



SPOT Download Instructions

- A. Export SPOT Dashboard for One Course
- B. Export SPOT Comments with 25 or LESS student responses for One Course
- C. Export SPOT Comments with MORE than 25 student responses for One Course

1. Log into SSO and click the CSULB SPOT Reports tile.



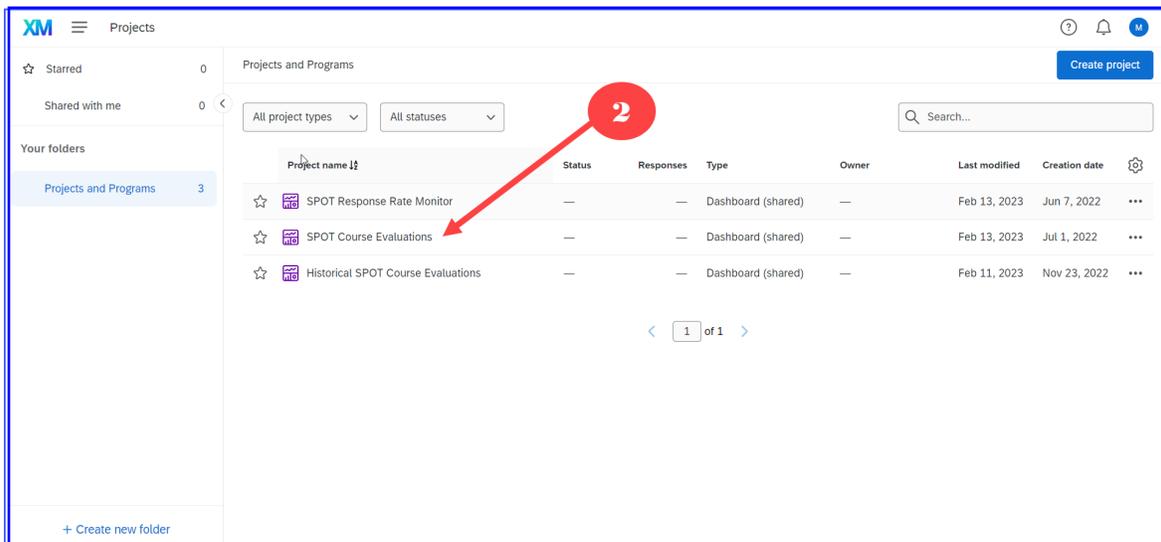
A. Export SPOT Dashboard for One Course

2. After you log into SPOT, you will see the Welcome screen with two or more Dashboards (depending on your role):

All faculty should have two-three SPOT Dashboards:

- 1) SPOT Response Rate Monitor - Tracks number of evaluations completed during SPOT period
- 2) SPOT Course Evaluations - Current SPOT Results starting in Summer 2022 to Present
- 3) Historical SPOT Course Evaluations - Previous SPOT Results from Spring 2022 to Previous

Click on "SPOT Course Evaluations" Dashboard for current SPOT Results





3. Scroll through the SPOT Summary Report Dashboard to review a summary of ALL your evaluated courses.

The Dashboard consists of the following:

- a. A list of your evaluated courses.
- b. Nine (9) Likert-scaled questions with bar graphs.
- c. Three (3) comment questions with responses.
- d. Three (3) separate statistics per question – mean scores for the instructor’s course(s), the department’s and college’s mean scores for all courses.

To review individual courses, use the vertical scroll bar to locate and select the desired course.

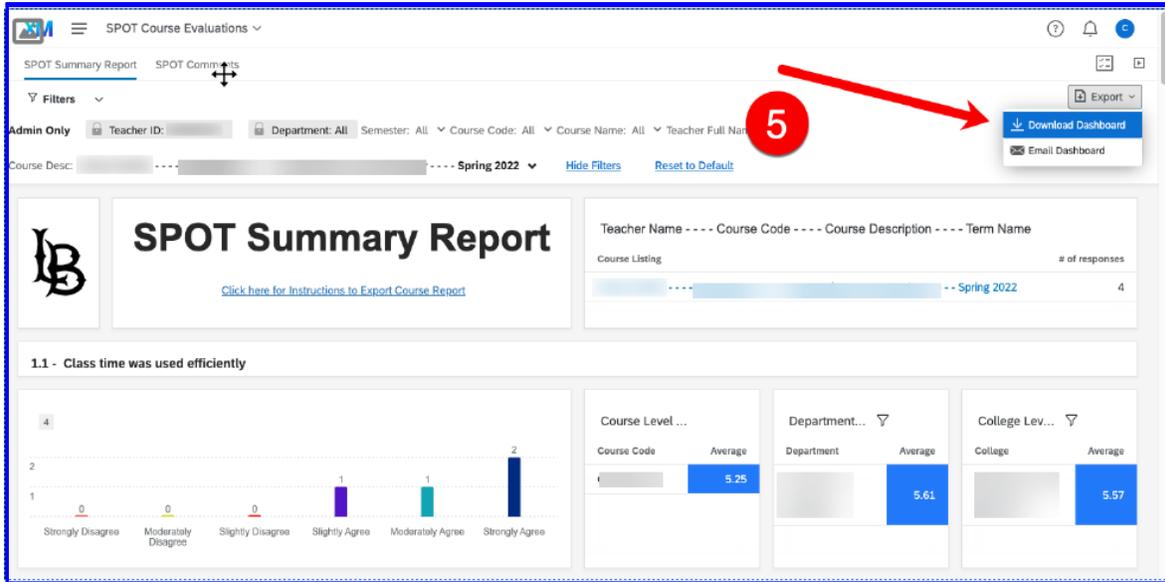
The screenshot shows the SPOT Summary Report Dashboard. At the top, there are navigation tabs for 'SPOT Summary Report' and 'SPOT Comments'. Below the tabs are filter options for Teacher ID, Department, Semester, Course Code, Course Name, Teacher Full Name, and Course Desc. A red circle with the number '3' is placed over the vertical scroll bar on the right side of the course listing table. The table has columns for 'Course Listing' and '# of responses'. Below the table, there is a section for question 1.1, 'Class time was used efficiently', which includes a bar chart showing the distribution of responses across Likert scale points from Strongly Disagree to Strongly Agree. To the right of the bar chart are three summary statistics for Course Level, Department, and College, each with an average score.

