Qualtrics 360 Directions: College Supervisor/Cooperating Teacher

Logging into Qualtrics at the Beginning of the Semester/Initial Email Invitation

- When an evaluation becomes available/open to you in your Assessment Portal, you will receive an email invitation. The email will come from “EHHP-OSSC” with the subject line “College of Charleston Assessment Portal”
- Click on the link provided in the email.
- If you have never logged in to Qualtrics, enter your username (your email address) and the temporary password provided in the email. You will be asked to change your password. Enter a new password and press the Save button.
- If you have logged into Qualtrics in the past, your password will be blocked out in the email. If you do not remember your password, please email Arly Douglass at douglassa@cofc.edu. She will have to send you a reset password email.
- You will now be at the task list screen of the assessment portal. A list of students you are assessing is provided for the selected assessment. The current assessment you are working on is listed at the top of the page in green. To change between assessments click on My Assessments at the top of the page in gray.
- Follow the directions below under Taking an Assessment.

Accessing the Assessment Portal after the Initial Email Invitation

- After your initial email invite, bookmark the Qualtrics login page at https://cofc360.qualtrics.com/ for easy access in the future.
- After you log in, you will be at the My Assessment tab where you will see a list of assessments assigned to you.
- Under each assessment, there are two options- Task List and View Report. You can jump to any assessment Task List or View Reports for any assessment from this screen.
- To the right of the assessment name, the percentage of the assessment you have completed is indicated.
- On the My Assessments screen, you have the ability to sort the assessments by selecting the Sort drop-down in the top right corner of the screen. You can sort by Name, Creation Date, Progress, or Last Used.
- Please use the My Assessment portal as a way to keep track of the assessments assigned to you and your progress with them.
- Your assigned assessments will remain in your portal, whether completed or not completed, until the administrator closes them (usually after the semester ends).

Taking an Assessment

1. Locate the assessment on your My Assessment tab that you would like to begin.
2. Click on Task List to be taken to that individual assessment.
   a. The Task List will remain blue until all tasks completed. Qualtrics defines “task” as completing the assessment AND viewing the report. After the assessment has been taken and the report has been viewed, the Task List will turn white.
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3. Select Evaluate [Student’s Name] for the student you wish to assess.
4. The rubrics for the assessments are available for download at http://ehhp.cofc.edu/CPEval.
5. Complete the assessment.
6. If you have to exit before completing the evaluation, click on the **My Assessments** tab on the top of the page.
   a. You will receive a dialog box that asks if you are sure you want to leave.
   b. Make sure to click on **Save and Leave** to save your responses.
   c. When you are ready to complete it, find the assessment/student and click on **Evaluate [Student’s Name]** to pick up where you left off.
7. Qualtrics does not have an automatic time out feature after a certain amount of inactivity. However, if you begin an evaluation and know you will not be able to complete it in one sitting, you are advised to follow abovementioned #5 to ensure your responses are recorded.

Changing Responses

1. On your **My Assessment** tab, click on **Task List** for the particular evaluation
2. Click on the drop-down box to the right of **Evaluate [Student’s Name]** and click on **Retake Evaluation**.
3. Your previous responses are recorded, so you can go back to the specific response you need to change.
4. After you have made your changes/updates, click through the remainder of the pages so that you get to the last page of the evaluation and receive the notification that the responses have been recorded.

Viewing Reports

- Once you complete an evaluation, a report will become available. You can view it by clicking on **View Report**. (Please see **Progress Indication** below for further report details.)
- If you would like to review a report at a later date after you know another assessor has completed the evaluation, go to **My Assessments**, locate the assessment and click on **Task List** and then **View Report**.
- You should see a list of your interns’ name(s) listed on the left and the report will appear in the center of the page.
- Students will receive an initial email notification when a report is available to view in their portal.
  - If there is more than one assessor, students will only receive the initial email notification after the first assessor completes the evaluation. If there are other assessors who complete the evaluation after that initial email notification, students will need to remember to check back frequently in their portal to view the report once the other assessor completes it.

Progress Indication
• The assessments listed on the **My Assessment** tab will only show 100% completion after you have viewed all of the reports for each student assigned to you.

• Go to the particular assessment on the **My Assessment** tab, click on **Task List** and then **View Report**.

• If you feel you do not need to review each page on each intern's report, simply click on the name of each intern on the left so that their report appears in the center of the page. However, when you get to the last intern (or only intern in some cases) on your list, you must scroll to the last page in order for the assessment to indicate 100% completion.
  o **View Report** will turn blue when you have reviewed all of the reports for the assessment.

• To refresh the progress status on your **My Assessments** tab, click on the **drop-down box on your name** in the upper-right hand corner of the screen, and then click on **Refresh Account**.