



# 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.



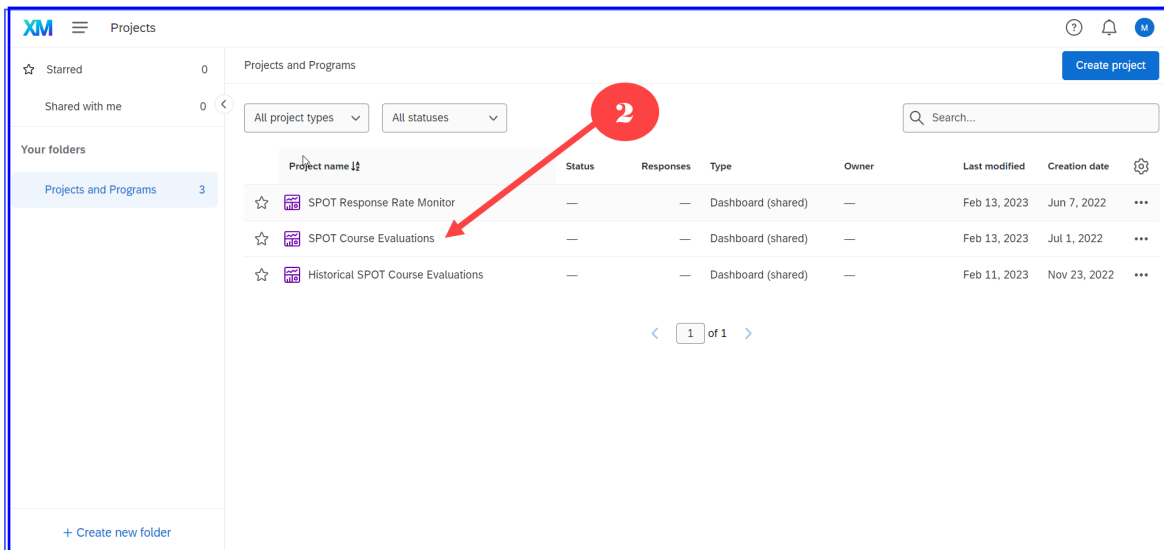
## A. Export SPOT Dashboard for One Course

