

# ats Student Questionnaires

Questionnaire Management Interface  
Administrator's Manual  
Revised - 2023

## Where to Start:

### The Questionnaire Management Interface (QMI) Batch Page

#### Purpose

This manual is intended for school coordinators who are responsible for the questionnaire system at a school. When logging into the Questionnaire Management Interface, or "QMI", the first page you encounter will be the Batch page. The Batch page gives users the ability to create, review, and submit batches.

Send any questions to [Qmail@ats.edu](mailto:Qmail@ats.edu).

#### Batch Defined

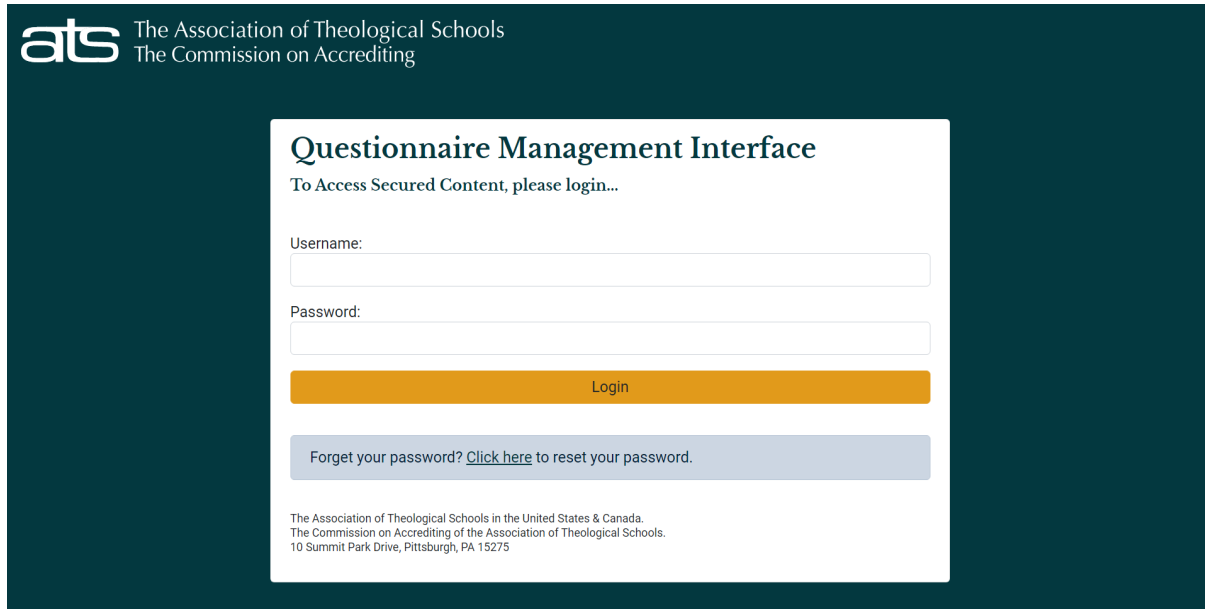
A "batch" refers to a group of questionnaires to be completed by a group of survey participants (e.g., all students graduating from a school at the end of a specific academic term).

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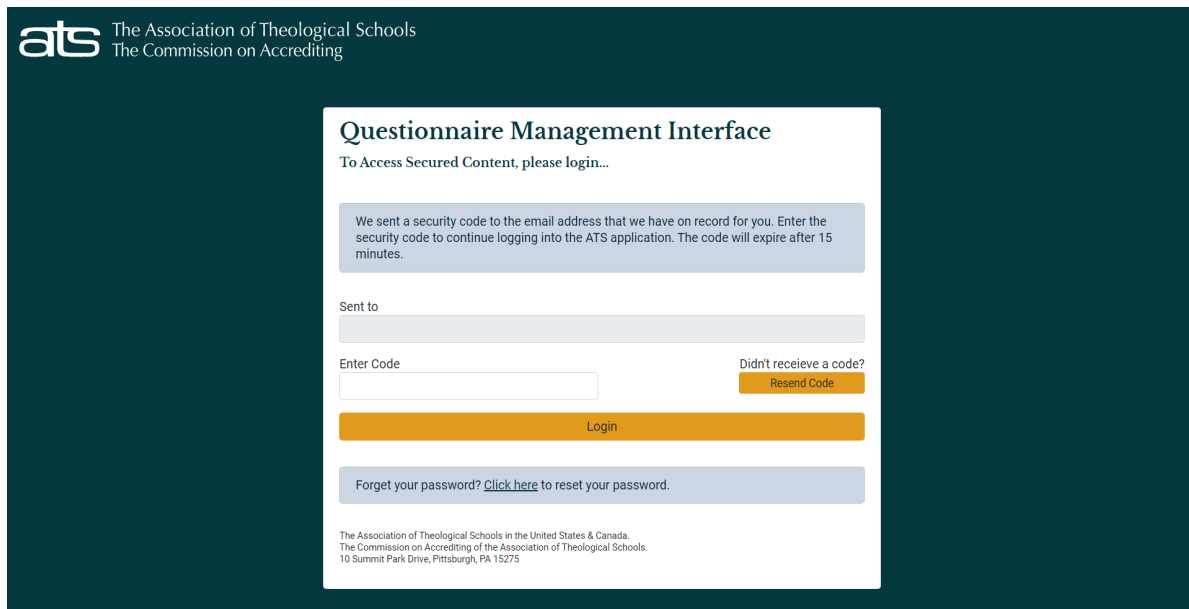
## LOGGING IN TO THE QUESTIONNAIRE MANAGEMENT INTERFACE

As an administrator, you must log in to the system. Using your internet browser, go to <https://atsqmi.ats.edu>. The following page displays:



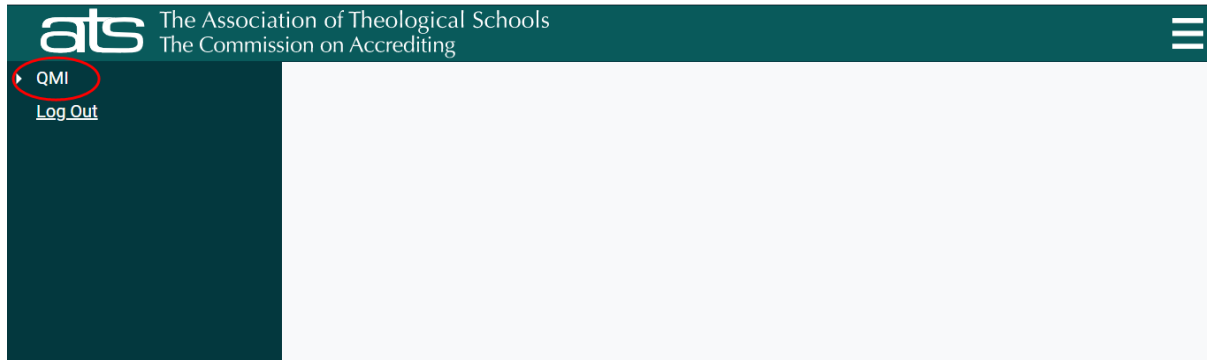
The screenshot shows the login page for the Questionnaire Management Interface. At the top left is the ATS logo and the text "The Association of Theological Schools The Commission on Accrediting". The main heading is "Questionnaire Management Interface" with the subtext "To Access Secured Content, please login...". Below this are two input fields: "Username:" and "Password:". A prominent orange "Login" button is centered below the fields. A blue box contains the text "Forgot your password? [Click here](#) to reset your password." At the bottom, there is a small block of text: "The Association of Theological Schools in the United States & Canada. The Commission on Accrediting of the Association of Theological Schools. 10 Summit Park Drive, Pittsburgh, PA 15275".

Enter your username (the email address you provided to ATS on the order form) and password and click **Login**. If you forgot your password, you may click in the blue box to reset your password. Once you have entered your username, password, and clicked Login the following screen will display. This system uses two-factor authentication, which requires you to enter a code that is sent to your email address. You will have 15 minutes to enter the code, or it will expire. If you did not receive the code, click on Resend Code to have it resent to you.



The screenshot shows the two-factor authentication page. It features the same header as the previous page. The main heading is "Questionnaire Management Interface" with the subtext "To Access Secured Content, please login...". A blue box contains the text: "We sent a security code to the email address that we have on record for you. Enter the security code to continue logging into the ATS application. The code will expire after 15 minutes." Below this is a "Sent to" input field. The "Enter Code" field is on the left, and a "Resend Code" button is on the right, with the text "Didn't receive a code?" above it. A prominent orange "Login" button is centered below the code field. A blue box contains the text "Forgot your password? [Click here](#) to reset your password." At the bottom, there is a small block of text: "The Association of Theological Schools in the United States & Canada. The Commission on Accrediting of the Association of Theological Schools. 10 Summit Park Drive, Pittsburgh, PA 15275".

