



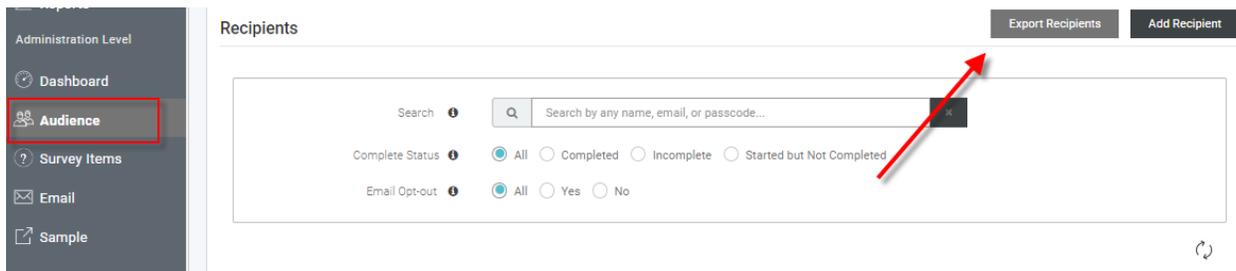
Alternate SPS Implementation Methods

Both implementation methods noted below can be used in conjunction with sending emails through the RNL portal or as standalone implementation methods.

Distribute Unique Links

After uploading your list of survey recipients, you can export your list of recipients. Within the export, you will see a personal URL link for each recipient (use the Personal URL column). This is the same URL link sent when using RNL email tool.

The export can be found under, Audience (within your SPS admin page) → Export Recipients. You can download this report as many times as necessary.



Distribute Survey URL

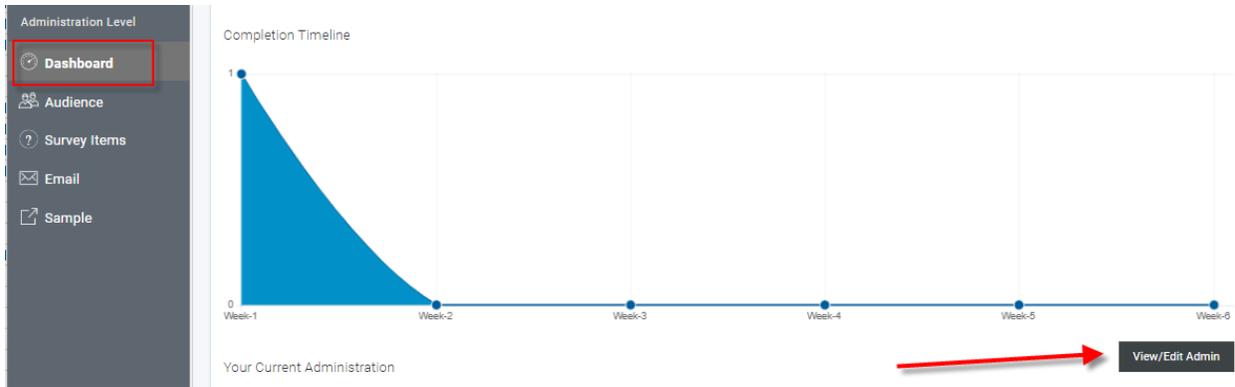
Every survey administration is assigned a unique URL. You can create a QR code (RNL does not generate QR codes), share this link via text (RNL does not send text), and/or share this link of posters around campus. The Survey Specific URL will direct your survey recipients to a page requesting they enter a passcode. You can customize the passcode instructions on this page.

With this implementation method, you **MUST** include a passcode in your **Survey Recipient Upload**. Passcodes can include student ID, email address, or some other unique identifier.

See the next page for screenshots on locating your survey URL.

The survey specific URL is found on your DASHBOARD (within your SPS admin page) by selecting View/Edit Admin (scroll to the bottom).

Be sure to add passcode instruction text regarding your passcode and select save after adding your text.



At the bottom of the View/Edit Admin page:

This screenshot shows the 'View/Edit Admin' page. It contains three main sections: 1) 'Survey Specific URL' with a text input field containing 'https://survey.ruffalonl.com/#/entry/passcode/sps/mock/53383' and an information icon. 2) 'Sample Survey' with a text input field containing 'https://survey.ruffalonl.com/#/entry/sample/sps/mock/53383' and a 'Copy to clipboard' button. 3) 'Passcode Instruction Text' with an 'Add Passcode Instruction Text' button and a text area containing 'Please enter your institution email address'.

The survey entry page survey recipients see when using the Survey Specific URL:

The screenshot shows the survey entry page. At the top is the RNL logo. Below it is the instruction 'Please enter your passcode.' followed by a text input field labeled 'Passcode'. Underneath is the instruction 'Please enter your institution email address' followed by another text input field. At the bottom left is a dark button labeled 'Enter Survey'.