Completing a Student Profile Questionnaire

You have been invited to participate in a student profile questionnaire for the Association of Theological Schools (ATS). You should have already received an email with the details for participating in the survey. Click on the URL provided in the email to launch your browser (or copy the URL and paste it into the address bar of your browser). A page similar to the following page will be displayed:

You must disable popup blockers in order to proceed with the questionnaire. Skip to page 35 if you are sure that popup blockers have been disabled within your browser.
Disabling Popup Blockers – Internet Explorer

In Internet Explorer, navigate to “Tools | Internet Options”. Click the “Privacy” tab. Ensure that the “Block popups” box is not checked and then click the “Apply” button.
Disabling Popup Blockers – Firefox

Navigate to “Tools | Options” and click on the “Content” icon. Ensure that the “Block Popup Windows” box is not checked and click the “Ok” button.
Disabling Popup Blockers – Netscape

Navigate to “Tools | Options”. In the “Security and Privacy” section, click on the “Site Controls” icon. The following window will be displayed:

![Options Window]

A list of sites will be displayed:
If necessary, add ats.edu to the site list by clicking the “Add Site” button. A box prompting for the domain name will appear. Enter “ats.edu” as the domain (without the quotes) and click the “Add Site” button.

Ats.edu should now appear in the site list. Highlight that site name by single clicking on it. Ensure that the “Allow unrequested pop-up windows” option is checked under Web Features. Click the “Ok” button.
Logging In to the Questionnaire

Once all popup blockers have been disabled, you are ready to proceed with the questionnaire. The following page will be displayed. Enter your name and click the “Begin” button.

The questionnaire wizard will now display several question and answer pages. Select your answers on each page and then click the “Next >” button. A “Finish” button will appear on the final page. Click that button to submit all your answers. Note that you will not be able to return to any question once you click the “Finish” button.
Parts of a Questionnaire Page

All of the questionnaire pages have a similar appearance with the following sections:

- A question and its acceptable answers. Note that some pages may contain multiple questions.
- A scroll bar will appear for pages with questions and answers that do not fit onto a single screen. Be sure to scroll through all of the questions and answers on those pages.
- A vertical progress bar displays the percentage of questions that you have answered.
- Several tools are available for navigating through the various question pages:
  - Click the “Next >” button to save your answers on that page and then advance to the next page of questions.
  - Click the “< Previous” button to go back to a question that you skipped or to change your answer to a previous question.
  - Select a page number from the drop down list to go directly to a specific question page.
  - A “Finish” button will appear on the final page of questions. Click that button to save all of your answers. Note that you will not be able to change any answers once you have clicked on that button.
**Answering “Select One” Questions**

Some questions allow only a single answer. The answers for those questions will appear as radio buttons (i.e. with a circle before the answer). Click on one answer for the question. Note that the following page actually contains two questions, so you would choose one answer for each question:
Similarly, some questions may contain multiple parts with radio buttons for each part so that you may select one answer for each part of the question:
Answering “Select All that Apply” Questions

Some questions allow you to choose multiple answers. The answers for these questions will be displayed as checkboxes (i.e. with a square before the answer). Click on all of the answers that apply. Some of these question types may limit the number of answers that you may select.
Answering “Rank the Importance of....” Questions

Some questions ask you to rank the importance of something. Refer to the scale on the question page and then select the ranking that you feel is most applicable.

A “Finish” button will appear on the final page of questions. Click the Finish button to save your answers and indicate that you are done with the questionnaire. Note that you will not be able to return to any question once you click the Finish button.