



## Survey

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### Overview

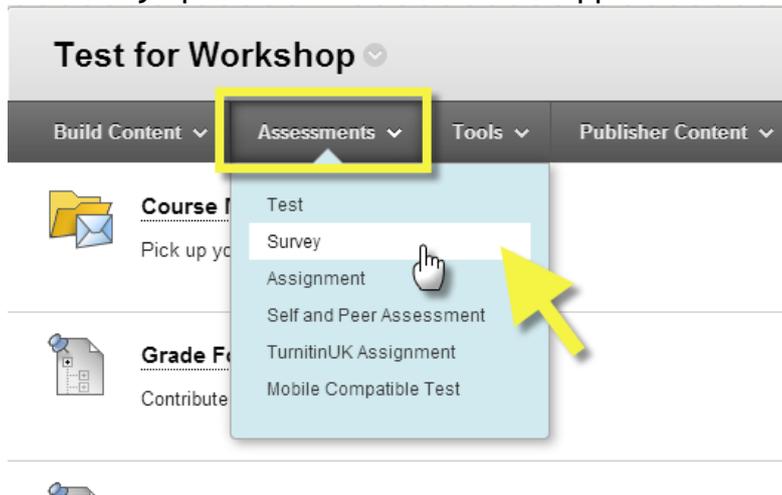
The Survey tool enables anonymous, electronic surveys to be created and run from a VITAL module. Key features include:

- A survey can be added to any content area (Sessions/Resources, Assessment, etc.) of a VITAL module.
- Surveys can be constructed with a range of question types including Multiple Choice, Likert and open-text Short Answer/Essay responses.
- All student responses to surveys are anonymous. VITAL indicates in the Grade Centre which students have completed a survey but not their associated responses.
- The survey results are accessed from the Grade Centre, either viewing the responses here or downloading them as a .csv or .xls file to be imported into Excel or other statistics package.
- Surveys can be copied to any other VITAL module and edited/adapted for re-use.

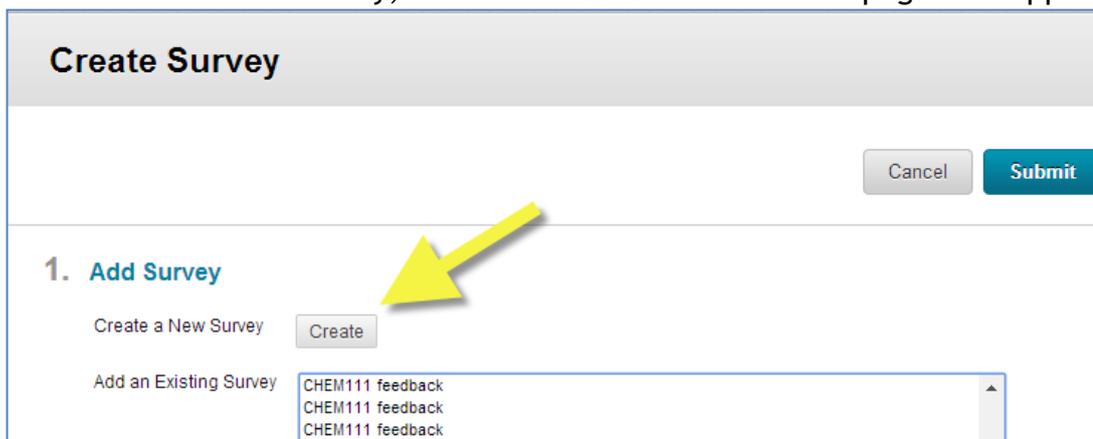
Setting up a survey is a two stage process. Firstly the survey questions need to be created (or imported from another module) and then the survey needs to be set up to run i.e. making a link to the survey in the content area of the module from which the students are to access it, where settings such as when the survey is to be available to the students are specified.

## Create a survey

1. In the module where the survey is to be run, with the Edit Mode **ON**, go to the content area (e.g. Assessment or any area created for this purpose) where it is to appear to the students.
2. Hover the mouse over the **Assessments** menu button at the top of the page and select the **Survey** option from the menu that appears.

