

AdvancED Web Surveys

Quick Start Guide to Administering a Web Survey



★ To begin:

Log in with your username and password at:

http://web.nsse.org/nsse-surveys/src/nsse_surveys.php

(For this website: turn off pop-up blockers, have Adobe® Reader installed, and do not use back and forward buttons on browser.)

Click on **Preview or Begin a New Survey**

Preview any of the surveys by clicking on **Preview** to the left of any of the survey titles.

To begin a survey, click on the survey title (you must have a survey administration available for the survey that you want to begin). A window will pop up and ask if you want to continue – click OK.

You are now in the six-step process to administer your survey. The six steps are displayed on the tabs across the top of the screen. The six steps are:

1 Set up and Customize Survey

This step includes optional survey features. If you do not want to use any of the optional features, click on the Preview tab to preview the survey or the Administer tab to continue.

If you have **Level 2 Reporting** (the ability to create disaggregated reports), you may want to add one or more disaggregation groups depending on how you want to disaggregate your reports. For example, if you want to disaggregate your reports by school, you will need to add a disaggregation group that will allow a survey-taker to identify the school that they are associated with.

To add disaggregation groups:

- Click on **Add/Edit Disaggregation Groups**
- Click on **Add Disaggregation Group**
- Type the survey item in the first box (for a student survey, you may type “I am a student at:”)
- Type the response choices in the boxes below (for disaggregation by school, you would type the name of a school in each box). If you need more than seven response choices, type “None of the Above” in the last box and add an additional disaggregation group.
- Click **Done** and **Done**

2 Preview

Preview the standard survey questions as well as disaggregation groups or additional survey items that you may have added.

3 Administer

Set the start date and stop date for your survey. Be sure to click on **Update** for each date. The stop date can be extended at any time by returning to the Administer tab.

4 Distribute

Surveys can be distributed to survey-takers via email, letter, exported list of access codes, or any combination of the three. Each survey-taker will be given a unique access code that will allow them to complete the survey only once. If they do not complete the survey at one time, they can use the access code to enter and complete it at a later time—up until the stop date.

Distribute Survey Access Codes by Email

Optional Edits:

- Edit the Announcement Email (do not edit the URL) and click on **Save**
- Enter Optional Reminder Date and click on **Update**
- Edit Reminder Email (do not edit the URL) and click on **Save**

Click on **Continue**

Import email addresses:

- Save your email addresses on your computer as a Text (tab-delimited) file - Excel® and CSV files can be saved as Text (tab-delimited) files. The Text (tab-delimited) file must not have headings and contain only one field for email addresses.
- Click on **Import E-mail Addresses**, browse and find your Text (tab-delimited) file, then click on **Import**.

Or manually enter email addresses:

- Enter the email address in the box and click on **Add**

To send the emails, click on **Select All** and then click on **Send E-mail**

Or **Distribute Survey Access Codes by Printed Correspondence or Export** (see next page)



Distribute Survey Access Codes by Printed Correspondence or Export

Optional Edits:

- Edit the Announcement Letter (do not edit the URL or access code merge field) and click on **Save**
- Edit Reminder Letter (do not edit the URL or access code merge field) and click on **Save**

Click on **Continue**

Import names for your letters:

- Save your names on your computer as a Text (tab-delimited) file - Excel® and CSV files can be saved as Text (tab-delimited) files. The Text (tab-delimited) file must not have headings and contain only one field for names (not a "First Name" field and a "Last Name" field) and can contain a second field for an identifier (such as a student ID).
- Click on **Import Names**, browse and find your Text (tab-delimited) file, then click on **Import**.

Or enter the name of the respondent group (or leave the same) and the number of people you want to survey in the **Group Size** box and then click on **Add Group**. This option will create a generic letter with a salutation such as "Dear Stakeholder".

To print the letters, click on **Select All** and then click on **Print Announcement**. A PDF should pop up with a letter for each survey-taker. If the PDF does not pop up, you may need to hold down your Ctrl button while you click on **Print Announcement**. Also, be sure to turn off any pop-up blockers.

To print reminder letters, click on **Select All** and then click on **Print Reminder**. A PDF should pop up with a letter for each survey-taker. If the PDF does not pop up, you may need to hold down your Ctrl button while you click on **Print Reminder**. Also, be sure to turn off any pop-up blockers.

To export a list of access codes into a CSV file, click on **Select All** and then click on **Export**. A new screen will pop up - click on **Your file is ready** and save the file to your computer.

5 Review

Once the survey has started and has been made available to survey-takers, you can click on the Review tab or Review on the Survey Log to monitor the progress of the survey. You can also update the start date, stop date, and reminder dates on this screen.

When you are ready to close the survey and review your reports, click on **Close this survey** at the top right of the screen.

6 Reports

Once the survey is closed, the reports will be available to you. Reports can be accessed by clicking on Reports for the survey in the Survey Log. Several standard report options are available as well as the option to export the survey data into an Excel file.

To access surveys that you have already begun, click on **Survey Log** at the top right of the screen.

