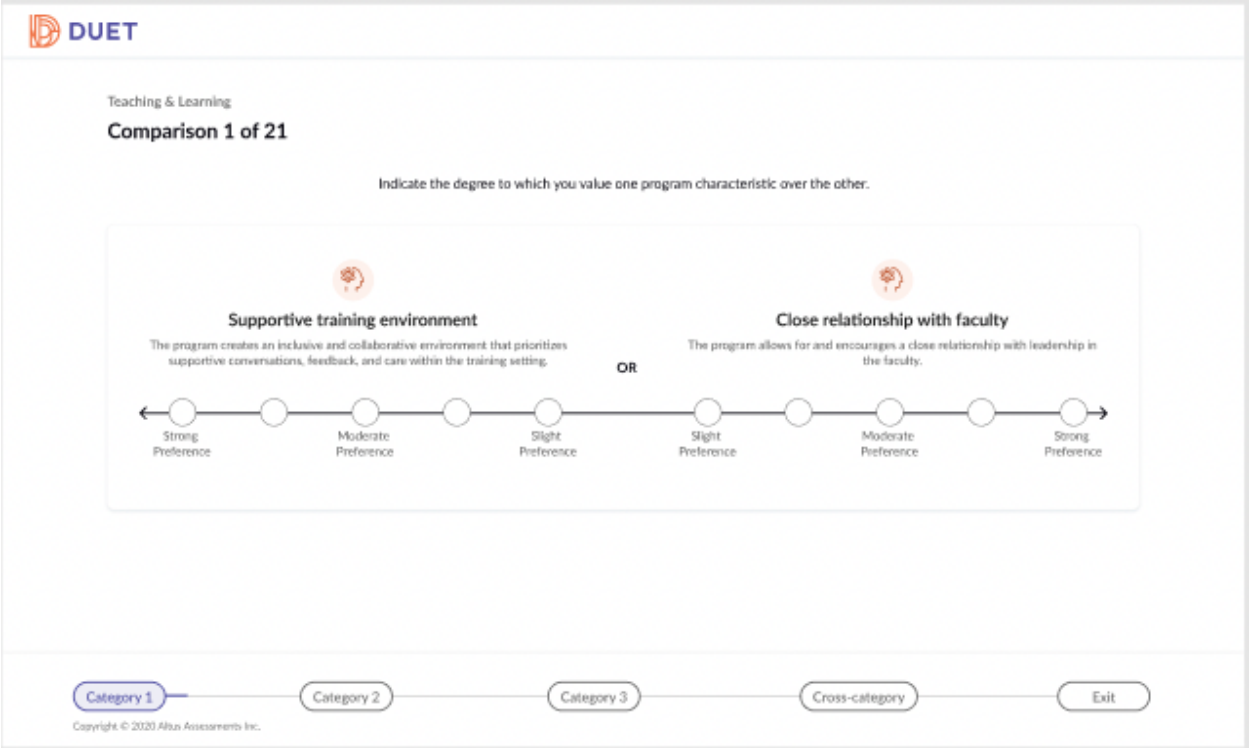
Program Duet Profiles

What is Duet?

Duet is a value-alignment assessment that provides programs with a standardized way to find applicants whose values and priorities for their education align with those of their program.



Why do you need to complete Duet?

Completing Duet provides insights into internal perspectives on your program. After a variety of your program's stakeholders complete Duet, a unique Program Profile is generated. This Program Profile is then compared with each applicant's own ranking of values and priorities, resulting in multiple scores, measuring alignment between your program and applicants across several categories.

Duet may be used at different stages in the admissions process. With respect to selection for interview, Duet can help you identify which applicants are most aligned with your program's offering.