Once you have completed the login process you will see the basic application navigation along the left-hand side of the page. If the application navigation does not appear, click on the three lines in the upper right-hand corner of your screen.



Click the expand icon  circled above to display your options.



## EDITING YOUR PROFILE SETTINGS

Click on Profile Settings to update multi-factor settings and to change your password. Both options will be shown on the same page. You can NOT change your username; it must remain the same as the email address entered on your order form.

## CHANGING YOUR MULTI-FACTOR SETTINGS

You can change your multi-factor settings to have your security code sent to a mobile number instead of your email address if preferred. Your email address will auto-populate into the grey field (see below). Enter the mobile number you wish to use to receive your security code. This number must be a North American mobile number (only 10 digits). From the drop-down box select how you wish to receive the multi-factor codes (Email or SMS Text). Click Submit.

The screenshot shows the user interface for updating profile settings. On the left is a dark sidebar with a menu containing 'QMI', 'Batch', 'Profile Settings' (which is highlighted in orange), and 'Log Out'. The main content area is divided into two columns. The left column is titled 'Update Multi-Factor Settings' and contains three input fields: 'Email Address' (with a grey background), 'Mobile Number (North American number only, 10 digits)', and 'Receive Multi-Factor Codes via:' (a dropdown menu currently showing 'Email'). Below these fields is an orange 'Submit' button. The right column is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password:', and 'Confirm Password:'. Below these fields is another orange 'Submit' button. At the bottom of the right column is a light blue box titled 'Password Requirements:' containing a bulleted list: 'Minimum 10 characters in length', 'At least 1 uppercase character', 'At least 1 lowercase character', 'At least 1 number character', and 'At least 1 special character/symbol character'. The top of the page features a dark teal header with the 'ats' logo and the text 'The Association of Theological Schools The Commission on Accrediting' on the left, and a white hamburger menu icon on the right.

## CHANGING YOUR PASSWORD


Your password must include the following: Minimum 10 characters in length, at least 1 uppercase character, at least 1 lowercase character, at least 1 number character, at least 1 special character/symbol character. To change your password, you will need to enter your current password, the new password you wish to change, confirm the new password, and click Submit.

## CREATING A NEW BATCH

To create a new batch, click the **Batch** menu item (see below).

The Batch page displays:

The screenshot shows the 'Search Batches' interface. The header includes the ATS logo and 'The Association of Theological Schools The Commission on Accrediting'. The left sidebar lists 'QMI', 'Batch' (circled in red), 'Profile Settings', and 'Log Out'. The main content area has a 'Search Batches' title and a '+' icon in the top right. Below the title are search filters: 'School:' with a text input 'Your School Name'; 'Batch Type:' with a dropdown '- ALL BATCH TYPES -'; 'School Term:' with a dropdown '- ALL SCHOOL TERMS -'; 'Batch Status:' with a dropdown '- ALL OPEN STATUSES -'; 'School Year:' with a dropdown '- ALL SCHOOL YEARS -'; and 'View Recent Batch Activity' with a dropdown '- All Activity -'. A yellow 'Search' button is at the bottom. A red arrow points to a '+' icon in the top right corner, labeled 'New Batch Icon'.

Click the Create a New Batch icon  found in the upper right-hand corner of the page. The **Batch Details** page displays.



The screenshot shows the 'Batch Details' interface. The header includes the ATS logo and 'The Association of Theological Schools The Commission on Accrediting'. The left sidebar lists 'QMI', 'Batch', 'Profile Settings', and 'Log Out'. The main content area has a 'Batch Details' title and a '+' icon in the top right. Below the title are form fields: 'School:' with a dropdown '- The Association of Theological School'; 'Questionnaire Type:' with a dropdown '- SELECT A BATCH TYPE -'; 'School Year:' with a dropdown '- SELECT A SCHOOL YEAR -'; 'School Term:' with a dropdown '- SELECT A SCHOOL TERM -'; and '# Questionnaires Expected:' with a text input. Red arrows point to the drop-down menus for School, Questionnaire Type, School Year, and School Term. A red box contains the text: 'Click on the drop down menu for each section and select the School, Type, Year, and Term.'

This page has several fields, as described in the table below:

Field Name	Function
School	The name of your institution displays by default UNLESS there are additional cohorts active in the system. If your school previously requested additional cohorts, you must select an option from the <b>required</b> drop-down list.
Questionnaire Type	This is a <b>required</b> drop-down list.
School Year	This is a <b>required</b> drop-down list that identifies the school year of the new questionnaire batch.
School Term	This <b>required</b> drop-down list sets the term to the full year, fall, winter, spring, or summer term.
# of Questionnaires Expected	The number of people expected to participate in this questionnaire batch. This is also a <b>required</b> field.

Complete each field by choosing the appropriate item from each drop-down list and entering the number of people you expect to participate in this questionnaire batch. Each drop-down list includes only what you have been given access to.

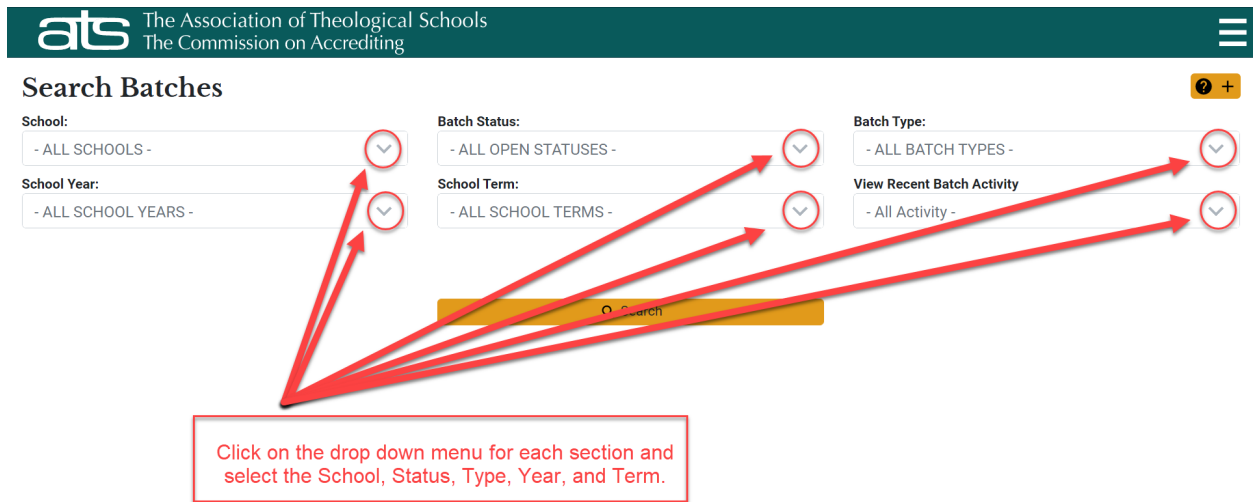
When creating a single batch to use all year, please choose "Full Year" for the school term. Otherwise, you can choose the term in which the questionnaire will be administered.

When all required parameters have been entered, the new batch is ready to save. You can click the **Save and Return to Previous Screen** icon  to save the batch and go back to the Batches page or click the **Apply Changes** icon  to save the batch and then continue to edit the questionnaire (see **Editing/Reviewing a Batch** section).



## SEARCHING FOR EXISTING BATCHES

You can search for open batches that you have recently created or closed batches previously submitted by your institution on the Batch Page. Click on the drop-down menu next to each section. The page allows you to filter your search by items like cohort (if applicable, under "School"), batch status, category of questionnaire (under "Batch Type"), school year, school term, and recent batch activity (note: not participants' responses). Select filters you wish to search for and click the Search button.

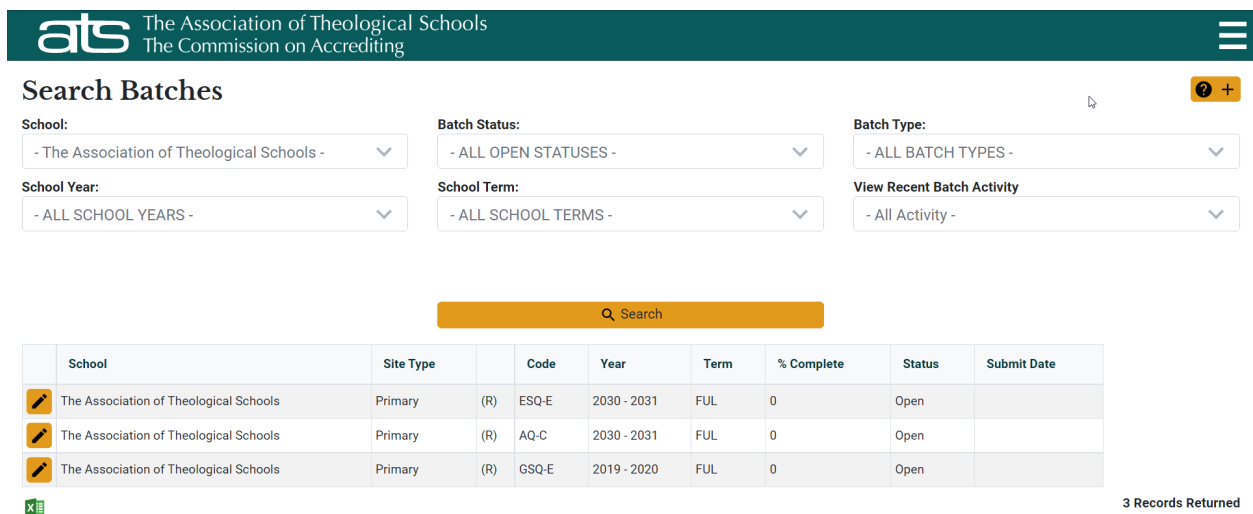


The screenshot shows the 'Search Batches' interface with the following filters and a search button:

- School:** - ALL SCHOOLS -
- Batch Status:** - ALL OPEN STATUSES -
- Batch Type:** - ALL BATCH TYPES -
- School Year:** - ALL SCHOOL YEARS -
- School Term:** - ALL SCHOOL TERMS -
- View Recent Batch Activity:** - All Activity -
- Search Button:** Search

Click on the drop down menu for each section and select the School, Status, Type, Year, and Term.

