



Canadian Campus
Wellbeing Survey

Bien-être sur les
campus canadiens

Technical Documentation 2023-2024

Student Version

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Introduction

Welcome to the 2023-2024 deployment of the Canadian Campus Wellbeing Survey for students. Within this technical document, you will find detailed information and assistance with the technical aspects of the deployment.

If you require additional assistance that has not been addressed in this Technical Documentation, please contact us at survey@ccws-becc.ca. Your feedback will help shape future deployments of the CCWS.

We encourage all interested institutions to take part in the Winter deployment so that more comparison options will be available. If your institution would like to take part in a Fall deployment you can choose to do so, but there may be limited comparisons available with institutions taking part at the same time.

Post-secondary institutions can choose when they would like to deploy the survey. **The recommended timeline below is meant to avoid any delays in your survey deployment, but there is some flexibility depending on how long each step takes at your institution and whether or not you have taken part in the student and/or employee survey(s) before.** There may be some efficiencies if your REB allows one application to be submitted for both surveys, or for the application to be renewed/extended for additional deployments, rather than starting a new application. Please indicate your interest in participating as close to the recommended timeline as you can so that we can hire and train additional data analysts, if needed. Participating at shorter notice may not be able to be accommodated depending on the workload for our data analyst(s).

If you have any questions about your timeline, please contact us at survey@ccws-becc.ca.

The important dates for the 2023-2024 deployment schedule are as follows:

Fall 2023 Deployment

- By April 1, 2023: Initiate REB applications and approval of service agreement at one's institution
 - Begin discussions at your institution about additional questions, promoting the survey, and the mail out option that will work best for you and your IT department
 - Request a service agreement for your institution from the CCWS team
- By July 31, 2023: Submit REB documentation and signed service agreement to CCWS
- By mid-September 2023: Submit implementation checklist and cohort file to CCWS (stable enrolment date)
 - *Must be provided at least two weeks before survey launch date*
- October-December 2023: Survey deployment window
- Spring 2024: CCWS preparing deliverables to institutions

Winter 2024 Deployment

- By June 1, 2023: Initiate REB applications and approval of service agreement at one's institution
 - Begin discussions at your institution about additional questions, promoting the survey, and the mail out option that will work best for you and your IT department
 - Request a service agreement for your institution from the CCWS team
- By October 31, 2023: Submit REB documentation and signed service agreement to CCWS

- By mid-January 2024: Submit implementation checklist and cohort file to CCWS (stable enrolment date)
 - *Must be provided at least two weeks before survey launch date*
- February-March 2024: Survey deployment window
- Summer 2024: CCWS preparing deliverables to institutions

These timelines provide a general overview of preparations for deployment. Please review the Implementation Checklist (Appendix 4) for full details.

Cohort File Variables

Institutions are requested to prepare a cohort file with the following variables. **Please follow the cohort file data standard below when preparing the data file.** If cohort files do not match the data standard you may be asked to address any issues before it can be used. Please double check that you are following the data standard to avoid any delays that this may cause.

Please provide definitions in a separate worksheet wherever applicable, especially for institution-specific fields such as Faculty/Program/School. Please see Appendix 1 for a sample cohort file format.

Notes:

1. If you have additional variables that you would like to include in the cohort file please contact the CCWS team to discuss as early as possible. A REB amendment may be required, including modifying email templates to accurately describe what data will be collected and how.
2. Small cell identifiers with <5 respondents will be obscured before the data are returned to your institution. See 'Desired Sample Size' section below for more details.

Variable	Definition						
Subject of Studies	<p>CIP CODE (6 digit) 2016 CIP Statistics Canada Classification of Instructional Programs (CIP) Canada 2016 https://www.statcan.gc.ca/eng/subjects/standard/cip/2016/introduction</p> <p>Example:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">01.</td> <td style="padding: 5px;">Agriculture, agriculture operations and related sciences. This series comprises instructional programs that focus on agriculture and related sciences and that prepare individuals to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.</td> </tr> <tr> <td style="padding: 5px;">01.01</td> <td style="padding: 5px;">Agricultural business and management. This subseries comprises instructional program classes 01.0101 to 01.0199.</td> </tr> <tr> <td style="padding: 5px;">01.0102</td> <td style="padding: 5px;">Agribusiness/agricultural business operations. This instructional program class comprises any program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. These programs include courses in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.</td> </tr> </table>	01.	Agriculture, agriculture operations and related sciences. This series comprises instructional programs that focus on agriculture and related sciences and that prepare individuals to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.	01.01	Agricultural business and management. This subseries comprises instructional program classes 01.0101 to 01.0199.	01.0102	Agribusiness/agricultural business operations. This instructional program class comprises any program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. These programs include courses in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.
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	<i>Note: May report out on 2-digit series code</i>	
Domestic/ International	Domestic or international student (as defined by visa status)	
Aboriginal/ Non-Aboriginal (OPTIONAL – this will also be self-reported)	Flag yes or no	
Credential Type (Report code)	CODE	DESCRIPTION
	DOCT	Doctorate (earned)
	MAST	Master’s Degree
	GRDP	Graduate Diploma: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally greater than 12 months of full-time equivalent study. The GRDP is considered graduate level and associated courses are usually above the undergraduate level (e.g. 500).
	GRCT	Graduate Certificate: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally between 3 and 12 months of full-time equivalent study. The GRCT is considered graduate level and associated courses are usually above the undergraduate level (e.g. 500).
	PDDP	Post-degree Diploma: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally greater than 12 months of full-time equivalent study. The PDDP is not considered graduate level because associated courses are at an undergraduate level.
	PDCT	Post-degree Certificate: Awarded on completion of programs that require a Baccalaureate degree for entrance and are normally between 3 and 12 months of full-time equivalent study. The PDCT is not considered graduate level because associated courses are at an undergraduate level.
	PDEG	The “FIRST PROFESSIONAL DEGREE” designation is limited to programs in law, medicine, dentistry, optometry, pharmacy, and veterinary medicine. Note that Bachelor’s Degrees in Engineering, Business or Education are not First Professional Degrees; these should be classified as BACHELORS DEGREE.
	BACH	Baccalaureate Degree
	ADIP	Advanced Diploma: Awarded on completion of programs that require a diploma for entrance and are normally greater than 12 months of full-time equivalent study.
	ADCT	Advanced Certificate: Awarded on completion of programs that require a minimum of a certificate for entrance and are normally between 3 and 12 months of full-time equivalent study.
	ADGR	Associate Degree: Awarded on completion of provincially defined academic arts or science programs consisting of 60 semester credits of first and second year transferable courses across a range of disciplines.
	DIPL	Diploma: Awarded on completion of programs at the post-secondary level normally between 12 and 36 months of full-time equivalent study.
	CERT	Certificate: Awarded on completion of programs at the post-secondary level normally between 3 and 12 months of full-time equivalent study (at least 288 contact hours).
APPR	Apprenticeship: Awarded upon completion of a formal apprenticeship program (excludes entry level trades training). While the credential is awarded not by the institution but by an external accrediting agency (ITA),	



