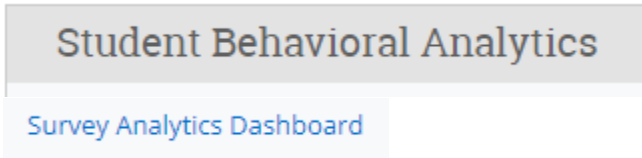


Finding New2BU Responses for Your Students

1. Click Analytics Icon:



2. Choose **Survey Analytics Dashboard** under Student Behavioral Analytics:



3. Select "New2BU Fall 2021 Survey" from drop-down:



4. Filter for your students on the left side:

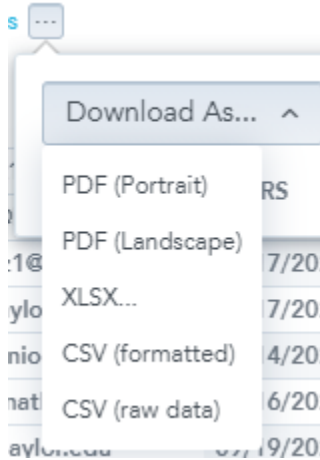
Current Attribute Filters	Academic Filters
CURRENT CATEGORY <input type="text" value="All"/>	ASSIGNED STAFF <input type="text" value="All"/>
RACE/ETHNICITY <input type="text" value="All"/>	COLLEGE NAME <input type="text" value="All"/>
GENDER <input type="text" value="All"/>	MAJOR <input type="text" value="All"/>
CLASSIFICATION <input type="text" value="All"/>	INSTRUCTOR <input type="text" value="All"/>
FIRST GENERATION STATUS <input type="text" value="All"/>	COURSE NUMBER & NAME <input type="text" value="All"/>
INTERNATIONAL STATUS <input type="text" value="All"/>	SECTION ID <input type="text" value="All"/>

Depending on your work with students, you may want to filter by a category, by your name in "Assigned Staff" or any of the other filter options.

5. Once you have your filters selected, choose the Response Summaries tab at the top:



- The blue numbers at the top will give you a list of students who have completed the survey or who have flagged response and the questions with flagged responses. You can get a list of these by clicking on the blue number. To download the list, choose the 3 dots at the top to the right of the blue text:



- To see how your students responded on specific questions, scroll down to the Summary of Responses by Survey Section:

Summary of Responses by Survey Section

The reports below show how students responded to your survey. Use the filters to focus on a specific survey section or question within the section.

SURVEY SECTION: SURVEY QUESTION:

You can filter for a particular survey section or survey question in the above drop-down lists.

- To see how all of your students responded to the Non Free-Text Questions, you can click the blue number and see an overall count of student responses. Selecting the blue number under Free-Text Questions will give you your students' specific responses to the questions:

Non Free-Text Questions

25

Free-Text Questions

4

- To see specific students for specific question responses, scroll down to "Distribution of Non Free-Text Responses by Question":

Distribution of Non Free-Text Responses by Question

Number of responses to a survey question may be lower than the number of students who completed the survey due to skip logic, display logic, or if any questions in the survey are optional.

Question Text	Selected Response	Flagged Response?	Number of Responses	Percent of Responses
At Baylor, I have felt judged	Always	No	65	1.5%

Clicking on any blue number will provide a list of specific students who responded that way. You can download these lists by clicking on the 3 dots mentioned above.

10. Once you have a list of students in an excel file, you can upload a student list to Navigate or if your list is fewer than 200, you can copy the student ID numbers, open Advanced Search* and paste them in the Advanced Search Student ID filter:



Student Information				
First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List				
First Name?	Last Name?	From Last Name?	To Last Name?	Student ID?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Pro Tip: Open Advanced Search by right clicking on the Advanced Search icon show above and open it in a new tab, so you can continue your work in the survey analytics space uninterrupted.

11. After you run your search, you can message students, create appointment campaigns, add notes, etc. from the Actions drop-down menu in Advanced Search.