



National HIDTA Assistance Center

Online HIDTA Survey System Training

DATE: May 5, 2025 – June 30, 2025

LOCATION: Online course via NHAC's Learning Management System (LMS)

COURSE GOAL: To teach HIDTA participants how to use the HIDTA Survey System to create, track and analyze surveys administered in preparation for the annual threat assessment or for other purposes.

COURSE CONTENT: The HIDTA Survey System is a secure online survey and test system based on the well-known Novi System. The system is protected on NHAC's network and maintained by NHAC staff. This user-friendly system (accessible via the HIDTA portal) allows every HIDTA to create any type of survey from the most basic to the most sophisticated survey instrument. This course is a self-paced, overview of the system application. The course will demonstrate different question modules, email invitations, and report formats. Specifically, the course includes these topics:

- Creating surveys or online tests using web-based tools and modules.
- Creating email invitations to survey participants.
- Recording and tracking the survey responses.
- Analyzing survey responses and creating reports on the outcomes.

PREREQUISITES: Familiarity with basic computer operation and Internet browsers, as well as permissions to log into the HIDTA Portal. Participants should have general knowledge of survey processes and different question types.

WHO SHOULD ATTEND: The course is designed for all HIDTA staff levels who participate in HIDTA operations. Students should be performing duties to create, gather and analyze surveys or tests for their HIDTAs. HIDTA Intel Analysts whose jobs are conducting surveys for annual assessment and HIDTA Training Coordinators who need to give tests to training participants will benefit from this survey system.

ENROLLMENT: **Registration Instructions:**

1. Open your web browser to <https://www.nhac.org/hidtatraincalendar/events/8>
2. Find **HIDTA Survey System Training** Select **Register**.
3. Fill in the **HIDTA Training Registration** and select **Complete Registration**

Once your application has been reviewed and approved you will receive an email with other pertinent info.

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