Any batches meeting the search criteria will be listed in a manner similar to that shown below:




The screenshot shows the 'Search Batches' interface with the following filters and a search button:


- School:** - The Association of Theological Schools -
- Batch Status:** - ALL OPEN STATUSES -
- Batch Type:** - ALL BATCH TYPES -
- School Year:** - ALL SCHOOL YEARS -
- School Term:** - ALL SCHOOL TERMS -
- View Recent Batch Activity:** - All Activity -
- Search Button:** Search

School	Site Type	Code	Year	Term	% Complete	Status	Submit Date
The Association of Theological Schools	Primary	(R) ESQ-E	2030 - 2031	FUL	0	Open	
The Association of Theological Schools	Primary	(R) AQ-C	2030 - 2031	FUL	0	Open	
The Association of Theological Schools	Primary	(R) GSQ-E	2019 - 2020	FUL	0	Open	

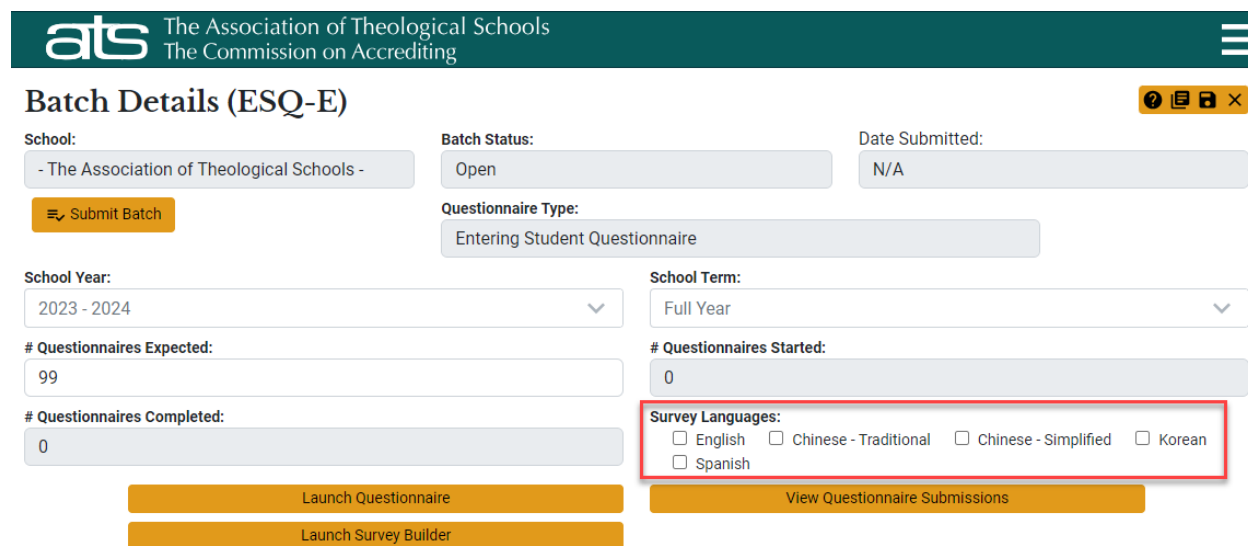
3 Records Returned

## EDITING/REVIEWING A BATCH

To continue working on a new batch that you have just created, click the Apply Changes icon . (See the **Creating a New Batch** section above).

To edit a batch that has already been created, navigate to the batch by searching for it as described in the **Searching for Existing Batches** section above. Click the batch's edit icon .

The **Batch Details** page displays in a similar fashion to the example batch below:



The screenshot shows the 'Batch Details (ESQ-E)' page for 'The Association of Theological Schools'. The page includes a header with the 'ats' logo and navigation icons. The main content area contains several input fields and buttons:

- School:** - The Association of Theological Schools -
- Batch Status:** Open
- Date Submitted:** N/A
- Questionnaire Type:** Entering Student Questionnaire
- School Year:** 2023 - 2024
- School Term:** Full Year
- # Questionnaires Expected:** 99
- # Questionnaires Started:** 0
- # Questionnaires Completed:** 0
- Survey Languages:**  English  Chinese - Traditional  Chinese - Simplified  Korean  Spanish

Buttons at the bottom include 'Submit Batch', 'Launch Questionnaire', 'Launch Survey Builder', and 'View Questionnaire Submissions'.

Since fall 2023, translations of standard questionnaires (ESQ, GSQ, and AQ) are available onscreen. Choose the language options, as shown in the red box above, from which participants will select at the start of the questionnaire.




An option for English will appear to participants on the Language Selection Screen by default alongside any selected translation that you save on this screen.

If all checkboxes are blank and no language option is selected (see example above), then no Language Selection Screen is displayed to participants and the questionnaire starts in English.

Note: Aside from write-in responses, all reports generated for the school will render in English.

### BATCH DETAILS PAGE OVERVIEW

The Batch Details page provides information, editable fields, and action icons for a given batch.

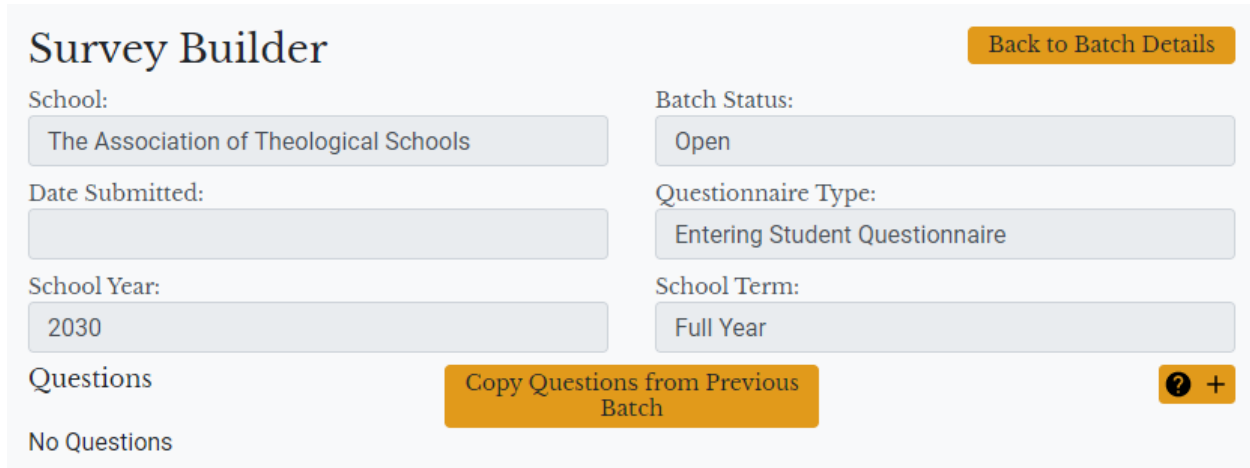
In the upper right-hand corner are several icons: Save and Return to Previous Screen , Apply Changes , and Return to Previous Screen (Cancel) . Other fields and icons are described in the table below, with more detailed explanations of certain functions to follow.

