



## Survey - Quick Guide

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### Overview

This **Quick Guide** gives the basic detail on setting up, running and getting the results of surveys. For the full guide see this [‘How to guide to the Survey Tool’](#)

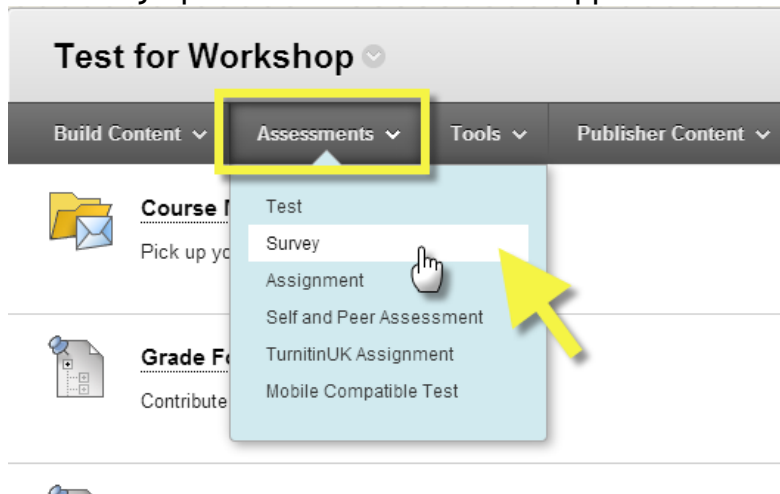
The Survey tool enables anonymous, electronic surveys to be created and run from a VITAL module. Key features include:

- 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.

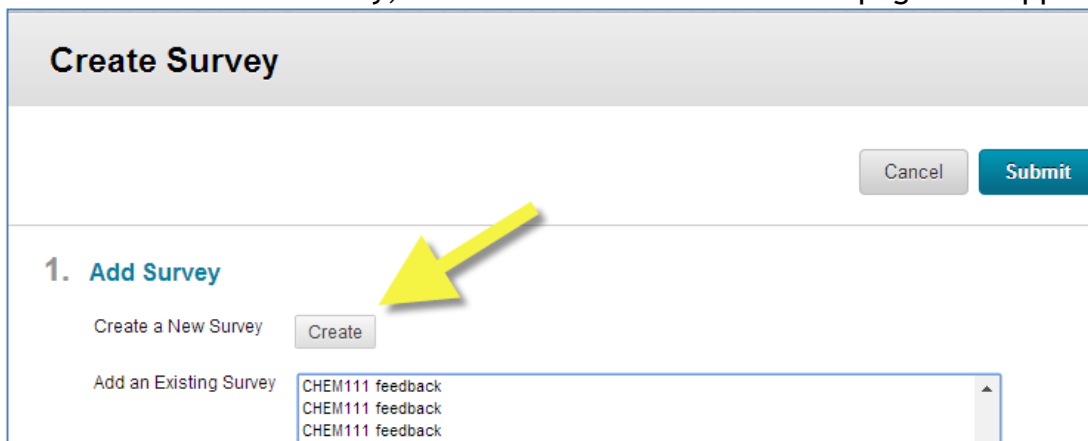
Setting up a survey is a two stage process. Firstly the survey questions need to be created (or imported from another module) and then the survey needs to be set up to run i.e. making a link to the survey in the content area of the module from which the students are to access it, where settings such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

