

**QUICK START GUIDE**

**University Survey System (USS)**

1. If you haven’t already, create an administrator account at Career-Services-Department-Survey-System/dev/SEP/pollster/pSignup.html. Fill out the account creation form, click on the link sent to the email address you entered, and, provided that your account was created successfully, you will be taken to the administrator dashboard. This is the page you will land on whenever you sign in.
2. Click on the “New Survey” button. Throughout the following process, each field that appears must be filled with some value. If a question or section does not include any value / score / points, enter zero (0).
3. Give your survey a name. This is the title you will use to identify the survey in the future, so it should be descriptive enough to identify the subject matter of the survey you’re about to create. This field is required.
4. In the box labeled “Enter Survey Instructions for the User”, enter a description, the purpose of the survey, and any special instructions you want the survey-taker to be aware of before they begin. This field will be seen by anyone who receives the survey.
5. Click on the “Add Section” button. Sections exist so that different information and links to resources can be provided depending on the section the user reaches. If you don’t want to provide feedback to the user when they are done with the survey, or if the feedback you provide is not dependent on the “score” the user achieves, you only need to create one section. Otherwise, in the “Enter Minimum Section Score”, enter the total number of points the user must achieve in order to progress to the next section. This can be changed at any time while you’re creating the survey, and the individual questions in the section will collectively need to be worth at least as many points as the Minimum Section Score, or no one will be able to progress beyond the current section. The minimum section can be zero, as well, in which case the user will progress to the next section (if there is one) regardless of the way they answer questions.
6. Click on the “Add Question” button. Three fields will appear. In the “Enter Question Text” field, enter the question as you want the user to see it. In the “Enter Weight” field, enter the number of points this question is worth. This should be some portion of the Minimum Section Score, or zero, if this question holds no weight in scoring.
7. Choose a question type. Click on the field, and the four possible types of questions will appear in a dropdown list. Multiple choice questions have one possible correct answer. Checkboxes can have one or more correct answers. True/False questions can have one correct answer. Scaled questions can have one correct answer, but are often used for qualitative reasons, rather than for scoring. The Multiple Choice and Checkbox question types allow for any number of optional answers to be displayed using the green plus (+) sign to the right of the field. Individual fields may be removed using the red “x” further to the right of the field. Enter the text for each possible choice, and choose the number of points that specific response is worth, if applicable. If there is a correct answer to the question, or if (in the case of the Checkbox type) there are multiple correct answers, click on the selector to the left of the answer field(s) to indicate that it is (or they are) the correct choice(s).
8. When you have created all of the questions that make up the section, double check that the number of points possible for a question total at least the number chosen to represent the weight of the question, and that the combined question weights total at least as many points as the quantity chosen for the Minimum Section Score. This functionality is unregulated to allow for any number of possible configurations in surveys but, as such, requires some consideration on the part of the administrator.
9. Repeat steps 5 through 8 until you’re satisfied with your survey. Click on the “Save” button at the bottom of the survey. You will be directed to the Survey Management screen, the right side of which contains two fields: “Survey Groups” and “Resources”, a “Delete Survey” button, and a toggle switch. At the same time, a tab for your newly-created survey will appear in a list on the left side of the screen.

The “Survey Groups” section provides one or more randomly-generated personal identification numbers. The administrator can name the group to be associated with each PIN, and can create or remove any number of PINs associated with the survey. This PIN number is specific to this survey, and will expire one week after it is created. It can be sent by email to any department, person, or group for which the administrator would like survey results combined.

The “Resources” section is where the administrator tailors feedback to the user according to the section they reach in the survey. There will be one Resource field for each section in the survey. For more details, see the USS User Guide.

At the top of the Survey Management screen, there is a “Delete Survey” button, which will permanently delete the currently selected survey (in this case, the one you just created). On the right side of the screen is a toggle switch to make the survey “live”. The toggle defaults to “live,” and will show a green background. When switched to the left, the survey can be altered, but cannot be completed by anyone.

1. Click the “Save” button at the bottom of the screen when all sections have been filled out. You will see the welcome message on the right side of the screen, and your surveys will be listed on the left side of the screen in tabs.
2. Copy the provided link that leads to the survey-taker (“user”) login page, along with the PIN, and email both to any entity that you wish to have take that survey. PINs can be used for any number of groups, and by any number of people in a group, but survey results can only be divided by PIN (using group names).
3. When a user completes and submits the survey, the results will automatically be combined with the other results for that survey, and will be displayed on the administrator dashboard when the survey is selected.

For more detailed instructions, please see the USS User Guide.