

Enterprise Surveys: Module Surveys

Overview

1) Create/Copy a Survey (with questions)

This should already be done for you for this academic year.

2) Create a Response Period.

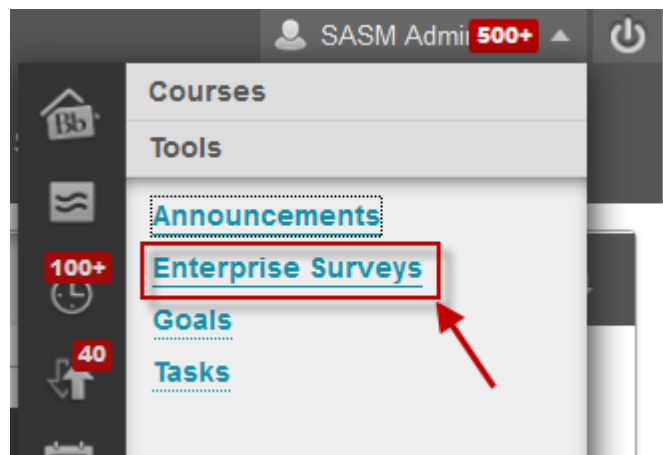
Modules can be grouped together based on the times you want the survey available.

You can have many response periods.

Response periods can be released on a specific date/time, or straight away, or saved till later.

Accessing Enterprise Surveys

- 1) Login to studentcentral as sa440
- 2) Click your name in the top right corner, click **Tools > Enterprise Surveys**



You'll see a list of your Surveys. In SASM we create a new survey for each semester. Then, each survey has a number of 'response periods' which are groups of modules that have been surveyed.

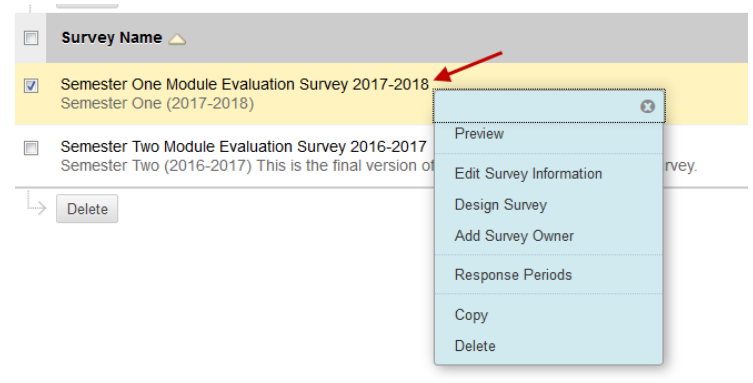
In the example below you'll see a 2016-2017 survey that includes 12 response periods/groups

Enterprise Surveys		
Create Survey		Search
<div>→ Delete</div>		
<input type="checkbox"/> Survey Name ▲	Response Groups	
<input type="checkbox"/> Semester One Module Evaluation Survey 2017-2018 Semester One (2017-2018)	0	
<input type="checkbox"/> Semester Two Module Evaluation Survey 2016-2017 Semester Two (2016-2017) This is the final version of the SASM Module Evaluation Survey.	12	Analyse Results
<div>→ Delete</div>		
Displaying 1 to 2 of 2 items Show All Edit Paging ...		

Click the small arrow next to the survey name to see a small menu

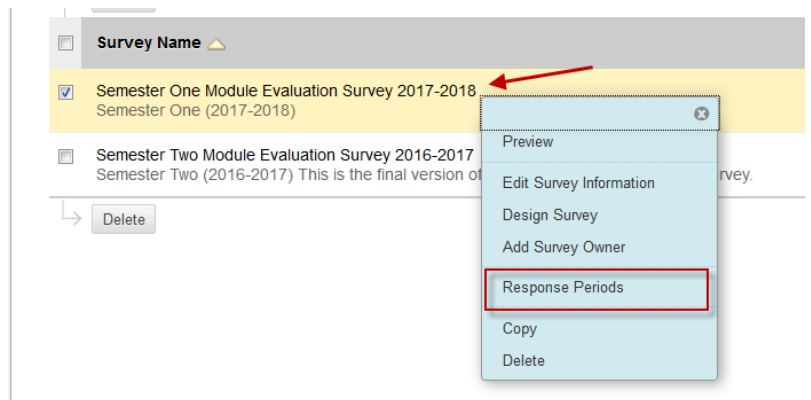
Here you can:

- **Preview** the survey
- **Edit** the survey title
- **Design Survey** (edit the questions)
- **Add Survey Owner**
- **Access Response Periods** for this survey
- **Copy** the Survey
- **Delete** the Survey (and the data!!)

