

Completing the Education Survey

The education survey report is available at the following address:

<http://www.wvrnsurvey.com/>

To log on to the system, you will need a username and password. You may use your **previous year's user name and password** to log on and fill out the report. It is generally in the form of the following example:

Username: marshall password: 40cc287b (this is an example, it does not work)

If you don't have your last year's username and password, call the Board office at 304-744-0900 (ask to speak with **John Jarvis**) and we will provide this information for you.

The survey system has a **Forgot Password Reset** system, but to use it you must first update and **confirm your email address**. Click your Username at the top (Hello username). Your email address will be shown on this page – if it is not correct click Change and enter the correct address.

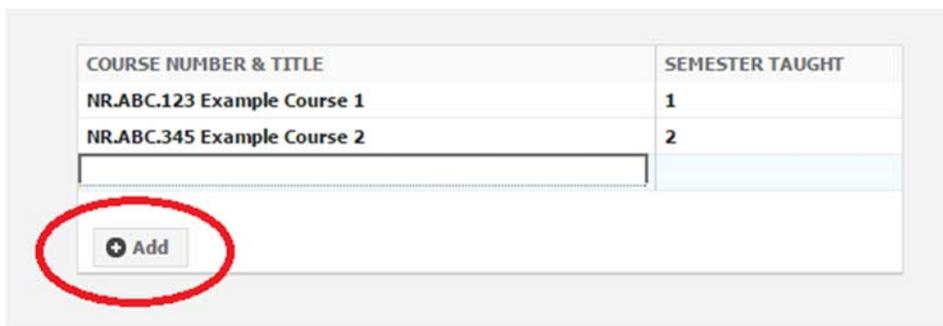
You may also **change your password** on this screen.

On to the survey

After logging in click the **Go to Survey** button.

The survey is divided into 7 sections. Please complete each section.

Some questions have a grid to accept answers. If you need to add more rows to the grid, click the Add button within the grid to add rows, as shown below:



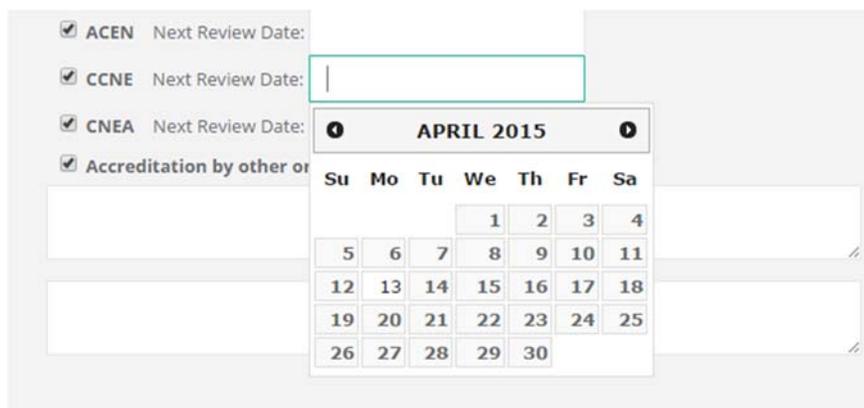
The screenshot shows a table with two columns: 'COURSE NUMBER & TITLE' and 'SEMESTER TAUGHT'. The first row contains 'NR.ABC.123 Example Course 1' and '1'. The second row contains 'NR.ABC.345 Example Course 2' and '2'. Below the table is an empty row with a light blue background. At the bottom left of the grid area, there is a button with a plus sign and the word 'Add', which is circled in red.

COURSE NUMBER & TITLE	SEMESTER TAUGHT
NR.ABC.123 Example Course 1	1
NR.ABC.345 Example Course 2	2

Please do not try to paste a spreadsheet into the grid. Data can only be entered into a single cell at a time.

(continued)

On questions that require a date for an answer, a calendar pull-down menu is provided when the box is clicked. Please select the correct date from the pull-down.



The image shows a survey form with four checked checkboxes: ACEN, CCNE, CNEA, and Accreditation by other or. Each checkbox is followed by the text 'Next Review Date:'. A calendar pull-down menu is open over the 'Next Review Date:' field for 'CCNE'. The calendar is for 'APRIL 2015' and shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates from 1 to 30. The date '1' is highlighted in blue, indicating it is the selected date.

After you have completely finished with a section, click Save and then go on to the next section.

The last page (**Section 7**) is a **signature page**. The **Dean** or **Administrator of the Nursing Program** will be able to enter a series of numbers that have been previously assigned, and a date. These numbers represent a “signature” for the survey.

After you have completed all 7 sections, the survey will need to be signed using the above method by the **Administrator of the Nursing Program**.

After the survey has been **completed AND signed**, the survey will no longer be editable, and you will only be able to view the responses.

Support and Contact Information:

Technical Issues - If you have difficulty signing in to the survey, or any technical issues with the survey, please contact John Jarvis at John.R.Jarvis@wv.gov or (304) 744-0900.

Other Issues - If you have any other questions related to the data or content of the report please contact Robin A. Lewis at Robin.A.Lewis@wv.gov or (304) 744-0900.