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Understanding the Project GOALS Instructor Reflection Tool

In exchange for about a half hour of your time to set up your free Qualtrics account and your Instructor Reflection tool, you will have access on your mobile device to a classroom observation tool that may be used easily in your classroom throughout the term! You also have a way to share your ratings with the whole class.

Why should you do this? Reflection is a critical and central habit that will help your students develop and refine their professional skills for the rest of their careers. By incorporating just a few reflection activities into your course, you can set a foundation for their professional success!

How do you do this? You get to decide how to integrate these activities into your class, based on your time constraints and the type of classroom culture you and your students have established.

As a starting suggestion:

1. Students tend to give themselves high ratings on these skills—in many cases, unrealistically.
2. For this reason, we do encourage you to conduct *at least one Instructor Reflection per term*.
3. To do an Instructor Reflection, you observe students' performing one or more employability skill—preferably ones that you have assigned—during a team activity. Then, you fill out the mobile rating tool immediately after class.
4. The rating process is quite flexible and often goes quickly, particularly after you've had the students in your class for several weeks.
5. Then, you can generate your summary report and share your aggregate findings with the whole class. When you do so, you may encourage students to compare their individual self-ratings to your aggregate ratings. This gives them a signal of where they might improve. You can refer them to the rubric for the specific skills to give them ideas and underline the observed behaviors that informed your rating.

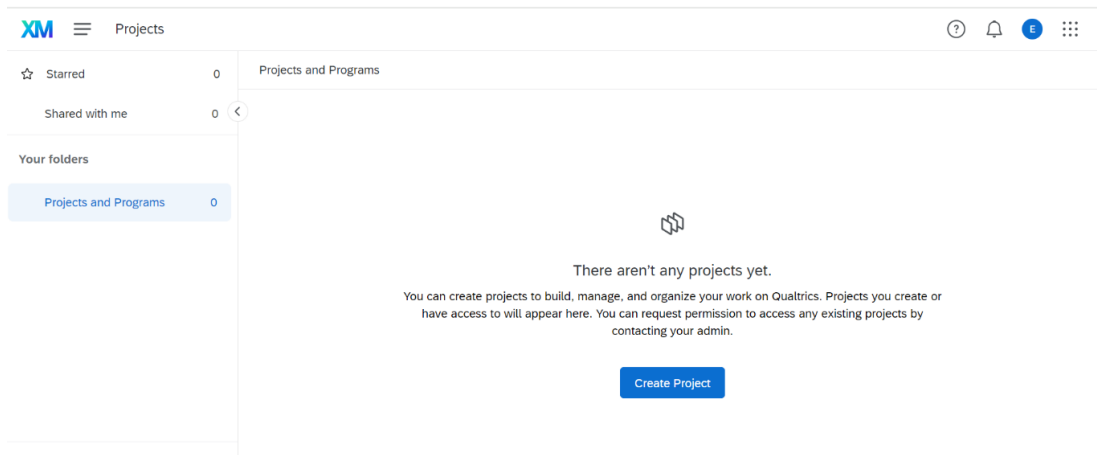
That's it! Thanks for trying the Instructor Reflection Tool!

Getting Started

Go to the [Project Goals Instructional Resources page](#) to download the QSF files to your computer. These files are the pre-programmed survey files that will be needed to create the survey.

