



# CREATE SURVEYS

by CiL-Support-Team | January 2015



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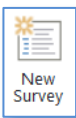
## 1. Application scenarios

Surveys in teaching can serve a whole range of purposes:

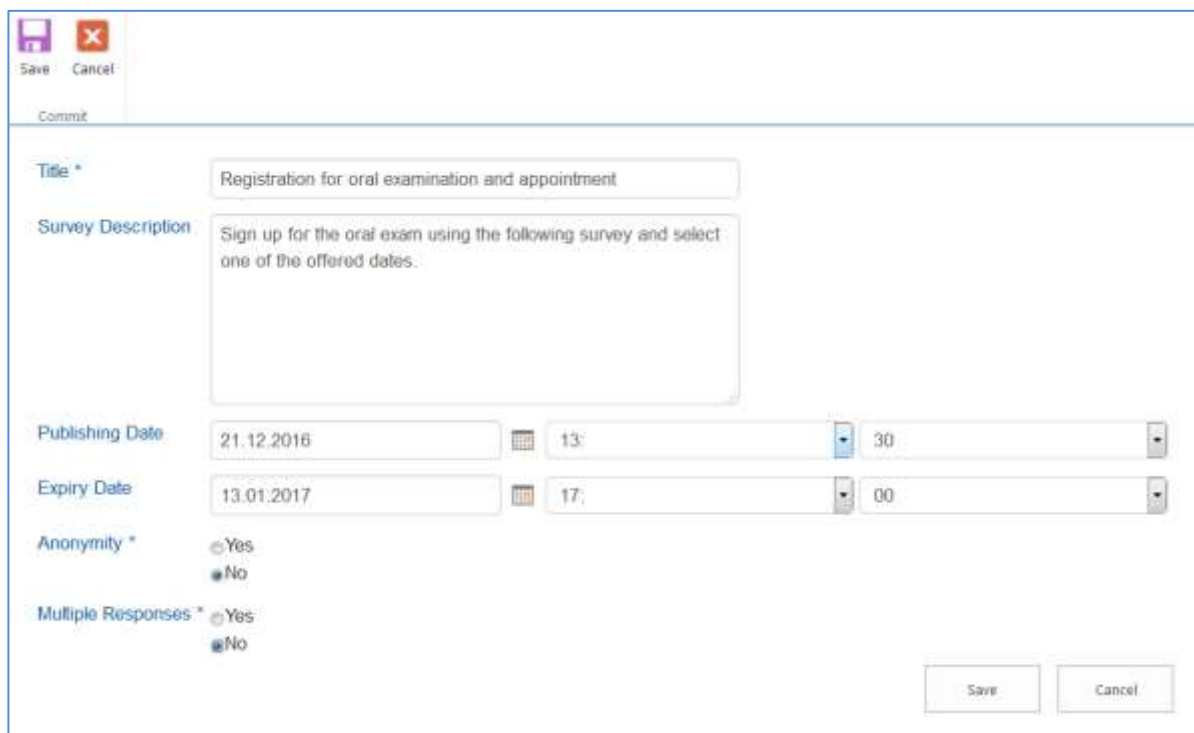
- Schedule appointments,
- Query opinions and prior knowledge on specific topics,
- Determine the content of the event together,
- To catch attention,
- Motivate active cooperation,
- Get feedback,
- Evaluate teaching quality.

In L<sup>2</sup>P you can conduct surveys anonymously or personalized. In L<sup>2</sup>P you can conduct surveys anonymously or personalized. Since in all other areas and components of L<sup>2</sup>P it is always recognizable who contributed or uploaded something, surveys are the only element of the teaching and learning platform in which anonymous contributions are also possible. This is particularly important for feedback and evaluation.

### 1. Create Survey



First, activate the SURVEY section in the SETTINGS of the learning room. Then, in the navigation bar, click on SURVEYS and select NEW SURVEY from the menu bar. This takes you to a form where you can define the settings for the survey (s. Fig. 1).



The screenshot shows a web form for creating a survey. At the top left, there are 'Save' and 'Cancel' buttons. Below them is a 'Commit' button. The form contains the following fields:

- Title \***: A text input field containing "Registration for oral examination and appointment".
- Survey Description**: A text area containing "Sign up for the oral exam using the following survey and select one of the offered dates."
- Publishing Date**: A date picker set to "21.12.2016", a time picker set to "13:", and a dropdown menu set to "30".
- Expiry Date**: A date picker set to "13.01.2017", a time picker set to "17:", and a dropdown menu set to "00".
- Anonymity \***: Radio buttons for "Yes" (selected) and "No".
- Multiple Responses \***: Radio buttons for "Yes" (selected) and "No".

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

Fig. 1: Survey Settings Form

Assign a title here and optionally add a description. Set the publication and expiration dates and decide whether the participants are anonymous and whether they are allowed to respond more than once.

**Note**

Please note that the setting for anonymity can not be changed afterwards

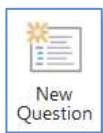


New Survey		Manage				
Title	Anonymity	Multiple Responses	Publishing Date	Expiry Date		
Registration for oral examination and appointment #	No	No	21.12.2016 13:30	13.01.2017 17:00		

