



Survey

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Overview

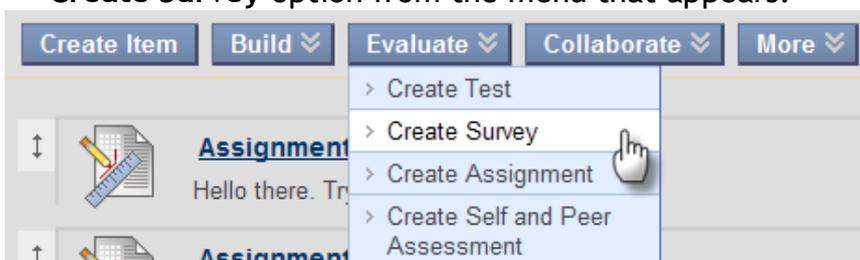
The Survey tool enables electronic surveys to be created and run from a VITAL module. Key features include:

- 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 Essay responses.
- All student responses to surveys are anonymous. VITAL indicates in the Grade Center which students have completed a survey but not their associated responses.
- The survey results are accessed from the Grade Center, 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.

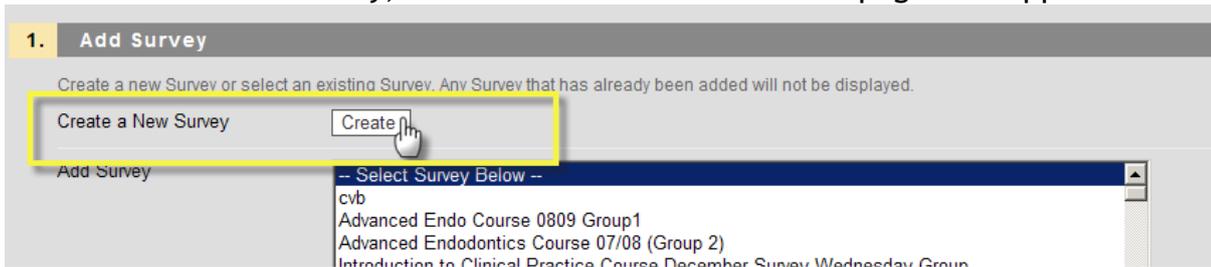
Setting up a survey is a two stage process. Firstly the survey needs to be created (or imported from another module) and then a link to the survey is created in the content area of the module from which the students are to access it, where settings such as when the survey is to be available to the students 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 **Evaluate** menu button at the top of the page and select the **Create Survey** option from the menu that appears.



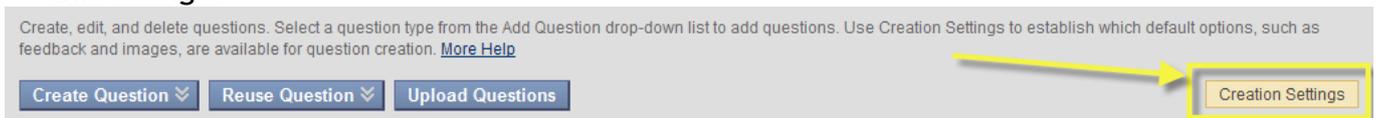
3. To create a new survey, click the **Create** button on the page that appears.



*(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.)*

4. A **Survey Information** 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 survey questions then click the **Creation Settings** button, select the relevant check box and click **Submit** to save this change.



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 question type guide). Multiple Choice, Opinion Scale/ Likert and Essay are probably the most relevant and commonly used survey question types. *(Adding a Likert and an Essay type are described in the following steps).*

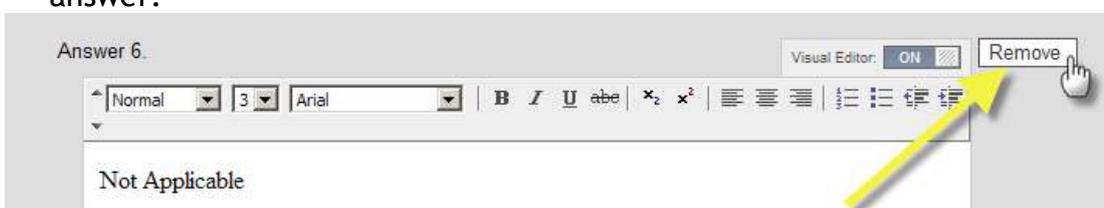
7. To add an Opinion Scale/ Likert question type, scroll down the list of question types and select the **Opinion Scale/ Likert** option.

