



CASE BENCHMARKING TOOLKIT

How to Guide

February 2018

**CASE BENCHMARKING
TOOLKIT LOGIN PAGE**

1. Link: benchmarking.case.org

 BENCHMARKING TOOLKIT

LOG IN

Please use your CASE credentials.

[Forgot password?](#)

[Privacy Policy](#)

Developed by [CounterMarch Systems](#)



CASE Benchmarking Toolkit Login Page

CASE BENCHMARKING TOOLKIT

LOG IN

Please use your CASE credentials.

yjain@case.org

.....

[Forgot password?](#)

LOG IN

[Privacy Policy](#)

Developed by [CounterMarch Systems](#)

2. Enter your CASE username and password

3. Click 'Forgot Password' to reset password



CASE Benchmarking Toolkit Login Page

**CASE BENCHMARKING
TOOLKIT HOME PAGE**

Open Surveys

Don't see one you expected to? [Drop us a note.](#)

SURVEY	DISCIPLINE	CLOSES
International CASE Alumni Relations Survey (ICARS) 2015	Alumni Relations	10 Nov 2015

Group: International CASE Alumni Relations Survey (ICARS)

Welcome to the CASE Benchmarking Toolkit!

Look for the ⓘ when taking a survey - you'll get immediate guidance on how to respond. The ⌂ icon will allow you to pull up your past responses to the same question, speeding data entry. When you are entering responses, a dialog box will appear to guide your inputs.

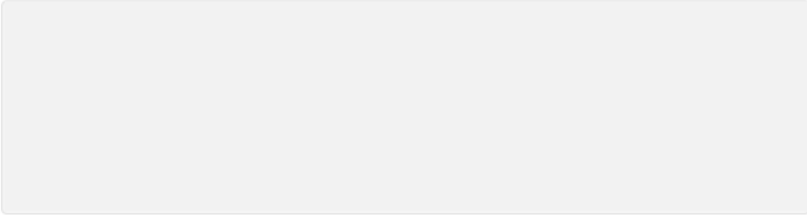
When it comes to reporting, you can filter on response values, institution names, and even groups of institutions. The reports generate quickly and export to Excel on demand. For many lines in the report you'll see - this allows you to create an instant chart of the responses for use in reports and presentations. To print this chart, simply right click and save the image.

We hope you find the Toolkit useful and look forward to your constructive feedback.

4. All surveys that are live and that you are eligible to participate in will appear on this page. Click on a survey to access it.

[Your name]
[Institution]
[Email address]

Alumni Relations



**CASE BENCHMARKING
TOOLKIT SURVEY**

International CASE Alumni Relations Survey (ICARS) 2015

Click on a section name to get started.

SECTION	PROGRESS
A : First, please provide your contact and set-up details	0/6
B : Tell us about your membership body....	0/13
C : Your database...	0/26
D : Your programmes...	0/15
E : Your resources...	0/14
F : Your communications....	0/10
G : Your events...	0/16
H : Your sub-groups...	0/3
I : Your member benefit offers...	0/20
J : Your volunteer programme...	0/17
K : Your institution's fundraising programme...	0/5
L : And finally...	0/5

5. Click on a section title to answer the questions in that section.

6. No. of questions answered / No. of questions in the section

Survey Closes in 5 days

Download the Survey

7. Click here to Download the MS Excel version of the survey. This comes handy if you wish to collate your response offline or if multiple colleagues supply information for the survey. Once you have compiled the data on the Excel sheet you can enter it online. You can also see a survey indicator in green, above the download button, which tells you when the survey will close.

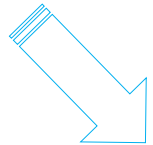
Complete all questions in the survey. Then you'll be able to submit your responses and run reports. INCOMPLETE

Survey Progress

Green = submitted

- Aalto University
- Aarhus University
- Abertay University
- Aberystwyth University
- Aiglon College
- Alumni UB
- AlumniUM E.V (Alumni Assoc. of the Business School of Muenster University)
- American University in Bulgaria
- Anglia Ruskin University

- SOAS University of London
- Southern Cross University
- St. Edward's Oxford
- St. Hugh's College, Oxford
- St. John's College
- Stockholm University
- Strathallan School
- Swansea University
- Swinburne University of Technology



CASE Benchmarking Toolkit Survey

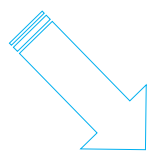
Survey Progress

Green = submitted

- Aalto University
- Aarhus University
- Abertay University
- Aberystwyth University
- Aiglon College
- Alumni UB
- AlumniUM E.V (Alumni Assoc. of the Business School of Muenster University)
- American University in Bulgaria
- Anglia Ruskin University
- Ashridge Business School
- Aston University
- Auckland University of Technology
- Bangor University
- Birkbeck, University of London
- Birmingham City University
- Bishop Grosseteste University College Lincoln
- Bocconi University
- Bond University
- Bournemouth University
- Brunel University London
- Buckinghamshire New University
- Camberwell Girls Grammar School
- Cambridge In America
- Cambridge Judge Business School
- Cardiff Metropolitan University
- Cardiff University
- Carey Baptist Grammar School
- Central European University
- Centro De Investigacion Y Decencia Economicas, A. C.
- Charles Sturt University
- China Europe International Business School (CEIBS)
- City University London
- Cork Institute of Technology
- Council for Advancement and Support of Education
- Coventry University
- CQUniversity Australia
- Cranfield University
- De La Salle - College of Saint Benilde
- De Montfort University
- Deakin University
- Delft University of Technology/TU Delft
- Dublin Institute of Technology
- Durham University
- Ecole Hoteliere De Lausanne

- SOAS University of London
- Southern Cross University
- St. Edward's Oxford
- St. Hugh's College, Oxford
- St. John's College
- Stockholm University
- Strathallan School
- Swansea University
- Swinburne University of Technology
- Taipei American School
- Teach First
- Technical University of Denmark (DTU)
- Teesside University
- The American College of Greece
- The Arts University College At Bournemouth
- The Courtauld Institute of Art
- The Liverpool Institute for Performing Arts (LIPA)
- The London School of Economics and Political Science
- The Open University
- The Royal Veterinary College
- The University for the Creative Arts
- The University of Auckland
- The University of Edinburgh
- The University of Hull
- The University of Melbourne
- The University of Newcastle
- The University of Northampton
- The University of Nottingham
- The University of Sheffield
- The University of Warwick
- The University of West London
- The University of Winchester
- Tilburg University
- Trinity College Dublin
- Trinity College Oxford
- Trinity Laban Conservatoire of Music and Dance
- Universidad Autonoma De Baja California
- Universidad de Los Andes
- Universidad De Montemorelos
- Universidad De Monterrey
- Universidad Del Pacifico
- Universidad Francisco Marroquin
- Universidad Hebraica
- Universidad Iberoamericana Puebla

8. This section highlights those institutions that have completed the survey in green and has a list of all the institutions who were invited to participate.



International CASE Alumni Relations Survey (ICARS) 2015 £

A : First, please provide your contact and set-up details

In order to be able to benchmark yourself with the other survey respondents, you must click the "submit" at the end of the survey. In order to submit your survey, you must answer ALL of the questions. When answering a multiple choice question, please be sure to click the drop down arrow and review all the answer options before actively selecting an answer. If you need to expand on an answer or explain why you had problems with it, please use the comments box at the bottom of the page.