How to complete your Duet Program Profile for the 22/23 cycle

- Participants receive a Duet invite email from the Program Admin via Insights
- Participants create an Insights account
- At least 8-10 stakeholders (e.g., 5 faculty, 5 students) at the program should

complete Duet.
    - Invite stakeholders to complete Duet by clicking on “Users”, and on “Add Users”
- Review instructions to ensure purpose and format is understood
- Review and reflect on the 7 characteristics and definitions for the category
- For each pair of characteristics that are presented, choose the one that is most important to your program. Continue until all 20 are complete.
- For each pair of categories that are presented, choose the one most important
- Once completed, all stakeholder profiles are combined and averaged
- Program Admin receives their **Program Profile** (combined rank of characteristics across each category)

How to update (add additional faculty members to) your Duet Program Profile

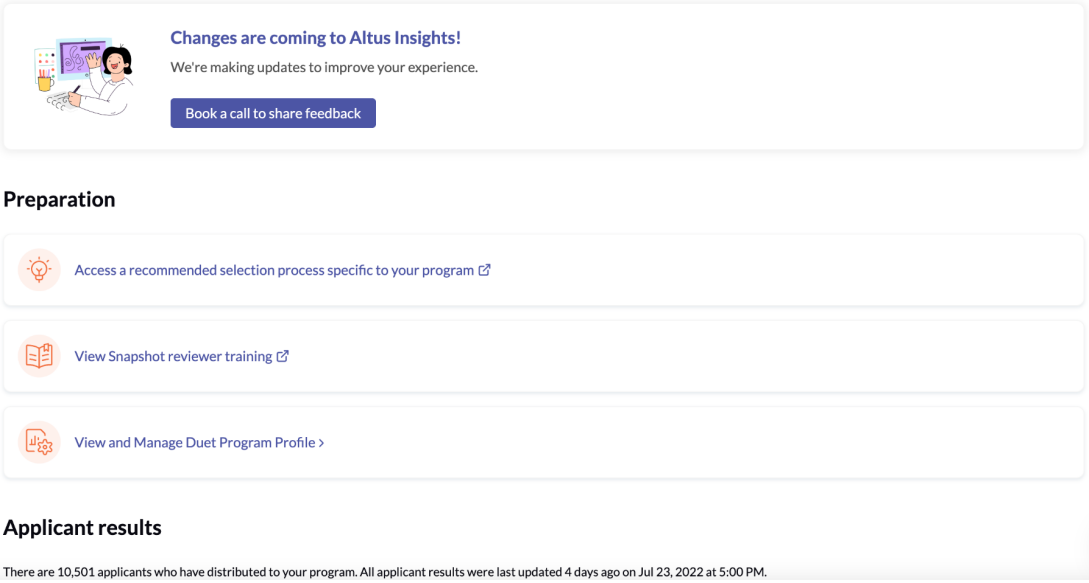
- Program Admin adds a list of participants to take the Duet assessment using the ‘Add user’ function under ‘Users’ in the menu (only Program Admins will see this)
- Program Admin sends invitations to their participants to create Insights accounts through user management
- Participants receive a Duet invite email from the Program Admin via Insights
- Participants create Insights account
- Participants take Duet
- Program Admin can then generate Duet Profile by clicking on the ‘Generate Profile’ button. If the program’s Duet profile already exists, they get a warning message saying that re-generating a new profile will delete existing scores and the scores will need to be downloaded again.

  Adding additional faculty members to your Duet program profile provides a well-rounded representation of your program. It is, however, optional.

