




Surveys Quick Start Guide

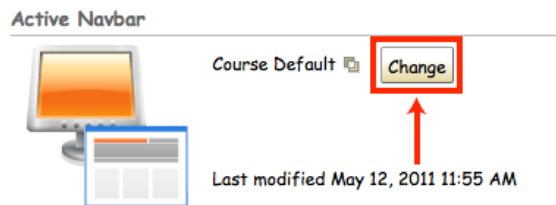
The Surveys tool allows you to create, administer, and view results of surveys. Like Quizzes, you can create the survey questions within a specific survey, or within the Question Library.

Access the Surveys Tool

To access the **Surveys** tool, you must add it to your course navigation bar.

To create an editable course navigation bar:

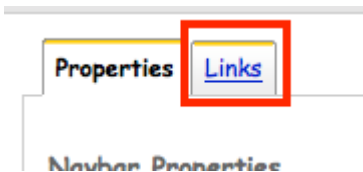
1. Click **Edit Course** on the course navigation bar.
2. Click **Navigation**.
3. Locate **Course Default** and click the **Copy Course Default** icon 
4. Click **Yes** to: "Confirm that you wish to create a copy of 'Course Default'"
5. Under **Active NavBar**, click **Change**.



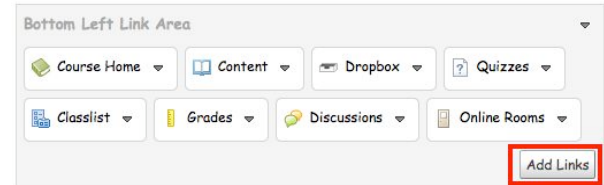
6. Select **Copy of Course Default** from the dropdown and click **Apply**.
7. Click **Set Active** to "Confirm you want "Copy of Course Default" as the Active NavBar."

To add Surveys to your new Navigation Bar:

1. Click **Copy of Course Default** (it should be in blue).
2. Click the **Links** tab.



3. Scroll down to the **Bottom Left Link Area**. Click **Add Links**.



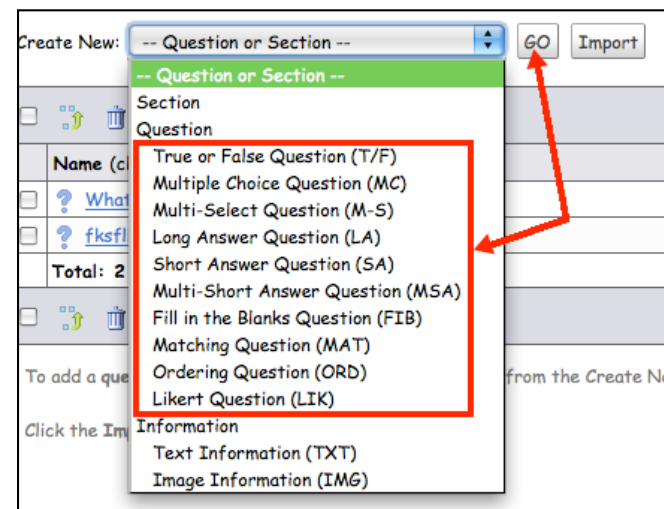
4. Check the box to the left of **Surveys**.
5. Click **Add**.
6. Click **Course Home** on the course navigation bar.

Create Survey Questions

1. Choose **one** of the following:
 - Select the **Question Library** icon on the **Manage Surveys** page. It is recommended that you create all your Survey questions from within the Question Library. This gives you the ability to reuse questions in various surveys.
- OR**
- From within an existing Survey, select the **Layout/Questions** tab and then click **Add/Edit Questions**. If you choose this option, follow the steps in the **Create Survey** section first.
2. Select the desired question type from the **Create New** drop-down list and click **Go**.

Survey Question Types

Most question types available in the Survey tool are similar to the question types available in the Quizzes tool, with the major difference that Survey




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questions do not need point values or answer weights.

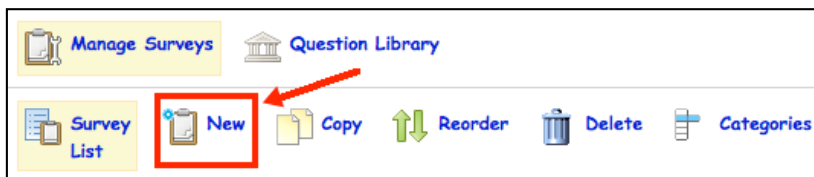
Likert Questions

The Likert Question is unique to the survey tool. Use Likert questions to choose one of seven scales for users to use in providing feedback.