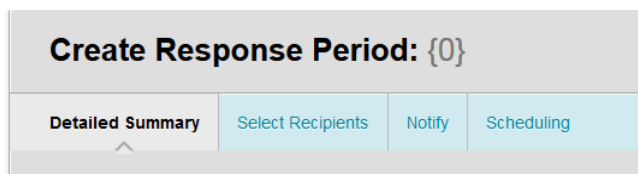


Creating a Response Period

From the Survey list, click the arrow icon next to the survey title and click **'Response Periods'**



You'll now see a series of tabs at the top of the page. There are 4 steps to complete, and you can move back and forward as needed.

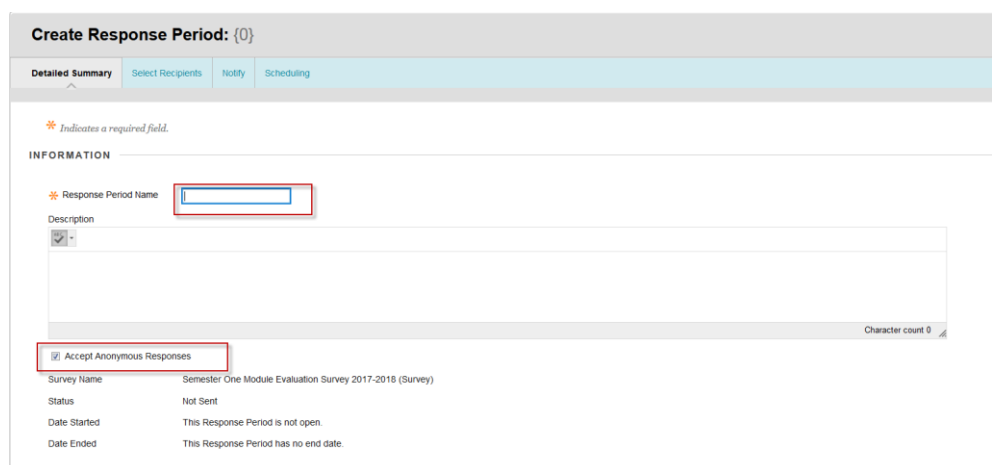


Step 1: Detailed Summary

Enter the **Response Period title** (students do not see this).

This name represents the batch of modules you are surveying.

For **anonymous surveys**, make sure this box is ticked.



Click **Save and Continue**

Step 2: Recipients

Here you choose the modules to be surveyed in this response period.

Click **'Find Courses'** to search for a module(s)

Type the year and module code you wish to add and click **Go** (e.g. 2017 HB627)

Once you've found it, tick the module and click **Submit**

You'll now see that you have selected a module(s). You can click **Find Courses** to add another module and repeat the process.

Adding multiple modules tip:

Group and add your modules by code. For example, search for '2017 HB' to see all 2017 modules with prefix HB. You can then select the relevant modules and add them. Then repeat the process for other prefixes.

RECIPIENTS

The screenshot shows the 'RECIPIENTS' section with three tabs: 'Choose Places' (active), 'Choose Users', and 'Upload Email Addresses'. Under 'Choose Places', there are two options: 'Select Specific Places' (selected) and 'Send to All'. To the right, there are two sections: 'Select Courses' and 'Select Organisations'. Each section has a 'Find Courses' or 'Find Organisations' button, both of which are highlighted with a red box.

The screenshot shows the 'RECIPIENTS' section with the 'Select Courses' tab active. It displays '1 Course(s) selected' in blue text. To the right, there is a 'Find Courses' button, which is highlighted with a red box.

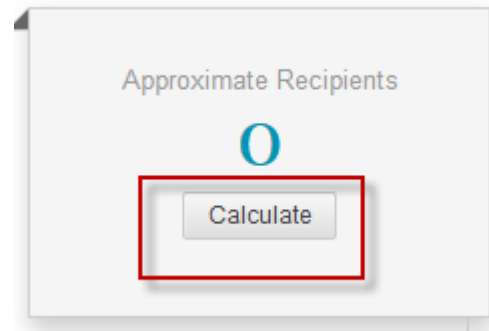
The screenshot shows the 'Courses' section. At the top, there is a search bar with the text 'Search for [year] and two letter module prefix'. Below this, there is a search form with the following fields: 'Search: Course Name' (dropdown), 'Contains' (dropdown), '2017 HB' (text input, highlighted with a red box), 'AND' (dropdown), 'Date Created' (dropdown), 'Before' (dropdown), '09/10/2017' (text input), and a 'Go' button. Below the search form, there is a table of courses with checkboxes for selection. The table has columns: 'Status', 'Course ID', 'Course Name', 'Date Created', and 'Inst'. The first two rows have red arrows pointing to their checkboxes. At the bottom, there are three buttons: 'Click Submit to add to your list', 'Cancel', and 'Submit'.

