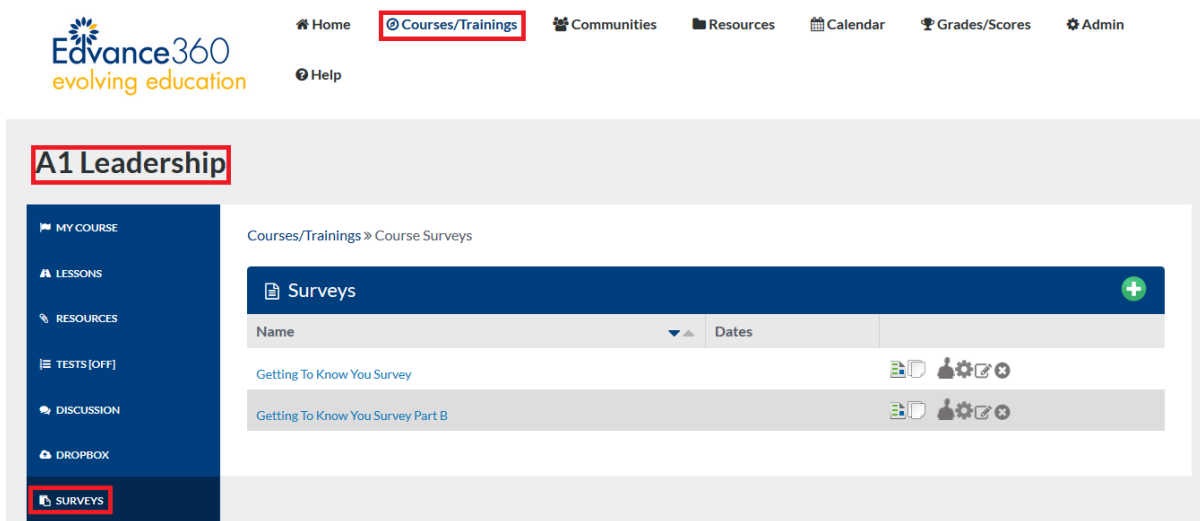


# Edvance360 QUICKSTART GUIDE

## How to Create Surveys

Users have the ability to add rated/multiple choice, multiple answer questions, and/or open dialogue questions.

- 1 Navigate to **Courses/Training** > Course/Training where you want to add survey > **Surveys**



- 2 Select **Green Plus Sign** to Add New Survey



## QuickStart Guide: How to Create Surveys

### 3 Enter survey details and select desired settings

[Courses/Trainings](#) » [Course Surveys](#) » Add Survey

\* Name

Start date

Expire date

Anonymous

Status

Save

### 4 Survey tools below including icon and written description



Select the report page icon to view a complete report of the survey results showing all answers to the rated/multiple choice questions, multiple answer questions, and open dialog questions. The report may be saved as an Excel Summary report or Excel Detailed report by select the named links.



Select the double page icon to duplicate the current survey; make sure to edit the name of the duplicated survey.



Select the person icon to view who has or has not participated in the survey. A message may be sent to any selected user. Select the blue circular arrow “RETAKE” option to the right of a user who has completed the survey to remove the user’s completed survey results allowing them to retake the survey.



Select the gear icon to edit the questions of the survey.



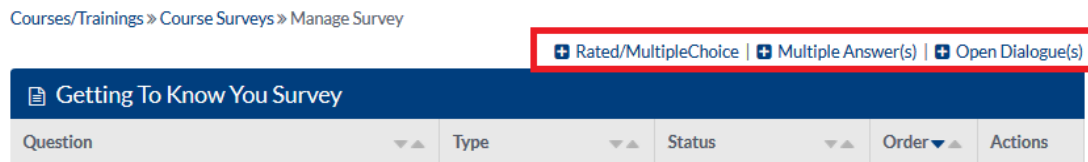
Select the pencil edit icon to manage the names, dates, and active/inactive settings of the survey.



Select the “X” icon to delete the survey.

## QuickStart Guide: How to Create Surveys

Select the plus sign “Add New” next to the survey question type you want to add (see screenshot below). Or, to edit any question type of an existing survey, click on the “Gear” Manage icon to the right of a survey



## 5

To add **Rated/Multiple Choice** select the plus sign “Add New”. Users should enter a question and then select a rated response from the following options:

Question

Paragraphs: 0, Words: 0

Rate from 1-5

Rate from 1-10

"Highly Unsatisfied" through

"Highly Satisfied"

"Very Poor" through

"Excellent"

"Very Difficult" through

"Very Easy"

"Never" through "Always"

Response Options: "Comma separated values, ie: "Outstanding, Good, Poor"

?