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*



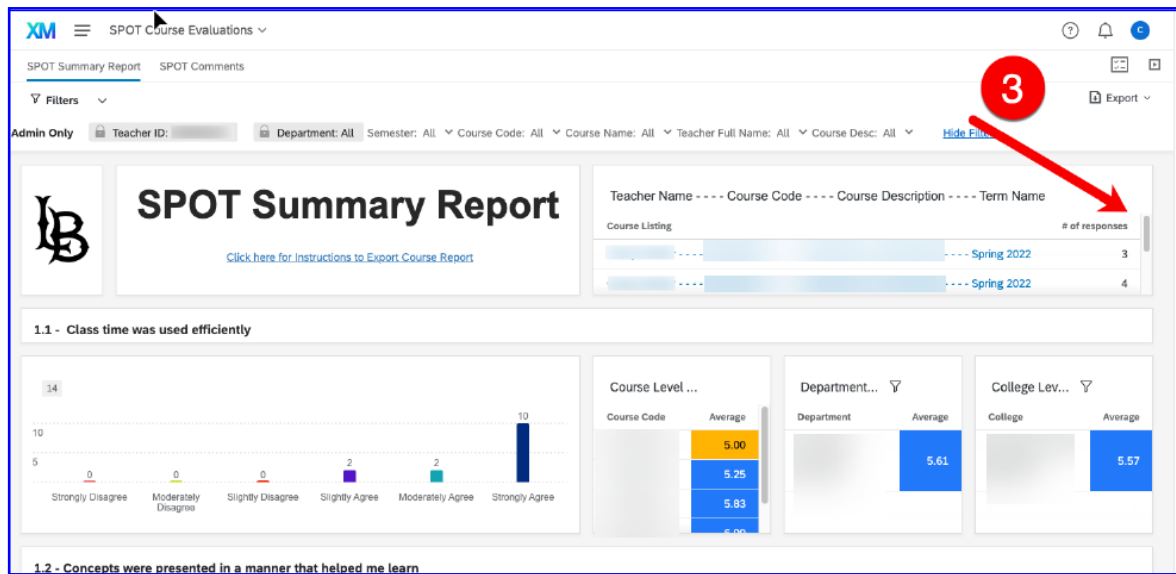


3. Scroll through the SPOT Summary Report Dashboard to review a summary of ALL your evaluated courses.

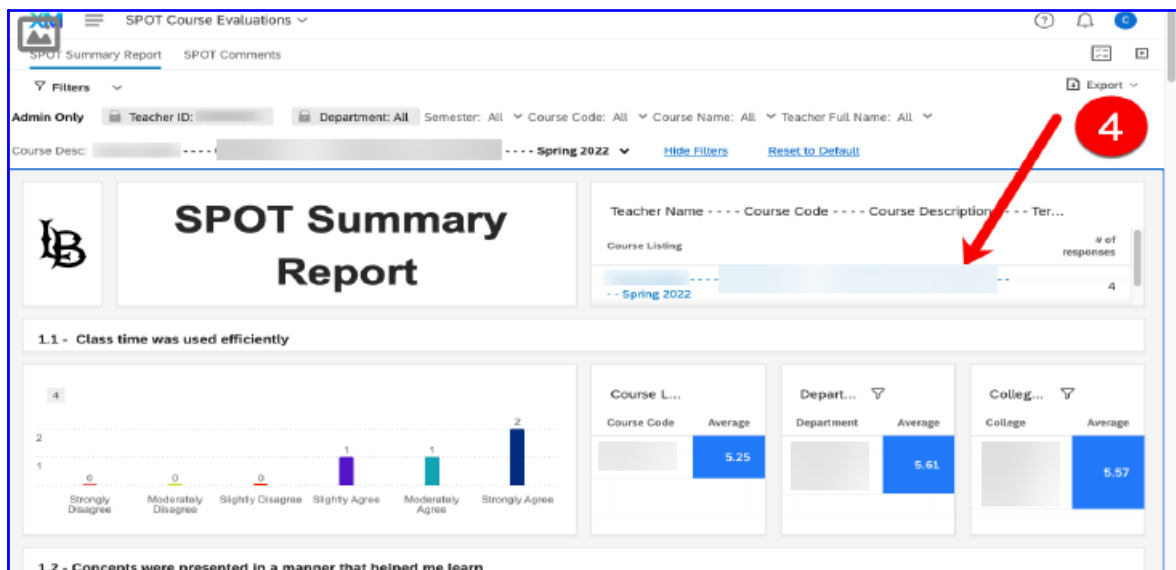
The Dashboard consists of the following:

- 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.*

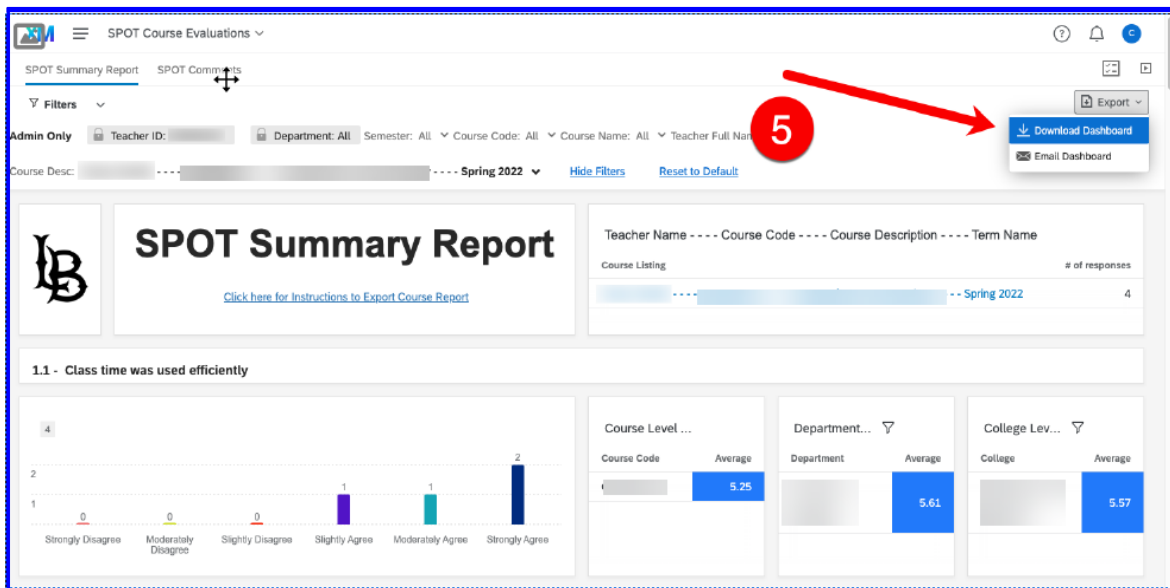


4. When you select a single course, you will be looking at summary data with respect to the selected course only.





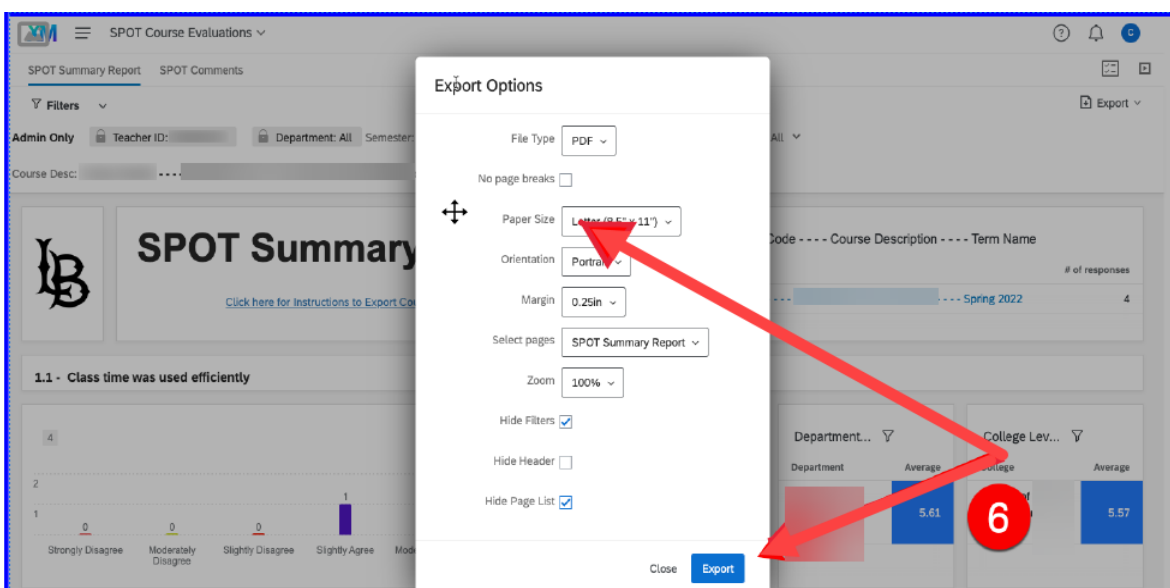
5. Click the “Export” drop-down menu and select “Download Dashboard”.



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.

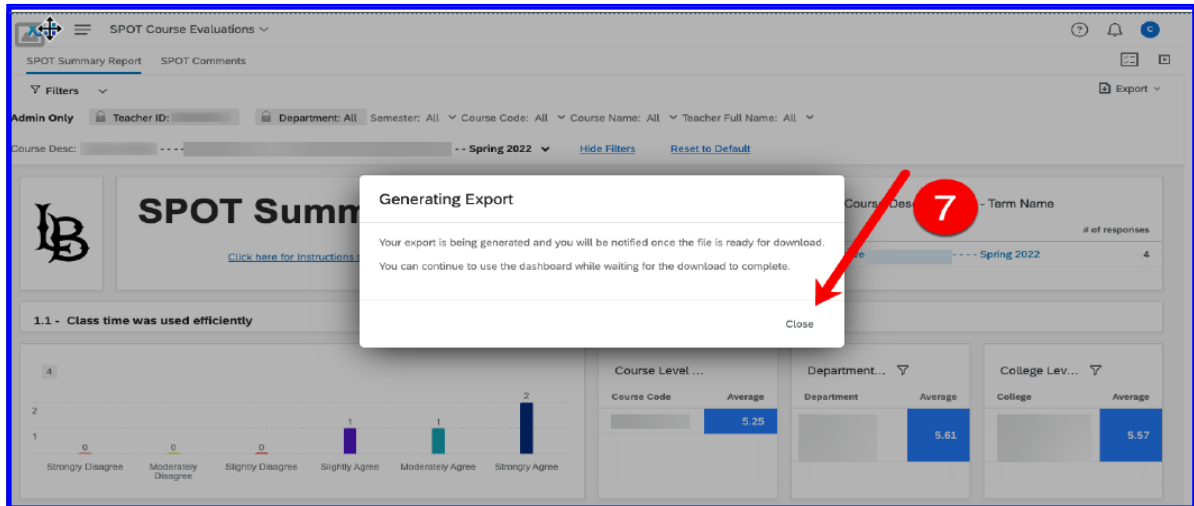
Alternatively, select File Type “PDF” and enable “No page break” to avoid unwanted spacing and page breaks.

