

SURVEY MANAGER – CREATE AND TRACK YOUR OWN SURVEYS

Now B-W has a new tool to let faculty and staff create their own surveys. This easy to use program will have you collecting responses to your questions very quickly. You can also collect the data for analysis using programs such as Excel, SAS or SPSS. Before getting started, you will need to consider the following characteristics of the Survey Manager:

- This program is primarily for in-house surveys only. Official B-W surveys should still be created and hosted on the main B-W website.
- Survey responses are anonymous and cannot be tracked.
- There is no safeguard to prevent users from completing the survey multiple times.
- There is not a way to make answers required. Users can skip questions.

GETTING STARTED

You will need to have a Survey Manager account and password before logging in. This will be given to you in class, or you may request an account from the Help Desk.

Connect to <http://survey.bw.edu> to begin. Log in with your user name and password.

CREATING A SURVEY

The first thing you should see is the My Surveys window. Since you are just getting started, there are no existing surveys. (Note the link to change your password, if desired.) Any surveys you create will be listed here once you have set some up.

Click **Create new survey** to start your first survey.

You are here: My Surveys

My Surveys

Create new survey

[Change my login password](#)

Name your survey. Be sure to name it something descriptive enough so you will recognize it by name when you return.

You are here: [My Surveys](#) > Create New Survey

Create New Survey

Survey name: (used for your reference; users do not see the survey name)

(1 to 30 characters)

OK

Cancel

To begin creating your survey, you will have to set up the Entry Form. Click Edit Entry Form.

You are here: [My Surveys](#) > Intro to Excel Training Survey [Logout](#) ✓

Intro to Excel Training Survey

[« Back to main menu](#)

Preparation

- [Edit Entry Form](#) (entry form must contain at least one question)
- [Edit Exit Page](#)
- [Change e-mail notification](#) (notification is currently inactive)
- [Add/Remove administrators](#)
- [Edit Entry Restrictions](#)

Start/Stop

- Open for data collection (entry form must contain at least one question)
- Close for data collection

Results

- [Change access restrictions](#) (currently nobody, but the administrator(s), can view the survey results)
- View results
- Delete results
- [Export Results](#) (into Excel, SAS, SPSS etc.)

Create an introduction to your survey. You also have the option to visually separate the question from other ones. This just puts a blank line after your question. You will probably want to click Yes to separate your questions.

Even with space separation on, I have found it helpful to force a couple of blank lines after the opening statement. Enter `<p>` on the line following your statement to force a new paragraph.

Click OK when done.

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > [Edit Entry Form](#) > Edit

Edit

Text: Plain Text HTML

```
<h2>Intro to Excel Training Survey</h2>
```

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley

```
<p>
```

What's this <h1> stuff?

These are HTML tags that tell the web browser how big to make the text. The `<h1>` before the text turns the heading size on, and the `</h1>` after the text turns it off. Use any number from 1 to 6, with 1 being the largest.

Separate this item visually from the previous one?
(choosing *no* allows you to visually merge questions or text items)

Yes
 No

[OK](#) [Cancel](#)

Click **add question here** to continue and enter your first question.

Text [edit](#) [copy](#) [delete](#) [move up](#) [move down](#) [add question above](#) [add text above](#)

Intro to Excel Training Survey

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley

[add question here](#) [add text here](#)

[Done](#) [Preview](#)

Select Question Type

[Multiple choice - only one response allowed](#)

[Check all that apply](#)

[Short answer - one line](#)

[Comment/Essay question](#)

Choose one of the four possible question types. You may select from multiple choice, check all that apply, one-line short answer or short essay.

Multiple Choice

The prompts you get as you enter your question are based on the question type you selected. With multiple choice, each possible response must be listed on a separate line.

You can also decide if you would like to include an "Other" response with a box to enter a response.

You are also asked how you want your responses displayed: all on one line, or each on its own line. You will probably prefer each response on its own line.

Click OK to enter your question.

Multiple choice - pick one

Question prompt: (empty or any text including HTML)

Before attending this course, I would rate my experience level using Excel...

Separate this item visually from the previous one?

(choosing *no* allows you to visually merge questions or text items)

- Yes
 No

Multiple choice options: (list one per line, minimum is 2)

Little to no experience
Basic user
Advanced user

Do you want an "other:" short answer field?

