



Thank you for your interest in the online SED! There are several advantages to using the online SED, including reducing burden on the graduate office by eliminating the need to retrieve, store, and mail paper survey forms; increasing data security by eliminating the possibility of surveys being misplaced or lost in the mail; and allowing students who have left the immediate area to complete and submit the SED from any location.

STEPS FOR USING THE ONLINE SED

1. Distribute the link to the survey registration website to your graduates:

<https://sed.norc.org/survey>

You can either distribute this link individually, or post it on your school's "graduation checklist" website.

At the survey registration website, the student will be asked to provide his/her name, institution, department, graduation month and year, and an e-mail address. The student will be able to advance directly into their survey after registering. Additionally, an e-mail with login information to access the online SED and the survey URL will be sent to the address provided. This will allow your students to complete the survey at a later date if they choose.

2. Determine the best method for monitoring completions. Options include:

E-mail confirmation. An e-mail notification system has been built into the online SED. Upon completing the survey, students are given the opportunity to enter up to two e-mail addresses to which a confirmation e-mail will be sent. The confirmation e-mail – which lists the student's name (both in the text and in the subject line of the e-mail), institution, and the date they completed the SED – can be used as evidence of completion. Additionally, you can instruct NORC to enter a specific e-mail into the survey, and that e-mail address will directly receive the confirmation for any student from your institution when they complete the survey.

Certificate of completion. The web-page immediately following the e-mail confirmation page displays the certificate of SED completion. This certificate includes the same information as in the confirmation e-mail, and can be printed out by the student and submitted to the graduate school.

Institutional Interface. On this site you can see the list of students from your institution along with their completion status. If you are instructing students to complete via the web survey, any student who has applied for graduation but does not appear on this site can be assumed to be an SED non-respondent. Please contact NORC to request your institution's access information.

*NOTE - The interface site has about a 24-48 hour lag from the time the student completes to the point at which their case and completion status appears. During busy graduation times, this lag may be a bit longer due to the large number of cases to be processed. If you need a real time list of your graduates that have completed the SED, you can contact NORC at any time (4800-sed@norc.org).

3. Before the graduation deadline, prompt any non-respondents to ask that they complete the survey.
4. Once the graduation deadline has passed and you do not expect any more students to complete, send NORC a final graduation list including name, degree type, field of study, and graduation date. Also include a last known address for any student who did not respond, so that NORC may continue follow-up.