Click on the “Export” button.

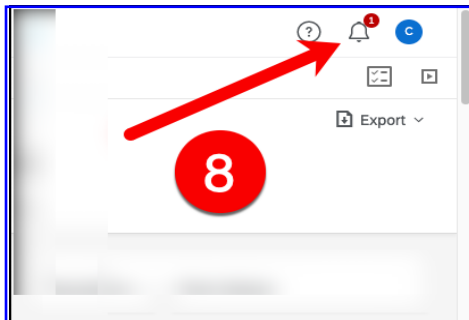




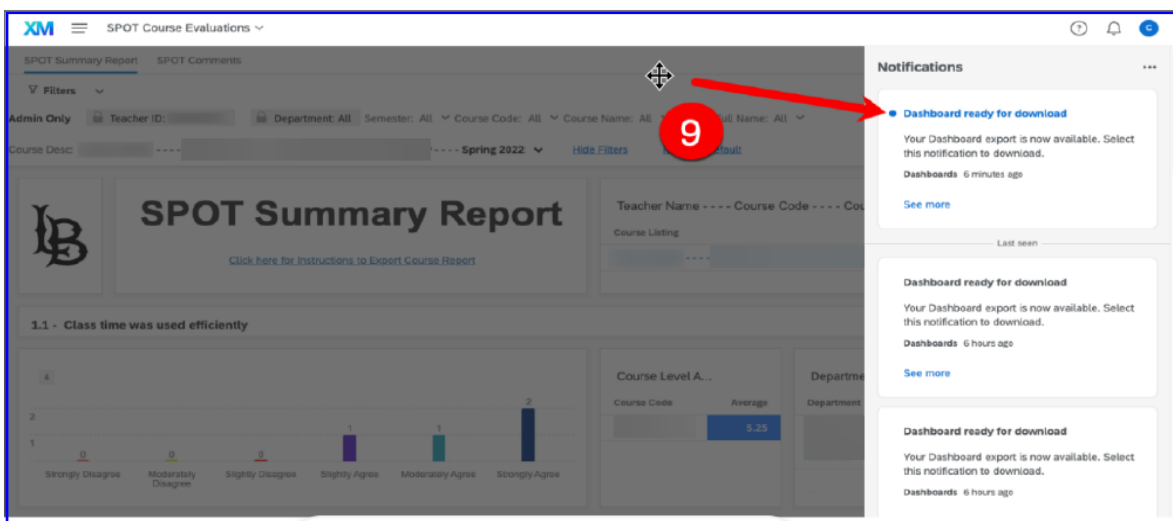
- Click “Close” and wait for a minute or two.  
Your export is being generated and you will be notified once the file is ready for download.  
You can continue to use the dashboard while waiting for the download to complete.



