NHMS Graduation information Survey

A webpage for collecting and viewing graduation information from students of the Natural, Health and Mathematical Sciences Department

USER MANUAL

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**1. ACCESSING THE STUDENT SURVEY**

The link that can be sent out to students to fill out the survey is: <https://nhmssurvey.mnu.edu/>.

To fill out the survey, **click “Student Survey”**, then fill out the survey.

Graphical user interface

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Students should enter their first name, last name, M number without the M, MNU student email, year started at MNU, expected graduation date, check pre-health or pre-engineering box if that applies to the student, choose major(s), choose minor(s), and choose their advisor.

Graphical user interface, application

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Once the student is finished filling out the survey, **click “Submit”** at the bottom.

A picture containing graphical user interface

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Then a thank you page will display and prompt the student to close out of the webpage.

Graphical user interface, text, application

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**2. DEPARTMENT VIEW FUNCTIONS**

**Click “Department View”** on the homepage.

Graphical user interface

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To login:

Username: nhmsADMIN

Password: 1@mth3Adm!n

**Click “Login”**

Graphical user interface

Description automatically generated

To view all data, **click “View All Data”**

Graphical user interface, website

Description automatically generated

On the next page, every submitted survey will be displayed.

Text

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To make changes to submitted data, **click the cell you wish to edit**.

In this example, the “First Name” cell was selected, and “Andrew” was entered.

Text

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Then click “Change Data” to submit changes made. **The data will then be changed and the webpage will be reloaded.**

Text

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**PLEASE NOTE: Since the user is given full permissions to edit any given field, it is very important to make sure that any changed field’s formatting is the same as other fields of the same type. This includes, but is not limited to:**

**-Capitalization**

**-Spelling**

**-Spacing**

**-Punctuation**

**Etc.**

**(E.g. changing “Computer Science” to “Comp Sci”, “computer science”, or “ComputerScience” will result in errors)**

**This was a decision made in order to give the department full control over the data, but it is not without risks. Wrongfully edited data can lead to certain student surveys not showing up when the filtered view is used.**

**IF AN ERROR IS MADE WHEN EDITING: Go to the “Department View” after logging in, reload the page, click “View All Data,” then find and edit the cells in question to the correct formatting.**

To view surveys based on a filter(s), **click on the filters you desire**.

For this example, the “Major” filter is used.

Graphical user interface

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Scroll down, select the major you wish to filter from the surveys.

Graphical user interface, text, application

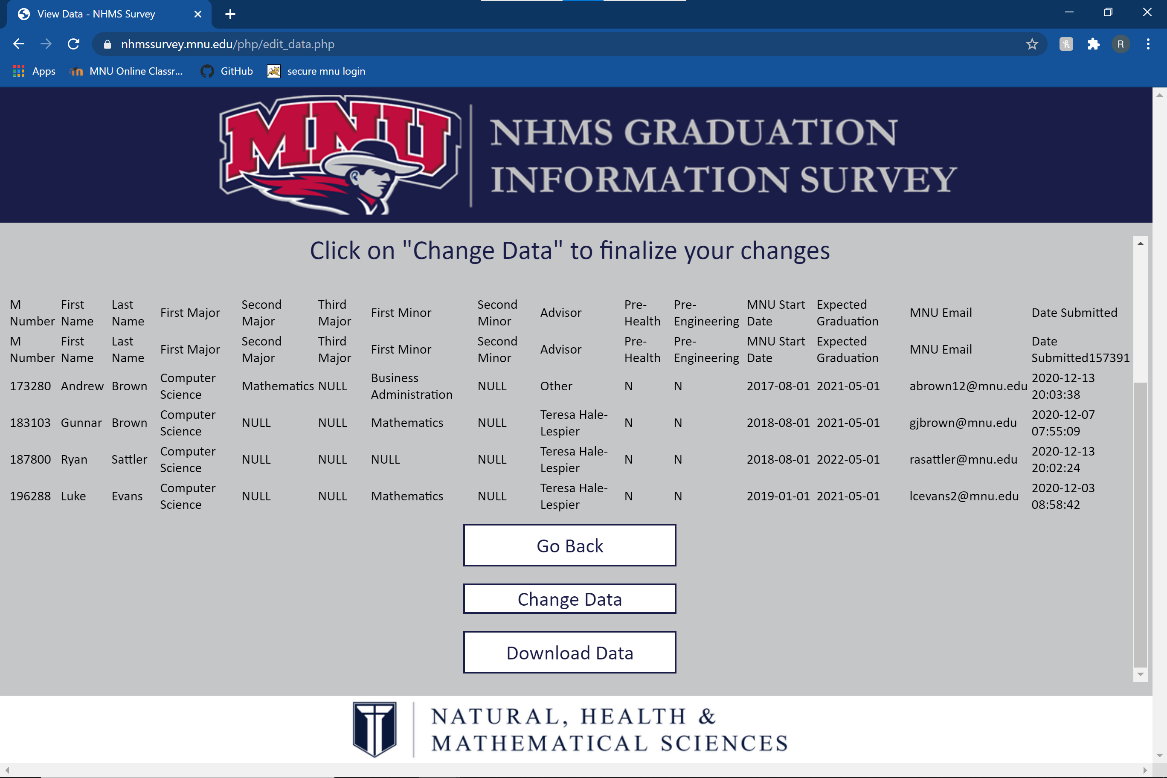
Description automatically generated

Once the desired major is selected, **click “View Results”**

Graphical user interface

Description automatically generated

Then the surveys with the major “Computer Science” will be shown.