QUESTION	RESPONSE
A-1 What is your name? ?	<input type="text"/>
A-2 What is your job title? ?	<input type="text"/>
A-3 What is your email address? ?	<input type="text"/>
A-4 What is your telephone number, including country code? ?	<input type="text"/>
A-5 What 12-month period do your responses cover? ?	<input type="text" value="--"/>
A-6 If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	<input type="text"/>
EX Any other comments about your responses? Please keep institution identity information to a minimum.	<div style="border: 1px solid #ccc; height: 80px;"></div>

[Save Responses](#)

9. Enter your answers in the fields provided for each question.



International CASE Alumni Relations Survey (ICARS) 2015 £

A : First, please provide your contact and set-up details

In order to be able to benchmark yourself with the other survey respondents, you must click the "submit" at the end of the survey. In order to submit your survey, you must answer ALL of the questions. When answering a multiple choice question, please be sure to click the drop down arrow and review all the answer options before actively selecting an answer. If you need to expand on an answer or explain why you had problems with it, please use the comments box at the bottom of the page.

QUESTION	RESPONSE
A-1 What is your name? ⓘ	<input type="text"/>
A-2 What is your job title? ⓘ	<input type="text"/>
A-3 What is your email address? ⓘ	<input type="text"/>
A-4 What is your telephone number, including country code? ⓘ	<input type="text"/>
A-5 What 12-month period do your responses cover? ⓘ	<input type="text" value="--"/>
A-6 If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	<input type="text"/>
EX Any other comments about your responses? Please keep institution identity information to a minimum.	<input type="text"/>

10. A pop-up box will come up when you hover your cursor over the fields informing you about the type of response required. E.g. text only, numbers, percentage.

RESPONSE

Format

Text response. Anything goes (within reason).

Save Responses



CASE Benchmarking Toolkit

Surveys Reports End Impersonation Logout

International CASE Alumni Relations Survey (ICARS) 2015 £

A : First, please provide your contact and job title information

In order to be able to benchmark yourself with the other survey respondents, you must click on the right arrow and review all the answer options before actively selecting an answer. If you have any questions, please contact the survey administrator.

When answering a multiple choice question, please be sure to click the drop down arrow on the right side of the question.

QUESTION	RESPONSE
A-1 What is your name? ⓘ	<input type="text"/>
A-2 What is your job title? ⓘ	<input type="text"/>
A-3 What is your email address? ⓘ	<input type="text"/>
A-4 What is your telephone number, including country code? ⓘ	<input type="text"/>
A-5 What 12-month period do your responses cover? ⓘ	<input type="text"/>
A-6 If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	<input type="text"/>
Any other comments about your responses? Please keep institution identity information to a minimum.	<input type="text"/>
EX	<input type="text"/>

Historical Responses

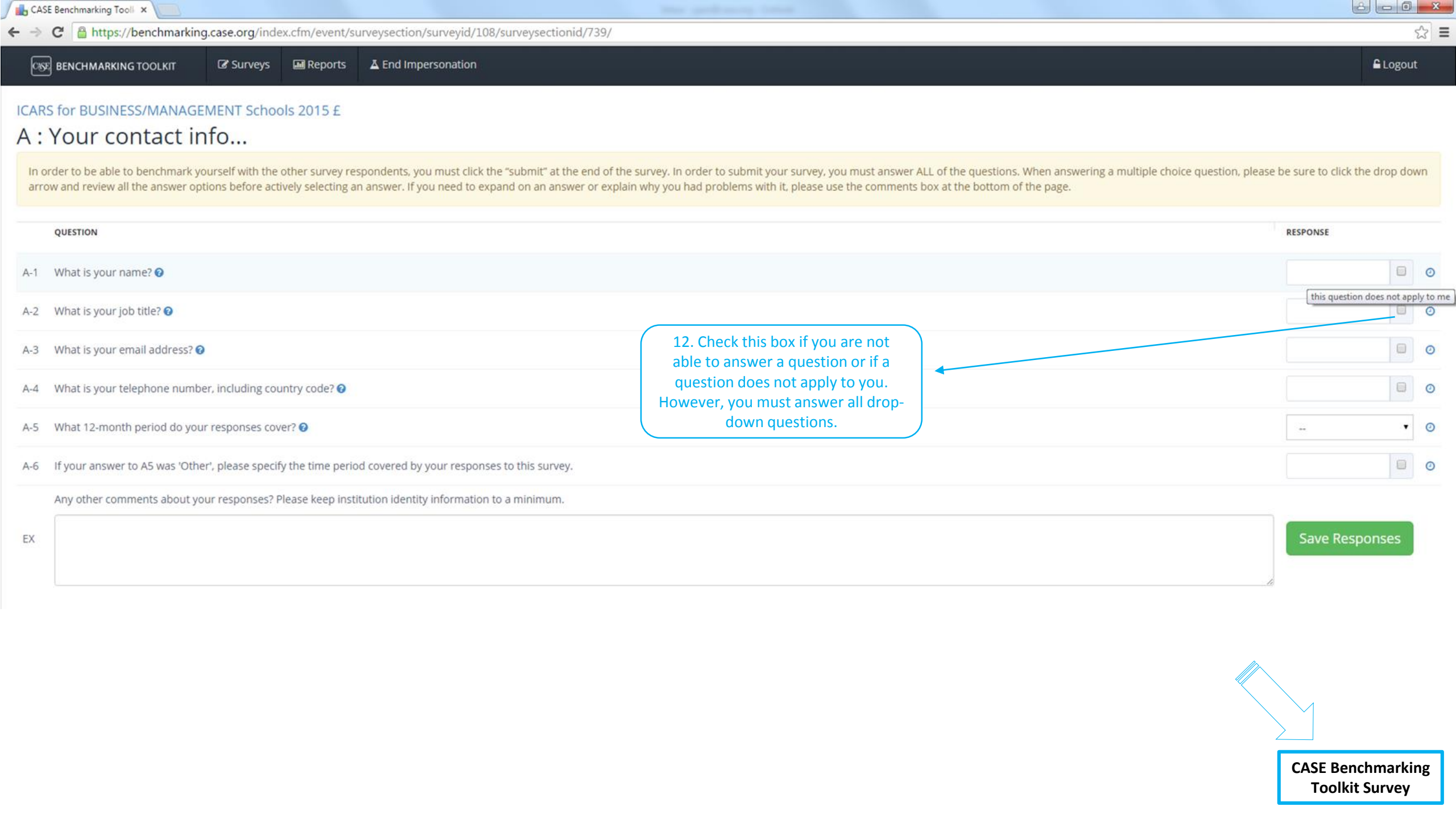
What is your job title?

2013	International CASE Alumni Relations Survey (ICARS) 2013	Database Manager	Use This Response
2011	International CASE Alumni Relations Survey (ICARS) 2011	Director of Development & Alumni Relations	Use This Response
2010	International CASE Alumni Relations Survey (ICARS) 2010	Alumni Manager	Use This Response
2009	International CASE Alumni Relations Survey (ICARS) 2009	Alumni Officer	Use This Response

11. Clicking on the small clock-face icon will open a pop-up box. This box will contain your answers to the same question from past surveys. You can click on 'Use This Response' to duplicate an answer from a past survey.

[Save Responses](#)





A : Your contact info...

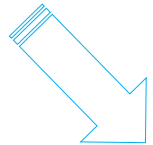
In order to be able to benchmark yourself with the other survey respondents, you must click the "submit" at the end of the survey. In order to submit your survey, you must answer ALL of the questions. When answering a multiple choice question, please be sure to click the drop down arrow and review all the answer options before actively selecting an answer. If you need to expand on an answer or explain why you had problems with it, please use the comments box at the bottom of the page.