Field/Item Name	Function
School	This read-only field lists the school for which this batch is associated.
Status	The status of the batch. Valid statuses are: Open, Reopened, or Submitted.
Questionnaire Type	This read-only field displays the type of questionnaire this batch is based upon.
Submit Batch	This button closes the survey and submits to ATS all eligible responses that a school has opted to include (see <b>View Questionnaire Submissions</b> section).
School Year	This is a read-only field displaying the school year this batch is based upon.
School Term	This is a read-only field displaying the school term this batch is based upon.
# of Questionnaires Expected	This editable text field shows the number of people expected to take the questionnaire. Note: this field can also be edited prior to submission.
# of Questionnaires Started	This field lists the number of questionnaires started by participants.
# of Questionnaires Completed	This field lists the number of submitted questionnaires that meet the percentage-of-completeness requirements.
Survey Languages	Checkboxes corresponding to language options from which participants may select. Non-English translation of any additional questions is not supported.
Launch Questionnaire	This hyperlink will launch the opening page of the Questionnaire. Details for reviewing a questionnaire and providing a link to participants are explained in the sections below.
View Questionnaire Submissions	This hyperlink will open the Questionnaire Submissions page. This page is explained in detail in the <b>View Questionnaire Submissions</b> section.
Launch Survey Builder	This hyperlink will take you to the Survey Builder where you can start to add custom questions. This process is explained in greater detail in the <b>Adding New Additional Questions</b> section.
Copy Additional Questions	This hyperlink will begin the process of adding custom questions used in an earlier batch to this questionnaire. This process is explained in greater detail in the <b>Copying Additional Questions from an Existing Batch</b> section.

### ADDITIONAL QUESTIONS

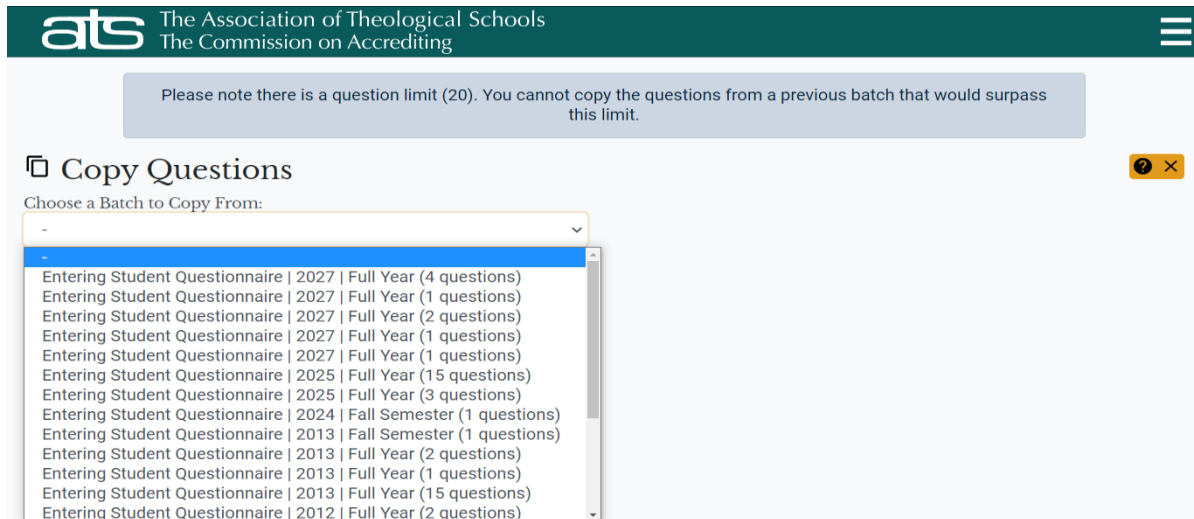
Schools have the option of adding up to twenty custom questions (English, alphanumeric) to append to a standard questionnaire. These questions appear after the final standard question, indicated by an “A” prefix on the question number.

To create or copy additional questions, click **Launch Survey Builder** on the Batch Details page. This will open the survey builder for managing additional questions:





### COPYING ADDITIONAL QUESTIONS FROM AN EXISTING BATCH


If you would like to copy questions and answers from an earlier batch into the current batch, click **Copy Questions from Previous Batch** on the Survey Builder page. A drop-down list displays any prior batches of the same type that have additional questions. Select one of these batches. The additional questions for that batch display below the drop-down list. If these are the questions you want to copy, click **Copy These Questions**. This will copy the questions and answers to the new batch. They can then be edited for the new batch.

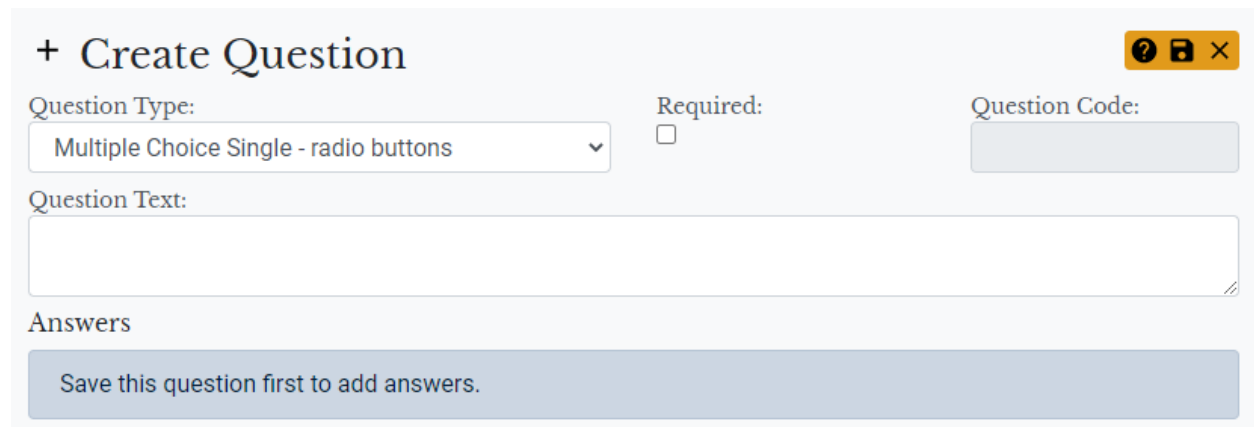


## ADDING/EDITING/DELETING ADDITIONAL QUESTIONS

To **edit** an existing additional question, click the Edit Question icon  on the Survey Builder page which will appear next to the question you want to edit. Click the X to return to the Survey Builder.

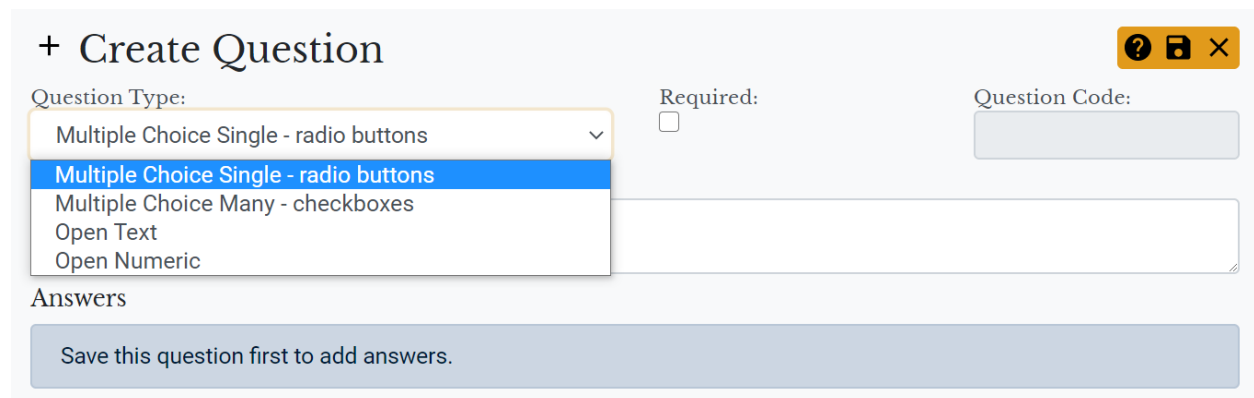
To **delete** an existing additional question, click the Delete Question icon  on the Survey Builder page, next to the question to delete.

To **add** a new question, click the Add Question icon  on the Survey Builder page. This will open the Create Question page, as shown here:



The screenshot shows the 'Create Question' interface. At the top left is a '+ Create Question' header with a question mark, save, and close icon on the right. Below the header are three fields: 'Question Type:' with a dropdown menu showing 'Multiple Choice Single - radio buttons', 'Required:' with an unchecked checkbox, and 'Question Code:' with an empty text box. Below these is a 'Question Text:' label and a large empty text area. Underneath is an 'Answers' section with a blue button that says 'Save this question first to add answers.'

Select the question type from the available options in the drop-down list, as shown here and described below.





This screenshot is similar to the previous one but with the 'Question Type:' dropdown menu open. The menu lists four options: 'Multiple Choice Single - radio buttons' (highlighted in blue), 'Multiple Choice Many - checkboxes', 'Open Text', and 'Open Numeric'. The rest of the form, including the 'Required:' checkbox, 'Question Code:' field, 'Question Text:' area, and 'Answers' button, remains the same as in the previous screenshot.