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

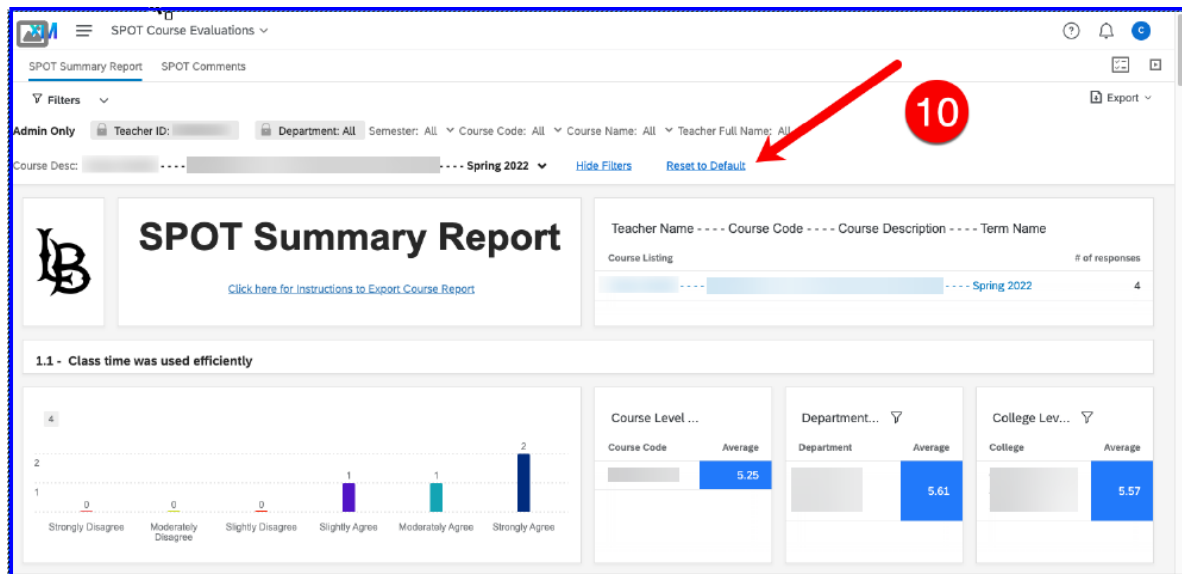


- Click “Dashboard Ready for Download” and save your PDF report.

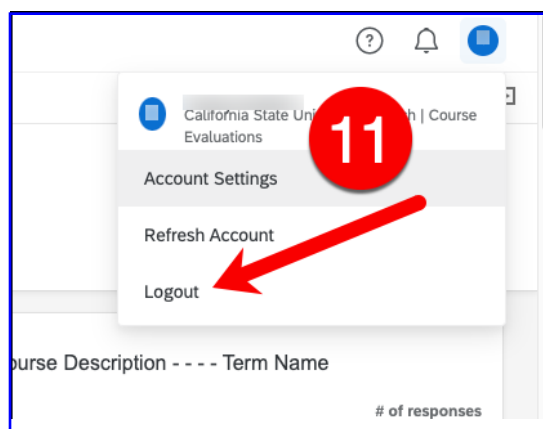




10. To move from one course to another, click “Reset to Default” and select your next course.



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





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

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

The screenshot shows the 'SPOT Summary Report' interface. The 'SPOT Comments' tab is selected in the top navigation bar, indicated by a red circle with the number 3. The interface displays a table of student comments for the Fall 2022 semester. The table has columns for Term Name, Instructor, Course Code, and three comment categories: 'What contributed most to your learning in this course?', 'Did anything interfere with your learning in this course? If so, explain.', and 'What suggestions or recommendations do you think would help your instructor...'. The table shows 10 rows of data, with the first row having 'N/A' for all three categories. The second row has 'The homework given every week.' for the first category, 'Sometimes I was a bit too busy to do all the work that was provided but I still managed to turn everything in.' for the second, and 'Everything was done well :)' for the third. The third row has 'Our professor did a great job providing us with online resources to help us learn new technological concepts on our electronic devices. There was LinkedIn 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.' for the first category, 'Nothing interfered with me learning in this class.' for the second, and 'I don't believe I have any recommendations most classes were engaging.' for the third. The fourth row has 'Professor was always available and responded in a timely manner. He also set clear expectations.' for the first category, 'No' for the second, and 'Change the format of the due dates. He would post the assignments early but didn't go over them until Wednesdays and then they were due on Sundays. I feel like they should've been due on Wednesdays to give us more time. Also it was ALOT of work. Sometimes 3 or 4 tasks had to be completed in one week. Although it was doable, it was a bit excessive. The professor really is amazing though. He is very knowledgeable about the content and wants his students to succeed. He always has a smile on his face and is excited to teach.' for the third. The fifth row has 'The organization of the class.' for the first category, 'No' for the second, and 'I really like the way the Professor designed the class.' for the third. The sixth row has '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.' for the first category, 'There was nothing that really interfered with learning in this course. All the resources he gave us was available.' for the second, and 'Everything was good!' for the third. The seventh row has 'He explained the concepts in class and demonstrated how to complete the assignment.' for the first category, 'N/A' for the second, and 'N/A' for the third. The eighth row has 'N/A' for all three categories. The ninth row has 'N/A' for all three categories. The tenth row has 'N/A' for all three categories.