		the institution identifies the program as an apprenticeship program by using this credential code.
	SCRT	Short Certificate: Awarded on completion of programs at the post-secondary level of less than the equivalence of 3 months of full-time study (less than 288 contact hours). May include short programs for which the institution awards 'certificates', citations or non-credit credentials, and includes short professional certificates.
	OTHR	Program offers a credential based on evaluative components, but not one of the above.
	NONE	Program does not offer a credential under these definitions.
	DEVL	Developmental Credential: Awarded as a certificate or diploma upon completion of a developmental level program (e.g., high school diploma, ESL certificate). Includes the BC Adult Dogwood.
Program Start Date	Date of enrolment of current program YYYY-MM-DD	
Graduate – Program type (if applicable)	Thesis Course-based - If course-based, thesis optional (if applicable)	
New to Institution?	Yes or No <i>Note: 'Yes' if student is enrolled for first time as of September of the current academic year. For example, September 2022 for a winter 2023 deployment.</i>	
Year Standing (if applicable)	Number	
Cumulative GPA (OPTIONAL – this will also be self-reported)	Cumulative GPA in current program: (will not exist for 1 st year students given the timing of the survey administration) <i>Note: Please define how this is classified by your institution in comments.</i>	
FT/PT	FT or PT <i>Note: Please define how this is classified by your institution in comments.</i>	
Faculty/Program/School	Name of Faculty/Program/School at Institution <i>Note: Specify if it is a Faculty, Program or School. Example: Nursing could fit into all three categories.</i>	
Campus (if applicable)	Name of campus	
Campus Postal Code (if applicable)	The postal code associated with each campus (or the main address for that campus). This will be used to classify the campus as rural or urban.	
Institution Type	This is the institution type that best describes your post-secondary institution (or that describes each campus, if the institution type is different from the main campus). This information will help us to determine appropriate comparison groups. The options are: <ol style="list-style-type: none"> 1. University – including all technical degree granting institutions 2. Technical and Vocational - including Colleges of Applied Arts and Technologies and all schools whose highest diploma/certificate is vocational or technical. Not including technical degree-granting institutions. 3. Junior College - Junior college (community colleges, CEGEP) Includes those institutions offering the first 2 years of a degree program 4. Private Institution - includes commercial institutions, not-for-profit secular, and not-for-profit religious institutions 5. Miscellaneous – does not fit into one of the categories above 	



If you are unsure of your institution type, you may be able to find your institution's designation at https://www.canada.ca/en/employment-social-development/programs/designated-schools.html after selecting your province.
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The following demographic data will be self-reported in the survey:

- Age
- Ethnicity (including Canadian Indigenous group)
- Born in Canada (student and parents)
- Residence (housing)
- Commute (how and length)
- Cumulative grade
- Co-op placement, practicum, residency, study abroad in the last month
- Work hours
- Financial stress
- Gender
- Trans experience
- Sexual orientation
- Relationship status
- Disabilities
- Parent/guardian education

Linking Cohort File to Survey Responses

The method of linking the cohort file variables to the survey responses varies based on the mail-out method (see Appendix 1).

Proxy email mail-out: Prior to deployment, the participating institution will send the cohort file to the CCWS analyst via Microsoft OneDrive and include the proxy email as a column in the cohort file. The proxy email will be used to link survey responses to the cohort file variables.

Institution self-managed mail-out: Prior to deployment, the participating institution will send the cohort file to the CCWS analyst using Microsoft OneDrive and include a unique ID (not the student ID). The CCWS analyst will generate an individual URL that will be linked to cohort file variables via the institution-provided unique ID.

Desired Sample Size

Assuming a total post-secondary population of 250,000, the overall goal would be a 4% response rate with the actual rate differing by institution: a minimum of 200/smaller institution and 1,000/larger school.



Population Size of PSI	Minimum Number of Responses Needed	Response Rate Needed (If census is used)
2k	200	10%-20%
5k	300	6% to 8%
10k	400	4% to 7%
20k	800	4% to 7%
40k	1000	2.5% to 4%
54k	1000	1.8%

The implication is that we would need to survey all students at smaller institutions unless their historical survey response rates are higher than the figures above. For larger institutions, a stratified random sample would be appropriate. Please note that survey results will not be presented when disaggregated in groups of less than 5 participants. Having at least the minimum number of responses (i.e., in your cohort file) will help to avoid having to obscure data. Please see the Cohort File section for more information.

To make sure the number of respondents in your random sample will allow meaningful interpretations to be drawn, check out this [blog post](#).

Generating a Random Sample in Excel

Adapted from <https://www.surveymonkey.com/mp/random-sample-in-excel/>

Once you have your sampling frame (potential survey respondents) in Excel, you can easily select a random sample of them. For example, if you have 3,000 students and you would like to select a random sample of 500 to receive the survey, follow these steps:

1. Add a new column within the spreadsheet and name it Random_number
2. In the first cell underneath your heading row, type “= RAND()”
3. Press “Enter,” and a random number will appear in the cell
4. Copy and paste the first cell into the other cells in this column
5. Once each row contains a random number, sort the records by Random_number column
6. Choose the first 500 emails. Those will be the random 500 out of 3000 emails.

Options for Mail-Out Administration

The CCWS is administered via the UBC Survey Tool, a cloud database service provisioned by Qualtrics. It complies with the BC Freedom of Information and Protection of Privacy Act (FIPPA) as the data are kept secure and are stored and backed up in Toronto, Ontario and Montreal, Quebec. The Survey Tool has completed UBC’s Privacy Impact Assessment process, which assesses the privacy and security of UBC systems. Information collected using the Survey Tool is kept secure using measures including data encryption.

When choosing your mail out option, please consult with your IT department to select the option that works best at your institution. For example, at some institutions proxy emails may conflict with IT

security policy or, for self-managed mail out, your institution may have a limit on the number of emails that you can send at one time (i.e., you may need to send invitations and reminders in batches if you have a large sample size). Although you can change your mail out method if required by submitting a REB amendment, getting the amendment prepared and approved can take time. We recommend initiating conversations with your IT team about mail out methods before submitting your REB application to avoid making changes later that could delay your deployment.

We recommend sharing the following information with your IT department when choosing a mail out method.

The following survey steps were adapted from the B.C. Student Housing Demand Survey.

