



CSD
Education
Survey

The Communication Sciences and Disorders (CSD) Education Survey

A Step-by-Step Guide

Supported by the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) and the American Speech-Language-Hearing Association (ASHA)

Table of Contents

Accessing Your Survey Dashboard	3
Authorized Users	3
Logging In	3
Dashboard Layout.....	4
Your Institution.....	5
Institution Portfolio.....	6
Current Survey	6
Past Survey	6
Completing the Institution Portfolio Section.....	7
First Time Use	7
Editing Your Institution Portfolio	8
Completing the Current Survey (CSD Education Survey – Data Tables) Section.....	8
Opening the Survey and Downloading a Blank Copy	9
Selecting Your Degree Programs and Reporting Sunset Degrees.....	9
Survey Sections Overview	10
Help Text.....	11
Proceeding to the Submission Section and Entering a Contact Email	11
Submitting Your Data	13
Viewing Past Surveys.....	13

Accessing Your Survey Dashboard

Your institution's **Survey Dashboard** serves as the go-to place for accessing the CSD Education Survey, editing basic program information, viewing and printing your institution's prior surveys, and finding help resources. Faculty members' access to your institution's Survey Dashboard must be authorized prior to survey completion.

Authorized Users

The chair and/or program director have full access to the Survey Dashboard and are responsible for updating and maintaining the accuracy of the data reported for their institution's programs. Chairs and/or program directors may request to add or remove survey access for *additional* faculty or staff to edit survey data by emailing CSDEducationSurvey@asha.org. Below is a summary of these access roles:

Chair/Program Director

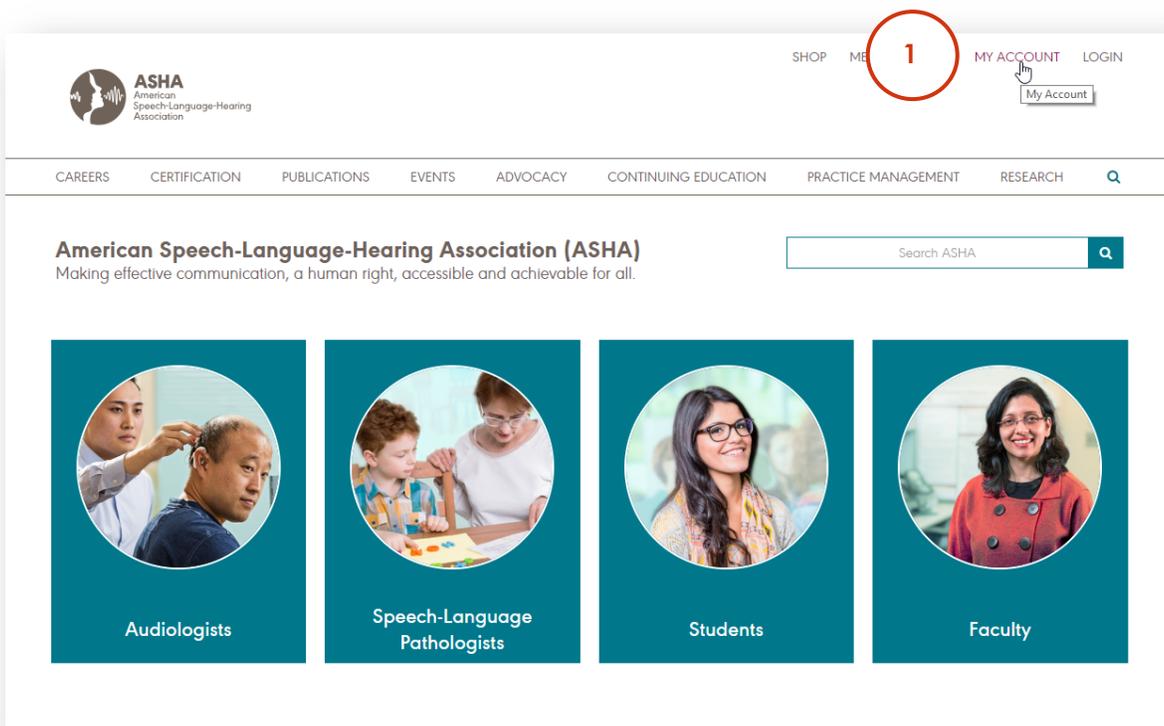
- ✓ Receives notifications and updates
- ✓ Authorizes faculty/staff to assist with data entry
- ✓ Updates and submits the Institution Portfolio
- ✓ Selects the institution's list of degree programs offered in the survey
- ✓ Reviews the completed survey to ensure accuracy of the data provided
- ✓ Submits the completed survey

