How to set up CEDARS

Culture, Employment and Development in Academic Research Survey 2023

- You will need to register your interest in running CEDARS by emailing cedars@vitae.ac.uk. You will also need to sign a collaborative agreement to access the survey templates.

- The following describes the steps needed to set up CEDARS 2023 at your institution using the new Online surveys platform (www.onlinesurveys.ac.uk). You will need a licence from JISC to run the survey. If your institution does not have an account, details on how to get an account are available at www.onlinesurveys.ac.uk/features-pricing/

- These notes do not cover all the features of Online surveys and you are encouraged to experiment with creating surveys. If you need further guidance please refer to the support section of Online surveys, or email help@jisc.ac.uk. You may also find the Online surveys FAQs useful.

- You can create more than one survey if you want to run **tests or pilots** at your institution. We recommend you do this.

- You can read more detailed set up from https://onlinesurveys.jisc.ac.uk/helpandsupport/using-online-surveys-for-cedars/

Before starting

It is worth previewing the CEDARS question set provided at www.vitae.ac.uk/cedars

You will need to decide:

1. Do you want to customise the wording that appears on the opening "Welcome" page?

2. Do you want to customise the final "Thank you" page?

3. Do you want to add institutional specific questions on the page provided? For example, "What department do you work in?"

4. Do you want to customise CEDARS with your institutional logo?

Creating a new survey

After the survey has been shared with you via an email invitation, click on the link, enter your registered email address, and click 'Send me a verification code.' app.onlinesurveys.jisc.ac.uk.

1. In the new version of Online Surveys, you will receive your survey template by email.

2. Click the 'Accept survey template' button in the email. You will then be taken back to Online Surveys and prompted to choose:

   - Your survey name: you should remove 'TEMPLATE' and append your institution's name.

   - Your survey short name: this will form part of your survey's URL (the bit that's unique to your survey), so make it meaningful, as your participants will see it, e.g. your organisation's name. This will need to be lower case and only include characters that are permiited in URLs.

   - Account: Choose the CEDARS 2023 account (or your institution's account if you have bought one) as the destination.

Once updated click 'Accept' and your survey will be saved to your Dashboard.

Adding/Deleting Institution Specific Questions

All the core questions are locked and cannot be changed or edited to enable the benchmarking facility with other institutions to work. However, you can add institution specific questions on the page provided. Results from these questions are **not included** in the benchmarking with other institutions taking part in CEDARS.

1. To begin editing the survey click **Design**. This will initially take you to your **Survey builder**.

2. All of the questions and notes are displayed in the Survey builder. If you wish to add your own questions to the survey then you can do so on the page entitled "***Institution Specific questions***".

3. To edit any questions or other element click the **Edit question icon** for that particular question or element.

4. To add a question or note click **Add item** in the desired place in your survey.

If you do not intend to add your own questions you must delete the page "*Institution Specific questions".***

Adding your institutional logo

- In the Survey Build area of your survey, you can switch to the 'Settings' tab at the top of the page to complete the design of your survey.

- If you'd like to, you can embed your organisation's logo from an external source. Just paste in the URL then determine the size settings. Ensure you add alternative text to keep your survey accessible.

Changing Distribution Settings

- Once you have finished editing your survey, you're ready to set your surveys distribution settings.

- Go to the 'Distribute' area of your survey and choose the 'Settings' tab at the top of the page.

- All you will need to do on this page is set an open and close date for your survey using the date and time pickers. (Bear in mind the survey window determined by Vitae.

Set your survey's URL

- You will have already set a survey short name when adding the template to your Dashboard. But you can review this by going to the 'Links' tab in the Distribute area.

- Your survey URL will be displayed here, and can be edited using the pencil icon.

- Your survey URL will be formatted:

- app.onlinesurveys.jisc.ac.uk/s/cedars23/[short-name]

Launch your survey

- Finally, you can return to the 'Overview' tab in the Distribution area to launch your survey.

- Click the 'Launch survey' button.

- Your survey status will now change to 'Open', unless you have set your open date in the future, in which case it will be 'Scheduled'.

- You can distribute your survey's public URL to your cohort using your own methods. The rest of this guidance details how you can use Survey Access Control instead. This is optional.