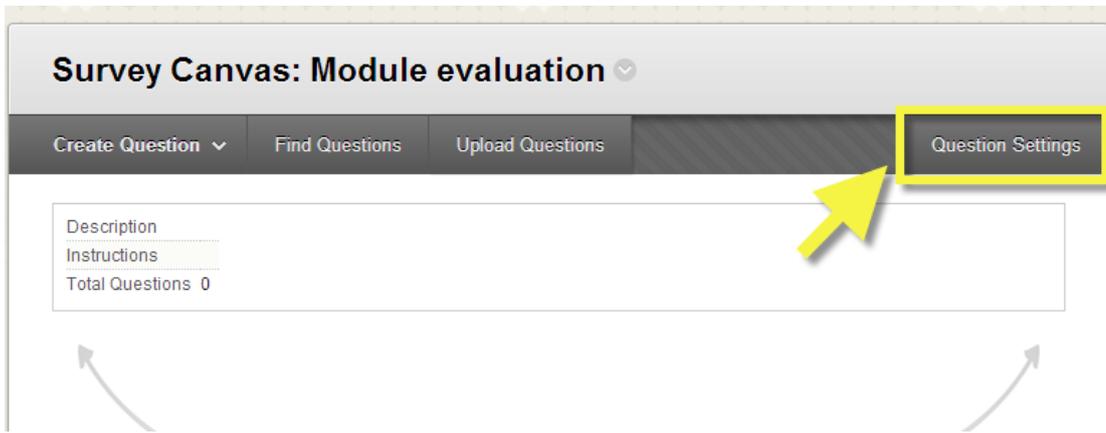


3. To create a new survey, click the **Create** button on the page that appears.



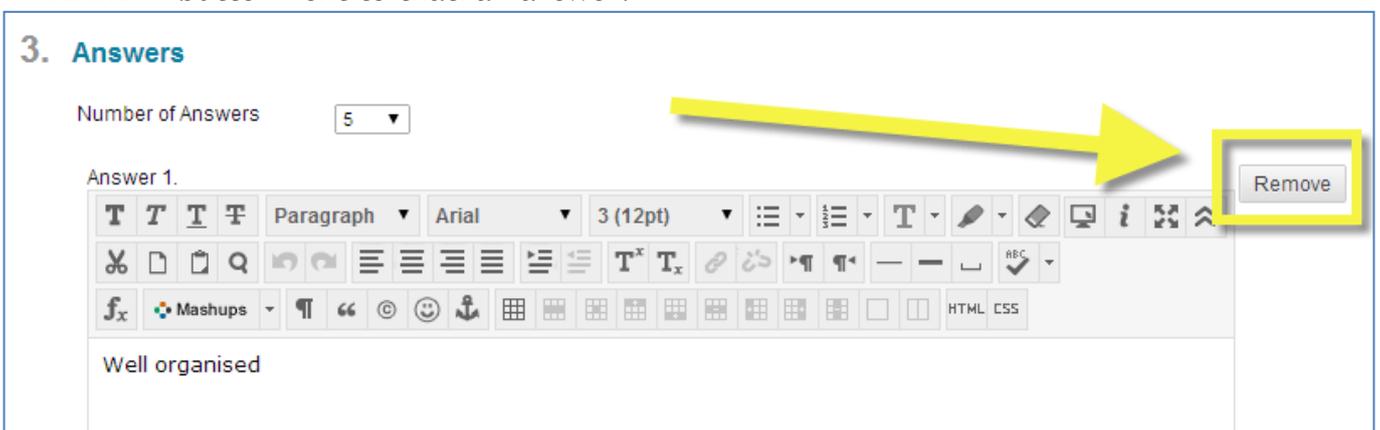
*(If the survey is already created, i.e. copied over from a previous year or imported from a different module, and no editing is needed, then simply select it from the list that appears on this page that now appears, click **Submit** and read the next section 'Run a survey' on setting up the deployment options. Read 'Editing surveys before deployment' if you want to make any changes first.)*

4. A **Survey Information** setup page appears. This is what the students will have to read and refer to at the start and during the survey. The survey must have a title and there are also sections for a description and instructions for the survey. Click **Submit**.
5. The **Survey Canvas** page is now seen, where the questions for the survey are created. If images or other attached files are going to be needed in any of the answer options to survey questions (Multiple Choice response choices will need to include images for instance) then click the **Question Settings** button, select the relevant check box and click **Submit** to save this change.

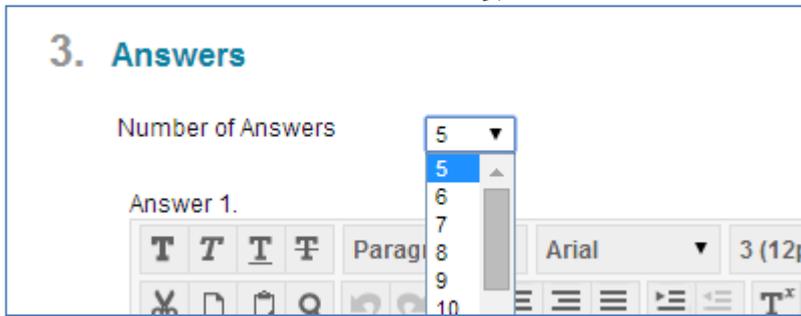


## Create Questions

6. To make a new question, hover the mouse over the **Create Question** button. The list of available question types appears (which is the same as the Test tool - see the 'How to' guide [Test tool - 17 question types](#)). Multiple Choice, Opinion Scale/ Likert and Essay (free text response) are probably the most relevant and commonly used survey question types. (*Adding a Likert and an Essay type are described in the following steps*).
7. To add an Opinion Scale/ Likert question type, scroll down the list of question types and select the **Opinion Scale/ Likert** option.
8. On the **Create/Edit** page that appears, in the **Question Text** box type the statement to which the students are to rate their response. (The **Question Title** field does not display to students, is optional and appears on the assessment canvas)
9. **Section 2. Options** are display options (numbering style, random question order etc).
10. In **Section 3. Answers** provides a default set of pre-defined answers for Likert questions which can be edited to add more answers, remove answers or change the answer texts. The pre-defined set is '1. Strongly Agree', '2. Agree', '3. Neither Agree nor Disagree', '4. Disagree', '5. Strongly Disagree', '6. Not Applicable'
11. To reduce the number of options or remove a specific option from the list, click on the **Remove** button next to that/an answer.



12. To add more answers, select the number of answers required in total from the **Number of Answers** dropdown list at the top of Section 3. (If you select too many delete the unwanted answers individually).



13. **Section 4. Categories and Keywords** allows metadata to be added to questions. This facility can be useful for managing very large survey question pools for re-use in other VITAL modules.

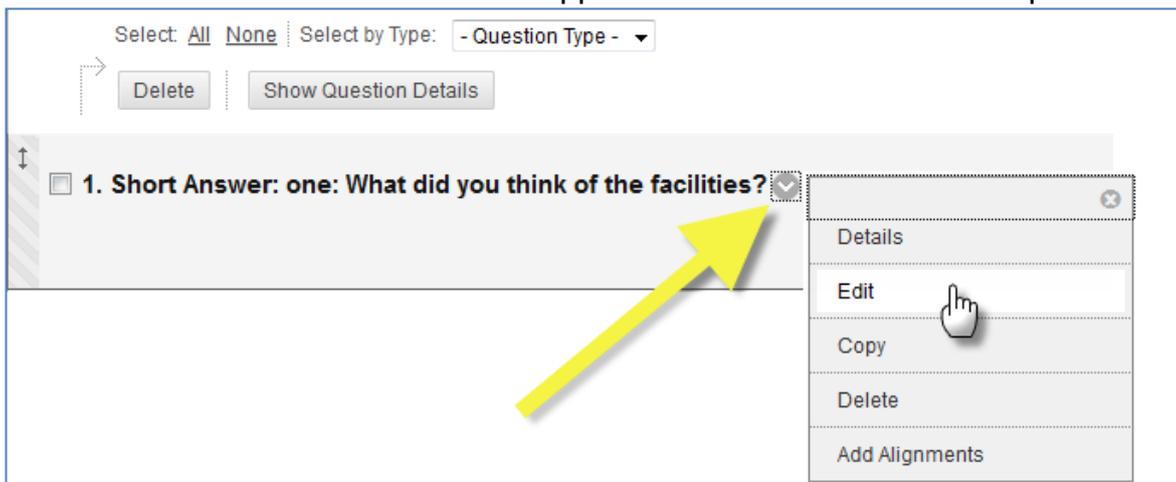
14. Click the **Submit** button to save the question. The question is now added to the **Survey Canvas** page, is fully editable and can be dragged and dropped in the order of questions on this page.

