

Administrator Annual Review Survey Report Guidelines

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

qualtrics. [∞]				Projects	Contacts Actions	s Library Help 📣 🔇
+ Add new folder	×	<				Create new project
All projects	47					
> Shared with me	15	Today				
Uncategorized	40 7	Survey Administrator Annual Review Survey Modified Jan 13, 2021	Active Status	6 Questions	6 Responses	Close
						Consolutions Reveal in folder Rename project Copy project Remove shared project Edit survey Preview survey Preview survey Distribute survey Distribute survey Data & Analysis View reports Delete project mixture Est. response time

2. Select "Data & Analysis".

qualtrics.™				Project	s Contacts Action	ns Library Help 📣 🥃
- Add new folder	×	< □				Create new project
All projects	47					
Shared with me	15	Today				
Uncategorized WSP	40 7	Survey Administrator Annual Review Survey Modified Jan 13, 2021	Active Status	6 Questions	6 Responses	Close
						Collaborate
						Rename project
						Copy project
						Remove shared project
						Edit survey
						Preview survey
						Translate survey
						Distribute survey
						Data & Analysis
						View reports
						Delete project
						minute Fat segmented time

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

	XM	Administrator Annual Review Survey - Test ~	Projects Contacts Actions Library I	lelp 🔎	۲
	Survey	Actions Distributions Data & Analysis Reports			
	Data Tex	kt Crosstabs Weighting			
	Add Fil	ter ~ 2	Recorder Response	Responses s in Progress	4 (5) 0
	With Se	elected v	< Page 1 of 1 ~ >	it 🔍 To	ols ~
		Recorded Date	Q7 - Please indicate your role in relation to the administrator	Actio	าร
		Jan 13, 2021 11:28 PM	Peer	~]
1		Jan 13, 2021 11:27 PM	Peer	~]
		Jan 13, 2021 11:27 PM	Supervisee	~]
	V	Jan 13, 2021 11:26 PM	Supervisee	~]

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

XM Administrator Annu	ial Review Survey - Test ~	
Survey Actions Distributions	Data & Analysis Reports	
Data Text Crosstabs Weighting		
New Crosstab V Add Filter V		
Variables Select All Search Variables Image: Comparison of the progress of the progr	iii Columns (Banner) X Drag variables here Iiii Q7: Please Indicate your role in relation to the administrator iiii Q7: Please Indicate your role in relation to the administrator iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	r No crosstab created Create your Crosstab

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

Administrator	r Annua	al Review Survey - Tes	st ~							
Survey Actions Distr	ributions	Data & Analysis Repor	ts							
Data Text Crosstabs Wei	ghting									
New Crosstab 🗸 Add	Filter 🗸									
Variables S	Select All	iii Columns (Banner)	×	Stub: F	lease indicat	te the fre	equency in w	hich the a	dministrator engages in the following actions.	
Search Variables					Q7: Please indicate your role in relation to the administrator					
\Xi Response Type				Total	Supervisee	Peer	Supervisor	Student	Community member external to University of Arizona	
III Progress										
E Finished										
E Distribution Channe	el									
🗄 User Language		E Rows (Stubs)								
📃 Q7: Please indicate		🚺 🔹 Please indicate t 🕻	•							
♦ elo	f.s									
		$\begin{array}{c} \bullet & \circ \\ \circ & \bullet \end{array}$ Please indicate the freque	ncy in which	n the admini	strator engages ir	n the follov	ving actions.			

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



7. Click "Export"

XM Administrator Annu	al Review Survey - Test ~							Projects Contacts	Actions Library	Help 🣣 😰				
Survey Actions Distributions	Data & Analysis Reports													
Data Text Crosstabs Weighting														
New Crosstab V Add Filter V								Response	es: 5 💿 🛓 Export	🗘 Settings 🗸				
Variables Select All	iii Columns (Banner)	Stub: Please indicate the frequency in	which the a	dministrator (engages in	the following	g actions.							
Search Variables	= Q7: Please Indicat ×		Q7: Please indicate your role in relation to the administrator											
III Response Type			Total	Supervisee	Peer	Supervisor	Student	Community member external to University of Arizona	•					
Progress		Total Count (Answering)	5.0	2.0	2.0	1.0	0.0	0.0						
E Finished		Never (Holds self re for their actions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
Distribution Channel		Sometimes (Holds sel for their actions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
User Language	i = Rows (Stubs)	Often (Holds self responsible for their actions.)	60.0%	50.0%	100.0%	0.0%	0.0%	0.0%						
Q7: Please indicate	⊙ 🍀 Please indicate t × 🌣	Most of the Time (Ho for their actions.)	20.0%	0.0%	0.0%	100.0%	0.0%	0.0%						
▶ elo ole Please indicate the f		All of the Time (Hol for their actions.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%						
 elo Please indicate the f 		Never (Communicates/aculty accountable.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
 elo ole Please indicate the f 		Sometimes (CommunIty 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 (Coaculty accountable.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
	Cells	All of the Time (Comaculty accountable.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%						
	Missing Count	Never (Implements orial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
	Counts	Sometimes (Implemential sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%						
	Column Percentages (Answering	Often (Implements orial sustainability.)	60.0%	0.0%	100.0%	100.0%	0.0%	0.0%						
	Column Stat Tests (Answering)	Most of the Time (Imial sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%	0.0%						
	Column Percentariae (All)	All of the Time (Impial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
	Weights ()	Never (Aligns the unity strategic plan.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
	(None) ~	Sometimes (Aligns thity strategic plan.)	20.0%	0.0%	50.0%	0.0%	0.0%	0.0%						

