



## **Administering a Survey:**

1. Log into ASSIST, click the **Diagnostic & Surveys** tab at the top of the screen, and then the **Surveys** sub-tab.
2. Click **Start a Survey** to begin the survey set-up process. The Create Survey page appears.
3. Select the survey to administer from the dropdown list. Click **Preview Surveys** to review the content prior to administering the surveys.
4. Select a survey, provide a description, and click **Next**.
5. Review survey selection and description and click **Create Survey**. School systems can review their school selection by clicking the **Selected Institutions** tab.
6. Click the survey name to preview the survey and/or begin the survey administration process.
  - a. The **Institutions** tab shows the list of institutions selected for inclusion in this survey administration.
  - b. The **Web Administration** tab provides a survey link to administer the online survey. A sample email invitation is also provided that includes the embedded survey link.