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.

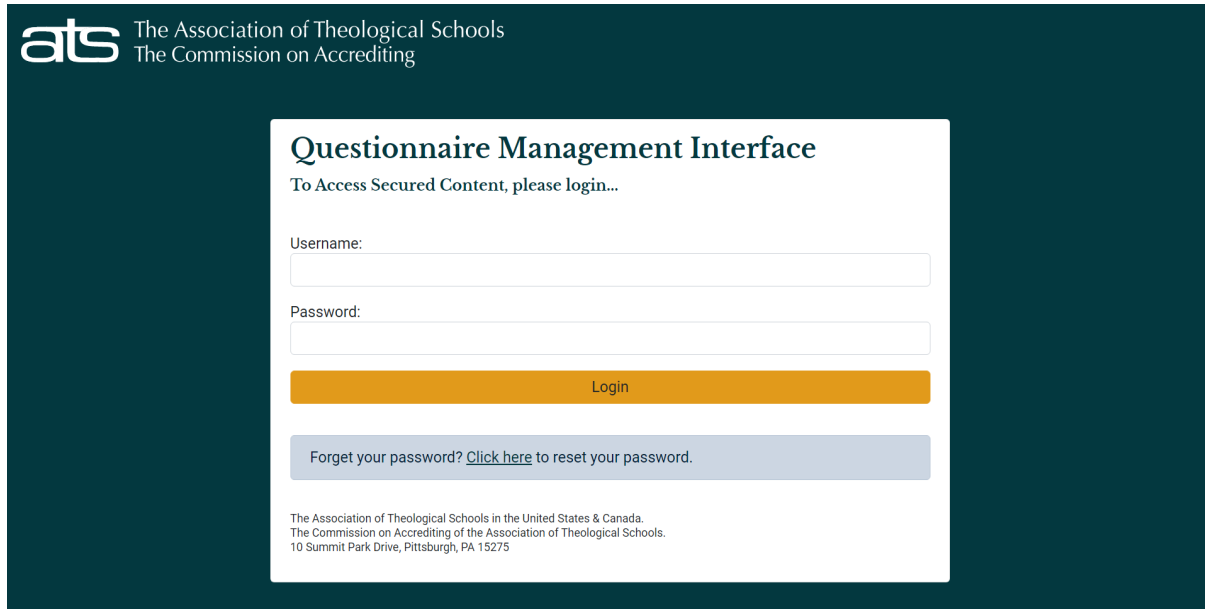Send any questions to Qmail@ats.edu.

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).
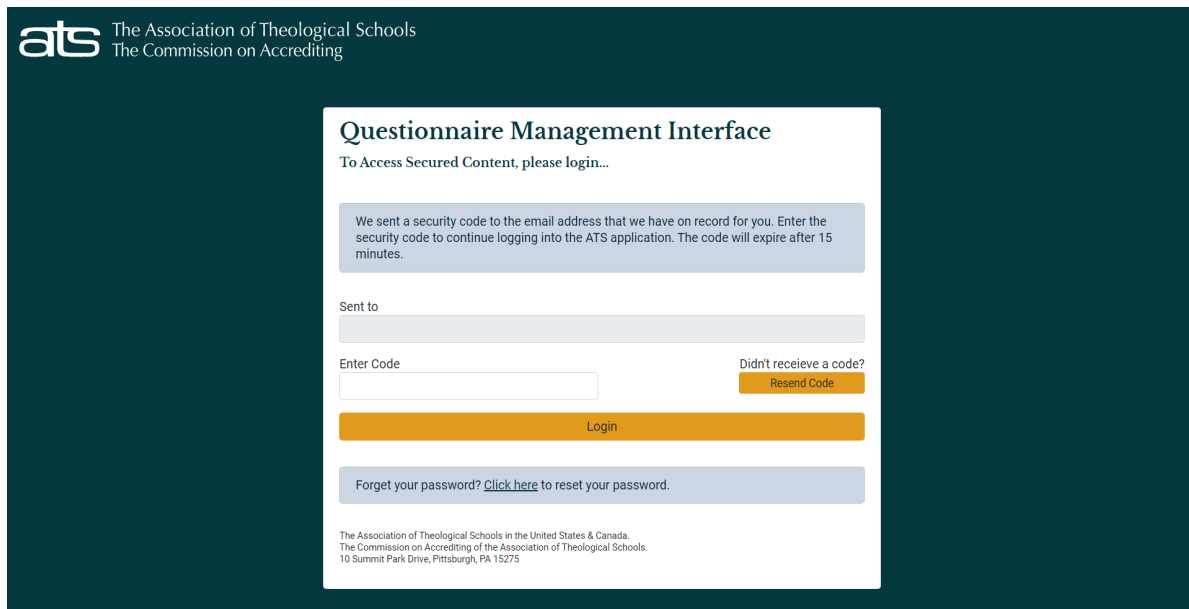
ELEMENTS OF THIS MANUAL

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:


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.

