help

Survey Actions Distributions **Data & Analysis** Reports

Data Text **Crosstabs** Weighting

New Crosstab Add Filter

Responses: 5 **Export** Settings

Variables Select All

Search Variables...

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

Columns (Banner)

Q7: Please indicat... X

Rows (Stubs)

Please indicate L... X

Cells

- Total Count
- Missing Count
- Counts
- Column Percentages (Answering)
- Column Stat Tests (Answering)
- Column Percentages (All)

Weights

(None)

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

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	Total	Supervisee	Peer	Supervisor	Student	Community member external to University of Arizona
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Sometimes (Holds sel... for their actions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Often (Holds self responsible for their actions.)	60.0%	50.0%	100.0%	0.0%	0.0%	0.0%
Most of the Time (Ho... for their actions.)	20.0%	0.0%	0.0%	100.0%	0.0%	0.0%
All of the Time (Hol... for their actions.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Never (Communicates/...aculty accountable.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Commun...ity accountable.)	20.0%	0.0%	50.0%	0.0%	0.0%	0.0%
Often (Communicates/...aculty accountable.)	60.0%	50.0%	50.0%	100.0%	0.0%	0.0%
Most of the Time (Co...aculty accountable.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All of the Time (Com...aculty accountable.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Never (Implements or...ial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Implement...ial sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Often (Implements or...ial sustainability.)	60.0%	0.0%	100.0%	100.0%	0.0%	0.0%
Most of the Time (Co...ial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All of the Time (Imp...ial sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Never (Aligns the un...ity strategic plan.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sometimes (Aligns th...ity strategic plan.)	20.0%	0.0%	50.0%	0.0%	0.0%	0.0%

Export to Excel

- Current table
Export the currently visible table exactly as you see now, i.e. the banner with just a single stub showing.
- Current crosstab with all stubs**
Export the current crosstab with all stubs in the same excel spreadsheet, i.e. a little more than what you see now.
- All crosstabs with all stubs
Export all the crosstabs that have been created, i.e. all crosstabs that can be reached by the "Crosstabs:" dropdown.

Cancel **Export**