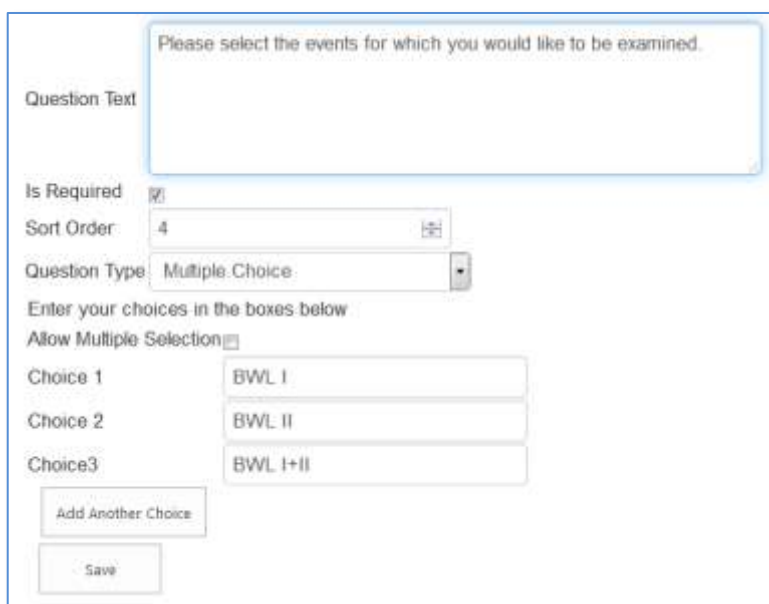
Abb. 2: Survey overview

After SAVING, you return to the overview of the surveys. Here you can see the survey titles, the settings for anonymity and multiple responses as well as publication and expiration dates (s. Fig. 2).

## 2. Add questions



Open the survey by clicking on the title and select **MANAGE QUESTIONS** in the menu bar. From the question management, open a form by clicking on **NEW QUESTION** that allows you to create a new question for your survey.



Question Text: Please select the events for which you would like to be examined.

Is Required:

Sort Order: 4

Question Type: Multiple Choice

Enter your choices in the boxes below

Allow Multiple Selection:

Choice 1: BWL I

Choice 2: BWL II

Choice 3: BWL I+II

Buttons: Add Another Choice, Save

Abb. 3: Beispielfrage (Multiple Choice)

Enter your question in the field “Question Text”. Here you can also use HTML code, for example to integrate pictures or to make the text colored. (See the **EXAMPLES OF HTML CODE**) By clicking on **IS REQUIRED**, you decide whether the answer is obligatory or can be skipped. In the **Sequence** field, you specify the position at which the question should appear. From the **Question Type** drop-down menu, choose which type of question you ask.

The following 5 question types are available:

1. **Text:** Allows you to answer multiple lines of text.
2. **Yes/No:** A field is displayed for the answers to which a checkmark can be set. A check mark means YES, no check mark means NO.
3. **Numeric:** A numeric value must be entered in the response field.
4. **Rating Scale:** Here, the respondents can select a value between 1 (= lowest score) and 5 (= highest score) in a drop down menu.
5. **Multiple Choice:** The respondents select the desired option(s) using the check mark. You can allow single or multiple selection (s. Fig. 3).
6. **Selection (distribution):** Again, select the desired option(s) by clicking the checkbox. However, you can limit how often the individual options are available.

Press **SAVE** to close the question. The form then reopens and allows you to create another question. Press **BACK** to return to the questionnaire.

### Examples of HTML code

**Picture:** ``

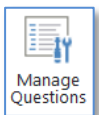
**Text color:** `<font color="blue"> Blue writing </font>` ([Possible Colors](#))

**Bold text:** `<B>bold text</B>`

**Italic text:** `<I>Italic text</I>`

**Underlined text:** `<U>Underlined text</U>`

## 3. Manage your questions



In the overview, click on the title of the survey and select **MANAGE QUESTIONS** in the menu bar of the new page. Here are all questions related to your survey. Here there will be displayed the question text, the type of question, the survey to which the questions belong, in multiple choice questions the selection options the (with plus and minus changeable) order of questions as well as whether the answer is compulsory (s. Fig. 4).

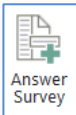
✓ Question Text	Question Type	Survey ▼	Choices	Sort Order	Is Required
✓ Please select the events for which you would like to be examined.	MultipleChoice	Registration for oral examination and appointment	BWL I BWL II BWL I+II	- 3 +	Yes
✓ Please enter your first and last name.	Text	Registration for oral examination and appointment		- 1 +	Yes
✓ Please provide your student ID.	Number	Registration for oral examination and appointment		- 2 +	Yes
✓ Please select one of the offered examination dates. You will be informed of the exact time of your examination at a later date.	NumberedMultipleChoice	Registration for oral examination and appointment	09.01. 10-13 Uhr, 1 16.01. 13-16 Uhr, 1 20.01. 10-13 Uhr, 1	- 4 +	Yes

Fig. 4: Sample questions

### Note

Questions can not be edited at the moment! If any changes are necessary, delete the question and re-create it.

## 4. Participate in the survey



To participate in a survey, click on the title of the survey, and then select ANSWER SURVEY from the menu bar. The questions are then displayed in the desired order all on one page. Questions with a mandatory answer are marked with a red asterisk (s. Fig. 5).

**Q 1 - \* Please enter your first and last name.**

**Q 2 - \* Please provide your student ID.**

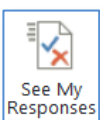
**Q 3 - \* Please select the events for which you would like to be examined.**

- BWL I
- BWL II
- BWL I+II

**Q 4 - \* Please select one of the offered examination dates. You will be informed of the exact time of your examination at a later date.**

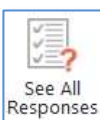
- 09.01. 10-13 Uhr (0/1 )
- 16.01. 13-16 Uhr (0/1 )
- 20.01. 10-13 Uhr (0/1 )

Fig. 5: Example of a survey



After SAVING the answers, return to the details of the survey. Via SEE MY RESPONSES, you can review your answers again. Press BACK to return to the detail view.

## 5. Evaluate the survey



To evaluate the survey, click on its title to get more detailed information. Select VIEW ALL ANSWERS from the menu bar. You can also download the answers for further use via EXPORT ANSWERS as a CSV file.