



# How to Use the Universal Event Survey

## Introduction

The Universal Events Survey (UES) is a Qualtrics-based tool to collect consistent information about group events and trainings developed by the Wisconsin Department of Public Instruction and their contracted affiliates. The idea is that all grant projects will be asking the same set of questions around the content being delivered. At the same time, the survey allows for customized questions that address the learning objectives of a particular event or training as well as the opportunity for participants to provide open-ended feedback. The UES should be administered following all group events, trainings, and other professional development activities. It is not required for individualized and small-group activities such as site visits and consultations. Grant staff can receive the results of their survey administrations on a regular basis for their own continuous-improvement needs.

## Essential Links

- Set up your survey here: <http://bit.ly/widpievent>
- Respondents fill out the survey here: <http://bit.ly/widpisurvey>
- Any data user (who has been provided the passcode) can request the data here: <https://bit.ly/SurveyDataRequest>

## How to Set Up Your Survey

Go to <http://bit.ly/widpievent>. This is basically a very brief survey you complete to build your survey. You will input your name, email, grant, CESA, type of training, name of event, start and end dates, and audience. Then you will identify up to three learning objectives for the training and up to two additional, open-ended questions. A passcode will be sent to you that will be used by respondents to complete the survey and by data users to look at the results.

## How to Distribute the Survey

All you need for training participants to complete a survey is this link, <http://bit.ly/widpisurvey>, and the passcode you will receive upon completing the survey setup.

## How to Get the Data

Any data user—be they a grant director, coordinator, or analyst—can request the aggregated results of a survey and all open-ended responses by going to this site, <https://bit.ly/SurveyDataRequest>, and using the appropriate passcode. You can also specify a time period of interest if you do not want all of the data from a survey. The requestor will be emailed with the data file attached as a .csv file. We will be running data requests on a weekly basis.

For a more detailed overview, please see this presentation developed by Elizabeth McClure on the Title I team: <https://bit.ly/widpihowto>. Any questions can be directed to Mark Pioli: [mark.pioli@dpi.wi.gov](mailto:mark.pioli@dpi.wi.gov).