4. When you select a single course, you will be looking at summary data with respect to the selected course only.

The screenshot shows the SPOT Summary Report Dashboard with a single course selected. The course listing table now only displays one row for the selected course. A red circle with the number '4' is placed over the vertical scroll bar on the right side of the course listing table. The rest of the dashboard, including the bar chart for question 1.1 and the summary statistics, remains the same as in the previous screenshot.



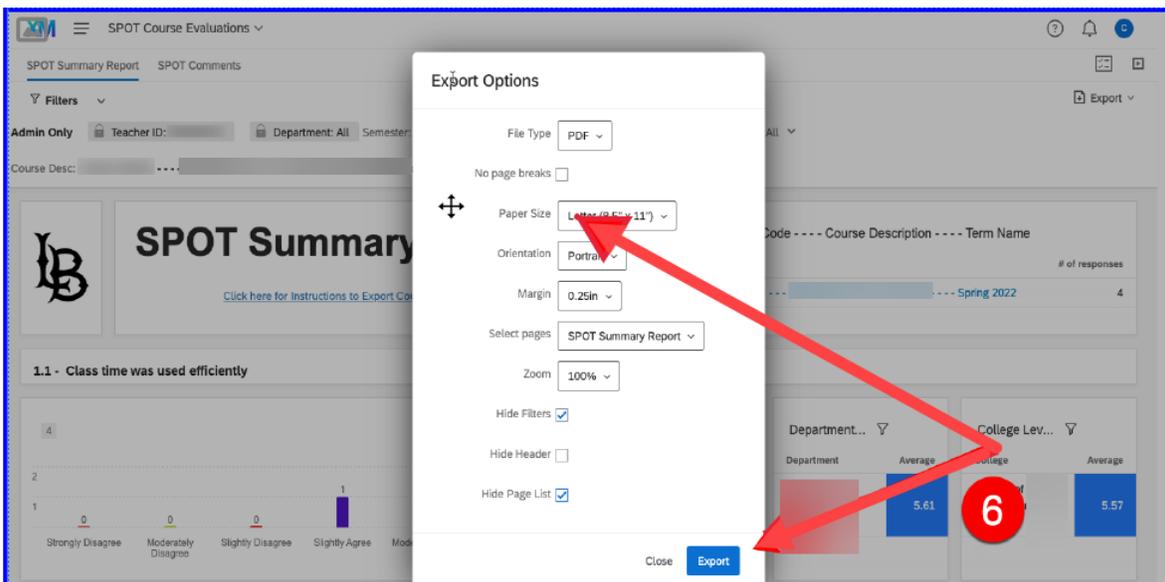
5. Click the “Export” drop-down menu and select “Download Dashboard”.



6. Select the File Type you wish to view. Note, the setting displayed below are for when you want to **export** your report to an Adobe Acrobat PDF document. If you decide to print a hardcopy, these settings will provide a header and page breaks.

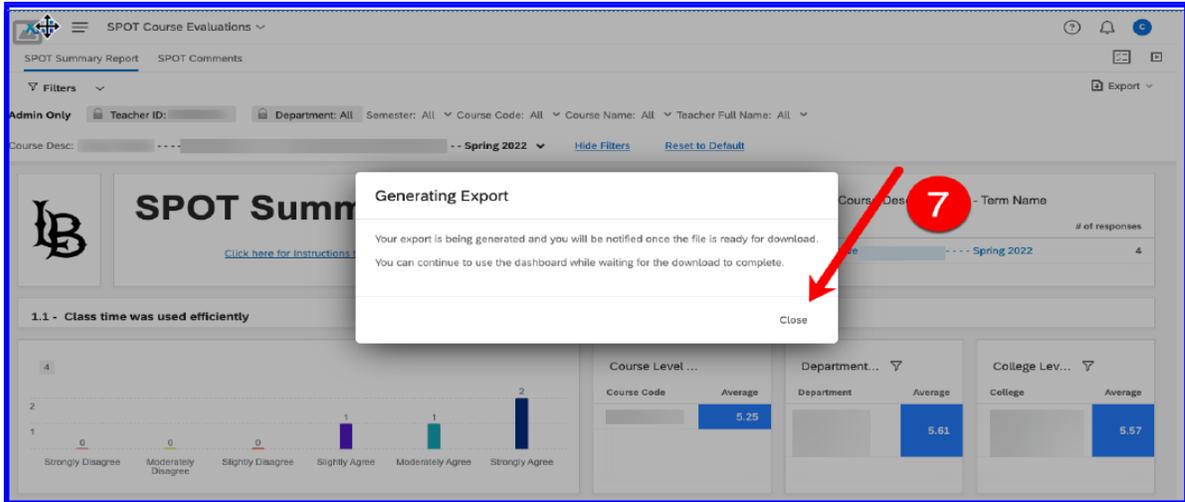
Alternatively, select File Type “PDF” and enable “No page break” to avoid unwanted spacing and page breaks.