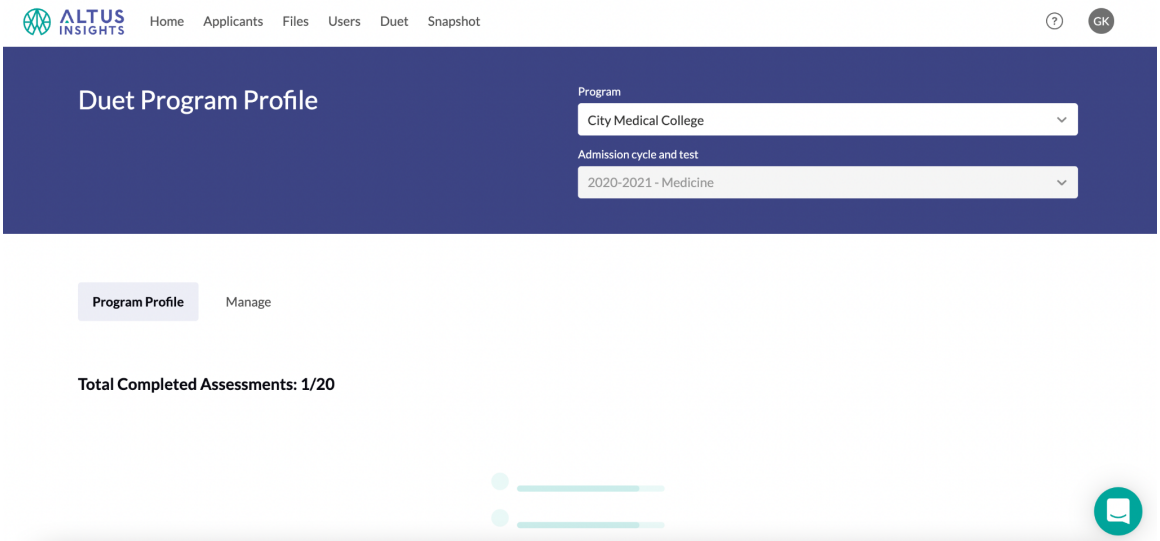
  Step-by-step with images

  To manage & view your Program Profile:

- Go to ‘View/Manage Program Profile’ on Home Page



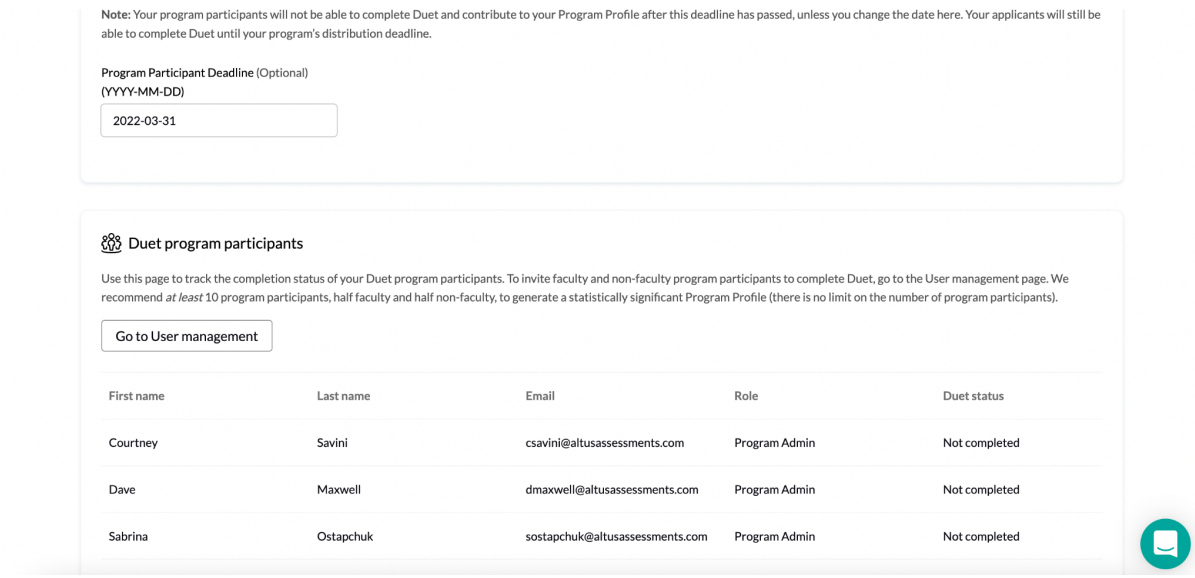
- Click on 'Manage'



