

“Teaching the Andes” Post-Assessment Instructions

Please follow the steps below in order to complete the Qualtrics and MyCAP surveys.

Congratulations on your participation in the Teaching the Andes short-term seminar in Ecuador and Peru. As you reflect on the seminar abroad, we would like to invite you to complete two short surveys for the purpose of program evaluation.

[MyCAP](#) is designed to prepare teachers like you to teach in culturally responsive ways and is provided by [NAFSA: Association for International Educators](#). You will receive an individual report after completing the instrument. We have purchased MyCAP for all seminar participants and a link has been sent to your email address that you have shared with us. Please follow the instructions in this document or read the Workflow documentation for mycap student users if you have problems.

In September, you will be emailed a link to the Qualtrics survey. Please do not attempt to complete this survey until the email link has been sent.

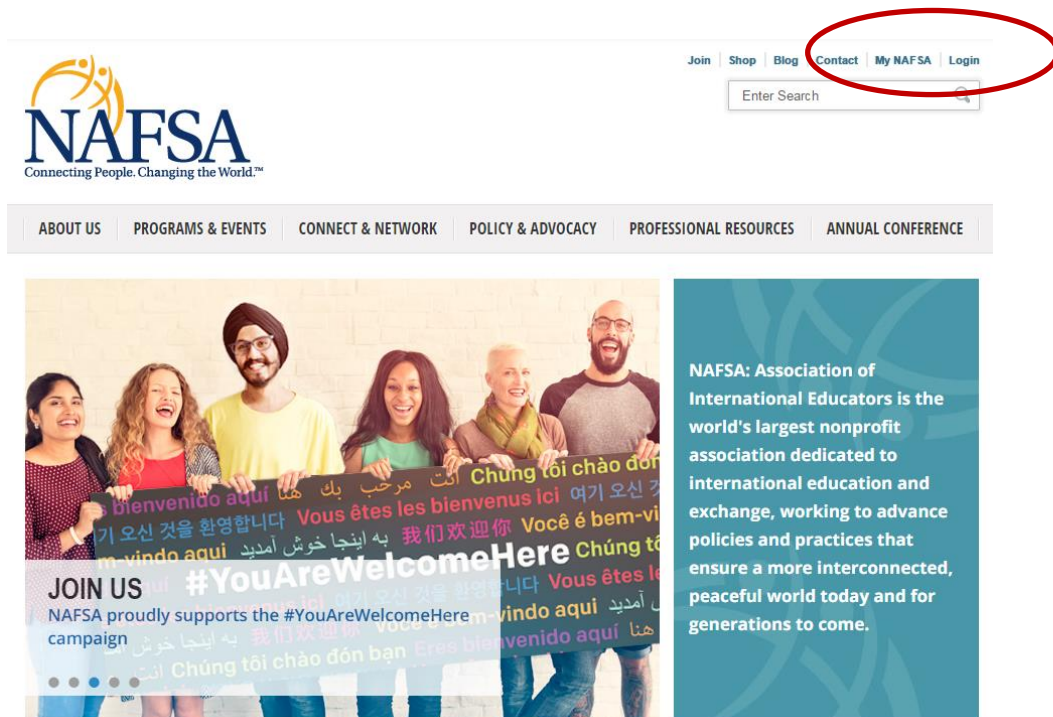
Thank you!

Center for Latin American Studies
The Ohio State University

Step 1:

Go to the [NAFSA Home Page](#).

At the top, right-hand corner, click "Login". *Please remember that I have previously created accounts for each of you and have paid the \$25 fee for the survey. Your username will be your email address (this address I'm using to send this email to you) and your temporary password will be "password1".*



Step 2: Once you've logged in successfully, click on "Shop" in the top, right-hand corner. Then, click on "View Previous" Orders". In the next screen, click "Click here to access your survey":

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| Qty | ID | Description | Unit Price | Total |
|-----|--------------|--|------------|---------|
| 1 | MYCAPSTUDENT | myCAP My Cultural Awareness Profile© Instrument, Student License Click here to access your survey and reports dashboard | \$25.00 | \$25.00 |

Step 3:

Once you've arrived at the "MyCAP" page, please click "Take MyCap Survey 1". After that is complete, you are all set. *You do not need to take the survey four times!* Please just take it once, then you will be able to review your individualized report. *Once this is complete, you are finished with the Pre-Assessment.*

On this dashboard you can access myCAP© Instrument surveys and reports after completing each survey.

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| <p>Surveys</p> <ul style="list-style-type: none">Take MyCAP Survey 1Take MyCAP Survey 2Take MyCAP Survey 3Take MyCAP Survey 4 | <p>Reports</p> <ul style="list-style-type: none">MyCAP Survey 1 ReportMyCAP Survey 2 ReportMyCAP Survey 3 ReportMyCAP Survey 4 ReportMyCAP Survey Comparison Report |
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myCAP© Instrument Survey:
You have the opportunity to take the survey up to four (4) times over the duration of your course or program. Your instructor should provide you with guidance on when you should take each survey.

Reports:

- Reports from each time you take the survey
- Comparative reports once you have taken the survey more than one time