A useful feature is the **Submit and Create Another** option instead of just **Submit**. If you are creating a number of questions of the same type, Likert for example, this streamlines the process.

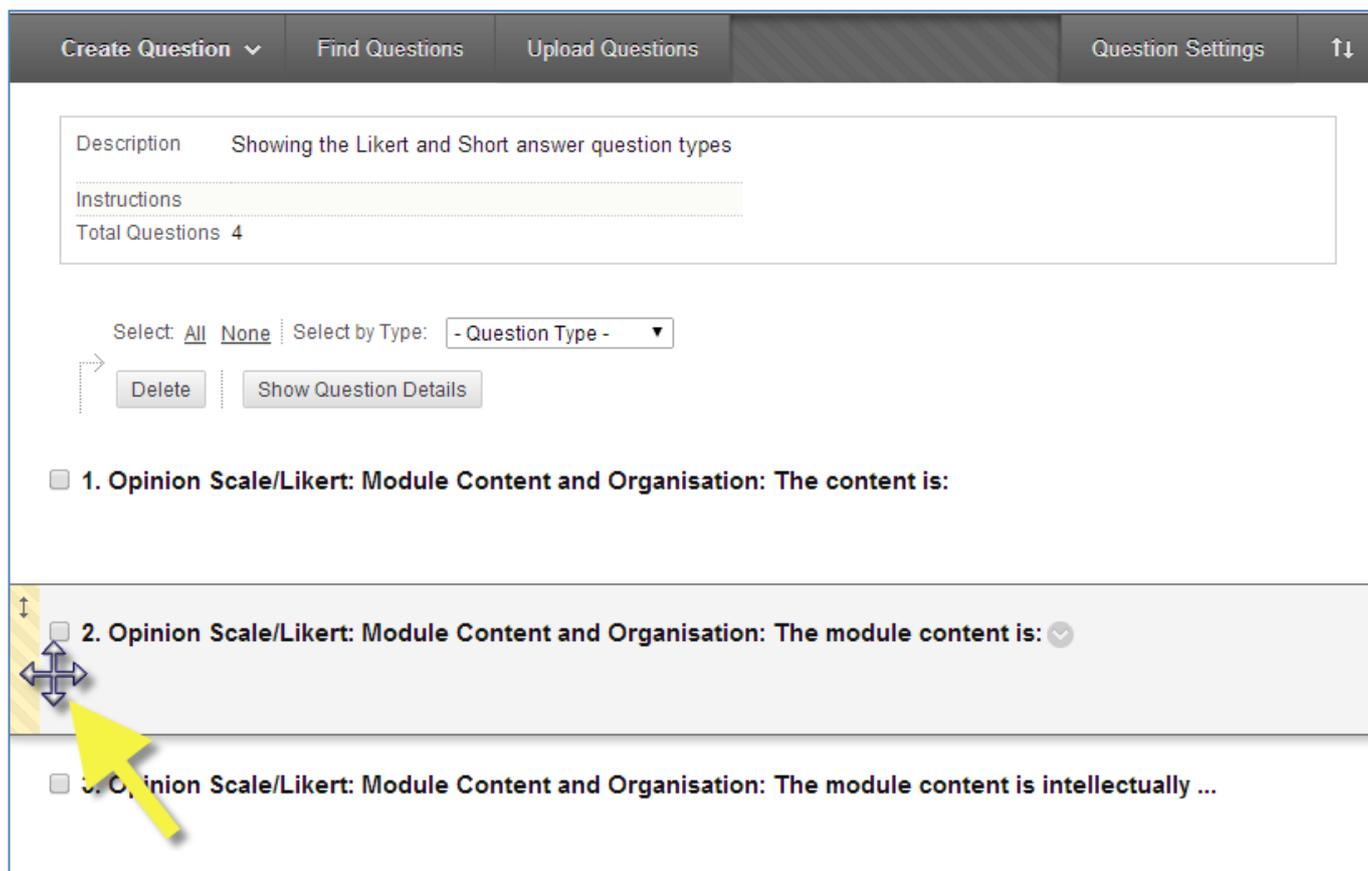
15. To add a free text response question type click on the **Create Question**, scroll down the list of question types and select the **Essay** or **Short Answer** question type.

16. Add the question text and then click on the **Submit** button to add the question to the **Survey Canvas** page.

17. To edit or remove a question, hover the mouse pointer near the title of the question, click on the downward arrow icon that appears and select the relevant option.



18. To change the order that a question appears in the survey, hover the mouse over the title bar or near the double-ended arrow (as shown below), hold a left-click on the highlighted area, drag the item to the new position and then release the left-click.



19. Continue adding questions to the survey and once the survey question list is completed click on the **OK** button at the bottom-right of the screen. You will see the survey you just created highlighted in a list of all the surveys for this module. Click **Submit** to proceed to the set-up page. Read the section ‘**Run a survey**’ below for guidance on the options here.

### Alternative process for creating surveys

Surveys can also be built in the **Control Panel > Surveys** area. In the module go to the **Control Panel** click on **Course Tools** and select the **Tests, Surveys and Pools** option. From the page you see now select **Surveys**. The **Surveys** page lists all of the surveys currently available in the module, whether and where they are deployed. You can edit, copy, export, import and build surveys here. Read the section ‘**Run a survey**’ for guidance on setting up a survey to run if you build a survey here.