Status

Active

Save

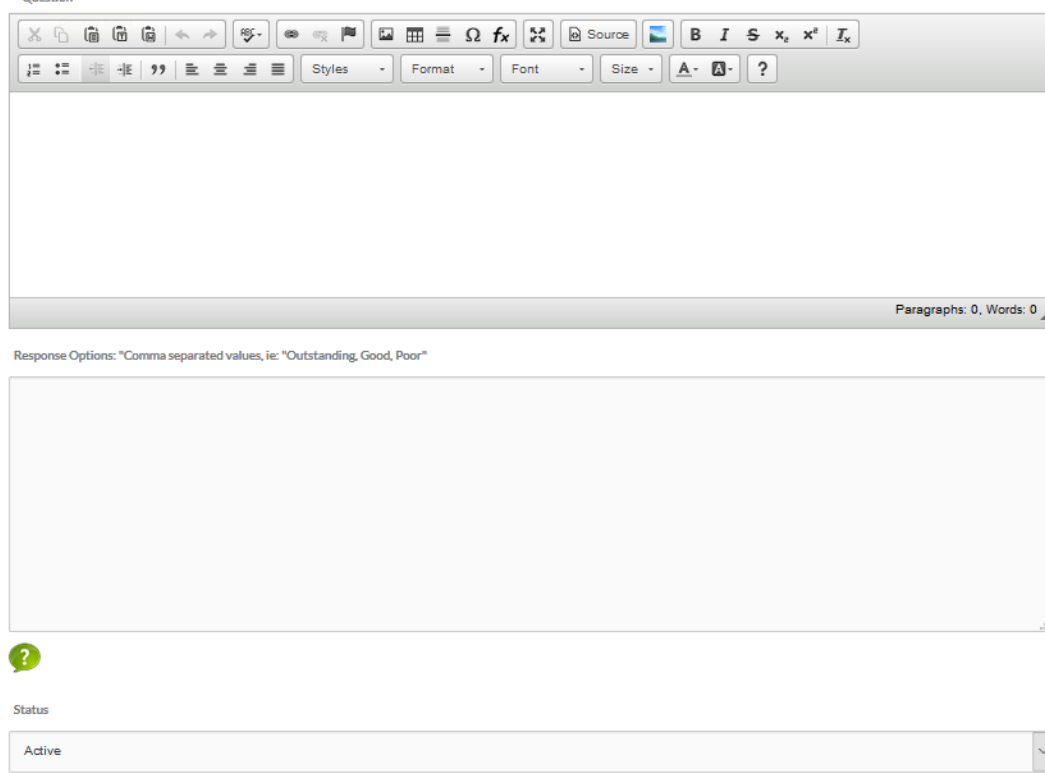
Users may also choose to enter custom rated options by typing desired responses, separated by commas, in the option text box. Once the question has been created, properly set the status to inactive or active. To finish adding the question, users should select the SAVE button. The question will then appear in a list format. Continue adding questions by selecting the link for either Rated/Multiple Choice questions, Multiple Answer questions, or Open Dialog questions.

## QuickStart Guide: How to Create Surveys

- 6 To add a **Multiple Answer question**, select the plus sign “Add New”. Type in the question in the question field rich text editor. Type in the optional answers in the option text box with each separated by commas. Set the status to inactive or active, then select SAVE.

Courses/Trainings » Course Surveys » Manage Survey » Add Multiple Question

\* Question



The screenshot shows the 'Add Multiple Question' form. At the top, there is a breadcrumb trail: 'Courses/Trainings » Course Surveys » Manage Survey » Add Multiple Question'. Below this is a red asterisk followed by the word 'Question'. The main form area contains a rich text editor with a toolbar at the top. The toolbar includes icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, and a help icon. Below the toolbar is a large text area for the question. Below the question text area is a text box for 'Response Options: "Comma separated values, ie: "Outstanding, Good, Poor"'. Below the response options is a green question mark icon. Below the question mark icon is a 'Status' dropdown menu with 'Active' selected. At the bottom left is a blue 'Save' button.