QUESTION	RESPONSE
A-1 What is your name? ?	<input type="text"/> <input type="checkbox"/> <input type="radio"/>
A-2 What is your job title? ?	<input type="text"/> <input type="checkbox"/> <input type="radio"/> this question does not apply to me
A-3 What is your email address? ?	<input type="text"/> <input type="checkbox"/> <input type="radio"/>
A-4 What is your telephone number, including country code? ?	<input type="text"/> <input type="checkbox"/> <input type="radio"/>
A-5 What 12-month period do your responses cover? ?	-- <input type="checkbox"/> <input type="radio"/>
A-6 If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	<input type="text"/> <input type="checkbox"/> <input type="radio"/>

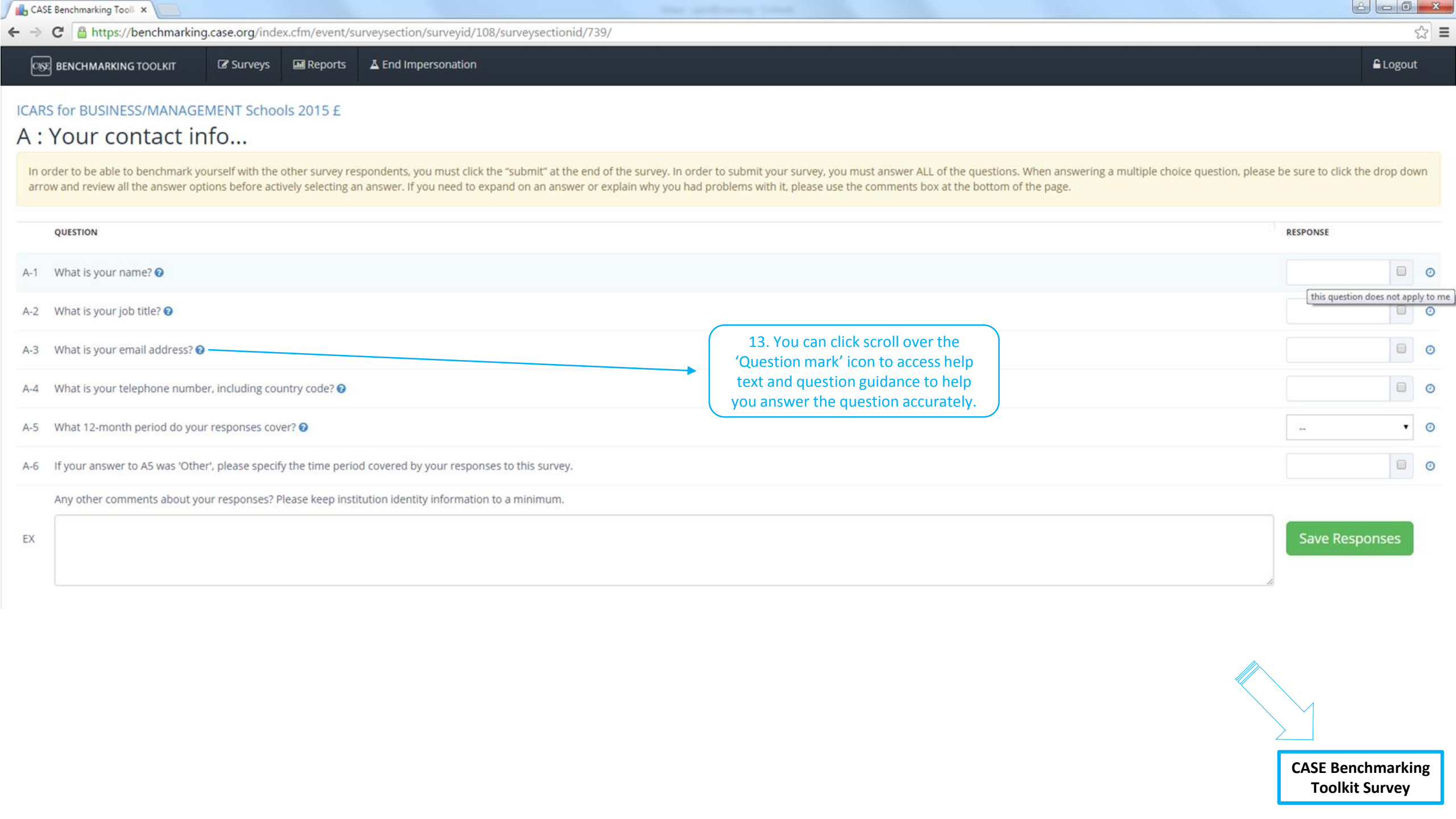
12. Check this box if you are not able to answer a question or if a question does not apply to you. However, you must answer all drop-down questions.

Any other comments about your responses? Please keep institution identity information to a minimum.
EX

Save Responses








CASE Benchmarking Toolkit Survey



A : Your contact info...

In order to be able to benchmark yourself with the other survey respondents, you must click the "submit" at the end of the survey. In order to submit your survey, you must answer ALL of the questions. When answering a multiple choice question, please be sure to click the drop down arrow and review all the answer options before actively selecting an answer. If you need to expand on an answer or explain why you had problems with it, please use the comments box at the bottom of the page.

QUESTION	RESPONSE
A-1 What is your name? 	<input type="text"/>
A-2 What is your job title? 	<input type="text"/>
A-3 What is your email address? 	<input type="text"/>
A-4 What is your telephone number, including country code? 	<input type="text"/>
A-5 What 12-month period do your responses cover? 	<input type="text"/>
A-6 If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	<input type="text"/>

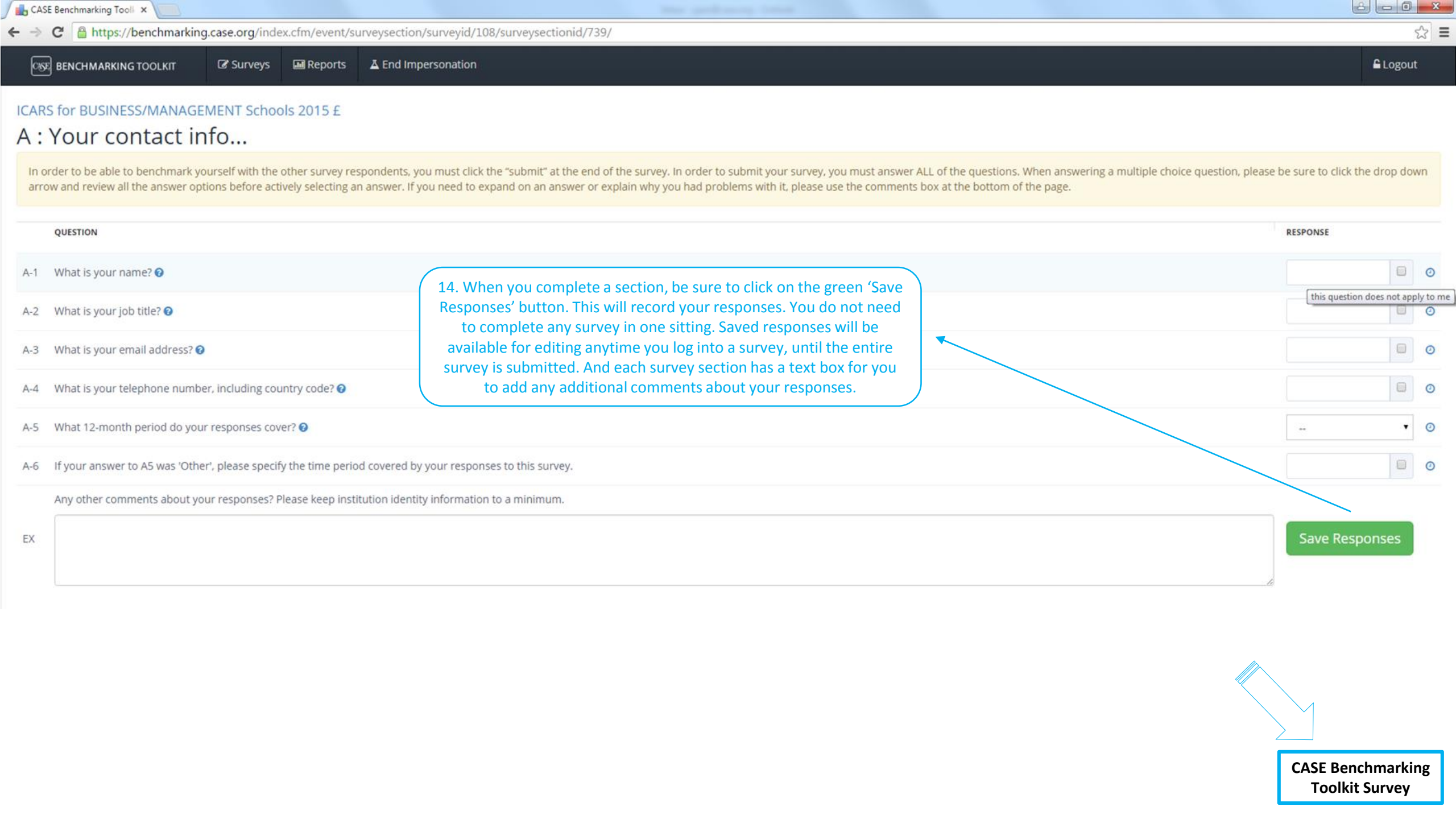
13. You can click scroll over the 'Question mark' icon to access help text and question guidance to help you answer the question accurately.