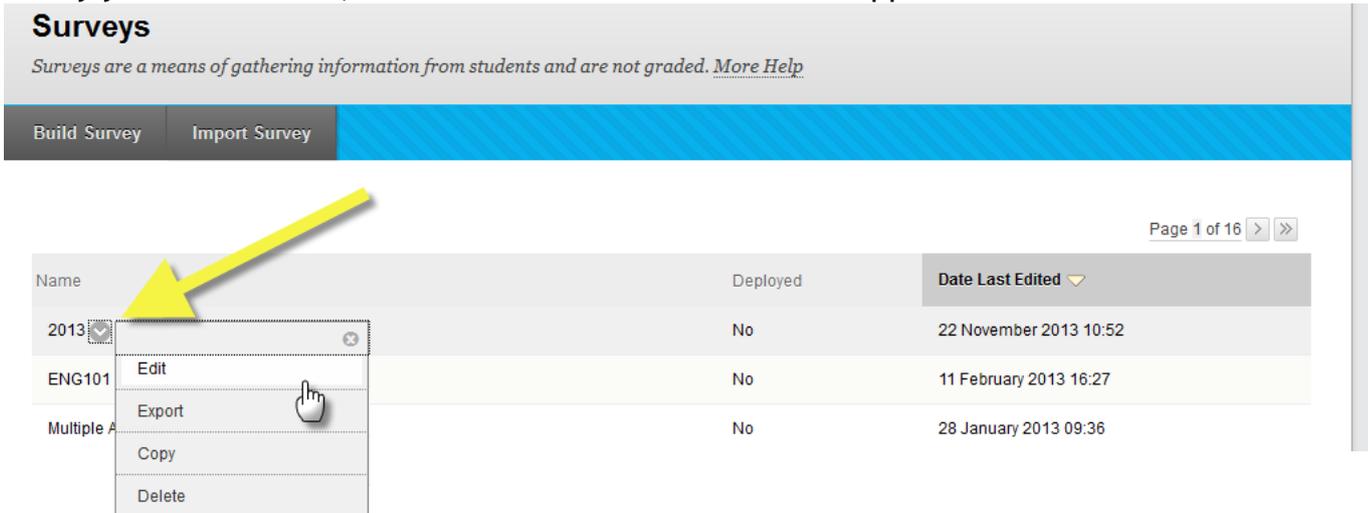
### Editing surveys before deployment

If you need to change a survey before you release it to students (for instance you have copied a survey from another module, or you need to add/remove some questions) then open the survey from the module’s **Control Panel**, as described below. Once you have finished editing and want to set up the survey to run for the students (if it has not yet been set to run) click on the **OK** button at the bottom-right of the survey canvas to return to the main list of available surveys in the module. Read the section ‘**Run a survey**’ from **step 29** for guidance on setting up a survey to run.

### Open the Survey

20. In the **Control Panel**, select **Course Tools**. In the submenu that appears select **Tests, Surveys and Pools**. On the page that is now displayed select **Surveys**.

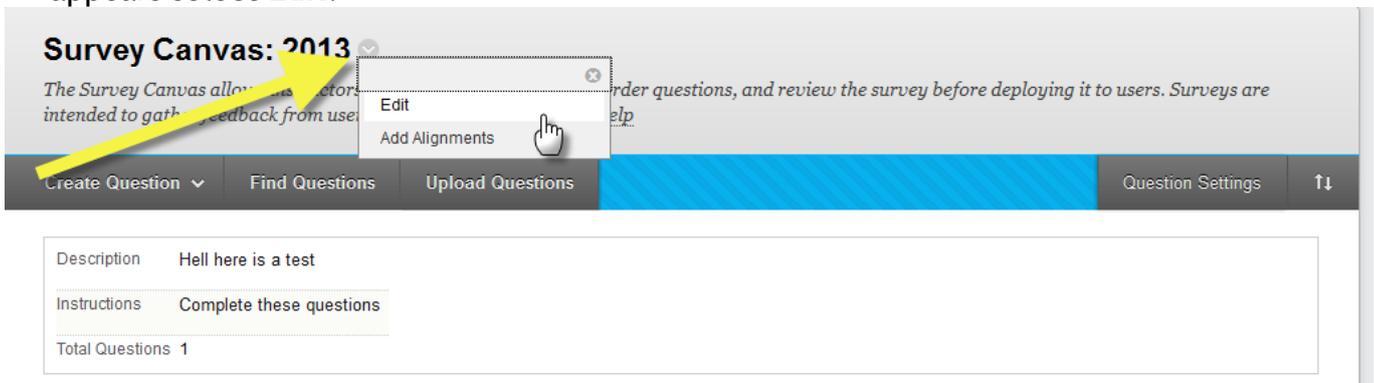
21. A list of all surveys available in the module appears. Hover the mouse pointer near the survey you want to edit, on the downward arrow icon that appears select **Edit**.



22. The survey canvas appears displaying all of the current questions in the survey. You can edit these questions (change the wording, delete them, change the order, add questions) and you can change the information about the survey (title, instructions). When you have finished editing click the **OK** button at the bottom-right of the page.

### Editing Survey information

23. To change the test title, description and/or instructions, at the top of the survey page click on the downward arrow next to the current survey title. On the pop-up menu that appears select **Edit**.



24. Once you have edited the relevant fields, click **Submit** to make your changes.

### Editing Survey questions

25. To edit a question, hover the mouse pointer by the question title that you wish to change and on the pop-up menu that appears select **Edit**.

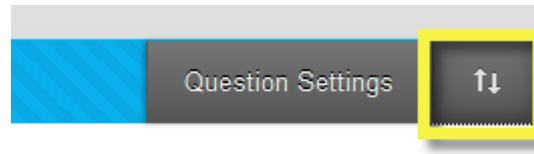
26. Click **Submit** to finalise your changes to the question.

### Deleting Survey questions

27. Follow the instructions in the step above but this time select **Delete**. This is final and deleted questions cannot be recovered.

## Change survey question order

28. Questions can be dragged and dropped to a different location on the survey canvas. Hover the mouse pointer near the question title that wish to move and when the pointer changes to the icon shown below (left), you can click and hold to drag and unclick to release the question in its new position. There is also a keyboard-accessible method for this accessed via the icon shown below (right).