Question Type	Sample Question
<p>Multiple Choice Single - radio buttons</p>	<p>What degree are you currently enrolled in? (Please select one)</p> <ul style="list-style-type: none"> <li><input type="radio"/> MDiv – Pittsburgh campus</li> <li><input type="radio"/> MDiv – Puerto Rico campus</li> <li><input type="radio"/> MA Christian Ministry</li> <li><input type="radio"/> MA Missiology</li> <li><input type="radio"/> MA Counseling</li> </ul>
<p>Multiple Choice Many – check boxes (no set minimum and/or maximum number of answers)</p>	<p>Did you participate in any of the following programs? (Check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial literacy seminar</li> <li><input type="checkbox"/> Financial wellness retreat</li> <li><input type="checkbox"/> One-on-one financial counseling</li> <li><input type="checkbox"/> For-credit course on financial leadership</li> <li><input type="checkbox"/> Student fundraising initiative</li> </ul>
<p>Multiple Choice Many – check boxes (set minimum and/or maximum number of answers)</p>	<p>What were your top three reasons for choosing this seminary? (Choose 3)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Close to home or work</li> <li><input type="checkbox"/> Distance learning allowed me to stay in my current job</li> <li><input type="checkbox"/> This is my denominational school</li> <li><input type="checkbox"/> Academic reputation</li> <li><input type="checkbox"/> Good financial aid</li> <li><input type="checkbox"/> Recommended by pastor</li> <li><input type="checkbox"/> Accelerated degree program</li> </ul>
<p>Open Text (character limit of 1000)</p>	<p>What cross-cultural experience do you bring with you to seminary?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>Open Numeric (character limit of 1000)</p>	<p>On average, how many minutes a day do you spend in prayer?</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>

If you want the question to be required, click on the check box labeled "required." Then, enter the text of the new question. For Multiple Choice Many questions, add the minimum and maximum number of answers required if applicable. See the examples below.

Question Type Examples	Min Num Answers	Max Num Answers
Check all that apply	0	0
Choose up to 3	0	3
Choose 2-4	2	4
Choose 3	3	3


Click the Save Questions icon  to save your changes. Next, for multiple choice questions, start adding answers (see Adding Answers to Multiple Choice Question Types).



When complete, make sure you have saved all your questions. Then click the Return to Previous Screen icon  to close and return to the Survey Builder page. Any unsaved questions will be deleted.

If you would like to change the order of your questions, click the Reorder Questions icon  to open the Reorder Questions page.

### Reorder Questions


**Page Title:**


-  Do you like ice cream? (ID: 19547)
-  What is your favorite ice cream flavor? (ID: 19544)

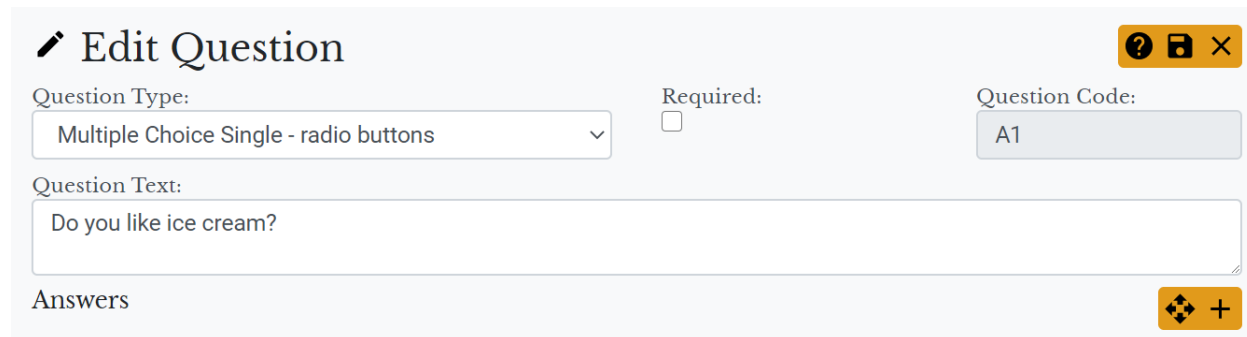
To reorder the questions click the reorder icon  next to the question you want to move and drag the the question to a new location in the list. Repeat as needed until the questions are in the desired order. Click the Save and Return to Previous Screen icon  to return to Survey Builder.




## ADDING ANSWERS TO MULTIPLE CHOICE QUESTION TYPES

When saving a new question, the Edit Question screen is automatically opened to allow for adding answers to multiple choice questions.

To add/edit answers for an existing multiple choice question click the edit icon  next to the question on the survey builder page.


The edit question page will open. If no answers have been created for the question yet, only the **add answer** icon  will be visible below the question details.





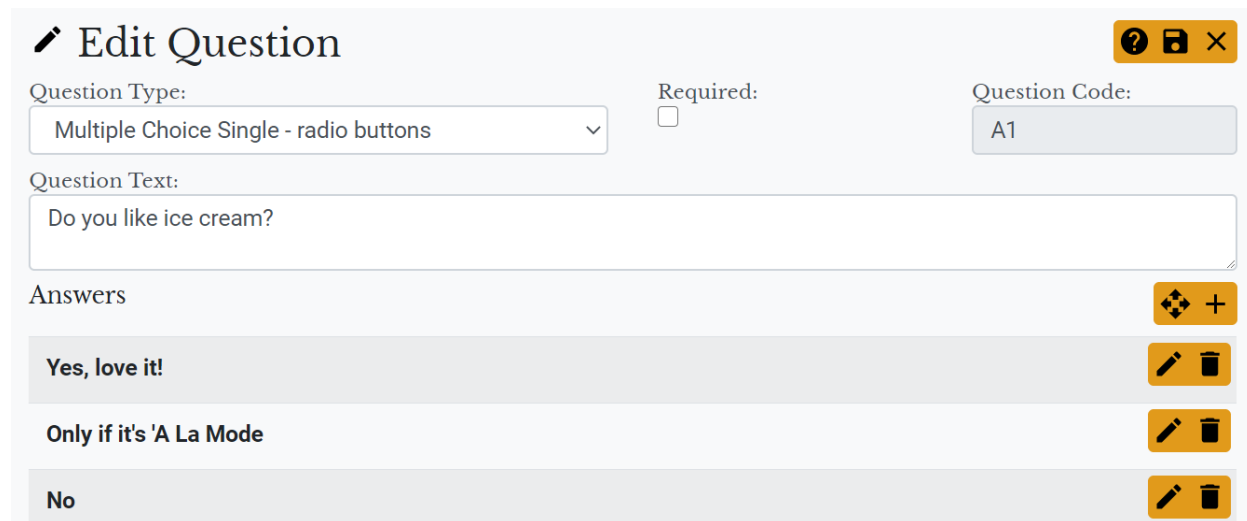
**Edit Question**   




Question Type:  Required:  Question Code:

Question Text:

Answers 


Otherwise, existing answers will be listed, with an edit icon  and delete icon  beside them.










**Edit Question**   

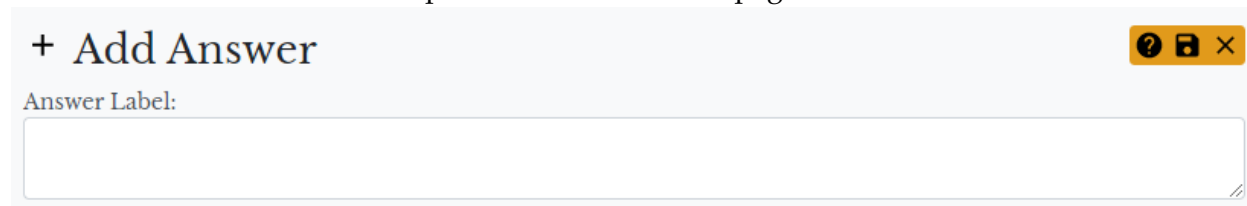
Question Type:  Required:  Question Code:




Question Text:

Answers 

Yes, love it!	 
Only if it's 'A La Mode	 
No	 


Click **add answer** icon  to open the "Add Answer" page.



**+ Add Answer**   

Answer Label:




Type the answer and click the Save and Return to Previous Screen icon  to return to the list of answers. Repeat this process as needed for each answer.

Click the Reorder Page Answers icon to open the Reorder Answers page.

## ❖ Reorder Answers ? 📄 ✕

**Question Text: #A1) Do you like ice cream?**

- ❖ Yes, love it! (ID: 367695)
- ❖ Only if it's 'A La Mode (ID: 367697)
- ❖ No (ID: 367696)


To reorder the answers click the reorder icon next to the answer you want to move and drag the the answer to a new location in the list. Repeat as needed until the answers are in the desired order. Click the Save and Return to Previous Screen icon  to return to the list of answers.

## BRANCH LOGIC



Branch logic allows you to only display a question (the child question) when the conditions of another question (the parent question) are met. First you must create both the child and the parent questions and make sure that the child question is located after the parent question in the question order. Once they are both added, you can then add the conditions that must be met in order to display the child question in the survey. Follow the steps below.

First, create all the parent and child questions in the branch.

