

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.

The screenshot displays the Duet assessment interface. At the top left is the Duet logo. Below it, the text 'Teaching & Learning' and 'Comparison 1 of 21' are visible. A instruction states: 'Indicate the degree to which you value one program characteristic over the other.' The main area features two options separated by 'OR'. The first option is 'Supportive training environment' with a description: 'The program creates an inclusive and collaborative environment that prioritizes supportive conversations, feedback, and care within the training setting.' The second option is 'Close relationship with faculty' with a description: 'The program allows for and encourages a close relationship with leadership in the faculty.' Below these options is a horizontal scale with five points labeled 'Strong Preference', 'Moderate Preference', 'Slight Preference', 'Slight Preference', 'Moderate Preference', and 'Strong Preference' from left to right. At the bottom, there is a navigation bar with buttons for 'Category 1', 'Category 2', 'Category 3', 'Cross-category', and 'Exit'. A copyright notice 'Copyright © 2020 Altus Assessments Inc.' is at the bottom left.

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



Changes are coming to Altus Insights!

We're making updates to improve your experience.

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Preparation



[Access a recommended selection process specific to your program](#)



[View Snapshot reviewer training](#)



[View and Manage Duet Program Profile](#)

Applicant results

There are 10,501 applicants who have distributed to your program. All applicant results were last updated 4 days ago on Jul 23, 2022 at 5:00 PM.



- Click on 'Manage'



[Home](#) [Applicants](#) [Files](#) [Users](#) [Duet](#) [Snapshot](#)



GK

Duet Program Profile

Program

City Medical College

Admission cycle and test

2020-2021 - Medicine

Program Profile

Manage

Total Completed Assessments: 1/20



- 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:

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

Note: Your program participants will not be able to complete Duet and contribute to your Program Profile after this deadline has passed, unless you change the date here. Your applicants will still be able to complete Duet until your program's distribution deadline.

Program Participant Deadline (Optional)
(YYYY-MM-DD)

2022-03-31

Duet program participants

Use this page to track the completion status of your Duet program participants. To invite faculty and non-faculty program participants to complete Duet, go to the User management page. We recommend *at least* 10 program participants, half faculty and half non-faculty, to generate a statistically significant Program Profile (there is no limit on the number of program participants).

[Go to User management](#)

First name	Last name	Email	Role	Duet status
Courtney	Savini	csavini@altusassessments.com	Program Admin	Not completed
Dave	Maxwell	dmaxwell@altusassessments.com	Program Admin	Not completed
Sabrina	Ostapchuk	sostapchuk@altusassessments.com	Program Admin	Not completed

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



[Home](#) [Applicants](#) [Files](#) [Users](#) [Duet](#) [Snapshot](#)



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Add user

Email

For example, john@doe.com

Role

Select user's role

Program(s)

Type to search

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).



[Go to Altus Suite](#)

[Sabrina](#) ^

My account

Program profile

Help 

Log out

Duet Program Profile

Program

City Medical College

Admission cycle and test

2020-2021 - Medicine

Program Profile

Manage

Total Completed Assessments: 1/20

Your Program Profile can be generated.

You can generate your Program Profile at any time. To encourage participation, you can also set or change a deadline for your program participants on the Manage page. We strongly recommend that you wait until at least 10 participants from your program have completed Duet for a more accurate representation of your program.

Generate Program Profile

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

Last calculated on: 21/11/2021, with 1/10 participant(s)

Calculate program profile

There are 6 additional program participants who completed the Duet assessment since [last calculated date]. Their responses are not included in the results below. We recommend generating your Program Profile again to include these results.

Note: Generating a new Program Profile will change all available Duet scores for applicants.