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.

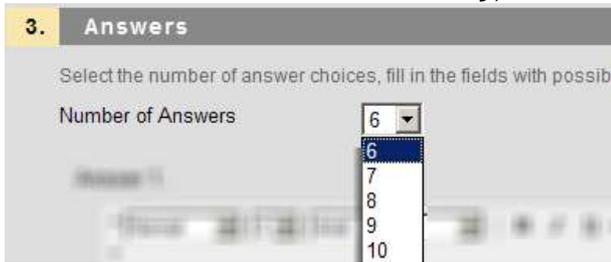
9. **Section 2. Options** has basic display options to adjust if required.

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 remove a specific answer from the list, click on the **Remove** button next to that 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).

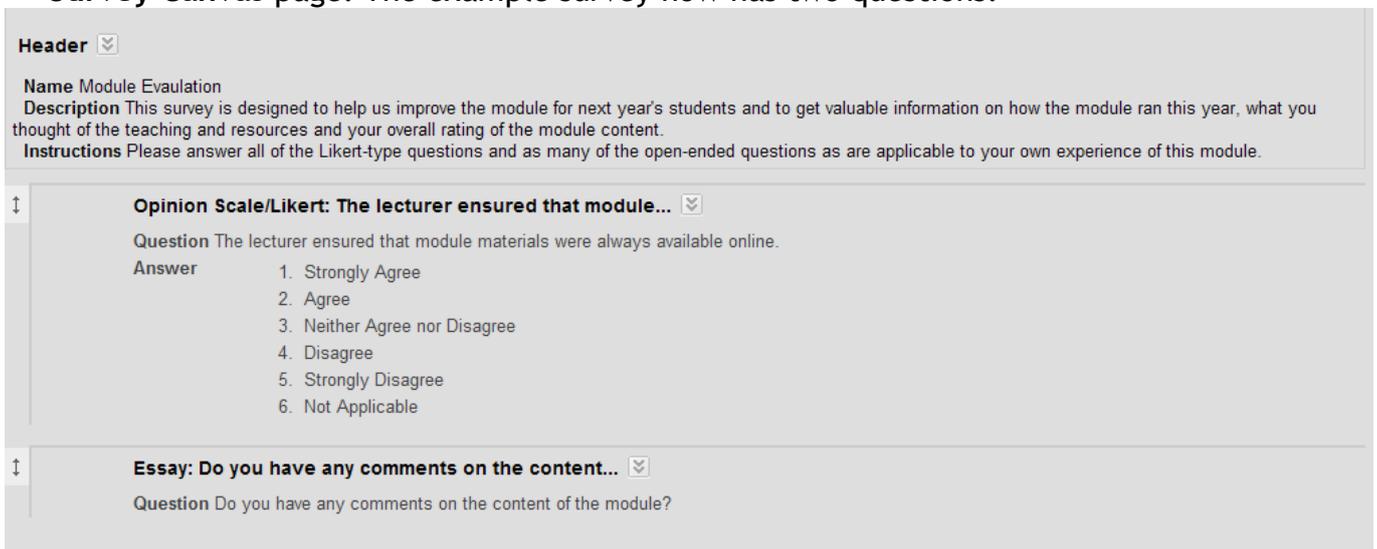


13. **Section 4. Categories and Keywords** allows metadata to be added to questions. This facility can be useful for managing large survey question pools for re-use in other VITAL modules.

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.

