

SURVEY REGISTRATION AND VCU CALENDAR

Prepared By:



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Office of the Provost | Office of Planning
and Decision Support

Survey Registration and VCU Calendar

- **Step #1** To review other survey support tools and resources go to <http://www.opds.vcu.edu/pie/pie-survey-support/survey-support-tools-and-resources/> (there is a direct link to the survey registration and calendar tool on this page). To directly go to the survey registration and calendar tool type this url: go.vcu.edu/vcusurvey.
- **Step #2** The link on the Survey Support Tools and Resource page (*Please click here to register a survey.*) or if go.vcu.edu/vcusurvey is used the Central Authorization Service (CAS) will prompt you to type in your eID and password. The picture below will be the screen you should see once your eID and password has been entered.

The screenshot shows the VCU Survey Repository interface. At the top, there is a blue header with the text "VCU Survey Repository" and a "Logout" link on the right. Below the header, there is a yellow box on the left that says "Your Name will automatically populate here". The main content area contains a list of links: "Register A New Survey", "List My Surveys", "View VCU Survey Calendar", and "Search VCU Survey Inventory". Below this list, there is a section titled "Survey Resources:" with a link to "AIE Survey Support".

- **Step #3** To register a survey click *Register a New Survey*. Type in the information required and then click Continue. In order to continue all questions must be answered.

The screenshot shows the "Register A New Survey" form. At the top, there is a blue header with the text "VCU Survey Repository" and a "Logout" link on the right. Below the header, there is a yellow box on the left that says "Your eID will automatically populate here" with an arrow pointing to the "Primary Contact eID:" input field. To the right of the input field, there is another yellow box that says "Name and telephone number will automatically populate here". The form contains two checkboxes: "I have reviewed the Guiding Principles on the OPDS website." and "I have consulted the VCU Survey Calendar on the OPDS website regarding timing and potential conflicts with other major surveys." Below these checkboxes, there is a question: "Is the survey sample size more than 500:" with radio buttons for "Yes" and "No". At the bottom of the form, there are two buttons: "Continue" and "Cancel".

Survey Registration and VCU Calendar

- **Step #4** The next screen is the registration survey form. Please complete the information requested on the form. If all of the information is not available at the time of registration you can edit the form at a later date but you may have to provide information in the required fields in order to save the form. The picture below is an example of what the form looks like with only some of the questions. Once the form is completed and saved you will be brought back to the home page that will show a list of options as seen in the picture in **Step #2**.

VCU Survey Repository

Register A New Survey

Survey Registrant eID:

Primary Survey Contact: (if different from registrant)

Name of the survey:

Provide a brief description of the survey:

What steps have you taken to determine whether this survey is the most effective means of collecting the information you need?

Enter the estimated begin and end dates for planned surveys that you want to appear on the calendar. (Enter estimated dates for 2-3 years. Dates can be revised or deleted within the List My Survey function as needed.)

Start date: End date:

How is the survey administered? (Check all that apply.)

- Internet
- Phone (landline or cell)
- Paper
- Other

Is the survey administered and/or designed by a vendor/consultant?

Yes No

- **Step #5** To view surveys that you registered click [List My Surveys](#). This selection will show a list of your surveys that will have the title of survey, start date and end date of the survey, sample size, and status. This feature will allow the capability to view the information entered on the form and the opportunity to edit a survey that was entered by you. See the example of the screen below.

VCU Survey Repository

[\[Register A New Survey\]](#)

Title	Start Date	End Date	Sample	Status	Options
Diverse Learning Environments Survey	04/11/2016	04/29/2016	30000	archived	Edit
The VCU Diversity and Inclusion Campus Cli...	04/11/2016	04/29/2016	8214	archived	Edit

Survey Registration and VCU Calendar

- **Step #6** Once surveys are registered they will automatically populate on the [VCU Survey Calendar](#). To view the calendar select the [VCU Survey Calendar](#) on the home page. When you get to the calendar page it will provide you with all registered surveys. To see your surveys specifically, please select [List My Surveys](#) at the upper right hand corner. The calendar feature will allow you to search targeted populations such as: undergraduates, alumni, faculty, first-year students, graduate students, staff and transfer students. The calendar will also show the start and end date of the survey. See example below.

The screenshot displays the VCU Survey Repository interface for February 2017. The calendar shows the following survey dates:

- 6a NSSE**: February 14-18
- 6a Perceptions, Attitudes, and Behaviors of Faculty toward**: February 15-17
- 6a Evaluation of Ir**: February 17-18
- NSSE**: February 19-25
- Perceptions, Attitudes, and Behaviors of Faculty towards Older Students**: February 19-25
- Evaluation of Information Desk Services at Cabell Library**: February 19-25
- 6a Integrity & Compliance Culture Survey**: February 20-25
- NSSE**: February 26-28
- Perceptions, Attitudes, and Behaviors of Faculty towards Older Students**: February 26-28
- Evaluation of Information Desk Services at Cabell Library**: February 26-28
- Integrity & Compliance Culture Survey**: February 26-28
- NSSE**: February 5-11
- Perceptions, Attitudes, and Behaviors of Faculty towards Older Students**: February 5-11
- Integrity & Compliance Culture Survey**: February 5-11

The 'List My Surveys' checkbox is checked. The 'Target Populations' sidebar includes the following checked items:

- Undergraduate
- Alumni
- Faculty
- First-year students
- Graduate students
- Staff
- Transfer students

Survey Registration and VCU Calendar

- **Step #7** Go back to the home page to search other surveys that has been registered by others. Click on [Search VCU Survey Inventory](#). This option allows filtering capabilities based upon the start/end date, sample size, status (active or archived), population, strategic priorities and types of information shared. If nothing is selected a list of all surveys registered will show. By selecting a specific survey, all information provided during its registration will be viewable. See example below of what the page looks like.

Home » Search VCU Survey Inventory
VCU Survey Repository
Logout

Search VCU Survey Inventory

Start Date:	From: <input style="width: 80%;" type="text"/>	To: <input style="width: 80%;" type="text"/>	
Sample Size:	<input style="width: 80%;" type="text" value="(All)"/>	Status:	<input style="width: 80%;" type="text" value="(All)"/>
Population:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Alumni <input type="checkbox"/> Faculty <input type="checkbox"/> First-year students <input type="checkbox"/> Graduate students <input type="checkbox"/> Staff <input type="checkbox"/> Transfer students <input type="checkbox"/> Other		
Strategic Priorities:	<input type="checkbox"/> Campus climate <input type="checkbox"/> Economic, workforce etc. <input type="checkbox"/> Org. effectiveness <input type="checkbox"/> Student access <input type="checkbox"/> Student life/campus life <input type="checkbox"/> Student success <input type="checkbox"/> Technology <input type="checkbox"/> Other		
Information Shared:	<input type="checkbox"/> Canned reports <input type="checkbox"/> Executive summaries <input type="checkbox"/> Raw data <input type="checkbox"/> Survey questions <input type="checkbox"/> Other		
<input type="button" value="Export CSV File"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>			

Survey List

38 registration(s) and 45 session(s)

Title	Start Date	End Date	Sample	Status	EID
Annual Postdoctoral Survey	11/07/2016	11/29/2016	225	archived	acasebol
VCU Teaching Adjunct- Chair/Dean Survey	08/17/2016	08/30/2016	30	archived	ahcampbell

For questions please contact Connie Peyton at (804)827-0932 or by email at cwpeyton@vcu.edu.