



SURVEYS

LP+365

HELP GUIDE
VERSION 2.0

1. Overview.

The **Surveys** tile is located on the **Class/Subject Dashboard** and allows users to create or participate in surveys relevant to the class.

The tile displays a counter of the total number of Surveys available to the user. New surveys can be created by Teachers permissioned to the **Class/Subject Dashboard**.

A survey is a special kind of list that enables the teacher to create various question types, engage multiple users to respond to the questions, and produce a summary of results.

Surveys can be used to ask students for responses on issues, how to improve processes, and other topics. You can collect the results by using several different question types for example; such as multiple choice, fill-in fields, or ratings.

2. Creating a Survey.

1. Navigate to the Class/Subject dashboard from where you wish to create a survey.



FIGURE 1. THE SURVEYS TILE ON CLASS DASHBOARD

2. On the Surveys tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **Add a Survey** as seen in Figure 2.

FIGURE 2. ADD A SURVEY

3. Add the following:
 - **Title:** this should be the title of your survey. This is a required field.
 - **Description:** this should contain a descriptive text for your survey
 - **Save button:** will save and prompt you to **Add a Question** as shown in Figure 3

The screenshot shows a dialog box titled "Add a Survey" with a close button (X) in the top right corner. It contains two input fields: "Name" with the text "Letter Writing" and "Description" with a multi-line text area containing the text: "Layout and structure are two of the basics when it comes to letter writing. The English dictionary tells us that the word 'formal' means being in accord with established forms, conventions and requirements! letters can be written in". At the bottom right, there are two buttons: "Add Question" (highlighted with a red box) and "Cancel".

FIGURE 3. ADD A QUESTION

4. Clicking on **Add a Question**, will launch a new browser tab and will display options for creating different question types as shown in Figure 4. For more information on how to best use different types of question and answers, please see the **Plan a Survey** section on the Create a Survey support article for SharePoint Online [here](#).
5. On the New Question page, enter the question text and select a type of answer required in the **Question and Type** section.
6. In the **Additional Question Settings** section, specify additional settings for your chosen question type for example; whether an answer to the question is required or enter answers to choose from and an optional default value.
7. In the **Column Validation** section, should you want to check whether an answer is valid, enter a formula you want to use for validation in the **Formula** box.

In the **User Message** box, describe what a user needs to do to ensure the answer is valid for example; if you're asking a student to enter the amount of time they have worked on an assignment: you can specify that the time limit can be no longer than the given time of the assignment.

8. Choose one of the following:
 - To create any additional questions, select **Next Question**, and repeat the process for the following question. Continue the process until you add all the questions required for your survey.
 - Once you have finished adding questions, select **Finish**.

4A-Ext
EDIT LINKS

Settings > New Question ⓘ

Question and Type

Type your question and select the type of answer.

Question:

Type your question here...

The type of answer to this question is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Rating Scale (a matrix of choices or a Likert scale)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Page Separator (inserts a page break into your survey)
- External Data
- Managed Metadata

Additional Question Settings

Specify detailed options for the type of answer you selected.

Require a response to this question:
 Yes No

Enforce unique values:
 Yes No

Type each choice on a separate line:

Enter Choice #1

Enter Choice #2

Enter Choice #3

Display choices using:

- Drop-Down Menu
- Radio Buttons
- Checkboxes (allow multiple selections)

Allow "Fill-in" choices:
 Yes No

Default value:
 Choice Calculated Value

Branching Logic

Specify if branching is enabled for this question. Branching can be used to skip to a specific question based on the user response. A page break is automatically inserted after a branching enabled question. [Learn about branching.](#)

To define branching logic, add your questions and then, in the Survey Settings page, edit the questions to define the branching logic.

[Column Validation](#)

Next Question
Finish
Cancel

FIGURE 4. ADD A QUESTION

3. Viewing Surveys.

Once a survey has been created the tile counter will increase by 1. You can click on the survey icon to launch a pop up window to view a list of all surveys created on this dashboard as shown in Figure 5.

