School Managed Distribution for the DLE Survey

CIRP provides URLs that allow your participants to access and complete the survey online. Some schools elect to have CIRP manage the contact with survey participants, while others choose to manage communication themselves. If you choose to manage the distribution of emails yourself, you have two options. You may order a generic URL (to use in a proctored setting) or you can order unique URLs using Student Email/ID.

1. On the date you select, you will receive your generic URL or a file containing the unique URLs you requested.
2. URLs are exclusive to a school. Do not share your link(s) with other institutions.
3. The unique URLs in the Excel file are live links. Please do not click on them. If you click on a link in the Excel sheet, you will be taken to the survey and that link will display in your response report as having been accessed. If you accidentally access a link, you may still use it in your mail merge, but you will want to note that your response report will be affected.
4. Once your link(s) are delivered to you, you will not be able to make changes to certain elements of your survey. You will no longer be able to edit your welcome and thank you pages, additional questions, or add/delete modules. Please select a date that allows you enough time to complete and review all your survey customizations before your URLs are delivered.
5. Once you have your URLs, you will need to merge the file of links into your emails to participants. The URL should be merged in the email after "The website for the survey is:"
6. Sample invitation and reminder templates are available at:

    http://www.heri.ucla.edu/dleoverview.php

As you prepare to send reminder emails, you will need to check the "View Participants" results in the HERI Portal and remove individuals who have already completed the DLE Survey or opted out of further communication from your reminder email list.