

Procedures for Zoomerang Surveys

1. The Office of Assessment provides email survey support to all departments campus-wide.
2. Provide the Director of Assessment **two weeks** prior to **launch date** of the survey with the following information:
 - a. Survey questions.
 - b. Email instructions for respondents.
 - c. Survey distribution (send the survey directly via email or associate it with a URL link).
 - d. Date to open and close the survey.
 - e. The number of reminder emails and dates that are to be sent. Note that reminder emails cannot be sent if the survey is associated with a URL.
 - f. Format of the final data in Excel (dataset or a series of tables).
3. The Director of Assessment will create the survey in *Zoomerang* and fax it to the requestor for review.
4. The survey will be launched on the date specified with confirmation emails sent to the requestor and the Director of Assessment.
5. The requestor will also receive notification when reminder emails are sent.