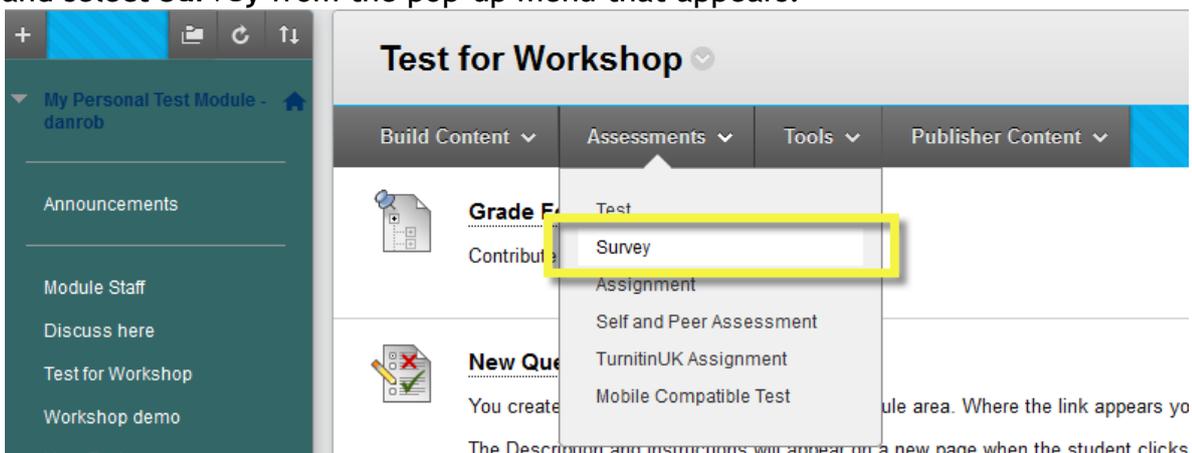
If the test has already been set to run but you want to edit the questions etc then this is possible either following the route described above or by going from the place in the module where the test has been set up for students the test. Hover the mouse next to the title of the survey link in the module area where it is set, click on the downward arrow icon. You can **Edit the Survey** to change questions, ordering etc, or **Edit the Survey options** to change the running setup options.

Once students start taking the survey some edits will not be possible - the system will warn you of these.

## Run a survey

Once a Survey is created, and so exists in the list of available surveys for the module, the next step to run it with students is to add a link to the survey in the module, specifying settings like dates available to students, display options, etc.

29. If you have followed this guide from step 1 (creating the survey directly where it is to appear) then go to step 31. If you created the survey in the Control Panel Surveys area then in the content area of the module where you want the students to access the survey, and with the **Edit Mode ON**, hover the mouse pointer over the **Assessment** menu button and select **Survey** from the pop-up menu that appears.



30. On the page you see, select the survey you want to link to from the list. (NB you can also create a new survey directly from this dialogue as well). Click **Submit**.

31. An options page similar to that seen for the **Test** tool is displayed. Each section is described below. Many of the settings are more applicable to online tests than surveys but are available to use.

## Section 1 - Survey Information

- a. **Name** -pre-filled with the name of the survey but can be edited here.
- b. **Content Link Description** - this description appears in the module area with the test link before students click it to enter the test. It is prefilled with the **Survey Description** and you can edit it to be something different here.
- c. **Show survey Description to students before they begin the survey.**
- d. **Show Instructions to students before they begin the survey.**
- e. **Open Survey in New Window** - default 'No' - survey will open in the same module window.

## Section 2 - Survey Availability

- a. **Make the Link Available** - if set to **No**, the survey is not shown to students at all. You can use this to control manually when the survey appears to be taken and to close the survey (edit this setting at the appropriate times). If set to **Yes**, students see the link to the survey in their module area and can click it to start the survey if the date settings (below) allow this.
- b. **Add a New Announcement for this Survey** - select '**Yes**' to create a simple, automatic announcement for the survey for the students.
- c. **Multiple Attempts** - tick the '**Multiple Attempts**' box if students are to be able to take the survey more than once. The survey can be set for an unlimited or a defined number of times that a student can attempt it. (VITAL stores all attempts, you can use any. If downloading results in a batch, you can select to download either the last attempt or all attempts for the students.) The default is set to allow only one attempt at the survey - probably the most sensible setting for a survey.
- d. **Force Completion** - select this box if students are to complete the survey in one go, and not to be able to save their answers and return to it at a later date. This can be a problem if there is a system crash or Internet connection lost, as this is then counted as the full attempt.
- e. **Set Timer** - when the 'Set timer' box is ticked, students' attempts are timed. If **Auto-Submit** is set to **OFF** (default) then if a student takes longer than the time allocated, they are not shut out of the survey, but are allowed to carry on. If **Auto-Submit** is set to **ON** then the attempt is automatically closed and submitted for marking when the time period is up.

*Note: Number of attempts, force completion on and the timer settings are shown to the student automatically by VITAL when they take the survey and cannot be hidden from their view i.e. a student will know if they have a chance to resume the survey at a later stage.*

- f. **Display After/Until** - these options set visibility options for the survey; outside these periods students cannot see, and therefore cannot complete, the survey. (Use either this Display After/Until setting or the 'Link available-Yes/No' option above to set survey visibility.)
- g. **Password** - select this option and create a password which can be distributed to students at the point at which the survey is to be taken (another way of controlling when the survey can be taken).

## Section 3 - Survey Availability Exceptions

Individuals and/or groups can be given extra time, extra attempts, and ignore any force completion rules for a survey. Different rules can be set for different individuals/groups for the same survey.

- a. Click the **Add User or Group** button.
- b. For one set of exceptions, select the relevant group(s)/individual and then **Submit**.
- c. Specify the exception conditions for each individual/group, e.g. set to allow this student/group more time.

### 3. Test Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. **Timer** and **Force Completion** must be enabled in the previous **Test Availability** step to enable those settings for **Exceptions**. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Viv VitalStudent00	<div style="border: 1px solid black; padding: 2px;"><span>Single Attempt</span> <span>Single Attempt</span> <span>Multiple Attempts</span> <span>Unlimited Attempts</span></div>	<input type="checkbox"/> <input type="text"/>		<input type="checkbox"/>

This table shows a list of students and groups with availability exceptions.

### Section 4 - Due Date

You can specify a due date by which time the student should have taken the survey. If you set a due date it will automatically be entered into the module calendar. You can further specify that students cannot take the survey after the due date. Late surveys are recorded in the Grade Centre as late (with a date stamp) if you do not select this option.

### Section 5 - Show Survey Results and Feedback to Students

You can have up to two phases of feedback for a survey (or none), which for a survey is to simply display to student their answers to the questions and the possible answers (i.e. MCQ options) at a selected point in time. If you select one of the shared options (e.g. **On Specific date**) it will disappear from the other menu.

