

**USER’S GUIDE**

**University Survey System (USS)**

1. Welcome

Welcome to the University Survey System (USS)! This is a free (if you paid to get to it, go get your money back!) software package that was initially developed for Nate Bryant and the Career Services Department at Eastern Washington University. It was the basis of the Computer Science Senior Project / Senior Capstone classes for Nicholas Estrada, Matt McGee, Andy Sorenson, and Maxwell Winston, and was finished in the spring of 2018. Mr. Bryant was in need of a system through which he could determine the level of awareness of Career Services offerings among the other departments on campus, and subsequently provide resources to those departments accordingly. The capabilities of the software have been expanded to provide an easy-to-use survey system for all EWU faculty. It offers multiple configurations for the administrator to choose from, a simple and efficient user interface, and the ability to export data for use with other software.

We hope you enjoy using our product!

1. Getting Started

If you are viewing this document, you have, most likely, already managed to access the software in the EWU network, and have created an account in order to administer surveys. In the interest of complete disclosure, however, we’ll start from the beginning.

* Accessing the software: The USS can be found at: www.CHANGE\_THIS/csdss/dev/pollster/pSignup.html.

The software, at the time of this writing, is only accessible from IP addresses associated with the EWU network.

* Creating an account: Your user name will need to be unique within the USS, and you will need a valid email address. There are no requirements for your password, although we would strongly recommend using a combination of 8 or more characters, using upper- and lower-case letters, numbers, and special characters (such as: #$%) to keep your account secure. Once your account has been established, you can change your password and email address at any time through the “My Account” link on the Welcome page, but your user name will be permanently connected to the account. A single user can create multiple USS accounts, but each account must have a unique user name and email address associated with it.

Upon successful account creation, you will be redirected to the Survey Administrator Dashboard. For subsequent visits to the website, this page can be reached from the login page, at: www.CHANGE\_THIS/csdss/dev/pollster/pLogin.html.

1. Using the USS

* Creating a survey: Click on the “Create Survey” button. You will be taken to a page to begin building your survey. Enter a title for the survey. This field is required. This title will be visible to everyone who takes the survey. It will also be used to identify the survey on your dashboard, and as an index to store results when a survey is completed.

The other text box on this page is for instructions that will be presented to survey-takers when they first access the survey. These instructions will be specific to this survey. You are not required to enter instructions, but this is the only place where you can guarantee that all survey respondents will see any instructions or explanations that you’d like to impart before they begin answering questions.

1. Troubleshooting