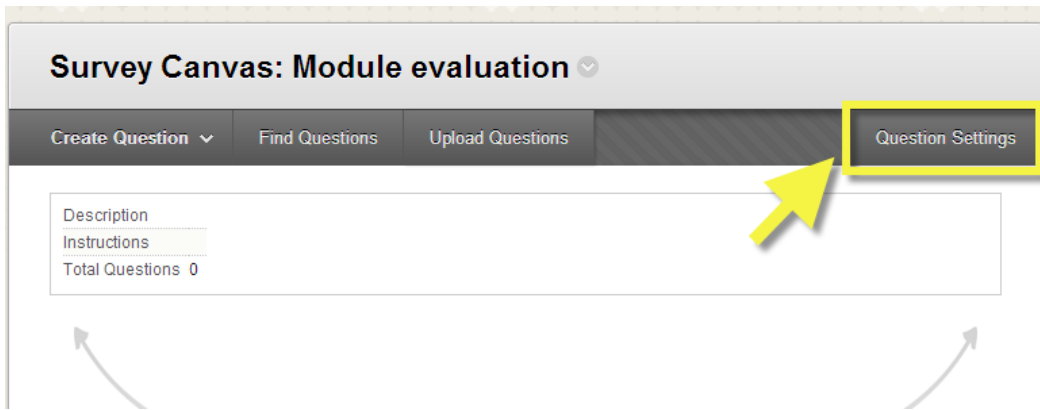


3. To create a new survey, click the **Create** button on the page that appears.



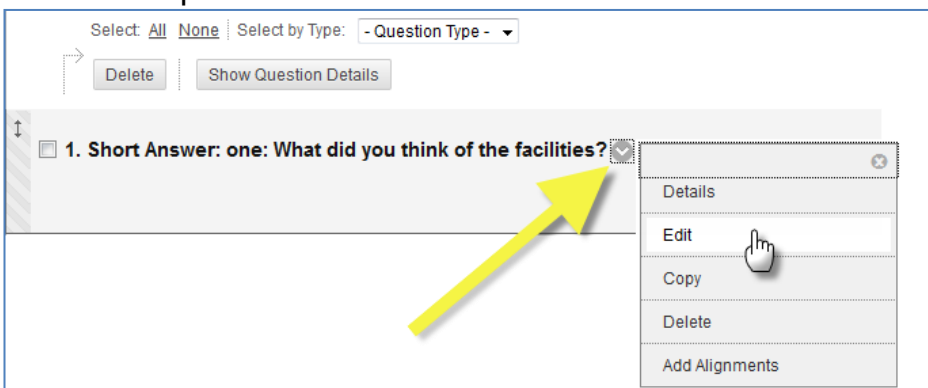
*(If the survey is already created, i.e. copied over from a previous year or imported from a different module, and no editing is needed, then simply select it from the list that appears on this page that now appears, click **Submit** and read the next section 'Run a survey' on setting up the deployment options from step 11. 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.

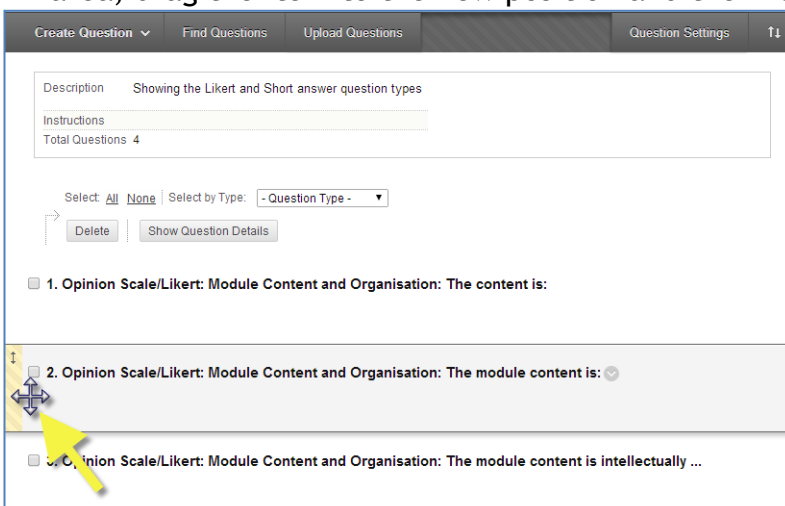


## Create Questions

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.
7. Click the **Submit** button to save the question. The question is added to the **Survey Canvas** page, is fully editable and can be dragged and dropped to a different place in the list.
8. 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. This is final and deleted questions cannot be recovered.



9. 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.



10. 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 are taken back to the screen you first saw when you selected Surveys from the Assessment menu. 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 to run the survey.

## Run a survey

The next step is to set up the survey to run with students specifying settings like dates available to students, display options, etc.

11. 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. For a full description see [the full Survey guide](#).

### 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.** Select to show your description text in the screen students see before they start the survey proper.
- d. **Show Instructions to students before they begin the survey.** Select to show your instructions text in the screen students see before they start the survey proper.
- e. **Open Survey in New Window** - default 'No' - survey will open in the current page.

### 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 your date availability settings allow this.
- b. **Add a New Announcement for this Survey** - select 'Yes' to create a simple, automatic announcement for the survey for the students.

For the remaining settings, if you leave them at their defaults then the students will be able to have one attempt at the survey but they can leave and come back to this at any time. They will not be time limited in any way and there are no date restrictions as to when this survey is available. You won't need a password to enter the survey, there are no students who will get extra time etc (as no time bounds have been set) and there is no due date. Once the students have submitted they simply see an indicator that they have completed this survey (they won't get to review their submitted answers). Finally, the survey questions appear all at once on the screen in the order that you created them on the Canvas and there is no prohibition on them jumping around and answering the questions out of order (backtracking). If you want to get more detail on changing any of these settings please see the [full How to guide to the Survey tool](#).

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.

## Tracking Surveys - getting the results

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

Move To Top   Email   Sort Column:

Grade Information Bar					
<input type="checkbox"/>	Last Name	First Name	P-TEST	Survey Example	Deanon one by
<input type="checkbox"/>	VitalStudent00	Viv	!	✓	2:00
<input type="checkbox"/>	VitalStudent01	Victor	--	✓	--
<input type="checkbox"/>	VitalStudent02	Victoria	--	🕒	--
<input type="checkbox"/>	VitalStudent03	Vincent	--	--	--
<input type="checkbox"/>	VitalStudent04	Vladimir	--	--	--

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).

13. 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**.