#### 5. Show Survey Results and Feedback to Students

*Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results based on the events selected.*

When	Status	Answers
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
<div style="border: 1px solid black; padding: 2px;"><span>---Choose---</span> <span>---Choose---</span> <span>On Specific date</span> <span>After Due Date</span> <span>After Availability End Date</span> <span>After Attempts are graded</span></div>	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

### Section 6 - Survey Presentation

- a. **Presentation Mode** - the default **All at Once** will display the survey questions together on one screen. Selecting **One at a Time** allows students to see one question per page. With this option students can go back and forth through questions unless **Prohibit Backtracking** is selected, in which case, they can only move forwards through the questions.
- b. **Randomise Questions** - ticking this will ensure each student sees the survey questions in a different and random order.

1. Click **Submit**. The survey has been created and added to the content area.



### New Question Types Guide

You create a link to the test in the required module area. Where the link appears you can add some descriptive text etc if you choose.

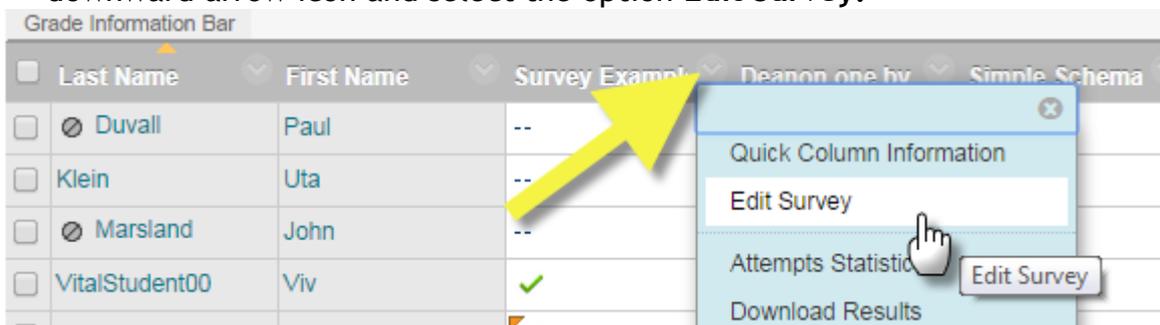
The Description and Instructions will appear on a new page when the student clicks this link, if you have set them to appear there. There will also be some default information concerning the

“Item is not available” under the survey title shows that it is not yet visible to students due to your date/availability settings.

## Editing a Survey whilst it is running

Sometimes you discover that a question is wrongly worded, is misspelt is in the wrong place and so on. It is possible to correct problems like these. You cannot however delete questions in a survey once the first student has submitted answers.

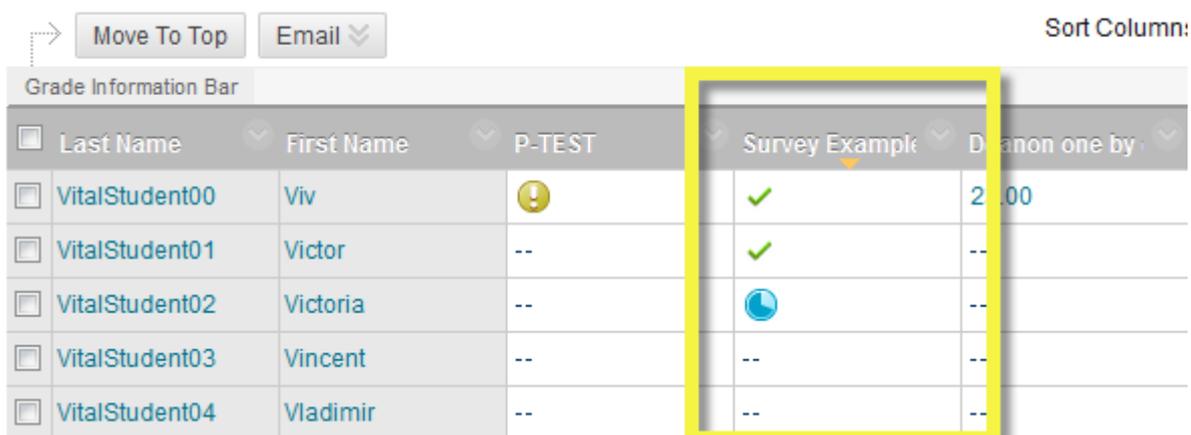
32. From the **Control Panel** menu, select the **Grade Centre** option and open the **Full Grade Centre**. Locate the column for your survey. In the survey column’s title bar click on the downward arrow icon and select the option **Edit Survey**.



