

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**

The screenshot shows the Edvance360 user interface. At the top, the navigation menu includes Home, Courses/Trainings (highlighted with a red box), Communities, Resources, Calendar, Grades/Scores, and Admin. Below the navigation menu, the breadcrumb path is 'Courses/Trainings > Course Surveys'. The main content area displays a table with two rows of survey entries: 'Getting To Know You Survey' and 'Getting To Know You Survey Part B'. A green plus sign icon is visible in the top right corner of the table header, indicating the option to add a new survey.

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

This close-up screenshot focuses on the top right corner of the 'Surveys' table header. A green plus sign icon is highlighted with a red box, indicating the button used to add a new survey.

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.

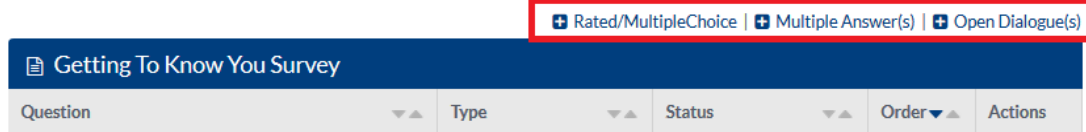


Select the "X" icon to delete the survey.

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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

Courses/Trainings » Course Surveys » Manage 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:

The screenshot shows the "Question" editor interface. It includes a rich text editor at the top, a list of rating options, a text box for "Response Options", a "Status" dropdown menu, and a "Save" button.

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

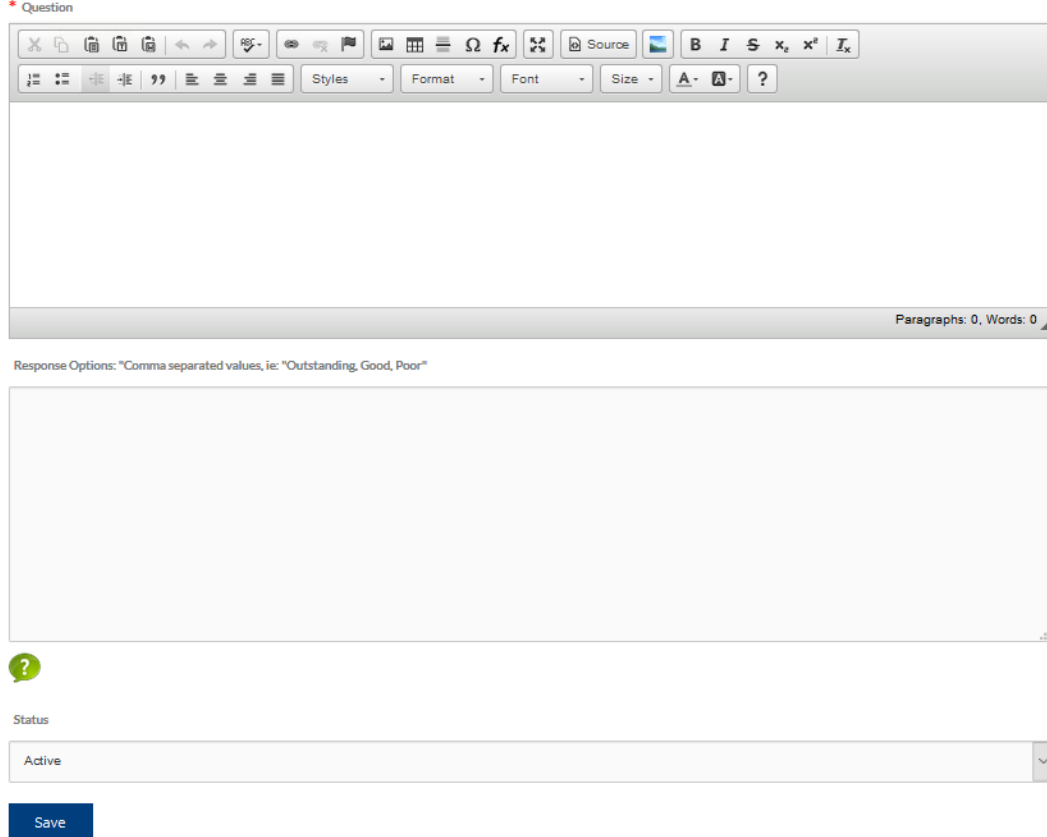
Users may also choose to enter custom rated options by typing desired responses, separated by commas, in the option text box. Once the question has been created, properly set the status to inactive or active. To finish adding the question, users should select the SAVE button. The question will then appear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

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- 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



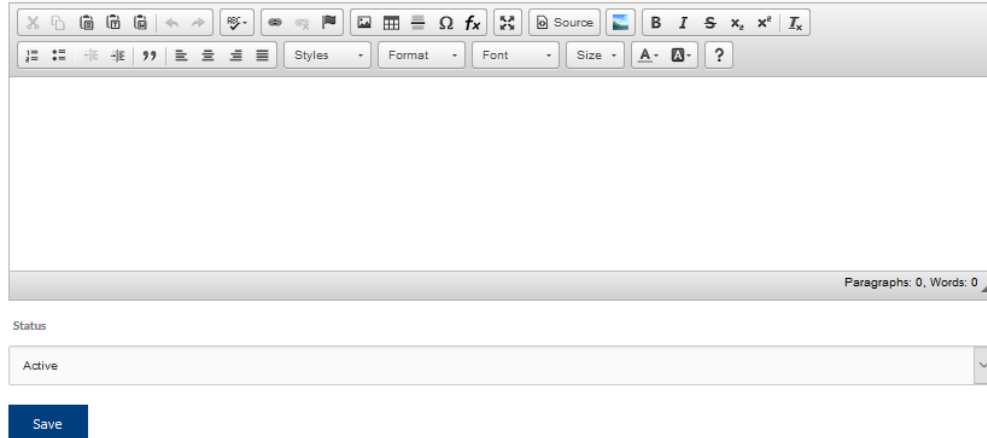
The screenshot shows the 'Add Multiple Question' form. At the top, there is a breadcrumb trail: 'Courses/Trainings » Course Surveys » Manage Survey » Add Multiple Question'. Below this is a red asterisk and the word 'Question'. The main part of the form is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, link, unlink, source, and font color. Below the toolbar is a large empty text area for the question. At the bottom right of this area, it says 'Paragraphs: 0, Words: 0'. Below the question field is a text box for 'Response Options: *Comma separated values, ie: "Outstanding, Good, Poor"'. Below that is a green question mark icon. At the bottom, there is a 'Status' dropdown menu with 'Active' selected, and a blue 'Save' button.

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- 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



Paragrapgs: 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

<input type="checkbox"/>	Last Name	First Name	User Name	Completed	Actions
<input type="checkbox"/>	Garland	Cathy	cathy.garland@edvance360.com	No	--
<input type="checkbox"/>	Bing	Chandler	cbing	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.