Channel Islands
CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Assessment & Strategic Operations

Effective Date: November 3, 2015

Procedure Number: ASO-p009.01

Student Affairs Working Procedure on the Usage of Wufoo Software

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Intent: To provide a process for the usage of Wufoo software.

Background: The Division of Technology & Communication (T&C) purchased several Wufoo software licenses to assist the campus community with the creation of forms and similar documents. Subsequently, T&C purchased an additional software program (Qualtrics) in order to facilitate the creation of these documents as well as surveys and encouraged the campus community to switch to the new software program. **All Division of Student Affairs (DSA) surveys should be created using Qualtrics**; however, non-surveys may still be created using Wufoo. The DSA has a Wufoo account for up to 20 licenses. Assessment & Strategic Operations (ASO) is responsible for maintaining a list of active users/license holders and ensuring that this information is updated regularly.

Accountability: Vice President for Student Affairs (VPSA) and all Area Heads

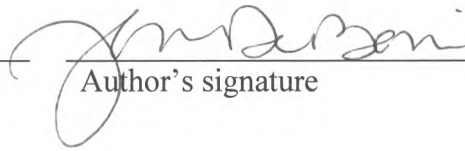**Applicability:** All Division of Student Affairs users of Wufoo

Definition(s): N/A

Attachment(s): N/A

Procedure: All users of Wufoo must adhere to the guidelines below.

<u>**Guidelines:**</u>
1. All users must have and use their own account or collaborate with an account holder.
2. All users must have initial approval from their respective supervisor/area head before creating a new document and/or report.
3. Contact ASO to request a modification to the list of approved license holders/users.

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