33. You are taken to the canvas for this survey and can edit individual questions from here as described above.

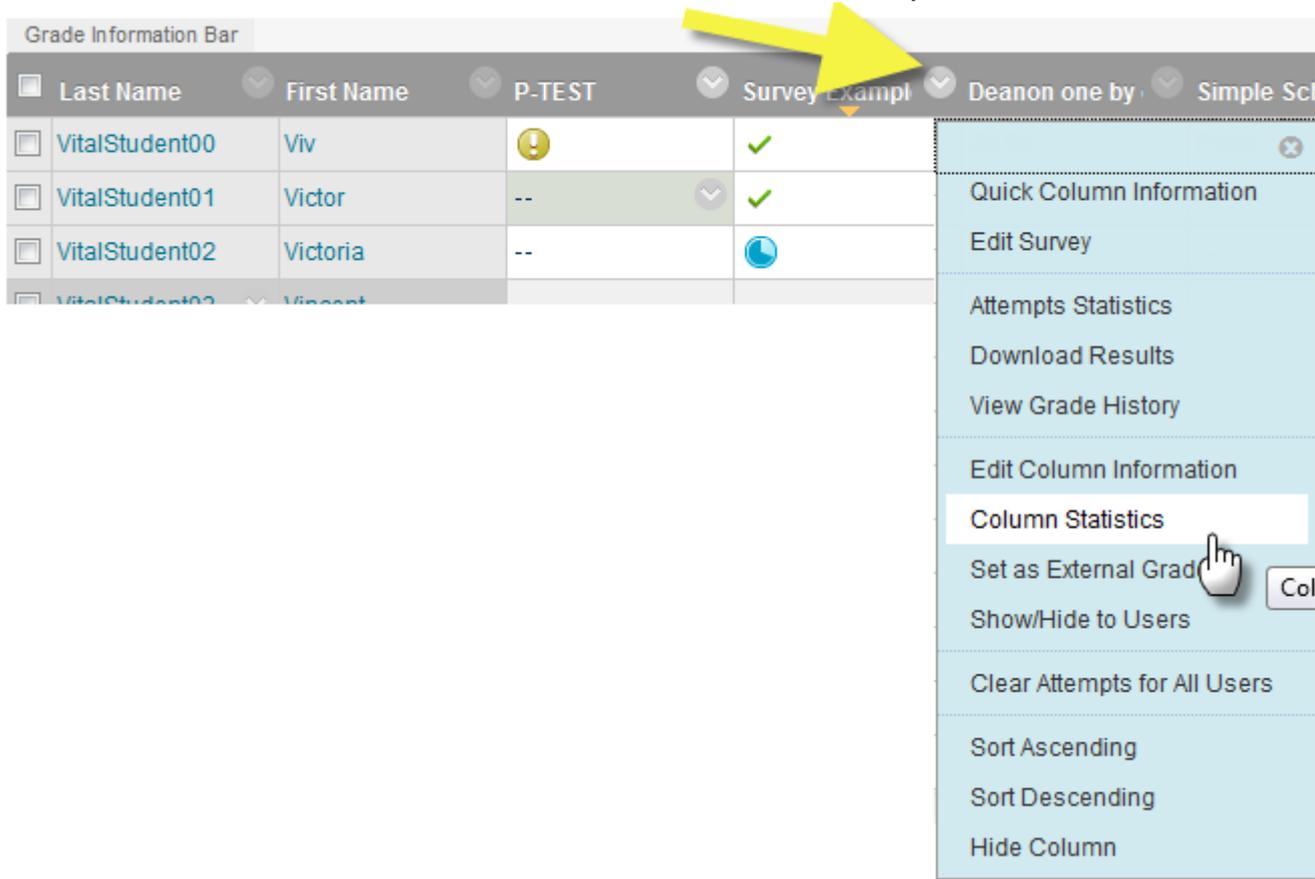
## Tracking Surveys - getting the results

34. From the **Control Panel** menu, select the **Grade Centre** option and open the **Full Grade Centre**. Locate the column for your survey.



In this screenshot the first two students have completed the survey (as indicated by the green ticks), the third student’s attempt is still in progress (as indicated by the blue clock icon) and the last two have yet to begin the survey (the double dash -- indicates this).

35. As well as the green tick indicators, you can also quickly track the not started/in progress/completed statistics (particularly useful for a large class). In the survey column's title bar click on the downward arrow icon and select the option **Column Statistics**.



36. On the **Column Statistics** page that appears the **Status Distribution** column tells you how many surveys are currently **In Progress**, and the **Null** value shows how many have not been started. The **Grade Distribution** column shows how many surveys are **Complete** and **Incomplete** (this ignores **In Progress** attempts). Click the **OK** button to return to the main Grade Centre page.

37. From the same dropdown menu shown in step 29 above, a quick summary view of all the current completed responses can be obtained by selecting the **Attempts Statistics** option. For example, a Likert-type question will be summarised by showing each answer option and the percentage of respondents that chose it. Any part of this report can be copied and pasted into a Word document. Click the **OK** button to return to the main Grade Centre page.

38. To download all the survey responses into an Excel spreadsheet (or other .csv or .xls compatible package) then from the menu shown in step 29 above, select the **Download Results** option.

39. On the **Download Results** page, to download directly to Excel then leave the type at **Tab**.

40. Then choose whether the results should display organised by each individual student's complete set of responses (**By User**) or organised by each question and then all student responses for that question (**By Question and User**).

41. Next set whether **Only Valid Attempts** are to be shown (i.e. only completed attempts) or **All Attempts** (which will then include **In Progress** attempts in the download).
42. Click the button **Click to download results**. Choose to **Save** or **Open** the file and view the survey responses in full.
43. Some extra functions can be carried out for individual students directly in Grade Centre cells few of which are commonly used but for completeness are described here. These functions include:
- **clear an attempt** if necessary so that the student can re-take the survey (where only one attempt has been permitted)
  - enter some extra feedback comments for the student
  - view more detailed information about the student's attempts at the survey, including times and dates completed etc.
  - grade a completed attempt
- NB Individual survey responses cannot be accessed from here - surveys are anonymous.*
44. To access the other functionalities for an individual submission, described above, hover the mouse in the relevant cell and click the downward arrow icon. On the menu that appears (shown below) click the **View Grade Details** option.

