

2024–25 Student Data Information

Student Data Process

Step 1: Complete Questionnaire (Qs) Order Form to gain access to the QMI system.
Please allow 3–5 business days for review of your order.

Step 2: Activate your QMI account.
Follow the steps in your activation email.

Step 3: Set up Qs batches. **If you need assistance, book an orientation call.**
Select “full year” if you plan to survey students using the same Qs batch over multiple terms this year.

Step 4: Share the survey link with students and encourage their participation with gentle reminders.
See the Administrator’s Manual and Email Template for Contacting Students for help.

Step 5: Review all student submissions to disallow any known duplicate entries.
Consider whether to utilize completion receipt codes. See the Administrator’s Manual for details.

Step 6: Once you have collected and reviewed all Qs responses, submit the batch as soon as you can.
Please allow 2–3 weeks for processing. We will send you a link to view and download your student data (ShareFile).

Note: *The Alumni/ae Questionnaire (AQ) differs from the Entering Student Questionnaire (ESQ) and Graduating Student Questionnaire (GSQ) in both purpose and timing. The AQ is designed to gather insights on alumni experiences and outcomes after they have completed their formal studies, typically administered three to five years post-graduation. In contrast, the ESQ and GSQ follow regular annual reporting cycles. Although the AQ does not have fixed deadlines like the ESQ and GSQ, ATS recommends that schools review and submit AQ batches promptly, and no later than three months after collecting responses. See this page for more information.*

Contact

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[View the 2024–25 calendar.](#)

[View the 2023–24 calendar.](#)