Creating Surveys

You have to have Local Admin Access to be able to create surveys. A course feedback survey assesses a user’s reaction to a training event. It is typically most effective if delivered immediately after the training event ends, when a user’s reaction to the training is still fresh in his/her mind.

Important Rules to understand when attaching a survey to a course and how it functions:

- **Mandatory Survey** – When you mark completion for a class, the registrant will need to complete the survey in order for the system to mark the course as recorded in their history. In this case they won’t see any record of the class in their history till that survey is complete.

- **Optional Survey** – When you mark completion for a class, the registrant will see the session in their history immediately, but the survey will show up in their learning tile to complete at any time (open-ended).
  - **Deadlines** – for both the above options, you can set number of days (closed e.g. 7 days to complete) for a user to complete the survey. If they do not complete it in the set time, they will be prompted with an email notification to do so.

- Log into the LMS and navigate to the Admin using the Home Dropdown.
- Click on **Content** on the Menu section on the left side and then **Surveys**.
- You can search for existing surveys to edit or **Add new** to create a new one.
Creating Surveys

4.1 - Job Aid
This job aid allows learning administrators to create survey and add them to their courses

- You will receive a popup window as displayed below.
- Add a survey ID which can be any format, survey name and in the Description you can add a welcome note to users completing the survey.
- Make sure Security Domain is UTOR and Active and Click ADD

The next window allows you to edit the details of the survey. There are 4 tabs at the top:

**Questions** – Add your questions here

**Item Usage** – Will show you how many complete the survey but not actually provide you the results

**Options** – Provides options for mandatory, anonymous and days to complete

**Email Notification** – If you want to edit the email they receive to complete the survey, you can do here clicking on launch editor
Adding Pages is optional if you have a long survey and want to get input on venue, specific instructor etc. Add questions will open up question box with **4 question types and 2 rating scales**.

You continue to add your questions and you can order them around using arrows on the left side.

Once done, you can save as a draft or publish.

**EDITING EXISTING SURVEY**

To edit an existing survey, click on Create draft when you search for your survey again. I will allow you to edit questions again. Then click on **publish** at the end.
Adding Surveys to Items

1. You can only attach surveys to items and not classes.
2. Navigate to your item, and locate surveys as seen in image below.
3. Search for your created survey by clicking on the magnifying icon and search using title or ID from the pop up window. Once you select the survey from search results, it will populate the field box.
   • Make sure to click on APPLY changes at the bottom.
   • You can then select the optional days to complete by typing it a number and/or make it mandatory.
4.1 - Job Aid
This job aid allows learning administrators to create survey and add them to their courses.
See rules at the beginning of this job to refresh on how they affect the attendance.

Survey Results Reporting
4.1 - Job Aid
This job aid allows learning administrators to create survey and add them to their courses.

To access the results of your survey, click on Reports from Menu section. Search for Surveys, and you select from either an excel format for results or an html and pdf graph results.

See survey details page below after selecting the above.

Run Report will either display results on screen, download a file or you can have the system email you a copy.
This job aid allows learning administrators to create surveys and add them to their courses. The Schedule Report will allow you to run this survey daily, weekly, or monthly. You can save this report if you want to rerun it again later. It can be accessed from your saved reports tab at the top of the Reports page.

### Run Surveys

- **Report Title:** Surveys
- **Report Header:**
- **Report Footer:**
- **Report Destination:** Browser
- **Report Format:** HTML

### Filter Options
- **Item:** Exact
- **Type:**
- **ID:**
- **User:** Exact
- **Class:** Exact
- **From History Record Date:**
- **To History Record Date:**
- **Survey ID:** Exact
- **Primary Instructor:** Exact
- **Primary Location:**
- **Include Previous Item Associations:** Yes/No
- **Survey Status:** Active/Not Active/Both

### Schedule Options
- **Run Report**
- **Schedule Job**
- **Save Report**
- **Reset**