**Key Survey Workshops: Class List & Descriptions**

You can find a full current class-list for all Key Survey sessions by visiting the Library’s “Workshops and Events Pages”:

[https://www.library.qut.edu.au/events/categories/hpc/](https://www.library.qut.edu.au/events/categories/hpc/)

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**Key Survey Induction Series**

**Who is it for?**

New Key Survey Users and Survey Approvers

**What will I learn?**

- What do I need to get an account?
- My options when applying and how accounts are kept.
- The Basics of Survey Launching at QUT.
- Who qualifies as an Approver?
- The Role of the Approver.
- What an approver needs to know.
- The QUT Key Survey Website and Procedures.

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**CLASS LIST – Semester 02 2015**

- **Tuesday, 28th July** 10:00am - 11:30am (GP-V712)
- **Friday, 31st July** 10:00am - 11:30am (KG-R614)
- **Tuesday, 18th August** 10:00am - 11:30am (GP-V712)
- **Friday, 21st August** 10:00am - 11:30am (KG-R614)
- **Wednesday, 23rd September** 10:00am - 11:30am (GP-V712)
- **Thursday, 24th September** 10:00am - 11:30am (KG-R614)
- **Tuesday, 13th October** 10:00am - 11:30am (GP-V712)
- **Friday, 16th October** 10:00am - 11:30am (KG-R614)

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**Introduction to Key Survey**

**Who is it for?**

New Key Survey Users
What will I learn?

- Key Survey's common features.
- How to use the "Survey Creation Wizard".
- Question Building, Logic & Style.
- How to launch your survey using Master Survey URL.

CLASS LIST – Semester 02 2015

1. **Wednesday, 5th August** 9:30am - 12:00pm (KG-R306)
2. **Wednesday, 2nd September** 9:30pm - 12:00pm (GP-V712)
3. **Wednesday, 7th October** 9:30am - 12:00pm (KG-R306)

Intermediate/Advanced Key Survey

Who is it for?
Research Staff, Students & More Advanced Users

What will I learn?

- Introduction to Reporting
- "Custom Report Wizard".
- Open Forum: Resolve your own Key Survey issues.
- **OPTIONAL TOPICS - Provided in workshop**

CLASS LIST – Semester 02 2015

1. **Friday, 7th August** 9:30am - 12:00pm (KG-R306)
2. **Friday, 4th September** 9:30pm - 12:00pm (GP-V712)
3. **Friday, 9th October** 9:30am - 12:00pm (KG-R306)

E-Workshops & Walk-Ins

Who is it for?
Key Survey users (any level), Remote Users and Approvers.

What will I learn?

- Any workshop topics of your choice.
- Get help for your surveys.
- Information and news regarding Key Survey.
Things to note:

- E-Workshops are conducted online using Collaborate.
- Conference links are provided near the workshop date.
- Walk-In Sessions do not require registration.

WALK-INS CLASS LIST – June 2015

1. **Wednesday 24th** 10:00am - 11:30am (GP-V712)
2. **Friday 26th** 2:00pm - 3:30pm (KG-F703)

WALK-INS CLASS LIST – November 2015

1. **Wednesday 4th** 10:00am - 11:30am (GP-V712)
2. **Friday 6th** 2:00pm - 3:30pm (KG-F703)
3. **Tuesday 17th** 10:00am - 11:30am (GP-V712)
4. **Thursday 19th** 10:00am - 11:30am (KG-F703)

CLASS LIST – Semester 02 2015

1. **Wednesday, 19th August** 10:00am - 11:30am
2. **Thursday, 20th August** 10:00am - 11:30am
3. **Tuesday, 8th September** 10:00am - 11:30am
4. **Wednesday, 9th September** 10:00am - 11:30am

**CABOOLTURE DAY**

Who is it for?

Key Survey Users on Caboolture Campus

What will I learn?

- Any topics from the Workshop Series.
- Get help for your surveys.
- Open Forum: Questions and Answers
- Information and news regarding Key Survey.

2015 CLASS LIST

1. **Wednesday, 3rd June** 10:00am - 3:00pm (CAB-J202)
2. **Wednesday, 25th November** 10:00am - 3:00pm (CAB-J202)