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## Understanding the Project GOALS Student Reflection Tool

In exchange for about a half hour of your time to set up your free Qualtrics account and Student Reflection tool, your students will have access on their mobile devices to a self-reflection tool that may be used easily in your classroom throughout the term! They can record their scores over time to track progress and compare their individual ratings to whole-class ratings that you share. You may also review student ratings in aggregate to get a sense of the professional skills where they have higher and lower levels of confidence.

**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 encourage you to conduct *at least two Student Self-Reflections per term*.
3. To do a Student Self-Reflection, you set aside about 5 minutes of class time. We recommend doing one reflection at the beginning of the term and then a second time after a team activity later in the term.
4. The rating process is quite flexible and often goes quickly.
5. Then, you ask students to take a screenshot of their self-ratings and keep these images. You can tell them they may use these rating to set personal goals and track their growth over time. You may want to remind them to keep these scores handy so they can compare them to your whole-class ratings, should you choose to use the Instructor Reflection Tool.

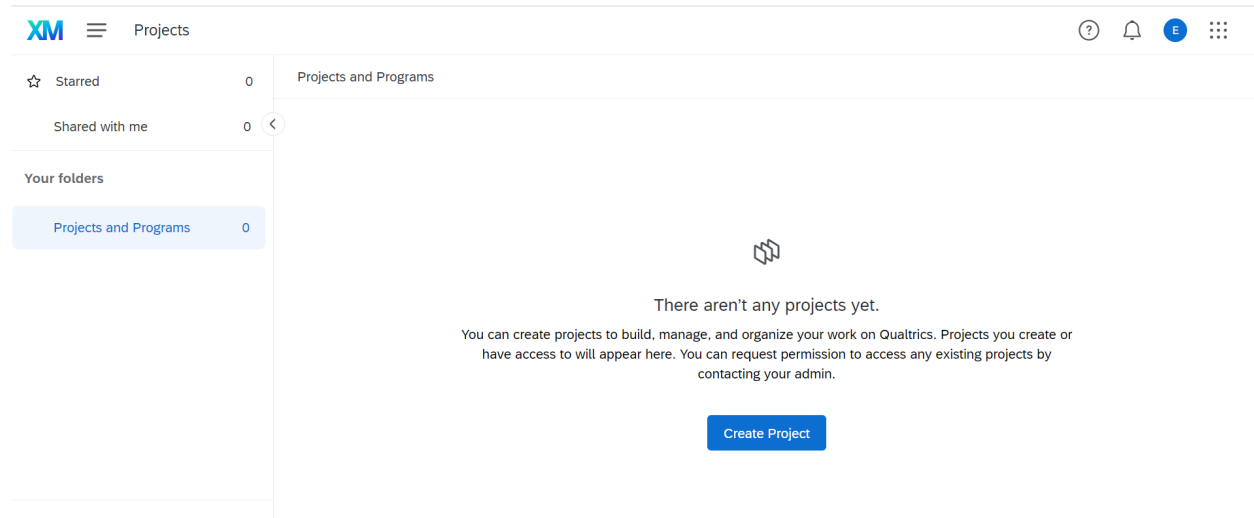
That's it! Thanks for trying the Student Self-Reflection Tool!