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	P-TEST	Survey Example	Deanon one by	Simple Sc
<input type="checkbox"/>	VitalStudent00	Viv	!	✓		
<input type="checkbox"/>	VitalStudent01	Victor	--	✓		
<input type="checkbox"/>	VitalStudent02	Victoria	--	🕒		
<input type="checkbox"/>	VitalStudent03	Vincent	--	--		

Quick Column Information  
Edit Survey  
Attempts Statistics  
Download Results  
View Grade History  
Edit Column Information  
Column Statistics  
Set as External Grad  
Show/Hide to Users  
Clear Attempts for All Users  
Sort Ascending  
Sort Descending  
Hide Column

14. 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.
15. From the same dropdown menu shown in step 13 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.
16. To download all the survey responses into an Excel spreadsheet (or other .csv or .xls compatible package) then from the menu shown in step 13 above, select the **Download Results** option.
17. On the **Download Results** page, to download directly to Excel then leave the type at **Tab**. 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**). 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). Click the button **Click to download results**. Choose to **Save** or **Open** the file and view the survey responses in full.

## Other functionalities

### Editing surveys before deployment

If you have imported (see below) or course-copied a survey and need to change or add some questions follow these steps.

#### Open the Survey

18. 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**.
19. 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**.

**Surveys**  
*Surveys are a means of gathering information from students and are not graded. [More Help](#)*

Build Survey    Import Survey

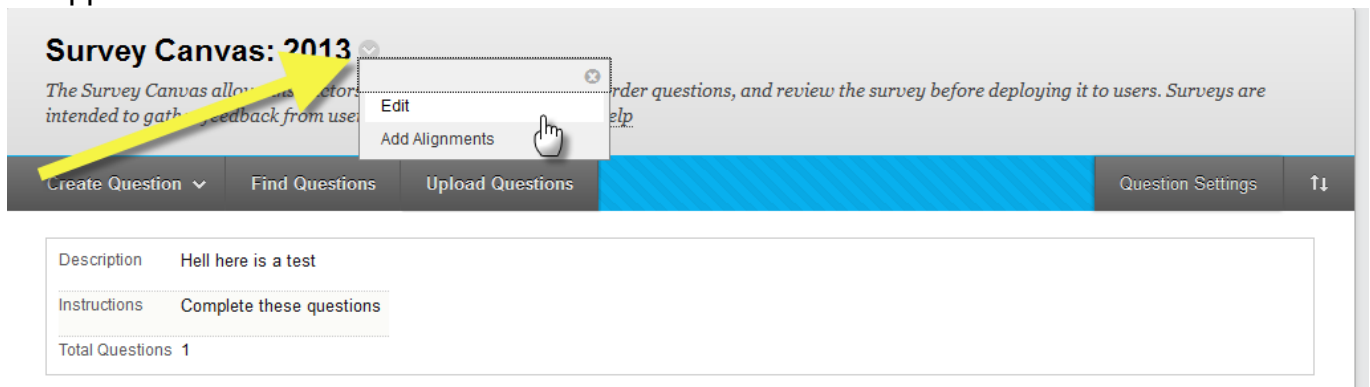
Name	Deployed	Date Last Edited
2013	No	22 November 2013 10:52
ENG101	No	11 February 2013 16:27
Multiple A	No	28 January 2013 09:36

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20. 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 - see steps 8 and 9 above) and you can change the information about the survey (title, instructions see 21 below). When you have finished editing click the **OK** button at the bottom-right of the page.

### Editing Survey information

21. 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**.

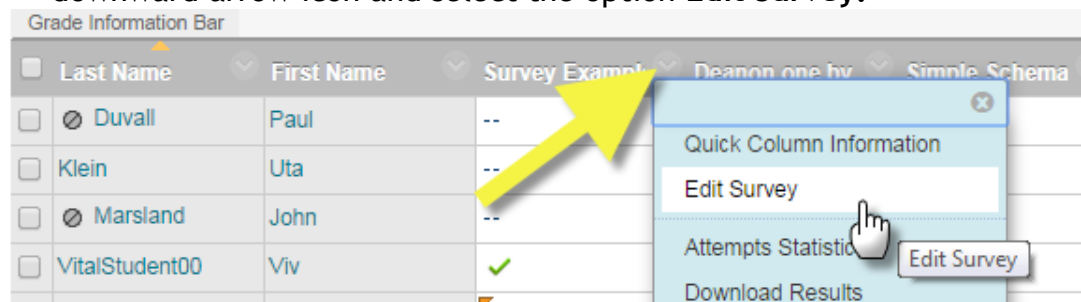


22. Once you have edited the relevant fields, click **Submit** to make your changes.

### 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.

23. 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**.



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

### 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.



25. 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.

26. 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.

**Surveys**  
*Surveys are a means of gathering information from students and are not graded. [More Help](#)*

Build Survey Import Survey

Name	Deployed	Date Last Edited
Uta 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

27. 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**.

28. 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

29. 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.

**Surveys**  
*Surveys are a means of gathering information from students and are not graded. [More Help](#)*

Build Survey Import Survey

30. 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**.

31. 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.