Authorized Faculty/Staff "Survey Editors"

- ✓ Assists with data entry in the survey
- ✓ Receives notifications and updates related to survey completion

Logging In

To access your institution's Survey Dashboard, **(1)** go to "My Account" at the top right-hand corner on www.asha.org, **(2)** sign in with your ASHA username and password, and **(3)** select "Access your institution's surveys" under the CSD Education Survey header on your account page.



The screenshot shows the ASHA website header. The ASHA logo is on the left. In the top right corner, there are links for 'SHOP', 'ME', 'MY ACCOUNT', and 'LOGIN'. The 'MY ACCOUNT' link is circled in red with the number '1' inside, indicating the first step in the login process. Below the header is a navigation menu with links for 'CAREERS', 'CERTIFICATION', 'PUBLICATIONS', 'EVENTS', 'ADVOCACY', 'CONTINUING EDUCATION', 'PRACTICE MANAGEMENT', and 'RESEARCH'. Below the navigation menu is the ASHA logo and tagline: 'American Speech-Language-Hearing Association (ASHA) Making effective communication, a human right, accessible and achievable for all.' To the right of the tagline is a search bar labeled 'Search ASHA'. Below the search bar are four circular images representing different groups: 'Audiologists', 'Speech-Language Pathologists', 'Students', and 'Faculty'.

Sign In to Your Account

Username (E-mail)

Password

 Show

2

Sign In

[Forgot your password?](#)

Need an ASHA.org account?

[Create a new account.](#)

CSD Education Survey

Arizona State University

- [Access your institution's surveys](#)

3

Dashboard Layout

The **Survey Dashboard** is composed of the following **four sections**:

Your Institution: This section displays your institution's address and contact information according to ASHA's records. If any of this information needs to be updated, please contact CSDEducationSurvey@asha.org.

Institution Portfolio: This section displays a form with questions about your institution's basic program information, such as application deadlines, specialty areas, and email contacts. Data entered in the Institution Portfolio form are saved year-to-year. **Only chairs/program directors can enter this information.**

Current Survey: This section displays the CSD Education Survey – Data Tables section of the survey and the institution's progress towards completion. This section contains questions about your institution's department and faculty as well as detailed program information, such as admissions, enrollment, and graduation, most of which is collected in a data table question format.

Past Survey: This section displays all completed surveys upon submission to view and print.

CSD Education Survey Dashboard

YOUR INSTITUTION

Arizona State University

Department of Speech and Hearing Science,
P.O. Box 870102,
Tempe, AZ 85287-0102
Phone: (480)965-2374
Fax: (480)965-8516
Website: <https://chs.asu.edu/programs/by-academic-program-area/speech-and-hearing-science>

INSTITUTION PORTFOLIO

Please edit and confirm this information before starting the annual CSD Education Survey below. This portfolio contains information such as application deadlines, specialty areas, and email contacts.

IMPORTANT: MAKE SURE TO VERIFY YOUR DATA AT THE END OF THE FORM

When reviewing and updating your portfolio data, you must go to the end of the form to verify and submit any changes you have made. **If you close out before verifying and submitting your data at the end of the form, the system will take five hours to register your updates.** After the five-hour window, you may return to continue updating your Portfolio information.