1. Give your question an identifiable title.
2. Enter instructions into the **Introductory Text** box.
 - o Example: Please rate your enjoyment of each section of the course as listed below where 1 the lowest rating and 5 the highest rating.
3. Choose **one** of the following scales:
 - o One to Five (1 to 5)
 - o One to Eight (1 to 8)
 - o Agreement Scale (Disagree-Agree)
 - o Satisfaction Scale (Dissatisfied-Satisfied)
 - o Frequency Scale (Never-Always)
 - o Importance Scale (Unimportant-Important)
 - o Opposition Scale (Oppose-Support)
4. Select **Include an N/A** option if you want to allow users to answer 'N/A' (not applicable) for this question.
5. In the **Questions > Value** sections, enter each item that you want to be rated. You **must have at least one item** to be rated. More option/value boxes can be added by clicking **Add Item**. Excess option boxes can be deleted by clicking the trashcan  next to the option.
 - o Examples: Instructors, Lecture, Discussion Sections, etc.
6. Click **Save**.

Create Survey

1. From the **Manage Surveys** page, click **New Survey** to create a new survey.

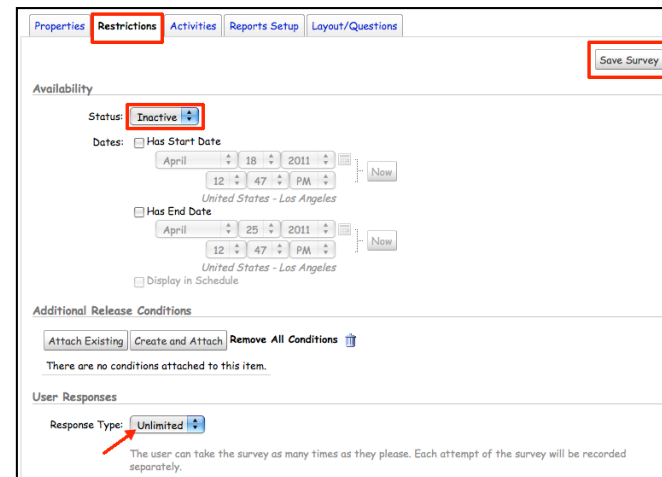


2. Enter a **Name** for your survey.
3. You can place the survey in a category by selecting from the drop-down menu or create a new category by clicking **Add Category** (optional).

4. Select the **give instant feedback** checkbox if you want any feedback entered for question answers to be instantly available to the user taking the survey.
5. Select the **make results anonymous** if you want to make the user responses anonymous. Note: Once this option is selected, it is not reversible.
6. Click the **Expand Messages** link:
 - a. Description field: select **On** to activate and enter a message that is displayed to users when they start the survey (optional).
 - b. Submission: Enter a message to display a message to users once they have submitted the survey (optional).
7. Click **Save Survey**.

Set Up Survey Restrictions

1. From within the survey, click on the **Restrictions** tab.
2. In the **Availability** section:
 - o Set the **Status as Active**. Users can only see surveys that have been set to **Active** status.
 - o Select the checkbox next to **Has Start Date** and choose a start date and time using the drop-down lists or the calendar icon, if you wish the survey to have a specific start date.
 - o Select the checkbox next to **Has End Date** and choose an end date and time using the drop-down lists or the calendar icon, if you wish the survey to have a specific end date.
 - o Select **Display in Schedule** if you would like the dates to show in the course calendar.



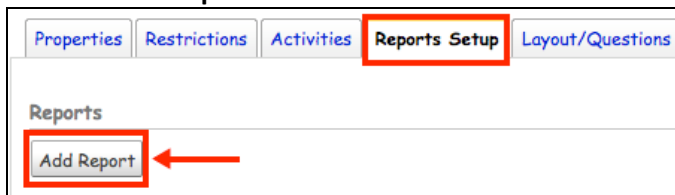
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3. In the **User Response** section:
 - Select a **Response Type**:
 - Unlimited: The user can take the survey as many times as they please. Each attempt of the survey will be recorded separately.
 - Editable: The user has a single attempt that they can re-access to edit their responses as long as the survey is still available to them.
 - Limited: The user can take the survey the specified number of times. Each attempt of the survey will be recorded separately.
4. Click **Save Survey**.

Create Reports for Surveys

You can create survey reports that amalgamate gathered survey data. Reports can be customized and released to certain roles. You can create multiple survey reports for a survey.