## 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.

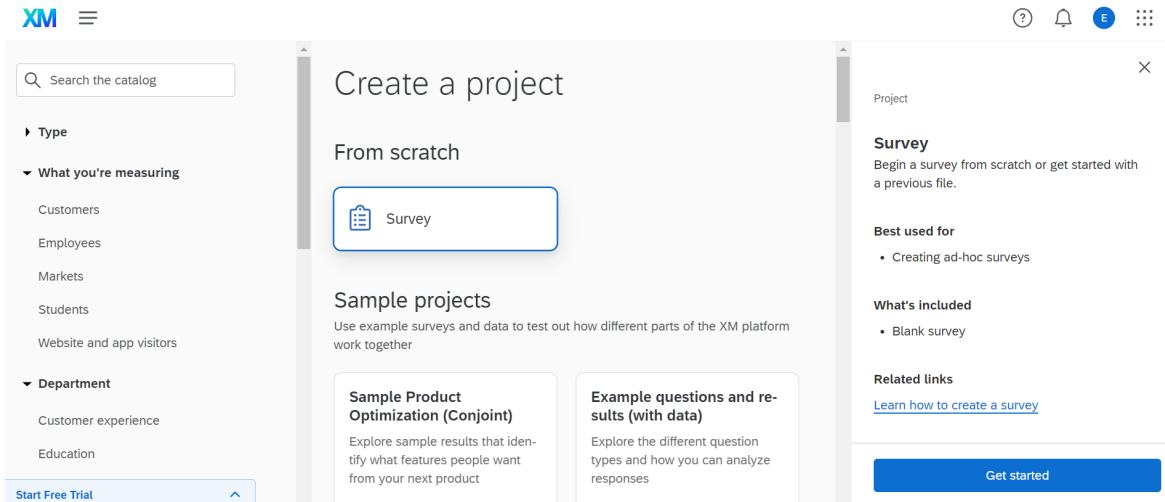
### Creating a Free Qualtrics Account

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 Student Self-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

Employability Skill Student Survey

How do you want to start your survey?

Import a QSF file

Create a blank survey project

Import a QSF file

Copy a survey from an existing project

Use a survey from your library

Cancel

## 5. Click Choose File.

Create a new project

Survey

Name

How do you want to start your survey?

Import a QSF file

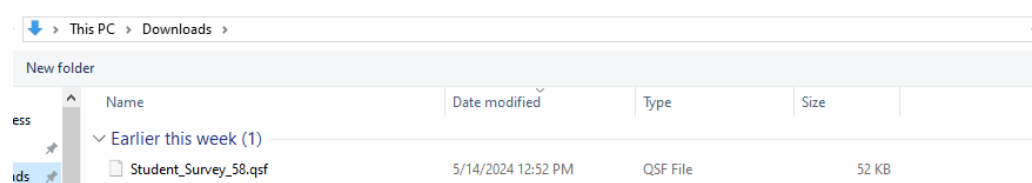
QSF stands for "Qualtrics Survey Format". [Learn more](#)

Choose file

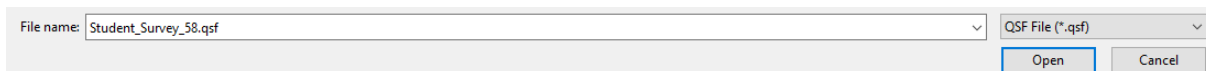
Create project

Cancel

6. Then navigate on your computer to the downloaded GOALS QSF files.
  - a. Select the appropriate QSF file – “Student\_Survey”



## 7. Select “Open”



8. Then click the blue “Create Project” button.

Create a new project

Survey

Name

How do you want to start your survey?