Click on the “Export” button.





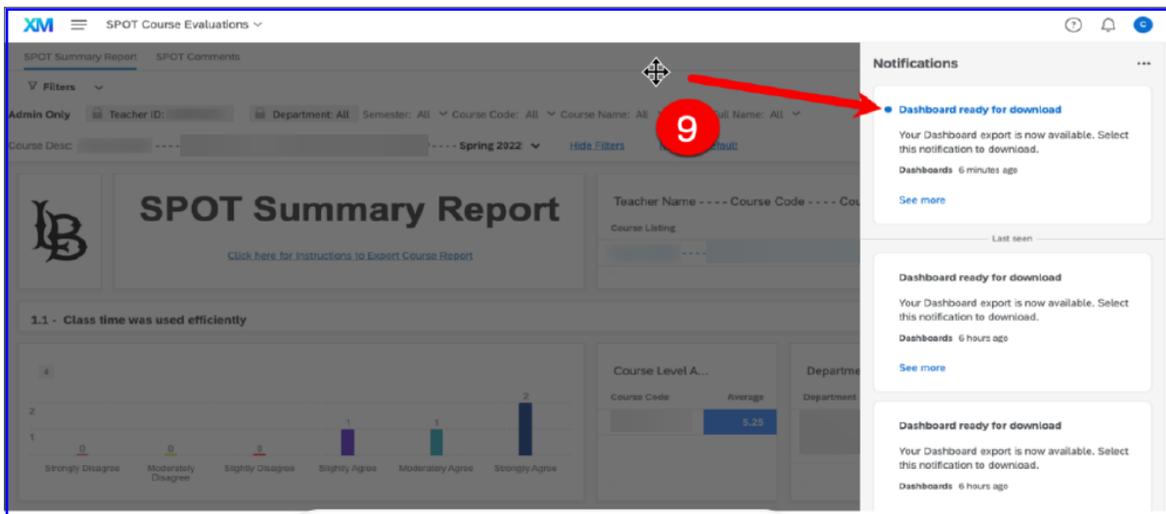
- Click "Close" and wait for a minute or two.
Your export is being generated and you will be notified once the file is ready for download.
You can continue to use the dashboard while waiting for the download to complete.



- You will be notified once the file is ready to download as shown in the screenshot below, a red dot on the bell icon.

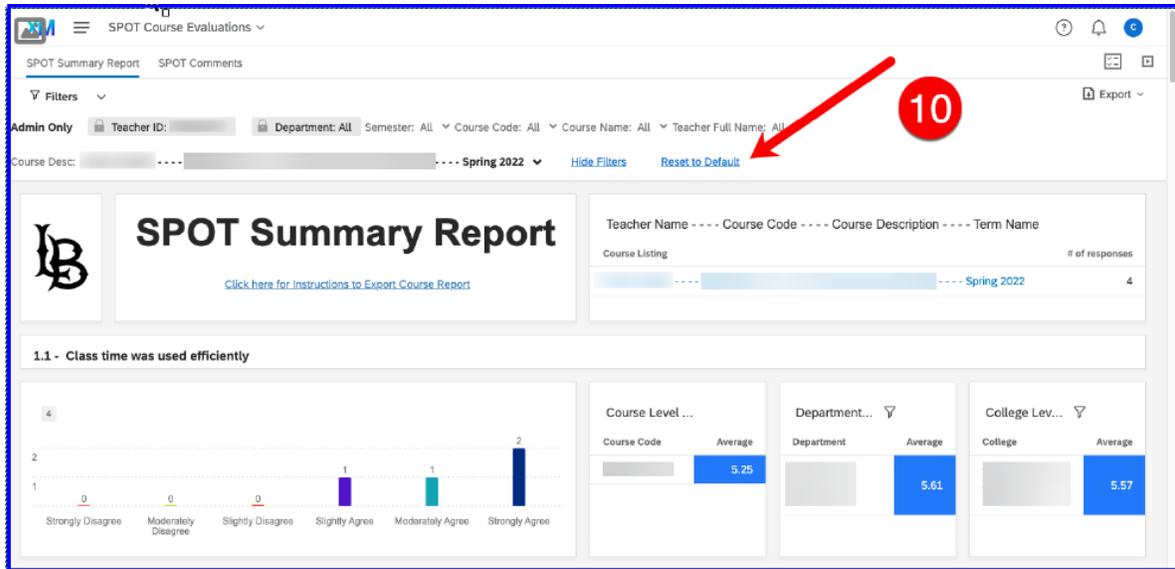


- Click "Dashboard Ready for Download" and save your PDF report.