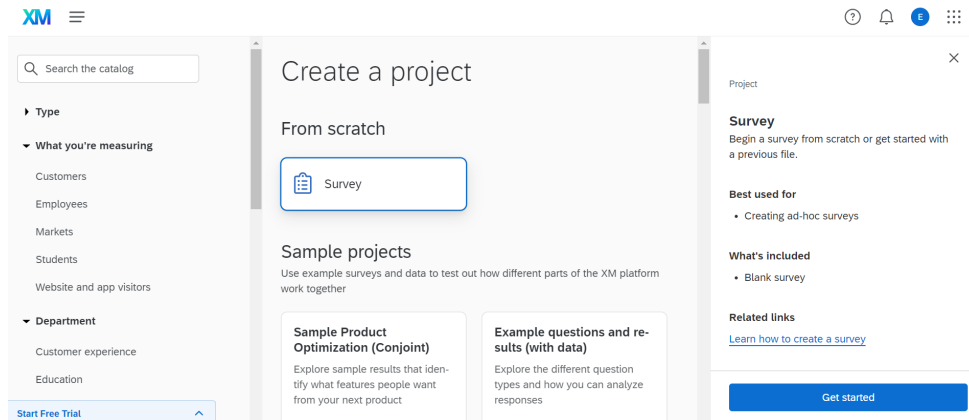
Creating a Free Qualtrics Account

1. Head to [this webpage](#).
 2. Scroll down to “Sign up with Qualtrics for free.” Follow the directions. Once you create the account, you will be invited to “Create a survey from scratch.” It will take you to the Projects page.
- ★ Power Tip: If you get lost, you can always find the Projects page by clicking on the hamburger in the upper left and clicking “Projects” in the dropdown menu.
3. On the Projects page, you will have the option to create up to three projects with the free account. Click on “Create Project” as seen below. This will take you to the Create a Project page.



Uploading the Instructor Reflection Tool to Your Qualtrics Project Page

1. On the Create a Project page, see the header “From Scratch,” and click on the “Survey” button.
2. A new Survey screen will pop up on the right side. Click on the blue “Get Started” button at the bottom of this screen.



3. On the next screen, you will be asked to “Create a new project.” Give your project a name. Put the title of one of the surveys you will create here, either Instructor or Student.
4. Click on the drop-down menu and select “Import a QSF file.”

Create a new project

Survey

Name

How do you want to start your survey?

Create a blank survey project

Create a blank survey project

Import a QSF file

Copy a survey from an existing project

Use a survey from your library

5. Click Choose File.

Create a new project

Survey

Name

Instructor Assessment

How do you want to start your survey?

Import a QSF file

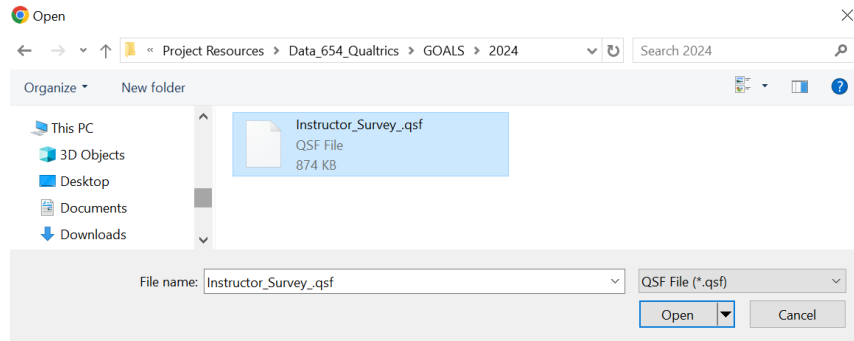
QSF stands for "Qualtrics Survey Format". [Learn more](#)

Choose file

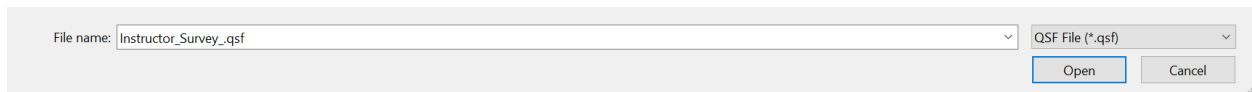
Create project

Cancel

6. Then navigate on your computer to the downloaded GOALS QSF files.
a. Select the appropriate QSF file - Instructor_Survey.qsf



7. Select "Open"



8. Then click the blue "Create Project" button.

Create a new project

Survey

Name

Instructor Assessment

How do you want to start your survey?

Import a QSF file

QSF stands for "Qualtrics Survey Format". [Learn more](#)

Choose file

Instructor_Survey_58.qsf

Create project

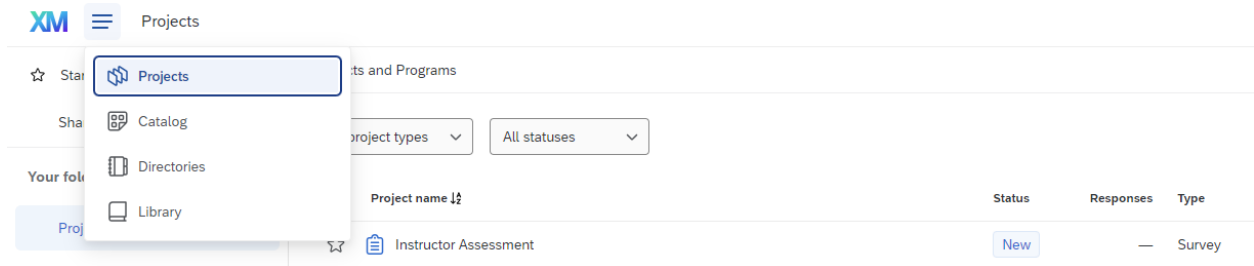
Cancel

Congratulations! You have now uploaded the survey file into your Qualtrics project library!

