1. **Login**

Login to Class Climate at [http://survey.uwex.uwc.edu](http://survey.uwex.uwc.edu) using the same username as your network credentials with the password that was provided to you.

2. **Generating Online Surveys**
   
   2.1. Click on **Subunits** in the Main Menu.
   
   2.2. Click the **Generate Surveys** link in the left-hand column.

2.3. To generate surveys, select the following:
Subunit - Unless you are the subunit administrator for more than one subunit, only one will appear. For example: UW Richland.

Survey Period - Select the current semester

Course Type - Select the type of course. In most cases, this will be Lecture. If you would like to view all courses available in your subunit, hold down the shift key while you click the Course Type names.

Questionnaire - Select

- SSI-online if the survey will be conducted online.
- SSI-optout if you would like to use the survey that gives the student the opportunity to refuse to complete the survey.

Course - Scroll through the list to locate the course that you wish to survey. You can hold down the Ctrl key while you click the course names if you want to select more than one course. If the courses appear consecutively in the list, hold the shift key while you click the names.

2.4. In the box on the right under Online, click Online Survey and check the box next to Use Time Control.

2.5. Click Generate Surveys.

3. Establish Scheduled Tasks

The Scheduled Tasks screen will appear once you’ve clicked Generate Surveys. In the header is the name and number of the survey. By clicking Next survey and Previous survey you can navigate between all of your generated surveys. In the view beneath the header there are three actions on tabs which can be activated and controlled separately.
3.1.1. On the **PSWD to respondents** tab, click **Activate**.
3.1.2. Click the calendar and select the start date and time of when you want your participants to receive the email asking them to participate.
3.1.3. Click **Apply to All** to have the start dates that you’ve selected apply to all of your generated surveys.
3.1.4. Click **Save**.
3.1.5. Click the **Edit** button on the **Online survey reminder** tab.
3.1.6. Click **Activate**.
3.1.7. Click the calendar and select the date for an email reminder for your participants.
3.1.8. Indicate whether you would like the participants to receive a single reminder or multiple reminders. If you would like multiple reminders, indicate the number of days between reminders.
3.1.9. Click **Apply to All** to have the start date for your reminders to apply to all of your generated surveys.
3.1.10. Click **Save**.
3.1.11. Click the **Edit** button on the **Finish survey** tab.
3.1.12. Click **Activate**.

**Note:** **Run now** overrides any preferences that you have set for the survey and runs your survey immediately.
3.1.13. Click the calendar and select the date that you want the survey to close. When the survey is closed then no more returns are possible. Unused PSWDs are then invalid and cannot be used anymore. Survey participants are not informed of this operation.

3.1.14. Click Save.

3.1.15. Click Apply to All to apply this end date to all of your generated surveys.

**Note:** Do not click Automatic report dispatch to the Instructor(s) after closing the survey. You must confirm that grades for the semester have been entered before you share the results with the instructor.

4. **Viewing Information about Online Surveys**

Once your surveys have been generated and tasks have been scheduled, you can view and edit the information about all of your online surveys on the Scheduled Tasks Page. You will find Scheduled Tasks on the left hand context menu under Central Evaluation when the Subunit menu is clicked.

You can also view survey information in your subunit. Click Subunits on the menu at the top of the page and then click the name of your subunit. Click on the name of the Instructor to view information about any surveys for that instructor.

5. **Generating Paper Surveys**

5.1. Click on Subunits in the Main Menu.

5.2. Click the Generate Surveys link in the left-hand column.
5.3. To generate printed surveys, select the following:

**Subunit** - Unless you are the subunit administrator for more than one subunit, only one will appear. For example: UW Marinette.

**Survey Period** - Select the current semester

**Course Type** - Select the type of course. In most cases, this will be Lecture. If you would like to view all courses available in your subunit, hold down the shift key while you click the Course Type names.

**Questionnaire** - Select SSI-paper

**Course** - Scroll through the list to locate the course that you wish to survey. You can hold down the Ctrl key while you click the course names if you want to select more than one course. If the courses appear consecutively in the list, hold the shift key while you click the names.

5.4. In the box on the right under Paper survey, click **Hard Copy Procedure** if you would like to print all the necessary copies for the class. The survey will be customized with the instructor’s name and class in the header and also embedded in the bar code. If you would like to print the surveys in a print shop, click cover sheet procedure. The header of the questionnaire will remain empty. In the next screen, you will have the opportunity to view and print the cover sheet. The cover sheet must be scanned with the completed surveys.

5.5. Check the box next to **Web Verification** if you would like to be able to correct checkboxes on surveys that have not been clearly read once the survey has been scanned.

5.6. Click **Generate Surveys**.
6. **Batch Events**
   6.1. Click **Batch Events** found in the Context menu on the left side of the screen.
   6.2. Print the Cover Sheets/forms for your courses. Cover sheets will only print if you have selected the Cover Sheet Procedure when you were generating your survey.