1. From within a survey, click the **Reports Setup** tab.
2. Click the **Add Report** button.

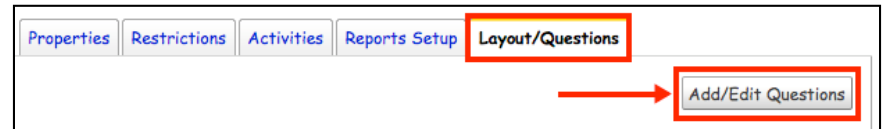


3. Provide a **Report Name**.
4. Choose **one** of the following Report Types:
 - a) **Summary Report**:
 - a. **Show aggregate data**: displays the data collected for multiple choice, true and false, Likert, multi-select, and matching question types.
 - b. **Show text responses**: displays the data collected for long answers, short answers, and fill-in-the-blanks question types.
 - b) **Individual Attempts**: will show individual responses
 - a. **Hide user information**: will not display the user's first and last name when the Individual Attempts report is viewed.
5. Set your **Release** options. Here you can set up the when and to whom this survey report is released.
 - Select **Immediately** or **Select a Date** from the drop-down menus or by clicking the calendar icon.
 - **Select** the roles that you want to release the report to, such as Instructors, Teaching Assistants, and/or Students.

6. Click **Save Report**.

Add Questions to Survey and Set Up Survey Layout

1. From within the survey, click the **Layout/Questions** tab.

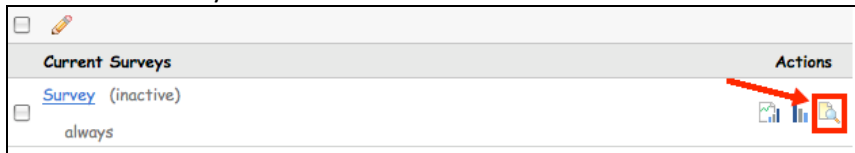


2. Click the **Add/Edit Questions** button.
3. Create Sections for your Survey by choosing **Section** from the **Create New** drop-down list and click **Go** (optional). Give your section and name and click **Save**. From the Question Library page, click on the section name to place questions inside.
4. Import questions from the Question Library by clicking the **Import** button.
 - a) Make sure **From an Existing Collection** is selected for **Import Source**.
 - b) Choose **Question Library** from the **Source Collection** drop-down menu.
 - c) In the **Source Section** drop-down menu, choose **Collection Root** to show all of the questions and sections in your Question Library. Questions from your library will display on the page.
 - d) Check the boxes beside the questions you want to import.
5. Click **Save**.
6. Click **Back to Survey Layout/Questions** (upper right) to return to the Layout/Questions tab for your survey.
7. Set how many questions you want displayed per page by typing the desired value in the **Questions Per Page** entry box and click **Go**.
8. Click **Save Survey**.

Preview a Survey

The Survey **Preview** option allows you to “take” a survey before releasing it. It is always a good idea to preview a Survey before you release it to ensure the accuracy of the content.

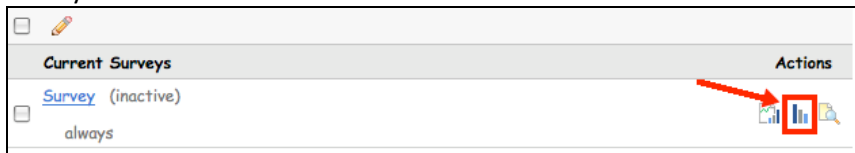
1. From the **Manage Surveys** page, click the **Preview** icon beside a survey to view the survey as a user would see it.



2. Click **Exit Preview** any time during the preview to return to the **Manage Surveys** page.

View Survey Results

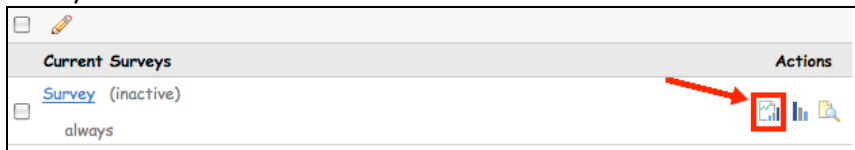
1. From the **Manage Surveys** page, click the **Results** icon beside the survey.



2. If your survey is not anonymous, you will see a list of users and all of their attempts. Click on an attempt to view the user's responses for that attempt. Click **Overall Survey Results** at the bottom of the page to see the overall results.
3. If your survey is anonymous, you will just see the overall survey results.
4. Click **Survey List** to return to the Manage Surveys page.

View Survey Reports

1. From the **Manage Surveys** page, click the **Reports** icon beside the survey.



2. To view a report, **click** on the report name (you must have already created/set up a report).
3. Check the **From** or **To** fields and enter the appropriate dates if you want to restrict your report to attempts taken within a certain time frame.
4. Click **Generate HTML Report** to view the report in your browser (and print), or click **Generate CSV Report** to save the report as a CSV file on your computer.

For more information, see our [BeachBoard Help Pages](#).