Accessing Your Instructor Reflection Tool

1. Find the project you have created.

★ **Power Tip:** You can always find the Projects page by clicking on the hamburger in the upper left and clicking “Projects” in the dropdown menu.

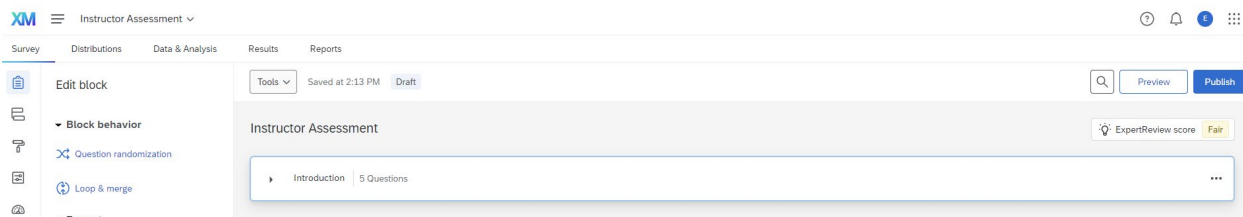


2. Click into your selected project. For our example, we’ll continue with the Instructor Survey.

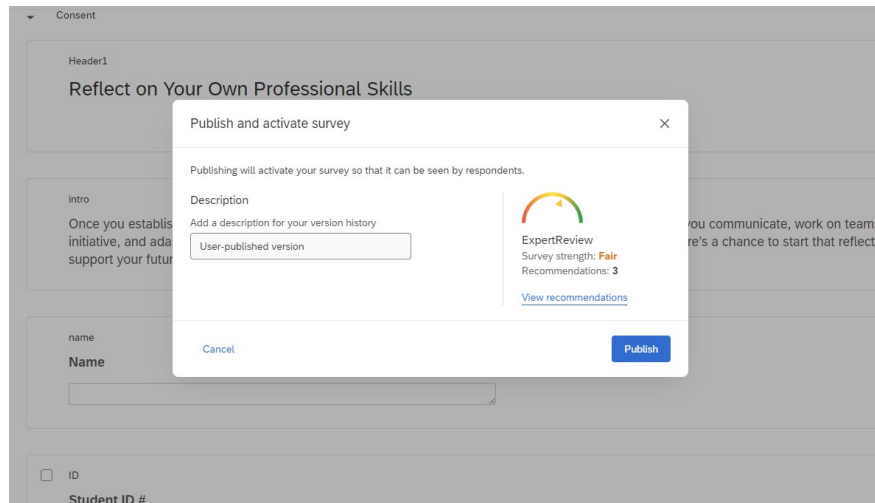
3. You need to first make the survey “live.” To do that, you click on the first project, “Instructor,” and then a new screen will open with all the sections listed in that survey.

★ **Power Tip:** You may review the items on each survey by clicking on the small arrow to the left of each section.

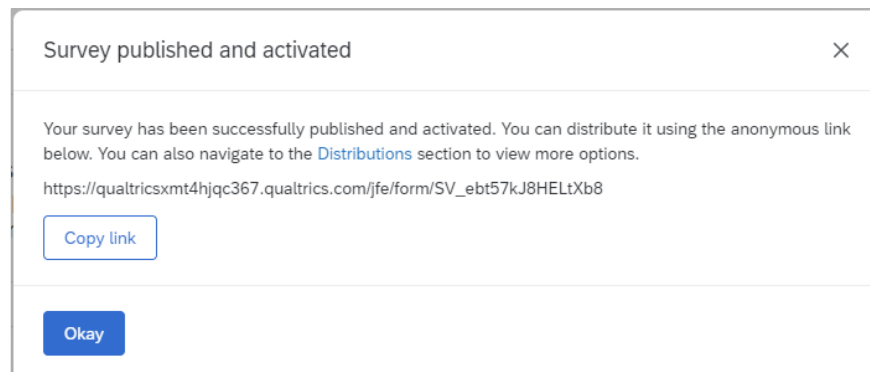
4. To make the survey “go live,” click on the blue “Publish” button in top right corner.