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.
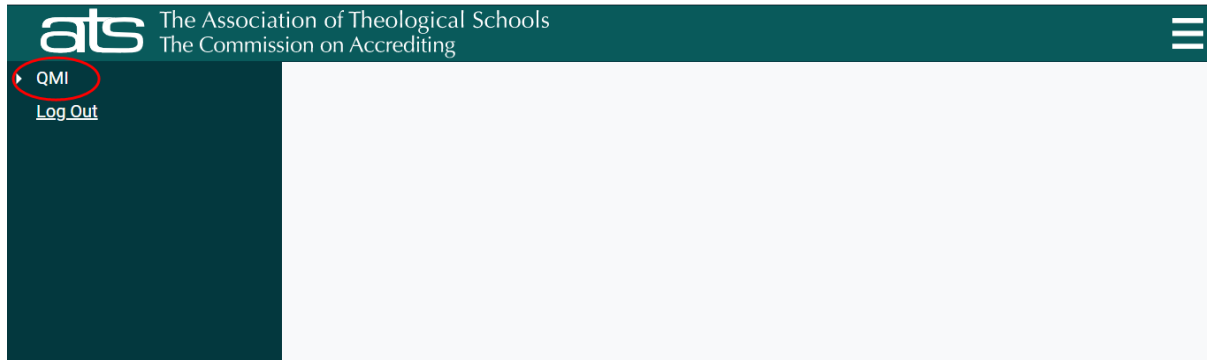
Click the expand icon circled above to display your options.

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.

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:

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

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

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 **required** drop-down list.
Questionnaire Type	This is a **required** drop-down list.
School Year	This is a **required** drop-down list that identifies the school year of the new questionnaire batch.
School Term	This **required** 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 **required** 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.
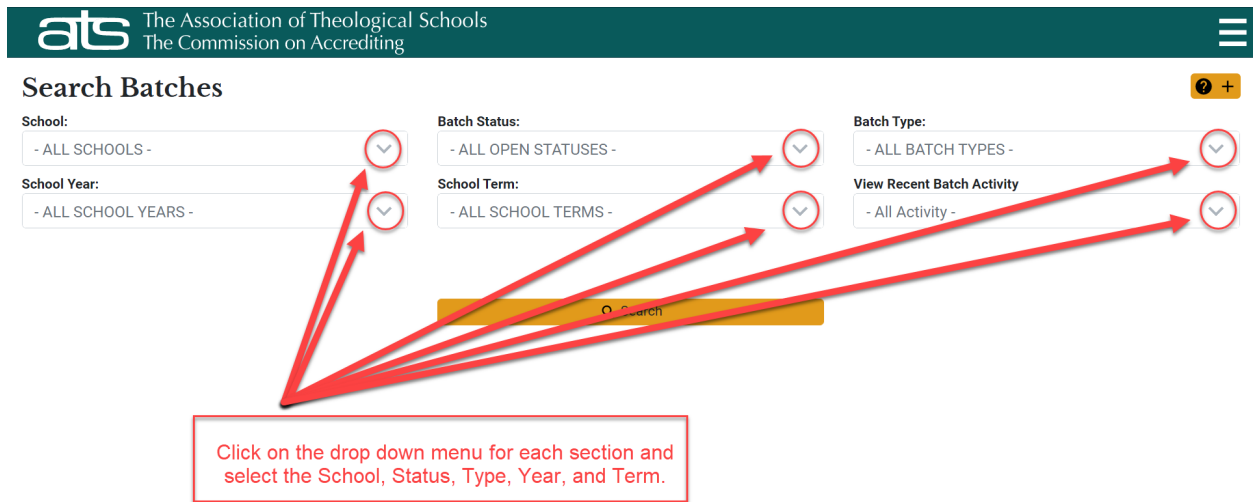
When creating a single batch to use all year, please choose "Full Year" for the school term. Otherwise, you can choose the term in which the questionnaire will be administered.

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.

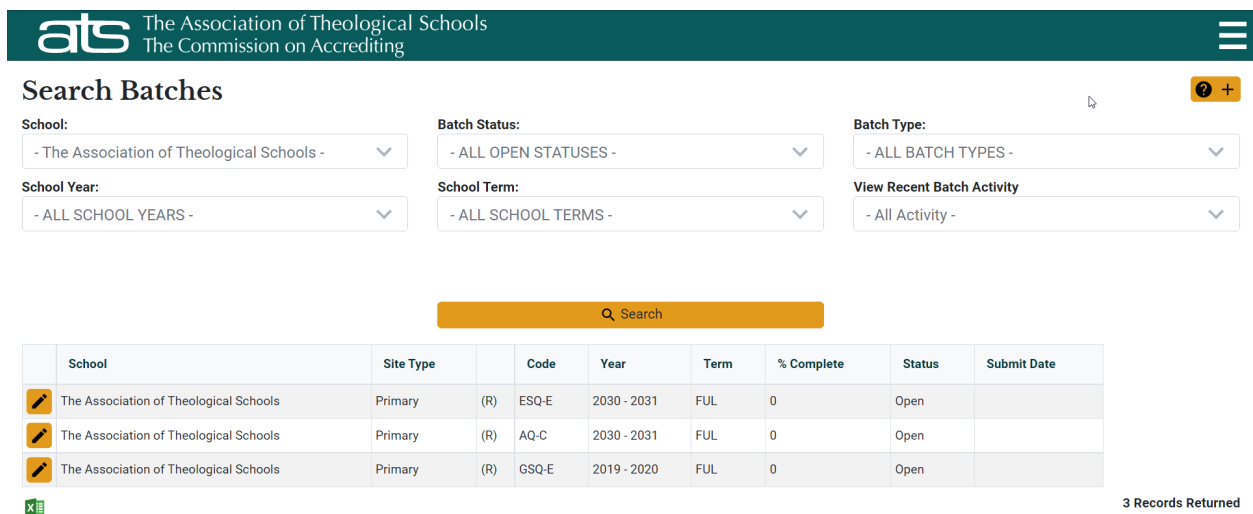Any batches meeting the search criteria will be listed in a manner similar to that shown below:

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:

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 Chan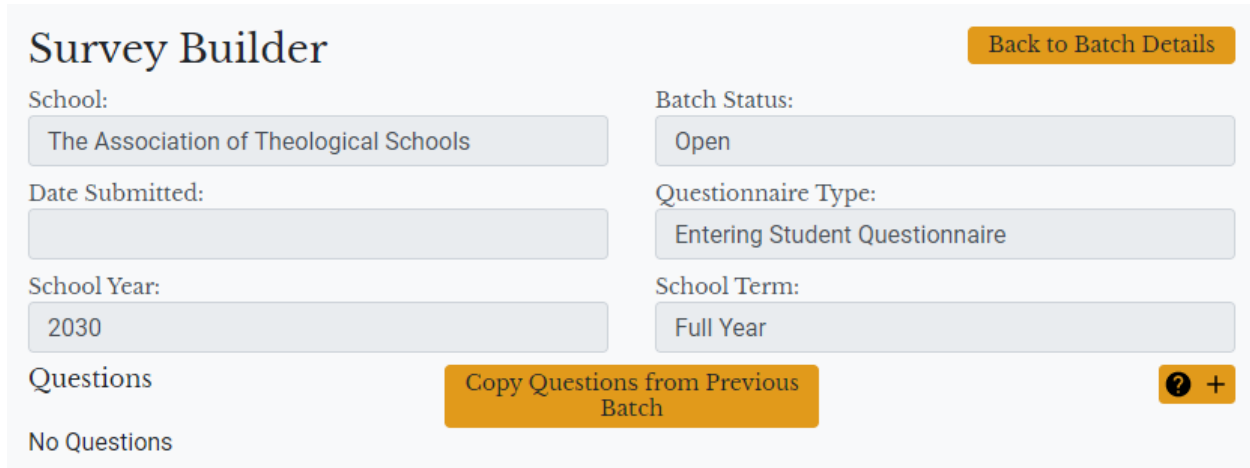ges 📧, and Return to Previous Screen (Cancel) ❎. Other fields and icons are described in the table below, with more detailed explanations of certain functions to follow.

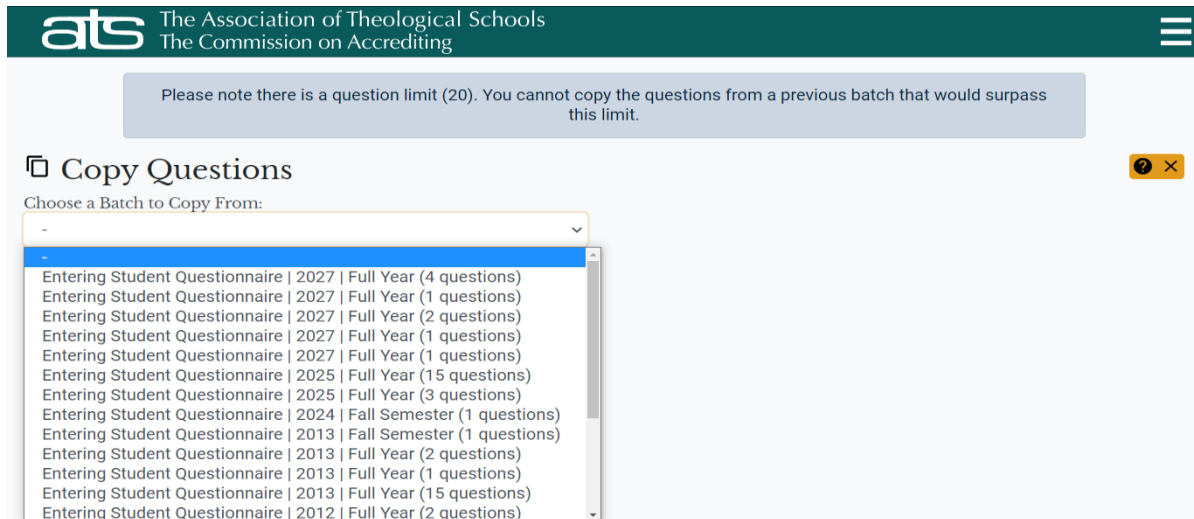| Field/Item Name	Function
School	This read-only field lists the school for which this batch is associated.
Status	The status of the batch. Valid statuses are: Open, Reopened, or Submitted.
Questionnaire Type	This read-only field displays the type of questionnaire this batch is based upon.
Submit Batch	This button closes the survey and submits to ATS all eligible responses that a school has opted to include (see **View Questionnaire Submissions** 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 **View Questionnaire Submissions** 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 **Adding New Additional Questions** 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 **Copying Additional Questions from an Existing Batch** section.