- Yes, and use this label text:
 No

Layout:

- each option on a separate line
 all options on one line

Once you have entered your question, you will be asked to review it. You may then add more questions, additional text, or complete your entry of questions.

Before attending this course, I would rate my experience level using Excel...

- Little to no experience
- Basic user
- Advanced user

[add question here](#) [add text here](#)

Done

Preview

Once you have entered all of your questions, you may edit your exit page. The exit page is what users see when the survey is complete.

The default message is, "Thank you for your feedback!" This can be modified to whatever you prefer by clicking the **edit exit page text** link.

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > Edit Exit Page

[Logout](#) /

Edit Exit Page

Done

Preview

Exit Page

[edit header, footer, font, colors](#)

The following text is displayed after the user submits the survey entry form:

Text

[edit exit page text](#)

Thank you for your feedback!

Be sure to leave the html tags in place. If you accidentally type over them, you can replace them. Start with <h1> and end with </h1>.

These tags specify the display size of the text. You can substitute any number from 1 to 6 with 1 being the largest.

Edit Settings

Text: (e.g. Thank you for your feedback.)

- Plain Text
- HTML

<h1>Your participation in this survey helps me to deliver better training to you. Thank you.</h1>

Click **Done** to preview your exit text. Click **Done** once more to finish.

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > Edit Exit Page

[Logout](#) /

Edit Exit Page

Done

Preview

Exit Page

[edit header, footer, font, colors](#)

The following text is displayed after the user submits the survey entry form:

Text

[edit exit page text](#)

Your participation in this survey helps me to deliver better training to you. Thank you.

<p>The next step is Change e-mail notification. Every time your survey is completed, you will receive an e-mail message. It is generally recommended that you NOT enable this option.</p>	<p>You are here: My Surveys > Change e-mail notification Log</p> <p>Change e-mail notification</p> <p>If you specify an e-mail address below you will receive a notification every time somebody fills in the survey. The e-mail will contain a web link that allows you to view the results of this particular entry.</p> <p>The subject line of the e-mail would be: new entry for survey "Intro to Excel Training Survey"</p> <p>E-mail: (if left blank, no notification will be send) <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>The Add/Remove administrators option lets you designate other survey creators as administrators so they can fully control your survey. If you would like to do this, enter the person's user ID in the Survey Manager. (This is usually the same as the B-W user name).</p>	<p>You are here: My Surveys > Intro to Excel Training Survey > Add/Remove administrators</p> <p>Add/Remove administrators</p> <p>Baldwin-Wallace College PID: <input type="text"/> <input type="button" value="Add"/></p> <p>Don't know PID? Use PeopleFinder!</p> <p>Baldwin-Wallace College PID kmagpoc</p> <p><input type="button" value="Done"/></p>
<p>In Edit Entry Restrictions you will be given the option to require a password from users before they can begin the survey. You will usually want to skip this step.</p>	<p>You are here: My Surveys > Intro to Excel Training Survey > Edit Entry Restrictions</p> <p>Edit Entry Restrictions</p> <p><input checked="" type="radio"/> Public (no authentication required) <input type="radio"/> Shared password: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>Once you feel your survey is ready, you may click Open for data collection. You will be given the URL (web address) that survey participants must enter to begin the survey.</p>	<p>Highlight this address and copy it. Be sure you do not include the quotation marks on either side. Depending on the mail program you are using, the link may need to be edited by hand to work correctly. (See below).</p>
<p>Start/Stop</p> <p>Survey is open and accessible at: "http://survey.bw.edu:8080/survey/entry.jsp?id=1169742113466"</p> <p>Close for data collection (stop survey and make it unavailable on the web)</p>	
<p>Send an e-mail message to everyone who should complete the survey. The link may not work correctly with some mail programs because the copy/paste command may have other Microsoft code behind it. The workaround is to open Notepad (Start > Programs > Accessories > Notepad) and paste your link there. This removes any background code. Then you can copy and paste the link in your mail message. Be sure to send the message to yourself first to test the hyperlink.</p>	
<p>When you are done accepting survey responses, return to this page and click the Close for data collection link. This makes the web address you mailed out invalid. Users will get an error message if they attempt to visit the survey once it has been closed.</p>	

COLLECTING DATA

Click **View Results** to receive a summary of survey attempts and responses received.

