

Surveys

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What is the Surveys Tool?

Create surveys and use the statistics tools to monitor current course trends, seek opinions and assess student satisfaction. For example, use surveys as a method of collecting course evaluations, mid-year reviews, electing class representatives, or researching people's learning styles and content delivery preferences.

Why use the Surveys Tool?

Surveys are an excellent way to solicit feedback from participants regarding any aspect of a course. You can gather anonymous or non-anonymous opinions and information from students. Unlike Quizzes, survey questions do not need to have right or wrong answers and Likert-style rating questions (used to measure attitudes or opinions) are possible.

When taking the question, it would appear as:

Online campus experience.

#	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	Navigating my online campus is easy and intuitive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	I can find help easily when I run into a problem.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	I prefer using my online campus than travelling into campus.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Setting up a Survey

To set up a survey

Access the Surveys tool by **Manage Course** > **Course Admin** and selecting **Surveys** under the Assessment section.

Facebook: /CILT.UCT **Web:** www.cilt.uct.ac.za **Service Portal:** uct.service-now.com **Email:** cilt-helpdesk@uct.ac.za **Phone:** 021 650 5500

1. On the **Manage Surveys** page, click **New Survey**.
2. Enter a **Name** and define additional settings for your survey.
3. To add questions to the survey, click **Add/Edit Questions**.
 - To create new questions, click **New**, **give it a name**, then select the question type or information item you want to create.
 - To use existing questions click **Import** and select **Browse Question Library** to import questions from the Question Library. Click on import **Source** and from the **Source Collection** drop-down list, select **Question Library**. From the **Source Collection** area, select the check boxes of the questions you want to import to your survey.
4. Click **Done Editing Questions** to return to the **Edit Surveys** page.
5. Click **Save**.

To share questions between Self Assessments, Quizzes, and Surveys; questions can first be created in the Question Library. Access the **Question Library** on the second tab of the Surveys tool page.

Anonymous Participation

If a survey is anonymous, the user data is hidden in survey results. The responses to survey questions are available for all users, but the system does not report who gave which response. To make a survey anonymous, check the **make results anonymous** check box on the survey **Properties** page.

Anonymous

make results anonymous

Restrictions and Special Access

You can assign specific students a different set of survey availability dates. Special Access properties enable you to increase the time limit and allow different start and end dates for individual students. Like Quizzes, Release Conditions can also be added to Surveys.

To set up a Special Access

1. On the **Manage Surveys** page, click the survey name.
1. Click the **Restrictions** tab.
2. Do one of the following:
 - To set Special Access for selected users, choose **Allow selected users Special Access to this survey**.
 - To restrict the survey only to users with Special Access, choose **Allow only users with Special Access to see this survey**.
3. Click **Add Users to Special Access**.
4. Search for users and select the check boxes beside the names of users you want to assign Special Access to.
5. Click **Add Special Access**.

Survey Progress and Results

Based on how you have set up the survey properties, you might see a list of all users or just the overall survey results with anonymous responses.

1. On the **Manage Surveys** page, click on the drop-down menu next to the survey in question and select **Statistics**.
2. In the **Users** tab, search for students and their listed attempt types. You can restrict your search of survey results by attempt in the **Attempts** tab.
3. To view a specific student's results, click on an individual attempt. To view the number of attempts per question within a survey, click **View Overall Results** at the bottom of the page.

Survey Reports

Survey reports gather information on survey data. Survey reports are different from survey results; they collect and present more types of information than is available through results. Choose a report type to display question statistics, question details, student statistics, attempt details, or student attempts. You can also select a release date and choose which roles have permission to view each report.

To set up survey reports

1. On the **Manage Surveys** page, click the name of the survey.
2. On the **Reports Setup** tab, click **Add Report**.
3. Enter a **Report Name**.
4. Choose a **Report Type**:
 - **Summary Report** - You can display aggregate data for multiple choice, true and false, Likert, multi-select, and matching question types. You can also display text responses for written response, short answer, and fill in the blanks question types.

- **Individual Attempts** - This report displays each attempt individually. You can choose to hide the student's first and last name when the Individual Attempts report is viewed.
5. You can choose to immediately release a report after a survey submission, or enter an alternate date and time.
 6. In the **Release Report To** section, select the check box beside each role you want to release the report to.
 7. Click **Save**.