Option #1: Proxy emails (CCWS analysts send out email invitations and reminders to students)

PSI = Post secondary institution

Owner	Action
PSI	Convert existing dataset of all students selected to participate in the survey into an <i>aliased</i> format. For example, John Smith (jsmith@ubc.ca) becomes 24cf8f1eb@ubc.ca . This is the master dataset.
PSI	IT department adds <i>aliased</i> email addresses to email system (e.g. as aliases in Exchange), so that emails sent to 24cf8f1eb@ubc.ca are delivered to jsmith@ubc.ca . <i>Note for IT departments: The suggested proxy (alias) email address format is a random HEX code longer than 9 characters, for instance 78CD93F0B2195F404B21A52A8728B9B2@xxxxx.ca. Formats that are NOT suggested include azt152v@xxxx.ca, ccws_azt152v@xxxx.ca, and Student1234@xxxx.ca. Please contact survey@ccws-becc.ca if you have any questions.</i>
PSI	Separate the aliased e-mails from the master dataset and forward to CCWS analysts.
CCWS	Provides PSI with Qualtrics IP range information so their IT department can add to their server's whitelist. This will help avoid any potential delivery issues as it makes sure e-mails coming from Qualtrics servers are, for the entire duration of this survey, not blocked or considered SPAM.
PSI	PSI ensures that emails originating from noreply@survey.svc.ubc.ca are whitelisted within their email system.
CCWS	Upload contact list (aliased emails) to Qualtrics mail module.
CCWS	Create e-mail invitation/reminder templates and send to uploaded aliased dataset. Invite aliased students to participate.
CCWS	Qualtrics sends emails on PSI's behalf to participants via their alias email addresses. Emails go to PSI servers.
PSI	If IP Whitelisting has been done as recommended, PSI servers will accept CCWS invitation emails without blocking or throttling.
PSI	PSI servers convert aliased addresses to actual student addresses and forward a survey invitation to each student eligible to participate.
CCWS	Collects response data generated from e-mail invitations. Anyone who has completed their survey or clicked the "unsubscribe" link at the bottom of their e-mail invitation is automatically excluded from getting any more messages about the survey.

CCWS	Creates template for 1 st reminder and sends reminder to anyone who has not yet completed their survey or clicked on the unsubscribe link in the original email.
PSI	Servers convert aliased addresses to actual student addresses and forwards Reminder #1 to each student eligible to participate.
CCWS	Continue to collect response data generated from e-mail campaigns. Completes and unsubscribes are automatically excluded from future e-mails.
CCWS	Create e-mail template for Reminder #2 and send reminder to remaining students who have not yet completed or unsubscribed.
PSI	Ensure that PSI servers continue to accept CCWS Reminder #2 emails without blocking.
ETC.	This process will repeat according to the number of reminders chosen by the institution.

Prize distribution for prizes offered by PSI

CCWS	At survey close, aggregate responses from each PSI. For responses from each PSI, use a random number generator to select the appropriate number of prize winners.
CCWS	Forward the alias email address of each winner to the PSI.
PSI	Using master dataset, identify the winners by matching the alias email address to students' names.
PSI	Contact each winner and award prize.

For institutions selecting Option #1, the following information regarding whitelisting must be relayed to your institution's IT team (<https://www.qualtrics.com/support/survey-platform/distributions-module/email-distribution/avoid-being-marked-as-spam/#AllowlistQualtricsServers>):

Some institutions may need to set their email firewall to accept emails from Qualtrics. This is done by 'whitelisting' the IP addresses of the Qualtrics mail servers. Your institution's server admins will know how to do this. Reach out to them for this request. Use the following IP address ranges to whitelist:

EMEA and Asia Pacific: 139.60.152.0/22, 64.69.212.0/24

- All other regions: 162.247.216.0/22

You can use this IP Address range to whitelist for Email Distributions, Salesforce, and some SSO setups.

Note. All emails will be sent from the standard noreply@survey.svc.ubc.ca address.

Option #2: Self-managed mail out (PSI sends out email invitations and reminders to students)

PSI = Post secondary institution

Owner	Action
PSI	Send CCWS cohort file with unique identifier for each student randomly selected to receive the email invitations and reminders.
CCWS	Send PSI an adequate number of unique survey links to meet the requirement that each student selected to participate in the survey has a unique survey link



PSI	Create a master dataset of students eligible to participate along with their unique survey link. Create a copy of dataset for emailing; this is the “ <i>email dataset</i> .” Store master dataset.
CCWS	Distribute suggested text for survey invitations and reminders to PSIs (see Technical Documentation – these should be the same templates that were submitted to your REB)
PSI	Using the “email dataset,” merge survey invite text with student name and unique survey link
PSI	Email each eligible student and invite them to participate.
CCWS	One day before Reminder #1 to be sent out, prepare a survey completion status dataset. The dataset includes fields for unique student identifier, survey completion status, unique survey link, and send reminder flag.
CCWS	Forward the survey completion status dataset to the PSI
PSI	Create Reminder #1 list of recipients by using the survey completion status dataset: filter out the students who have not started/finished the survey by “send reminder flag = yes”. At the same time purge email dataset of responders as well as anyone who requested they be unsubscribed to avoid sending them any more messages about the survey.
PSI	Merge text of Reminder #1 with Reminder #1 dataset. Send Reminder #1 to the recipients.
ETC.	This process will repeat according to the number of reminders chosen by the institution to be sent.

Prize distribution for prizes offered by PSI

CCWS	At survey close, aggregate responses from each PSI. For responses from each PSI, use a random number generator to select the appropriate number of prize winners.
CCWS	Forward the unique survey link of each winner to the PSI.
PSI	Using master dataset, identify the winners by matching the unique IDs to students’ names.
PSI	Contact each winner and award prize.

For institutions selecting Option #2, a few unique survey test links will also be provided to each PSI in order to trial run their mail-out process upon request.

It is highly recommended to have an unsubscribe/opt-out option included in the mail-out. This must comply with institutional ethics requirements.

Using Mail Merge to Send Bulk Email Messages

For assistance with this feature, please review Microsoft Office Support [Use mail merge to send bulk email messages](#)

Promotion

Email Invitation and Reminders

Qualtrics XM Support provides recommendations to improve the likelihood of a survey invitation to be delivered to a recipient (<https://www.qualtrics.com/support/survey-platform/distributions-module/email-distribution/avoid-being-marked-as-spam/#IncludeQualityEmailContent>).

The content and subject line of each email are given a ‘spam score’ – an accumulation of points that help determine whether an email is marked as spam or not. Though every email provider has a different algorithm for this, the following considerations can help you keep your spam score low:

- Avoid sending attachments in your email.
- Brand your emails so recipients know who it’s from. Including an institutional logo can be an important step to ensuring the authenticity of your message.
- If not branding your email, avoid the use of excess HTML. This includes random or unnecessary pictures, embedded videos, bright and unappealing fonts, and so on.
- Be specific in what the message is for. For example, “survey” can be vague – try using terms like assessment, study, or feedback instead.
- Write engaging subject lines. Instead of “We want your opinion on our counselling service,” try, “How was your experience with health and wellbeing?” Try to use your institution’s name where applicable.
- Avoid excessive use of caps and punctuation. (e.g., “PLEASE FILL OUT THIS SURVEY!!!”)
- Avoid using bright green or red fonts.
- Avoid phrases like “This isn’t spam!” in the subject heading.

Additional words to avoid:

- | | |
|---------------|-------------|
| • Marketing | • Sell |
| • Market | • Selling |
| • Free | • Shop |
| • Bonus | • Shopping |
| • Click | • Package |
| • Click here | • Buy |
| • Advertising | • Purchase |
| • Advertise | • Mortgage |
| • Ads | • Finance |
| • Sales | • Refinance |
| • Free Trial | |

Please see Appendix 2 for templates may be adapted and used for the email invitation to participate and the reminders.