Paragaphs: 0, Words: 0

Response Options: "Comma separated values, ie: "Outstanding, Good, Poor"

Status

Active

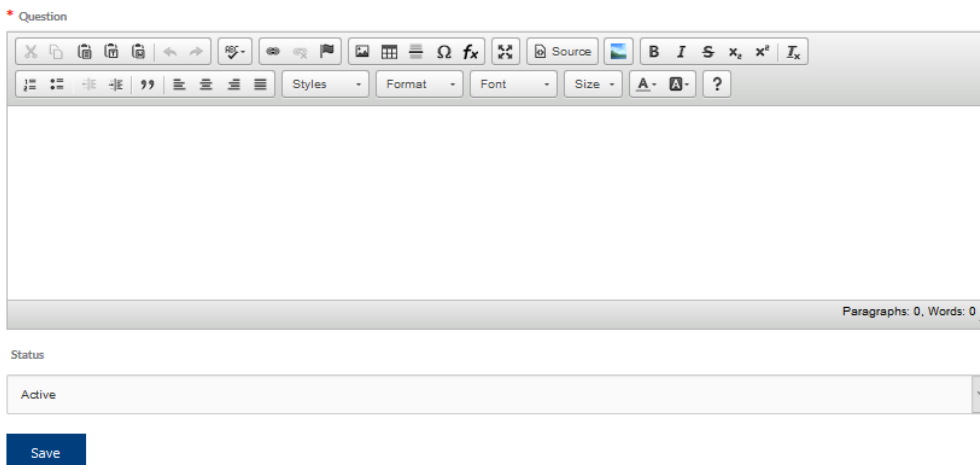
Save

## QuickStart Guide: How to Create Surveys

- 7 To add an **Open Dialogue question** select the plus sign “Add New”. Enter the question in the question field rich text editor provided. Set the status to inactive or active, then select Save.

Courses/Trainings » Course Surveys » Manage Survey » Add Dialogue Question

\* Question



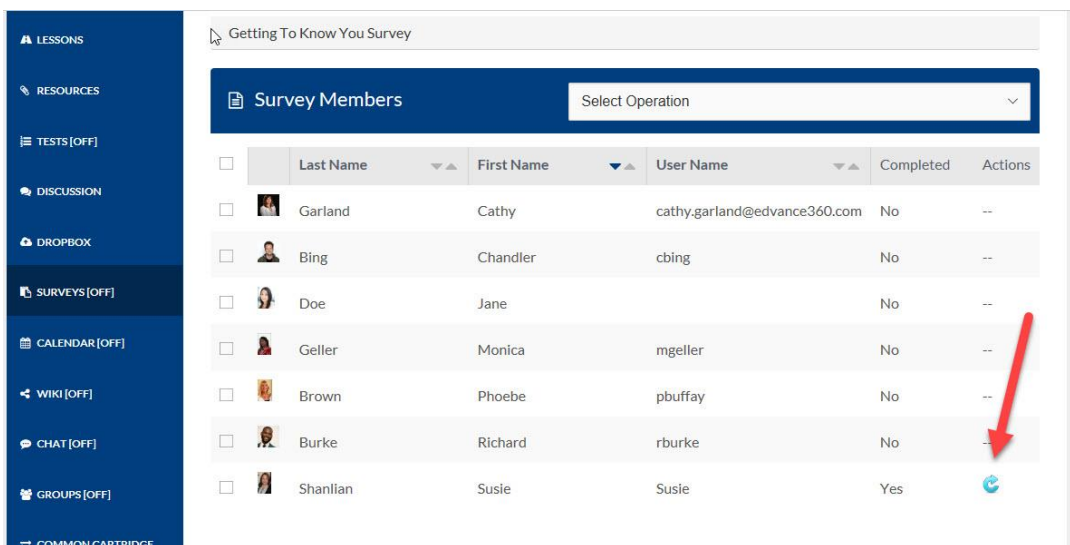
Paragraphs: 0, Words: 0

Status

Active

Save


- 8 Reset Survey for learner by navigating to **Surveys > Participation > Blue Reset Arrow**



Getting To Know You Survey

Survey Members

Select Operation

	Last Name	First Name	User Name	Completed	Actions
<input type="checkbox"/>	Garland	Cathy	cathy.garland@edvance360.com	No	--
<input type="checkbox"/>	Bing	Chandler	cbling	No	--
<input type="checkbox"/>	Doe	Jane		No	--
<input type="checkbox"/>	Geller	Monica	mgeller	No	--
<input type="checkbox"/>	Brown	Phoebe	pbuffay	No	--
<input type="checkbox"/>	Burke	Richard	rburke	No	--
<input type="checkbox"/>	Shanlian	Susie	Susie	Yes	

## Additional Information

- Within each question manage area, users may sort order the questions and save.
- Learners may access the surveys page by selecting the Surveys icon from their course homepage. They may view survey titles, and the dates each survey is able for them to complete (if dates were preset). If a learner has completed a survey they will see the survey name and the term “completed” in brackets and will be unable to access the survey.
- To complete a survey, the learners should select the hyperlinked survey name, answering the survey questions and clicking Submit to finish.