

# School Survey

## Distribute surveys guide

This guide demonstrates the process of distributing a survey to respondents.

It also looks at monitoring the progress of your survey by reviewing the number of responses that have been received.



Australian Government  
Department of Education



SCSEEC  
Standing Council on School Education and Early Childhood



Education  
Services  
Australia

acara AUSTRALIAN CURRICULUM,  
ASSESSMENT AND  
REPORTING AUTHORITY

# Select a survey to distribute

To distribute your survey, locate it in your survey list.

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

**Our dashboard | Guide School**

Surveys Modules Questions

**Surveys**

All active | Created by me | Updated by me | Draft | Distributed Archived surveys

Survey title	Updated by	Updated on	Last distribution	Distributions	Actions
Parent opinion survey - homework review	Sam Brown	25/09/2013 11:07 AM		0	<ul style="list-style-type: none"> <li>Preview</li> <li>Edit</li> <li>Copy</li> <li><b>Distribute</b></li> <li>Publish to library</li> <li>Delete</li> <li>Archive</li> </ul>

Select a column header to change the sort order.

Locate your survey in the **Survey title** list. The **All active** tab displays all surveys created by users at your school.

Select the **Actions** drop-down menu for the appropriate survey and then the **Distribute** link.

# Complete survey distribution details

From the **Survey distributions** page, select the **Create new survey distribution** button to begin the distribution process. Then complete all details for the distribution on the **Distribute survey** pages.

**Select the **Create new survey distribution** button.**

**Survey distributions**  
Parent opinion survey - homework review

[Back to edit survey](#)

**Create new survey distribution**

**A note about reporting:** Consider now the type of report you will generate from the responses. Each survey report can only include data from a maximum of three distributions, so be sure to include all recipients who will be reported together in no more than three distributions.

**Select the **Distribution type** from the drop-down list – all surveys are anonymous; however, you may provide respondents with a survey code or a unique personal code (not linked to respondent details).**

**Distribute survey**  
Parent opinion survey - homework review

[Back to survey distribution list](#)

**New survey distribution**

Distribution name \* [Check spelling](#)

Parent opinion survey - homework review - 25/09/2013

Distribution type \*

Anonymous

What school year should this be allocated to? \*

2013

**Select the year.**

**Survey availability**

**Survey starts**

Now

Start date and time

29/09/2013 09:00

Australian Eastern Standard Time (AEST)

**Survey ends**

Never

End date and time

04/10/2013 23:59

Australian Eastern Standard Time (AEST)

You are required to consider the ACARA Survey Sample Guidelines in determining survey sample size when you ask parents or students the agreed national opinion items. [Download the guidelines](#) as a PDF.

I have read and considered the ACARA Survey Sample Guidelines.\*

**Create survey distribution** **Cancel**

**The default options for **Survey starts** and **Survey ends** are Now and Never. Select the calendar and clock icons to choose specific dates and times.**

**If you have included the agreed national opinion items in your survey (from the National library) you must select this checkbox.**

**Select the **Create survey distribution** button to move to the next page.**

# Review survey distribution details and select delivery type

After you have reviewed the distribution options, select your delivery method.

Review the distribution options and make changes if necessary.

### Distribute survey

[< Back to survey distributions](#)

#### Details

Survey name:	Parent opinion survey - homework review year 7
Distribution name:	Parent opinion survey - homework review year 7 - 30/09/2013 2:36 PM <a href="#">Change distribution name</a>
Security options:	Anonymous
School year:	2013
Creation date:	30/09/2013 2:36:36 PM
Survey availability:	Starts: Now Ends: Never <a href="#">Change survey availability</a>
Survey link:	<a href="http://nsoss-v3.esa.edu.au/s/nevg9XnT">http://nsoss-v3.esa.edu.au/s/nevg9XnT</a> <a href="#">Customise unique link</a>
Survey close message:	<a href="#">Change close survey message</a>

A case sensitive, **unique link** is generated for every new survey distribution. This link forms the last section of the survey URL. You can change this link; however, it must be unique, can only contain letters and numbers (no spaces or special characters) and cannot exceed 100 characters.

### Unique link

<http://nsoss-v3.esa.edu.au/s/>

Customising the unique link for this survey will override all previous system-generated or customised links. Any previous links will no longer function.

To send your survey via email, select the **Start by adding recipients** button to enter details of your respondents.

Select the **Generate PDF** button if your preference is to distribute your survey in hard copy.

This link can be included in a newsletter, email or letter, or on your school website. Copy and paste as appropriate.

### Delivery mode

**Email**  
Create a custom email and send to your own email list.

**Print**  
Generate a PDF version of the survey for printing.

**Link**  
Copy and paste this link into an email, newsletter, your website or intranet.

You have the option to send a **reminder email** as a prompt for respondents to submit their completed surveys.

This option will become active after you create the distribution.

