CSD Education Survey

The Communication Sciences and Disorders (CSD) Education Survey

User Guide

Supported by the American Speech-Language-Hearing Association (ASHA)

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Getting Started

Using this Guide

Thank you for your participation in the CSD Education Survey. The CSD Education Survey, sponsored by the American Speech-Language-Hearing Association (ASHA), is administered annually to over 350 institutions with academic programs in communication sciences and disorders (CSD). This user guide will help you set up user access to the CSD Education Survey, navigate the online survey environment, and view resources to support a smooth survey submission process for your institution. **Read this guide carefully before starting your survey.** Please contact CSDEducationSurvey@asha.org with any questions about the survey or this guide.

❓	This icon is used throughout the guide to mark a question box featuring important user questions and answers to support your understanding of the survey.
ℹ️	This icon is used throughout the guide to mark an item with information about actions you can take related to the survey.

How the Survey is Organized

The annual CSD Education Survey contains **two** parts: the **Data Tables** and the **Institution Portfolio**. Each part is accessed and completed separately within the online survey platform, known as *ARMATURE Fabric.*

Data Tables

- Focuses on data collection for the **Fall 2024-Summer 2025** period in areas including applications, admissions, enrollment, and degrees granted.
- Can be completed by the Survey Signatory and/or Survey Editor. Submitted by the Survey Signatory only.

Institution Portfolio

- Focuses on ongoing program features and requirements (e.g., specialty tracks, application requirements, prerequisites)
- Reviewed annually, updated, and submitted by the Survey Signatory only.

ℹ️ Submit the **Data Tables** portion of the CSD Education Survey **prior to** submitting the **Institution Portfolio** portion of the survey. Submitting in this sequence helps ensure your EdFind profile can automatically display your new survey responses within one to two days of submission.

Survey User Roles

Each person with access to the CSD Education Survey will be assigned one of two user roles. Below is a summary of the two user roles for the survey: **Survey Signatory** and **Survey Editor.**

Survey Signatory *(required)*

- Typically a department chair and/or program director
- Requests additions, deletions, and edits to survey users
- Updates and submits the Institution Portfolio
- Responsible for accuracy of the data provided
- Submits the completed Data Tables
- Receives notifications and updates

Survey Editor *(optional)*

- Typically a staff or faculty member who will assist with data entry
- Assists with data entry in the Data Tables only; cannot access the Institution Portfolio
- Receives notifications and updates related to Data Tables completion

Adding, Deleting, or Editing a User

❓ **Can my institution have multiple signatories and editors?**

Yes, however, we recommend keeping the number of people with survey access to a minimum to help streamline your institution's survey response coordination process. Your institution is only required to have one survey signatory and the survey editor role is optional. If you choose to have multiple survey signatories and editors, be sure to carefully coordinate efforts and ensure all users understand their role in contributing to the survey response. If there are multiple signatories, determine which signatory will submit the survey in the system.

In the "Contacts" tab of *ARMATURE Fabric*, you can view a list of all users with access to the CSD Education Survey for your institution. You will also see their assigned survey user role: Survey Signatory or Survey Editor.
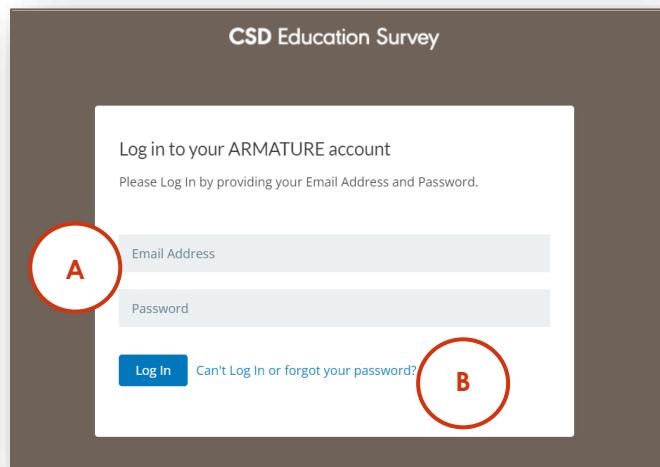
If you need to add, delete, or edit a user for your institution, your Survey Signatory should complete this online request form: https://www.asha.org/academic/hes/request-to-change-csd-education-survey-users/

Logging In

To access *ARMATURE Fabric*, the online survey platform, go to the **CSD Education Survey login page:**

https://csdeducationsurvey.asha.org/ (We recommend bookmarking this login page)

Then follow the applicable step below, based on your account status:

ACCOUNT STATUS	ACTION NEEDED
If you already have an *ARMATURE Fabric* account:	(A) Enter the email address and password associated with your account. Click **"Log In"**.
If you received an email stating you have *ARMATURE Fabric* access, but you have not created your password yet:	Click on **the link provided in the email** to create your password **OR** Click on the (B) **"Can't log in or forgot your password**?" link on the login screen. On the next screen, provide your email address and you will receive an email with instructions to set up a password. NOTE: If you do not receive an email after following this step *(and you have checked your spam/junk folder)*, you do not have access to the CSD Education Survey yet. Contact csdeducationsurvey@asha.org for assistance.
If you do not have an *ARMATURE Fabric* account yet or did not receive an email about survey access:	Ask your department chair to submit a request form to add you as a survey user. Specify the survey user role being requested: Survey Signatory or Survey Editor. Contact csdeducationsurvey@asha.org for assistance.