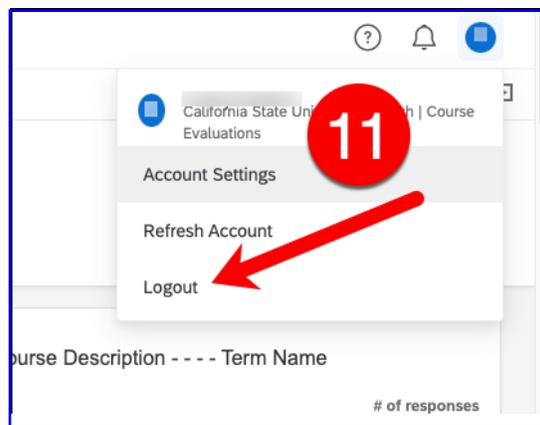




10. To move from one course to another, click “Reset to Default” and select your next course.



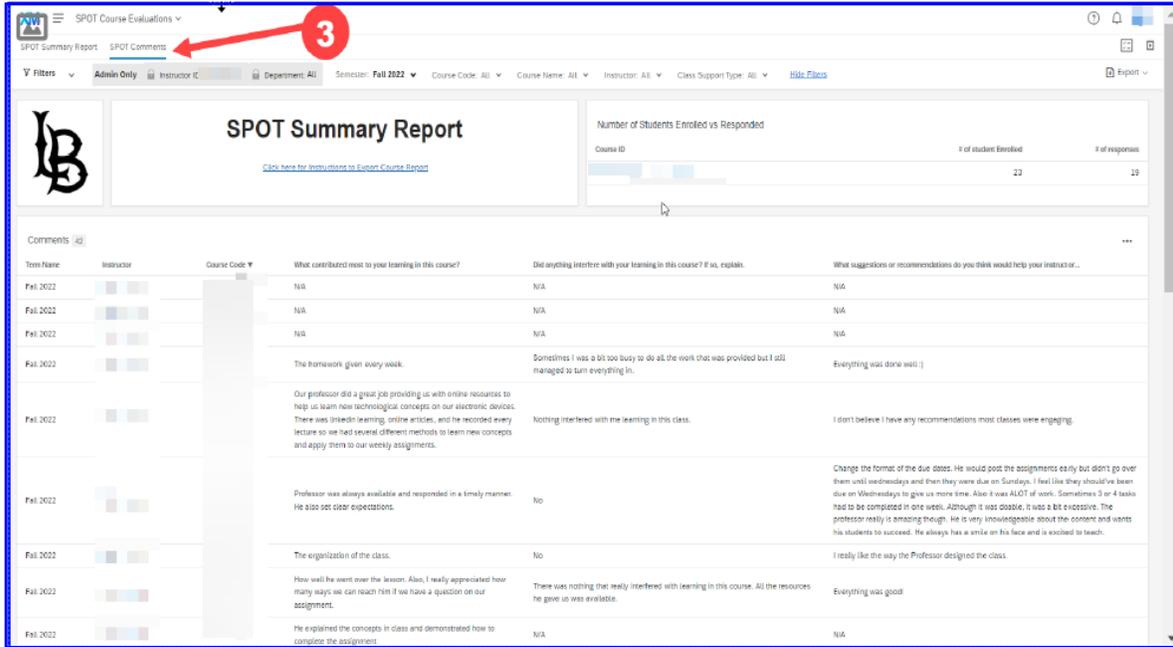
11. When finished, logout of CSULB Spot by clicking your initial in the upper-right hand corner and selecting “Logout”.