Survey Promotion

Participating post-secondary institutions are encouraged to use additional recruitment strategies beyond email invitations. This can help to increase response rates by increasing student awareness of

the survey, and why the survey results are important to the institution. For example, posters, classroom announcements, or class time dedicated to completing the survey for all students. This is a recommendation but institutions must plan their own promotion that complies with any institutional and/or provincial policies. Survey promotion may need to be approved by your institution's research ethics board, if ethical approval is required to participating in the CCWS.

The CCWS provides a media toolkit with examples of key messages to use in promotions, and resources such as CCWS logos and the brand guidelines, at <https://www.ccws-becc.ca/toolkit>.

Incentives

During the 2019-2020 deployment, 12 institutions offered some kind of incentives to complete CCWS, and obtained a higher average response rate of 18.9%. Six institutions which did not offer any incentive obtained an average response rate of 12.8%. Based on these results the CCWS recommends that institutions provide modest incentives (prize draw) for participation if they are able to do so.

While incentives may improve student response rates, they are not required for deploying the CCWS and it is up to individual institutions to decide whether or not to offer incentives. Each institution has to comply with their own institutional and provincial regulations as it pertains to incentives. As an example, the Province of British Columbia must comply with BC provincial lottery rules that limits the incentive amount that can be offered to students. We recommend that time is spent in socializing students and employees to the planned CCWS implementation, the importance of the information derived from the CCWS to the institution, and plans for how policies and programs may be modified based on the collected results to support the health and wellbeing of all students.

Termination Page

At the termination of the survey, institutions will have the option to provide information for students to access help resources related to their location/institution. This has been a key addition to assist with concerns that arise during ethics review. The CCWS recommends adding institution-specific resources both within the survey (immediately following the two questions related to suicide ideation, there is an option for a link to local resources for students) as well as a more fulsome description of available resources for students. Please see Appendix 3 for a sample termination page.

Accessing Survey Reports

Participating institutions will receive a login and password to a secure UBC Tableau server to access the interactive dashboard. As part of the Implementation Checklist (Appendix 4), institutions will be asked to identify a "data owner" who can approve any changes to who can access an institution's Tableau server.

Case-level data for individual institutions will be transferred via [UBC's Microsoft OneDrive](#).

Please note that survey results will not be presented when disaggregated in groups of less than 5 (i.e. where the number of respondents is less than 5) See the Cohort File section for more information.

Additional Questions and Modules

Up to **five** additional questions can be programmed into the end of your institution's version of the CCWS. These questions can be institution-specific, or part of a collaboration with other institutions if you are taking part with an organized cohort. We encourage you to begin conversations early about whether or not to include additional questions so that you can submit them as part of your initial REB application.

Please note that the CCWS follows guidelines set out in the *Tri-Council Policy Statement*¹ and can not include questions that do not follow these guidelines. If you have questions about whether the content you have selected is appropriate to include, or about formatting options within the survey, please contact us at your earliest convenience.

Additional questions will be included on the last page of the survey with the message "The following question(s) were selected by your institution to inform current or planned initiatives."

Please consider the following when determining if your institution will include additional questions and/or modules:

- The longer the questions and the more additions to the core CCWS, the longer it will take to complete the survey. This may lead to a lower response rate or fewer students completing the survey.
 - Note: If including a matrix, the matrix is not considered to be one question. Each question within the matrix is an individual question.
- The data from the questions that your institution adds will be included in the raw data set of your institution's data that we send to you so that you can do your own analyses with them. However, they may not be included as part of the Tableau dashboard.
- Once you have decided on the questions and/or modules that you would like to add to the core CCWS you will need to get ethical approval for them (either in your initial application or as an amendment).
 - If an amendment is made to the REB application to include additional questions or modules, it must be approved at least 2 weeks prior to the first recruitment email being sent.

Please contact us (survey@ccws-becc.ca) if you would like to access the additional question repository (de-identified so that the PSI(s) who used the questions are anonymous).

New modules measuring additional wellness topics may be developed over time and these can be selected as additions to the core CCWS. Please refer to the [Development](#) page of the CCWS website for more information on existing modules. We welcome proposals for new modules.

¹ CIHR, NSERC, SSHRC (2014). Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. Ottawa: Government of Canada. <https://ethics.gc.ca/eng/documents/tcps2-2018-en-interactive-final.pdf>

Appendix 1: Sample Cohort File Format

Option #1: Proxy mail out (CCWS analyst emails participants using aliased email addresses):

PSI sends to CCWS:

Please follow the cohort file data standard on page 4 when preparing the data file. If cohort files do not match the data standard you may be asked to address any issues before it can be used. Please double check that you are following the data standard to avoid any delays that this may cause.

Sample format of the cohort file (to be shared on Microsoft OneDrive):

Email	Subject of Studies	Domestic/Int'l	Aboriginal/Non-Aboriginal	Credential Type	Program Start Date	Graduate - Program type
24cf8f1eb@ccws.ca	01.0901	DOME	Y	BACH	2015-09-01	
24cf8f1ec@ccws.ca	52.0101	INTL	N	MAST	2018-01-02	Thesis Opt

Continued

New to Institution	Year Standing	Cumulative GPA	FT/PT	Faculty	Program	Campus	Campus Postal Code	Institution Type
N	3	69	PT	LFS	BSAB	Vancouver	V6T 1Z4	University
N	2	82	FT	GRAD	MBA	Okanagan	V1V 1V7	University

This table includes alias email addresses created by PSI's IT team, and the cohort variables mentioned in the Technical Documentation.

Please **do not include any student identifiable information** such as actual student ID, name and email address in the cohort file.

Option #2: Self-managed mail out (Institution emails participants):

PSI sends to CCWS:

Please follow the cohort file data standard on page 4 when preparing the data file. If cohort files do not match the data standard you may be asked to address any issues before it can be used. Please double check that you are following the data standard to avoid any delays that this may cause.

Sample format of the cohort file (to be shared on Microsoft OneDrive):

ID	Subject of Studies	Domestic/Int'l	Aboriginal/Non-Aboriginal	Credential Type	Program Start Date	Graduate - Program type
PSI10243	01.0901	DOME	Y	BACH	2015-09-01	
PSI10244	52.0101	INTL	N	MAST	2018-01-02	Thesis Opt

Continued

New to Institution	Year Standing	Cumulative GPA	FT/PT	Faculty	Program	Campus	Campus Postal Code	Institution Type
N	3	69	PT	LFS	BSAB	Vancouver	V6T 1Z4	University
N	2	82	FT	GRAD	MBA	Okanagan	V1V 1V7	University

This table includes a unique ID, and the cohort variables mentioned in the Technical Documentation.

Please **do not include any student identifiable information** such as actual student ID, name and email address in the cohort file.

PSI:

On your end, please save a file containing email addresses of students (and any other information) corresponding to the IDs mentioned above:

ID	Email address	Student ID	First Name	Last Name	Any other information
PSI10243	harry.potter@hmail.com				
PSI10244	ron.weasley@hmail.com				

CCWS sends to PSI:

Once the CCWS receives the cohort file, the CCWS analyst will add a column in it with unique survey URLs corresponding to each ID, and share it with the institution via Microsoft OneDrive. The IDs are used to link both the data tables mentioned above, in order for the institution to send out the survey invitations.

