(GBR) Using DLHE Self-Service Survey

Understanding DLHE Self-Service Survey

Students use the self-service DLHE Survey feature to enter and submit the survey to an academic institution. Administrative users of an institution can use the feature to complete a survey on behalf of a student. After the academic institution collects the survey responses, they use the Campus Solutions HESA functionality to generate the DLHE return from the survey responses and then submit the return to HESA.

Survey Statuses

Each student DLHE record has a status field (SSR_HE_SURV_STATUS) that indicates the stage an individual student is in the survey process. The following table describes the statuses.

Status	***Description***
New	This status indicates that a student DLHE record has been created, but no survey data has been stored. This status allows an administrator or student to access the survey to input responses.
Saved	A record with a status of *New* moves to *Saved* once survey responses have been entered and the user clicks the Save button. This status indicates that the survey is incomplete and the user expects more information to be input. This status allows access to the user to previously saved surveys.
Submitted	The user indicates that they have completed the survey and wishes to submit their answers by clicking the Submit button. Once a survey is in a status of *Submitted,* it is closed to the student and only the administrator can add further responses.

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Status	*Description*
Coded	For administrative use only. This status is used to indicate survey records that are complete. This indicates that the record has been reviewed by an administrator and is ready for extraction. For surveys entered by administrators, the status would change from either *New* or *Saved* to *Coded* once the manual survey process has been undertaken and the survey was deemed complete. For surveys entered via student self-service, an administrator would change *Saved* or *Submitted* surveys to *Coded* once additional coding had been done and the survey was deemed complete.
Excluded	For administrative users only. This status is used to indicate records that should be excluded from the survey population. The survey responses are retained.
Duplicate	For administrative users only. This status indicates records should be excluded from the survey population. Survey responses already recorded are retained and not deleted.

Full details of the DLHE survey and return are available on the HESA website.

Prerequisites

Before individuals can use the DLHE Self-Service Survey feature, you must:

- Use the HESA Return Setup page to set up the DLHE survey.
- Create the survey records for the students. To identify the eligible students for inclusion in the DLHE survey and have the system automatically create survey records for the eligible students, run the Identify DLHE Target Population process. You can run the Import POPDLHE Survey Target List process to create the records for a survey. To manually create a student survey record, use the Survey Management – Add a Survey page.

Related Links

"Setting Up a HESA Return (PeopleSoft Student Records 9.0 PeopleBook)"
"Preparing for Generating DLHE Return (PeopleSoft Student Records 9.0 PeopleBook)"

Entering and Submitting the DLHE Survey

Students can access the Enter Survey page by clicking the Enter DLHE Survey link on the Student Center page (Self Service, Student Center).

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The Enter DLHE Survey link appears on the Student Center page if all of the following conditions are met:

- A survey exists in the student DLHE record table.
- The DLHE survey status is either *New* or *Saved.*
- The current date falls between the Survey Start Data and Survey End Date defined for the qualifying period associated with the survey record.

The Enter DLHE Survey link does not appear if either:

- The DLHE survey status is *Submitted, Coded, Excluded* or *Duplicate,* or
- The current date is outside the survey period defined by the Survey Start Date or Survey End Date.

Alternatively, students can access the Enter DLHE Survey link from the Survey Link Pagelet, if your institution has deployed that pagelet. For more information, refer to the “Using the Survey Link Pagelet” subsection in the “Preparing for Generating DLHE Return” section of the Student Records – HESA documentation.

See "Using the Survey Link Pagelet *(PeopleSoft Student Records 9.0 PeopleBook)*"