This portfolio was last updated: 03-22-2019

Edit & Confirm Institution Portfolio

CURRENT SURVEY

	Academic Year	Start Date	Due Date	Status
Begin 2019 CSD Education Survey - Data Tables	Fall 2018-Summer 2019	4-3-2019	4-3-2019	Not Started

Your Institution

Make sure the correct institution name, address, contact information, and web address is listed under "Your Institution." If the incorrect institution name is listed, or if information in this section of the Survey Dashboard needs to be updated, email

CSDEducationSurvey@asha.org

YOUR INSTITUTION

Arizona State University

Department of Speech and Hearing Science,
P.O. Box 870102,
Tempe, AZ 85287-0102
Phone: (480)965-2374
Fax: (480)965-8516
Website: <https://chs.asu.edu/programs/by-academic-program-area/speech-and-hearing-science>

Institution Portfolio

INSTITUTION PORTFOLIO

Please edit and confirm this information before starting the annual CSD Education Survey below. This portfolio contains information such as application deadlines, specialty areas, and email contacts.

IMPORTANT: Upon reviewing and updating your Portfolio data, you must click "Submit" at the end of the form. **If you close out before submitting, the system will not save your changes in your EdFind program profile.**

This portfolio was last updated: 02-18-2020

[Edit & Confirm Institution Portfolio](#)

Current Survey

CURRENT SURVEY

	Academic Year	Start Date	Due Date	Status
Begin 2023 CSD Education Survey - Data Tables	Fall 2022-Summer 2023	8-1-2023	10-31-2023	Not Started

Past Survey

PAST SURVEY

Year of Survey ▼	Academic Year	Completed Survey
2019 CSD Education Survey	2019	View and Print

Completing the Institution Portfolio Section

Before completing the CSD Education Survey – Data Tables section, the chair/program director must complete the Institution Portfolio form on the top right-hand side of the **Survey Dashboard** (**note: only the chair/program director can access this form**). The Institution Portfolio enables chairs/program directors to enter basic information about the institution's programs, including application deadlines, program requirements, contact information, and other program features.

First Time Use

Data must be entered from start to finish the very first time that the chair/program director completes the Institution Portfolio. If the browser window is closed before submitting the form, the data will be lost. To complete the Institution Portfolio, **(1)** select "Complete Institution Portfolio" and enter your data, **(2)** verify the data you have entered at the end of the form, and **(3)** select "Submit" to submit your data.

INSTITUTION PORTFOLIO

Please complete this information before starting the annual CSD Education Survey below. This portfolio contains information such as application deadlines, specialty areas, and email contacts.

IMPORTANT: FIRST TIME COMPLETING THIS FORM?

When entering your portfolio data for the first time, you must complete this form from start to finish. **If you close out before finishing, your data will not be saved.** Program sections range in length from 9 questions (undergraduate degree section) to 21 questions (clinical-entry level degree section). Plan on 5-10 minutes to complete each degree program your institution offers.

1 Complete Institution Portfolio

Please verify the information you have entered and select 'Submit' to save your data.

I verify that the information entered in this form are accurate and up-to-date.

2

3

Editing Your Institution Portfolio

After the Institution Portfolio form is completed the first time, the data are saved. When the next year's survey is open, the chair/program director only has to view and edit the data previously entered in the Institution Portfolio before selecting "Submit". The Survey Dashboard will record the date that the Institution Portfolio was last updated.

INSTITUTION PORTFOLIO

Please edit and confirm this information before starting the annual CSD Education Survey below. This portfolio contains information such as application deadlines, specialty areas, and email contacts.

IMPORTANT: Upon reviewing and updating your Portfolio data, you must click "Submit" at the end of the form. **If you close out before submitting, the system will not save your changes in your EdFind program profile.**

This portfolio was last updated: 02-18-2020

Edit & Confirm Institution Portfolio

Important: After viewing and/or updating data in the Institution Portfolio, you **MUST go to the end of the form to verify the data and select "Submit"**. If the browser window is closed without selecting "Submit" at the end of the form, your data may not be saved, and the system will take five hours to re-open the Institution Portfolio (the message below will appear on your Survey Dashboard when the browser is closed before submission). Should you close the browser before selecting "Submit", please return to the Institution Portfolio after the five-hour window and select "Submit" at the end of the form.

