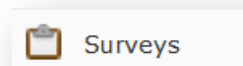# HOW TO SET UP A SURVEY & REPORT

Surveys are similar to **Quizzes**. They allow students to answer a series of questions, and submit their responses. Likert Scale questions can also be included. Surveys are not assessable, however, the reporting functionality can make surveys very useful for a range of purposes.

1. Select **Other Tools** then **Surveys**, from the toolbar.

2. Click on the **New Survey** button.
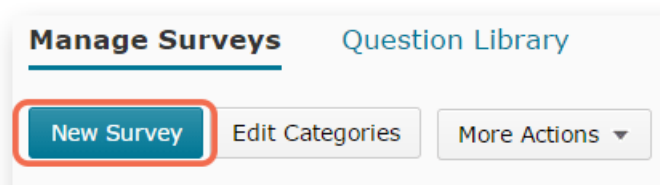
3. Give your **Survey** a **Name**.

   If you plan to use a lot of **Surveys**, using **Categories** will help you stay organised and quickly recognise the surveys you are interested in. If you wish to use **Categories**, you can assign an existing **Category** by clicking on the drop down arrow. Alternatively, click the **Add Category** button to add a new **Category**.

   Leave the **Feedback** checkbox unchecked.

   Finally, you will need to choose whether to make the results of the **Survey** anonymous. If you don't plan to release the results of your survey, generally you can leave the **Make results anonymous** option unchecked. However, if you plan to use the survey results for research purposes OR you plan to release the results to students, you may wish to check the **Make results anonymous** option.

   IMPORTANT: You cannot change the **Anonymous** option once the survey has been created.

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4. You can now start to add questions by clicking on the **Add/Edit Questions** button.

   There are a range of question types to choose from. Each question is set up in a slightly different way.

   A description of each question type, and video instructions showing how to set them up, can be found at http://blogs.utas.edu.au/teaching-at-tsbe/2014/10/14/quiz-and-survey-question-types-in-mylo/

   Alternatively, go to blogs.utas.edu.au/teaching-at-tsbe and search for 'surveys'.

   You can return to add questions later if you wish to.
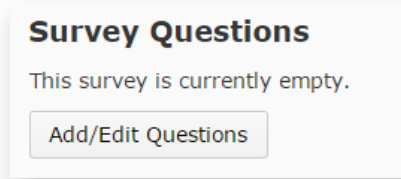
5. Scroll down until you see the **Submission Message** option. This is the message that a student will see when they submit their survey. If you do not wish to use the default message (seen below the text field), enter your own message into the text field.

6. Click the **Save** button to save the work you have done so far.
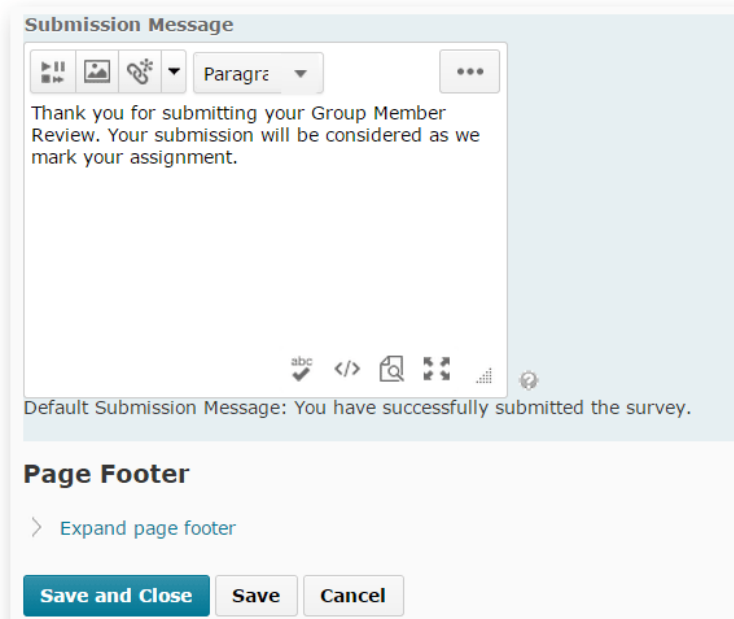
HOW TO SET UP A SURVEY & REPORT

7. Now click on the **Restrictions** tab.

   To make the survey visible to students, you will need to change the **Status** to **Active** by clicking on the drop down arrow and selecting the **Active** option. You can come back and do this later, if you like.

   You may also wish to specify a start and/or end date for the survey.