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

The screenshot shows the 'SPOT Summary Report' interface. The 'SPOT Comments' tab is selected in the top navigation bar. A red circle with the number 4 points to the 'Number of Students Enrolled vs Responded' bar chart. The chart shows the number of students enrolled (23) and the number of responses (19). The interface displays a table of student comments for the Fall 2022 semester. The table has columns for Term Name, Instructor, Course Code, and three comment categories: 'What contributed most to your learning in this course?', 'Did anything interfere with your learning in this course? If so, explain.', and 'What suggestions or recommendations do you think would help your instructor...'. The table shows 10 rows of data, with the first row having 'N/A' for all three categories. The second row has 'The homework given every week.' for the first category, 'Sometimes I was a bit too busy to do all the work that was provided but I still managed to turn everything in.' for the second, and 'Everything was done well :)' for the third. The third row has 'Our professor did a great job providing us with online resources to help us learn new technological concepts on our electronic devices. There was LinkedIn 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.' for the first category, 'Nothing interfered with me learning in this class.' for the second, and 'I don't believe I have any recommendations most classes were engaging.' for the third. The fourth row has 'Professor was always available and responded in a timely manner. He also set clear expectations.' for the first category, 'No' for the second, and 'Change the format of the due dates. He would post the assignments early but didn't go over them until Wednesdays and then they were due on Sundays. I feel like they should've been due on Wednesdays to give us more time. Also it was ALOT of work. Sometimes 3 or 4 tasks had to be completed in one week. Although it was doable, it was a bit excessive. The professor really is amazing though. He is very knowledgeable about the content and wants his students to succeed. He always has a smile on his face and is excited to teach.' for the third. The fifth row has 'The organization of the class.' for the first category, 'No' for the second, and 'I really like the way the Professor designed the class.' for the third. The sixth row has '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.' for the first category, 'There was nothing that really interfered with learning in this course. All the resources he gave us was available.' for the second, and 'Everything was good!' for the third. The seventh row has 'He explained the concepts in class and demonstrated how to complete the assignment.' for the first category, 'N/A' for the second, and 'N/A' for the third. The eighth row has 'N/A' for all three categories. The ninth row has 'N/A' for all three categories. The tenth row has 'N/A' for all three categories.



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

The screenshot shows the 'SPOT Summary Report' dashboard. At the top, there are filters for 'Admin Only', 'Instructor ID', 'Department', 'Semester' (Fall 2022), 'Course Code', 'Course Name', 'Instructor', and 'Class Support Type'. Below the filters is a table titled 'Number of Students Enrolled vs Responded' with columns for 'Course ID', '# of student Enrolled', and '# of responses'. The table shows 23 enrolled students and 19 responses. Below this is a table of comments with columns for 'Term Name', 'Instructor', 'Course Code', and 'Comments'. A red circle with the number 5 and an arrow points to the 'Export' button in the top right corner.

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.

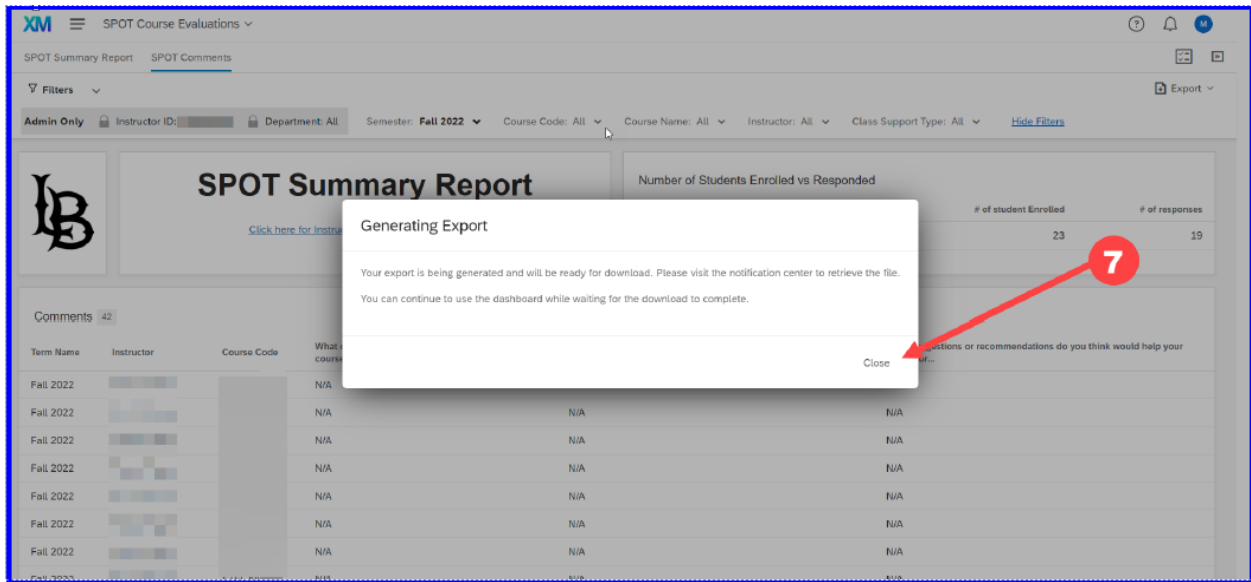
Alternatively, select File Type “PDF” and enable “No page break” to avoid unwanted spacing and page breaks.

