

Website Use Instructions & Guidelines for Institutional Researchers & Development Staff

**** Note:** *If you plan to use this website, we recommend that you make a hard copy of these instructions.*

Services Provided by the Website Itself

- Administers & scores well-being inventories for faculty or students
- Adds customized respondent identification questions or other questions
- Builds & stores a database that can be queried online or downloaded
- Gives individual participants an immediate graphic display of their results
- Displays supportive PDF documents that can be copied and distributed

Services Provided by Staff at Well-Being in Higher Education

- Assistance using any feature of the website
- Assistance selecting & formatting respondent identification & other questions
- Upon request, statistical analyses of data with executive summary reports
- Upon request, a campus visit including either a presentation or a workshop

Instructions for Purchasing Well-Being Inventories

- To obtain the above services, a minimum number of inventories must be purchased (at least 25 students or 10 faculty). Go to “Check Out” and select the contract that will best meet your needs. If no contract suits you, please contact us.
- Account information will be sent to the e-mail address you provide. The username and password sent will give just you access the institutional researcher section of the website.
- When you type in the URL for institutional researchers (wellbeingincollege.org/admin) a login window will appear for you to then enter your institution’s username and password. After doing this, you will directed to a place where you can a) add questions to the inventories you selected, b) view all the individual account codes you ordered, c) view a graphic display of the aggregated results as they come in, and d) download a copy of your institution’s data file(s).

Instructions for Adding Your Survey Questions to the Well-Being Inventories

Direct your browser to <http://www.wellbeingincollege.org/admin> then login. Your user name should appear with the hand symbol and the link “View Tests.” Click on it to obtain the “Your Active Tests” menu pictured below. Then click on “Finalize Test” to add questions to an inventory.



For assessment purposes or to satisfy your curiosity, you will want to add survey questions (e.g. *Are you satisfied with the new life coaching services?*) or respondent identification questions (e.g., *What is your gender?* or *How long have you been teaching at XYZ College?*) to the inventories administered by this website. For the purposes of a demonstration, the inventory on faculty well-being will be used here. The procedures for adding respondent identification and other questions to the student well-being inventory are the same. The wizard for helping you add these questions has two windows: the top window for typing in the question, and the window below it for typing in alternative replies. Do not assign a test name yet or hit “Finalize Test” until all the questions you want are added, typed correctly and in the order you prefer.

Finalize Test Details

Question:

Answers for Question:

Test Name:

Finalize Test Details

Question:

Answers for Question:

Test Name:

With each question, click on the green plus sign  to open up another window to type in another alternative reply. If you make an error, click on the red X  to delete an alternative. When a question and its alternative replies are correct and you are finished with that question, click on “Save Question” to move on to your next question.

Finalize Test Details

Question:

Answers for Question:

What is your gender?

How long have you been teaching?

Did you participate in the workshops on problem-based learning?

In which school do you teach?

Test Name:

Arts & Sciences
Business
Communication
Education
Engineering
Health Sciences
Other

Finalize Test Details

Question:

Answers for Question:

What is your gender?

How long have you been teaching?

Did you participate in the workshops on problem-based learning?

In which school do you teach?

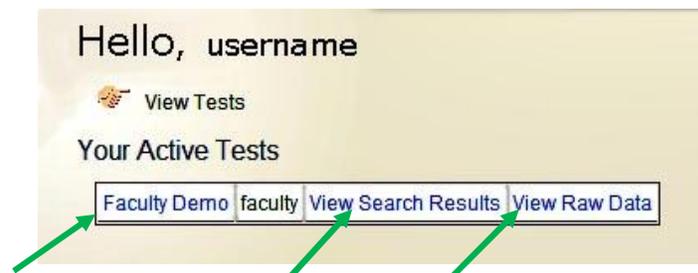
Test Name:

As you proceed, the saved questions will appear below, each with its own window containing its alternative replies which you can view by clicking on the drop down arrow . If you notice an error or wish to rephrase a question, you can delete the entire item by clicking on the red X . However, if you are confident that the respondent identification & other questions are correct and completed, you can now take the final step of naming the test and saving it to your database.

To name a test simply type in a distinctive, easy-to-remember, name in the “Test Name” window. Then, to save it to your database, click on “Finalize Test” Next, you will get an “Are you sure?” prompt to which you can proceed or back up for last-minute revisions.

Managing Account Codes, Viewing Results & Copying Data

After finalizing a test, you will be directed to the “Active Test” menu. Here you can a) click on the test name (e.g., Faculty Demo) to see the list of usernames and passwords you purchased and whether or not respondents have used the codes and taken their inventories, or b) click on “View Search Results” to monitor the results as they come in or query the database, or c) click on “View Raw Data” to see a spreadsheet containing the raw data, on which, if you right click, it can be copied to a spreadsheet program like Excel.



Managing Account Codes: By clicking on the name of the test (e.g., Faculty Demo) a page will appear containing lists of usernames, passwords, and the status of each test (taken or not taken). This information can be copied and pasted into an Excel spreadsheet for easier access. You can then send a username and password to each participant through e-mail or other means. To protect the privacy of individuals, we recommend that you ask another person to assign respondents to account codes then destroy any records of who took each inventory.