Next, click the Question Branch Logic icon  next to the Child Question to open the branch logic page.

Click the Add Condition icon  to add a condition which must be met in order to display the child question. Then complete the following steps.

1. Select the related parent question.
2. Select the answer to the parent question where the condition must be met.
3. Select the condition that must be met (whether the answer is selected or the answer is not selected).
4. If multiple conditions must be met to display a child question:
  - Repeat steps 1 to 3 for each condition needed.
  - Select the Logic Gate.
  - Select AND if all conditions must be met to display the child question.
  - Select OR if any of the listed conditions can be met to display the child question.

When finished setting the branch logic, click save icon  to save settings and Return to Previous Screen icon  to return to the survey builder.

After adding/editing all additional questions click the **Back to Batch Details** button. Make sure to review the additional questions as well as any branch logic that you may have added (See Reviewing the Questionnaire).

## REVIEWING THE QUESTIONNAIRE

To review the contents of the questionnaire and the participant interface go to the Batch Details page and click **Launch Questionnaire** to access the opening page of the Questionnaire.

If you selected any language translations for this batch, a Language Selection Screen like the one below will prompt you to select from any available languages:

The screenshot shows the top header with the 'ats' logo and the text 'The Association of Theological Schools The Commission on Accrediting'. Below this, the title 'The Association of Theological Schools Entering Student Questionnaire' is displayed. The main content area contains four blue hyperlinks for language selection: 'Click here to continue in English', '한국어로 계속하려면 여기를 클릭하십시오', 'Haga clic aquí para continuar en español', '請點擊繁體中文繼續', and '请点击简体中文继续'. At the bottom, there is a footer with the organization's name, address (10 Summit Park Drive, Pittsburgh, PA 15275), and version number (2019.0.8553).

Note: If you did not already choose language translations to save for this batch, then the above screen will be bypassed and not display, and the questionnaire starts immediately in English.

To start the questionnaire, type "Test" in the name field or leave it blank (results will display as "Anonymous" in this case), then click **Begin** to continue.

The screenshot shows the top header with the 'ats' logo and the text 'The Association of Theological Schools The Commission on Accrediting'. Below this, the title 'The Association of Theological Schools Entering Student Questionnaire' is displayed. The main content area features a back arrow icon, a label 'Your Name:', and an empty text input field. Below the input field, there is a paragraph of text: 'CLICKING "BEGIN" INDICATES YOUR CONSENT TO PARTICIPATE IN THIS SURVEY. FOR MORE INFORMATION ON PARTICIPATION AND USE OF THIS SURVEY, PLEASE CONTACT YOUR SCHOOL ADMINISTRATOR.' At the bottom of the form is a yellow 'Begin' button. The footer at the bottom of the page includes the organization's name, address (10 Summit Park Drive, Pittsburgh, PA 15275), and version number (2019.0.8553).

## Parts of a Questionnaire

The content of the questionnaire appears on one continuous page for a participant to scroll through to complete in a single session, with branch logic questions appearing only when the conditions of the parent question are met. The Progress Indicator is a bar at the bottom of the page that will show the participant how much of the questionnaire they have completed so far.

The screenshot shows a questionnaire interface with a dark teal header containing the 'ats' logo and the text 'The Association of Theological Schools The Commission on Accrediting'. Below the header, there are three questions:

- Q5) In what year were you born?  
- Select -
- Q6) How would your school or program identify you?
  - A domestic student
  - An international student
- Q7) With which of the following do you identify? (Check all that apply)
  - Black, African American, African Canadian
  - Native North American, First Nation, Indigenous
  - Asian-descent or Pacific Islander
  - Hispanic, Latino(a), Latin@

At the bottom of the page, there is a progress indicator bar showing 12% completion.

If you customized any additional questions, make sure to review them toward the end, along with any requirements – including branch logic – to ensure things are working properly.

When a participant reaches the end of the questionnaire, they will see a Questionnaire Summary block that includes the Total Completed percentage (plus additional instructions, if applicable). To complete the survey, participants must click the Finish button.

The screenshot shows a questionnaire interface with a dark teal header containing the 'ats' logo and the text 'The Association of Theological Schools The Commission on Accrediting'. Below the header, there is one question:

- A1) Do you like ice cream?
  - Yes, love it!
  - Only if it's 'A La Mode
  - No

Below the question is a 'Questionnaire Summary' block:

**Questionnaire Summary**  
Total Complete: 12%

At the bottom of the summary block is a yellow 'Finish' button. In the bottom right corner of the summary block, it says 'Rev: 2019.0.7494'. At the bottom of the page, there is a progress indicator bar showing 12% completion.

Upon finishing a questionnaire, participants may wish to print the **Completion Receipt**, which provides a unique Completion Code that schools can opt to collect and use when verifying participation – for instance, as part of their matriculation or graduation process. Completion Codes can also help schools identify and exclude unverified and potentially repeated entries (see **Allowing/Disallowing a Submission** section) and can aid with tracking a participant's responses across instruments as part of any serialized or sequential survey design or participant reporting process your school may have arranged. Also displayed are the date that this questionnaire was submitted, the total of prompts completed, and the percentage of questions answered by the participant. See the following example:

The Association of Theological Schools  
The Commission on Accrediting

The Association of Theological Schools  
Entering Student Questionnaire

Completion Receipt	
Year	2023 - 2024
Term	Fall Term
Completion Code	460775
Completed Date/Time	7/25/2023
Number Answers / Questions	90 / 90
Percent Completed	100.00

Print

The Association of Theological Schools in the United States & Canada.  
The Commission on Accrediting of the Association of Theological Schools.  
10 Summit Park Drive, Pittsburgh, PA 15275

Participants typically ought not submit a questionnaire more than once (per batch), though your school can use discretion and disallow known repeated entries (see **Allowing/Disallowing a Submission** section).

Full completion (100 percent) *may not be possible* in certain circumstances and is not required.

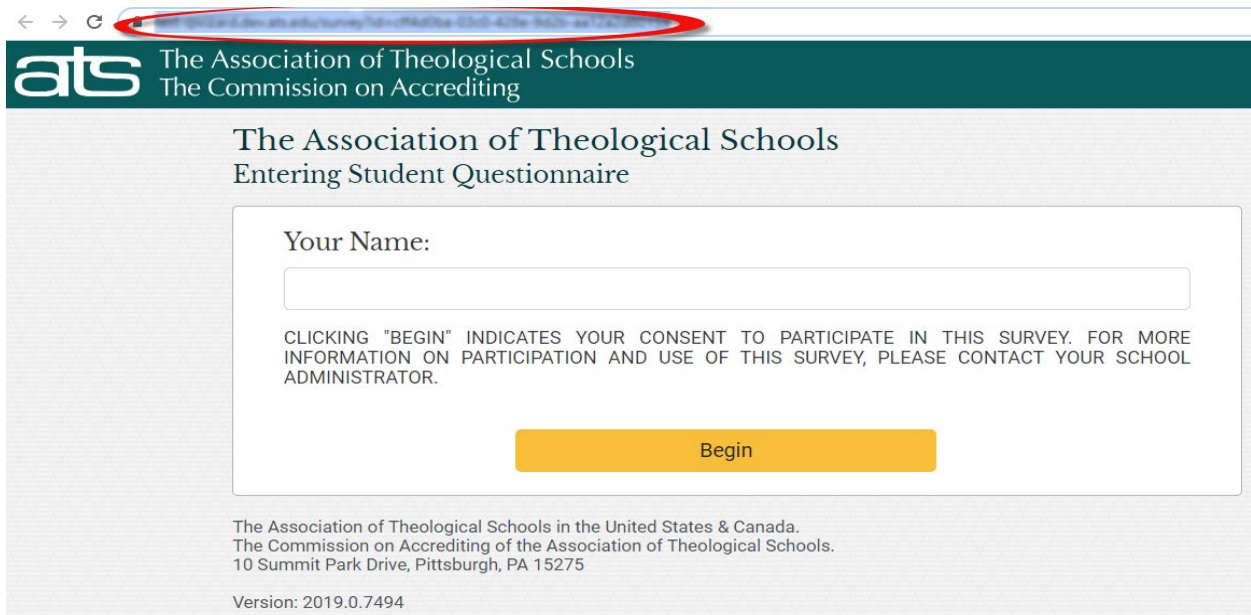
A submitted questionnaire with a completion percentage of less than 60 percent is considered ineligible. Although retained for purposes of record on the Questionnaire Submissions page, ineligible submissions are *automatically excluded from all final reports and data*.

