

SURVEY DEVELOPMENT

How to Launch a Survey at WSSU

001.



Contact Institutional Assessment & Research (IAR)

IAR staff can direct you to existing information or help create a survey instrument that meets your needs. IAR can be reached at 750-8036.

002.

Review. Approve. Distribute.

IAR will create the survey in Qualtrics and send you a draft for approval. Once approved, IAR will send you a link for distribution. It is your responsibility to distribute the survey to your target audience.



003.



Request Data

IAR can provide you with response count updates as needed and a data report once the survey administration ends. Establish an update/report schedule with your IAR survey contact.

Depending on the complexity of the request and institutional priorities, survey administration timelines can vary. Please consult with your IAR survey contact for additional timeline information.

For existing survey data, please visit <http://www.wssu.edu/administration/assessment-and-research/niloa/student-learning.aspx>