

Survey Build Worksheet

PART I: Survey Planning

This portion of the worksheet will help you design and outline decisions around launching a Survey with students in your institution's Navigate or Starfish platform.

1. What type of survey will you send to students?

- First Year Persistence Advising & Registration Satisfaction Midterm Grade Check-In
- Online/Hybrid Learning Other (write in):

2. Who will be crafting and approving questions and choices?

Name 1:

Name 2:

3. Who will be building the Survey?

Name 1:

Name 2:

Content Administrator Permissions are required to build and send Surveys. If permissions are needed, email NavigateTechSupport@eab.com or StarfishSupport@eab.com.

4. Which cohort of current students will receive the survey?

5. What are the start and end dates for your survey?

Start Date:

End Date:

6. Follow up and analysis:

a. What is the follow up timeline?

b. What departments are responsible for following up with students?

c. At a high level, what will the follow up process look like?

Consider: Email/Text Messages, Appointment Campaigns, Case Management

d. What metrics will you use to measure impact and effectiveness of your survey?

Survey Build Worksheet

PART II: Survey Build Documentation

This portion of the worksheet is designed to help you outline the details of your Survey. Once complete, use this sheet as a reference point as you build your Survey.

#	Section	Question	Response Options	Intervention Owner	Relevant Resources
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Survey Build Worksheet – EXAMPLE COMPLETED

PART I: Survey Planning

This portion of the worksheet will help you design and outline decisions around launching a Survey with students in Navigate.

1. What type of survey will you send to students (circle one)

- First Year Persistence Advising & Registration Satisfaction Midterm Grade Check-In
- Online/Hybrid Learning Other (write in):

2. Who will be crafting and approving questions and choices?

Name 1: Director of First Year Advising

Name 2: Director of First Year Onboarding

3. Who will be building the Survey in CAT?

Name 1: Content Administrator Lead

Name 2: Director of First Year Advising

Content Administrator Permissions are required to build and send Surveys. If permissions are needed, email NavigateTechSupport@eab.com or StarfishSupport@eab.com.

4. Which cohort of current students will receive the survey?

First Time Full-Time Fall 2021

5. What are the start and end dates for your survey?

Start Date: September 28th, 2021

End Date: October 19th, 2021

Survey Build Worksheet – EXAMPLE COMPLETED

6. Long-term analysis and intervention:

a. What is the follow up timeline?

Initial outreach to applicable students by October 30th

b. Who is following up?

Director of First Year Advising will be coordinating efforts, loop in Tutoring, Financial Aid, Student programming as needed

c. At a high level, what will the follow up process look like?

Consider: Tagging resources, Email/Text Messages, Appointment Campaigns, Case Management

Self-service resource tagging to help students find applicable resources

When advising is following up, appointment campaigns will be sent to students

For follow up that requires Tutoring and/or Financial Aid, alerts will be submitted to kick-off formal case management process

d. What metrics will you use to measure impact and effectiveness of your survey?

Survey response rate and First Year Persistence Rate

Survey Build Worksheet – EXAMPLE COMPLETED

PART II: Survey Build Documentation

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#	Section	Question	Response Options	Intervention Owner	Relevant Resources
1	Academic	I have not skipped any of my classes	Yes/No	Success Coach	
2	Academic	I have finished all homework assignments on time	Likert	Success Coach	
3	Academic	I get to my classes on time	Likert	Success Coach	
4	Academic	I come to class prepared	Likert	Success Coach	
5	Academic	I understand my class assignments	Likert	Tutoring Director	Student Success Center
6	Academic	How many hours do you plan to study outside of class each week?	0-40+		
7	Academic	I am getting enough sleep at night	Likert		First-Year Advising
8	Social	There are several student organizations I'm excited to participate in	Likert		Student Life
9	Social	I am connecting with other students I like	Likert		Student Life
10	Social	My roommate(s) respect my needs	Likert	Residence Hall Director	Residence Life
11	Social	I like where I live	Likert	Residence Hall Director	
12	Social	I plan to spend my weekends on campus	Likert	Residence Hall Director	
13	Social	I fit in	Likert	Success Coach	
14	Social	I never feel pressured by other students to do things that make me uncomfortable	Likert	Success Coach	
15	Outlook	I like my classes	Likert		
16	Outlook	I will get good grades in all my classes	Likert	Success Coach	Student Success Center

Survey Build Worksheet – EXAMPLE COMPLETED

PART II: Survey Build Documentation

This portion of the worksheet is designed to help you outline the details of your Survey. Once complete, use this sheet as a reference point as you build your Survey.

#	Section	Question	Response Options	Intervention Owner	Relevant Resource
17	Outlook	My current level of stress is manageable	Likert	Success Coach	Counseling
18	Outlook	My current level of homesickness is manageable	Likert	Success Coach	
19	Outlook	I am proud to be a student here	Likert		
20	Outlook	I would recommend this as a great place to go to college	Likert		
21	Outlook	Getting a college degree is important to me	Likert		
22	Resourcefulness	I am comfortable approaching my professors and teaching assistants	Likert		
23	Resourcefulness	I know where to get help if I'm struggling in a class	Likert	Success Coach	Student Success Center
24	Resourcefulness	I know where to get help if I'm struggling with non-academic issues	Likert	Success Coach	
25	Resiliency/Grievance	Right now, I see myself being successful	Likert	Success Coach	Student Success Center
26	Resiliency/Grievance	I have control over how I perform	Likert		
27	Financial	I know how I will cover my costs for next semester	Likert	Financial Aid Advisor	Financial Aid
28	Financial	I will graduate with a manageable amount of loans and other debt	Likert	Financial Aid Advisor	
29	Financial	I believe a degree is worth the investment	Likert		
30	Financial	Do you work more than 20 hours per week at jobs on campus?	Yes/No		
31	Comments	What else would you like to share about your experience so far?	Free response		
32	Comments	What would you change about your experience so far?	Free response		