

## **Instructions for Completing the *Fiske Guide to Colleges 2021* Questionnaires and Write-Up Comments**

### **Step 1: Log in with the assigned account credentials**

- Accounts are pre-assigned, and usernames and passwords were emailed to the school admin on file. If you need the log-in information, please email [fiskesupport@sourcebooks.com](mailto:fiskesupport@sourcebooks.com).
- All accounts have been newly created this year.
- If there are other members of your staff, either within your department or in another department, who will be responsible for completing portions of the questionnaire, please feel free to share your username and password with them. You do not need secondary or additional usernames or passwords for additional staff members.
- Go to <http://fiske.sourcebookscollege.com> and click on **Login**.

### **Step 2: Complete the Institutional Questionnaire**

- Click on the **Questionnaire** link in the left User Menu sidebar. This will take you to the first page of the Institutional Questionnaire.
- The first screen of the questionnaire requests respondent information. Fill in your name and personal contact information. Note that your email address is a required field—when you submit your completed questionnaire, a copy of your answers will automatically be emailed to you, for your records. Once this screen is complete, click the **Start/Continue Questionnaire** button.
- The institutional questionnaire is provided on just one screen. Note the buttons at the top: the **←Back** button will take you back to the respondent information screen, and the **Ready to Submit→** button will take you to the final submission screen, once you're completely finished and ready to submit your questionnaire. Remember to save frequently—**Save** buttons are located at the top of the screen and throughout the questionnaire. Clicking **Save** ensures that you can log out of the Fiske website and return to work on the questionnaire later without losing any of your data. If at any time you'd like to email your answers to yourself for review, click the **Save and Email** button at the top of the screen.
  - **Note: Do not use your browser's Back and Forward navigation buttons while completing the questionnaire. If you do, any data you entered since the last time you saved will be lost.**
- In total, you will be answering 58 questions (some with multiple fields).
- For help calculating enrollment figures for questions 7 and 8, reference: [2021 Enrollment Instructions](#) PDF.
- You will find several questions related to financial aid. Most can be answered using information from your 2018–2019 Common Data Set, but we are also asking for some key data points—in particular, the percentage of students eligible for **Pell Grants**—that are not on the CDS. Please answer these questions with the most current data you have available.

- **Questionnaire submission screen:** Click the **Ready to Submit**→ button at the top of the screen to access the final submission screen. The ←**Back** button on this screen will allow you to return to the questionnaire if you need to. Once you are certain that your questionnaire is complete, click **Submit**. Clicking **Submit** will complete the process, and a confirmation email with your submission details and questionnaire responses will automatically be sent to the email address provided on the respondent information screen. **Note that once you have clicked Submit, you will not be able to access your questionnaire again.**

<< Back

By clicking "Submit" you are confirming that your questionnaire is 100% complete and ready to submit to the Fiske editorial team for the 2021 edition of the *Fiske Guide to Colleges*. Once you click "submit," you will not be able to access your questionnaire again.

Submit

- All institutional questionnaires must be submitted by **May 17, 2019**.
- Please email Julie Fiske Hogan, production coordinator, at [editor@fiskeguide.com](mailto:editor@fiskeguide.com) if you have concerns about meeting the **May 17** deadline.
- While we make every reasonable effort to follow up on seeming irregularities, you are ultimately responsible for the accurate recording and submission of your school's data.

### Step 3: Comment on the current edition's Write-Up

- We also ask that you **review and offer comments on your school's write-up** as it appears in the *Fiske Guide to Colleges 2020*. Write-ups are available to review now.
- When you are logged in to the <http://fiske.sourcebookscollege.com> website, you can access the write-up from the homepage by clicking on the **Write-Up** link in the left User Menu sidebar. You will be able to view the text of your school's write-up directly on the write-up page and provide comments via a series of feedback submission fields on that page. For detailed write-up instructions, reference: [Fiske Write-Up Instructions](#) PDF.
- We ask you to carefully review your school's write-up and offer your feedback. This is your opportunity to **let us know of any updates to factual information that may not be captured in the questionnaire**. Your write-up comments, along with the information in the questionnaires, will be taken into consideration as we update the *Fiske Guide to Colleges 2021*.
- For more information on the *Fiske Guide* timeline and process, reference: [Fiske Guide Annual Timeline](#) PDF.

#### Step 4: Select Representatives for the Student Questionnaire

- Identify a cross-section of **6 to 8 undergraduate students**—perhaps including some graduating seniors—whom you believe will paint an *accurate* picture of your institution.
- You were provided a unique **Student Access Code** that can be found in your *Fiske Guide 2021* questionnaire invitation email, and in the left User Menu sidebar on the homepage when you’re logged into the Fiske website. **Your students will need the Student Access Code in order to submit their surveys.**
- Instruct participants to go to <http://fiske.sourcebookscollege.com/index.php/student-questionnaire> and follow the instructions on the page.
- In total, students will be answering 16 questions on 4 screens, a process that should take about half an hour. Students should be informed that we pull direct quotes from the surveys to use in the *Fiske Guide*, but we do not identify students by name.

#### Tips for Entering Your Data

- Many of the fields in the institutional questionnaire ask similar questions as the Common Data Set; codes in parentheses indicate the line in the CDS where the data can be found.
- Phone numbers should be entered in the following style:
  - For U.S. and Canadian colleges and universities: (###) ###-####
  - For UK colleges and universities: (+44) (0) #####
- Websites should be entered without “http://” unless the URL begins with a different prefix than “www.”
- Numbers exceeding 999 should be entered **without commas** (1537 instead of 1,537). The use of commas in numeric fields will cause data-saving errors.
- Fields requiring financial or dollar amount information should be entered **without a decimal point or comma** (1537 instead of 1,537.00).
- Do not include the percent symbol (%) or dollar symbol (\$) in fields requesting percentages or dollar amounts. **Only the numerals are required.**
- All numbers should be rounded to the **nearest whole number.**

**Thank you for participating in the *Fiske Guide to Colleges 2021* update process!**