15. To add an Essay question type (which allows free text responses) click on the **left-hand drop down arrow**, scroll down the list of question types and select the **Essay** option. (Tip: if respondent names are needed, use the 'Short Answer' question type and make 'student name' into a survey question.)

16. Add the question text and then click on the **Submit** button to add the question to the **Survey Canvas** page. The example survey now has two questions.



17. To change the order that the 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.



18. To modify or remove a question, click on the double-downward arrow icon next to the question title and select the relevant option.



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 to proceed to the page where the options for running the survey with students are set (date availability etc). Read the next section 'Run a survey' for guidance on the options here.

NB - there is currently a bug with this OK button. Until this bug is fixed then if you click OK to finish creating a survey, click 'Cancel' on the page that appears (usually a blank set-up page for the last question type that you used). To finish you have to click on a module section using the module menu. To proceed with setting up this survey to run (next stage of test creation) then click on the link to the section of the module where the survey is going to appear to the students (and navigate to any relevant folder if using these). With the Edit Mode ON, hover over the Evaluate menu, select the Create Survey option, and this time find the title of the newly-created survey in the list box, select it and click Submit. Follow the next section of this guide for set-up guidance.

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 availability to students, display options, etc.

20. When a survey is selected to add to the module to run, an options page similar to that seen for the Test tool is displayed. **Section 1** allows editing of the survey title and description as well as set whether the survey will open in a new window (default setting is **No**).

21. **Section 2** sets when the survey is going to be available and how many times the students can attempt it.

Make the link available - a simple way to control when the survey is visible to the students. The default setting is **No**. Change this to **Yes** to make the survey available for students to take straightaway.

Multiple attempts - This is not enabled by default which means that survey can only be completed once. If this option is selected to enable multiple attempts then VITAL will record each attempt that the student makes in the Grade Center. Students will be able to complete the survey more than once.

Force completion - This is not enabled by default. This means that students can save some questions and return to answer those remaining at a later date. If this option is enabled then all questions must be completed in one attempt. The additional risk with enabling this option is that if there is a system crash or the student loses their Internet connection and only one attempt is allowed then VITAL will take this as their completed response and they cannot return to the survey to complete it.

Set timer - this could be set as an indicative time of how long it is expected the survey should take - it does not close the survey down to the student once the time expires.

Display after, Display until - use these to control automatically the time and dates that a student can access the survey rather than manually making the survey visible at the time it is required.

Password - a password can be set for additional security if required.

22. If the survey is to be worth a nominal (or other) contribution to the overall grade for the module, to encourage the completion of the survey, then in **Section 3. Self-Assessment options** then tick the option **Include this Test in Grade Center Score Calculations** (default is for this not to be included).
23. **Section 4. Survey Feedback** sets what feedback the student sees when they leave the survey - **Status** informs them whether the survey is complete or incomplete and **Submitted answers** shows them all the answers they gave.
24. **Section 5. Survey Presentation** sets how the questions will appear to the student. The default is for the questions to appear all together on one screen in the order that you set them. It may be a safer option to set the questions to appear one at a time because when the students click to move to the next question, their answer is automatically saved. If there is a system crash or loss of Internet connectivity then their survey responses are saved up to the question that was being answered at the time of the crash.
25. Click the **Submit** button to save your settings and return the Content Area where you have now added the survey to run with students.
26. You can now try out the survey as it will appear to a student by clicking on the survey link you have just created in the Content Area. You can complete the survey as a student would, but your results will not be recorded. Click on the **Submit** button to complete the survey.
27. If any changes to the survey questions or survey running settings are needed then click on the double-downward arrow icon next to the Survey title and select the relevant option from the menu that appears:
 - Edit the Survey** to re-enter the test canvas and change the questions
 - Edit the Survey Options** to edit the running details (availability, questions all at once, etc)