   REMEMBER: Only the options you have checked will be activated, so if I wanted to close the survey on the *End Date* shown in the picture, I would need to check the **Has End Date** option.

Properties | **Restrictions** | **Assessment** | **O**

Dates and Restrictions

Status

Inactive ▾

Dates

☑ Has Start Date

23/12/2014 | 09:00

Australia - Hobart

☐ Has End Date

30/12/2014 | 16:05

Australia - Hobart

☐ Display in Calendar

8. You will now need to choose how many times each student can interact with the survey.

   Unlimited means that a student can submit the survey as many times as they like until the close date. This is not an ideal option when a survey is anonymous, as you won't know how representative your sample is.
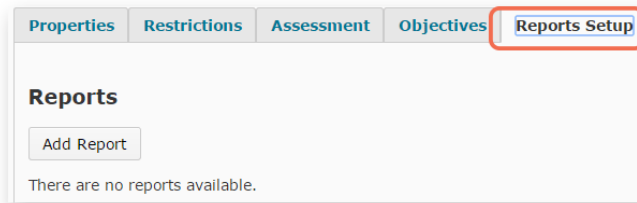
   Single attempt that is editable is good for surveys that you expect a student might need to complete over a period of time. They can return to the survey at any time to edit their attempt, until the close date.

   Limited allows you to choose the number of attempts (e.g. 1) that a student can make at the survey.

User Responses

Attempts Allowed

Unlimited ▾

Unlimited
Single attempt that is editable   *t that they cal*
Limited

HOW TO SET UP A SURVEY & REPORT

9. Now click on the **Reports Setup** tab. Click on the **Add Report** button.

Properties	Restrictions	Assessment	Objectives	Reports Setup

Reports

Add Report
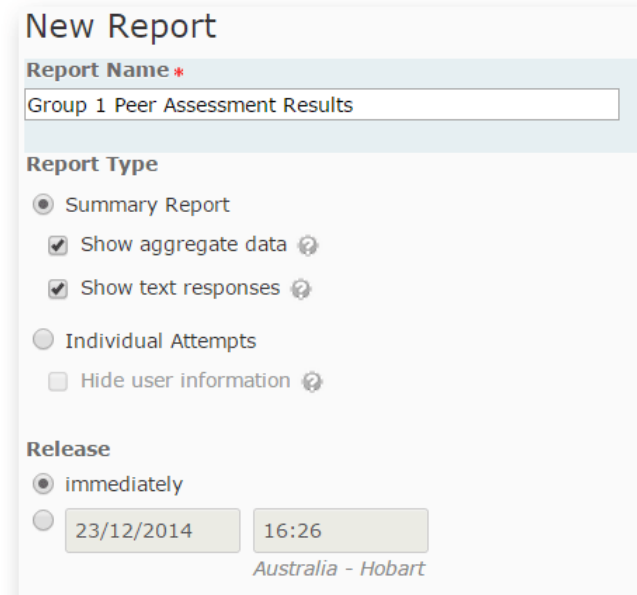
There are no reports available.

10. Give your report a **Name**.

   You will need to choose a **Report Type.**

   A **Summary Report** summarises all the answers to each survey question. It is a useful report to produce to give students an overview of class opinions. You can choose to show the aggregated data (visible in tables), the free text responses, or both.

   You may be more interested in **Individual Attempts** as a teacher. This option allows you to see each student's response to every question.

   You can also choose **Release** dates. *Immediately* is generally the default option.

New Report

Report Name *
Group 1 Peer Assessment Results

Report Type
- ◉ Summary Report
  - ☑ Show aggregate data ❔
  - ☑ Show text responses ❔

- ◯ Individual Attempts
  - ☐ Hide user information ❔

Release
- ◉ immediately
- ◯ 23/12/2014   16:26
  Australia - Hobart

11. You will need to select which roles the report will be available to by checking the box next to the relevant roles.

   For a survey that is for teacher use only, choose **Lecturer** and **Tutor** (if you want your tutors to see the results).

   If you plan to release the results to students, check the **Student** option.

12. Scroll to the bottom of the page and click the **Save** button to save your work.

Release Report To

☐	Role
☐	Student
☐	Past Student
☑	Tutor
☐	Past Tutor
☑	Lecturer
☐	Past Lecturer
☐	Support
☐	Past Support
☐	MyLO Support
☐	Webservices
☐	Default Student
☐	Default Academic
☐	Widget Administrator
☐	Staff
☐	Student View

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