Click on the “Export” button.

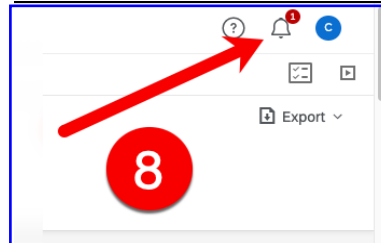
The screenshot shows the 'SPOT Summary Report' dashboard with the 'Export Options' dialog box open. The dialog box has the following settings: 'File Type' set to 'PDF', 'No page breaks' checked, 'Margin' set to '0.25in', 'Select pages' set to 'SPOT Comments', 'Zoom' set to '100%', and 'Hide Filters', 'Hide Header', and 'Hide Page List' all unchecked. A red circle with the number 6 and an arrow points to the 'Export' button in the dialog box.



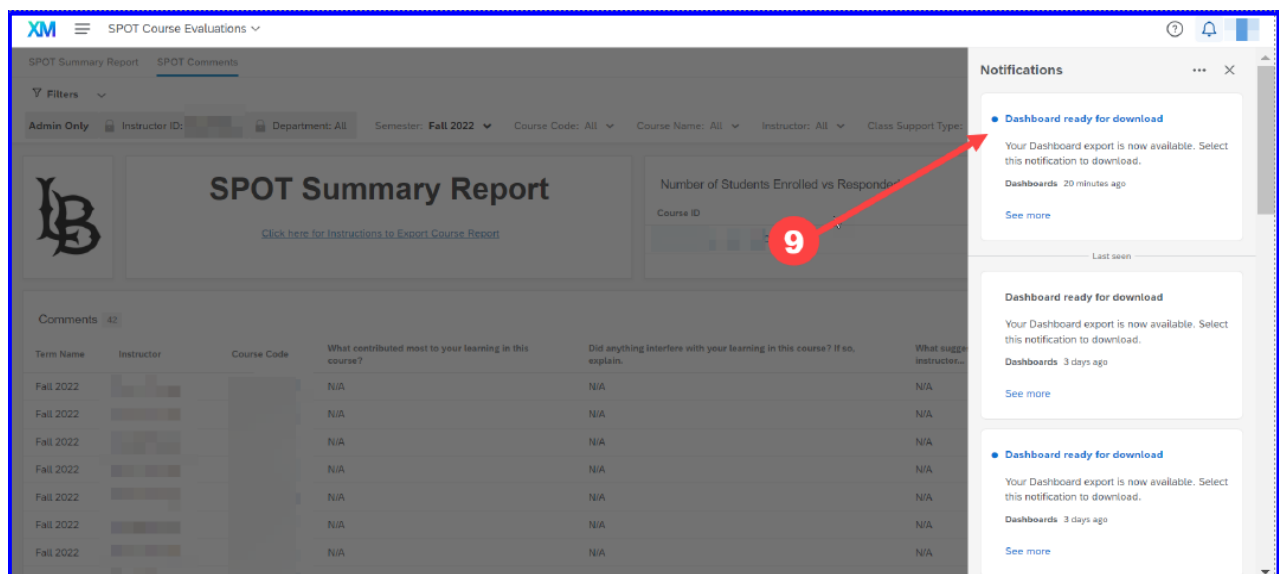
- Click "Close" and wait for a minute or two.  
Your export is being generated and you will be notified once the file is ready for download.  
You can continue to use the dashboard while waiting for the download to complete.



- 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.

The screenshot shows the 'SPOT Summary Report' interface. At the top, there are tabs for 'SPOT Summary Report' and 'SPOT Comments'. Below these are various filters including 'Term Name', 'Instructor', 'Department', 'Semester', 'Course Code', 'Course Name', 'Instructor', and 'Class Support Type'. A red circle with the number 10 and an arrow points to the 'Reset to Default' link in the top right corner of the filters section. The main content area displays a table of student comments and a chart titled 'Number of Students Enrolled vs Responded'.