Import a QSF file

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

Choose file

Student\_Survey\_58.qsf

Create project

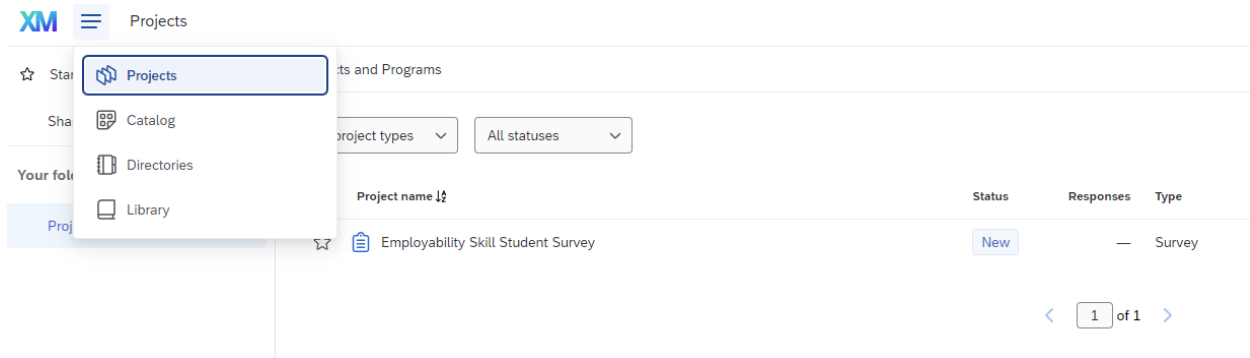
Cancel

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

## Distributing the Student Self-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.

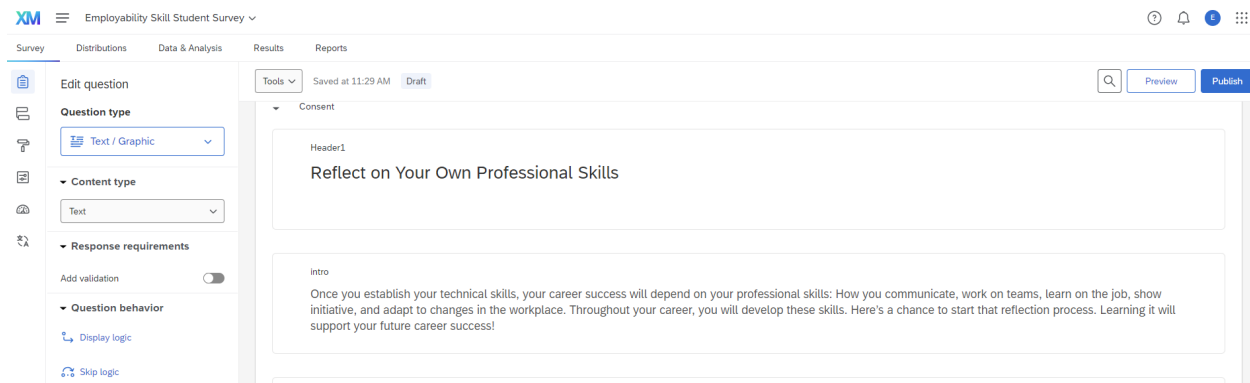


2. Click into your selected project. For our example, the Student Survey.

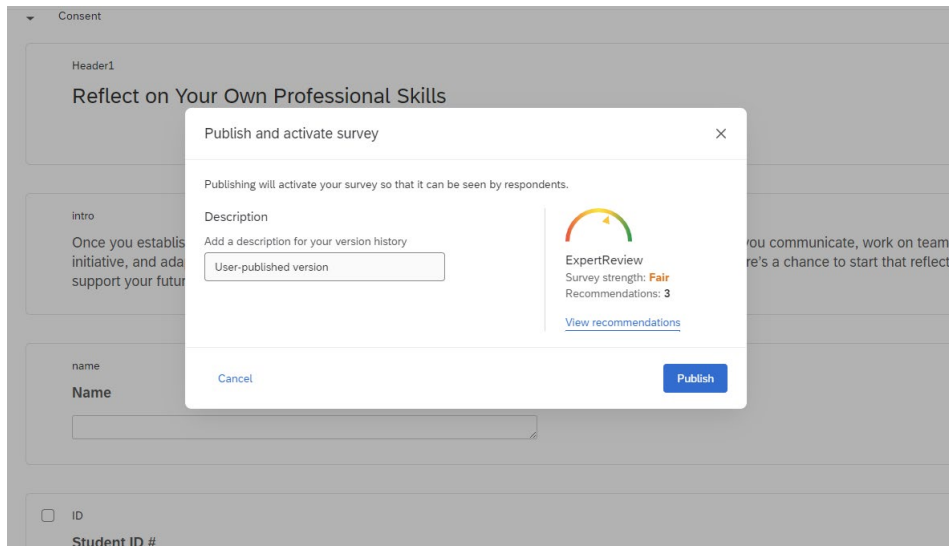
3. You need to first make the survey “live.” To do that, you click on the first project, “Student,” and then a new screen will open with all the sections listed in that survey.