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.
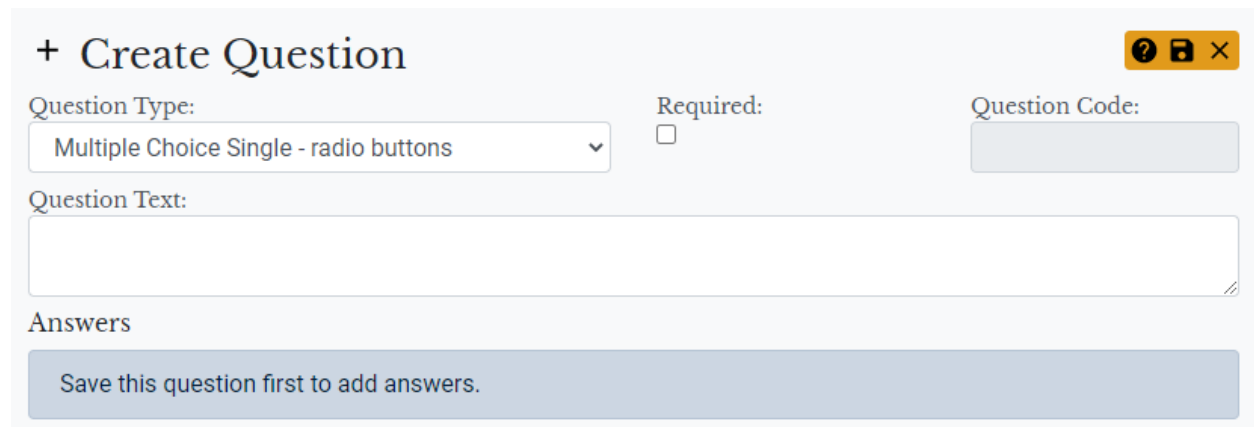
ADDING/EDITING/DELETING ADDITIONAL QUESTIONS

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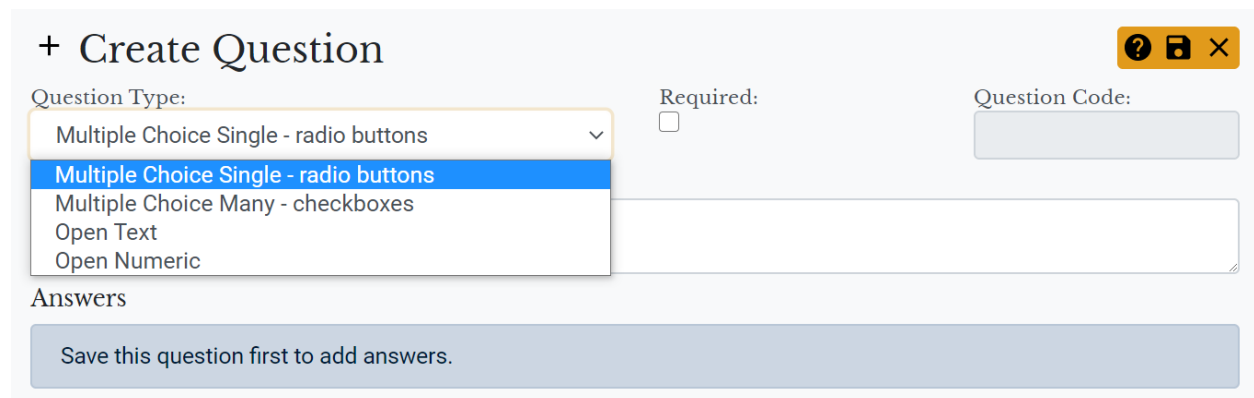
To **delete** an existing additional question, click the Delete Question icon 🗑 on the Survey Builder page, next to the question to delete.

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:

+ Create Question   ❓ 💾 ✕

Question Type:
Multiple Choice Single - radio buttons ⌄

Required:
☐

Question Code:

Question Text:

Answers

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.

+ Create Question   ❓ 💾 ✕

Question Type:
Multiple Choice Single - radio buttons ⌄

Required:
☐

Question Code:

Multiple Choice Single - radio buttons
Multiple Choice Many - checkboxes
Open Text
Open Numeric

Answers

Save this question first to add answers.