*PROVIDING A QUESTIONNAIRE LINK TO A PARTICIPANT*

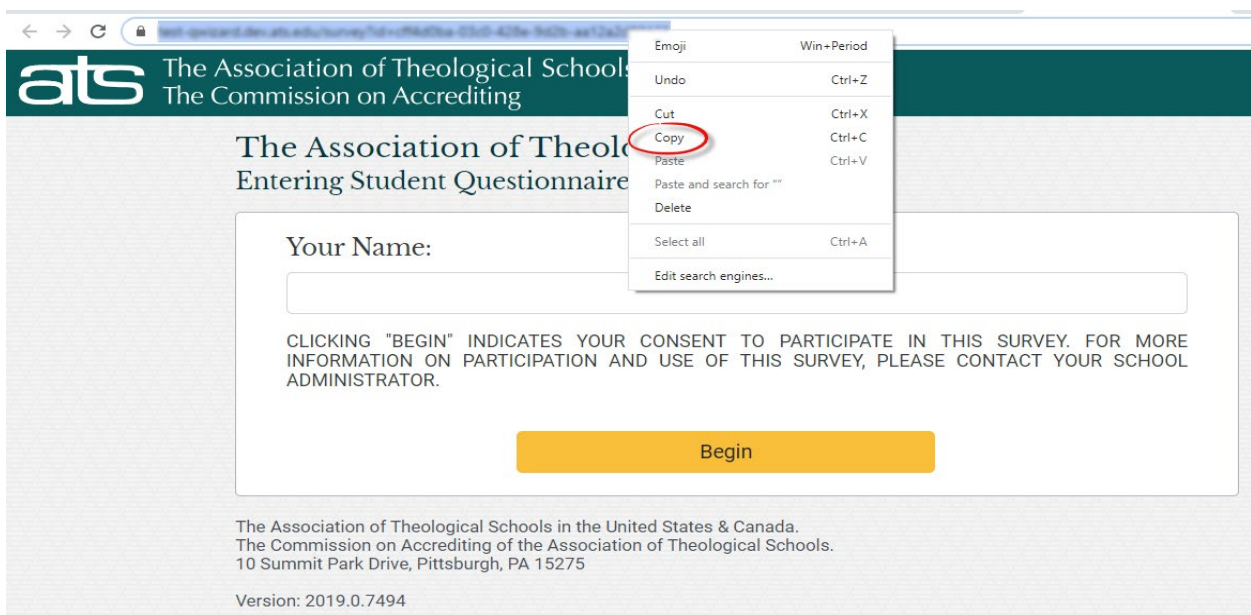
Providing the questionnaire link to a participant is a manual process. The steps below use standard copy and paste procedures for the Windows operating system. These steps can be easily adapted to other operating systems, web browsers, or e-mail programs.

Click **Launch Questionnaire** on the **Batch Details** page. This will cause the opening page of the Questionnaire to appear in a new browser window.

Next, copy the URL. In Windows, highlight the URL by double-clicking on the URL in the browser. Its text should be highlighted, as shown in this example:

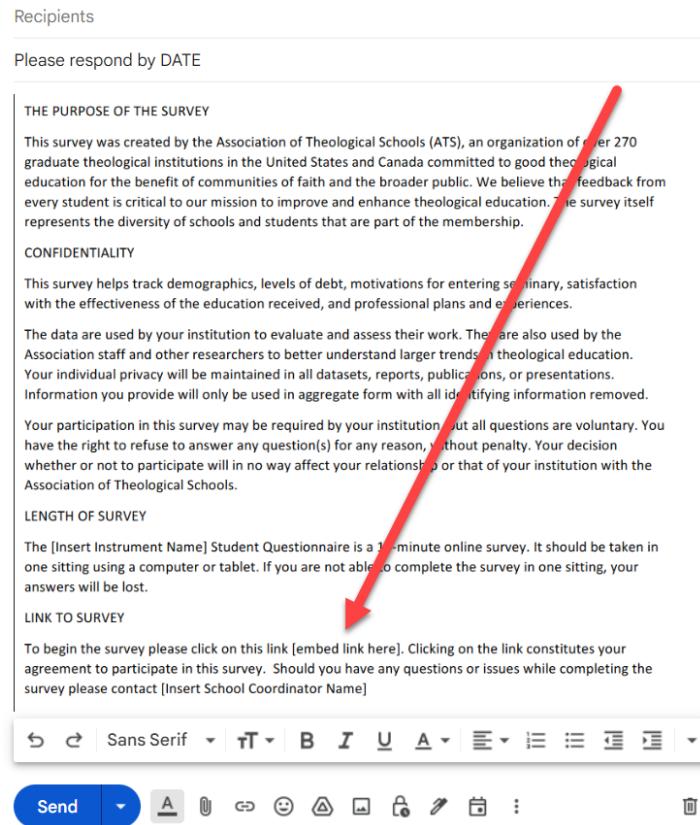


Then, with the cursor over the highlighted text, right-click the text and choose **Copy** from the menu that appears:



It is strongly recommended that every URL be identified and recorded in a document or spreadsheet file for reference later. To do this in Windows, open such a file and right-click where you wish to paste the URL, then choose **Paste** from the menu that appears.

Finally, compose a new email draft (or message post or web page) to send to participants that includes both consent information and clear instructions for how to participate:



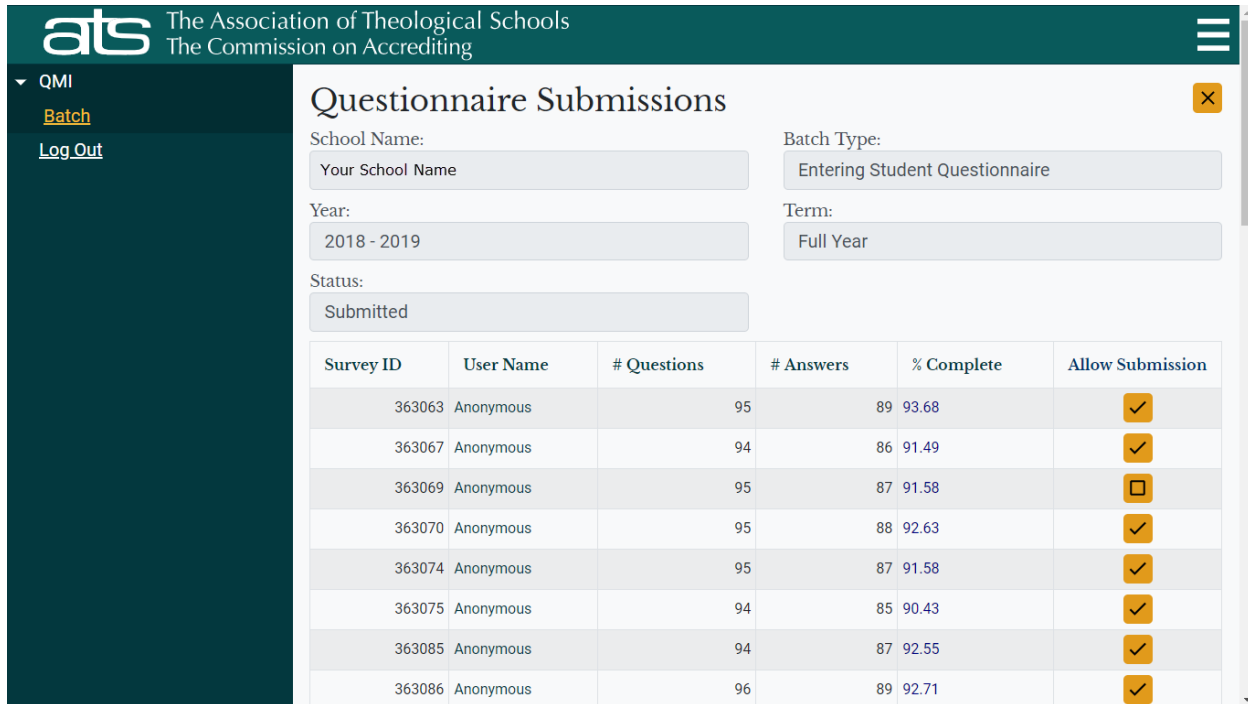
Go to <https://www.ats.edu/Resources-for-Using-the-Questionnaires> to view the Email Template for Contacting Students, then adapt the text accordingly. Be sure the appropriate URL is sent to corresponding participants in a given batch (note red arrow in the example above).

Administrators may also choose to forgo the ATS-provided email template and compose an invitation to participate that includes, but is not limited to, the following:

- School's purpose for using the questionnaire.
- Information about the confidentiality of the questionnaire
- Indication of support, including any language translations, that the school is making available to participants.
- Actions planned, if any, by the school to encourage participants to complete the questionnaire.
- Any specific instructions regarding the Completion Code on the Completion Receipt.

