

ACADEMIC TECHNOLOGY SERVICES Academic Services Bldg., Room 120 ats-survey@csulb.edu | csulb.edu/spot

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

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		☆ 🚟 SPOT Course Evaluations	-	— Dashboard (shared)	-	Feb 13, 2023	Jul 1, 2022	
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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.

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

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- **Student Perceptions of Teaching**
- 5. Click the "Export" drop-down menu and select "Download Dashboard".

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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.

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Click on the "Export" button.



7. 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.

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8. You will be notified once the file is ready to download as shown in the screenshot below,

a red dot on the bell icon.



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

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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

SPOT Summary Rep	OT Course Evaluations ~	÷	-3			• 4 •
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Comments 42						
Term Name	instructor	Course Code 🔻	What contributed most to your learning in this course?	Did anything interfere with your learning in this course? If so, explain.	What suggestions or recommendations do you think would help your instructor	
Pail 2022			N/A	N/A	NIA	
Fall 2022			NA	N/A	NIA	
Pail 2022			No.	N/A	NIA	
Fall 2022			The homework given every weak.	Sometimes I was a bit too busy to do all the work that was provided but I still managed to turn everything in.	Everything was done well :)	
Pell 2022			Our professor did a great job providing us with online resolutes to help us learn neu technological concepts on our electronic devices. Three was linked in learning online articles, and he recorded every lecture so whet devent different interdosts to learn new concepts and apply them to our weekly assignments.	Nothing interfered with me learning in this class.	I don't believe I have any recommendations most classes were engaging.	
Pall 2022			Professor was always available and responded in a timely manner. He also set clear expectations.	No	Charge the formst of the due dotes. He would post the assignments early from wall werkmadrya and from they are it due no Sundays. I feel like level due on Werkmadrya to give an more size. Also it was ALOT werk, Somet field to be completed in one week. Although I was dotable, I was a bet to use professor really it amating though. He is very innovelegable about the co- his students to succeed. He always has a write on his face and is accled to his students to succeed. He always has a write on his face and is accled to	but didn't go over should've been imes 3 or 4 tasks ssive. The ntent and wants s teach.
Fall 2022	10.00		The organization of the class.	No	I really like the way the Professor designed the class.	
Fall 2022			How well he went over the lesson. Also, I neally appreciated how many ways we can reach him if we have a question on our assignment.	There was nothing that really interfered with learning in this course. All the resources he gave to was available.	Everything was good	
Fall 2022			He explained the concepts in class and demonstrated how to complete the assignment	N/A	NIA	-

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

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Comments 42						
Term Name	Instructor	Course Code 🔻	What contributed most to your learning in this course?	Did anything interfere with your learning in this course? If so, explain.	What suggestions or recommendations do you think would help your instructor	
Fall. 2022			NA	NA	NA	
Fall 2022			N0A	NG	NIA	
Fall 2022			NG	NGA	160	
Fall 2022			The homework given every week.	Sometimes I was a bit too busy to do all the work that was provided but I still managed to turn everything in.	Everything was done well ()	
Fail 2022			Our professor did a great jab providing us with online resources to help us laam new schneligical concepts on our electronic devices. There was linked in learning, online anticles, and he recorded every lecture to see had several different methods to learn new concepts and apply them to our weekly assignments.	Nonling interfered with me learning in this class.	I don't believe I have any recommendations most classes were engrging,	
Pail 2022			Professor was always available and responded in a timely manner. He also set clear expectations.	No	Change the format of the dust does. He would post the assignments any but dish't go them until webiestaply and them they were due on Studies). If set like they buold'se be due on Wootseaders to give a stress the stack to task ACI of two. Storettenis 1 of a the bat to be completed in one week. Although it was doaline, it was a ble excessive. The prolocator statig is an any more that we private matching the start data of the stress the students to succeed. He always has a unite on his face and its excellent to start.	over een asks ms
Fall 2022			The organization of the class.	No	I really like the way the Professor designed the class.	
Fall 2022			How well he went over the lesson. Also, I really appreciated how many ways we can reach him if we have a question on our assignment.	There was nothing that welly interfered with learning in this course. All the resources he gave us was available.	Everything was good!	
Fall 2022			He explained the concepts in class and demonstrated how to correlate the avaignment	NIA	NIA	



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

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Fall 2022			NIA	NGA		NGA	
Fall 2022			NIA	NA		N/A	
Fall 2022			NJA	NG		NiA	
Fall 2022			The homework given every week.	Sometimes I managed to t	was a bit too busy to do all the work that was provided but I still turn everything in.	Everything was done well :)	
Fall 2022			Our professor did a great job providing us with online resources to help us learn new technological concepts on our electronic devices. There was linked in learning, online atticles, and he recorded every lecture so we had several different methods to learn new concepts and apply them to our weekly assignments.	Nothing inter	fered with me learning in this class.	i don't believe i have any recommendations most classes were engagi	8
Fall 2022			Professor was always available and responded in a timely manner. He also set clear expectations.	No		Charge the formed of the due dates. He enable grant the exciptioners early but dish to pre- them such executions and then then you work due to Shoursyn J Hold las Integrated works and the enabled of the second second second second second second second that the constrained second second second second second second second second here are also accessed. The second second second second second second second probability of the second second second second second second second second probability of the second second second second second second second second second second second second second second second	
Fall 2022	10.00		The organization of the class.	No		I really like the way the Professor designed the class.	
Fall 2022			How well he went over the lesson. Also, I really appreciated how many ways we can reach him if we have a question on our assignment.	There was no he gave us w	othing that really interfered with learning in this course. All the resources as available.	Everything was good!	
Fail 2022			He explained the concepts in class and demonstrated how to complete the assignment	N/A		NiA	

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.