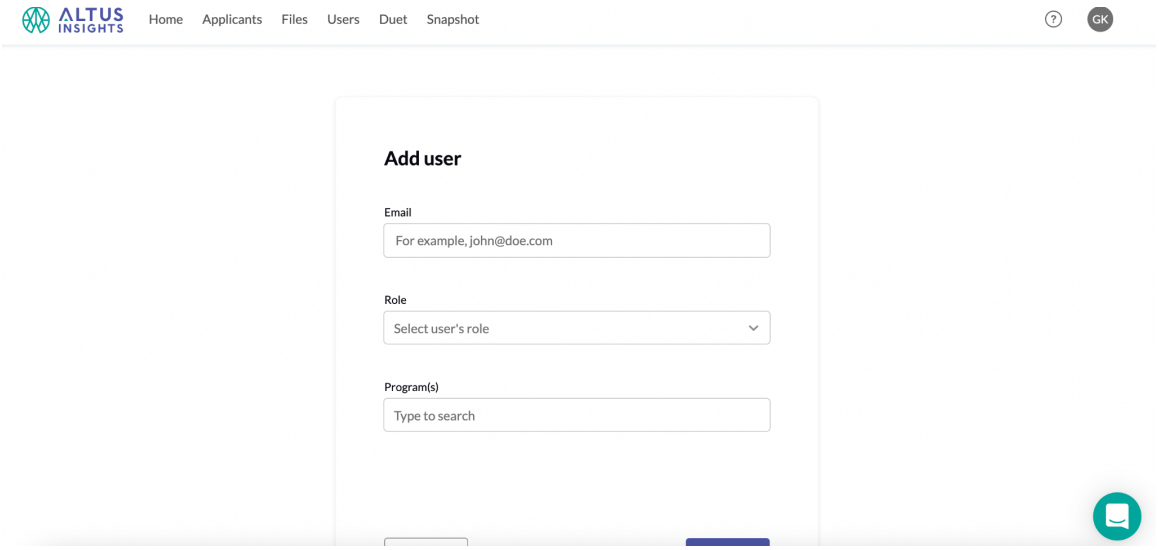
  - Scroll down to Duet program participants, to see who has been invited, who has completed, and who has not completed their Duet profile.

    This table has three states:

    a. Invited: User has been invited to take duet, but hasn't created their account yet
    b. Not completed: User has been invited, created account on Insights, but not taken duet assessment yet.
    c. Completed: User has taken their duet assessment.

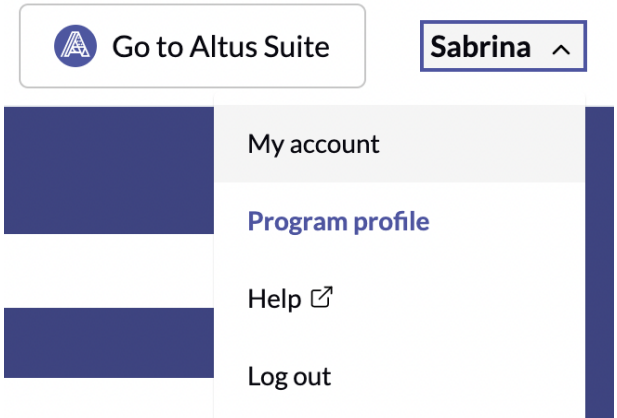


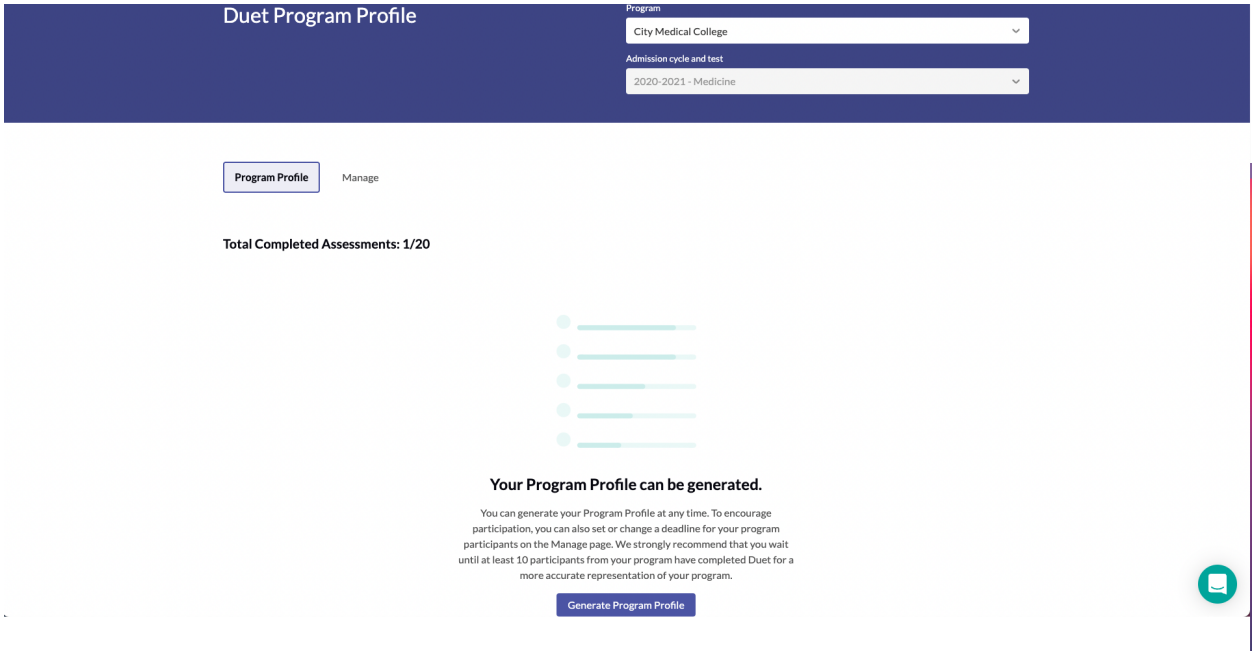
- Clicking on 'User Management', will bring you back to this page:



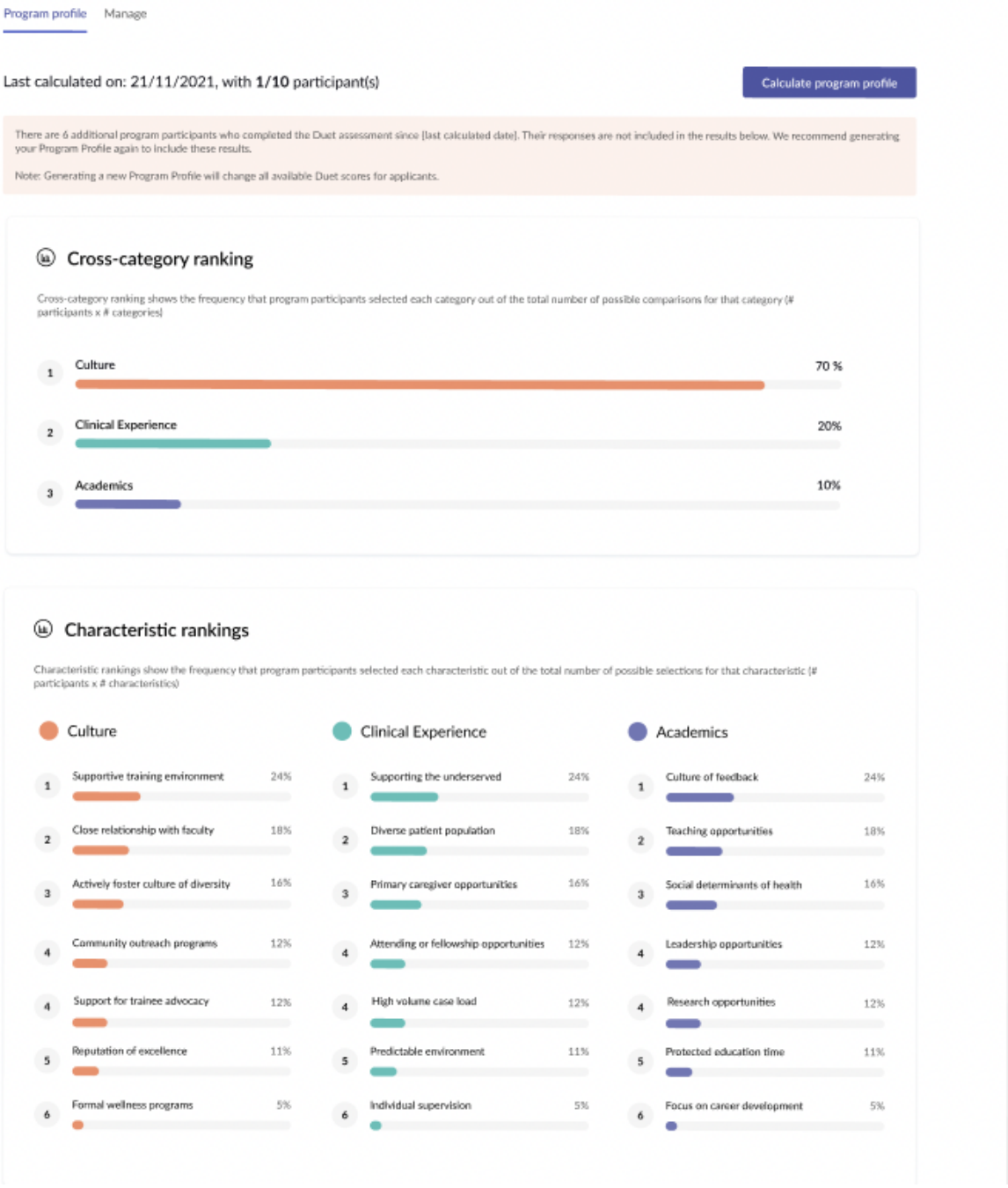
To generate your Program Profile:

- Navigate to Program Profile either from the main menu (below), or after clicking on 'View and Manage Duet Program Profile' (as shown above).





- If the Program Profile has already been generated, you can regenerate it again. It will look like this:



-

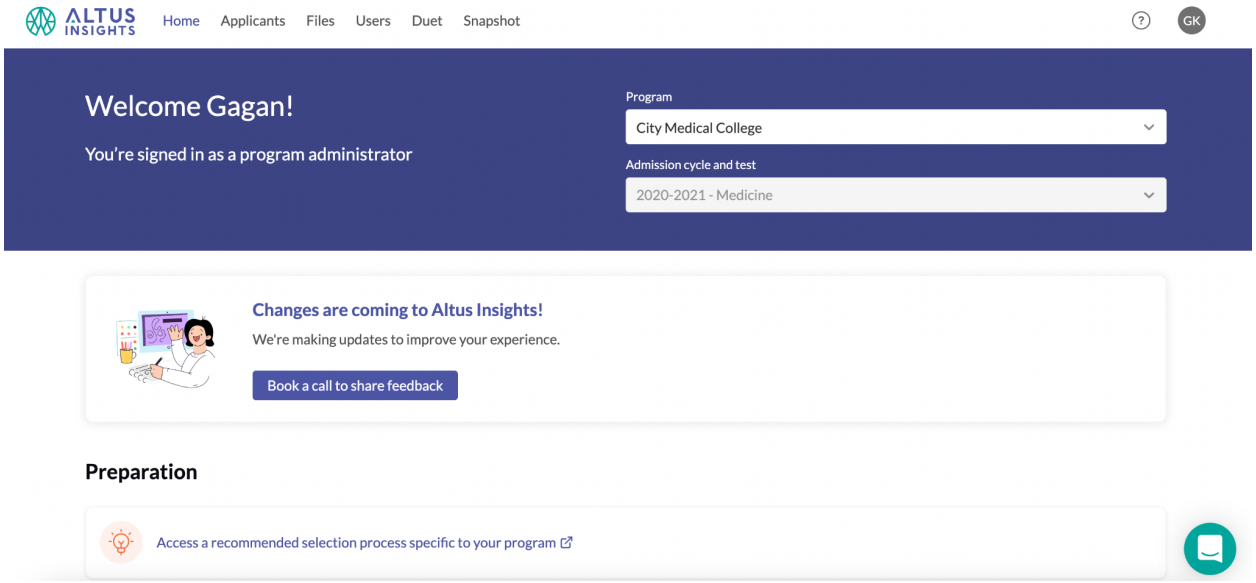
How to add/invite team members to Insights

- Program Admin adds a list of participants to take the Duet assessment using the ‘Add user’ function under ‘Users’ in the menu (only Program Admins will see this) See below for images.
- Program Admin send invitations to their participants to create Insights accounts through user management