## VIEW QUESTIONNAIRE SUBMISSIONS

To view questionnaire submissions, navigate to the Batch Details page and click the **View Questionnaire Submissions** link. All questionnaires that have been submitted so far will be displayed in a similar manner as the example below:



The screenshot shows the 'Questionnaire Submissions' page in the ATS system. The page header includes the ATS logo and the text 'The Association of Theological Schools The Commission on Accrediting'. The left sidebar contains a dropdown menu with 'QMI' selected, and sub-links for 'Batch' and 'Log Out'. The main content area is titled 'Questionnaire Submissions' and includes a close button (X). Below the title are several form fields: 'School Name' (placeholder: 'Your School Name'), 'Year' (placeholder: '2018 - 2019'), 'Status' (placeholder: 'Submitted'), 'Batch Type' (placeholder: 'Entering Student Questionnaire'), and 'Term' (placeholder: 'Full Year'). Below these fields is a table with the following data:

Survey ID	User Name	# Questions	# Answers	% Complete	Allow Submission
363063	Anonymous	95	89	93.68	<input checked="" type="checkbox"/>
363067	Anonymous	94	86	91.49	<input checked="" type="checkbox"/>
363069	Anonymous	95	87	91.58	<input type="checkbox"/>
363070	Anonymous	95	88	92.63	<input checked="" type="checkbox"/>
363074	Anonymous	95	87	91.58	<input checked="" type="checkbox"/>
363075	Anonymous	94	85	90.43	<input checked="" type="checkbox"/>
363085	Anonymous	94	87	92.55	<input checked="" type="checkbox"/>
363086	Anonymous	96	89	92.71	<input checked="" type="checkbox"/>

## ALLOWING/DISALLOWING A SUBMISSION

There are instances when you might want to allow or disallow a completed questionnaire.

Following are examples of when you might want to *disallow*:

- questionnaire responses that you created while reviewing the questionnaire via the **Launch Questionnaire** link.
- questionnaires that appear to be invalid or that contain inappropriate data.
- duplicate questionnaire entries completed by the same participant.

As mentioned earlier, questionnaires that are less than 60 percent complete are automatically disallowed and shown in red.

To change the status of a submission to disallowed, click the  in the **Allow Submission** column of a submission listing. Alternatively, click on the  to allow that submission.




## VIEWING SUBMITTED INFORMATION

To view submitted responses, click a name in the **User Name** column. A report that displays all submitted responses for that participant opens. An example is shown below:

The screenshot shows a web interface for 'ats The Association of Theological Schools The Commission on Accrediting'. On the left is a dark sidebar with navigation links: 'QMI', 'Batch', 'Profile Settings', and 'Log Out'. The main content area is titled 'Report' and includes a toolbar with navigation icons, a page indicator '1 of 2?', a refresh icon, a zoom level of '100%', and save/print icons. Below the toolbar, the 'ats' logo and name are repeated. A horizontal line separates the header from the participant information. The information is displayed in two columns: Name, School, Ques. Type, and Session ID on the left; Date Taken, Year, and Term on the right. All text is redacted with a pixelated pattern. Below this, a list of questions is shown: Q1) Degree program (MDiv); Q1a) Other: (Please specify) (Not Answered); Q2) Are you enrolling: (Part-time); Q2a) Do you plan to take any courses at a campus or extension site? (No, I plan to take all my courses online.); Q2b) Do you plan to take any courses that are mostly or completely online while in this program? (Not Answered).

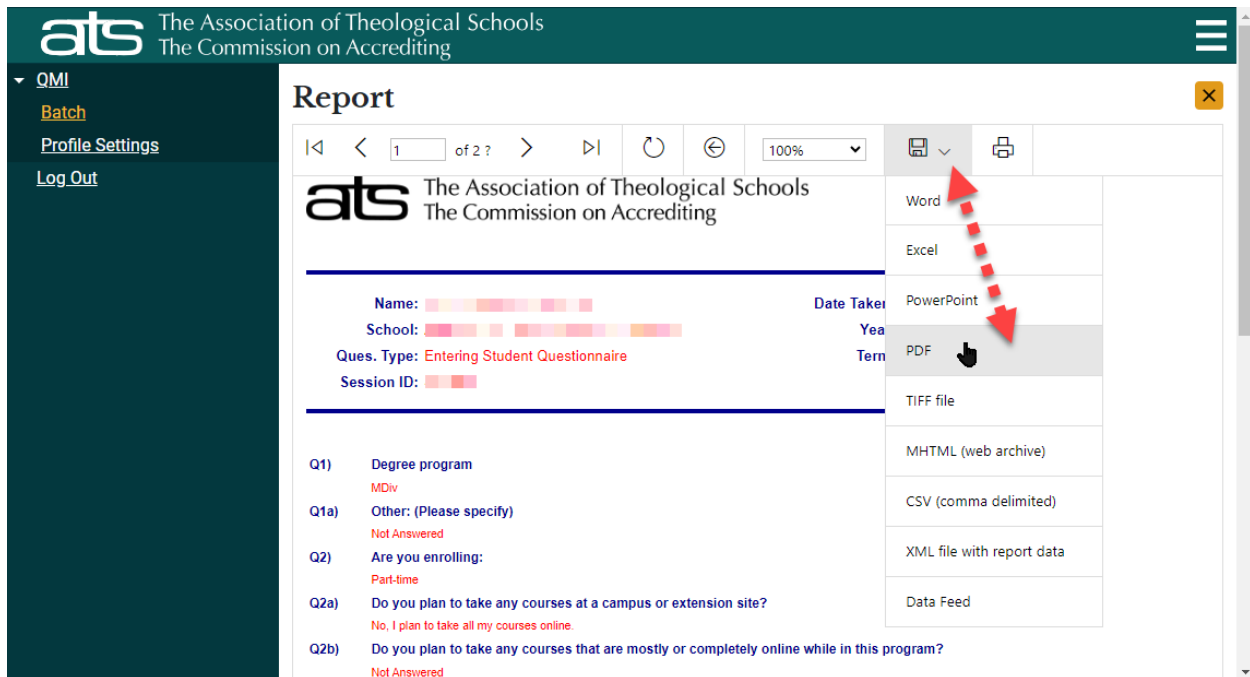
For more information on viewing and printing questionnaires, see the **Viewing and Printing Questionnaires** section. (*Note: if you receive a "pop-up blocked" message while attempting to open the above page you may need to disable your web browser's pop-up blocker feature*).

## VIEWING AND PRINTING QUESTIONNAIRES

From the Search Batches page, locate the batch you wish to view, and click on that batch's Edit icon  to view the batch details. Once on the Batch Details page, click **View Batch Details**. The list of submissions will appear. Click on a participant's name. A report of that person's submissions displays.

This application uses its own interface for printing. Therefore, you should not use your browser's print button for printing the report; using that button only prints the first page of the

questionnaire. Click on the Export Drop Down Menu icon . Select your desired export type and the document will open in a new window.



The screenshot shows the ATS (The Association of Theological Schools) Report interface. The header includes the ATS logo and the text "The Association of Theological Schools The Commission on Accrediting". A sidebar on the left contains navigation links: "QMI", "Batch", "Profile Settings", and "Log Out". The main content area is titled "Report" and features a navigation bar with back, forward, and refresh buttons, along with a page indicator "1 of 2?". Below the navigation bar, the report content is displayed, including fields for "Name", "School", "Date Taken", "Year", and "Term", as well as "Ques. Type: Entering Student Questionnaire" and "Session ID". A list of questions (Q1, Q1a, Q2, Q2a, Q2b) is shown, with some marked as "Not Answered". On the right side of the report, an export dropdown menu is open, listing various file formats: Word, Excel, PowerPoint, PDF (highlighted with a mouse cursor), TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. A red dashed arrow points from the dropdown menu icon to the PDF option.

## SUBMITTING QUESTIONNAIRES

All batches must be submitted to ATS to receive your institution's final report and raw data files. As mentioned earlier, the batch submission process begins with reviewing responses for unacceptable submissions such as repeated entries or bad data received, then disallowing those submitted questionnaires.

Once an open batch has been reviewed and is ready to close, click the Submit Batch button.

The screenshot shows the 'Batch Details (ESQ-E)' page for 'The Association of Theological Schools'. The page includes the following fields and buttons:

- School:** - The Association of Theological Schools -
- Batch Status:** Open
- Date Submitted:** N/A
- Questionnaire Type:** Entering Student Questionnaire
- School Year:** 2023 - 2024
- School Term:** Full Year
- # Questionnaires Expected:** 99
- # Questionnaires Started:** 0
- # Questionnaires Completed:** 0
- Survey Languages:**  English  Chinese - Traditional  Chinese - Simplified  Korean  Spanish
- Buttons:** Launch Questionnaire, Launch Survey Builder, View Questionnaire Submissions
- Submit Batch:** A yellow button with a red circle around it, indicating it is the focus of the instruction.

It is strongly recommended that you check periodically throughout the term for any open batches to review, close, and submit to ATS (including any in a prior school year).

Once a batch has been submitted, you will not be able to make any changes to it. Note: All participant names are removed by the system sometime following batch submission.

ATS distributes finalized reports and raw data files within 3-4 weeks after submission. Visit <https://www.ats.edu/Questionnaires> for a copy of the annual student data reporting cycle.

Contact [Qmail@ats.edu](mailto:Qmail@ats.edu) with any questions.