8. Select "Current crosstab with all stubs" and click "Export".

XM Administrator Annual Review Survey - Test -							Projects	Contacts	Actions	Library	Help I	۵ ۹
Survey Actions Distributions Data & Analysis Reports												
Data Text Crosstabs Weighting												
New Crosstab V Add Filter V								Respor	nses: 5 👁 🏾	<u>↓</u> Export	🗘 Sett	ngs v
Variables Select All III Columns (Banner)	Stub: Please indicate the frequency in	which the adr	ministrator	engages in	the following	g actions.						
Cearch Variables	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.							eversity of Avizona 0, 05 0, 00 0, 0 0,				Í
Cells	All of the Time (Com. acuity accountable.) Never (Implements orlat sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%	Export 2	0.0%				
Counts	Often (Implements orial sustainability.)	60.0%	0.0%	100.0%	100.0%	0.0%		0.0%				
Column Stat Tests (Answering)	Most of the Time (Imial sustainability.)	20.0%	50.0%	0.0%	0.0%	0.0%		0.0%				
Column Darrantarias (All)	All of the Time (Impial sustainability.)	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%				
Weights 💿	Never (Aligns the unity strategic plan.)	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%				
(None) ~	Sometimes (Aligns thity strategic plan.)	20.0%	0.0%	50.0%	0.0%	0.0%		0.0%				

9. The report should look like this:

1	A	В	С	D	E	F	G	Н	I J	K
1	New Crosstab									
2	filtered by									
3	FILTER: Q7: Please in	dicate your role in relation to the administr	ator eq	uals						
4										
5				Q	7: Please indicate your	role in relation to the a	administrator			
5			Total	Supervisee	Peer	Supervisor	Student	Community member e		
4		Never (Gives useful feedback in a positive way.)	33.3%	6 0.0%	100.0%	0.0%	0.0%	0.0%		
5		Sometimes (Gives useful feedback in a positive way.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
1		Often (Gives useful feedback in a positive way.)	33.3%	0.0%	0.0%	100.0%	0.0%	0.0%		
ł		Most of the time (Gives useful feedback in a positive way.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
		All The Time (Gives useful feedback in a positive way.)	33.3%	100.0%	0.0%	0.0%	0.0%	0.0%		
	Bloase indicate the frequency									
)	in which the administrator	Never (Effectively implements shared governance practices.)	0.0%	6 0.0%	0.0%	0.0%	0.0%	0.0%		
1	opposes in the following	Sometimes (Effectively implements shared governance practices	33.3%	0.0%	100.0%	0.0%	0.0%	0.0%		
2	engages in the following	Often (Effectively implements shared governance practices.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
3	actions.	Most of the time (Effectively implements shared governance pra	33.3%	100.0%	0.0%	0.0%	0.0%	0.0%		
		All The Time (Effectively implements shared governance practice	33.3%	0.0%	0.0%	100.0%	0.0%	0.0%		
5										
6		Never (Develops, implements, and communicates a budget plan	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
,		Sometimes (Develops, implements, and communicates a budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
		Often (Develops, implements, and communicates a budget plan	33.3%	0.0%	100.0%	0.0%	0.0%	0.0%		
ĵ		Most of the time (Develops, implements, and communicates a b	33.3%	0.0%	0.0%	100.0%	0.0%	0.0%		
		All The Time (Develops, implements, and communicates a budge	33.3%	100.0%	0.0%	0.0%	0.0%	0.0%		
1										
2		Never (Is transparent in communications about decisions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
3		Sometimes (Is transparent in communications about decisions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4		Often (Is transparent in communications about decisions.)	33.3%	0.0%	100.0%	0.0%	0.0%	0.0%		
5		Most of the time (Is transparent in communications about decisions)	66.7%	100.0%	0.0%	100.0%	0.0%	0.0%		
6		All The Time (Is transparent in communications about decisions.)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
,			ĺ							
8		Never (Creates an environment where disrespectful behavior is	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
9		Sometimes (Creates an environment where disrespectful behav	33.3%	0.0%	100.0%	0.0%	0.0%	0.0%		
0		Often (Creates an environment where disrespectful behavior is	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
1		Most of the time (Creates an environment where disrespectful b	33.3%	0.0%	0.0%	100.0%	0.0%	0.0%		
2		All The Time (Creates an environment where disrespectful beha	33.3%	100.0%	0.0%	0.0%	0.0%	0.0%		
53			00107	1001070	01070	0.070	01070	01070		
1		L							1	