



My Surveys Reference Sheet Information & Communication Technology

My Surveys: Creating the Survey

Getting to My Surveys:

To get to the My Survey's tool:

Open Internet Explorer

Go to the ICT Home Page: <http://ict.txwes.edu>

On the ICT Services Quick Menu, click **Remote/Web Access**

On the Remote/Web Access page, click **My Surveys**

Logging in and creating a new survey:

You will first be asked to login in order to use the survey tool. Your University username and password is all you need to gain access.

Texas Wesleyan Survey - A web-based survey tool

PID:

Password:

Login

Logging in takes you to a screen that allows you to create a new survey. Click the "Create new survey" button to continue.

survey
You are here: My Surveys [Logout](#)
My Surveys
Create new survey

Enter a name to identify your survey that is no longer than 30 characters and click "OK".

You are here: [My Surveys](#) > Create New Survey

Create New Survey

Survey name: (used for your reference; users do not see the survey name)
Technology Survey (1 to 30 characters)

[OK](#) [Cancel](#)

You will then see a menu for the newly created survey.

You are here: [My Surveys](#) > Technology Survey

Technology Survey

[Logout](#)

[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

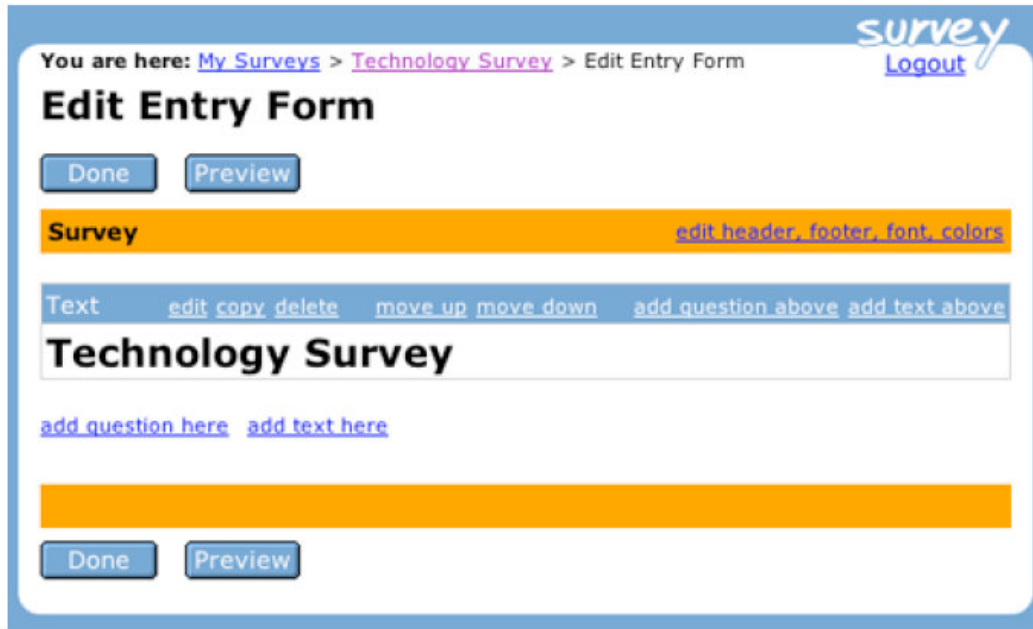
- Open for data collection (entry form must contain at least one question)
- Close for data collection

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.)

Editing the survey form:

Clicking the “Edit Entry Form” link will allow you to add or edit a question. You may also include additional text to explain the purpose of the survey or each individual question by click the “add text here” link.



After clicking “add question here”, you may chose from four types of questions: multiple choice, check all that apply, short answer, or essay.



Editing the Exit Page:

The exit page is what is seen after the answers to the survey have been submitted. It lets the user know they have completed the survey successfully. By default the exit page looks like the following, but clicking the “edit exit page text” link will let you change this text.

You are here: [My Surveys](#) > [Technology Survey](#) > Edit Exit Page survey
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!

Changing E-mail Notification:

By entering an e-mail address under "change e-mail notification", this address will receive a notification any time a new entry arrives.

Add/Remove administrators:

You may give administrative access to your survey to any other person with a University username. This is very useful if you have co-developers or assistants working with you.

You are here: [My Surveys](#) > [Information Technology Survey](#) > Add/Remove administrators

Add/Remove administrators

Texas Wesleyan University PID: [Add](#)

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

Texas Wesleyan University PID

My Surveys: Deploying the Survey

Editing Entry Restrictions:

You are able to control and restrict the users who may submit answers to your survey by choosing one of the follow options. By default, the entry level is set to public.

You are here: [My Surveys](#) > [Information Technology Survey](#) > Edit Entry Restrictions

Edit Entry Restrictions

Public (no authentication required)

Shared password:

Any Texas Wesleyan University PID & password

Allow only one entry (requires PID & password)

Opening and closing the survey:

Before a survey can collect data you have to start it by clicking on "Open for data collection". Once the survey is open you can e-mail the link to the entry form (which is displayed after choosing "Open for data collection") to whoever you like or add the link to your web site.

Start/Stop

[Open for data collection](#) (start survey and make it available on the web)

[Close for data collection](#) (survey was closed on 2005-10-31 09:09:40)

To close the survey, simply click "Close for data collection".

My Surveys: Analyzing the Survey

View/Export results:

You can view and export the survey results as soon as the survey is started no need to close it beforehand. The tool simply lists the survey results. To view real-time survey results, click "View results".

Results

[Change access restrictions](#) (currently nobody, but the administrator(s), can view the survey results)

[View results](#) (the web address is: <http://web1.txwes.edu/survey/viewResults.jsp?id=1067631330926>)

[Delete results](#)

[Export Results](#) (into Excel, SAS, SPSS etc.)

If you need more advanced data analysis (e.g., calculation of averages etc.) you should export the data to a data analysis tool like Microsoft Excel or SPSS by clicking “Export results”. Then enter the appropriate information in each field of the Export Results screen.

You are here: [My Surveys](#) > [Technology Survey](#) > Export Results

Export Results

What "delimiter" do you want to use to separate different questions?

Semicolon ";" (occurrences in the data will be substituted with ";")

Comma ",", (occurrences in the data will be substituted with ";")

Pipe symbol "|" (occurrences in the data will be substituted with ";")

Do you want to include questions and labels into the data export?

Yes

No

Below, select the questions you want to export:

Survey

Changing the entry form after opening the survey:

The entry form can only be changed when the survey is closed for data collection. If you need to do any changes you have to close the survey first ("close for data collection") and restart it afterwards.

Even when the survey is closed, the entry form can only be changed if it does not contain any entries or results. If you already collected some results you have two options.

Your first option is to delete the existing results ("Delete results"). Before deletion you should consider to export these results and keep them for later reference.

Results

[Change access restrictions](#) (currently nobody, but the administrator(s), can view the survey results)

[View results](#) (the web address is: <http://web1.txwes.edu/survey/viewResults.jsp?id=1067631330926>)

[Delete results](#)

[Export Results](#) (into Excel, SAS, SPSS etc.)

Your second option is to create a copy of your survey and proceed using this copy. Be aware that creating a copy will change the Web address of the entry form. You will have to change any links that point to the survey or send e-mail to people about the new Web address.

Changing access restrictions:

By default, you are the only one who can view the survey results. However, you can allow the general public to view the results or restrict it to a group of people who know the password that you can define under "Change access restrictions". The following shows the options.

You are here: [My Surveys](#) > [Information Technology Survey](#) > Add/Remove administrators

Add/Remove administrators

Texas Wesleyan University PID:

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

Texas Wesleyan University PID