

1. Download survey results.
2. Create new tab within survey results excel file. Copy and paste final audience list from survey launch into new tab. Rename tab "Audience." Delete all columns in this tab except Name, External User Name, and E-mail. **Remove any duplicates.** Save.
3. Join Completed Surveys tab with Audience tab.
  - a. Create new tab.
  - b. Click **From Other Sources> Microsoft Query> Excel Files> \*Survey Results data file\***
  - c. Click to move Audience and Completed Surveys into columns in your query. Click **next**. Click **ok** on error message.
  - d. In new query window, click on **table>joins**.
  - e. **ALL values from 'Completed Surveys\$' and ONLY records from 'Audience\$' where 'Completed Surveys\$'. Respondent Email=**
  - f. Click **add**, then **close**.
  - g. Click **Records>Query now**.
  - h. Click **return data**. (Door icon)
  - i. Click **ok** on import data.
4. Select all, copy new tab into a different tab with "123" paste. Name this tab "BS."
  - a. Click **data> sort > sort by> email**.
    - i. At the bottom of the list, there should be persons with respondent email address, but no e-mail address. Take the email address from these and paste them into BlueStar. Take the person's ID number and type it into the ID field of the excel file.
  - b. Create new tabs and label it "PS."
  - c. Open final survey courselist excel file paste all eligible courses in PS tab. Delete unnecessary rows. (Keep Location, College/School, Course Career, Subject, Catalog Nbr, Credit Hrs, FinAid Hrs, Section, Class Nbr, Combined Section?, Start Date, End Date, Enrl Cap, Tot Hrs Cap, Tot Enrl, Tot Hrs Enrl, Formula, Starfish)
  - d. Join BS and PS tab.
    - i. Create new tab.
    - ii. Click on **From Other Sources> Microsoft Query>Excel Files> \*Survey Results data file\***
    - iii. Click on move PS and BS into columns in your query. Click on **next**. Click **ok** on error message.
    - iv. In new query window, click on **table>joins**.
    - v. **ALL values from 'BS\$' and ONLY records from 'PS\$' where BS\$.Course ID = PS\$.Starfish**
    - vi. Click **add**, then **close**.
    - vii. Click **Records>Query now**.
    - viii. Click **return data**. (Door icon)
    - ix. Click **ok** on import data.
5. Select all, copy new tab into a different tab with "123" paste. Name this tab "Final."
6. Create a pivot table.

- a. In the Final tab, click **Insert> Pivot Table>ok**
  - b. Choose “Completed” from fields to add to report, and add it to the Report Filter. Choose “Course ID” and add it to the Row Labels. Choose “Completed” and add it again to the Values.
  - c. You should see a total number next to the Course ID. Right click on a number and sort by largest to smallest.
  - d. Select all the courses with more than 1 in the Total field.
  - e. Paste this course information into a new tab, and label it “Multiple Instructors.”
7. Add a row at the top of this tab and label it “Course ID.”
  8. Join Multiple Instructors with Final tabs.
    - a. Create a new tab.
    - b. Click on **From Other Sources> Microsoft Query>Excel Files> \*Survey Results data file\***
    - c. Click on move Multiple Instructors and Final into columns in your query. Click on **next**. Click **ok** on error message.
    - d. In new query window, click on **table>joins**.
    - e. **ALL values from ‘Final\$’ and ONLY records from ‘Multiple Instructors\$’ where Finals\$.Starfish=Multiple Instructors\$’ CourseID**
    - f. Click **add**, then close.
    - g. Click **Records>Query now**.
    - h. Click **Return Data** (Door icon)
    - i. Click **ok** to import data.
  9. Select all, copy data into new tab with “123” paste. Name this tab something along the lines of “Real final.”
  10. Select all, sort by Course ID, A to Z.
  11. The first column, “Course ID” should have all the courses with multiple instructors. Delete any rows for courses with multiple instructors where:
    - a. The completed column is “false” when another column for same course ID is “true.” (ACADEMIC PROGRESS SURVEY.) If the survey has been completed by more than one instructor, keep both. If the survey has not been completed by either instructor, keep both.
    - b. Delete one row if both instructors had same response (Attendance Verification Survey.)