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

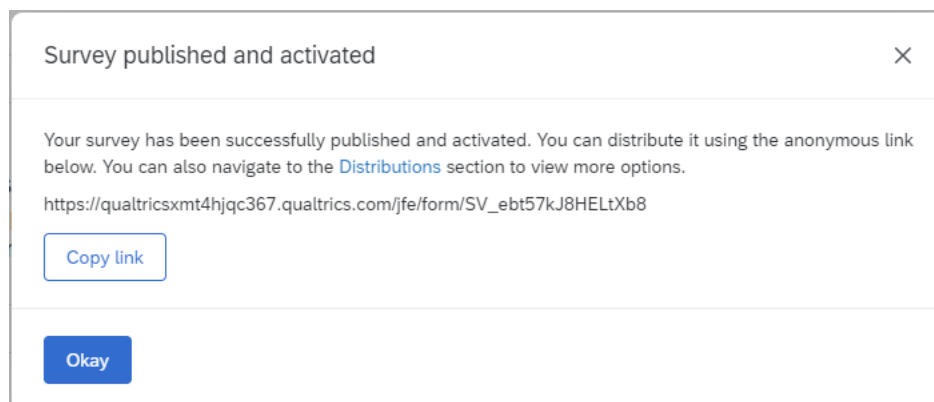
4. To make the survey “go live,” click on the blue “Publish” button in top right corner.



5. Note that you will get the following pop up. Click the blue “Publish” button again.



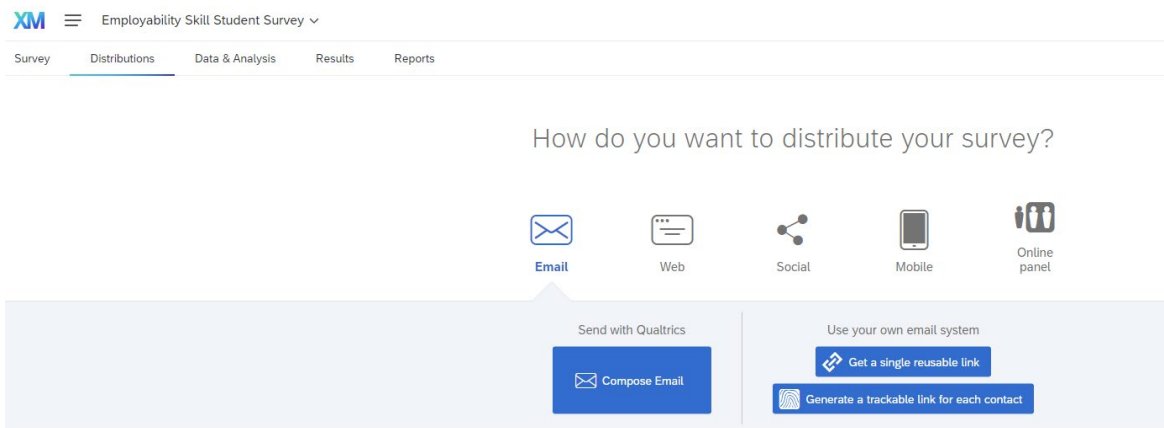
6. Then Qualtrics will give you a pop-up that provides you a link to your new published survey:



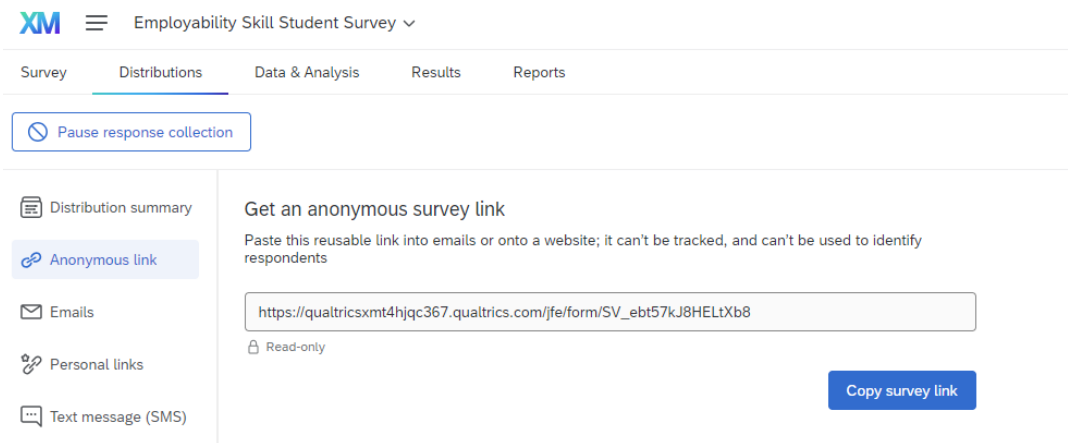
7. You may copy that link and either use it for your own observations of students’ performing professional skills in team activities (Instructor survey) or share the link with your students so they may complete their own self-ratings of their professional skills.

- ★ 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 below). Click on the blue button to the right that says: “Get a single reusable 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.



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



## Using the Student Reflection Tool

To be ready to use this tool, you will provide students with a link or QR code. We recommend that you also connect students to the self-reflection guidelines in the [GOALS Student Handbook](#) and the [Student Rubric](#).

★ Power Tip: Remind students to use this tool *within a few hours or a day* of the classroom team activity.

1. To use the tool, students will access a QR code or link that you provide. Then, they can access the survey on their mobile phones or desktops.
2. First, they will fill out some identifying information.

### Reflect on Your Own Professional Skills

Once you establish your technical skills, your career success will depend on your professional skills: How you communicate, work on teams, learn on the job, show initiative, and adapt to changes in the workplace. Throughout your career, you will develop these skills. Here's a chance to start that reflection process. Learning it will support your future career success!

Name

Student ID #

Email address:

[back](#)

[next](#)

3. Then they will be asked to rate themselves on 12 different indicators of professional skills (see image on next page).

**Directions:** Please read each statement below about how your team members would rate your performance on the group project. Rate your performance for the lab activity as directed by your instructor. You may reflect on one that was completed in a recent class or the current class. Indicate to what degree do you agree with the statements listed below. Be sure to read each statement carefully. To accurately select your rating, we encourage you to refer to the [Student Rubric](#) (be sure to enlarge it to read it!).

	N/A	Strongly disagree	Moderately disagree	Slightly disagree	Slightly agree	Moderately agree	Strongly agree
I made sure I understood my assigned role before working on my individual task.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I co-operated/worked well within the group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I assisted other group members when needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I provided a well-written section or piece of a final product.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I communicated my ideas or concerns well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	N/A	Strongly disagree	Moderately disagree	Slightly disagree	Slightly agree	Moderately agree	Strongly agree
I contributed a great deal to the presentation, or other group products (if applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I displayed a positive attitude.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I respected deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I respected other group members' ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I contributed useful ideas and materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- When they have completed their reflection, they will be prompted to take a screenshot of their ratings for later use.

### Your Ratings

Please take a screenshot or save these averages for later use!

Communication Avg: 2  
 Adapting to Workforce Expectations Avg: 1.75  
 Teamwork Avg: 2  
 Lifelong Learning Avg: 1.75

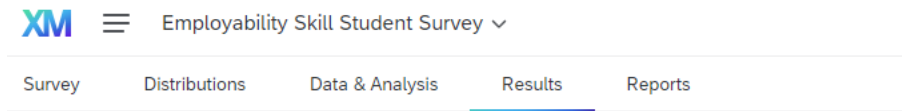
<b>Excelling</b>	4
<b>Demonstrating</b>	3
<b>Developing</b>	2
<b>Beginning</b>	1

- After they screenshot their ratings, they should scroll down and hit the “submit” button at the bottom of the page.
  - ★ Power Tip: Students can save these scores and use them as a guide in future reflections.