5. Note that you will get the following pop up. Click the blue “Publish” button again (see image on next page).

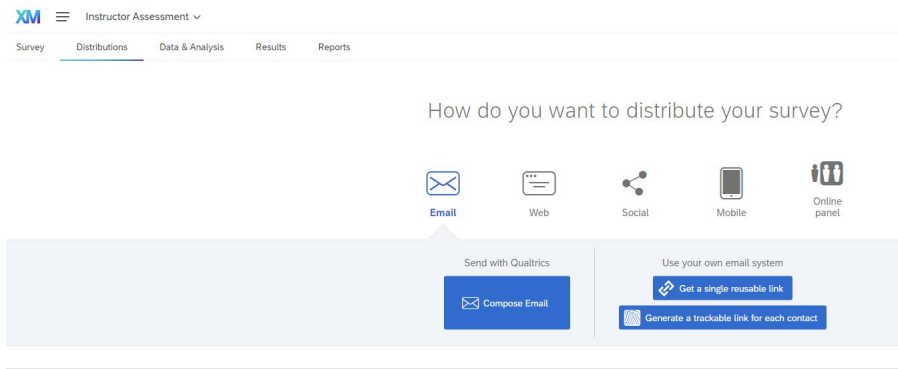


6. Then Qualtrics will give you a pop-up that provides you a link to your new published survey:

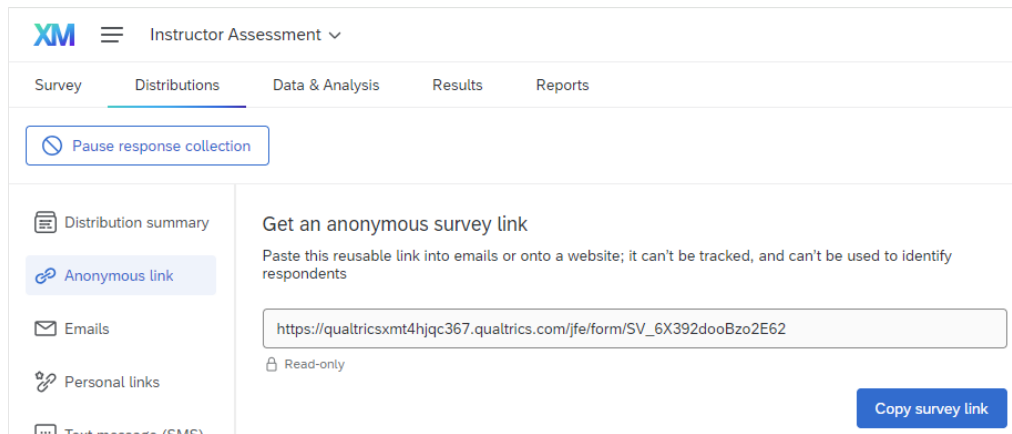


7. You may copy that link and either use it for your own observations of students' performing professional skills in team activities (Instructor survey) or share the link with your students so they may complete their own self-ratings of their professional skills (see image on next page).

- ★ Power Tip: Another way to get the link for each survey is to select the survey from the Projects page and then click on the “Distributions” tab at the top left. Then click in the upper right corner on the blue button that says “+ Distribute Survey”. You will get a new pop-up screen (see image on next page). Click on the blue button to the right that says: “Get a single reuseable link”.



- ★ **Power Tip:** A third way to get a survey link is by selecting the survey from the Project page and then click on the “Distributions” tab at the top left. Then click on the “Anonymous Link” line on the left-hand panel of the screen.



Congratulations, you have distributed a survey. You may repeat the process to distribute another survey.

In the following sections, we review how to use the Instructor Reflection Tool.

Using the Instructor Reflection Tool

To be ready to use this tool, we recommend that while you're observing team activities, first review the observational guidelines in the Teacher Handbook and appendix. Then, as you observe each team, make mental notes or jot down a few notes.

★ **Power Tip:** Use this tool *within a few hours or a day* of a classroom team activity that you have observed.

1. Copy and paste the Qualtrics link into your browser and hit enter.
2. A screen will pop up that asks you to enter the date of the lab activity that you're observing and then to describe the activity.