❓ **I use the *ARMATURE Fabric* software for CAA program reporting. Do I need separate access for the CSD Education Survey?**

Yes. The CSD Education Survey and the CAA reports are housed in separate environments within the *ARMATURE Fabric* software platform and they do **not** share data with each other. Access to each environment is separate, with unique login pages for the CAA and CSD Education Survey environments. **Permissions to each environment are set up separately.** If you have been granted permission to access both the CAA and CSD Education Survey environments for *ARMATURE Fabric*, you will use the **same email address and password** for both environments but will need to access each environment through their **separate login pages**. Contact csdeducationsurvey@asha.org with any questions about access to the CSD Education Survey.

Changing your Login Credentials

If you wish to update your password and/or email address for accessing *ARMATURE Fabric*, click on "**Me**" in the top-right corner of your dashboard. Then select (1) **"Edit My Profile"** from the drop-down list.
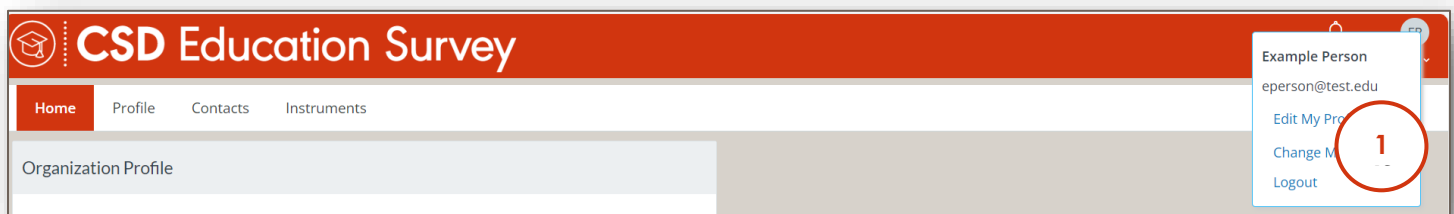

Then, click on the (2) "**Security**" tab and select either (3) **"Change username"** or (4) **"Reset Password"** and follow the on-screen instructions to make the applicable change.
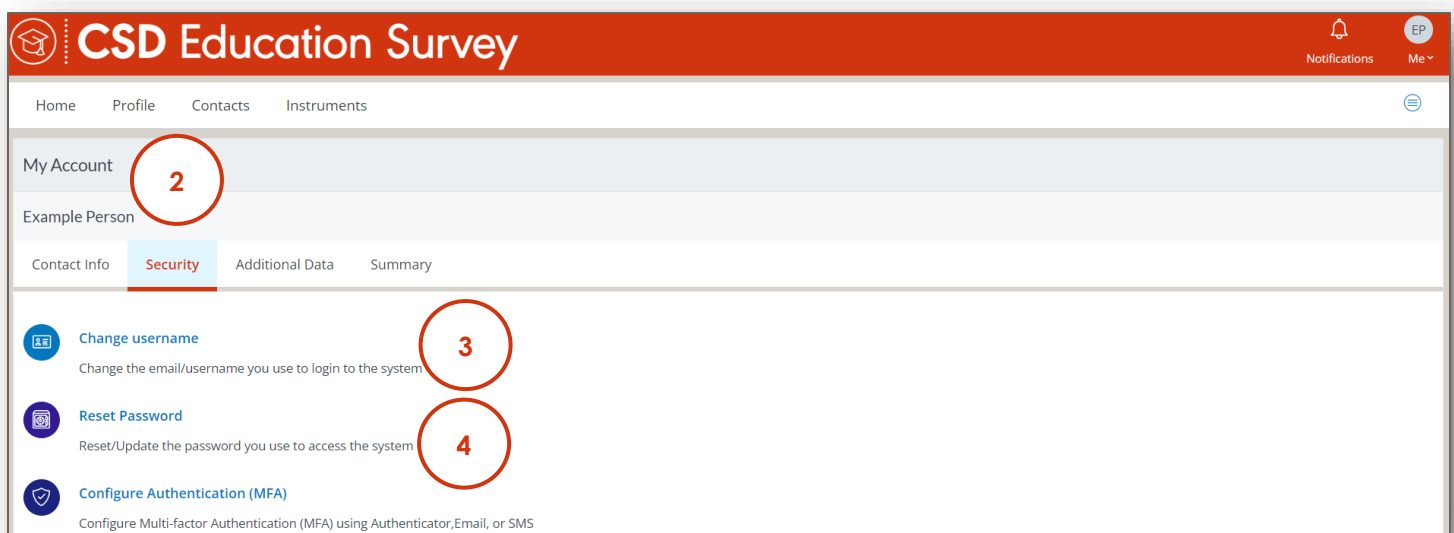

Logging Out

To log out of *ARMATURE Fabric*, click on "**Me**" in the top-right corner of your dashboard. Then select (1) **"Logout"** from the drop-down list.