Similarly, one day before each reminder, the CCWS analyst will add a 'Status' column in the file, which shows whether a student has finished a survey or not:

ID	Survey Link	Status	Send Reminder?
PSI10243	https://ubc.ca1.qualtrics.com/jfe/form/randomlink1	Survey Not Started	Yes
PSI10244	https://ubc.ca1.qualtrics.com/jfe/form/randomlink2	Survey Finished	No
PSI10245	https://ubc.ca1.qualtrics.com/jfe/form/randomlink3	Survey Started	Yes

The PSI sends out reminder emails to the students who have not finished the survey.

Appendix 2: Sample Invitation and Reminder Emails

NOTE: you can customize this template except for the paragraph “By completing...”, which is required by UBC REB and must be included in invitation and reminder emails sent to participants.

Highlighted text should be edited as needed to make the content applicable to your institution.

Invitation Email

SUBJECT: [PSI] wants to hear from you!

Dear [Student Preferred Name] or simply ‘Student’ if using proxy emails:

I write to invite you to participate in the Canadian Campus Wellbeing Survey (CCWS). Student wellbeing encompasses factors that affect mental and physical health. Your wellbeing has a significant effect on your post-secondary experience at [PSI] and it is a significant priority for [PSI]. This survey is one way in which we will monitor our progress in implementing our goals and values.

Your participation is important as it will provide crucial feedback to [PSI] about your experiences, and will help shape the programs, services and initiatives that support you and other students to succeed at [PSI] and beyond. It will also allow us to compare [PSI] students’ experiences with the experiences of students attending other post-secondary institutions.

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

In appreciation for participating, we will enter all students who participate in the survey into a draw for [incentive].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at <https://www.ccws-becc.ca/>. The questions in the survey are from well-established surveys often used in Canadian populations. However, there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit] and linked to [PSI]’s administrative data (e.g., year and program of study). The [PSI-specific unit] may also use survey responses for research purposes. All data will be kept CONFIDENTIAL. Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual students. No part of your response to this survey will become part of your student record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The

data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback, and good luck with your studies at [PSI]!

Sincerely,

[survey administrator]
[position]
[PSI]

Reminder Email (1)

NOTE: you can customize this template except for the paragraph “By completing...”, which is required by UBC REB and must be included in invitation and reminder emails sent to participants.

SUBJECT: Don't forget: Take the survey & enter the prize draw

Hi [Student Preferred Name] or simply 'Student' if using proxy emails:

Last week, we asked you to fill out a survey to help us learn more from you about your experiences on campus with respect to wellbeing. There is still time to complete the Canadian Campus Wellbeing Survey and be entered into the draw for [incentive].

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

Please complete the survey by [date].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at <https://www.ccws-becc.ca/>. The questions in the survey are from well-established surveys often used in Canadian populations. However, there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit] and linked to [PSI]'s administrative data (e.g., year and program of study). The [PSI-specific unit] may also use survey responses for research purposes. All data will be kept CONFIDENTIAL.

Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual students. No part of your response to this survey will become part of your student record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback, and good luck with your studies at [PSI]!

Sincerely,

[survey administrator]

[position]

[PSI]

Reminder Email (2)

NOTE: you can customize this template except for the paragraph “By completing...”, which is required by UBC REB and must be included in invitation and reminder emails sent to participants.

SUBJECT: Take the Canadian Campus Wellbeing Survey & enter to win [incentive]

Hi [Student Preferred Name] or simply ‘Student’ if using proxy emails:

A couple of weeks ago, we asked you to fill out a survey to help us learn more from you about your experiences on campus with respect to wellbeing. There is still time to complete the Canadian Campus Wellbeing Survey and be entered into the draw for [incentive].

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

Please complete the survey by [date].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at <https://www.ccws-becc.ca/>. The questions in the survey are from well-established surveys often used in Canadian populations. However,

there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit] and linked to [PSI]'s administrative data (e.g., year and program of study). The [PSI-specific unit] may also use survey responses for research purposes. **All data will be kept CONFIDENTIAL.** Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual students. No part of your response to this survey will become part of your student record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback, and good luck with your studies at [PSI]!

Sincerely,

[survey administrator]
[position]
[PSI]

Reminder Email (3)

NOTE: you can customize this template except for the paragraph “By completing...”, which is required by UBC REB and must be included in invitation and reminder emails sent to participants.

SUBJECT: Final Reminder! Take the Canadian Campus Wellbeing Survey to enter to win [incentive]

Hi [Student Preferred Name] or simply ‘Student’ if using proxy emails:

Here is your final reminder to fill out a survey to complete the Canadian Campus Wellbeing Survey and enter into the draw for [incentive]

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

Please complete the survey by [date] at [time].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at <https://www.ccws-becc.ca/>. The questions in the survey are from well-established surveys often used in Canadian populations. However, there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit] and linked to [PSI]'s administrative data (e.g., year and program of study). The [PSI-specific unit] may also use survey responses for research purposes. All data will be kept CONFIDENTIAL. Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual students. No part of your response to this survey will become part of your student record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback, and good luck with your studies at [PSI]!

Sincerely,

[survey administrator]

[position]

[PSI]

Appendix 3: Sample Survey Termination Page (from The University of British Columbia)

Thank you for participating in the Canadian Campus Wellbeing Survey. Your responses are a valuable contribution in helping UBC monitor its progress in being a health promoting campus. Your answers have been recorded and will remain confidential. You have automatically been entered in the prize draw. The names of prize winners will be kept confidential.

Your mental health is important to us. If you are experiencing difficulties, please reach out:

If you are in imminent risk and/or experiencing a high level of distress:

Available 24/7:

- **Urgent Care, UBC Hospital** - 604.822.7121 (until 10 pm) or nearest hospital emergency department
- **Access and Assessment Centre, Vancouver General Hospital** - 604.675.3700 (24 hours)
- **Crisis Centre** - 1.800.784.2433, crisiscentre.bc.ca
- **Campus Security** – 604.822.2222

Available during office hours:

- **UBC Student Health Service** - 604.822.7011 or your family doctor or nearest medical clinic

If you are in need of general support for other mental health concerns:

Available 24/7:

- **Empower Me** – 1.844.741.6389 - Call for free life coaching or counselling including evenings and weekends
- **Mind Health BC** - mindhealthbc.ca - Take an online mental health assessment and find resources
- **Wellness Helpline for all Indigenous People** – 1.855.242.3310, hopeforwellness.ca
- **Health Link BC** - healthlinkbc.ca, Check physical health symptoms online and find resources
- **Students.ubc.ca** - Find resources, tutorials, and helpful tips organized by topic

Available during office hours:

- **Counselling Services** - 1040 Brock Hall - students.ubc.ca/counselling-services, Walk in to book an appointment with a Wellness Advisor for assessment and referral to the most appropriate level(s) of support
- **UBC Wellness Centre** - Room 1400, UBC Life Building. Drop in to talk with a trained Wellness Peer Educator, or attend a workshop
- **Centre for Accessibility** - students.ubc.ca/accessibility, Accommodations for disabilities, including chronic mental health condition

For additional resources on your campus, visit: [Health and Wellbeing](#)

If you have any questions or concerns about this survey, please contact us at survey@ccws-becc.ca.