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > View Summary

[Logout](#)

View Summary

[« Back to menu](#)

The survey has **3** entries. [Show details of all entries](#)

Intro to Excel Training Survey

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley

Before attending this course, I would rate my experience level using Excel...

Little to no experience	2 (67%)	<div style="width: 67%;"></div>
Basic user	1 (33%)	<div style="width: 33%;"></div>
Advanced user	0 (0%)	<div style="width: 0%;"></div>
no answer	0 (0%)	<div style="width: 0%;"></div>

Please list the projects you use Excel for in your current job.

3 responses [view this question](#) [view all questions](#)

If you want to export your results to a statistics program, you will need to export them. You will be asked a couple of questions.

Delimiter

Most often this would be the comma. Choose comma unless you need to use one of the other possibilities.

Include Questions

There are examples below of what the data looks like with questions included and not included.

Question Selection

Questions that accept free-form responses such as essays may not be appropriate for calculations. Decide which questions should be excluded from your export by unchecking the “include this question” box.

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > Export Results

[Logout](#)

Export Results

[OK](#) [Cancel](#)

What "delimiter" do you want to use to separate different questions?

- Semicolon ";" (occurrences in the data will be substituted with ";")
- Comma "," (occurrences in the data will be substituted with ",")
- Pipe symbol "|" (occurrences in the data will be substituted with "|")

Do you want to include questions and labels into the data export?

- Yes
- No

Below, select the questions you want to export:

Survey

Intro to Excel Training Survey

Thank you for participating in this survey. This is my first time teaching this course, and I appreciate your honest feedback! -Kingsley

include this question in the export one column per option (default: one column per question)

Before attending this course, I would rate my experience level using Excel...

- Little to no experience
- Basic user
- Advanced user

include this question in the export

Please list the projects you use Excel for in your current job.

[OK](#) [Cancel](#)

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > Export Results

Export Results

Once you have made your choices and clicked OK, you will get to this screen. Click the link to display your data in a new window.

When you are done viewing the results, save them by doing **File > Save As**. Save the results as text.

In order to export your data to a file on your computer:

- 1) [Click here to display the data in a pop-up window](#)
- 2) Wait until the data is fully loaded in the pop-up window (see status bar)
- 3) In the pop-up window select the "File/Save As..." command
- 4) Save your data as a "Text File" on your computer

After saving it on your computer you can import the data into Microsoft Excel for example. To import data into a spreadsheet, use Excel's import menu command: "Data/Get External Data/Import File".

Done

NOTE: IE 7.0 users may not see the options to File and Save the text. Select the entire page of text and copy it. Open Notepad and Paste it there. The file can then be saved.

Examples of Output: Examine the two options below to determine what is best for your calculations program.

With Questions and Labels option on	Nr,Date,Before attending this course; I would rate my experience level using Excel... 1,2007-01-25 12:41:23,Little to no experience 2,2007-01-25 12:41:31,Little to no experience 3,2007-01-25 12:42:33,Basic user
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With Questions and Labels option off	1,2007-01-25 12:41:23,Little to no experience 2,2007-01-25 12:41:31,Little to no experience 3,2007-01-25 12:42:33,Basic user
--------------------------------------	--

IMPORTING THE DATA

This example shows how to import the data into Excel. Please contact the ITEC at ext. 6595 for help importing survey data into other applications.

In Excel, go to **File > Open**.

Change **Files of type** (at the bottom) to **Text Files** and navigate to the directory where you stored the file.

Select the file and click **Open** to open it.

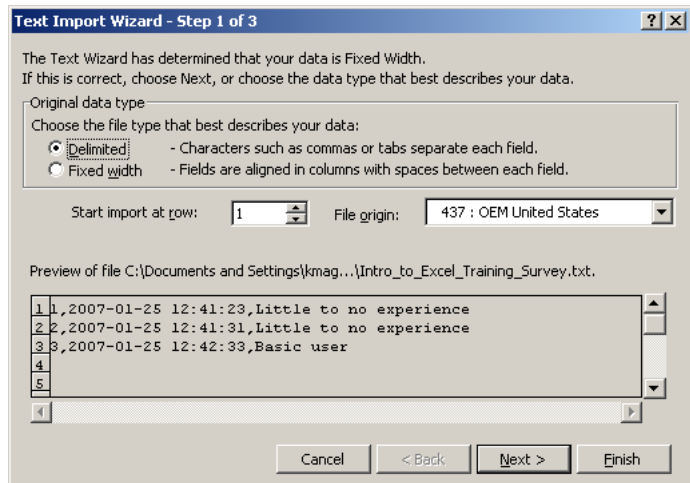
File name:

Files of type:

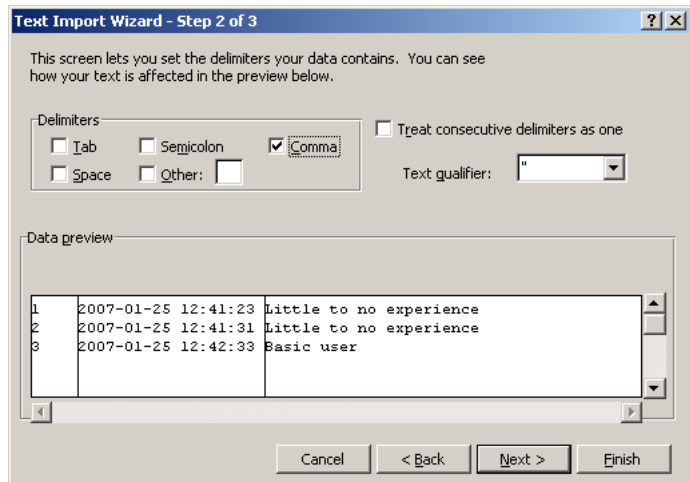
Text Files (*.prn; *.txt; *.csv)

Excel should recognize your file as comma delimited text and present import options to you.

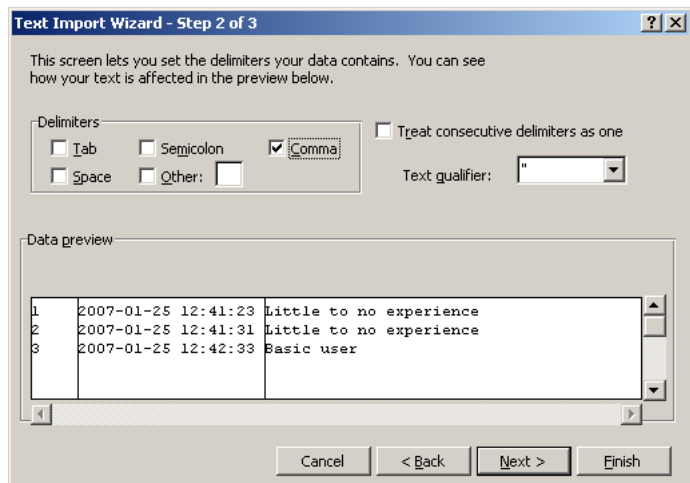
Step 1. Change the first choice to **Delimited**.



Step 2. Now you will be asked for the delimiter. Check the Comma box and uncheck Tab. You will see Excel organize your data in columns.



Step 3. You will be asked to format each column. Skip this step by clicking **Finish**. You can always format this data within Excel if you need to.



This button selects the entire sheet.

If your data displays in Excel with ##### symbols, that is because your columns are too narrow. You may resize the columns by hand by adjusting the width between the column header letters, or by selecting the whole sheet and then double-clicking one of the column dividers.

	A	B	C	D	E
1	1	#####	Little to no experience		
2	2	#####	Little to no experience		
3	3	#####	Basic user		
4					
5					

This is the data after all columns have been adjusted to best fit.

	A	B	C
1	1	1/25/2007 12:41	Little to no experience
2	2	1/25/2007 12:41	Little to no experience
3	3	1/25/2007 12:42	Basic user
4			
5			

AFTER THE SURVEY

You are here: My Surveys

My Surveys

[Create new survey](#)

or manage existing survey:

Name	Status	Entries
Intro to Excel Training Survey	closed on 2007-01-25 12:42:42	3 copy rename delete

[Change my login password](#)

Your survey is kept in the system until you delete it. You can also modify the survey by clicking its name.

PLEASE NOTE

If you must return to your survey to modify it in any way, you will first have to delete any accumulated results before making any changes.