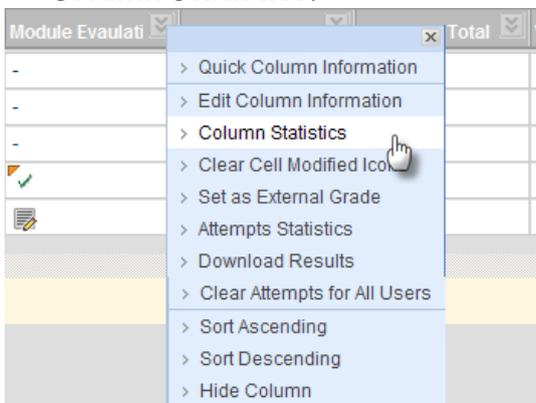
View survey results

28. From the **Control Panel** menu, expand the **Evaluation** submenu and select the **Grade Center** option. Locate the grading column for this survey in the Grade Center. The example survey is called 'Module Evaluation'.

<input type="checkbox"/>	Last Name	First Name	Username	Module Evaluati
<input type="checkbox"/>	Bunyan	Nick	nbunyan	-
<input type="checkbox"/>	Duvall	Paul	duvallp	-
<input type="checkbox"/>	Varga-Atkins	Tunde	tva	-
<input type="checkbox"/>	VitalStudent00	Viv	scsals00	✓
<input type="checkbox"/>	VitalStudent01	Victor	scsals01	✎

In this screenshot the first three students have yet to begin the survey, the fourth student has completed the survey (as indicated by the green tick) and the fifth student's attempt is still in progress (as indicated by the pencil and paper icon).

29. 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 double-downward arrow icon, as shown below, and click the option **Column Statistics**.



30. 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 Center page.
31. 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 Center page.
32. 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.
33. On the **Download Results** page, to download directly to Excel then leave the type at **Tab**.
34. 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**).

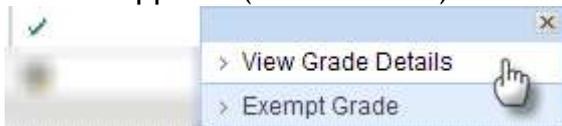
35. Next set whether **Only Valid Attempts** are to be shown (i.e. only completed attempts) or **All Attempts** (which will then include **In Progress** attempts in the download).
36. Click the button **Click to download results**. Choose to **Save** or **Open** the file and view the survey responses in full.
37. Some extra functions can be carried out for individual students directly in Grade Center cells including:
- grade a completed attempt
 - clear an attempt if necessary so that the student can re-take the survey
 - 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.

NB Individual survey responses cannot be accessed from here - surveys are anonymous.

38. 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 double-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.



39. To access the other functionalities for an individual submission, described above, hover the mouse in the relevant cell and click the double-downward arrow icon. On the menu that appears (shown below) click the **View Grade Details** option.



40. On the **Grade Details** page that appears you can:
- Clear Attempt** - click this button to delete an attempt and so enable the student to retake the survey if only one attempt was allowed.
 - View Attempts** data such as time of submission
 - Edit Grade** - click this button next to the attempt details to enter a (different) score, add feedback comments and any notes for yourself on this individual.
 - Open Attempt** - will display a blank page - responses are anonymous.

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.

41. 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.
42. On the page that appears select the **Surveys** option. This accesses the **Survey Manager** page as shown below, which lists all the surveys stored with this module available to use.



43. Find the survey to export and click on the double-downward arrow icon next to its title (highlighted in the screenshot above). From the menu that appears select the option **Export to Local Computer**.

44. On the **File Download** dialogue box that appears, select the **Save** option.

45. Browse to find 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

46. To **import** a survey from a PC into a module then on the **Survey Manager** page (see steps 41 and 42 above) click the **Import Survey** button at the top of the page.



47. On the **Survey Import** page that appears, click the **Browse for Local File** button and then navigate to find where the survey zip file is located on the PC. Select the file and click the **Open** button to add this as the file to upload. Now click **Submit**.

48. A success message **Survey Import Complete** will appear, click the **OK** button 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.

49. Note that surveys can also be created directly in this **Survey Manager** 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.