SYSTEM PROCESSING

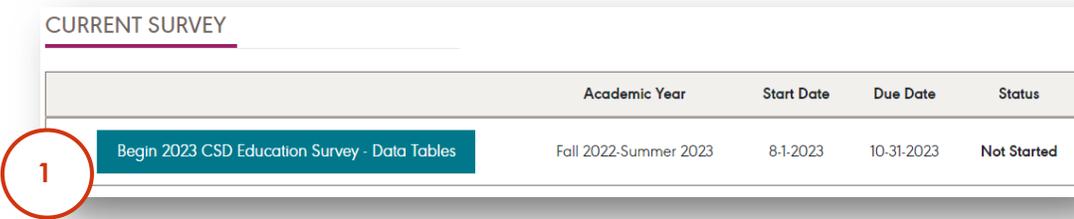
Our records indicate that the Portfolio was closed out before clicking "Submit" at the end of the form. **The system will take five hours to re-open your access. Please return after this 5 hour period to click "Submit" at the end of the form and publish your changes to your EdFind profile.**

Completing the Current Survey (CSD Education Survey – Data Tables) Section

The annual CSD Education Survey – Data Tables section collects many quantitative program data that change year-to-year, including applications, admissions, enrollment, graduation, faculty information, and grant data. Once started, the CSD Education Survey – Data Tables section will save the data entered; the survey does not have to be completed from start to finish in one sitting. As such, you may close the browser window and re-open the CSD Education Survey – Data Tables section to continue entering data until you are ready to submit the survey.

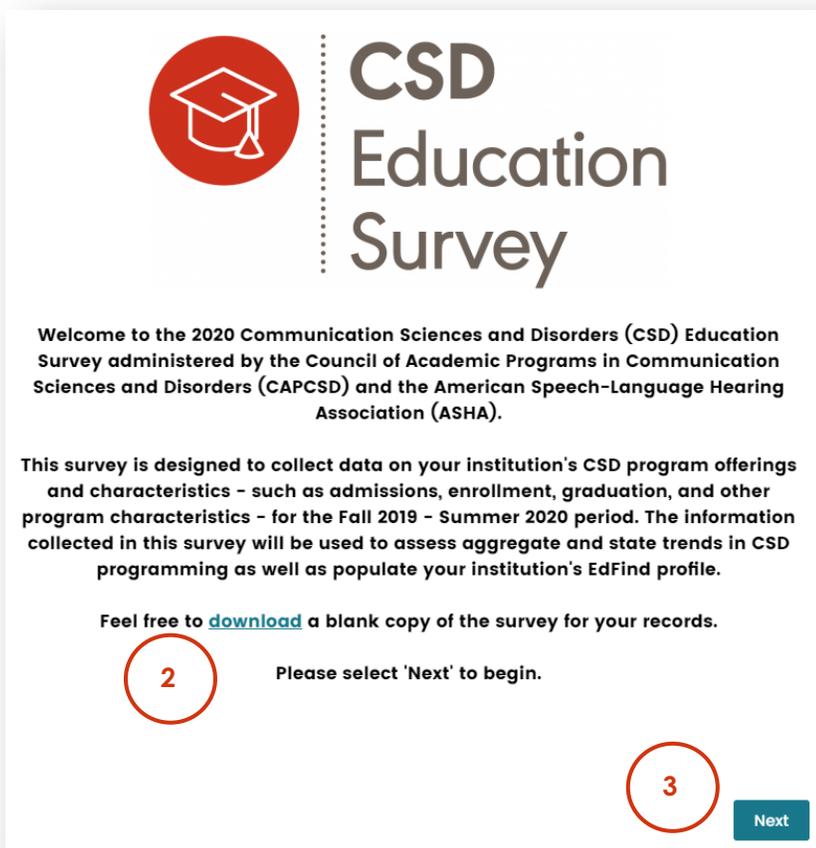
Opening the Survey and Downloading a Blank Copy

To open the CSD Education Survey– Data Tables section, the (1) chair/program director should select the blue “Begin” button. Information about the survey’s academic year, start date, due date, and submission status are displayed in the Survey Dashboard view.