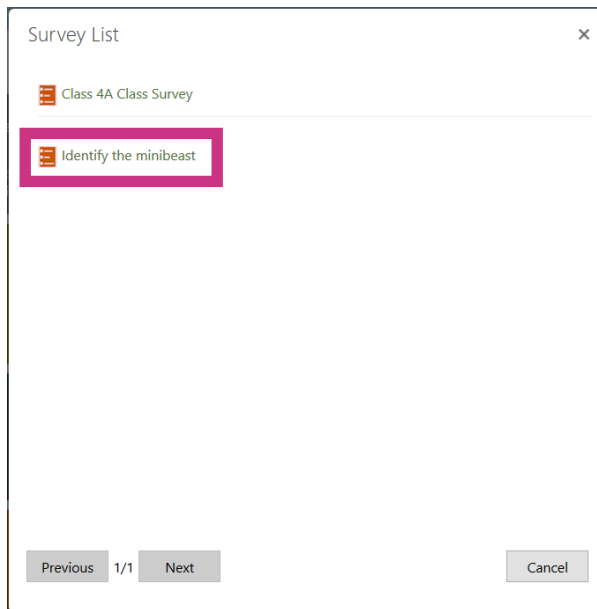


FIGURE 5. VIEWING THE SURVEY LIST

Clicking on the title of the **Survey** tile will launch the survey in a new browser tab as shown in Figure 6. You can **Respond to this Survey**; or as a teacher or admin add questions, edit or manage the Survey as well as see the responses of the survey from this view.

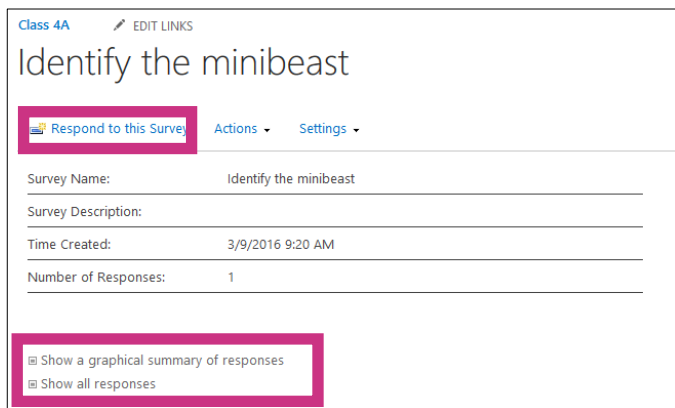


FIGURE 6. VIEWING A SURVEY

4. Responding to Surveys.

Your students can be informed that a survey is available either via monitoring the counter on the tile or the survey link can be included by distributing a link via email, adding an announcement on the **Announcements** tile, adding it in a discussion or a wiki or blogging about it.

You could also include it in an assignment or in your Collaboration or Content Library sections in your **Class Notebook** which are all available on the **Class/Subject dashboard**.

4.1 Responding to a survey.


When viewing a survey, you have the option to **Respond to a Survey**.

1. Click Respond to this Survey below the Survey title.
2. Answer the questions based on the question types defined in the survey
3. If the Next button appears, click Next to navigate to additional pages of the survey.
4. If you leave the survey unfinished: for example, if the class has ended before you can complete the survey the user can save your partial response by clicking the Save button. Clicking the Save button saves your responses and closes the survey.
5. If you have finished the survey, click Finish.

Note A partially completed survey will not appear in the survey responses. To complete a survey, follow steps in the following sections.


4.2 Editing your response to a survey.

Should a user wish to change their response to a Survey. For example; if you have information to contribute to a response. In the same view as above:

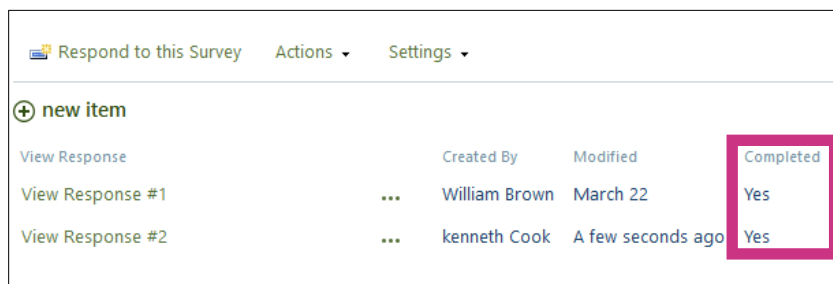
1. Click **Show all responses**.
2. Select and click on the response that you want to edit, and then click on  **Edit Response**.
3. If necessary, click **Next** until you find the particular answer that you want to respond to.
4. Once you have finished editing the response, click **Finish** to include the new response in the survey results.

4.3 Completing a partial response to a survey.

Should a user not have completed their response and want to complete the survey then can re-visit the survey. In the same view as above:

1. Click Show all responses.
2. Select and click on the response that you want to complete, and then click on  **Edit Response.**

If a survey is not complete, **No** will appear in the **Completed** column as shown in Figure 7.