Question Type	Sample Question
Multiple Choice Single - radio buttons	What degree are you currently enrolled in? (Please select one) o MDiv – Pittsburgh campus o MDiv – Puerto Rico campus o MA Christian Ministry o MA Missiology o MA Counseling
Multiple Choice Many – check boxes (no set minimum and/or maximum number of answers)	Did you participate in any of the following programs? (Check all that apply) ☐ Financial literacy seminar ☐ Financial wellness retreat ☐ One-on-one financial counseling ☐ For-credit course on financial leadership ☐ Student fundraising initiative
Multiple Choice Many – check boxes (set minimum and/or maximum number of answers)	What were your top three reasons for choosing this seminary? (Choose 3) ☐ Close to home or work ☐ Distance learning allowed me to stay in my current job ☐ This is my denominational school ☐ Academic reputation ☐ Good financial aid ☐ Recommended by pastor ☐ Accelerated degree program
Open Text (character limit of 1000)	What cross-cultural experience do you bring with you to seminary?
Open Numeric (character limit of 1000)	On average, how many minutes a day do you spend in prayer?

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.

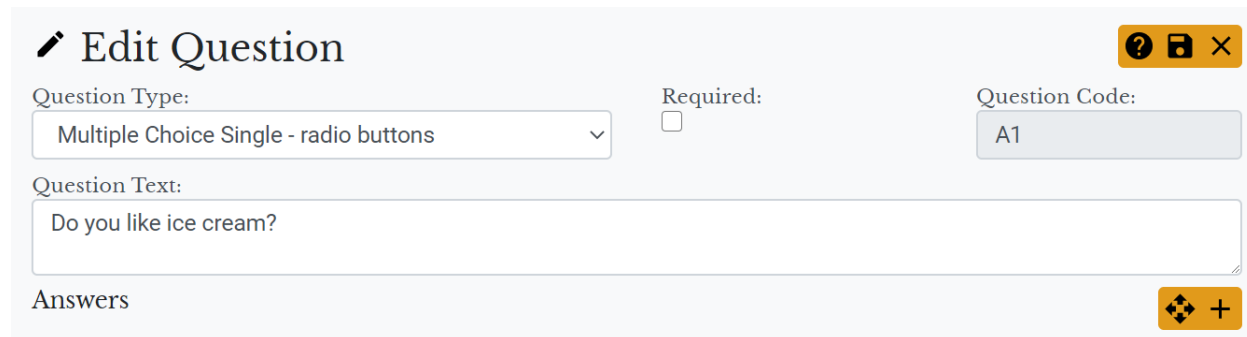To reorder the questions click the reorder icon ✥ next to the question you want to move and drag the the question to a new location in the list. Repeat as needed until the questions are in the desired order. Click the Save and Return to Previous Screen icon 💾 to return to Survey Builder.

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.
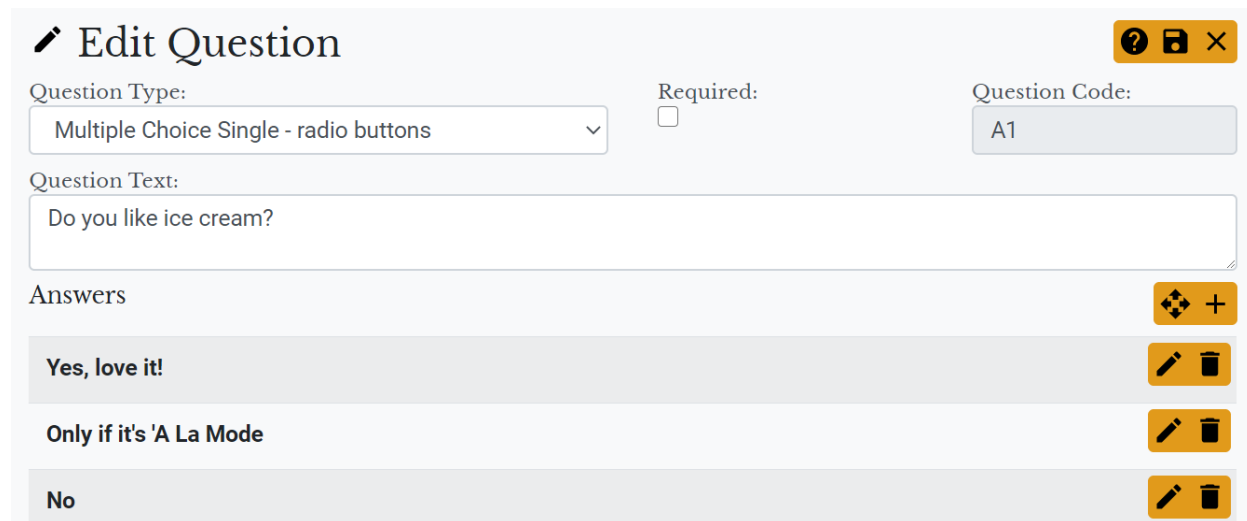
✏️ Edit Question

Question Type:	Required:	Question Code:
Multiple Choice Single - radio buttons ⌄	☐	A1

Question Text:

Do you like ice cream?