Appendix 4: Implementation Checklists


**Canadian Campus
Wellbeing Survey**
**Bien-être sur les
campus canadiens**

Implementation Checklist: Fall 2023 Deployment

Student Version

Thank you for confirming your participation in the Fall 2023 deployment of the Canadian Campus Wellbeing Survey (CCWS) for students.

The following checklist will assist your institution through the process of deploying the CCWS. Please submit all documents to survey@ccws-becc.ca, or to the shared OneDrive folder sent by the CCWS data analyst, unless otherwise specified:

By July 31, 2023	Submit to CCWS: <ol style="list-style-type: none"> 1. Service agreement (signed) 2. Payment for service (within 60 days of Effective Date on service agreement) 3. REB approval certificate (or exemption documentation)
By September 15, 2023 <i>(must be provided at least two weeks prior to your deployment to avoid any delays)</i>	Submit to CCWS: <ol style="list-style-type: none"> 1. Institutional contacts and data owner 2. Mail-out administration method 3. Estimate of sample size 4. Sampling method 5. Recruitment schedule, survey launch/close dates 6. Complete cohort file – <i>may delay until stable enrolment date, if preferred</i> 7. Institutional logo (if applicable) 8. Termination page information (if applicable) 9. Local resource link (if including) 10. Finalize wording of the email invitation and reminders 11. Incentives (if applicable) 12. Survey Language(s) 13. Comparison group selection 14. Additional questions and/or module selection, if including

Please complete this checklist and send a copy to survey@ccws-becc.ca or, please upload the documents to the shared OneDrive folder sent to you by the CCWS data analyst.

[] Institutional Contacts

You are receiving this checklist as you are currently listed as the institutional contact for the CCWS. Please confirm all institutional contacts (including yourself) who are responsible for the CCWS deployment at your institution (i.e. obtaining approvals, preparing cohort file, requiring access to reports, etc.):

Name(s):			
Institution:			
Position(s) and contact information:			
Primary contact for deployment?			
Require access to Microsoft OneDrive?			
Requires Tableau Dashboard access?			

Please note that CWL account and CCWS Tableau Server access (the key) is provisioned based on the information you have provided in the CCWS Implementation Checklist. We typically provide two keys for the data/project owner at each PSI, since more keys bring more risk in terms of access security. Any of you can share you CWL and password with your employees whom you are going to give access to the dashboards. If there is employee turnover in the future, the password can be updated and the former employee will not have the access to the dashboards any more. We can provide additional key(s) if needed.

Please select one contact to be the “Data Owner”. If there are changes in Tableau access (e.g., late additions, changes in project personnel) for your institution, this contact will be asked to confirm and approve the changes. The Data Owner at your institutions is:

Name: _____

Position(s) and contact information: _____

July 31 Deadline:

[] Service Agreement

Please contact survey@ccws-becc.ca to request a service agreement for your institution. This agreement must be reviewed and signed by appropriate authorities. Any requested revisions to the document should be arranged by contacting the CCWS team. Please indicate your interest in participating as close to this timeline as possible so that we can hire and train additional data analysts, if needed. Participating at shorter notice may not be able to be accommodated depending on the workload for our data analyst(s).

[] REB Documentation

Because there is a dual nature to the CCWS (i.e. quality assurance and research database), participating institutions are responsible for securing ethics approval from their institution’s research ethics board (REB) or a letter from senior administration, prior to participation.

When seeking this approval for participation, institutions will typically experience one of the following three scenarios:

1. REB may indicate review is not required (may be deemed quality assurance and not fit definition of ‘research’) and review be exempt/waived.
2. REB may determine that it requires review, expedited or full.
3. If there is no REB at the institution, a letter from senior administration stating that there is no REB and granting approval.

In all cases, documentation will need to be provided to CCWS of the institution’s approval or exemption from their institution’s REB review. In cases where your institution’s REB requires review, or if senior administration requires further guidance for granting approval, support will be provided by the CCWS team to help institutions obtain the approvals that are required for conducting the survey – this could be in the form of template answers for ethics application or assistance with specific ethics questions. Please contact us with any questions (survey@ccws-becc.ca).

Helpful hints:

- The principle investigator (PI) for institution when submitting your REB is the person at your institution who is deemed responsible for ensuring that the survey is carried out ethically. This may be an institutional research staff member or a member of your institution’s wellness portfolio.
- Mail-out administration method and incentives (see following sections) as well as sample size will need to be determined prior to submitting an ethics application. We recommend that you communicate with your IT department to select your mail-out method so that no last-minute changes are required that could delay your deployment.
- If you are including additional questions or modules they will need to be submitted along with the core CCWS questions as part of your REB application.

September 15 Deadline:

Mail-Out Administration Method

Please see the detailed comparison of the proxy and self-managed mail-out methods in the Technical Documentation.

Proxy mail-out or Self-managed mail-out

If self-managed, # of URLs required:	
--------------------------------------	--

Sample Size Estimate

Please indicate the approximate sample size to whom to intend to distribute this survey.

Sample size:	
--------------	--

Sampling method

To help us with our research dataset management, please complete the following information:

1. How are you selecting students to participate?
 - Random sample
 - Census (all students)
 - Other – please describe: _____

2. Are any groups of students being excluded (e.g., part-time, continuing education, graduate students)?

Yes – please specify: _____

No

Recruitment Schedule

Please determine the dates you wish to launch and close the CCWS. The CCWS analyst will be in touch to confirm the reminder schedule within your launch dates. We recommend that you keep the survey open for at least 3 weeks with at least 3 reminders. You may include up to 5 reminders.

Please note that if you select self-managed mail out and plan to send out reminders on a Sunday or Monday you will not get an updated list of respondents until 9:00am Pacific time for the closest business day.

Launch date:	
Reminder 1:	
Reminder 2:	
Reminder 3:	
Close date:	

Cohort File

The cohort file variables are available in the Technical Documentation. Please prepare the cohort file as a CSV file. The cohort file can be submitted to the CCWS analyst via [Microsoft OneDrive](#). Please specify the email of the person(s) who will submit the cohort file (in the table on page 1) and a Microsoft OneDrive account link will be sent for the file submission. Institutions may delay this submission until stable enrolment date, if preferred.

Email :	
---------	--

Institution Logo (if applicable)

Your logo may be integrated into your institution’s version of the survey if desired. If using proxy mail-out, please submit your institution’s logo so that it can be added to the email invitation and reminders. If you are using the termination page to communicate student mental health services, your logo can be integrated into this page as well. Vector format is recommended.

Email Invitation and Reminders

Review the proposed invitation and reminders language in the Technical Documentation, adapting them for your institution. If using proxy mail-out, please submit approved communications to the CCWS analyst via Microsoft OneDrive. We recommend that you provide an option for recipients to unsubscribe from the survey reminders. Please ensure that you send the invitation and reminder email templates for the language(s) that you select for your deployment.