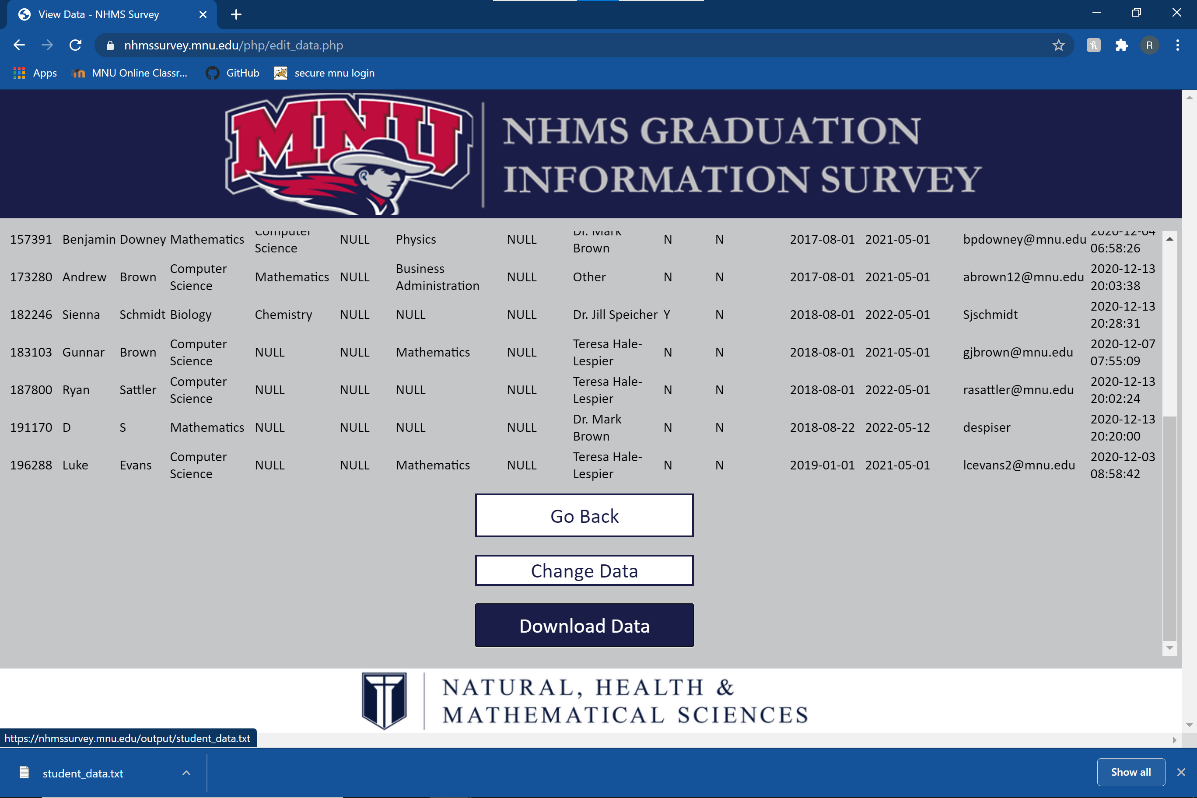


**Multiple filters of any combination may be used at the same time, but no filter may be used more than 3 times.**

**PLEASE NOTE: When selecting from multiple filters, a logical “OR” is used. This means all database entries that follow ANY of the filters will be display. There currently is no support for using a logical “AND” to exclude entries that don’t follow every filter selected.**

**3. IMPORTING DATA TO EXCEL**

To download data, **click “Download Data”**.



Next, open Excel and start a blank workbook.

**Then select the “Data” tab, “Get Data”, “From File”, “From Text/CSV”.**

Graphical user interface, application, table, Excel

Description automatically generated

A new window will open. **Go to your “Downloads” folder (or if you were prompted at the download, wherever you downloaded the file to), and select the “student\_data” file.**

**Then click “Import”.**

Graphical user interface, application, table, Excel

Description automatically generated

Another window will appear, this time showing how the data will be imported into the Excel workbook.

**Click “Load”**.

Graphical user interface, application, table, Excel

Description automatically generated

This will load all the filtered data from the downloaded file into the workbook you created.

Graphical user interface, application, table, Excel

Description automatically generated

**Excel can then be used to sort data, make charts, etc.**