

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 bar includes 'Home', 'Courses/Trainings' (highlighted with a red box), 'Communities', 'Resources', 'Calendar', 'Grades/Scores', and 'Admin'. Below this, the 'Edvance360 evolving education' logo is on the left, and 'Help' is on the right. The main content area is titled 'A1 Leadership' (highlighted with a red box). On the left sidebar, 'MY COURSE' is expanded, showing 'LESSONS', 'RESOURCES', 'TESTS [OFF]', 'DISCUSSION', 'DROPBOX', and 'SURVEYS' (highlighted with a red box). The main content area shows 'Courses/Trainings > Course Surveys' with a 'Surveys' header and a green plus sign button. Below the header is a table with columns 'Name' and 'Dates'. The table contains two rows: 'Getting To Know You Survey' and 'Getting To Know You Survey Part B', each with a set of action icons.

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

This is a close-up view of the 'Surveys' header bar. It features a dark blue background with the text 'Surveys' and a green plus sign button on the right side. The plus sign button is highlighted with a red box.

3 Enter survey details and select desired settings

Courses/Trainings » Course Surveys » Add Survey

* Name

Start date

Expire date

Anonymous

Status

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.

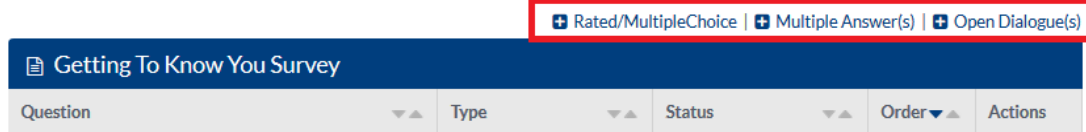


Select the "X" icon to delete the survey.

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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:

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

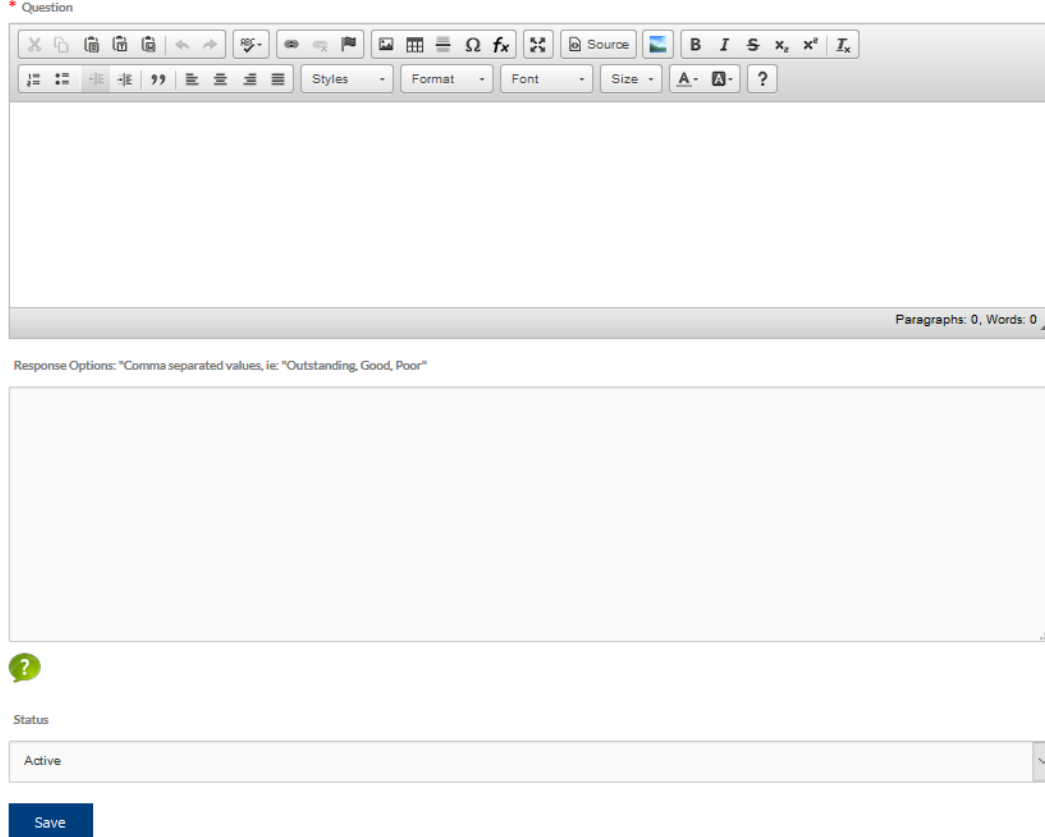
Users may also choose to enter custom rated options by typing desired responses, separated by commas, in the option text box. Once the question has been created, properly set the status to inactive or active. To finish adding the question, users should select the SAVE button. The question will then appear 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 form area contains a rich text editor with a toolbar at the top. The toolbar includes icons for undo, redo, bold, italic, strikethrough, subscript, superscript, link, unlink, source, and help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color selection tools and a help icon. The text editor area is empty. Below the text editor 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 is a 'Status' dropdown menu with 'Active' selected. At the bottom left is a blue 'Save' button.

Paragraphs: 0, Words: 0

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

Status

Active

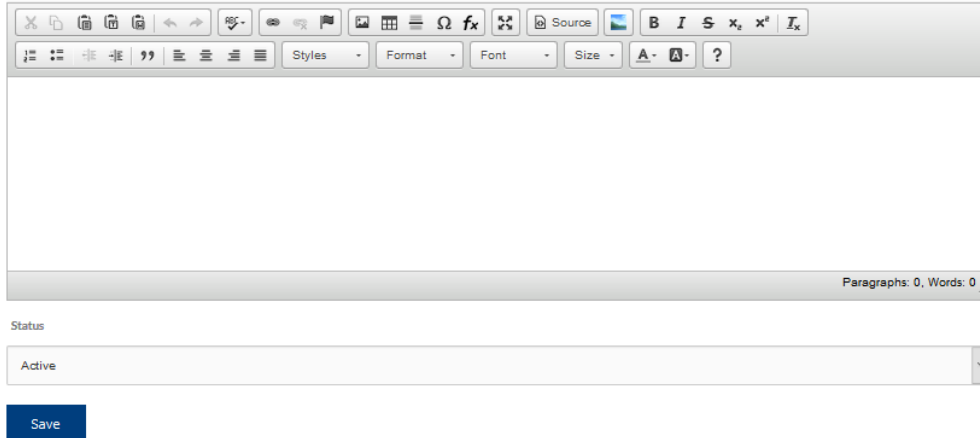
Save

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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



Paragrapahs: 0, Words: 0

Status

Active







Save

- 8 Manage Survey by navigation to Surveys > Manage (Gear Icon) to view each survey Question, the Type of question, Status (Active or Inactive), Order, Edit, and Delete.

Courses/Trainings » Course Surveys » Manage Survey

Rated/MultipleChoice | Multiple Answer(s) | Open Dialogue(s)

Getting To Know You Survey

Question	Type	Status	Order	Actions
How would you rate our company?	Rated/MultipleChoice	Active	0	 
How did you hear about us?	Rated/MultipleChoice	Active	0	 
Where would you like to live?	Open Dialogue(s)	Active	0	 

Save

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

The screenshot shows the 'Survey Members' table for the 'Getting To Know You Survey'. The table has columns for 'Last Name', 'First Name', 'User Name', 'Completed', and 'Actions'. A red arrow points to the blue reset icon in the 'Actions' column for the learner 'Shanlian'.

	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.