Dashboard Layout

Home

When you log into *ARMATURE Fabric* from the CSD Education Survey login page, you will see the (1) **Home** tab on your screen as the main landing page. This tab includes a summary of basic information about your institution, including: (2) institution name, eight-digit institution ID number (generated by ASHA), city, state, and website URL. The (3) Primary Contact will indicate "None listed" as we do not use this field in *ARMATURE Fabric*. NOTE: If you are affiliated with more than one institution, you will first see a screen to select your desired institution prior to arriving on the Home tab.
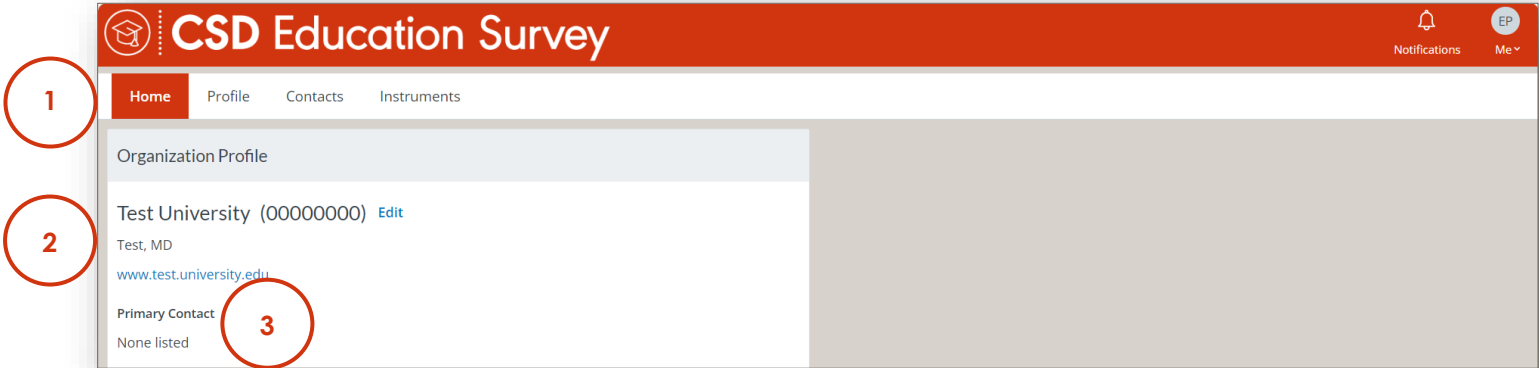
Profile

The **Profile** tab provides a detailed view of your **institution's** profile information, including (1) the same summary of basic information found on the Home tab. In addition, it displays (2) the institution's phone number, email address, and mailing address. *Note: this same institutional contact information displays on all of your institution's profiles in EdFind.*

> ℹ️ **If you need to update any of your institution's profile information**: Contact csdeducationsurvey@asha.org with the updated information and our team will make the change for you. **Do not try to edit the information directly in *ARMATURE Fabric*.**
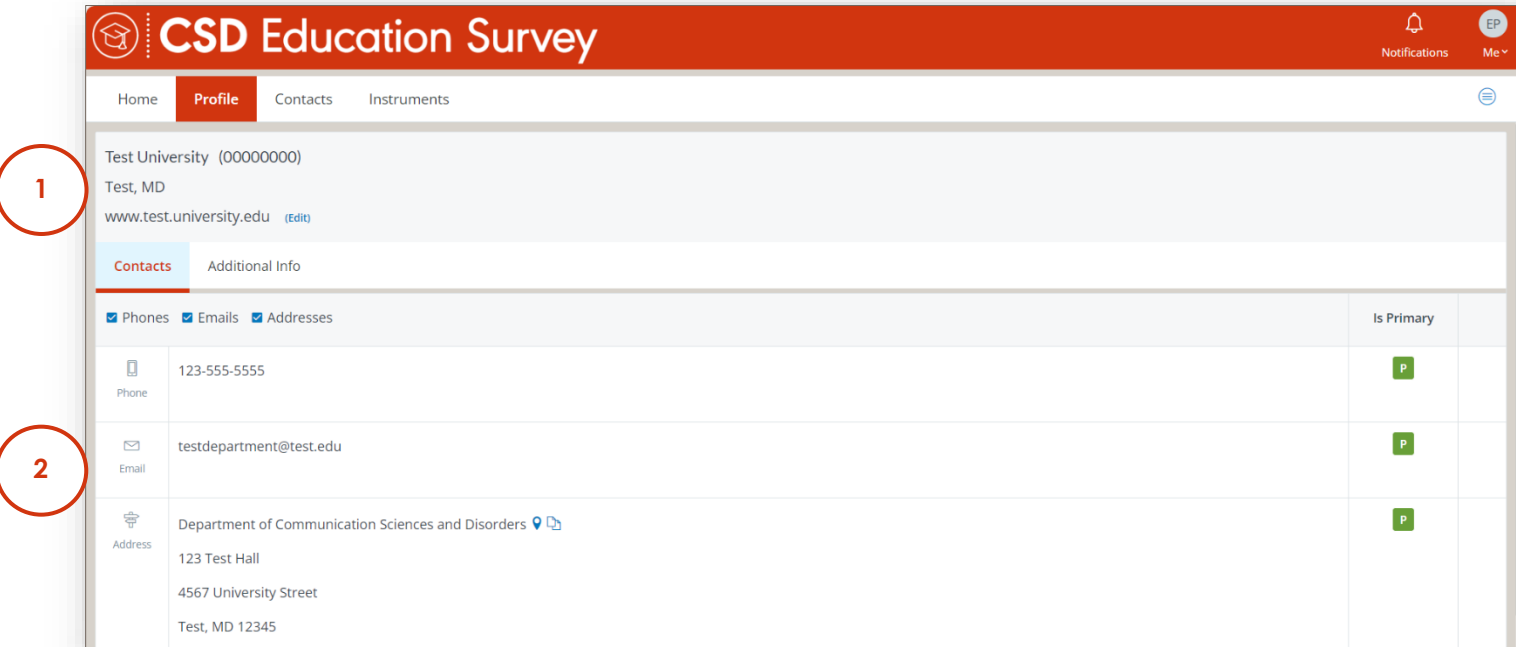
Contacts