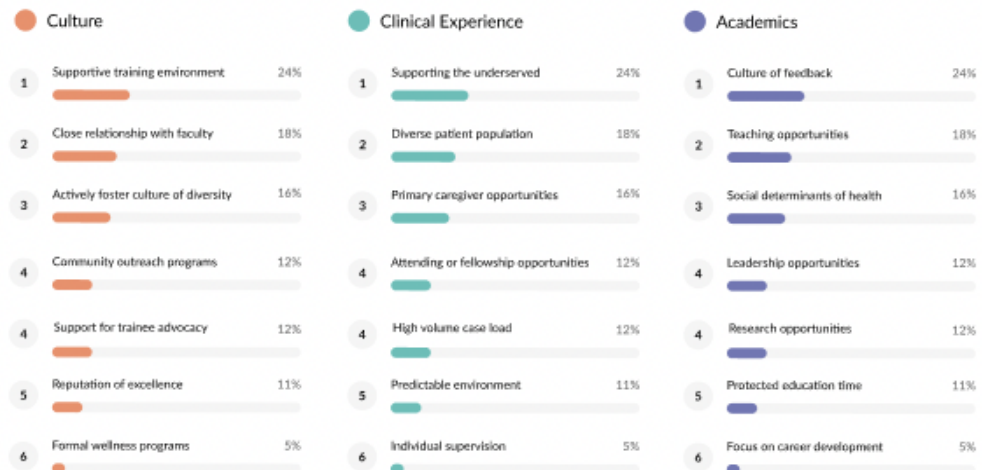
Cross-category ranking

Cross-category ranking shows the frequency that program participants selected each category out of the total number of possible comparisons for that category (# participants x # categories)



Characteristic rankings

Characteristic rankings show the frequency that program participants selected each characteristic out of the total number of possible selections for that characteristic (# participants x # characteristics)



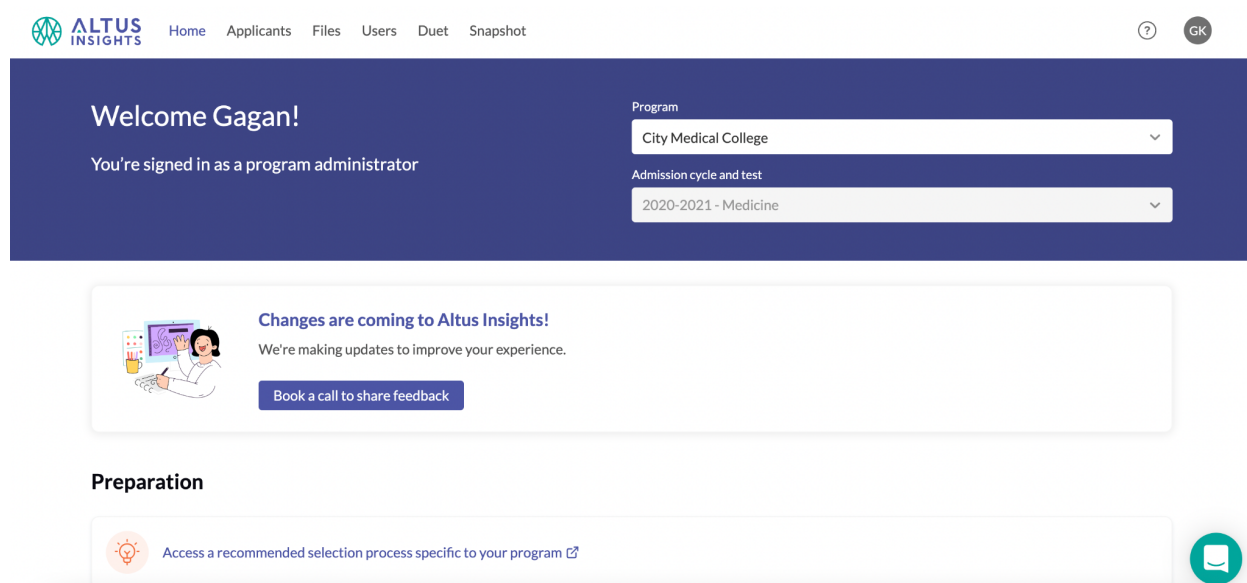
How to add/invite team members to Insights

- 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'



ALTUS INSIGHTS Home Applicants Files Users Duet Snapshot ? GK

Welcome Gagan!