#	Account Number	Password	Taken?
1.	1012723	e28f44	Taken
2.	1012738	d55c06	Taken
3.	1012740	91507c	Taken
4.	1012752	025732	Taken
5.	1012760	e94334	Taken
6.	1012774	efcf00	Taken
7.	1012789	d9eb67	Taken
8.	1012793	d1a4cd	Taken

Monitoring the Results: By clicking on “View Search Results” in the “Your Active Tests” menu you can query the database as data are coming in and view a radar graph of the current results. You can query your database using any combination of the respondent identification and other questions you attached to an inventory. For example, using questions from “Faculty Demo” if you would like to see the results of only the faculty who attended a workshop on problem-based learning, then specify “yes” in the drop down menu and leave the remaining questions “unspecified” then click on the “Search” command. A radar graph will then appear illustrating the results of the selected variable and as compared to those for all respondents. Perhaps in a second query you might be interested in seeing the results of male participants with more than 30 years of teaching experience? You can select any combination of variables that interest you as long as there is at least one case to view.

HELLO, username
View Tests

Filter Options
Select search criteria and click "Search"

What is your gender?	Not Specified
How long have you been teaching?	Not Specified
Did you participate in the workshops on problem-based learning?	Not Specified
In which school do you teach?	Not Specified

Search

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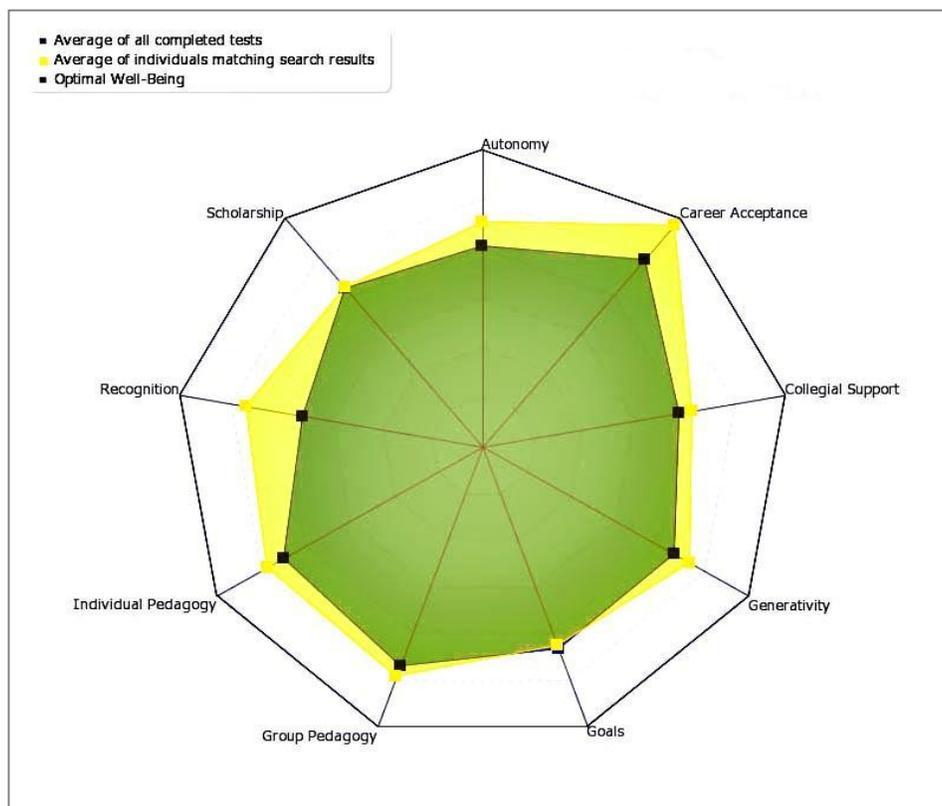
HELLO, username
View Tests

Filter Options
Select search criteria and click "Search"

What is your gender?	Not Specified
How long have you been teaching?	Not Specified
Did you participate in the workshops on problem-based learning?	Yes
In which school do you teach?	Not Specified

Search

Below is an example of a radar graph displaying the actual results of faculty who felt they were flourishing at their institution (shown in yellow) contrasted against others who were uncertain about flourishing (shown in green). Radar graphs have the advantage of illustrating many variables within one integrated figure. Low values are plotted toward the center where as higher values are plotted at the periphery. We selected this type of graph because it is easy to view and suggests a dynamic interrelationship between variables, which is certainly true of the dimensions that contribute to student or faculty well-being.



Viewing & Copying Data Files: Online, to view a data file associated with a specific inventory, click on “View Raw Data.”



If at least one individual has taken the inventory, a new page in spreadsheet format should appear showing responses to the questions you added as well as the ratings for all the items in the inventory, the dimension scores and total well-being scores. A truncated example is shown below.

The screenshot shows a web browser window titled "Inventory Results - Windows Internet Explorer". The address bar shows "http://wellbeingcollege.org/exam/data". The page content is a spreadsheet with the following data:

#	What is your gender?	How long have you taught at your current institution?	What is the highest degree granted by your institution?	What is the nature of experience in which you do most of your teaching?	Do you feel like you are flourishing as a professional at your current institution?	Scholarship #1	Individual Pedagogy #1	Group Pedagogy #1	Goals #1	Autonomy #1	Collegial Support #1	Recognition #1	Genera
1	male	1 to 10 years	doctorate	Educational	Yes	5	5	4	5	6	4	2	
2	male	11 to 20 years	masters	higher education or health	Definitely no	5	6	5	5	5	4	2	

To make a copy of your data, place the cursor on the data, right click, pick “Select All” then “Copy.” Then open a blank sheet in a spreadsheet program like Excel and paste in the data. Save it under its test name. After cleaning-up this raw data, it can be read by most statistical analysis programs such as SPSS.

If you encounter a problem while using this website, please contact us.