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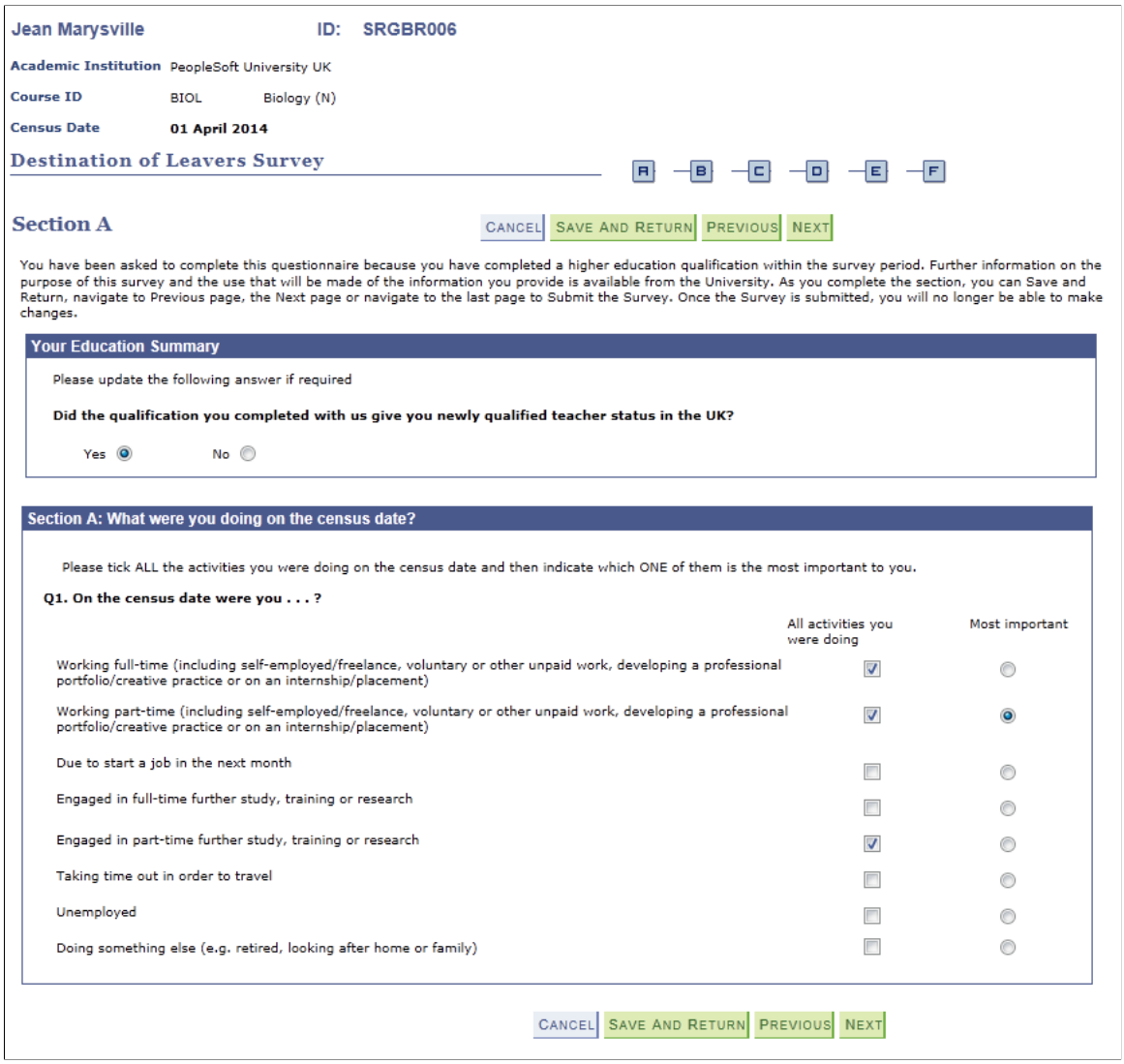
After clicking the Enter DLHE Survey link, the user selects a survey if more than one survey exists for a student on the Select Survey page and then proceeds to complete the sections A, B, C, D, E, and F.

Image: Section A Self-Service page for students

This example illustrates the fields and controls on the Section A Self-Service page for students. You can find definitions for the fields and controls later on this page.



Save	Click to save the record updates.
Previous	Click to navigate to the previous page in the survey.
Next	Click to navigate to the next page in the survey.

Administrative users can navigate to these self-service sections using the Survey Management page (Navigate to Records and Enrollment, HESA Reporting, Destination of Leavers, Survey Management. Then, on the Survey Management page, search for the survey and click the Enter Survey button for the survey).

The system disables or enables sections dynamically based on the user responses to the questions. The following list describes the validations:

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- For Question 1 on Section A, if the user selects response 1 (working full-time) or 2 (working part-time), then the system displays Section B for the user to provide additional details regarding the student's paid and unpaid employment.
- For Question 1 on Section A, if the user selects response 5 (full-time study) or 6 (part-time study), then the system displays Section D for the user to provide additional details on further study, training and research.
- For Your Education Summary on the Section A page, if the student completed a qualification giving newly qualified teacher status, then the system displays Section C for the user to provide additional details regarding their teaching experience.
- Section E concerning the student's overall Higher Education experience is enabled for all surveys.

After completing the sections, the user submits the survey. At any time, the user can save the survey, and return later for completing and submitting the survey.

The following table describes the sections:

Section	***Used for***
Section A	Specifying whether the student is employed or undertaking further study, training or research on the census date.
Section B	Entering employment details.
Section C	Entering information concerning teaching experience.
Section D	Entering information concerning further study, training or research.
Section E	Entering information concerning the student's overall higher education experience.
Section F	Bundle 34: Updated the following description to include the reference to the Require mandatory questions setting that is introduced with this bundle. Reviewing the status of each survey section and submitting the survey. Refer to the discussion regarding Allow incomplete submission and Require mandatory questions check boxes in the "Configuring HESA" subsection of the “Setting Up a HESA Return” section. See "Configuring HESA *(PeopleSoft Student Records 9.0 PeopleBook)*" Bundle 34: Required questions are marked with asterisk (*) in the Incomplete Questions list. This section displays the Incomplete Questions list where the asterisk (*) indicates the required questions.

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For more information on how administrative users use the DLHE self-service pages, refer to the “Adding, Viewing, and Updating Surveys” subsection of the “Preparing for Generating DLHE Return” section.

See "Adding, Viewing, and Updating Surveys *(PeopleSoft Student Records 9.0 PeopleBook)*"

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