The **Contacts** tab includes a list of all users for your institution. Here, you can also view (1) the type of survey user role assigned to each user: **Survey Signatory** or **Survey Editor**. All users will be marked as (2) "Trusted", an *ARMATURE Fabric* setting that allows them access to the institution's dashboard.

ⓘ **If you need to add, delete, or edit a user** for your institution, the Survey Signatory should complete this online request form: https://www.asha.org/academic/hes/request-to-change-csd-education-survey-users/

Instruments

The **Instruments** tab includes (1) a list of current and previous CSD Education Surveys, as well as (2) the due date and completion status of each survey.

> ❓ **Is there a way to see the survey questions before completing the survey online?**
>
> Yes. A few weeks before the survey opens in August, survey users will receive an email with a link to a fillable PDF of all possible questions for the CSD Education Survey. You may choose to use this fillable PDF to preview the questions and organize your data, if desired, in preparation for completing the survey in the online environment. Survey users can also contact csdeducationsurvey@asha.org to request a PDF. You will be able to access the survey online starting August 1.

Completing the Data Tables

Survey Signatories must submit the Data Tables, but Survey Editors can assist with data entry. The Data Tables part of the CSD Education Survey collects many quantitative program data that change year-to-year, including applications, admissions, enrollment, graduation, faculty information, and grant data. The Data Tables part of the survey is available from August through October.

> ❓ **Do I have to enter all of the Data Tables information each year?**
>
> Yes. The Data Tables part of the annual CSD Education Survey focuses on a specific time period each year so data from the previous year's survey submission will <u>not</u> carry forward to the next year. You will need to complete new entries for all Data Tables survey questions each year. The **2025 Data Tables** entries should reflect data from **the Fall 2024 through Summer 2025 period.**

ℹ️ Submit the **Data Tables** portion of the CSD Education Survey **prior to** submitting the **Institution Portfolio** portion of the survey. Submitting in this sequence helps ensure your EdFind profile can automatically display your new survey responses within one to two days of submission.

