



# Temple University

## Institutional Research and Assessment

### Sample TUportal Quick Poll Administration Application

\*Details below are an **example** of how to fill out the TUportal Quick Poll application and do not represent an actual quick poll request or data.

**Name of Quick Poll:** *Student Library Usage*

**Please summarize, including information to be provided by the poll, how the poll contributes to Temple University priorities, issues to be addressed by the poll, and the various stakeholders in the administration of the poll.**

*The Temple Libraries would like to administer a TUportal Quick Poll to undergraduate students across the university to help understand the frequency of library use, resources used at the library, and the reasons why students do or do not visit the library. The results of this Quick Poll will help with space planning and scheduling for the upcoming academic year, as well as help develop a marketing plan to enhance student usage of various library resources. The data will be shared with the marketing team and administration at the library and with partners from Temple Strategic Marketing Communications to support enhanced and updated marketing initiatives.*

**Provide information on who will be polled. Be as specific as possible. For example: "All first-year and sophomore undergraduate students at Main, Center City, and Health Sciences campuses."**

*This poll will be administered to all undergraduate students from Temple's domestic campuses.*

**When would you like to administer this Quick Poll?**

Start Date: *04/20/2024*

End Date: *04/27/2024*

**Choose One:**

- Close the poll once a certain number of responses are received.  
Number of Response: 1000
- Keep the poll open until the end date regardless of the number of responses.

**About Quick Poll Confidentiality:**

**Confidential:** If the poll is *confidential*, no identifying information will be associated with responses. If you are intending to only look at the data in aggregate, then the Quick Poll is considered confidential.

**Not Confidential:** If you intend to identify the students who answered questions in a certain way, (ex: you would like to contact participants who responded a certain way for follow up), then it is *not confidential*.

Due to the nature of Quick Polls being administered directly in TUportal, since participants must be logged in to TUportal to complete a Quick Poll, Quick Polls **are not anonymous**.

**Is this poll confidential? If yes is selected, no identifying information will be associated with responses.**

- Yes, this poll is confidential.
- No, this poll is not confidential.
- I don't know.

**Have you administered this or a similar poll in the past?**

- Yes.
- No.

**When was this or a similar poll administered?**

*Spring 2021*

**With whom and how were the results shared?**

Ex: presentations to relevant department or administrative unit, aggregate findings shared on a department website.

*Aggregate results were presented during library lead staff meetings. Aggregate findings were shared on the library website.*

**Please provide specific examples of how poll findings were used.**

Include decisions that were made or things that were changed as a result of the findings.

*The library was able to use the findings to improve program and space planning during the academic year; for example, we added additional seating and study spaces to the first floor of the library. Findings were also used to enhance the promotion of services and resources offered by the library that were being underutilized. Specifically, we added both a "Library Services" and "Resources" tab to the main library website.*

**TUportal Quick Poll results should be used in an *actionable* way and should provide information on a trend that supports the work and planning of the sponsor department. Describe in detail how the results of this Quick Poll will be used in an actionable way. What planning or decisions will this poll help inform?**

*The results of this Quick Poll will be used to further improve program offering and space planning in the library in the upcoming academic year. In collaboration with the marketing team, it will also be used to enhance the promotion of services and resources offered by the library that are still being underutilized.*

**Please provide the Accesnet of any additional users who should have access to this poll's live results in the Admin Panel.**

*[accesnet]*

EXAMPLE

**Upload a PDF or Word document of the Quick Poll questions. For each question, please indicate:**

- **the question type**
  - o **single choice**
  - o **multi-select/select all that apply**
  - o **text response/open ended**
- **the response options**
- **any survey display logic/item branching needed (ex: if answer A, then go to question 2. If answer B, then go to question 3)**

### **Sample Quick Poll**

Intro:

Students: Take this poll to help us understand more about your use of the Temple Libraries.

1. Please select all of the reasons why you did not use the library this semester. Select all that apply. (multi-select checkboxes)
  - a. I was not aware I had access to the library. (← go to 3)
  - b. The library did not have the resources I needed. (← go to 3)
  - c. The library's hours were not conducive to my schedule. (← go to 3)
  - d. The location of the library is not conducive to my schedule. (← go to 3)
  - e. Other reason \_\_\_\_\_ (← go to 3)
  - f. None of the above; I did visit the library this semester! (← go to 2)
2. While at the library, which resources did you use? Select all that apply. (multi-select checkboxes) (go to 3)
  - a. Checked out books
  - b. Borrowed a laptop and/or charger
  - c. Utilized a quiet room
  - d. Visited an exhibit
  - e. Utilized the fabrication lab
  - f. Other \_\_\_\_\_
3. Are you interested in being contacted about a focus group to help us learn more about your use of the library? (single choice radio button)
  - a. Yes, I would be interested in participating in a focus group about my use of the library.
  - b. No, I am not interested in participating in a focus group about my use of the library.