GOALS Instructor Rating Tool

Date of this lab activity:

5/17/2024

Briefly describe this lab activity:

This activity is a demonstration of how to fill out the Project GOALS instructor rating tool.

3. Next, you will enter the names of the students you are observing. You may enter up to 30 students.

Enter the name of the students you will be rating.

	Name
Student 1	Demo 1
Student 2	Demo 2
Student 3	Demo 3
Student 4	Demo 4
Student 5	Demo 5
Student 6	
Student 7	
Student 8	
Student 9	
Student 10	
Student 11	
Student 12	
Student 13	
Student 14	
Student 15	
Student 16	
Student 17	

4. Lastly, you will select which skills and observable behaviors you are interested in recording. We list a few observational ratings you can make for the skills of communication, adapting to workplace expectations, and teamwork. Check off the boxes that best reflect the skills you wanted students to practice in your lab and that you could observe.

Which of these skills and observable behaviors are you able to rate students on?

(Select all that apply.)

Communication

How well each student communicates through well-written materials.

How well each student communicates in a group.

Adapting to Workplace Expectations

How well each student respects deadlines.

How well each student displays positive attitude.

How well each student invites diverse perspectives.

Teamwork

How well each student assists others in group as needed.

How well each student takes ownership and initiative in work area.

How well each student co-operates and works within the group.

5. Click on the blue “next” button to start recording scores.
6. In the next screen, you will see a rating matrix for each student under each skill you selected to observe (see next page for image).

★ Power Tip: To ensure your ratings are consistent across students and observations, we recommend you reference the [rubric here](#).

Communication: Provides well-written materials.
Rate how well each student communicates through well-written materials.
(Select one response per student.)

	Emerging	Developing	Proficient	Advanced	N/A
Demo 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demo 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demo 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Emerging	Developing	Proficient	Advanced	N/A
Demo 4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demo 5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[back](#) [next](#)

7. Click the blue “next” button when you complete the first ratings and continue rating until you complete all the ratings that you selected.
8. When you are done with your last ratings form, click the blue “next” button, and you will see a screen that previews your ratings by student. (see image below) Review this table to ensure all students have been appropriately scored. You can go back to correct any ratings at this time (see image on next page).

Communication (2) How well each student communicates in a group.

Emerging	Developing	Proficient	Advanced	N/A	NOT RATED
	Demo 1	Demo 2		Demo 3, Demo 5	Demo 4

Meeting Workplace Expectations (2) How well each student displays positive attitude.

Emerging	Developing	Proficient	Advanced	N/A	NOT RATED
		Demo 1	Demo 3, Demo 5		Demo 2, Demo 4

Teamwork (1) How well each student assists others in group as needed.

Emerging	Developing	Proficient	Advanced	N/A	NOT RATED
		Demo 1	Demo 3, Demo 5		Demo 2, Demo 4

STOP!

If there are ANY names listed in this box below, you have unfinished ratings!

Please click the BACK ARROW to return to your ratings sheets.

(If this box is blank, all your ratings are complete!)

Demo 4

Demo 2, Demo 4

If you would like to change any of the ratings above, go back and make edits.

If you like all the ratings above, and there are no un-rated students, click SUBMIT.