CURRENT SURVEY				
	Academic Year	Start Date	Due Date	Status
1 Begin 2023 CSD Education Survey - Data Tables	Fall 2022-Summer 2023	8-1-2023	10-31-2023	Not Started

Once opened, the chair/program director will have the opportunity to (2) download a blank copy of the survey from the welcome page. The chair/program director must then (3) select “Next”.



 **CSD
Education
Survey**

Welcome to the 2020 Communication Sciences and Disorders (CSD) Education Survey administered by the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) and the American Speech-Language Hearing Association (ASHA).

This survey is designed to collect data on your institution’s CSD program offerings and characteristics – such as admissions, enrollment, graduation, and other program characteristics – for the Fall 2019 – Summer 2020 period. The information collected in this survey will be used to assess aggregate and state trends in CSD programming as well as populate your institution’s EdFind profile.

Feel free to [download](#) a blank copy of the survey for your records.

2 Please select ‘Next’ to begin.

3 [Next](#)

Selecting Your Degree Programs

Next, the chair/program director must select the degree programs the institution offers and select “Next” at the bottom of the page. The degrees selected will determine which questions in the survey require a response.

Only **after** the chair/program director has selected their programs and hit “Next” can other faculty/staff with editing access enter the survey. If you are a faculty/staff member with editing access only, and the chair/program director *has not* entered the survey and selected the institution’s degree program offerings, you will see the following message on your Survey Dashboard:

Thank you for your willingness to complete your institution's CSD Education Survey. After the authorized chair or program director begins your institution's Data Tables survey and selects the degree programs offered, you will be able to access the survey. Please contact them to complete this step.

Should you have any questions, please email CSEducationSurvey@ASHA.org.

Survey Sections Overview

After selecting the institution's degree program(s), a **Survey Sections Overview** page will be displayed listing the sections of the survey that need to be completed. Users can select any survey section to answer questions in that section. Once in a section, questions must be answered sequentially. Users can always return to the Survey Sections Overview page by **(1)** selecting the "Survey Sections" button at the bottom of the screen. If the degree programs listed are incorrect in the Survey Sections Overview, **(2)** select "Degree Programs Offered (select if need to change)" and update your institution's degree programs.

The screenshot shows the ASHA logo at the top left. Below it, the text reads: "Listed below are the sections of the survey that must be completed. You can choose to start in any section." This is followed by instructions: "At any point during the survey, you can select the 'Survey Sections' button at the bottom of each page to return to this navigation menu. In addition, a sidebar will appear at the left-hand side of each page that displays a list of all the sections when selected. All completed sections will have a checkmark by their name." and "You will be provided instructions on how to submit your survey responses after the completion of all sections."

The main content area lists the following sections:

- Degree Programs Offered (select if need to change)** (Annotated with a red circle containing the number 2)
- Institutional Information**
- Undergraduate Program**
- Clinical Entry-Level Speech-Language Pathology Program**
- Research Doctoral Degree Program**

A red bracket groups these five sections and is labeled "Sections".

At the bottom of the page, there is a blue button labeled "Survey Sections" (Annotated with a red circle containing the number 1) and a blue button labeled "Next".

When a user returns to the Survey Sections Overview page after answering some questions in the survey, the page will display which sections are completed (indicated by a checkmark) and progress made in other sections (indicated by a percentage complete).

✓ [Institutional Information](#) → Completed Section
 50% [Undergraduate Program](#) → Section 50% Complete
[Non-Clinical Master's Program](#)

Survey Sections

Back
Next

Help Text

Help text explaining additional details about a survey question can be viewed by (1) hovering your cursor over "More information about this question."


ASHA
 American
 Speech-Language-Hearing
 Association

☰

Please select up to eight areas of research in audiology and speech language pathology listed below for which peer reviewed publications and/or funded grants were published or received by your faculty within the last 5 years.
 This information will be used to update your EdFind record.

The intent of this question is to capture the broad areas in which faculty at your institution published peer-reviewed work and/or received grant funding within the last 5 years. This question assists students in distinguishing programs by area of research.

