Scholar: Creating Surveys

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Introduction

Scholar’s Tests & Quizzes tool can be used to create anonymous surveys. Survey creators make the survey as if it were a regular assessment. There are settings, though, that make it anonymous so the survey administrator cannot which user responded in what way. There are also questions specific to surveys: yes/no questions and a variety of semantic scale questions.

This short course assumes you already know how to create an assessment in the Tests & Quizzes tool. If you do not, please review that procedure and/or attend a Tests & Quizzes short course.

Making a Survey

Create the Survey

1. Go the Tests & Quizzes tool by clicking “Tests & Quizzes” on the left-hand menu bar of a Scholar site. You will go to the Assessments main page.
2. In the New Assessments area at the top of the page, in the “Title” box, type in the survey title.
3. From the “Choose Existing Assessment Type” drop-down list, select “Survey.”
4. Select the radio button for “Create using assessment builder”.
5. Click the “Create” button. Your survey will be created and you will go to the Questions page where you add questions.

**Add Questions**

1. On the Questions page, use the “Insert New Question” drop-down menu to select one of two options:
   a. Survey (for yes/no or semantic scale items) or
   b. Short Answer/Essay (for write-ins or other open-ended items),
2. You will go to the Edit Question page. 
3. Leave answer point value at 0. 
4. Type in your question text and possible responses. 
   a. For **Survey Question only**: Choose your answer format from among the possible response types.
5. Click the “Save” button. You will go back to the Questions page. 
6. Add more questions as desired. 
7. When finished, click the “Save” button on the Questions page to save the assessment. It will be saved and you will go back to the Assessments main page.

**Publish and Release the Survey**

1. On the Tests & Quizzes main page, where assessments and surveys are listed, locate the survey you wish to publish. 
2. From the “Select Action” drop-down menu next to the survey, select “Publish” or “Settings”. Both go to the Edit Settings page. 
3. The triangular arrows show and hide sections of the assessment settings. To access a section, click the triangle next to its title to show it. 
4. In the “Delivery Dates” section, set the dates to release and close the survey. 
5. In the “Assessment Released To” section, you MUST select “Choose Anonymous Users” for it to be an anonymous survey. 
   - Anyone with the survey’s URL can take the survey. 
   - If it is anonymous, you cannot restrict who takes it. 
6. In the “Submission” section, select how many times respondents can complete the survey. 
7. In the “Submission Message” section, type in a message you want respondents to see when they are finished with the survey. 
8. In the “Feedback” section, choose the feedback options. 
9. In the “Grading” section, under “Students’ Identities”, select “Anonymous grading only”. 
10. Click the “Save Settings and Publish” button. You will go to the Check Settings and Add Notification page.
11. Choose whether or not to notify site users.
12. Copy the **Published Assessment URL** to send to users. The survey is anonymous, so the URL is the ONLY way they can access it. You can paste the URL in an email or in the **Messages** or **Announcements** tools to share it with site users.
13. Click the “Publish” button.

### After Publishing the Survey

#### Get the Survey URL to Users

1. The survey will NOT show up in the users’ or students’ **Active Assessments** area in the **Tests & Quizzes** tool because it is anonymous.
   - You will need to send the **Published Assessment URL** out to users.
   - The survey will NOT be password protected.
   - Anyone with the URL, Scholar user or not, will be able to take the survey.
2. There are two ways to fetch the URL:

   **A: When you publish the survey, you can copy the Published Assessment URL from the Check Settings and Add Notification page. See above.**

   **B. Send the URL out after the survey has been published.**

   1. Go to the **Tests & Quizzes** tool.
   2. Under “**Published Assessments**”, find the survey and click on “**Settings**” in the “**Select Action**” drop-down menu. You will go to the **Edit Settings** page.
   3. Click on the arrow next to “Assessment Released To”. The URL will be visible under the radio buttons.
   4. Copy and paste the **Published Assessment URL**.
   5. Paste it into the **Messages** or **Announcements** tool or email it users.

#### View the Survey Results

1. Go to the survey on the **Tests & Quizzes** main page.
2. On the “Select Action” drop-down menu, select “**Scores**”. You will go to the **Total Scores** page where you have a number of options. Only those relevant to surveys are explained.
• “Submission status” will be "No Submission" for site members because the survey is anonymous. Users do not log in to take it.
• Questions - This option allows you to see the survey responses for each individual question.
• Statistics - Gives response statistics.
• Export- Allows you to export results to MS Excel or another spreadsheet program.
Workshop Checklist

☐ Making a survey
  o Create the survey
  o Add questions
  o Publish

☐ Releasing the survey
  o Sharing the survey URL with respondents

☐ Viewing survey results
Help! I Need Support!

Browser Recommendations

- Mozilla Firefox 12 and newer
- Internet Explorer 9
- Chrome 18 and newer
- Safari 5.1

Most Scholar functions have been tested with all four browsers and versions listed above. That does not guarantee every feature will work perfectly in all four browsers, but we are committed to doing our best to support all four. If you suspect a browser-related problem, we encourage you to try another browser and to promptly report the issue to 4Help at http://www.4help.vt.edu.

Online Resources and Scholar Training

- For instructions on site creation, importing course materials, and TA permissions, see the Instructor’s Checklist at: http://help.scholar.vt.edu/Instructor%27sChecklist.html
- For instructions with screenshots and for answers to “How do I...?” questions, go to Scholar’s Inline Help. In Scholar’s left-hand menu bar, click Help. Use the search box or the alphabetical index to find your information.
- For Scholar FAQs, handouts, and videos, see the Online Learning & Collaboration Services (OLCS) website: http://www.olcs.lt.vt.edu/scholar/scholar.html.
- For Scholar short courses and one-on-one training, visit the Faculty Development Institute (FDI) website: http://www.fdi.vt.edu/, click the appropriate term, and register for Scholar training. You’ll need to log in with your PID and password.

Live Help

For questions, comments, suggestions, bug reports, or anything that needs attention, please use the 4Help web form at http://4help.vt.edu/ or call 540-231-HELP (4357). When requesting assistance, include as much of the following information as possible:
- your name and PID,
- the browser and operating system,
- the Scholar site’s title (on the site tab),
- the course name, course #, and instructor’s name,
- any complete error messages you may have saved,
- the day, time and what you were doing when the error occurred,
- and any solutions you have already attempted.

For in-depth assistance or a consultation on instructional strategies using Scholar, sign up for an In-Person Help session or a One-on-One session through the FDI at http://www.fdi.vt.edu.