



COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

Timeline for Administering the Diverse Learning Environment Survey

Register for the DLE Survey

- Registration opens **September 2015**. Register online at <http://heri.ucla.edu/dle>. Registering for the survey indicates your institution's intent to participate in the survey. You will be asked to provide contact information for the individual responsible for the survey on campus ("primary contact") and a billing contact.
- Download the [Administration Guidelines](#) to review your options and prepare for survey administration.

Place Your Survey Order

Place orders for surveys at <http://heri.ucla.edu/dle>. To complete your order you will need the following information:

- Whether your institution will be using any of the optional modules.
- If you would like to ask additional questions in your institution's survey.
- Whether or not you intend to use group codes.
- Whether you will manage your email distribution in-house, or have CIRP send the emails for you.
- Dates (and times) for the survey invitation and reminders to be sent to your students.
- Whether your institution will customize the Welcome and Thank You pages.
- If you would like to add your logo to the Welcome and Thank You pages.
- A survey close date.

Survey Preparation and Planning

- Customize your survey administration by developing and uploading additional questions, or joining consortia.
- Develop outreach strategy for students.
- Obtain IRB approval, if necessary.
- Prepare survey materials such as invitation and reminder emails, schedule outreach activities, prepare Excel file of students to be surveyed, edit Welcome/Thank You screens, and upload your logo image.
- Finalize and procure any survey incentives.
- Coordinate email messages with your IT department.

Administer Survey (Sept –April)

- Survey opens **October 1, 2015**.
- Survey closes **April 29, 2016**.
- When placing your order, set an institutional survey open and close anytime within the above time frame to best fit your institutional culture.

Data and Reporting

- Preliminary data is available 24 hours after the first survey response, and updated in real time.
- Administrative Report Form (ARF) emailed to primary contact—provides CIRP with necessary information about your survey administration used to establish foundation for national norms (following survey close date, April 29, 2016).
- Institutional Profile Report, final data file and Comparison Group Report available for download (Summer 2016).