

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 can not 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. Please contact the HelpDesk at campus extension 7000 if you need an account.

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.

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.

You are here: [My Surveys](#) > [Change e-mail notification](#) [Log](#)

Change e-mail notification

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.

The subject line of the e-mail would be: **new entry for survey "Intro to Excel Training Survey"**

E-mail: (if left blank, no notification will be send)

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).

You are here: [My Surveys](#) > [Intro to Excel Training Survey](#) > [Add/Remove administrators](#)

Add/Remove administrators

Baldwin-Wallace College PID:

Don't know PID? [Use PeopleFinder!](#)

Baldwin-Wallace College PID
 kmaggoc

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.

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

Edit Entry Restrictions

Public (no authentication required)
 Shared password:

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.

Highlight this address and copy it. Be sure you do not include the quotation marks on either side.

Start/Stop

Survey is open and accessible at: "<http://survey.bw.edu:8080/survey/entry.jsp?id=1169742113466>"

[Close for data collection](#) (stop survey and make it unavailable on the web)

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.

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.

Error! Survey is not open for data entry

This survey is currently not open for data entry.

COLLECTING DATA

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%; height: 10px; background-color: #ffc000;"></div>
Basic user	1 (33%)	<div style="width: 33%; height: 10px; background-color: #ffc000;"></div>
Advanced user	0 (0%)	<div style="width: 0%; height: 10px; background-color: #ffc000;"></div>
no answer	0 (0%)	<div style="width: 0%; height: 10px; background-color: #ffc000;"></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.

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.

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.

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
```

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
```

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.