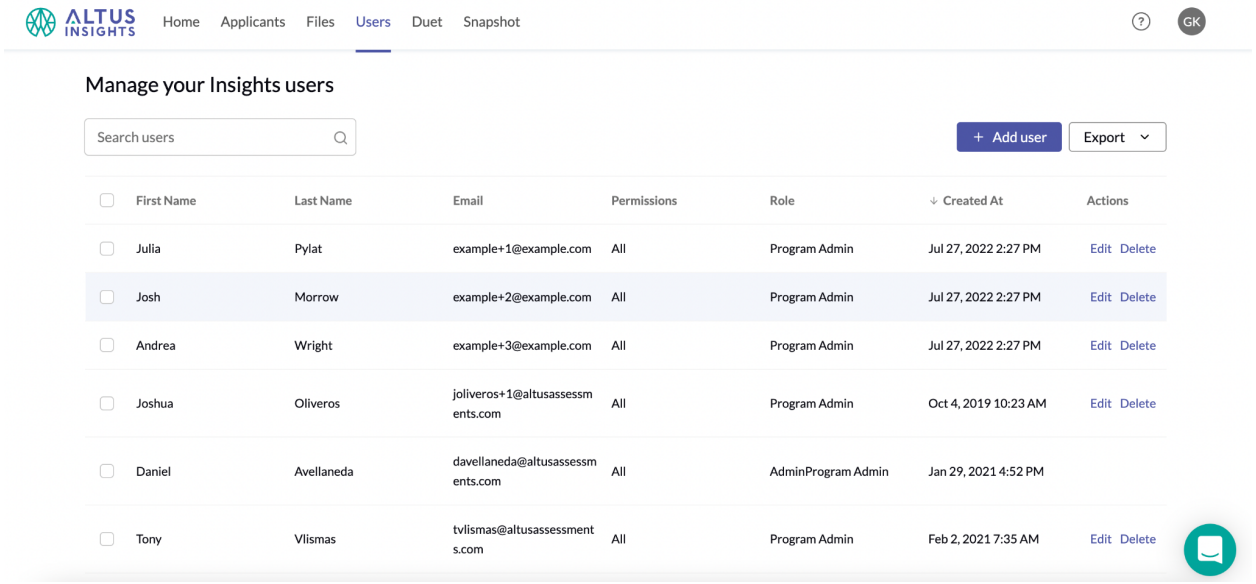
- Participants receive a Duet invite email from the Program Admin via Insights
- Participants create Insights account

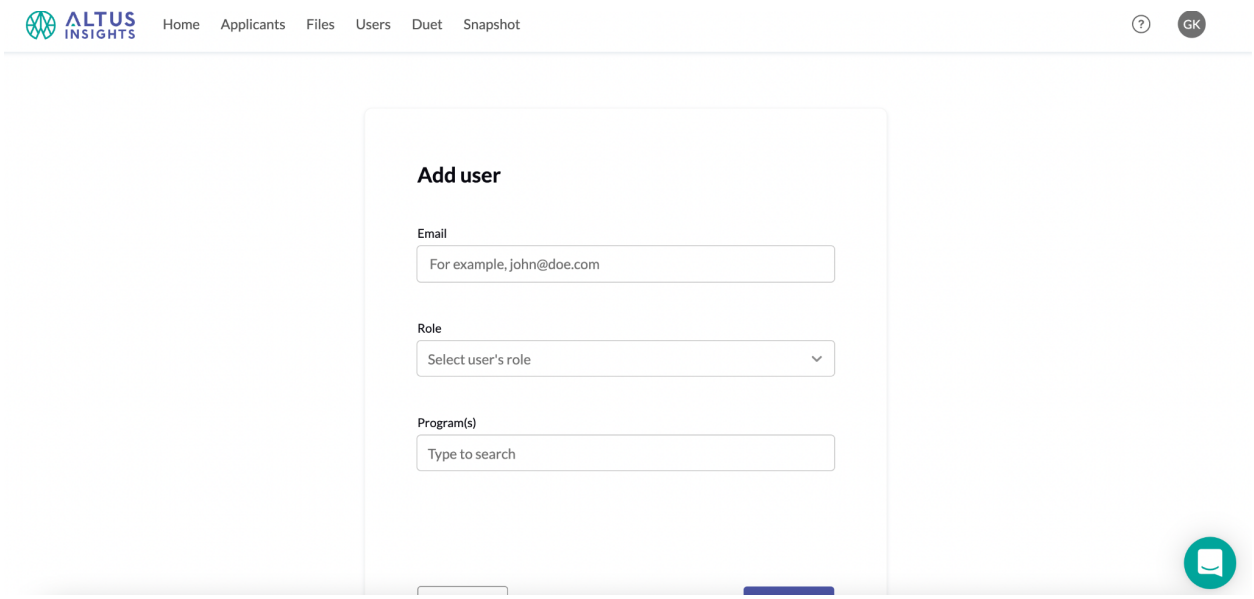
Step-by-step with images

- Through the menu bar navigate to ‘Users’



- Click on ‘Add User’





If you are just adding a program participant, add them as a team member, and select permissions.