

MINES | ITS-Institutional Research and Strategic Analytics

QUESTION PRO

ITS-Institutional Research and Strategic Analytics (IRSA) is excited to welcome you to our campus wide survey solution – QuestionPro.

QuestionPro is available to faculty, staff, researchers, and students.

QuestionPro enables faculty, staff, researchers, and students to create and conduct unlimited surveys for university-related academic or administrative purposes. The tool offers a range of features to create web forms, conduct offline research studies, collect and analyze data, and more.

Mines Survey Policy Procedure



Coming soon

Are you a Survey Monkey User?

Question Pro can assist with the migration of your surveys. Please schedule a time with our Question Pro Representative: James Fernandes <james.fernandes@questionpro.com>

Survey Support?

QuestionPro offers webinars, live sessions, support articles with step-by-step instructions, and 24/7 technical support. Please visit: <https://www.questionpro.com/training/> for additional information.

Online Help 	Question Pro Chat Help 
In the upper right hand corner, click on the “?”.	Open a new browser and navigate to questionpro.com. Bottom right-hand corner, activate the chat.

Mines Help Center

- Log into Trailhead
- Select the MHC Service
- Search “Question Pro” in the upper right hand search box

How to Access Question Pro

1. Log into Mines VPN

2. Log into mines.questionpro.com
3. Log in with your Single Sign On (SSO) credentials
4. Accept the DUO Push notification

Note: This will be added to the Trailhead list of services in the future.

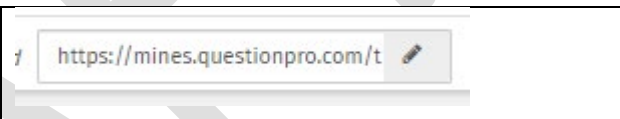
Steps to Building a Survey

QuestionPro provides step by step instructions on how to create a survey. Please visit the following link: <https://www.questionpro.com/help/create-survey.html>

Steps to Distribute a Survey

QuestionPro provides step by step instructions on how to distribute a survey. Please visit the following link: <https://www.questionpro.com/help/survey-distribution-options.htm>

Would you like to customize your survey link?

<p>In the upper right hand corner, you have the option to create a custom name for your survey.</p>	
---	---

Timeouts

There is a 15-minute timeout with 3 reminders are built into each survey. Adding a page break restarts the 15-minute clock. QuestionPro recommends adding page breaks throughout your survey. Consider how long it may take participants to answer the questions on a page. If it seems like participants could reasonably spend more than a few minutes answering the questions, add a page break so you don't accidentally run into the 15-minute timeout.

Sample Introduction

[Title of the Project]

Purpose of the Survey: [Broadly describe the purpose of the study as well as the nature of the questions students will be asked]

How Your Data Will be Managed: [choose one **or** the other below; be aware that collecting multiple demographic variables, such as the combination of gender, race/ethnicity, and major, can indirectly identify students, even if you aren't asking for direct identifiers like name. If you plan to collect more than one or two demographic variables, you should consider the data confidential]

Your responses will be confidential, which means that we will collect identifying information about you (for example, direct identifiers like your name or indirect identifiers like your demographic information). Only the members of the survey team will see your individual responses and we will take measures to protect this information. These measures could include replacing your identifying information with a code so that your responses will not be linked to you, keeping your information in a password-protected file, and only reporting aggregated results, not individual responses.

Your responses will be anonymous, which means that no one will know how you responded because there will be no way of linking your responses to you.

Contact Information: If you have questions about this survey, please contact:

[Name]

[Department/Unit]

[Email address]

[Campus phone number]