Any other comments about your responses? Please keep institution identity information to a minimum.
EX

Save Responses



CASE Benchmarking Toolkit Survey



A : Your contact info...

In order to be able to benchmark yourself with the other survey respondents, you must click the "submit" at the end of the survey. In order to submit your survey, you must answer ALL of the questions. When answering a multiple choice question, please be sure to click the drop down arrow and review all the answer options before actively selecting an answer. If you need to expand on an answer or explain why you had problems with it, please use the comments box at the bottom of the page.

QUESTION	RESPONSE
A-1 What is your name?	<input type="text"/>
A-2 What is your job title?	<input type="text"/>
A-3 What is your email address?	<input type="text"/>
A-4 What is your telephone number, including country code?	<input type="text"/>
A-5 What 12-month period do your responses cover?	<input type="text"/>
A-6 If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	<input type="text"/>

Any other comments about your responses? Please keep institution identity information to a minimum.

EX

Save Responses

14. When you complete a section, be sure to click on the green 'Save Responses' button. This will record your responses. You do not need to complete any survey in one sitting. Saved responses will be available for editing anytime you log into a survey, until the entire survey is submitted. And each survey section has a text box for you to add any additional comments about your responses.

this question does not apply to me

CASE Europe Development Services Survey 2017

Click on a section name to get started.

SECTION	PROGRESS
A : About your institution	9/9
B : Development Services Staff	11/11
C : Development Services Costs	6/6
D : Technology and Systems	28/28
E : Data and Information Management	30/30
F : Compliance, Data Protection and GDPR	24/24
G : Privacy Statements	22/22
H : Training and User Support	40/40
I : Reporting and Analytics	7/7
J : Campaign Planning	2/2
K : Prospect Research	34/34
L : Due Diligence	6/6
M : Finance and Gift Processing	3/3

15. Once all sections have been completed and saved, click on the 'SUBMIT AND LOCK' button for your data to be recorded. If you need to make any changes to the data recorded in the survey after submitting it, please email research@case.org.

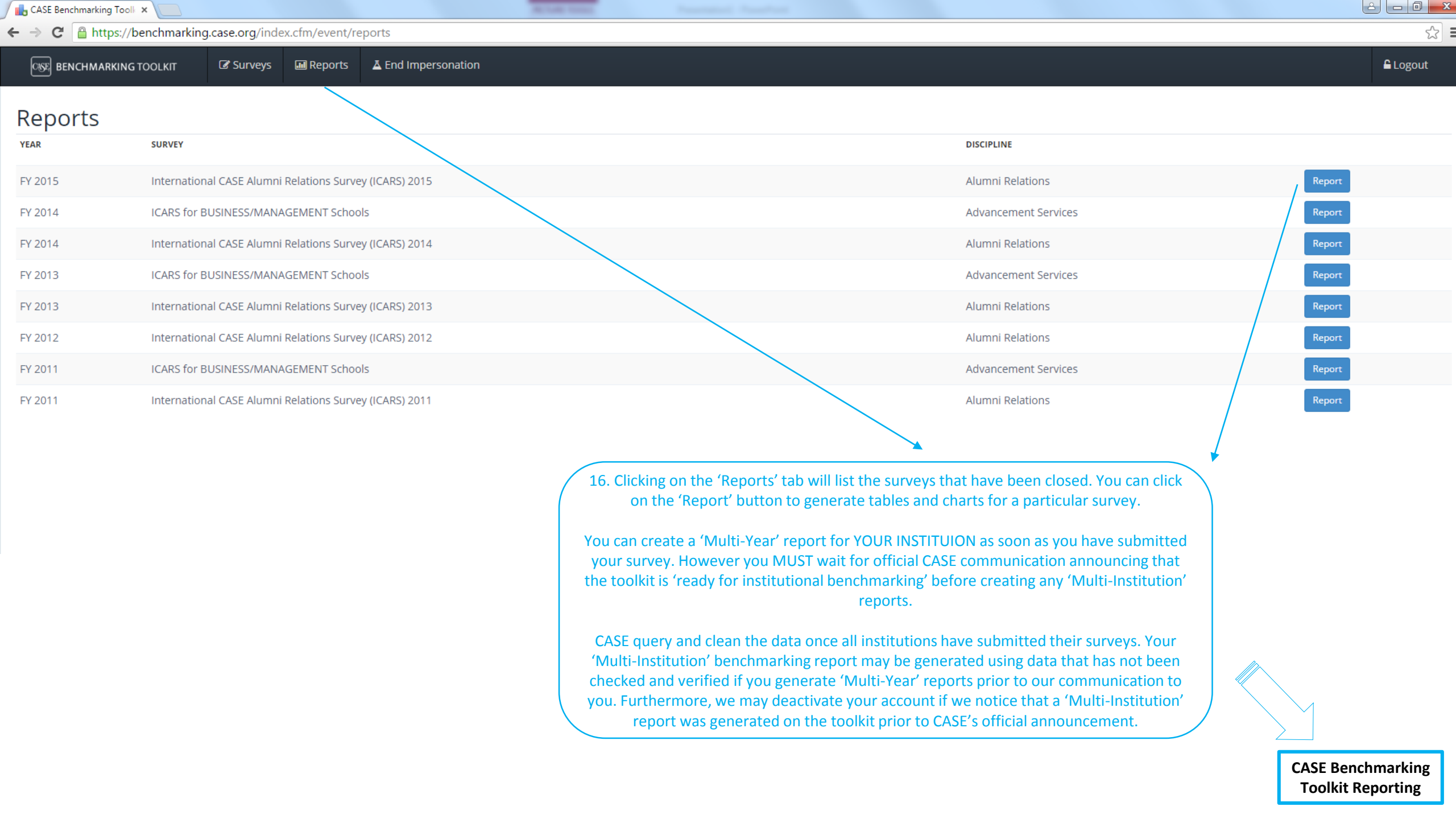


SUBMIT AND LOCK



Great job!
Only one more thing to do...submit and lock the survey so you can start to run reports.
Once submitted you cannot change your answers.

**CASE BENCHMARKING
TOOLKIT REPORTING**



Reports

YEAR	SURVEY	DISCIPLINE	
FY 2015	International CASE Alumni Relations Survey (ICARS) 2015	Alumni Relations	Report
FY 2014	ICARS for BUSINESS/MANAGEMENT Schools	Advancement Services	Report
FY 2014	International CASE Alumni Relations Survey (ICARS) 2014	Alumni Relations	Report
FY 2013	ICARS for BUSINESS/MANAGEMENT Schools	Advancement Services	Report
FY 2013	International CASE Alumni Relations Survey (ICARS) 2013	Alumni Relations	Report
FY 2012	International CASE Alumni Relations Survey (ICARS) 2012	Alumni Relations	Report
FY 2011	ICARS for BUSINESS/MANAGEMENT Schools	Advancement Services	Report
FY 2011	International CASE Alumni Relations Survey (ICARS) 2011	Alumni Relations	Report

16. Clicking on the 'Reports' tab will list the surveys that have been closed. You can click on the 'Report' button to generate tables and charts for a particular survey.