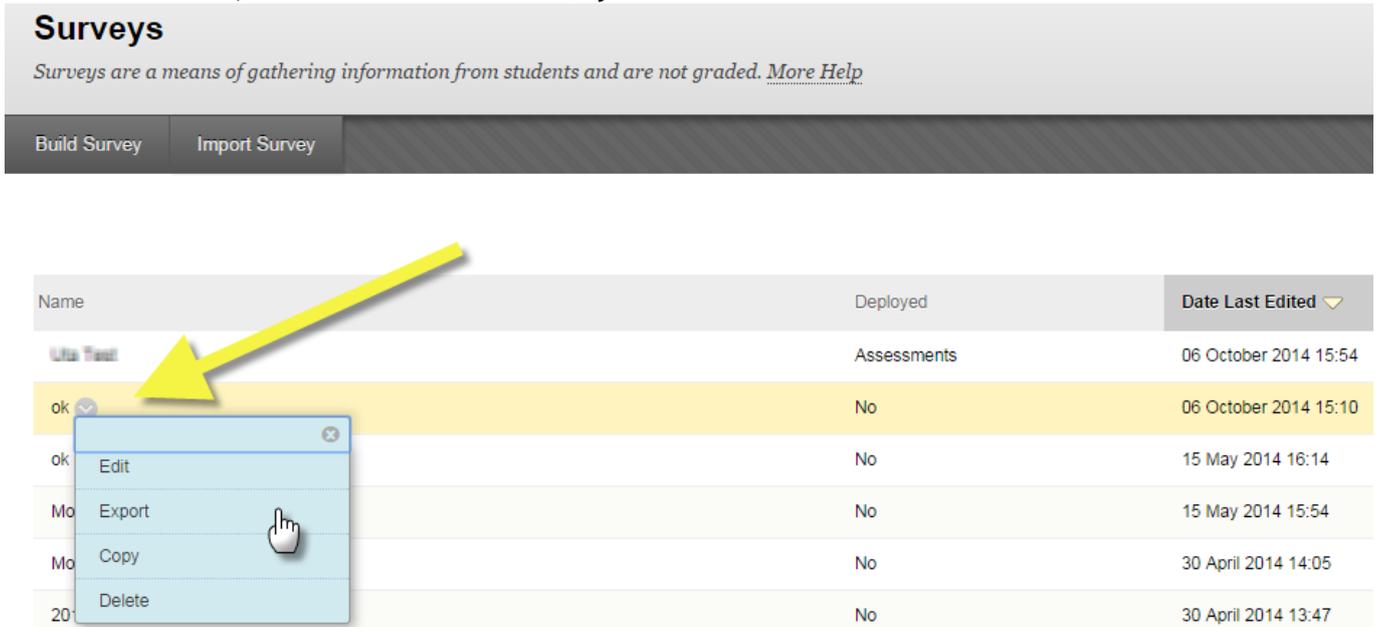
<input type="checkbox"/>	VitalStudent00	Viv	✓	23.00	Pass
<input type="checkbox"/>	VitalStudent01	Victor	✓		
<input type="checkbox"/>	VitalStudent02	Victoria	🕒		
<input type="checkbox"/>	VitalStudent03	Vincent			
<input type="checkbox"/>	VitalStudent04	Vladimir	--		
<input type="checkbox"/>	VitalStudent05	Verne	--		

45. On the **Grade Details** page that appears you can:
- View Attempts** - responses are anonymous so will only display an area for offering feedback. You will also see a **Test Log** button and **Edit Survey** button on the page you are taken to. **Edit Survey** will allow you to make limited corrections to the survey if you discover a problem with the questions whilst it is running.
- Grade Attempt** - This will only let you add some written feedback comments for the students - see step 44 below for details of adding a score.
- Clear Attempt** - click this button to delete an attempt and so enable the student to retake the survey if only one attempt was allowed.
46. The **Grade History** tab will let you see record of what feedback and actions have been carried out on this attempt by module staff.
47. To add a grade score for a completed survey, hover the mouse over the relevant cell and click in a part of the cell other than the downward arrow icon. The cell will change to look like the screen shot below. Enter the score and then hit the return key on the keyboard.

## Export surveys

Surveys can be directly copied between modules and shared between Instructors (for example a standard departmental module evaluation survey could be designed and uploaded by all Instructors for their modules). A survey can be created in a module, downloaded to a PC and then uploaded to other modules from the PC.

48. To **export** a survey to a PC for uploading to other modules, in the module where the survey is located, go to the **Control Panel**, expand the **Course Tools** menu, and select the **Tests, Surveys and Pools** link.
49. On the page that appears select the **Surveys** option. This accesses the **Surveys** page as shown below, which lists all the surveys stored with this module available to use.



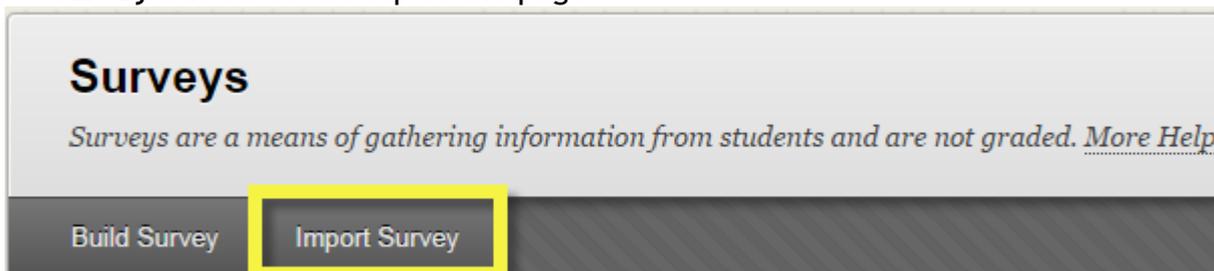
The screenshot shows the 'Surveys' page interface. At the top, there are two buttons: 'Build Survey' and 'Import Survey'. Below them is a table with columns: 'Name', 'Deployed', and 'Date Last Edited'. The table contains several rows of survey data. A yellow arrow points to the 'Ula Test' survey, which is highlighted in yellow. A context menu is open over this row, showing options: 'ok', 'Edit', 'Export', 'Copy', and 'Delete'. A mouse cursor is hovering over the 'Export' option.

Name	Deployed	Date Last Edited
Ula Test	Assessments	06 October 2014 15:54
ok	No	06 October 2014 15:10
ok	No	15 May 2014 16:14
Mo	No	15 May 2014 15:54
Mo	No	30 April 2014 14:05
20	No	30 April 2014 13:47

50. Find the survey to export and click on the downward arrow icon next to its title (highlighted in the screenshot above). From the menu that appears select the option **Export**.
51. Depending on your browser you can now download a zip file to a suitable location on your PC to save the file to (the file can also be given a more meaningful name than the default if lots of surveys are being downloaded).

## Import survey

52. To **import** a survey from a PC into a module then on the **Surveys** page click the **Import Survey** button at the top of the page.



The screenshot shows the 'Surveys' page interface. At the top, there are two buttons: 'Build Survey' and 'Import Survey'. The 'Import Survey' button is highlighted with a yellow box.

53. On the **Survey Import** page that appears, click the **Browse My Computer** button to find it on your machine and then navigate to find where the survey zip file is located. Select the file to add this as the file to upload. Now click **Submit**.
54. A success screen **Survey Import Complete** will appear with a log file if there were any problems, click the **OK** button in the lower right of the screen to return to the **Survey Manager** page and the imported survey appears in the list of available surveys. The survey questions can be edited from here to suit the new module if required before being set-up to run with the students.
55. Note that surveys can also be created directly in this **Surveys** page by clicking the **Build Survey** button at the top of the page. These can then be set up to run in exactly the same way as described above.