Status	Course ID	Course Name	Date Created	Inst
<input checked="" type="checkbox"/>	HB400_2017	2017 HB400 - Physiology for Sport and Exercise	11-Jul-2017 15:20:02	ajr6 ea1 nm7
<input checked="" type="checkbox"/>	HB401_2017	2017 HB401 - Physiology for Sport and Exercise	11-Jul-2017 15:20:02	ajr6 ea1 nm7
<input type="checkbox"/>	HB404_2017	2017 HB404 - Qualitative Analysis of Human Movement	11-Jul-2017 15:20:03	ajr6 sa4 sg1
<input type="checkbox"/>	HB410_2017	2017 HB410 - Musculoskeletal Anatomy and Fundamental Biomechanics	11-Jul-2017 15:20:03	ajr6 ea1
<input type="checkbox"/>	HB500_2017	2017 HB500 - Functional Physiology of Sport and Exercise	11-Jul-2017 15:40:01	nm7 ea1 pw1
<input type="checkbox"/>	HB501_2017	2017 HB501 - Functional Physiology of Sport and	11-Jul-2017 15:40:02	ig66 sa4

Tip: If you want to see how many students will be surveyed in your response period, click the **calculate** button.

This will just add up the number of students on each module you are surveying. Useful to check you are picking the correct modules.

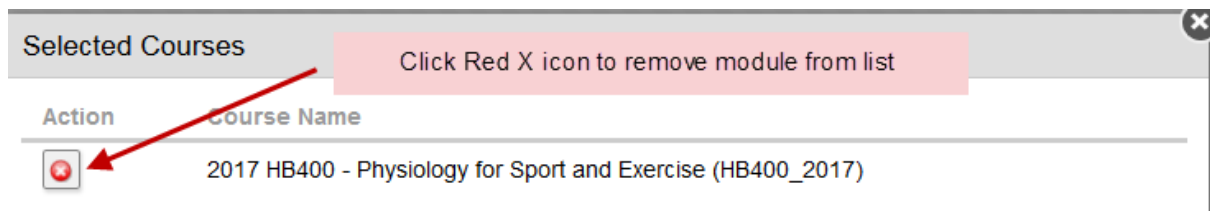
We recommend not survey more than 2000 students in any one response period.



Tip: You'll see a tick list of 'who' will be surveyed. Leave this as students only

Tip: Removing modules you've added:

Click on the **courses you've selected**



Once you have added the correct modules, click **Save and Continue** to move on to step 3

Step 3: Notify

This is how the students will find the survey.

Course Notifications: A banner is displayed in the module area with a link to the survey

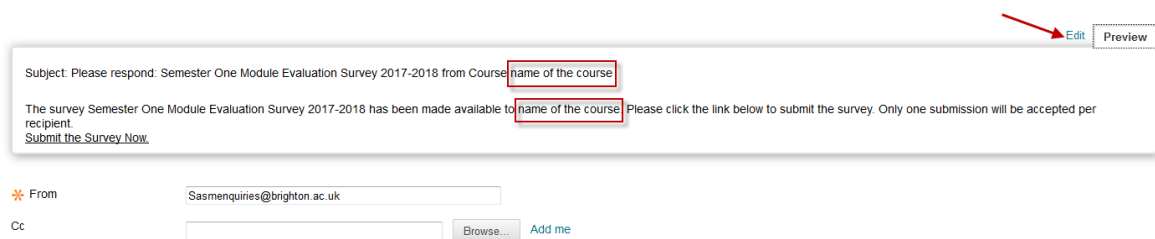
My Blackboard: The students will see a message within studentcentral reminding them to complete the survey

Email: Students are emailed a link to the survey (they receive one email per module)

All three options need to be ticked. Ensure you tick email as this is considered the primary route students actually respond to!

You'll then see a preview of the email text that is sent out with each email. There should be no need to customise this. It will state the name of the survey, and will include the module code (instead of the text 'name of the course')

If you do wish to edit the email, click **edit**, amend the text and click **Save**.



The screenshot shows an email preview window. At the top right, there are 'Edit' and 'Preview' buttons, with a red arrow pointing to the 'Edit' button. The email content is as follows:

Subject: Please respond: Semester One Module Evaluation Survey 2017-2018 from Course name of the course

The survey Semester One Module Evaluation Survey 2017-2018 has been made available to name of the course Please click the link below to submit the survey. Only one submission will be accepted per recipient.
[Submit the Survey Now](#)

Below the preview, there is a 'From' field with an orange star icon, containing the text 'Sasmenquiries@brighton.ac.uk'. Below that is a 'Cc' field with an empty text box and 'Browse...' and 'Add me' buttons.

You can also customise the automated responses students see when completing the survey. Again there should be no need to edit these.