Answers   ✛ +

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

✏️ Edit Question

Question Type:	Required:	Question Code:
Multiple Choice Single - radio buttons ⌄	☐	A1

Question Text:

Do you like ice cream?
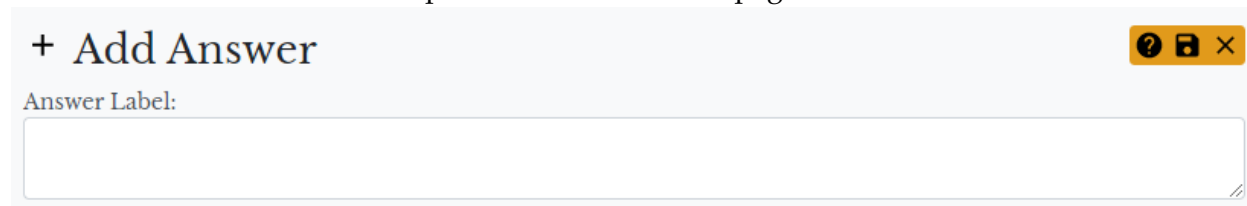
Answers   ✛ +

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.

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:

   o Repeat steps 1 to 3 for each condition needed.

   o Select the Logic Gate.

   o Select AND if all conditions must be met to display the child question.

   o 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:

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.

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.

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 suvey, participants must click the Finish button.

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:

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 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:
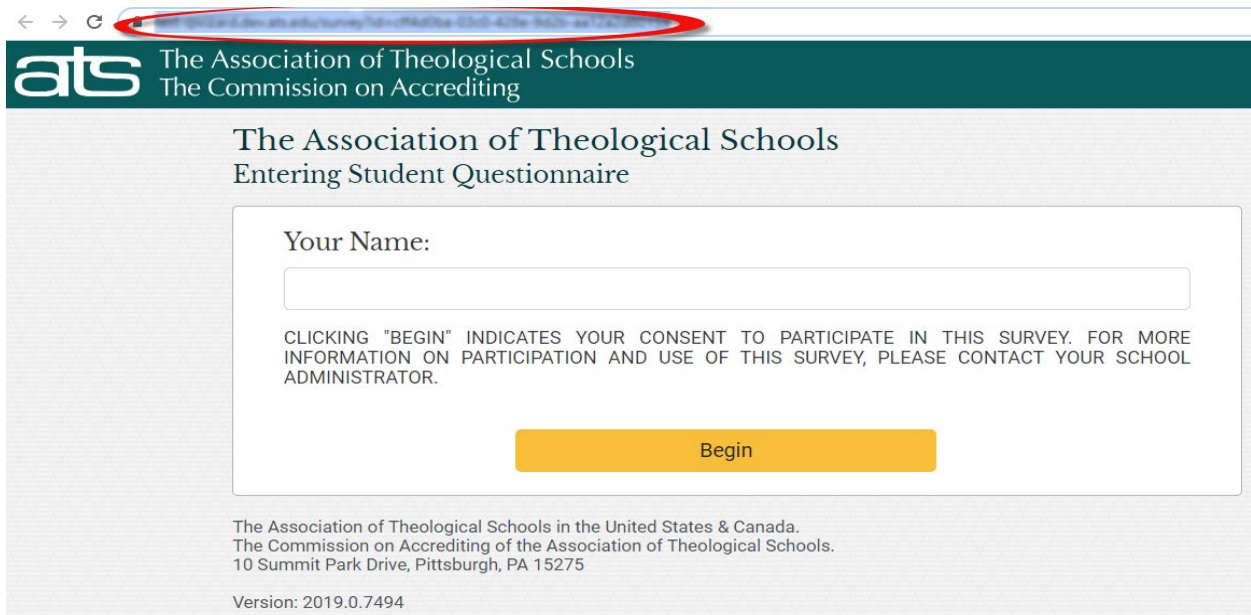

