



## Survey Customization Options:

### Grouping Fields:

You have the ability to subgroup your students using up to five different grouping **fields**. *Examples include, but are not limited to: Major, Advisor, Sport, Residence Hall, or Instructor.* Within each grouping field, you would have grouping **responses**. The responses would be the specific majors (accounting, psychology, etc) or whatever field you are using. These can be added directly at the SURVEYS Survey Editor and treated like a drop-down list for students to select from upon taking the survey or loaded as part of a student file at the IMPORT DATA function.

For step by step instruction on either [Uploading Response](#) as a student data file or adding as a step for students to [select when taking the survey](#), see our Retention Data Center documentation.

Note – you also have the ability to ‘Assign Security’ to a grouping response. This would allow the individual to login (for report access) and only see the students assigned to their designated response. As an example, if you use the grouping field of Course Section. A professor could login and only see the students assigned to their course section. For more information, see [Secured Access of Campus Colleagues](#).

### Survey Entry Page Instruction:

Allows you to provide students with additional information for Id and e-mail on the login page of the survey.

*Examples: Please include your 6 character Student ID with leading letters and Type in your school e-mail samplestudent@college.edu (noted below).*

Please enter the following information:

First Name:	<input type="text" value="Sample"/>	
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text" value="Student"/>	
Student Identification Number:	<input type="text" value="A123456"/>	Please include your 6 character Student ID with leading letters
Date of Birth:	<input type="text" value="Aug"/> <input type="text" value="6"/> <input type="text" value="1992"/>	
Gender:	<input type="text" value="Female"/>	
Email Address:	<input type="text" value="sample.student@college.edu"/>	Type in your school e-mail samplestudent@college.edu
Mentor	<input type="text"/>	

If you are not a student with **Demonstration College**, please do not proceed. Instead, contact [RMS-Tech@NoelLevitz.com](mailto:RMS-Tech@NoelLevitz.com).

Begin Survey

## Custom Questions:

You can add multiple choice questions in which a student would select one response to your survey. The questions appear at the end of the survey and appear on the Advisors/Counselor and Coordinator Report as well as the Custom Question Export. These are multiple choice questions and require a response from your student. You can provide as many response options as necessary to create a rating scale (1 Strongly Agree – 7 Strongly Disagree) to a Yes/No question. Custom questions are also filterable and exportable for further analysis.

Our suggestion is that you only use 5-10 custom questions to each of your surveys. You have a total of 100 questions for the entire life of your institutions Retention Data Center account. Once used custom questions cannot be modified as it will affect historical data.

*For sample custom questions, see [this document](#).*

Adding custom questions to a survey is a two part process:

1. Adding the questions to your account
2. Checking to include the specific questions in your survey setup

If you would like additional information the [How To](#) document with samples may be helpful.

## Student Report narrative text:

You can add your own narrative text to appear on the Student Report. The text would appear under the headings of the 2<sup>nd</sup> and 3<sup>rd</sup> pages of the report (the written explanation). Up to 1,000 characters (500 for SYSA) can be inserted. *Samples can be found here for [CSI](#) and here for [SYSA](#).* Adding this text as done as part of the survey setup.