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			N/A	N/A	N/A
Fall 2022			N/A	N/A	N/A
Fall 2022			N/A	N/A	N/A
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 :)
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 LinkedIn 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 interfered with me learning in this class.	I don't believe I have any recommendations most classes were engaging.
Fall 2022			Professor was always available and responded in a timely manner. He also set clear expectations.	No	Change the format of the due dates. He would post the assignments early but didn't go over them until wednesdays and then they were due on Sundays. I feel like they should've been due on Wednesdays to give us more time. Also it was ALOT of work. Sometimes 3 or 4 tasks had to be completed in one week. Although it was doable. It was a bit excessive. The professor really is amazing though. He is very knowledgeable about the content and wants his students to succeed. He always has a smile on his face and is excited to teach.
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 really 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 complete the assignment.	N/A	N/A

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

The screenshot shows the user profile dropdown menu. A red circle with the number 11 and an arrow points to the 'Logout' option. The menu includes options for 'Account Settings', 'Refresh Account', and '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 specific course. The 'Comments' section is active, displaying a table of student feedback. A red box highlights the 'Comments' tab, and another red box highlights the 'Export' button in the top right corner of the comments table. A red arrow points from the 'Export' button to the next step.

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

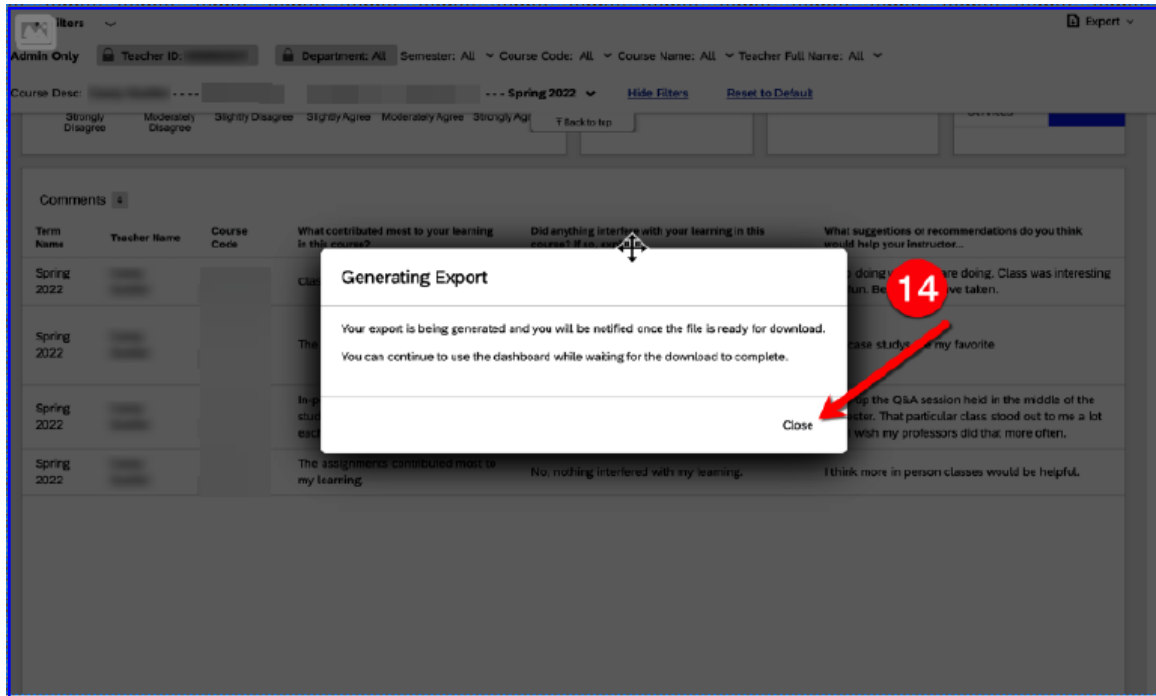
The screenshot shows the SPOT Course Evaluations Dashboard with the 'Export Options' dialog box open. The 'File Type' is set to 'PDF', 'No page breaks' is checked, and the 'Export' button is highlighted. A red arrow points from the 'Export' button to the next step.



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.