[More information about this question.](#) (1)

Audiology/Hearing Science

- Audiologic assessment
- Audiologic (re)habilitation
- Auditory processing (Audiology)
- Balance

Proceeding to the Submission Section and Entering a Contact Email

Once all sections of the survey are complete, chairs/program directors and survey editors are shown the following page:

STOP...

Please confirm that all the sections in your survey are 100% complete and have a checkmark by their name before hitting 'Next.' To return to any section and review the data entered, select the section name below.

Once you hit 'Next,' YOU WILL NOT be able to edit your survey, so **ONLY** proceed if you are ready to submit your survey.

Survey Section Overview

- ✓ [Degree Programs Offered](#) (select if need to change)
- ✓ [Institutional Information](#)
- ✓ [Undergraduate Program](#)

Survey Sections

Back

Next

All sections should have a checkmark by their name before proceeding to the submission section. As the message indicates, at this stage, only proceed to select "Next" if you are ready to submit your survey.

After selecting "Next", users are directed to enter an email address should ASHA have questions about the responses provided. A summary of the data reported will also be sent to the email address provided. After entering the email address, **only chairs/program directors** can **(1)** select "Next" to proceed to verify the data entered.



Please enter an email address we can reach you at should we have any questions about the responses you will submit. A summary of your completed survey with the option to download a PDF copy will also be sent to the email address you provide below. After entering your contact information, authorized program directors/chairs may proceed to the next page to submit the survey.