Opening the Data Tables

(1) Click on the **Instruments** tab and then (2) click on **"2025 CSD Education Survey: Data Tables"**.
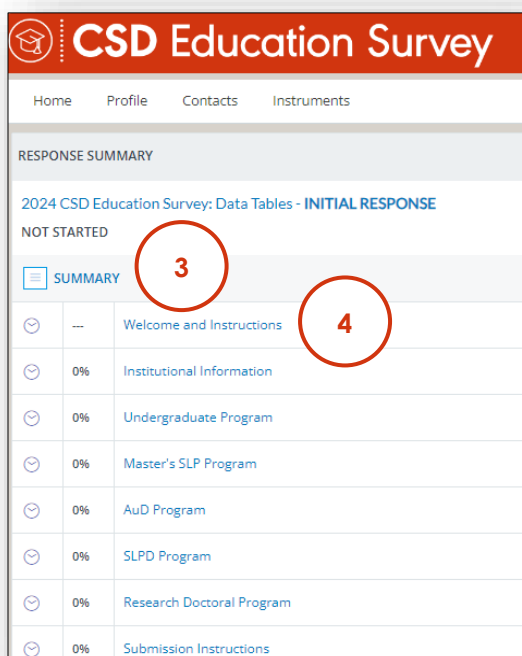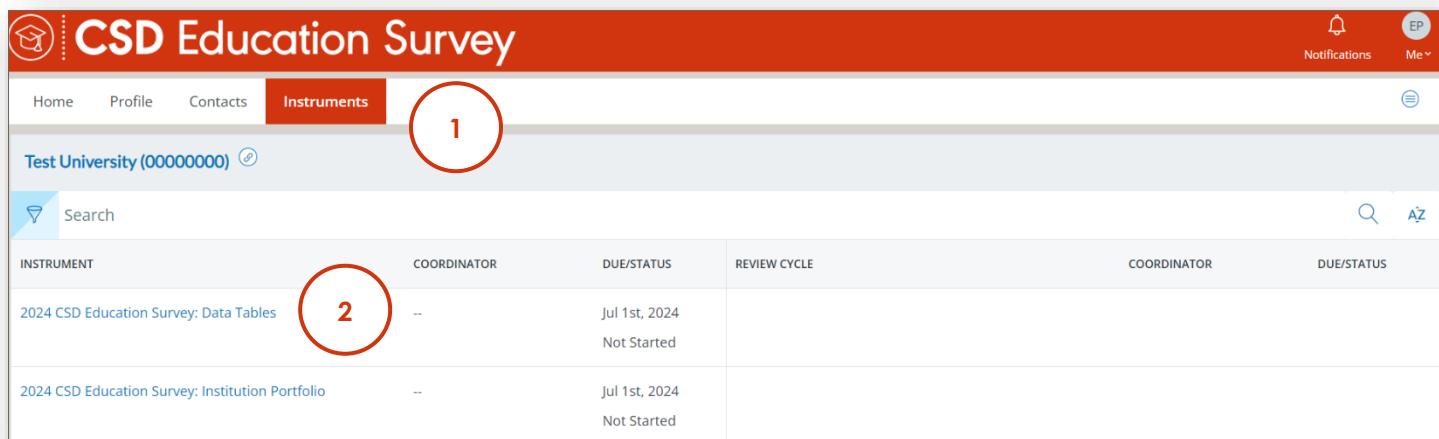
This opens the (3) **Response Summary** screen, which shows links to each "page" of the Data Tables and displays each page's currrent status of completion (as a percentage). These pages represent groups of questions in the survey. Some pages contain questions that focus on information about all programs, while other pages focus on specific programs.

(4) Click on the link to the **"Welcome and Instructions"** page to begin the survey. Review the instructions carefully before moving on to the rest of the survey.

Working on your Response

After you open the Data Tables, you will see the survey workspace. The (1) main pane on the left-hand side of the screen houses the survey questions for the page you are currently viewing. The (2) navigation pane on the right-hand side of the screen contains the "Progress" area, with links to each of the survey pages and a completion status indicator (displayed as a percentage) for each page.

Tips for completing your Data Tables:

ℹ You must complete **each** page of the survey, but you can complete the pages in **any order**.

ℹ **If your institution does not offer the program featured on a particular page, answer "No" to the first question on that page** and it will mark the page as complete (100%).

ℹ **Click "Save" frequently, and always save before exiting the system.** The system does not automatically save your responses. Note that when you click the "Save" button *(available at the top and bottom of the screen)*, the system will take a few seconds to process the new information and update your survey.

ℹ You **do not** have to complete the Data Tables from start to finish in one session. You can come back multiple times to work on your survey response before submitting it. Just remember to click "**Save**" before leaving to save your work in progress.

ℹ To access question-specific guidance *(available for select questions)*, click on the "**Help**" label HELP next to the numbered question title. After viewing the Help contents, close the Help display by selecting the **small blue circle with an X inside,** ⊗ located in the top-right corner of the Help display window. This will return your view to the navigation pane on the right-hand side of the screen.

? **Why do new questions sometimes appear as I work on my survey response?**

Wherever possible, the survey is designed to **only** show you the **relevant** questions for your institution within a page, **based on your responses to key questions** for that page. **You are required to answer all questions displayed**. The questions displayed may change dynamically based on your responses to specific questions. That is, once you answer a key question, a few additional questions may then be displayed. For a full listing of all possible questions in the survey and a preview of these question dependencies, access the fillable PDF of the survey questions. The fillable PDF can be a helpful planning tool as you gather and organize your data.

Understanding Question Dependencies and Validations

As noted in the box above, sometimes new questions will display on your page as you work your way through your survey response. This is **very common in the Data Tables** part of the survey, as **many of the questions are dependent on responses to other questions** in the survey.

For example: If you respond that you have more than 0 degrees granted in your program, you will automatically see a new question that asks you to describe the demographics of the students who were granted degrees in your program. This question would not be relevant if you did not have any students graduate during the survey time period, so its display is dependent on your response to the question about the number of degrees granted.

In addition**, many questions** in the Data Tables part of the survey use data **validations**. **This typically involves completing tables that reference (or validate against) your response to prior questions**.