Termination Page

At the termination of the survey, institutions will have the *option* to provide information for students to access help resources related to their location/institution. If you are providing a termination page, please ensure that you send the information for the language(s) that you select for your deployment.

Local Resource Link within Survey

Immediately following the two questions related to suicide ideation, there is an option for a link to local resources for students. If you would like to link to your institution’s local resources, please provide us this link. If you are providing a local resource, please ensure that you send the information for the language(s) that you select for your deployment.

Link:	
-------	--

Incentives

Please let the CCWS know if your institution is providing incentives to students to participate. This information will be helpful to track in relation to response rates.

Please identify any incentives:	
---------------------------------	--

Language

Please select the language(s) that you would like your survey to be available in.

- English
- French

Note: only the survey is available in both English and French. At this time the CCWS is only able to provide resources for deployment and reporting via Tableau Dashboard in English. **Your institution is responsible for providing any email templates (if selecting proxy emails) and institution-specific additional questions, the local resource link within the survey, and the termination page in the language(s) that you select.**

Comparison Group Selection

Institutions will receive a dataset of survey responses for their own institution, as well as a comparison against aggregate results from participating comparative institutions via Tableau Dashboard. This comparison with comparative institutions is available only if enough comparative institutions participate (e.g. at least 3 or more institutions). If there are not enough comparative institutions taking part, then comparisons are made only if all parties agree to such comparisons. Please select the comparison group that you are most interested in. If this comparison group is not available for your deployment, we will contact you to discuss alternative options that are available.

- Institutions from the same province/territory
- Institutions of a similar type and size to yours (e.g., Universities with 10,000-20,000 students)
- Other (e.g., a consortium if you are part of one). Please specify: _____

Additional questions

Up to five additional questions can be programmed into the institution’s version of the CCWS. Please review the Technical Documentation for more information. Additional questions will be included on the last page of the survey with the message “The following question(s) were selected by your institution to inform current or planned initiatives.”

If your institution will be including additional questions, please enter the questions and response options as you would like them to be programmed into the survey in the table below, or attach them as a separate document along with this checklist when emailing survey@ccws-becc.ca.

Question	Response options

Have these questions been approved by your ethics board?

Yes

Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

Additional questions may be added to a question repository that participating institutions can request to access. Only questions and response options that have been de-identified by the CCWS team will be shared so that participating institutions remain anonymous. Redundant questions may not be added. Do you agree to have your de-identified additional questions and responses added to the repository?

Yes

Yes, but only some questions. Please specify which questions **can** be added to the repository:

No

Modules

Extra modules will be developed that institutions can elect to add to the CCWS core survey. Please visit the [Development](#) page of the CCWS website for more information on available modules. One additional module can be included at no additional cost.

As of March 2023, there are two additional modules: the ‘Food Security’ module and the ‘Eco-anxiety’ module. The core CCWS uses a 6-item short form version of the Household Food Security Survey Module (HFSSM). The module consists of the 18-item HFSSM and this provides additional data when food insecurity prevalence is high, including assessing the food insecurity status of students with children. Including the module does not increase survey time burden for the majority of respondents.

If you would like to include an additional module, please list it in the table below:

Module name:	
--------------	--

Has this module been approved by your ethics board?

Yes

Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

[] [National Standard for Mental Health and Well-being for Post-secondary Students](#)

The CCWS assesses many individual-level indicators from the Standard. We ask the following questions to understand if participating institutions are using the Standard in tandem with the CCWS.

Is your post-secondary institution implementing the Standard?

Yes

No

Does your institution plan to use CCWS to inform any action related to implementing the Standard?

Yes

No

Feel free to contact the CCWS team with any other questions survey@ccws-becc.ca.



Implementation Checklist: Winter 2024 Deployment

Student Version

Thank you for confirming your participation in the Winter 2024 deployment of the Canadian Campus Wellbeing Survey (CCWS) for students.

The following checklist will assist your institution through the process of deploying the CCWS. Please submit all documents to survey@ccws-becc.ca or to the shared OneDrive folder sent by the CCWS data analyst, unless otherwise specified:

By October 31, 2023	Submit to CCWS: <ol style="list-style-type: none"> 1. Service agreement (signed) 2. Payment for service (within 60 days of Effective Date on service agreement) 3. REB approval certificate (or exemption documentation)
By January 15, 2024 <i>(must be provided at least two weeks prior to your deployment to avoid any delays)</i>	Submit to CCWS: <ol style="list-style-type: none"> 1. Institutional contacts 2. Mail-out administration method 3. Estimate of sample size 4. Sampling method 5. Recruitment schedule, survey launch/close dates 6. Complete cohort file – <i>may delay until stable enrolment date, if preferred</i> 7. Institutional logo (if applicable) 8. Termination page information (if applicable) 9. Local resource link (if including) 10. Finalize wording of the email invitation and reminders 11. Incentives (if applicable) 12. Survey Language(s) 13. Comparison group selection 14. Additional questions and/or module selection, if including 15. New mental health help seeking questions

Please complete this checklist and send a copy to survey@ccws-becc.ca or, please upload the documents to the shared OneDrive folder sent to you by the CCWS data analyst.

[] Institutional Contacts

You are receiving this checklist as you are currently listed as the institutional contact for the CCWS. Please confirm all institutional contacts (including yourself) who are responsible for the CCWS deployment at your institution (i.e. obtaining approvals, preparing cohort file, requiring access to reports, etc.):

Name(s):			
Institution:			
Position(s) and contact information:			
Primary contact for deployment?			
Require access to Microsoft OneDrive?			
Requires Tableau Dashboard access?			

Please note that CWL account and CCWS Tableau Server access (the key) is provisioned based on the information you have provided in the CCWS Implementation Checklist. We typically provide two keys for the data/project owner at each PSI, since more keys bring more risk in terms of access security. Any of you can share you CWL and password with your employees whom you are going to give access to the dashboards. If there is employee turnover in the future, the password can be updated and the former employee will not have the access to the dashboards any more. We can provide additional key(s) if needed.

Please select one contact to be the “Data Owner”. If there are changes in Tableau access (e.g., late additions, changes in project personnel) for your institution, this contact will be asked to confirm and approve the changes. The Data Owner at your institutions is:

Name: _____

Position(s) and contact information: _____

October 31 Deadline:

[] Service Agreement

Please contact survey@ccws-becc.ca to request a service agreement for your institution. This agreement must be reviewed and signed by appropriate authorities. Any requested revisions to the document should be arranged by contacting the CCWS team. Please indicate your interest in participating as close to this timeline as possible so that we can hire and train additional data analysts, if needed. Participating at shorter notice may not be able to be accommodated depending on the workload for our data analyst(s).

[] REB Documentation

Because there is a dual nature to the CCWS (i.e. quality assurance and research database), participating institutions are responsible for securing ethics approval from their institution’s research ethics board (REB) or a letter from senior administration, prior to participation.

