

# School Survey

## 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.

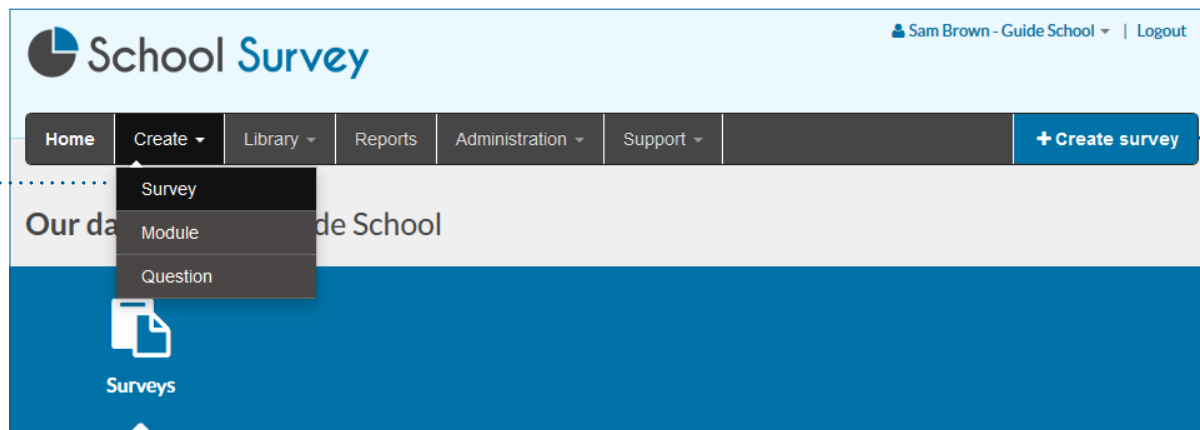
You can also add a 'welcome' page and a 'thank you' message to your survey.



# 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.

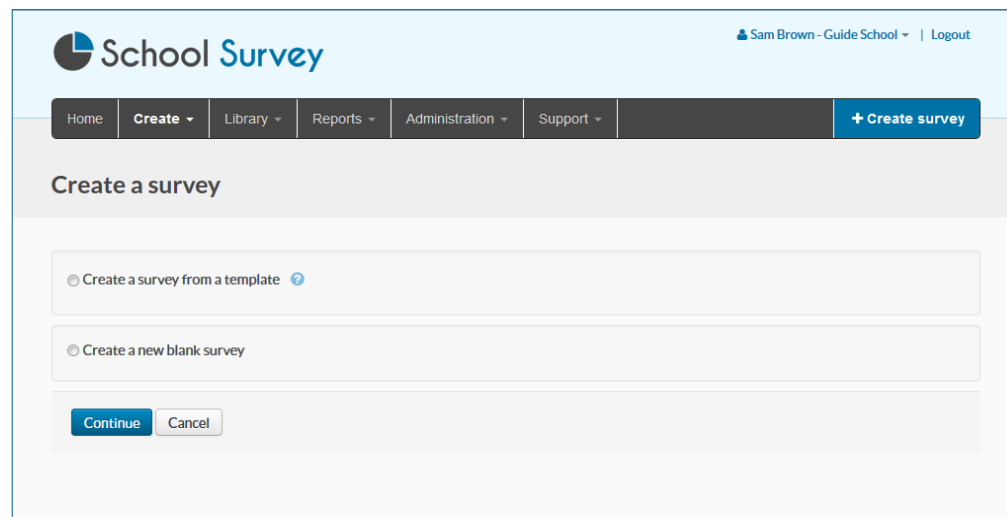
From the **Create** menu, select **Survey**. You also have the option to select the **Create survey** button on the right of the screen.



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.

**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.

The screenshot shows the 'Parent opinion survey - homework review' editor. At the top, there are navigation links: 'Collapse all', 'Print preview', 'Online preview', 'Distribute to respondents', 'Publish to library', and 'Settings'. Below the header, there is a 'School logo' placeholder and an 'Edit header' dropdown. The main content area is divided into sections:

- Section 1:** Contains an 'Insert welcome page' button. A callout box explains: 'Insert a 'welcome' page with text that introduces your survey to your respondents.'
- Section 2:** Contains 'Insert blank page' and 'Insert module from library' buttons. A callout box explains: 'Insert a blank page into your survey.' Another callout box explains: 'Insert a module (set of existing questions) from a library.'
- Section 3 (PAGE 1):** Contains 'Insert new question' and 'Insert existing question' buttons. A callout box explains: 'Insert a new question that you will create.' Another callout box explains: 'Insert an existing question from the dashboard or a library.'
- Section 4:** Contains 'Insert blank page' and 'Insert module from library' buttons.
- Section 5:** Contains an 'Insert thank you page' button. A callout box explains: 'Insert a 'thank you' page to finish your survey.'