For example: When you are asked to provide the number of full-time and part-time students granted degrees in your program, the sum of full-time, part-time, and unknown status graduates in the table should equal the total number of degrees granted for the program. Questions with data validations such as this will indicate a validation warning message if the expected values do not match in order to assist you with confirming data response accuracy. You will also have the option to indicate "no data available" for certain tables if you do not collect, or cannot share, these data.

Submitting your Response

Click on the "**Submission Instructions**" page in the navigation menu. The instructions page walks you through the steps for survey submission and also displays the survey acknowledgement question for your confirmation. After you ensure all pages are marked as 100% complete, proceed with the survey submission steps outlined on the page.

? **I submitted my Data Tables. When will I see the updated information in my institution's EdFind profile(s)?**

Submit the **Data Tables** portion of the CSD Education Survey **prior to** submitting the **Institution Portfolio** portion of the survey. Submitting in this sequence helps ensure your EdFind profile can automatically display your new survey responses within one to two days of submission. *(In some cases, the EdFind profiles of institutions who submit the Institution Portfolio **first** may not display updated responses until after the survey period closes in early November.)*

Completing the Institution Portfolio

The Survey Signatory must complete the Institution Portfolio. This part of the CSD Education Survey enables chairs/program directors to enter basic information about the institution's programs, including application deadlines, program requirements, and other program features. The Institution Portfolio part of the survey is available from August through October.

> **?**   **Do I have to enter all of the Institution Portfolio information each year?**
>
> **If your institution completed an Institution Portfolio last year**, the Institution Portfolio will **pre-populate** **with some of your answers** from your previous submission. You are responsible for reviewing your pre-populated responses, making changes where needed, and filling in any new or missing responses. Then, **you will need to submit your Institution Portfolio to ensure this year's survey responses are recorded.**
>
> If your institution did not complete an Institution Portfolio last year, your Institution Portfolio will be blank and require responses to all pages prior to survey submission.

i   Submit the **Data Tables** portion of the CSD Education Survey **prior to** submitting the **Institution Portfolio** portion of the survey. Submitting in this sequence helps ensure your EdFind profile can automatically display your new survey responses within one to two days of submission.
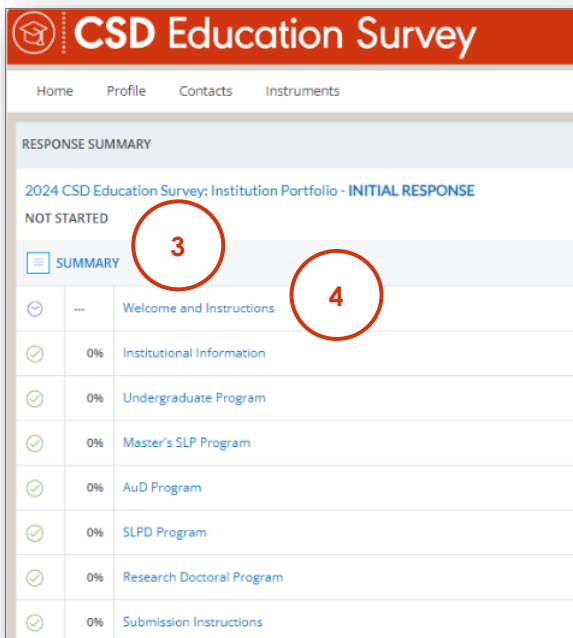
Opening the Institution Portfolio

(1)   Click on the **Instruments** tab and then (2) click on **"2025 CSD Education Survey: Institution Portfolio"**.
(Reminder: only the Survey Signatory can click on and access this survey instrument. It will be grayed out in the instrument list for Survey Editors).
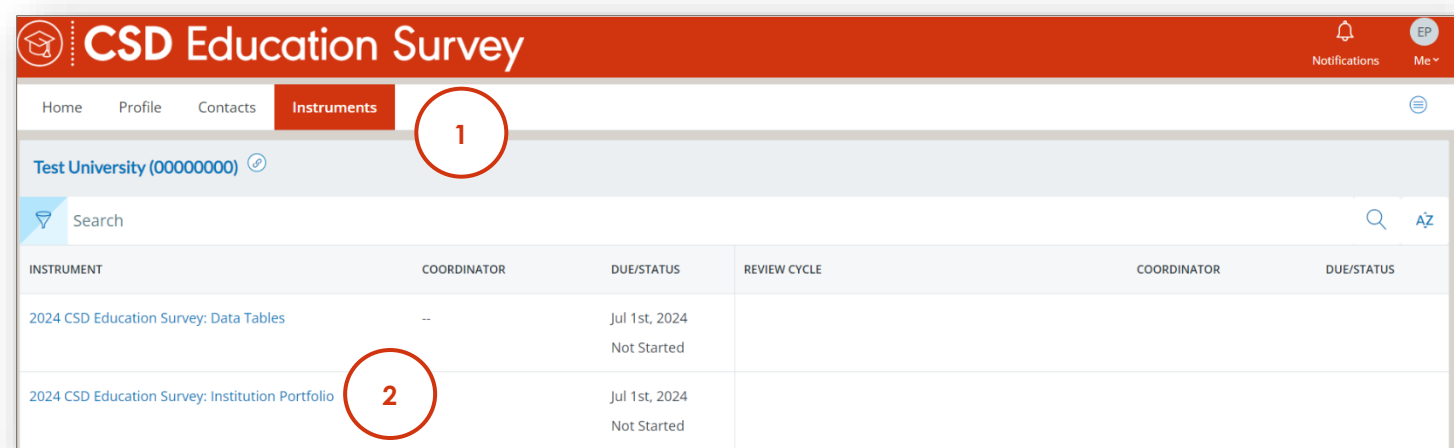
This opens the (3) **Response Summary** screen, which shows links to each "page" of the Institution Portfolio and displays each page's currrent status of completion (as a percentage). These pages represent groups of questions in the survey. Some pages contain questions that focus on information about all programs, while other pages focus on specific programs.

