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/

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.

CLASS LIST – Semester 01 2017

- **Tuesday, 28th February** 10:30am - 12:00pm (GP-V712)
- **Friday, 3rd March** 10:30am - 12:00pm (KG-R614)

Key Survey Development 1

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.

CLASS LIST – Semester 01 2017
1. **Tuesday, 7th March** 9:30am - 12:00pm (KG-R306)
2. **Tuesday, 4th April** 9:30am - 12:00pm (GP-V712)
3. **Tuesday, 9th May** 9:30am - 12:00pm (KG-R203)

**Key Survey Development 2**

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

**What will I learn?**
- Applying Styles to Surveys
- Introduction to Launch Settings & Options.
- Common Launch Methods.
- Introduction to Reporting.

**CLASS LIST – Semester 01 2017**

1. **Wednesday, 8th March** 9:30am - 12:00pm (KG-R203)
2. **Wednesday, 5th April** 9:30am - 12:00pm (GP-V712)
3. **Wednesday, 10th May** 9:30am - 12:00pm (KG-R203)

**Key Survey Development 3**

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

**What will I learn?**
- The “Custom Report Wizard”.
- Essentials for Research.
- Open Forum: Resolve your own Key Survey issues.

**CLASS LIST – Semester 01 2017**

1. **Friday, 10th March** 9:30am - 12:00pm (KG-R306)
2. **Friday, 7th April** 9:30am - 12:00pm (GP-V712)
3. **Friday, 12th May** 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 online registration.
- Email required for teleconference option.

E-WORKSHOP LIST – Semester 01 2017
1. Tuesday, 21st March 10:00am - 11:30am
2. Thursday, 23rd March 10:00am - 11:30am
3. Wednesday, 17th May 10:00am - 11:30am
4. Friday, 19th May 10:00am - 11:30am

WALK-INS CLASS LIST – February 2017
1. **TBA**

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.

2017 CLASS LIST

1. **Wednesday, 12th April** 10:00am - 3:00pm (CAB-B207)
2. **Wednesday, 19th July** 10:00am - 3:00pm (CAB-J202)