You're signed in as a program administrator

Program: City Medical College

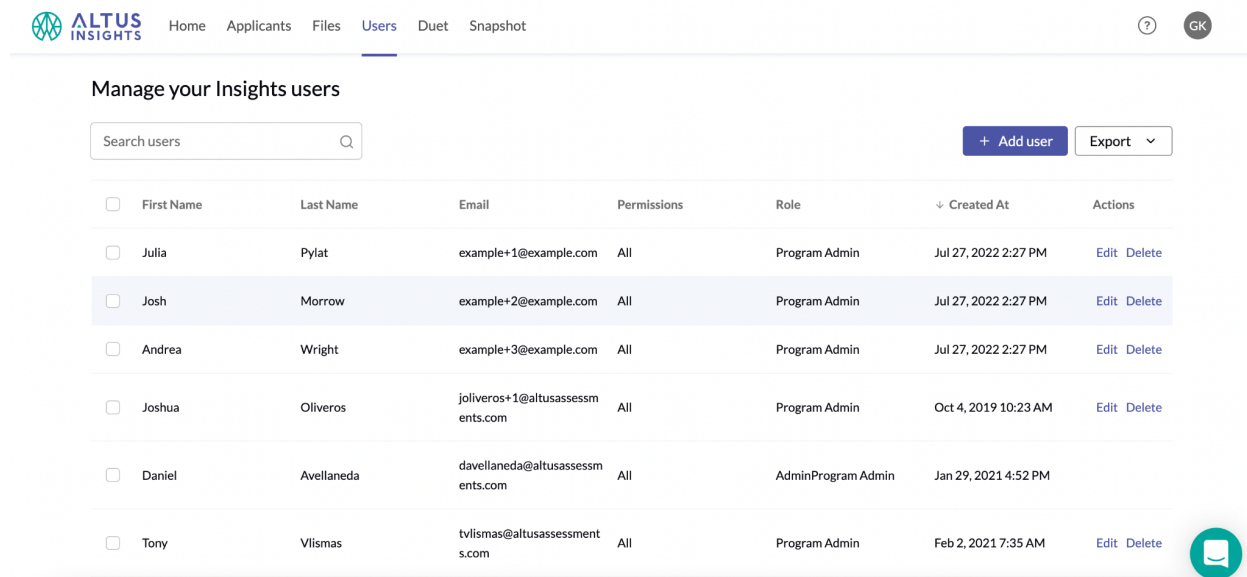
Admission cycle and test: 2020-2021 - Medicine

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Preparation

[Access a recommended selection process specific to your program](#)

- Click on 'Add User'



ALTUS INSIGHTS Home Applicants Files Users Duet Snapshot ? GK

Manage your Insights users

Search users

[+ Add user](#) [Export](#)

<input type="checkbox"/>	First Name	Last Name	Email	Permissions	Role	Created At	Actions
<input type="checkbox"/>	Julia	Pylat	example+1@example.com	All	Program Admin	Jul 27, 2022 2:27 PM	Edit Delete
<input type="checkbox"/>	Josh	Morrow	example+2@example.com	All	Program Admin	Jul 27, 2022 2:27 PM	Edit Delete
<input type="checkbox"/>	Andrea	Wright	example+3@example.com	All	Program Admin	Jul 27, 2022 2:27 PM	Edit Delete
<input type="checkbox"/>	Joshua	Oliveros	joliveros+1@altusassessments.com	All	Program Admin	Oct 4, 2019 10:23 AM	Edit Delete
<input type="checkbox"/>	Daniel	Avellaneda	davellaneda@altusassessments.com	All	AdminProgram Admin	Jan 29, 2021 4:52 PM	
<input type="checkbox"/>	Tony	Vlismas	tvlismas@altusassessment.com	All	Program Admin	Feb 2, 2021 7:35 AM	Edit Delete

Add user

Email

For example, john@doe.com

Role

Select user's role

Program(s)

Type to search

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