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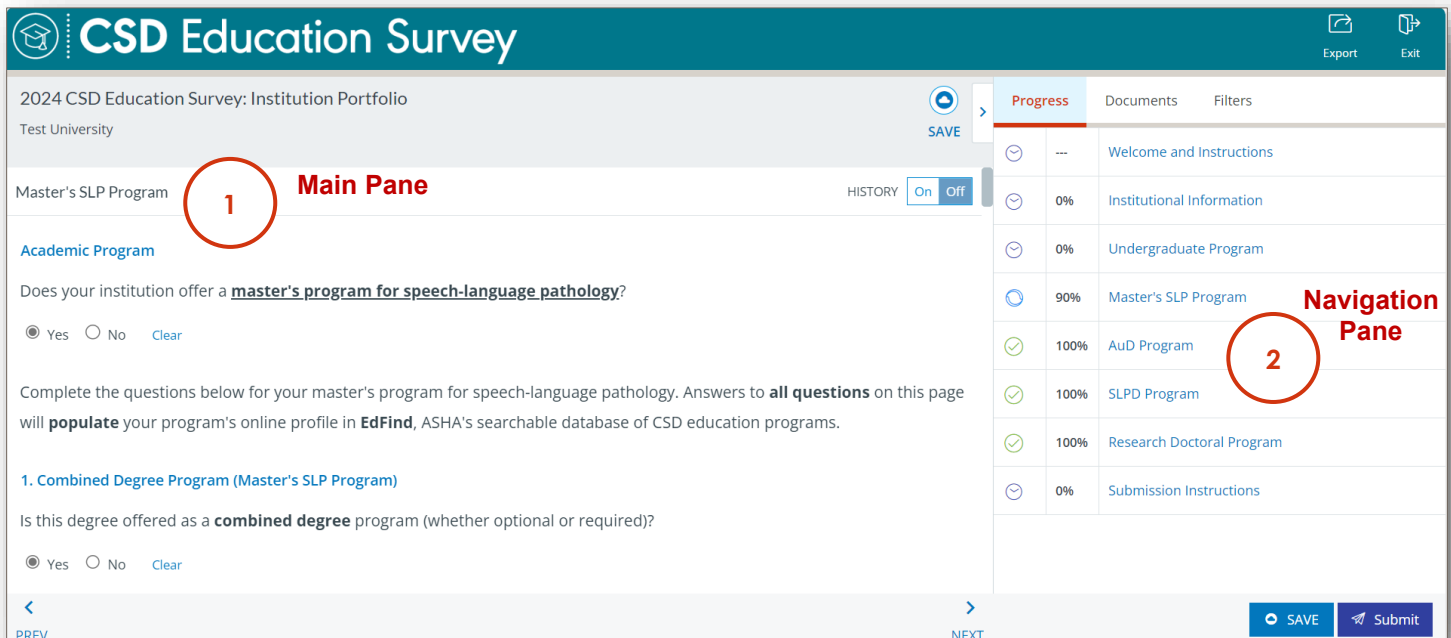
Tips for completing your Institution Portfolio:

ⓘ You must complete **each** page of the survey, but you can complete the pages in **any order**.

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ⓘ **Click "Save" frequently, and always save before exiting the system.** The system does not automatically save your responses. Note that when you click the "Save" button *(available at the top and bottom of the screen)*, the system will take a few seconds to process the new information and update your survey.

ⓘ You **do not** have to complete the Institution Portfolio from start to finish in one session. You can come back multiple times to work on your survey response before submitting it. Just remember to click "**Save**" before leaving to save your work in progress.

ⓘ To access question-specific guidance *(available for select questions)*, click on the "Help" label (HELP) next to the numbered question title. After viewing the Help contents, close the Help display by selecting the **small blue circle with an X inside,** ⊗ located in the top-right corner of the Help display window. This will return your view to the navigation pane on the right-hand side of the screen.

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
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Viewing Past Surveys

The *ARMATURE Fabric* online survey platform provides access to CSD Education Survey responses completed in the *ARMATURE Fabric* system each year, starting with the 2024 survey and going forward.

