Welcome to AskWU, Washington University in St. Louis’ survey feature powered by StudentVoice®. AskWU is a useful service that allows Washington University students, faculty, and staff to create surveys for their respective organizations, classes, and other affiliations. Offering both a web-based option and a PDA-based option, AskWU allows surveyors to obtain **instant**, accurate results in an easy, **time-efficient** way. AskWU surveys offer endless possibilities for the Washington University community. Stop guessing what your audience wants or how successful an event was - find out for sure with AskWU!

Common uses for AskWU:

- Assess the needs of student body
- Poll opinions a variety of audiences
- Assess how a program was perceived by attendees
- Find out why participants did not attend a student group meeting or program
- Faculty can assess learning happening in class to better influence pedagogy

Examples of AskWU Users:

- Student Life
- Office of Residential Life
- Student Organizations
- Student Financial Services
- Student Union
- Office of Community Service
- Olin School of Business
- Office of Greek Life
- Dining Services
- Campus Ministries
- The SU Technology Resources Committee
Before submitting a survey, please read the following tips and pointers. Incomplete or incorrect surveys will be returned. If you are new to AskWU, you must submit your survey through the student activities website (www.getinvolved.wustl.edu). If you have used AskWu previously, you can submit your survey directly through the Student Voice website at www.studentvoice.com.

1. Before submitting the survey, determine what demographical information you want to ask for in the survey. Sometimes project leaders forget how valuable demographics of respondents can be. Consider asking gender, year in school, college/school, race/ethnicity, residential status, age, etc. Demographical information, in varying capacities can be helpful as you analyze results.

2. After you submit your survey below, wait to hear back from a SIL staff member in order to gain access to your survey draft for review. If you are using a palm-based survey you will need to review it on the palm. If you have a web-based survey, you will be sent to a password protected site for review. Drafts of surveys must be reviewed by the project leader to ensure all questions are properly worded and formatted.

3. Review your online draft(s) and give feedback on your survey via email to the SIL staff member communicating with you. If changes are necessary, please outline them clearly in the email. Verify correct survey in the email.

4. When your survey is ready to be administered, the SIL staff member will contact you via email giving you your direct web-link access to the web-based surveys, or alerting you to pick up your palm-pilot(s) for palm-based surveys. Palm-pilots can be picked up at Student Involvement and Leadership, 2nd Floor Danforth University Center between 9:00am - 4:30pm.

5. Administer your survey! This consists of 1) e-mailing out the link to the uploaded survey if doing a web-based survey, or 2) obtaining the PDAs before your event and conducting the survey at your event, or 3) both uploading a link and obtaining the PDAs if using both options. Note: If doing an event-based survey, please consider bringing a supply of paper-versions of your surveys just-in-case there is a malfunction with your computers or the palm-pilots. Please keep the palms plugged in for as long as possible before and after administering the survey. Before administering the survey, check one last time that the survey is working and accepting the values you want.

**NOTE:** All bulk email messages going to an entire population of students require approval from Julie Thornton (Julie.Thornton@wustl.edu) and Garrie Burr (gburr@wustl.edu).

6. If you used palm pilots to administer your survey, please return them immediately to Student Involvement and Leadership, so the palms can be hot-synched, which makes the results available immediately.

7. The SIL staff member will send to you via email your password information to access your survey results at www.studentvoice.com. Generally your default username and password are you're your first initial in front of your last name.

8. Within a week of completing the administration of your survey, you will be asked to complete a web-based assessment on your StudentVoice project leader experience. Your feedback will assist in continually improving the StudentVoice process.

9. While it is almost-certain that your survey will be finished in a matter of days, please allow anywhere from one to two weeks for your survey to be sent, reviewed, edited, and finalized depending on the volume of surveys submitted at the time and the complexity of your particular survey.

**NOTE:** If you are a first time AskWU user, please do not contact the Student Voice staff directly; first communicate questions or concerns through the Student Involvement and Leadership staff. If you are a previous user of AskWU, please work directly with Student Voice staff on the administration of your future surveys. Simply go to www.studentvoice.com and use your username and password to gain access and submit your new surveys. If you have questions, do not hesitate to contact SIL at 314-935-5994 or by email at osaleadership@wustl.edu.