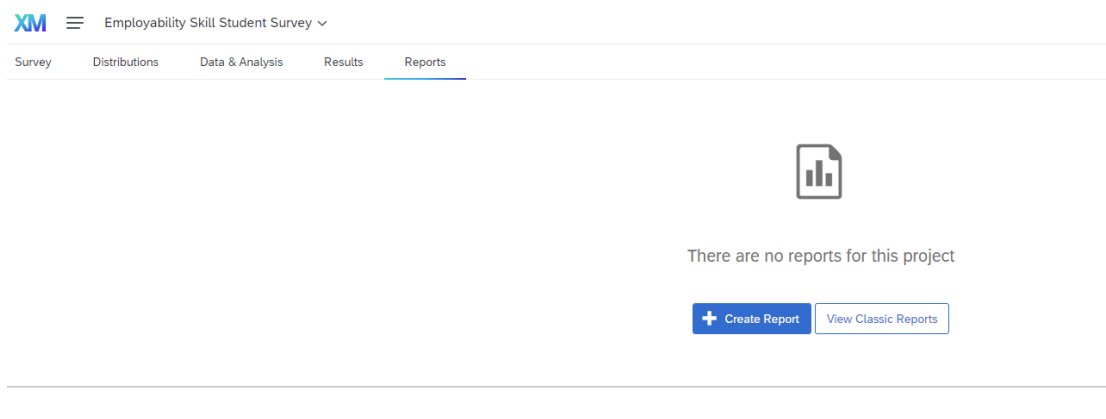
back

SUBMIT

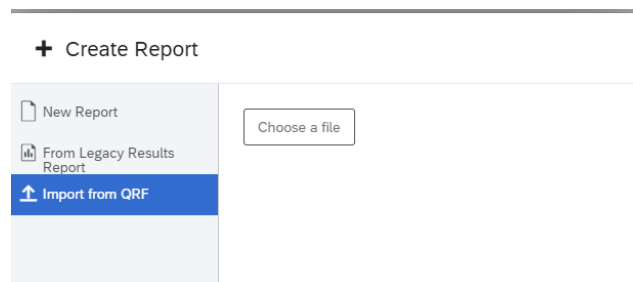
9. If all students look good, then hit submit. Once you hit submit, you will be ready to create your report (see how to do this in the next section).

Creating a Summary Report of Your Observations

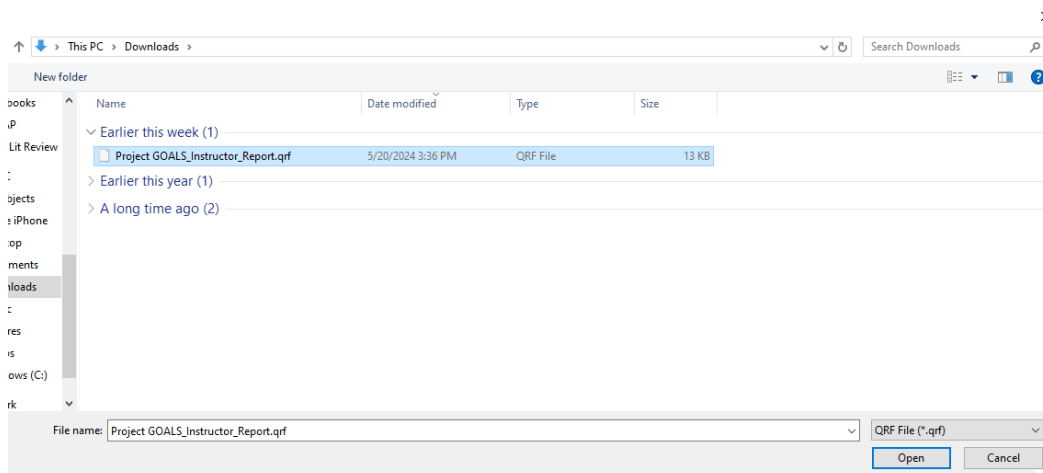
To examine aggregate student results head to the “Reports” tab at the top of the page.



1. Click on “Create Report” and select “Import from QRF.”



2. Then click on “Choose a file” . Navigate to your .QRF file saved on your computer, select “Project GOALS_Instructor_Report.qrf” file, and hit “Open” button. (see image below)



3. Be sure to rename the generic title in the form under “Report Name” line on the screen. In the screenshot below, this form currently reads “Instructor Report”. It will be easier to find this new report that you’re creating if you give it a title referring to the specific course or activity that you have rated in your class.

Then, under the “New Source” line on the screen below, make sure that the new source reads “Instructor Assessment.”

Then click the blue “Create” button.

+ Create Report

New Report

From Legacy Results Report

Import from QRF

Choose a file

Report Name

Instructor Report

Please update the sources of the report. This will change each visualization's source to its new mapped source (at least one of the new sources must be the current active survey). However, the fields in each visualization will NOT be mapped or updated. If you wish to modify a field, then you must manually modify the fields of the visualizations of the imported report.

Original Source	New Source
SV_6X6iF7Z03qzJbsG	Instructor Assessment

Cancel **Create**

4. You have now successfully created your report! You will be able to see whole class average ratings for each skill. The results will resemble the summary report you see below. This presentation allows you to share with students how you’re rating them as a whole class. They can then use this report and compare it to how they rated themselves. In our research, we have found students consistently rate themselves higher than their instructors do. It’s helpful for them to see in this general way where you are seeing some room for improvement. As you present this

information to the class, we suggest that you refer to the Instructor Rubric and cite the specific actions they can take to improve their overall class ratings.

Whole-Class Average Ratings