You can create a 'Multi-Year' report for YOUR INSTITUTION as soon as you have submitted your survey. However you MUST wait for official CASE communication announcing that the toolkit is 'ready for institutional benchmarking' before creating any 'Multi-Institution' reports.

CASE query and clean the data once all institutions have submitted their surveys. Your 'Multi-Institution' benchmarking report may be generated using data that has not been checked and verified if you generate 'Multi-Year' reports prior to our communication to you. Furthermore, we may deactivate your account if we notice that a 'Multi-Institution' report was generated on the toolkit prior to CASE's official announcement.

Reports

YEAR	SURVEY	Report
FY 2015	International CASE Alumni Relations Survey (ICARS) 2015	Report
FY 2014	ICARS for BUSINESS/MANAGEMENT Schools	Report
FY 2014	International CASE Alumni Relations Survey (ICARS) 2014	Report
FY 2013	ICARS for BUSINESS/MANAGEMENT Schools	Report
FY 2013	International CASE Alumni Relations Survey (ICARS) 2013	Report
FY 2012	International CASE Alumni Relations Survey (ICARS) 2012	Report
FY 2011	ICARS for BUSINESS/MANAGEMENT Schools	Report
FY 2011	International CASE Alumni Relations Survey (ICARS) 2011	Report

Report Type

Which type of report do you want to run?

Multi-Institution Report

Learn how other institutions responded to the same survey.

Multi-Institution Report

Multi-Year Report

See how your institution's responses have changed over time for the same survey.

Multi-Year Report

17. Clicking on the 'Report' button will open a pop-up box. You have the option to generate two types of reports – 'Multi-Institution Report' or 'Multi-Year Report'. As mentioned earlier, please create 'Multi-Institution' reports only after the data has been queried, checked and updated.



< go back

International CASE Alumni

Instructions

Click Add Filter to apply a filter of your choosing to this report.

What would you like to filter on?

- Institution Name
- Mission Group
- Survey Question

Additional filter options will be added over time.

Add Filter

Clear All

18. If you click on 'Multi-Institution Report' you can generate reports by three filtering options: 'Institution Name', 'Mission Group' or 'Survey Question'.



< go back

International CASE Alumni

Instructions

Click Add Filter to apply a filter of your choosing to this re

Filter parameters

- Select all that you want to see. Only institutions who have completed the survey will be listed.
- Toggle All
- Birkbeck, University of London
 - Birmingham City University
 - Brunel University London
 - Cardiff Metropolitan University
 - Central European University
 - City University London
 - Cork Institute of Technology
 - Coventry University
 - De Montfort University
 - Delft University of Technology/TU Delft
 - Heriot-Watt University
 - Higher School of Economics
 - Keele University
 - KTH - Royal Institute of Technology
 - Lancaster University
 - Leiden University
 - London School of Hygiene & Tropical Medicine
 - Manchester Metropolitan University
 - Northumbria University
 - Oslo and Akershus University College of Applied Sciences
 - Queen Mary University of London
 - Regent's University London
 - Robert Gordon University Aberdeen
 - Royal College of Music
 - Royal College of Surgeons in Ireland
 - Stockholm University
 - Swansea University
 - The Liverpool Institute for Performing Arts (LIPA)
 - The University of Nottingham
 - The University of Sheffield

Add Filter

Clear All

19. Clicking on 'Institution Name' will open a pop-up box with a list of all participating institutions. You can select five or more number of institutions of your choice and benchmark your institution's performance against them as a group and against each individual institution.



Instructions
Click Add Filter to apply a filter of your choosing to this report.

Filter parameters

Mission Groups
Select all that you want to see. If the institution in the group has completed the survey, they'll be included.

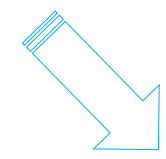
- Australian Technology Network (ATN)
- Community Colleges: 10,000+ FTE
- Community Colleges: 2,000-4,999 FTE
- Community Colleges: 5,000-10,000 FTE
- Community Colleges: Fewer than 2,000 FTE
- Go8
- Innovative Research Universities (IRU)
- LERU
- Million+
- Regional Universities Network (RUN)
- Russell Group
- University Alliance

Apply Filter

Add Filter

Clear All

20. Clicking on 'Mission Groups' will open a pop-up box with a list of all relevant mission groups. You can select the mission groups of your choice and benchmark your institution's performance against the mission group and each individual institution. The mission groups must have five or more member institutions as participants in the survey.



CASE Benchmarking Toolkit

Surveys Reports End Impersonation Logout

International CASE Alumni

Instructions

Click Add Filter to apply a filter of your choosing to this report.

Filter parameters

Survey Question

Pick a question to filter on the response. Some survey questions are not available for reporting.

Who does your alumni relations office or staff report to?

Who does your alumni relations office or staff report to?

Type: Question / Format: Multiple Choice

Show me all institutions who responded:

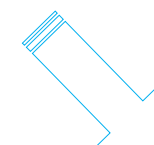
- Business school
- Central university office
- Other faculty
- Other

Apply Filter

Add Filter

Clear All

21. Clicking on 'Survey Question' will open a pop-up box with a list of survey questions and options you can filter the participants by. You can create a group by selecting institutions based on the answers recorded for particular questions and benchmark your institution's performance against this group and each individual institution. The group must have five or more member institutions who have answered the question that you have used as a filter.



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International CASE Alumni Relations Survey (ICARS) 2015

Mission Group [remove]

- Russell Group

Survey Question [remove]

Please indicate which sort of membership it is.

- Opt-out, non-paid (automatic inclusion)

Institution Name [remove]

- Birkbeck, University of London
- Birmingham City University
- Brunel University London
- Cardiff Metropolitan University
- Central European University
- City University London
- Coventry University
- De Montfort University
- Delft University of Technology/TU Delft
- Heriot-Watt University
- Higher School of Economics
- Swansea University
- The Liverpool Institute for Performing Arts (LIPA)
- The University of Nottingham
- The University of Sheffield
- Tilburg University
- University Campus Suffolk
- University of Amsterdam
- University of Bristol
- University of Cambridge
- University of Cyprus
- University of East Anglia

Confidentiality

Please respect the confidentiality of this data. Your colleagues trust that you will use this information for internal purposes only and will not disclose, share, or circulate the contents of the reports with anyone not associated with the participating institutions. Thank you.