Then, with the cursor over the highlighted text, right-click the text and choose **Copy** from the menu that appears:
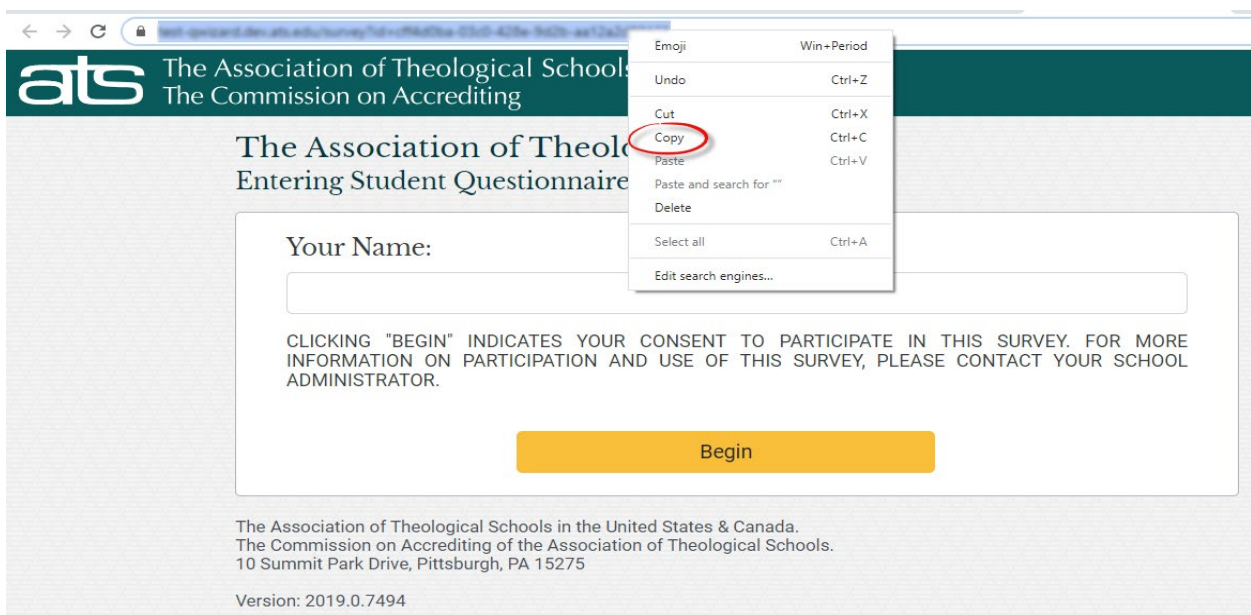
It is strongly recommended that every URL be identified and recorded in a document or spreadsheet file for reference later. To do this in Windows, open such a file and right-click where you wish to paste the URL, then choose **Paste** from the menu that appears.

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:
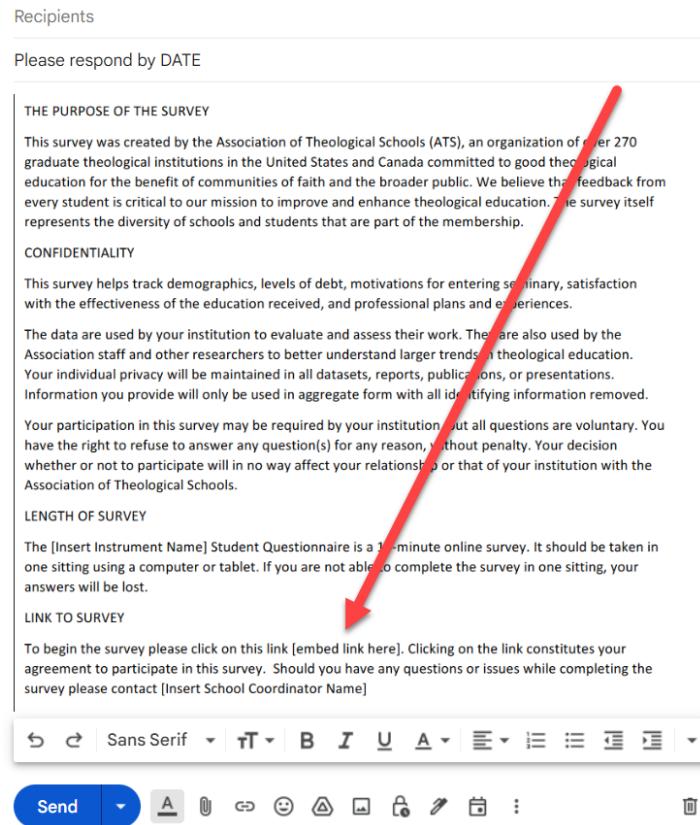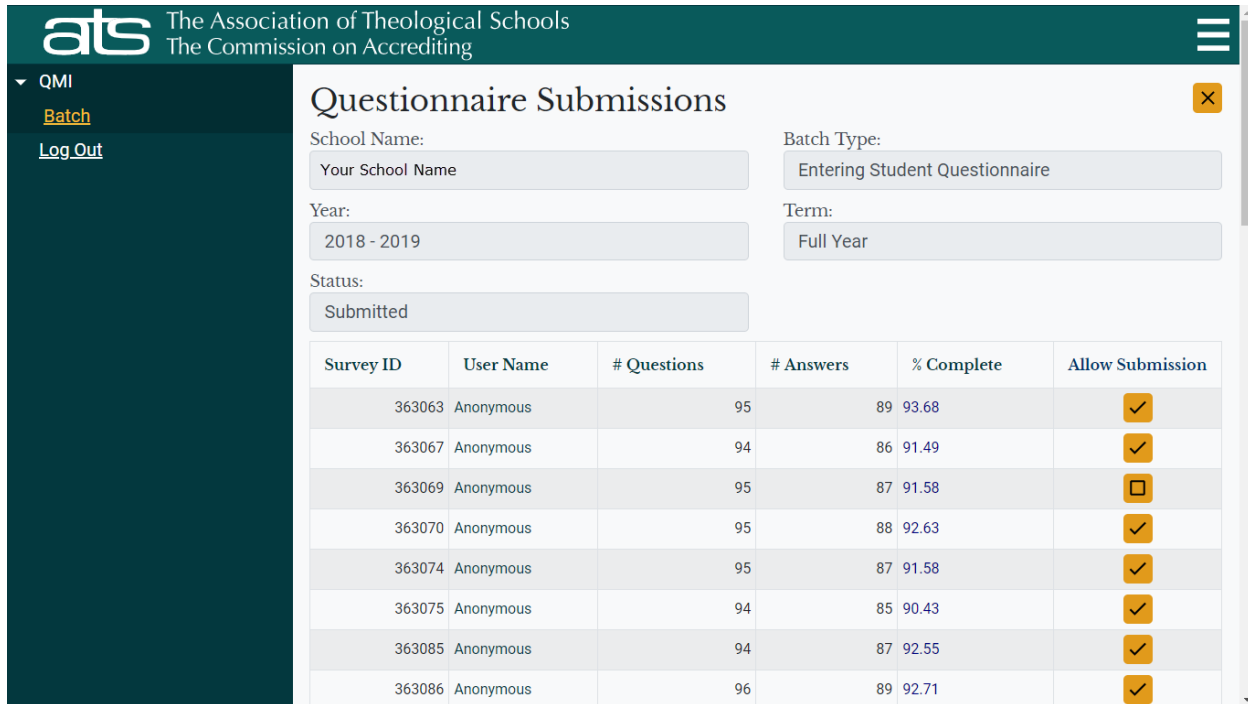