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Fall 2022			N/A	Hide Header 🗌		N/A	
Fall 2022			N/A	Hide Page List	/	N/A	
Fall 2022			N/A			N/A	
Fall 2022			The homework given every we	Close Export	that was	Everything was done well :)	
Fail 2022			Our professor did a great job pr online resources to help us lear technological concepts on our of There was linkedin learning, on he recorded every lecture so w	oviding us with m new electronic devices. line articles, and Nothing interfered with me learning in this o e had several.	class.	I don't believe I have any recommendations most classes were engaging.	



7. 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.

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Fail 2022	N/A N/A	N/A	
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- 8. You will be notified once the file is ready to download as shown in the screenshot below,
 - a red dot on the bell icon.



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

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Fall 2022			N/A	N/A		N/A	See more
Fall 2022			N/A	N/A		N/A	
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Fall 2022			N/A	N/A		N/A	See more



- Student Perceptions of Teaching
- 10. To move from one course to another, click "Reset to Default" and select your next course.

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Comments 42	Instructor	Course Code ¥	What contributed most to your learning in this course?	Did anything int	terfere with your learning in this course? If so, explain.	What suggestions or recommendations do you think would help you	r instructor
Fall 2022			NIA	NIA		NiA	
Fall 2022			NIA	NA		N/A	
Fall 2022			NIA	N/A		NGA	
Fall 2022			The homework given every week.	Sometimes I w managed to tu	as a bit too busy to do all the work that was provided but I still in everything in.	Everything was done well :)	
Fell 2022			Our professor did a great job providing us with online resources to help us learn new technological concepts on our electronic devices. There was linked learning, online articles, and he recorded every lecture so we had several different methods to learn new concepts and apply them to our weekly assignments.	Nothing interfe	red with me learning in this class.	I don't believe I have any recommendations most classes were	engaging.
Fall 2022			Professor nes almeys available and responded in a timely manner. He also set clear expectations.	No		Change the format of the due dates. He would post the assign them unit wednesdays and then they were due on Sundays. I due on Wednesdays to give sur more time. Also the mas ALOT of had to be completed in ane week. Althrough it was doable. At protessor result is amaching howing. It is to sey showedgeable his students to succeed. He always hes a smile on his face and	ments early but didn't go over feel like they should've been work. Sometimes 3 or 4 tasks as a bit excessive. The shout the content and wants is excited to teach.
Fall 2022	100		The organization of the class.	No		I really like the way the Professor designed the class.	
Pall 2022			How well he went over the lesson. Also, I really appreciated how many ways we can reach him if we have a question on our assignment.	There was not he gave us wa	hing that really interfered with learning in this course. All the resources s available.	Everything was good!	
Fail 2022			He explained the concepts in class and demonstrated how to complete the assignment	NA		N/A	-

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".

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Comment	s 4				
Term Name	Teacher Name	Course Code	What contributed most to your learning in this course?	Did anything interfere with your learning in this course? If so, explain.	What suggestions or recomm would help your instructor Lexport
Spring 2022	-		Class discussion	No	Keep doing what you are doing. Class was interesting and fun. Best class I have taken.
Spring 2022	=		The infographics	Group projects, the pecha kucha should be individual because my group members have not started at all on theirs. They are leaving it for the last minute.	The case studys are my favoite
Spring 2022	=		In-person discussions where both the students and professor learned from each other.	no.	Keep up the Q&A session held in the middle of the semester. That particular class stood out to me a lot and I wish my professors did that more often.
Spring 2022			The assignments contributed most to my learning.	No, nothing interfered with my learning.	I think more in person classes would be helpful.

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

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	Spring 2022			Class discussion	File Type PDF ~ Keep doing what you are doing. Class was interesting	F
	Spring 2022			The infographics	No page breaks Margin 0.25in ~	
	Spring 2022			In-person discus students and pro each other.	Limit Results 1000 Keep up the Q&A session held in the middle of the semester. That particular class stood out to me a lot and I wish my professors did that more often.	
	Spring 2022			The assignments my learning.	Close Export I think more in person classes would be helpful.	
		Maria				



- **Student Perceptions of Teaching**
- 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.

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Spring 2022			In p due esci Close Close Close Close Close Close Close	of the ne a lot
Spring 2022			The assignments commonled most to No, nothing interfered with my learning. It hink more in person classes would be helpt my learning.	ful.

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.

Notifications	
Dashboard ready for download	
Your Dashboard export is now available. Sele this notification to download.	ct
Dashboards 15 minutes ago	
See more	