22. Click on 'Clear All' to reset the filters to none

Add Filter

Clear All

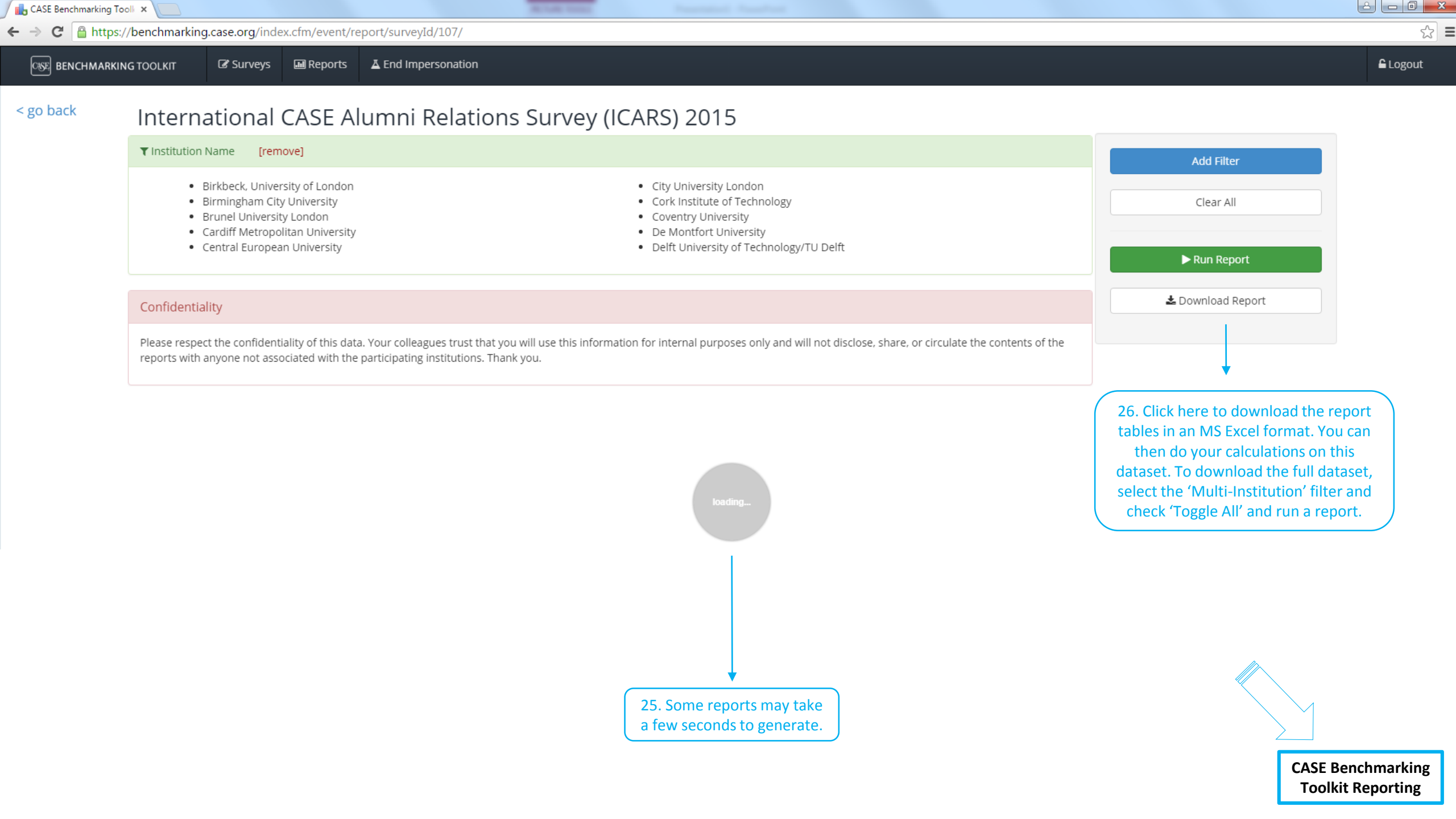
▶ Run Report

Download Report

23. Click on 'Run Report' to generate your report.

24. You can add more than one filter i.e. institution AND mission groups AND question filters to generate a report. But the report will only be generated, if after taking into consideration all the filters, there are five or more institutions who meet all the criteria.





< go back

International CASE Alumni Relations Survey (ICARS) 2015

▼ Institution Name [remove]

- Birkbeck, University of London
- Birmingham City University
- Brunel University London
- Cardiff Metropolitan University
- Central European University
- City University London
- Cork Institute of Technology
- Coventry University
- De Montfort University
- Delft University of Technology/TU Delft

Confidentiality

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Add Filter

Clear All

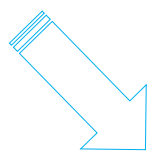
▶ Run Report

Download Report



25. Some reports may take a few seconds to generate.

26. Click here to download the report tables in an MS Excel format. You can then do your calculations on this dataset. To download the full dataset, select the 'Multi-Institution' filter and check 'Toggle All' and run a report.



[< go back](#)

International CASE Alumni Relations Survey (ICARS) 2015

- Institution Name** [remove]
- Birkbeck, University of London
 - Birmingham City University
 - Brunel University London
 - Cardiff Metropolitan University
 - Central European University
 - City University London
 - Cork Institute of Technology
 - Coventry University
 - De Montfort University
 - Delft University of Technology/TU Delft

Confidentiality

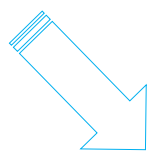
Please respect the confidentiality of this data. Your colleagues trust that you will use this information for internal purposes only and will not disclose, share, or circulate the contents of the reports with anyone not associated with the participating institutions. Thank you.

Returned data for 10 institutions in 10.873 seconds.
 To see entire result set, click in to table and use arrow keys -or- scroll to bottom and use scrollbar.

A	FIRST, PLEASE PROVIDE YOUR CONTACT AND SET-UP DETAILS	MIN	MEAN	MAX	"Your Institution"	A3135	A3223	A3896	A4613	A4635
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					
A-99	What 12-month period do your responses cover? 📊				Financial Year - 1 August to 31 July					
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					
A-99	What 12-month period do your responses cover? 📊				Calendar year - 1 January to 31 December					
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					
A-99	What 12-month period do your responses cover? 📊				Academic year - 1 October to 30 September					

28. The report will generate tables with columns for minimum, mean, maximum and each institution's anonymised response.

27. Click on the vertical bar chart icon to see the chart for that particular question.



[< go back](#)

CASE Europe Development Services Survey 2017

▼ Institution Name [\[remove\]](#)

29. If your institution is included in the data report (meaning it satisfied your filter parameters), it will be highlighted in GREEN. If there is no green highlighting, your institution is not included in the data set. Most surveys call for institutional anonymity in reporting, therefore you will see your institution's name and data but all other respondents' data will be labelled anonymous—with a randomly generated letter and number code that will change every time you run or download a report. Some surveys, however, call for transparency and do have institutions identified by name in the reports.

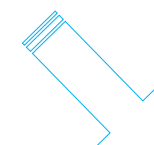
Confidentiality

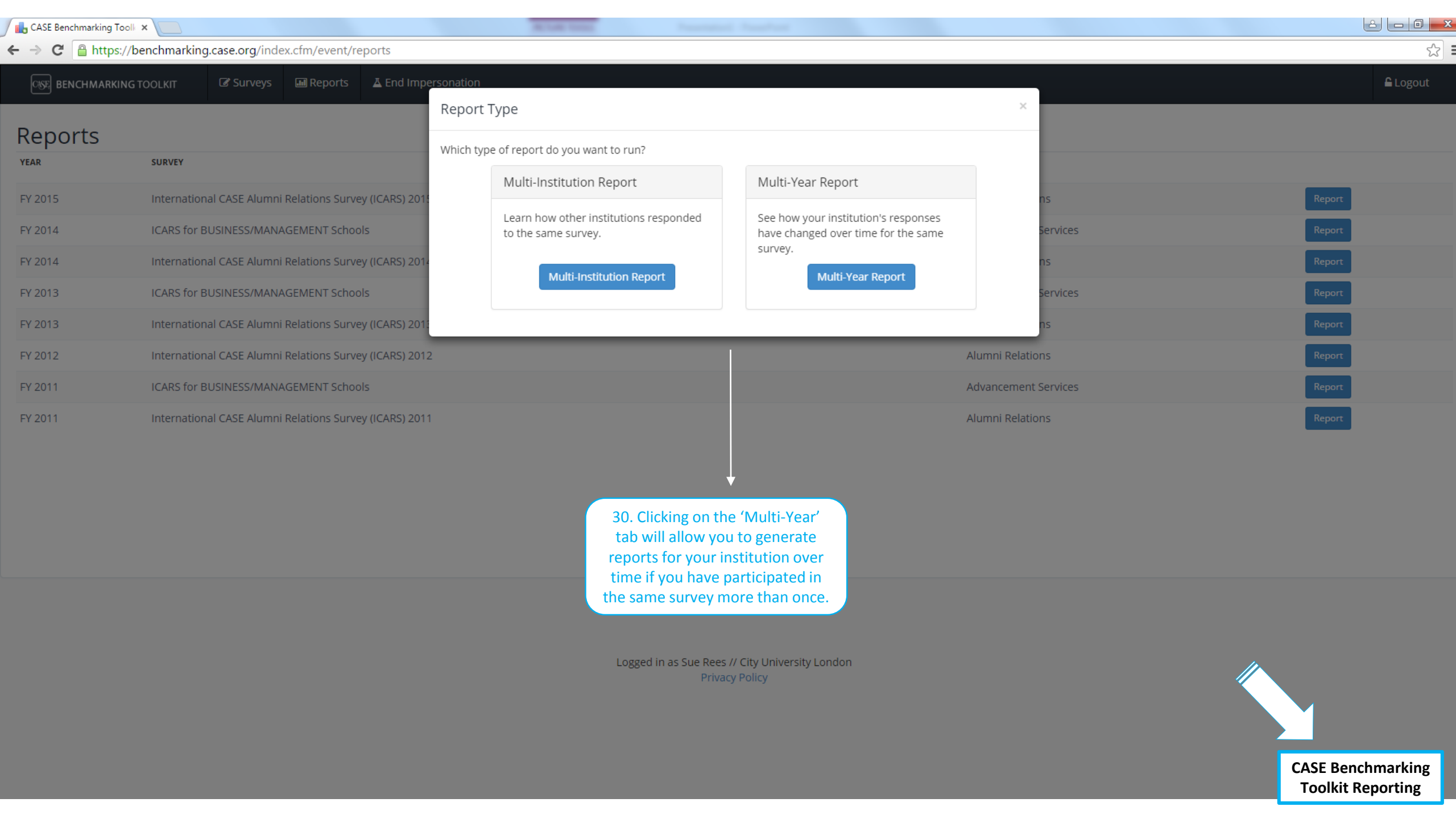
Please respect the confidentiality of this data. Your colleagues trust that you will use this information for internal purposes only and will not disclose, share, or circulate the contents of the reports with anyone not associated with the participating institutions. Thank you.