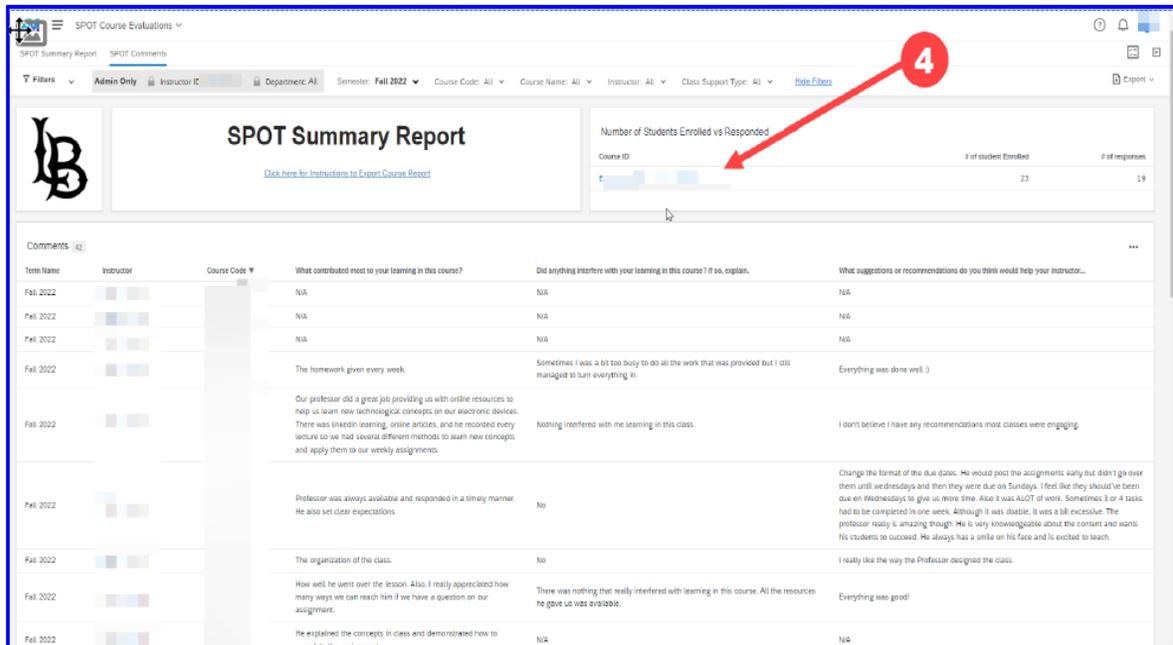


B. Export SPOT Comments with LESS THAN 25 Student Responses for for One Course

To view Student Comments, repeat steps 1 & 2 above, then
3. Click "SPOT Comments" tab