Name

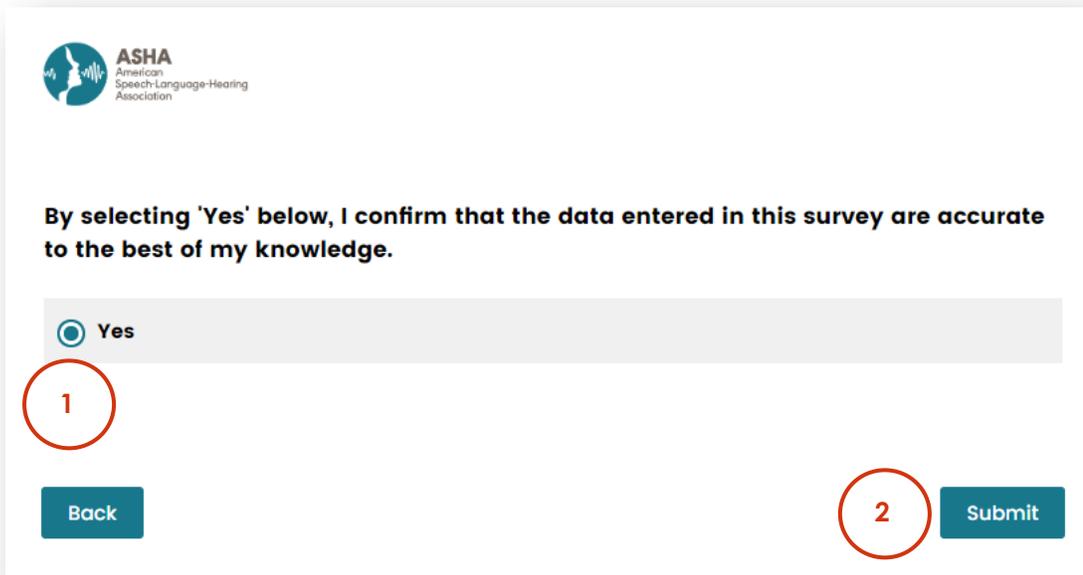
Email

1

Next

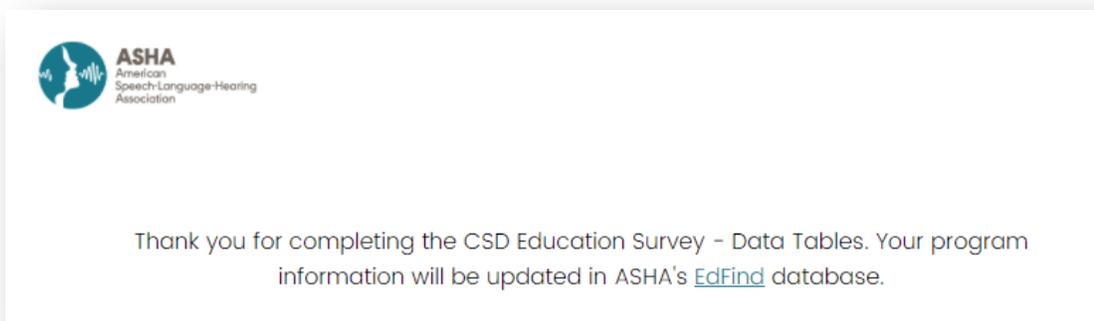
Submitting Your Data

To submit your institution's survey, chairs/program directors must **(1)** confirm their data and **(2)** select "Submit".



The screenshot shows the ASHA logo at the top left. Below it, the text reads: "By selecting 'Yes' below, I confirm that the data entered in this survey are accurate to the best of my knowledge." There is a radio button labeled "Yes" which is selected and circled in red with the number "1". At the bottom left is a "Back" button, and at the bottom right is a "Submit" button, which is also circled in red with the number "2".

Chairs/program directors will be redirected to the following page after the survey has been submitted:



Viewing Past Surveys

After the survey is submitted, the survey is saved to the "Past Survey" section of the **Survey Dashboard**. Chairs/program directors and other authorized faculty/staff with survey editing access can view and print their completed survey.

To print the survey, **(1)** select "View and Print" on the Survey Dashboard, **(2)** press "Ctrl" + "P", and **(3)** select "Print". Make sure **(4)** "Background graphics" is selected in your browser's print settings panel.

PAST SURVEY

Year of Survey ▼	Academic Year	Completed Survey
2019 CSD Education Survey	2019	1 View and Print

2 Press "Ctrl" + "P"

Print

Total: 5 sheets of paper

3 [Print](#) [Cancel](#)

Destination Pub_Xerox201_MFD on ...
Xerox 5755
[Change...](#)

Pages All
 e.g. 1-5, 8, 11-13

Copies

Layout

More settings ^

Paper size

Pages per sheet

Margins

Scale

Options Headers and footers
 Two-sided
4 Background graphics

The degree programs selected determine the questions populated in this survey and determine the list of degree programs and degree designators that are displayed in EdFind.

Undergraduate program in communication sciences and disorders

Bachelor of Arts (BA) in communication sciences and disorders
 Bachelor of Science (BS) in communication sciences and disorders
 Other undergraduate program in communication sciences and disorders (please specify)

Non-clinical master's program in communication sciences and disorders

Master of Arts (MA) in communication sciences and disorders
 Master of Science (MS) in communication sciences and disorders
 Other non-clinical master's program in communication sciences and disorders (please specify)

Clinical entry-level master's program in speech-language pathology

Master of Arts (MA) in speech-language pathology (clinical entry-level)
 Master of Science (MS) in speech-language pathology (clinical entry-level)
 Master of Education (MEd) in speech-language pathology (clinical entry-level)
 Other clinical entry-level master's program in speech-language pathology (please specify)

Clinical entry-level doctoral program in audiology

Doctor of Audiology (AuD) (clinical entry-level)
 Doctor of Clinical Science (CScD) in audiology (clinical entry-level)
 Other clinical entry-level doctoral program in audiology (please specify)

Post entry-level clinical doctoral program in audiology

Doctor of Audiology (AuD) (post entry-level clinical)
 Doctor of Clinical Science (CScD) in audiology (post entry-level clinical)
 Other post entry-level clinical doctoral program in audiology (please specify)

Post entry-level clinical doctoral program in speech-language pathology

Doctor of Speech-Language Pathology (SLPD) (post entry-level clinical)
 Doctor of Clinical Science (CScD) in speech-language pathology (post entry-level clinical)
 Other post entry-level clinical doctoral program in speech-language pathology (please specify)

If your institution did not submit a survey for one of the academic years, you will see a blank PDF when you click "View and Print" for that academic year's survey.