Go to https://www.ats.edu/Resources-for-Using-the-Questionnaires to view the Email Template for Contacting Students, then adapt the text accordingly. Be sure the appropriate URL is sent to corresponding participants in a given batch (note red arrow in the example above).

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:

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:
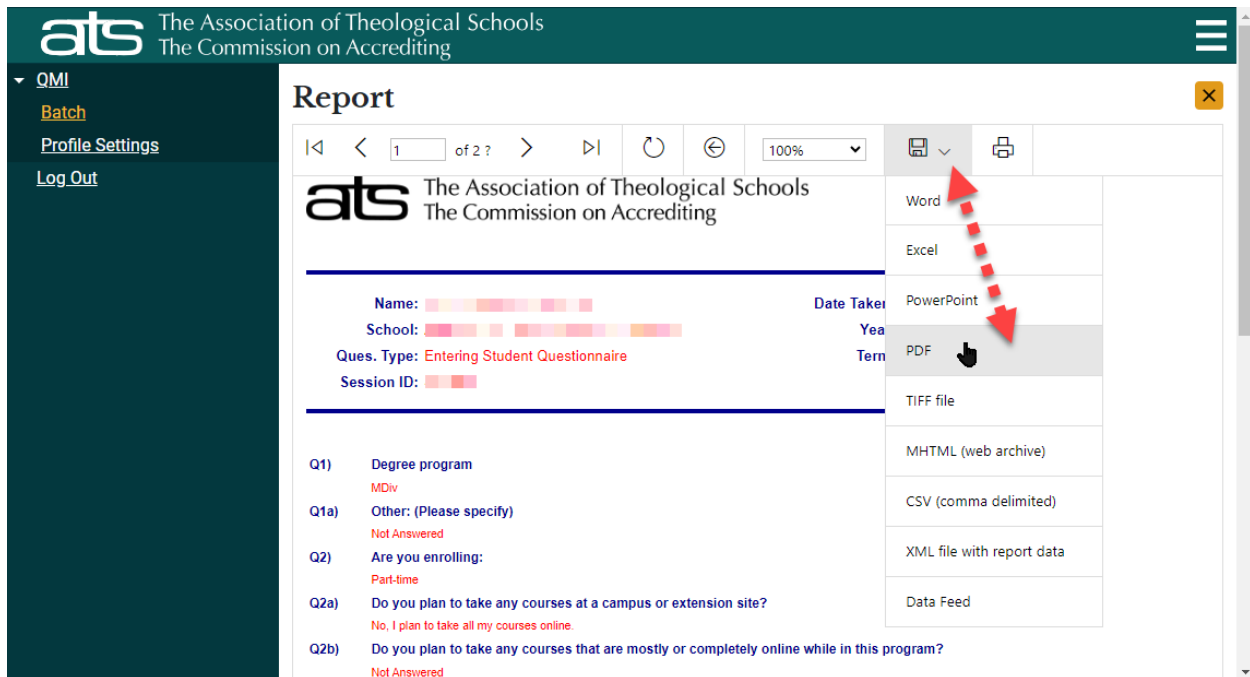

For more information on viewing and printing questionnaires, see the **Viewing and Printing Questionnaires** section. (*Note: if you receive a "pop-up blocked" message while attempting to open the above page you may need to disable your web browser's pop-up blocker feature*).

VIEWING AND PRINTING QUESTIONNAIRES

From the Search Batches page, locate the batch you wish to view, and click on that batch's Edit icon ![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 ![export icon]. Select your desired export type and the document will open in a new window.

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.

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 with any questions.