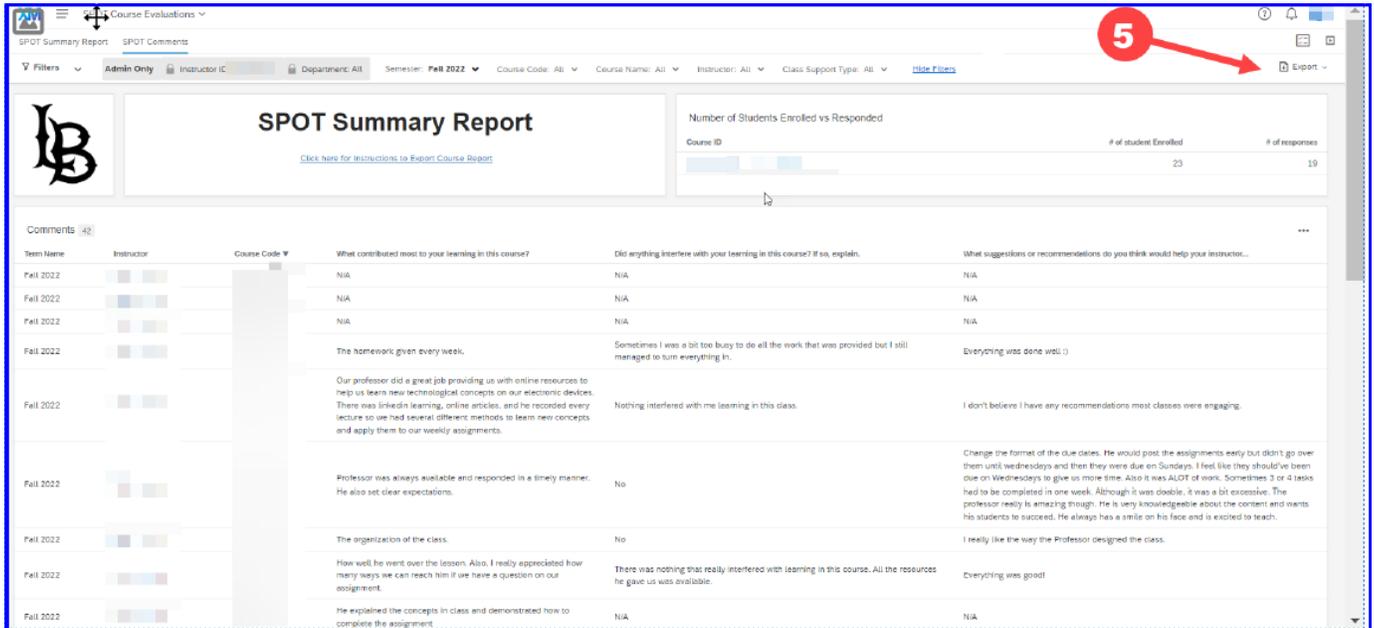


4. When you select a single course, you will be looking at student comments with respect to the selected course only.





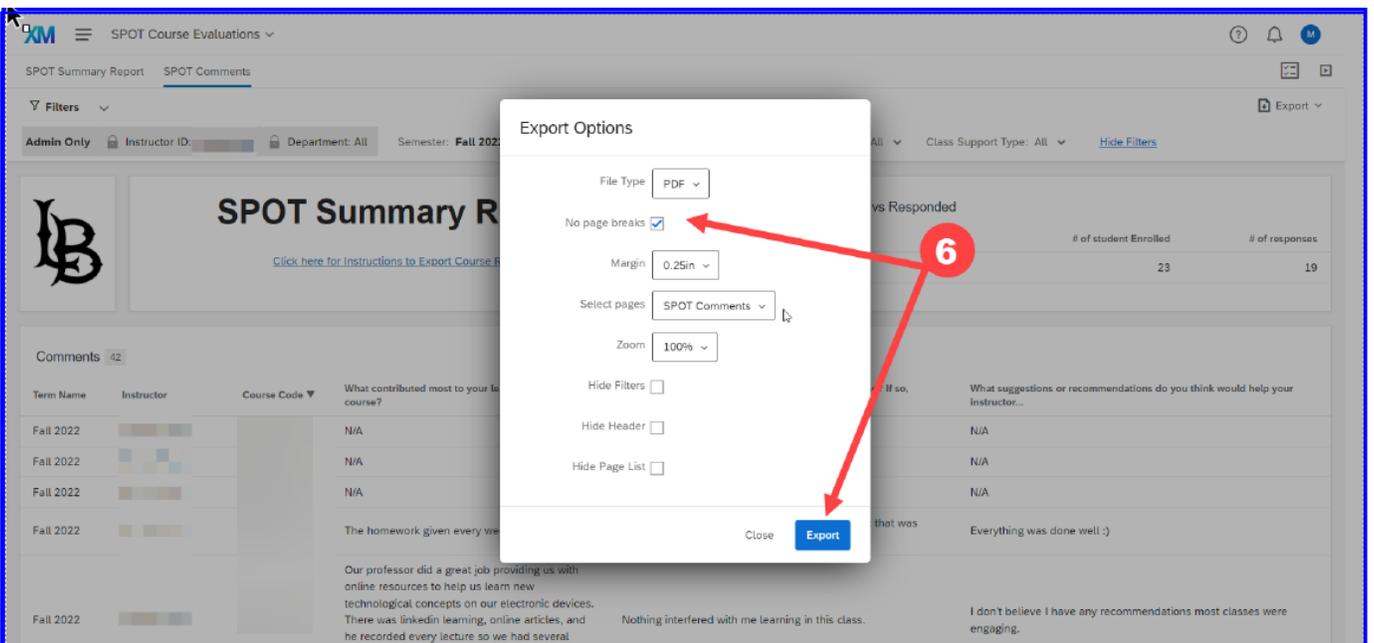
5. Click the “Export” drop-down menu and select “Download Dashboard”.



6. Select the "File Type" you wish to view. Note, the setting displayed below are for when you want to **export** your report to an Adobe Acrobat PDF document. If you decide to print a hardcopy, these settings will provide a header and page breaks.

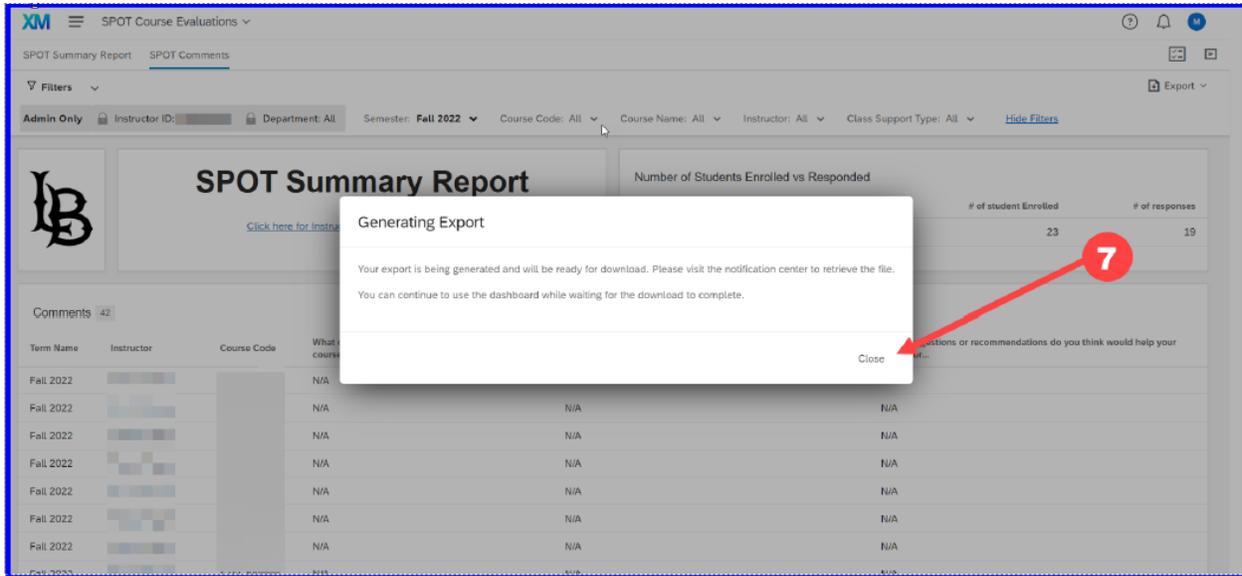
Alternatively, select File Type “PDF” and enable “No page break” to avoid unwanted spacing and page breaks.

Click on the “Export” button.