When seeking this approval for participation, institutions will typically experience one of the following three scenarios:



1. REB may indicate review is not required (may be deemed quality assurance and not fit definition of ‘research’) and review be exempt/waived.
2. REB may determine that it requires review, expedited or full.
3. If there is no REB at the institution, a letter from senior administration stating that there is no REB and granting approval.

In all cases, documentation will need to be provided to CCWS of the institution’s approval or exemption from their institution’s REB review. In cases where your institution’s REB requires review, or if senior administration requires further guidance for granting approval, support will be provided by the CCWS team to help institutions obtain the approvals that are required for conducting the survey – this could be in the form of template answers for ethics application or assistance with specific ethics questions. Please contact us with any questions (survey@ccws-becc.ca).

Helpful hints:

- The principle investigator (PI) for institution when submitting your REB is the person at your institution who is deemed responsible for ensuring that the survey is carried out ethically. This may be an institutional research staff member or a member of your institution’s wellness portfolio.
- Mail-out administration method and incentives (see following sections) as well as sample size will need to be determined prior to submitting an ethics application. We recommend that you communicate with your IT department to select your mail-out method so that no last-minute changes are required that could delay your deployment.
- If you are including additional questions or modules they will need to be submitted along with the core CCWS questions as part of your REB application.

January 15 Deadline:

Mail-Out Administration Method

Please see the detailed comparison of the proxy and self-managed mail-out methods in the Technical Documentation.

Proxy mail-out

or

Self-managed mail-out

If self-managed, # of URLs required:	
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Sample Size Estimate

Please indicate the approximate sample size to whom to intend to distribute this survey.

Sample size:	
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Sampling method

To help us with our research dataset management, please complete the following information:

1. How are you selecting students to participate?
 - a. Random sample
 - b. Census (all students)
 - c. Other – please describe: _____

2. Are any groups of students being excluded (e.g., part-time, continuing education, graduate students)?
- a. Yes – please specify: _____
 - b. No

Recruitment Schedule

Please determine the dates you wish to launch and close the CCWS. The CCWS analyst will be in touch to confirm the reminder schedule within your launch dates. We recommend that you keep the survey open for at least 3 weeks with at least 3 reminders. You may include up to 5 reminders.

Please note that if you select self-managed mail out and plan to send out reminders on a Sunday or Monday you will not get an updated list of respondents until 9:00am Pacific time for the closest business day.

Launch date:	
Reminder 1:	
Reminder 2:	
Reminder 3:	
Close date:	

Cohort File

The cohort file variables are available in the Technical Documentation. Please prepare the cohort file as a CSV file. The cohort file can be submitted to the CCWS analyst via [Microsoft OneDrive](#). Please specify the email of the person(s) who will submit the cohort file (in the table on page 1) and a Microsoft OneDrive account link will be sent for the file submission. Institutions may delay this submission until stable enrolment date, if preferred.

Email :	
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Institution Logo (if applicable)

Your logo may be integrated into your institution’s version of the survey if desired. **If using proxy mail-out**, please submit your institution’s logo so that it can be added to the email invitation and reminders. If you are using the termination page to communicate student mental health services, your logo can be integrated into this page as well. Vector format is recommended.

Email Invitation and Reminders

Review the proposed invitation and reminders language in the Technical Documentation, adapting them for your institution. If using proxy mail-out, please submit approved communications to the CCWS analyst via Microsoft OneDrive. We recommend that you provide an option for recipients to unsubscribe from the survey reminders. Please ensure that you send the invitation and reminder email templates for the language(s) that you select for your deployment.

Termination Page

At the termination of the survey, institutions will have the *option* to provide information for students to access help resources related to their location/institution. If you are providing a termination page, please ensure that you send the information for the language(s) that you select for your deployment.

Local Resource Link within Survey

Immediately following the two questions related to suicide ideation, there is an option for a link to local resources for students. If you would like to link to your institution’s local resources, please provide us this link. If you are providing a local resource, please ensure that you send the information for the language(s) that you select for your deployment.

Link:	
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Incentives

Please let the CCWS know if your institution is providing incentives to students to participate. This information will be helpful to track in relation to response rates.

Please identify any incentives:	
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Language

Please select the language(s) that you would like your survey to be available in.

- English
- French

Note: only the survey is available in both English and French. At this time the CCWS is only able to provide resources for deployment and reporting via Tableau Dashboard in English. **Your institution is responsible for providing any email templates (if selecting proxy emails) and institution-specific additional questions, the local resource link within the survey, and the termination page in the language(s) that you select.**

Comparison Group Selection

Institutions will receive a dataset of survey responses for their own institution, as well as a comparison against aggregate results from participating comparative institutions via Tableau Dashboard. This comparison with comparative institutions is available only if enough comparative institutions participate (e.g. at least 3 or more institutions). If there are not enough comparative institutions taking part, then comparisons are made only if all parties agree to such comparisons. Please select the comparison group that you are most interested in. If this comparison group is not available for your deployment, we will contact you to discuss alternative options that are available.

- Institutions from the same province/territory
- Institutions of a similar type and size to yours (e.g., Universities with 10,000-20,000 students)
- Other (e.g., a consortium if you are part of one). Please specify: _____

Additional questions

Up to five additional questions can be programmed into the institution’s version of the CCWS. Please review the Technical Documentation for more information. Additional questions will be included on the last page of the survey with the message “The following question(s) were selected by your institution to inform current or planned initiatives.”

If your institution will be including additional questions, please enter the questions and response options as you would like them to be programmed into the survey in the table below, or attach them as a separate document along with this checklist when emailing survey@ccws-becc.ca.

Question	Response options

Have these questions been approved by your ethics board?

Yes

Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

Additional questions may be added to a question repository that participating institutions can request to access. Only questions and response options that have been de-identified by the CCWS team will be shared so that participating institutions remain anonymous. Redundant questions may not be added. Do you agree to have your de-identified additional questions and responses added to the repository?

Yes

Yes, but only some questions. Please specify which questions **can** be added to the repository:

No

Modules

Extra modules will be developed that institutions can elect to add to the CCWS core survey. Please visit the [Development](#) page of the CCWS website for more information on available modules. One additional module can be included at no additional cost.

As of March 2023, there are two additional modules: the ‘Food Security’ module and the ‘Eco-anxiety’ module. The core CCWS uses a 6-item short form version of the Household Food Security Survey Module (HFSSM). The module consists of the 18-item HFSSM and this provides additional data when food insecurity prevalence is high, including assessing the food insecurity status of students with children. Including the module does not increase survey time burden for the majority of respondents.

If you would like to include additional modules, please list them in the table below:

Module name:	
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Have these modules been approved by your ethics board?

Yes

Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

[] [National Standard for Mental Health and Well-being for Post-secondary Students](#)

The CCWS assesses many individual-level indicators from the Standard. We ask the following questions to understand if participating institutions are using the Standard in tandem with the CCWS.

Is your post-secondary institution implementing the Standard?

Yes

No

Does your institution plan to use CCWS to inform any action related to implementing the Standard?

Yes

No

Feel free to contact the CCWS team with any other questions survey@ccws-becc.ca.