# Add recipients (survey respondents)

School Survey provides two ways to enter survey recipient details – you can upload a file containing names and email addresses or enter email addresses directly.

To upload a CSV file or Excel spreadsheet listing recipient details, choose the **Select file** button.

**Enter** email addresses for your **recipients** into the text box. The inclusion of personal name and/or family name is optional.

Select the **Add recipients** button.

When all recipients are added successfully, select the **Compose email** button.

The screenshot shows the 'Add recipients' page for a 'Parent opinion survey - homework review'. It features a breadcrumb trail: 1 Recipients > 2 Content > 3 Delivery. The page is divided into two main sections: 'Upload a file' and 'Enter recipients'. The 'Upload a file' section includes a 'Select file' button and a 'Sample templates' box with a link to 'Download sample CSV / XLS / XLSX'. The 'Enter recipients' section has a text input field containing several email addresses and names, an 'Example' box showing a similar format, and a checkbox for 'I have read the ESA privacy statement'. At the bottom, there are 'Add recipients' and 'Cancel' buttons. A smaller inset window shows a confirmation message: '4 recipients were imported successfully.' with a '+ Show recipients' link and 'Compose email' and 'Cancel' buttons.

# Customise your distribution email

Review the email that will introduce your survey to respondents. You will need to enter some text to explain the purpose of your survey.

### Compose email

Parent opinion survey - homework review 1 Recipients > 2 Content > 3 Delivery

[Back to review recipients](#)

**Customise the email subject line \*** [Check spelling](#)

Be specific in your subject line to ensure that recipients notice your survey in their inboxes.

**Customise your email message \***

Insert topic details for your survey and edit the remaining text as necessary. Tags (field codes) will be replaced with the relevant data when the email is sent.

Dear [PersonalName] [FamilyName],

Guide School has invited you to complete a survey on INSERT TEXT HERE. You can access the survey at [SurveyLink]. [SurveyAvailability]

If you choose to participate, your responses will be completely anonymous. If any of your responses enable administrators to identify you, this is unintentional, and your responses will be regarded as personal information and will be protected by applicable privacy laws.

Any personal information you may provide is collected within the privacy policy of Guide School, for the purposes outlined in that policy, and will not be used or disclosed except in accordance with that policy. You can contact Guide School for more information about the privacy policy.

Thank you for your participation.

Regards,

[Preview email](#)

**Quick tag reference**

Tags are used to highlight areas in templates where the insertion of stored data is required. The [SurveyLink] tag is mandatory in this email template; however, other tags below can be added or removed from the email as appropriate.

[SurveyLink] ?

[SurveyAvailability] ?

[PersonalName] ?

[FamilyName] ?

Do you want to send this survey to a random set of recipients?

[Save email and test](#) [Cancel](#)

You must insert some explanatory text into the body of the email.

This is an example of a detailed explanation. You could also enter short text such as 'about homework'.

**Customise your email message \***

Insert topic details for your survey and edit the remaining text as necessary. Tags (field codes) will be replaced with the relevant data when the email is sent.

Dear [PersonalName] [FamilyName],

Guide School has invited you to complete a survey related to your opinion of our recent homework policy review. You can access the survey at [SurveyLink]. [SurveyAvailability]

# Monitor the progress of your distributed survey

To check the number of responses that have been received for your survey, select **Distributions** from the **dashboard**.

Select **Distributions** from the **dashboard**.

Our dashboard | Guide School

Distributions

Surveys

Modules

Questions

**Distributions**

[All active](#) | [Created by me](#) | [Updated by me](#) | [Scheduled](#) | [Open](#) | [Ended](#)  Archived distributions

Distribution name	School year	Updated by	Updated on	Status	Actions
Parent opinion survey - homework review - 25/09/2013	2013	Sam Brown	25/09/2013 11:49 AM	Not started	

Locate the survey in the **Distribution name** column and select it.

**Current survey distributions**

To view the details or change the properties of an existing instance, select the name. To add more instances of this survey for a different group of people, select the [Create new survey distribution](#) button.

Distribution name	School year	Duration	Status	Responses submitted	Responses in progress	Actions
Parent opinion survey - homework review - 25/09/2013 12:20 PM	2013	Starts: Now Ends: 26/09/2013	Open	1	0	<ul style="list-style-type: none"> <li> Stats</li> <li> Manage</li> <li> Enter data</li> <li> Preview</li> <li> Close</li> <li> Delete</li> </ul>

Select the **Actions** drop-down menu to perform a number of actions related to the survey distribution.

The **Duration** column shows the start and end period for this survey distribution.

The **Status** column will indicate **Not started**, **Open**, **Ended** or **Archived**. An open survey distribution indicates that responses will continue to be accepted.

The **Responses submitted** column shows the number of surveys that have been returned by respondents.

The **Responses in progress** column shows the number of respondents who have commenced but not yet submitted their survey.