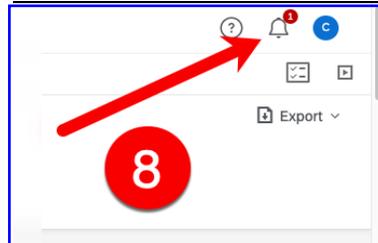




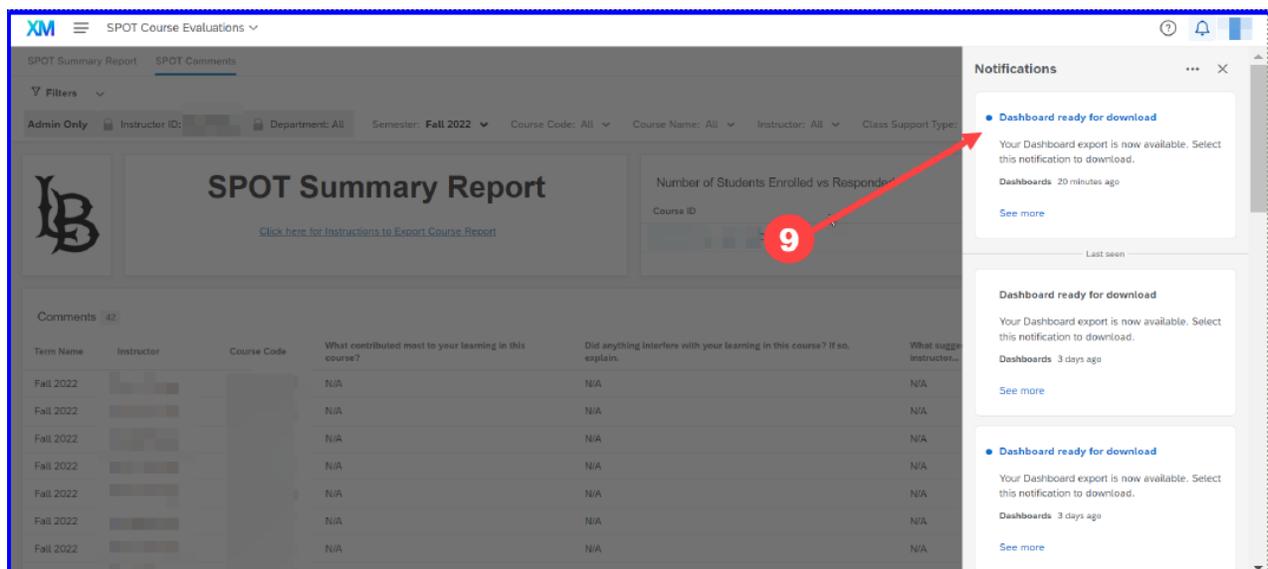
- Click "Close" and wait for a minute or two.
Your export is being generated and you will be notified once the file is ready for download.
You can continue to use the dashboard while waiting for the download to complete.



- You will be notified once the file is ready to download as shown in the screenshot below, a red dot on the bell icon.

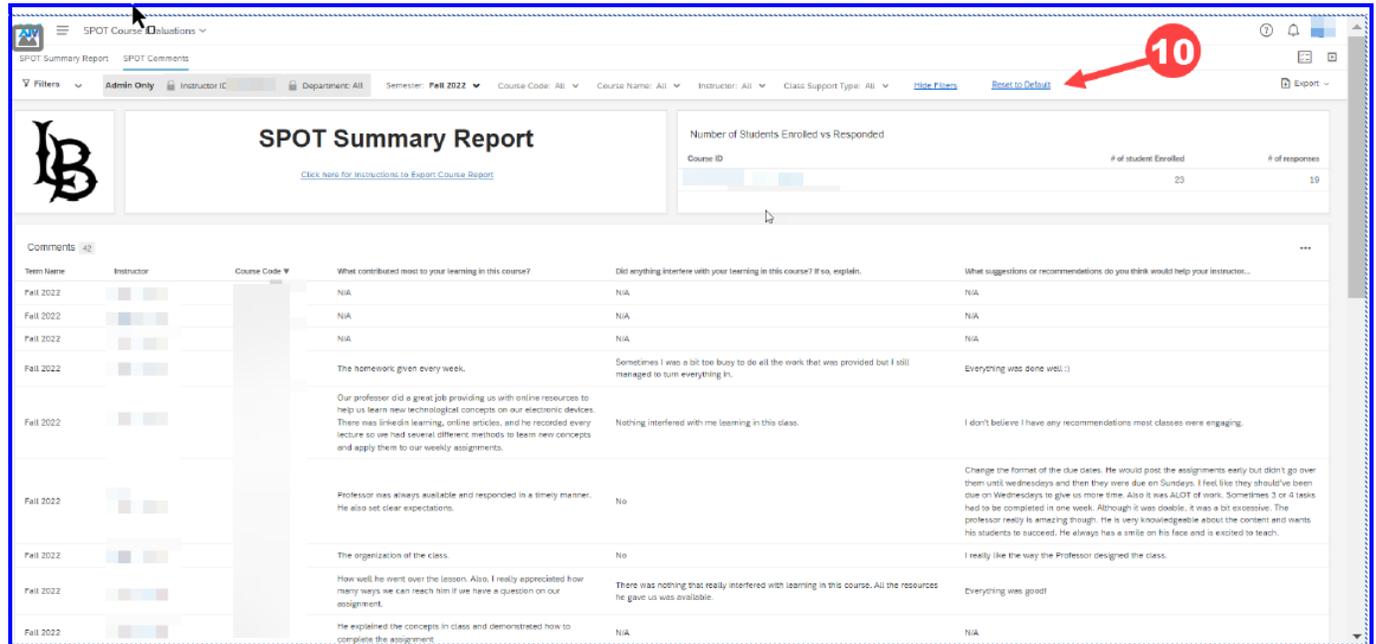


- Click "Dashboard Ready for Download" and save your PDF report.