Returned data for 7 institutions in 2.714 seconds.

To see entire result set, click in to table and use arrow keys -or- scroll to bottom and use scrollbar.

A	ABOUT YOUR INSTITUTION	MIN	MEAN	MAX	"Your Institution"	A3980
A-1-1-1	Institution name [x] Text				Bath Spa University	De Montfort University
A-1-2-1	Your first name [x] Text				Katie	Anna
A-1-3-1	Your last name [x] Text				Donaldson	Kell
A-1-4-1	Your job title [x] Text				Development Officer - Data & Research	Advancement Services Manager
A-1-5-1	Your email address [x] Text				k.donaldson@bathspa.ac.uk	anna.kell@dmu.ac.uk
A-2	When did your institution start a Development Office? The term 'Development Office' means a team or office that mainly looks after some or all of the institution's Alumni Relations, Fundraising, Development Services activities. ...ll	1,988.00	2,003.71	2,015.00	2013.00	2015.00





Report Type [X]

Which type of report do you want to run?

Multi-Institution Report

Learn how other institutions responded to the same survey.

[Multi-Institution Report](#)

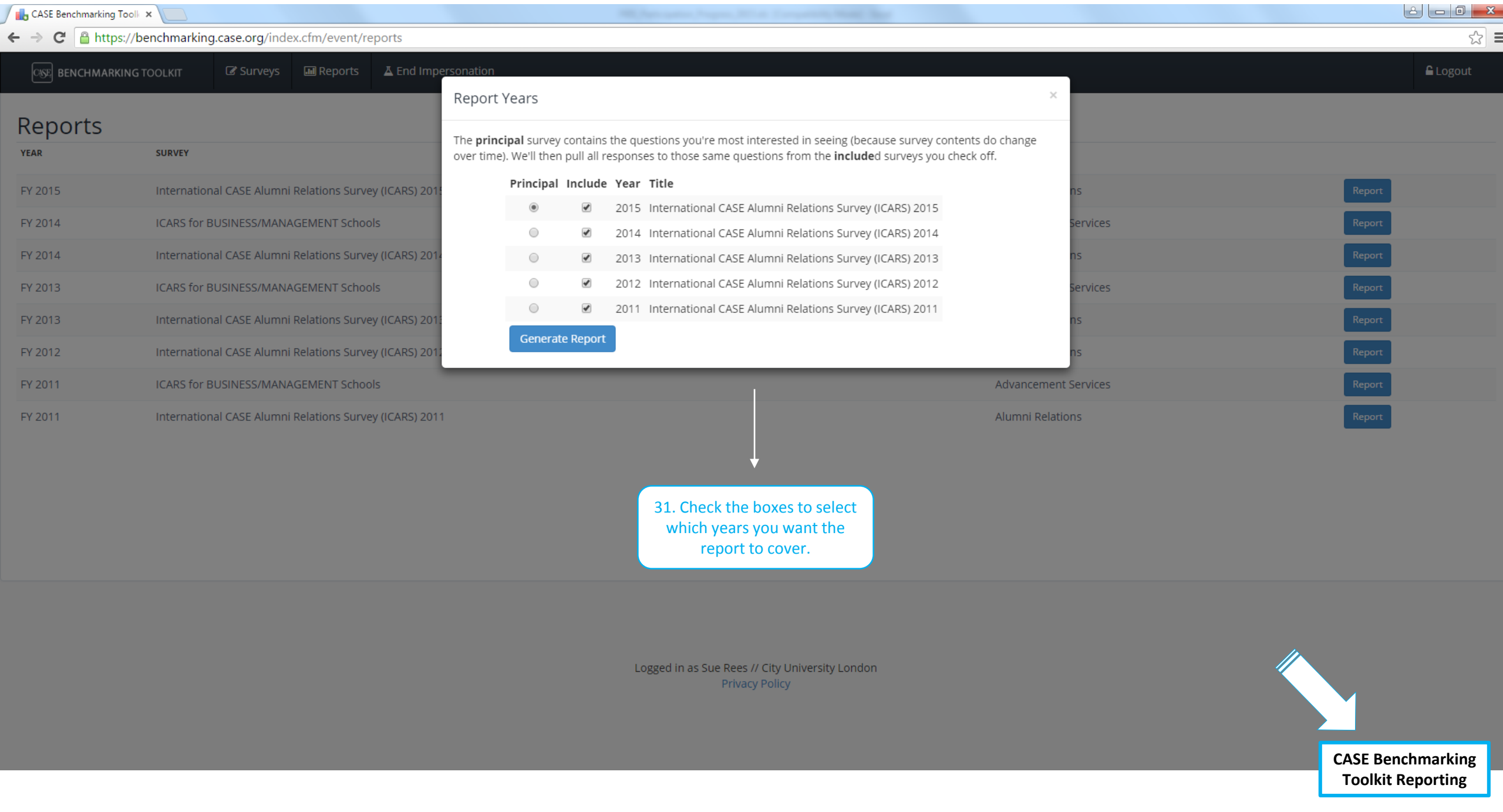
Multi-Year Report

See how your institution's responses have changed over time for the same survey.

[Multi-Year Report](#)

30. Clicking on the 'Multi-Year' tab will allow you to generate reports for your institution over time if you have participated in the same survey more than once.





Report Years

The **principal** survey contains the questions you're most interested in seeing (because survey contents do change over time). We'll then pull all responses to those same questions from the **include** surveys you check off.

Principal	Include	Year	Title
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	2015	International CASE Alumni Relations Survey (ICARS) 2015
<input type="radio"/>	<input checked="" type="checkbox"/>	2014	International CASE Alumni Relations Survey (ICARS) 2014
<input type="radio"/>	<input checked="" type="checkbox"/>	2013	International CASE Alumni Relations Survey (ICARS) 2013
<input type="radio"/>	<input checked="" type="checkbox"/>	2012	International CASE Alumni Relations Survey (ICARS) 2012
<input type="radio"/>	<input checked="" type="checkbox"/>	2011	International CASE Alumni Relations Survey (ICARS) 2011

Generate Report

31. Check the boxes to select which years you want the report to cover.

CASE Benchmarking Toolkit Reporting

[< go back](#)

International CASE Alumni Relations Survey (ICARS) 2015

Returned data based on the survey from 2015 in 2.964 seconds.