## How Instructors May Review Student Self-Reflection Data

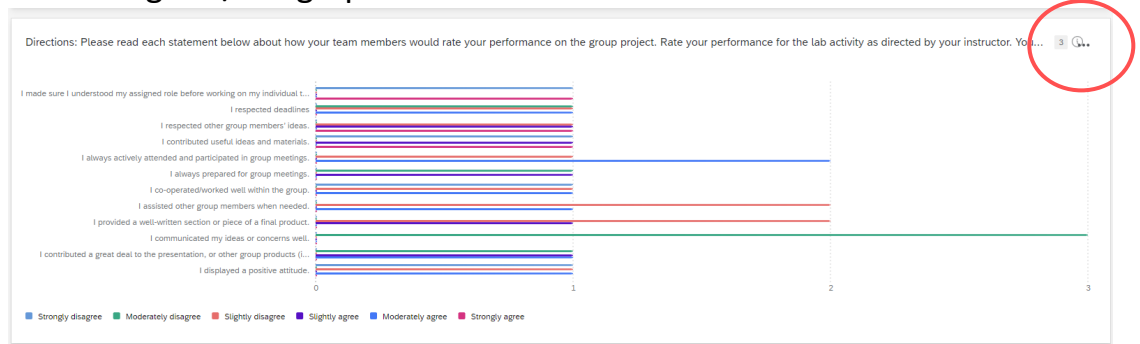
Instructors may check who has completed the reflection and examine aggregate data using the Qualtrics platform.

1. On the top navigation pane in the student self-reflection survey and select the “results” tab.

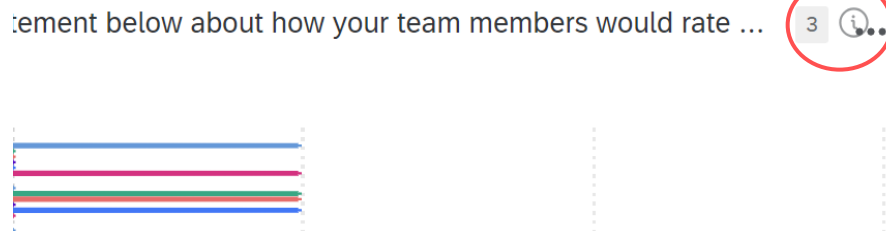


2. Scroll down and you will find the student responses aggregated in two ways:

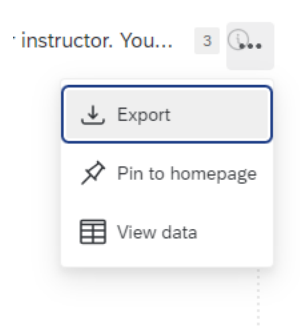
- a. In a histogram/bar graph format.



- ★ Power tip on Zooming In: Clicking on the three dots in the top right corner of the histogram pane allows you to export the chart, or view data in a table format.



★ Power tip: Export the data files to see the histograms.



### b. In a table format.

Directions: Please read each statement below about how your team members would rate your performance on the group project. Rate your performance for the lab activity as directed by your instructor. You...

Directions: Please read each statement below about how your team members wo... ↑	Strongly disagree	Moderately disagree	Slightly disagree	Slightly agree	Moderately agree	Strongly agree
I made sure I understood my assigned role before working on my individual t...	1	0	0	0	0	1
I respected deadlines	0	1	1	0	1	0
I respected other group members' ideas.	0	0	1	1	0	1
I contributed useful ideas and materials.	1	0	0	1	0	1
I always actively attended and participated in group meetings.	0	0	1	0	2	0
I always prepared for group meetings.	0	1	0	1	0	0
I co-operated/worked well within the group.	1	0	1	0	1	0