Respond to this Survey		Actions	Settings
+ new item			
View Response		Created By	Modified
View Response #1	...	William Brown	March 22
View Response #2	...	kenneth Cook	A few seconds ago
			Completed
			Yes
			Yes

FIGURE 7. INCOMPLETE SURVEY

3. If necessary, click **Next** until you find the unanswered questions you wish to complete.
4. Once you have finished responding to the survey, click **Finish.**

5. Viewing and Analyzing Survey Results.

Once a survey is completed you can view the results in a number of ways when viewing the survey overview:

- show a graphical summary of responses
From the Survey Overview you can select **show a graphical summary of responses** as shown in Figure 6 which launches a graphical view of the collated results as shown in Figure 8.

This displays the survey questions, number of responses, and percentages appear in the graphical view of summary responses. Responses which are complete appear in the graphical summary: a survey response is only considered complete after the respondent views every page and then clicks Finish on the last page

Users are able to self-subscribe to mail alerts by selecting **Alert Me** or **View RSS feeds** from the **Actions** drop down menu. If you have permissions from the **Settings** drop down, you can **Add Questions** or manage questions from **Survey Settings**.

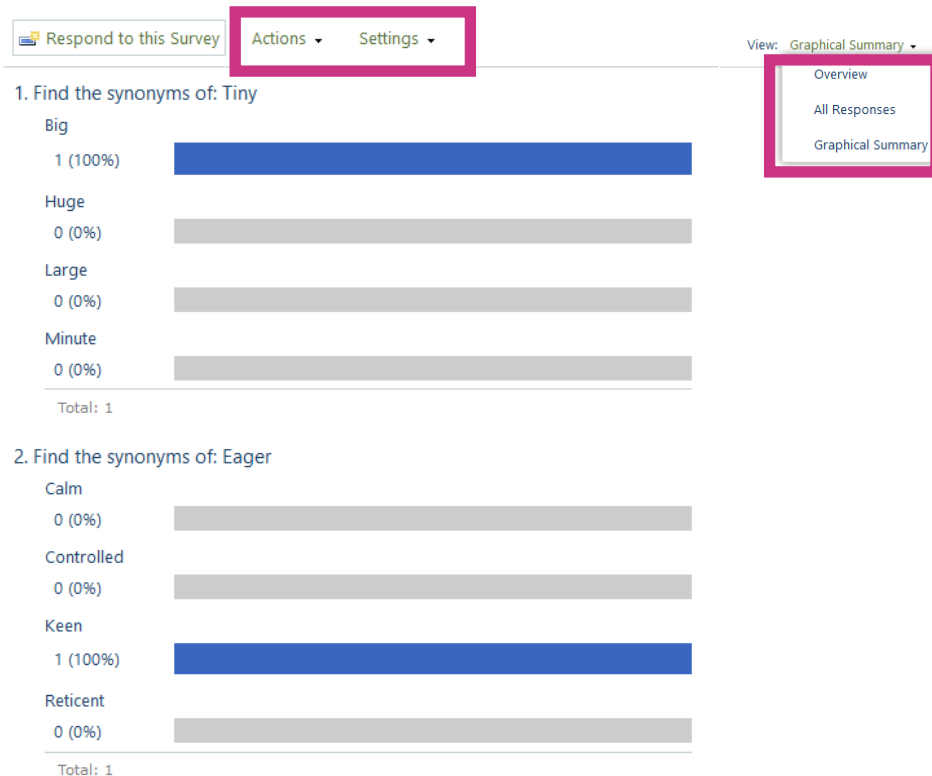


FIGURE 8. GRAPHICAL SUMMARY VIEW

- show all responses

To view **All Responses**, you must have permission. The user who creates and configures the survey can specify whether people can view all responses or only their own responses. Users are able to self-subscribe to mail alerts by selecting **Alert Me** or **View RSS feeds** from the **Actions** drop down menu. If you have permissions from the **Settings** drop down, you can **Add Questions** or manage questions from **Survey Settings**.
- show a single response

When viewing all responses, clicking on the selected response will allow you to either view; **Edit Response**, **Delete Response** or **Manage Permissions**, create **Workflows** or self-subscribe to the mail alerts via **Alert Me** based on your permissions.
- Export to a spreadsheet

From the **Survey Overview** you can select from the **Actions** drop down to **Export to Spreadsheet**. The user should follow the prompts from your spreadsheet program to open and activate the file.

6. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Create a Survey](#)
- [Add branching logic to a survey](#)

Purchased Support? Log a call <https://tigeronline.lpplus.net>

Free Online Support: <https://adopt.lpplus.net/lp365/Pages>

Get in touch by email: lp365@lpplus.com