[Download Report](#)

FIRST, PLEASE PROVIDE YOUR CONTACT AND SET-UP DETAILS		2015	2014	2013	2012	2011
A-99	What 12-month period do your responses cover?	Financial Year - 1 August to 31 July				
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.	~N/A~				
EX	Additional Comments					
TELL US ABOUT YOUR MEMBERSHIP BODY....		2015	2014	2013	2012	2011
B-2	Please indicate which sort of membership it is.	Opt-out, non-paid (automatic inclusion)	Opt-out, non-paid (automatic inclusion)	Opt-out, non-paid (automatic inclusion)	Opt-out, non-paid (automatic inclusion)	Opt-out, non-paid (automatic inclusion)
B-3	Who does your alumni relations office or staff report to?	Central university office				
B-4	If you selected 'Other' in B3 above please specify here.	~N/A~				
B-5	How does your institution define alumni? If you prefer not to answer, tick the box	Successful completers of award bearing courses	Successful leavers from award-bearing courses	successful leavers from award-bearing courses plus incoming international students (eg JYA, Erasmus)	former students who have successfully completed a course of at least 12 months	
B-6	Are there people excluded from B5 that you would like to include if you had the budget or staff time? If so, please describe them. If you prefer not to answer, tick the box.	~N/A~	No	No	No	
B-7	Which of the following constituencies are served by the membership body you run?	General/mixed subject areas	General/mixed subject areas	General/mixed subject areas	General/mixed subject areas	General/mixed subject areas
B-8	What stage of maturity would you say your alumni initiative has reached?	Mature	Mature	Mature	Intermediate	Intermediate
B-9	Please enter the year in which your alumni relations office started or the year in which staff were allocated for alumni relations / constituency engagement.	1994.00				
B-10	In which country is your main campus located?	UK-England	UK-England	UK-England	UK	United Kingdom
B-11	How many FULL-TIME students does your institution have?	13785.00				
B-12	How many PART-TIME students does your institution have?	4358.00				

32. This report will generate tables with columns for each survey year selected and will only show data for your institution for all the years selected. It will not show you overall industry trends across time.



- Birmingham City University
- Brunel University London
- Cardiff Metropolitan University
- Central European University
- Cork Institute of Technology
- Coventry University

Clear All

▶ Run Report

📄 Download Report

Confidentiality

Please respect the confidentiality of this data. Your colleagues may see reports with anyone not associated with the participating institutions.

Returned data for 10 institutions in 10.873 seconds. To see entire result set, click in to table and use arrow keys.

A	FIRST, PLEASE PROVIDE YOUR CONTACT INFORMATION
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.
A-99	What 12-month period do your responses cover?
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.
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A-99	What 12-month period do your responses cover?
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.

Data Point Chart

All N/A responses are excluded. Your institution's response will appear in green if you are included in the report. Please note that anonymized institution names will not match those of the multi-year report columns in order to preserve anonymity.

What 12-month period do your responses cover?

RESPONSE	NUMBER	PERCENT
Academic year - 1 October to 30 September	3	30.00%
Calendar year - 1 January to 31 December	2	20.00%
Financial Year - 1 August to 31 July	4	40.00%
Other	1	10.00%
Total	10	

A3896 A4613 A4635

33. Clicking on the vertical bar chart icon will open a pop-up box with the chart for that question.



- Birmingham City University
- Brunel University London
- Cardiff Metropolitan University
- Central European University

- Cork Institute of Technology
- Coventry University

Confidentiality

Please respect the confidentiality of this data. Your colleagues should not discuss reports with anyone not associated with the participating institution.

Returned data for 10 institutions in 10.873 seconds. To see entire result set, click in to table and use arrow keys.

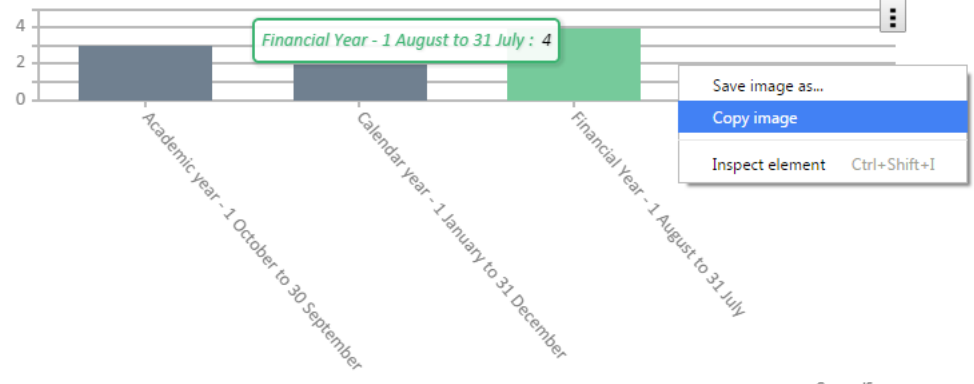
A FIRST, PLEASE PROVIDE YOUR CONTACT INFORMATION

A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.
A-99	What 12-month period do your responses cover?
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.
A-99	What 12-month period do your responses cover?
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A-99	What 12-month period do your responses cover?
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.

Data Point Chart

All N/A responses are excluded. Your institution's response will appear in green if you are included in the report. Please note that anonymized institution names will not match those of the multi-year report columns in order to preserve anonymity.

What 12-month period do your responses cover?



RESPONSE	NUMBER	PERCENT
Academic year - 1 October to 30 September	3	30.00%
Calendar year - 1 January to 31 December	2	20.00%
Financial Year - 1 August to 31 July	4	40.00%
Other	1	10.00%
Total	10	

Clear All

Run Report

Download Report

A3896 A4613 A4635

34. Right click on the chart to save the chart as an image or to copy the chart as an image.



- Birmingham City University
- Brunel University London
- Cardiff Metropolitan University
- Central European University
- Cork Institute of Technology
- Coventry University
- De Montfort University
- Delft University of Technology/TU Delft

Clear All

▶ Run Report

Download Report

Confidentiality

Please respect the confidentiality of this data. Your colleagues trust that you will use this information for internal purposes only and will not disclose, share, or circulate the contents of the reports with anyone not associated with the participating institutions. Thank you.

Returned data for 10 institutions in 10.873 seconds.
To see entire result set, click in to table and use arrow keys -or- scroll to bottom and use scrollbar.

A	FIRST, PLEASE PROVIDE YOUR CONTACT AND SET-UP DETAILS	MIN	MEAN	MAX	CITY UNIVERSITY LONDON	A3135	A3223	A3896	A4613	A4635
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					
A-99	What 12-month period do your responses cover? <small>المدة</small>				Financial Year - 1 August to 31 July					
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					
A-99	What 12-month period do your responses cover? <small>المدة</small>				Calendar year - 1 January to 31 December					
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					
A-99	What 12-month period do your responses cover? <small>المدة</small>				Academic year - 1 October to 30 September					
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				N/A					
A-99	What 12-month period do your responses cover? <small>المدة</small>				Academic year - 1 October to 30 September					
A-99	If your answer to A5 was 'Other', please specify the time period covered by your responses to this survey.				~N/A~					

35. Highlight the table with your cursor and simply copy and paste in MS Excel to save a particular table.



**CASE BENCHMARKING
TOOLKIT LOGOUT PAGE**

 BENCHMARKING TOOLKIT

LOG IN

Please use your CASE credentials.

Thank you! Have a nice day.

E-mail address

Your password

[Forgot password?](#)

LOG IN

[Privacy Policy](#)

Developed by [CounterMarch Systems](#)



36. Click on 'Logout' on the top left corner of your screen to end the session. Thank you.

