Create surveys guide

This guide demonstrates the process of creating a survey.

► Create a new blank survey.
► Create a survey from a template.

You can insert a module of prepared questions into a survey.

You can also add a ‘welcome’ page and a ‘thank you’ message to your survey.
Create a new survey

School Survey enables you to create a new blank survey or to create a survey from a template. A template is a survey that has been published to the Jurisdiction library or the School library.

From the **Create** menu, select **Survey**. You also have the option to select the **Create survey** button on the right of the screen.

Select an option:
- Create a new blank survey
- Create a survey from a template.

Select the **Continue** button.
Insert components into your survey

Insert pages, questions and modules into your survey by selecting the links.

- Insert a ‘welcome’ page with text that introduces your survey to your respondents.
- Insert a module (set of existing questions) from a library.
- Insert a blank page into your survey.
- Insert a new question that you will create.
- Insert a ‘thank you’ page to finish your survey.
- Insert an existing question from the dashboard or a library.

A note about copying modules: To ensure that response data can be shared with your schooling system, any modules from the National or Jurisdiction libraries MUST be added directly to your survey using the ‘Insert module from library’ function. If a module is copied from a library to your dashboard and then inserted into a survey, sharing of response data with your schooling system will not be possible. Similarly, any copies of the module that are altered and subsequently published to a library cannot be used for the purposes of the sharing of response data.
Edit pages and questions

To edit any part of your survey, select the relevant Edit drop-down menu.

Select Edit header to edit the title or logo, or change the background and font colours of your survey title.

Select Edit page to edit or delete your survey’s ‘welcome’ page.

Select Edit module to move or delete a module.

Select this link to Add skip logic – this function allows you to specify questions that will be ‘skipped’ based on the response chosen by the respondent.

Select Edit page to edit the page title or description, or copy, move or delete a page.

Select the Edit question drop-down menu to edit, copy, move, publish or delete a question.

Select Edit Page to edit or delete your survey’s ‘thank you’ page.
Questions – choose a question type

School Survey contains ten question types. Refer to the flowchart to help you to decide which type will best suit your needs.

- **Response type**
  - Under 200 characters
  - Up to 5000 characters
  - One question requiring only one response
  - One question allowing more than one response
  - Several rows of related questions, each requiring only one response
  - A list of items that the respondent places into their order of preference
  - One item to be rated on a scale
  - Several items to be rated on a scale

- **Presentation of response options**
  - One response box
  - Two or more response boxes
  - A drop-down menu
  - A vertical list
  - Questions presented in horizontal rows and options presented in vertical columns
  - A vertical list
  - Questions presented in horizontal rows and options presented in vertical columns

- **Name of question type**
  - Short text response
  - Multiple short text response
  - Extended text response
  - Single response multiple choice
  - Drop-down menu
  - Multiple response multiple choice
  - Matrix of options (single response per row)
  - Ranking
  - Rating (single row Likert)
  - Multiple rating (multi row Likert)
Create a question

To create a new question, select **Question** from the **Create** menu.

**From the Create menu, select Question.**

**Enter your text into the Question text field and enter further instructions for the respondent into the Help text field.**

**Select from the Question type drop-down list.**

**Select the Continue button to complete all the details for your question.**

**A note about piping:** Piping allows a response from an earlier question to form part of the text for a later question. When you create a drop-down menu or single response multiple choice question, you can use piping.

A question must be marked as mandatory if its responses will be used for piping. The previous question must be on a separate page to the later question.
Preview a survey – online or print

You can preview your completed survey as it will appear online and in print.

Select **Surveys** from the dashboard.

Select a column header to change the sort order.

Select the survey title from the **Survey title** list.

After your survey opens, select **Print preview** from the list of options at the top of the page to display the survey as it will appear in print. It will open as a PDF.

Select **Online preview** to display your survey as it will appear to your respondents on screen. It will open in a new window.