User Guide for SFQ Dashboard (Question item-level statistics)

Academic Quality Advancement Team (AQA)

HKUST

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1. Navigate the dashboard

After you have logged in the dashboard (https://student-survey.hkust.edu.hk/QS/SFQ-Question-Item-level), there are three sections in this Dashboard:

(i)   Distribution Plot
(ii)   School/Department
(iii)   Instructor

The buttons will direct you to the section respectively.

2. Select a question

Once you have entered **Distribution Plot, School/Department or Instructor** pages, you can click the question item button located at the top left corner of the dashboard or the filter panel.
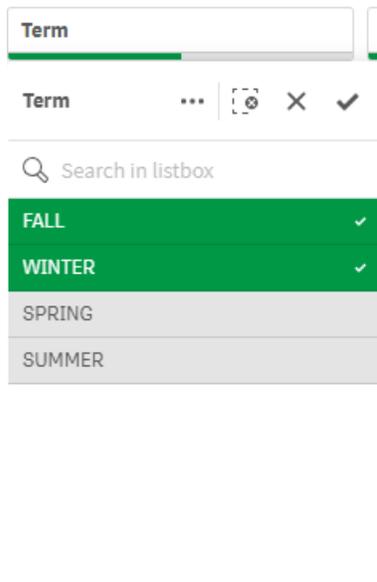
3. Filter results

➤ How to select value(s) in a filter

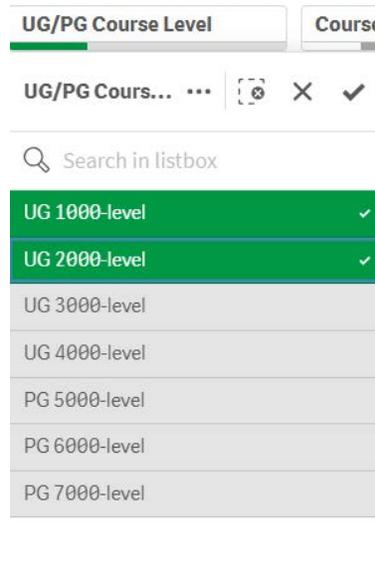Various types of filters are provided at the pages of this dashboard to help you drilldown results.

You can select one or multiple values from one or multiple filter(s) so that you can focus on a subset of responses. For example:

Example 1. Showing Results from Fall and Winter Term

Example 2. Showing results from UG 1000 and 2000 level courses

All your current selections will be displayed at the selection bar, which is located atop the dashboard.
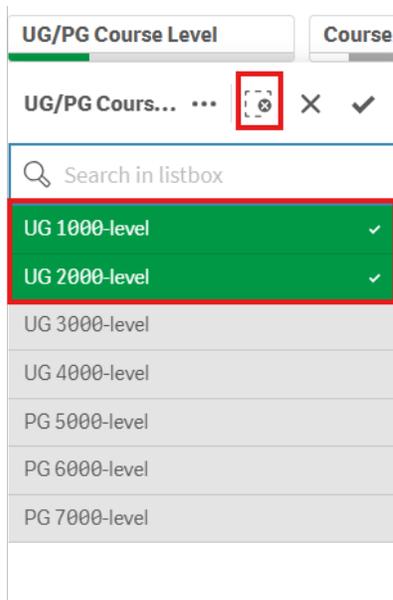
➤ How to cancel selection in filter

1. Click the "X" button of your current selection displayed at the selection bar. This will cancel your selection(s) in that filter.

2. You can also click on the filter to expand the list. Click once on the highlighted value to deselect an individual item, or click the "Clear button" to cancel all selections in the filter.
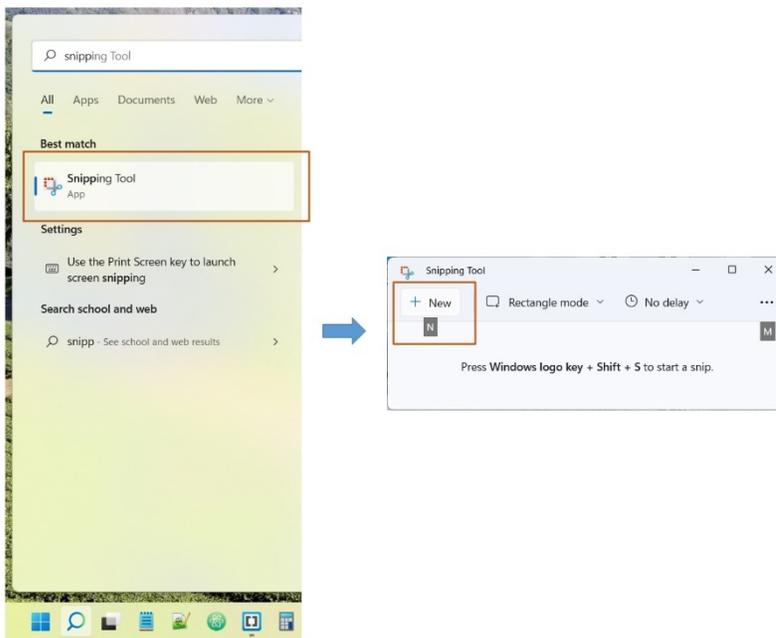
4. Export results to picture (screen capture)

➤ How to export results by screen capture

For Windows: You are recommended to use Snipping Tool (Windows 11) or Snip & Sketch (Windows 10) to take a snapshot of the dashboard. Press **Windows Key** 🪟 and type **Snipping Tool** or **Snip & Sketch** to search the program. Run the program and click **New** to start the screen capture.

The program also supports a keyboard shortcut **Windows Key** 🪟 **+ Shift + S** to capture screenshot directly. You can then paste the screenshot to other programs.

For Mac: Press **Command key** ⌘ command **+ Shift + 4** to do screen capture directly. You can then paste the screenshot to other programs.

5. Export results to Excel

Results of all charts and tables can be exported to Excel for further use.
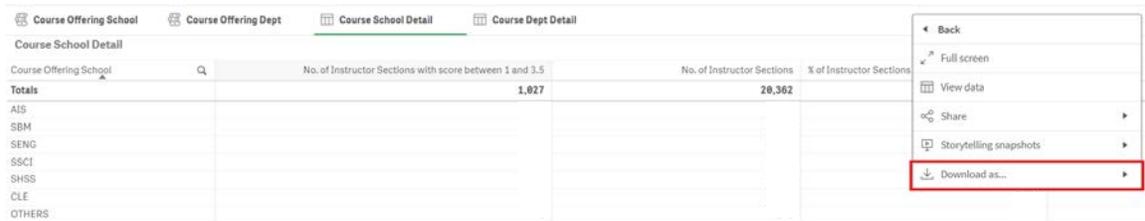
➤ How to export results to Excel

Right click on the chart or table whose results you want to export. The pop-up menu will show the type of chart/table you are clicking. Click that button to proceed.

Click **Download as...**.

Click **Data**.

A pop-up windows will be displayed. You can select "Table formatting" or just leave it blank and click "Export" to download the Excel file. Either the file will be automatically downloaded to a default folder, or you will be prompted to choose a location to save the Excel file.

Data settings

[ ] Table formatting
It may take more time to export a large table if formatting is included.

Cancel   **Export**

Export complete

Your exported data is ready for download.

Click here to download your data file.

Close