To access completed surveys:

1. Click on the **Instruments** tab.
2. In the list of instruments, click on the name of the completed survey you wish to view.
3. Click on a link for one of the pages in the summary list (e.g., Welcome and Instructions). This will open the survey in read-only mode.
4. Click on the **Export** icon in the top-right corner of the screen.
5. In the pop-up window, keep the default items checked and then click on the **Export/Print** button.
6. The survey response will appear on the screen.
7. In the top-right corner of the screen, click on either the **Export** icon or the **Print** icon. Select **Export** to automatically download a PDF of your institution's survey response or select **Print** to display a window to choose a print option for the survey response.

? **Can I access copies of older survey responses from the previous survey system?**

No. CSD Education Survey responses completed in **prior online survey platforms** (pre-2024) are **not accessible** for download from *ARMATURE Fabric*.

Troubleshooting

If you experience any technical issues or have any questions about using the *ARMATURE Fabric* online survey platform, please reach out to the CSD Education Survey team at csdeducationsurvey@asha.org for assistance. We are here to help!

As a quick reference, below is some troubleshooting guidance to assist you with using *ARMATURE Fabric* in the following scenarios:

? **Inside the survey, I can't see the survey page links and progress status on the right-hand side of the screen anymore. How do I get them to display again?**

Some other content, like Help text, might be displaying in this area instead of the progress information. If so, click on the **small blue circle with an X inside** ⊗ , located in the top-right corner of the navigation pane on the right-hand side of your screen. This will return you to the default view of the navigation pane which shows the clickable listing of the survey page links and the progress status for each page.

? **One of my survey pages isn't showing as 100% complete, but I think I answered all the questions. How do I know what I'm missing?**

Click on the page that isn't showing as 100% complete. Then, click the "**Save**" button. Scroll through the page and look for **orange warning text**. This text typically indicates a missing answer (e.g., "a value is required") or indicates that an existing answer did not meet the data validation requirements of a particular question (e.g., "value must be less than 6").

?   **My institution does <u>not</u> offer a particular program (for example, an AuD program) but the system is showing a 0% next to that program's page in the progress list and is blocking me from submitting my survey. How do I fix this?**

Click on the page for the program that your institution does <u>not</u> offer. Answer "**No**" to the first question on the page and click the "**Save**" button. The system should update that page to 100% in the progress list. It may take a few seconds for the updated percentage to display.

?   **I discovered a data entry mistake in one of my answers, but I have already submitted my survey. Can I correct my answer?**

Contact csdeducationsurvey@asha.org to request assistance.

?   **I received an email that says I need to review some of my institution's responses to the survey. How do I know which questions need review?**

Sometimes ASHA staff may identify answers in an institution's survey response that are in need of follow-up for clarification or correction. In these situations, you will receive an email requesting that you log back into *ARMATURE Fabric* to review your survey response.

NOTE: If there are **multiple survey users** at your institution, **each user** with access to the survey will receive a **separate email**. Please coordinate internally to determine which person will review and submit any changes.

To view your survey response:
1. Click on the **Instruments** tab and then click on the survey identified in the email as needing review.
2. You will see an **orange triangle** next to any page of the survey that has questions flagged for review. Click on the page and scroll to any questions with **orange boxes** above them.
3. Review the feedback shared by ASHA staff and then make any adjustments **directly to your survey response**, if needed. You may also enter an optional reply to the feedback in the Reply text box above the question, if desired. Continue to any other questions with **orange boxes** until you have addressed all questions noted on the page.
4. Click on "**Save**". If any other pages display an **orange triangle**, be sure to review and complete the steps above for those pages as well.
5. When you have completed your review and saved any adjustments, click on **the blue "Submit Changes" button** at the bottom right of the screen.
6. Click "**Submit**" in the confirmation pop-up window.

ASHA staff will reach out via email with any additional questions or to confirm that your changes have been accepted.

Key Terms

TERM	DESCRIPTION
ARMATURE Fabric	The name of the online survey platform for the CSD Education Survey effective August 1, 2024.
Data Tables	Part of the CSD Education Survey focused on many quantitative program data that change year-to-year, including applications, admissions, enrollment, graduation, faculty information, and grant data. For 2025, it covers the Fall 2024 through Summer 2025 period.
Institution Portfolio	Part of the CSD Education Survey which enables Survey Signatories to enter and update basic information about the institution's programs, including application deadlines, program requirements, and other program features.
Main Pane	Area of the online survey workspace screen that houses the survey questions.
Navigation Pane	Area of the online survey workspace screen that houses the progress display and links to each survey page. It also houses the Help text for certain individual questions.
Survey Editor	A survey user role that provides individuals with *limited* survey access to assist with data entry. Editors may only access the Data Tables part of the survey. Editors cannot submit the survey or access the Institution Portfolio.
Survey Signatory	A survey user role that provides individuals with *full* survey access. Signatories are typically department chairs and/or program directors and are responsible for data quality and submitting each part of the CSD Education Survey for their institution**.**