# Edit pages and questions

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

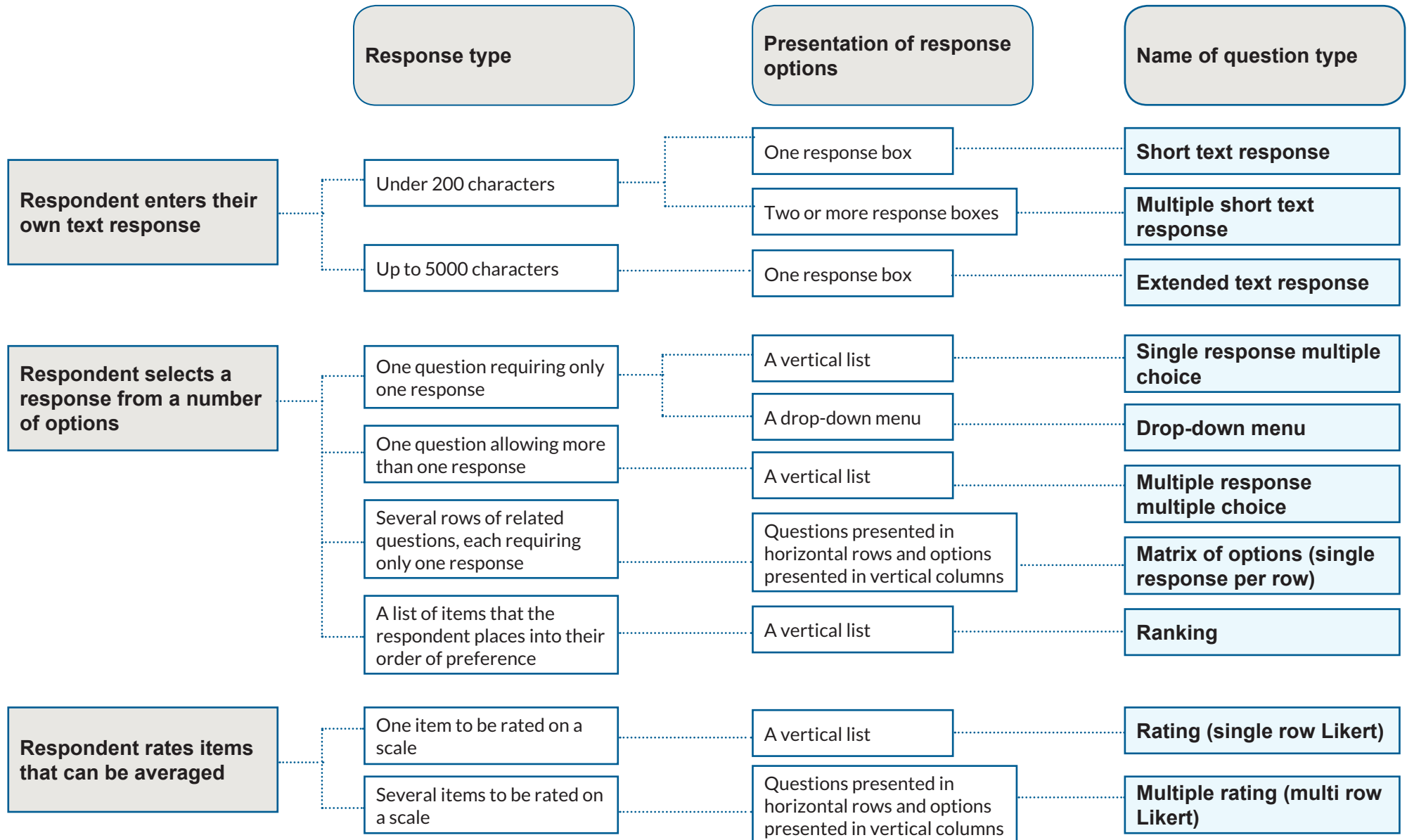
The screenshot shows the 'Parent opinion survey - homework review' editor. At the top, there are navigation links: Collapse all, Print preview, Online preview, Distribute to respondents, Publish to library, and Settings. A note states: 'Please note: Edits to this survey will be reflected in future distributions only. All details in current distributions will remain the same.'

The survey structure is as follows:

- Page 1: Welcome**
  - Title: Welcome
  - Description: Please let us know what you think about our recent homework review.
  - Buttons: + Insert blank page, Insert module from library
  - Callout: Select **Edit header** to edit the title or logo, or change the background and font colours of your survey title.
  - Callout: Select **Edit page** to edit or delete your survey's 'welcome' page.
- Module: National parent questions**
  - Inserted from: National library
  - Buttons: + Insert blank page, Insert module from library
  - Callout: Select **Edit module** to move or delete a module.
  - Callout: 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.
- Page 2**
  - Title: 2. Do you agree with the recent changes to our homework policy? \*
  - Description: Do you agree with the recent changes to our homework policy? \*
  - Options: Yes, No
  - Buttons: + Insert new question, Insert existing question
  - Callout: Select **Edit page** to edit the page title or description, or copy, move or delete a page.
  - Callout: Select the **Edit question** drop-down menu to edit, copy, move, publish or delete a question.
- Page 3: Thank you**
  - Title: Thank you
  - Buttons: + Insert blank page, Insert module from library
  - Callout: 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.



# 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.

Our dashboard | Guide School

Select **Surveys** from the **dashboard**.

Select a column header to change the sort order.

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

Survey title	Updated by	Updated on	Last distribution	Distributions	
Parent opinion survey - homework review	Sam Brown	25/09/2013 11:07 AM		0	Actions ▾

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.

School Survey

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Home Create ▾ Library ▾ Reports Administration ▾ Support ▾ + Create survey

- Collapse all **Print preview** **Online preview** Distribute to respondents Publish to library Settings