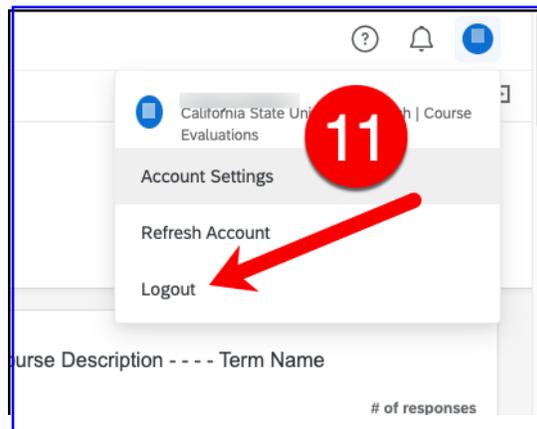




10. To move from one course to another, click “Reset to Default” and select your next course.



11. When finished, logout of CSULB Spot by clicking your initial in the upper-right hand corner and selecting “Logout”.





C. Export SPOT Comments with MORE than 25 student responses for One Course

The SPOT Course Evaluations Dashboard is limited to downloading only 25 rows of data (“comments”) when exporting your SPOT course evaluation (Steps 1-9). In order to export ALL comments, follow the steps below.

12. While still viewing your single course, scroll down to the “Comments” section.
Click the ellipses (3 dots) on the right-side of the screen and select “Export”.

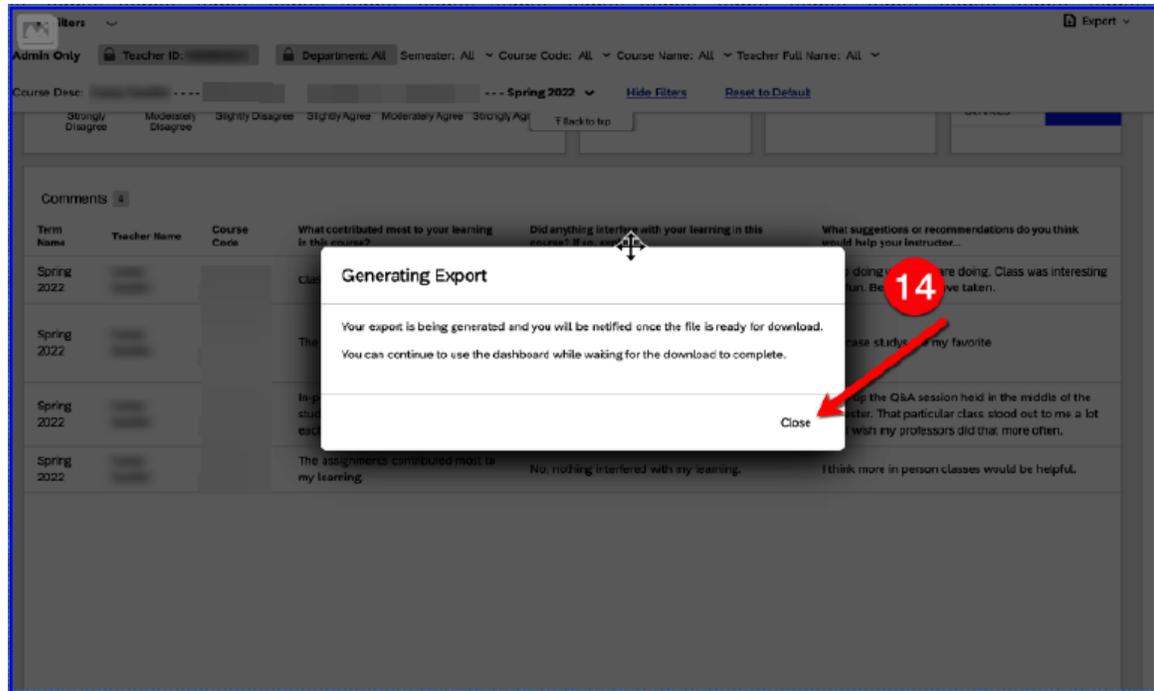
The screenshot shows the SPOT Course Evaluations Dashboard for a course titled "The instructor was available during office hours". The dashboard includes a bar chart showing the distribution of responses across six Likert scale categories: Strongly Disagree (0), Moderately Disagree (0), Slightly Disagree (0), Slightly Agree (0), Moderately Agree (1), and Strongly Agree (3). Below the chart is a table of comments. The 'Comments' tab is highlighted with a red box. In the top right corner of the comments table, there is an ellipsis menu with an 'Export' button, also highlighted with a red box. A red arrow points from the 'Export' button to the 'Comments' tab.

13. Select File Type “PDF”. Enable “No page break” to avoid unwanted spacing and page breaks.
Click “Export”.

The screenshot shows the SPOT Course Evaluations Dashboard with the 'Export Options' dialog box open. The dialog box has the following settings: File Type: PDF, No page breaks: , Margin: 0.25in, and Limit Results: 1000. The 'Export' button is highlighted with a red box. A red arrow points from the 'Export' button to the 'No page breaks' checkbox.



14. Click “Close” and wait for a minute or two.
Your export is being generated and you will be notified once the file is ready for download.
You can continue to use the dashboard while waiting for the download to complete.



15. You will be notified once the file is ready to download as shown in the screenshot below.
Click on the notification “bell”.



16. Click “Dashboard Ready for Download” and save your PDF “Comments” report.