Click **Save and Continue** to move to Step 4

Here you choose when you want the surveys to be sent, any reminder emails you want sent out to non-completers, and when you want results to be published to staff.

Schedule: you can choose when to send your survey and when to close it. Clicking 'Later' allows you to save this for later, you can re-enter this screen at a future date and send it or schedule a date.



Tip: Surveys should be closed before releasing results so its best practice to set a closing date.

SCHEDULE

Send Survey



☒ Now

☐ Later

☐ Automatically Send on Date  

Close Survey

☐ Now

☐ Later  

☒ Never

Reminder: Send out a reminder email automatically to those who haven't completed the survey.

You set the date/time of the reminder (e.g. 2 weeks before closing, 1 week before closing). The email text should not need to be changed.

Click **save** when complete. You can add multiple reminders.

*** Send Reminder**

☒ Choose Time Interval Hours before the end date
☐ Choose Specific Date

Reminder Frequency

☐ Repeat Reminder Every Hours

*** Subject**

-

Please respond: [__INSTRUMENTNAME__] from Course [__RESPONSE.COURSENAME__]

Character count 75

*** Message**

-

The survey [__INSTRUMENTNAME__] has been made available to [__RESPONSE.COURSENAME__]. Please click the link below to submit the survey. Only one submission will be accepted per recipient.

Character count 188

*** Survey Link Text:** Submit the Survey Now.

Select a specific date/time for the reminder (e.g. one week before closing).

There should be no need to edit this text. It is set up to display the name of the survey and the specific module it relates to.

Character count 75

There should be no need to edit this text. It is set up to display the name of the survey and the specific module it relates to.

Character count 188

✳ Survey Link Text

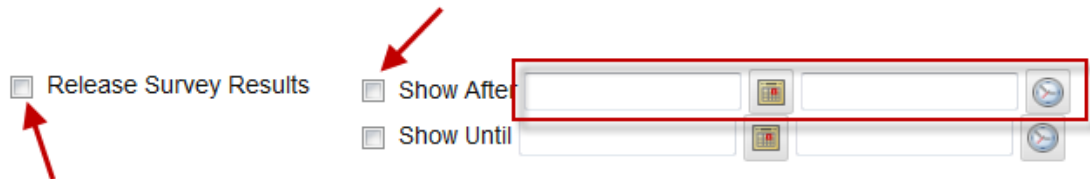
Cancel

Save

Release Survey Results

You can select a date for the results to be released to staff. **This should be a minimum of 24 hours after the survey has closed.** If you release results too soon its likely they have not been processed and tutors will get an error message.

RELEASE SURVEY RESULTS



The screenshot shows a web form titled "RELEASE SURVEY RESULTS". It contains three checkboxes: "Release Survey Results", "Show After", and "Show Until". A red arrow points to the "Release Survey Results" checkbox. Another red arrow points to the "Show After" checkbox. A red rectangular box highlights the date selection area for the "Show After" checkbox, which includes a text input field, a calendar icon, and a time selection icon.

Once released, tutors see a banner in their modules with a link to results. Craig has a handout for staff on how to access their results.

You are now ready to send your survey! You can click the tabs at the top of the page to go back through the steps if you are unsure.

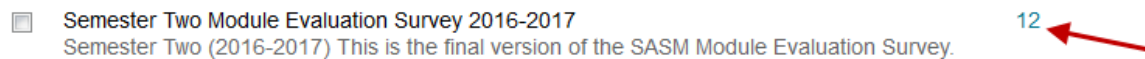
If you have selected to send the survey now, Click **Send Survey**. You'll see a confirmation message to check you are ready. You'll then see a loading page which should* disappear after a minute or so.

If you selected send later or set a date, just click **Save and Exit**.

Checking your responses

Once your response period is live, you may want to check it is running correctly.

Go to the main survey screen, and click the number showing the response periods you've created for that survey



You'll then see a table showing your response periods, and their current state.

- If a response period is live, you'll see:
 - The status column will state the response period is open
 - A number of responses will be listed in the third column
- If a response period is due to be released on a specific date
 - Status will be 'not sent'
 - Under the response period name you will see the date it is due to be released.

Send Reminder Delete Analyse Results Export Submission Data			
<input type="checkbox"/> Response Period	Status	Responses	Action
<input type="checkbox"/> DI601 Survey Started: 24 April 2017 09:00 Ended: 05 May 2017 17:00	Closed	Total Recipients: 51 Submission Received: 2	No action is available.
<input type="checkbox"/> Friday Survey Started: 19 May 2017 09:01 Ended: 09 June 2017 09:00	Closed	Total Recipients: 1364 Submission Received: 138	No action is available.

You can also send a reminder from this screen if you forgot to set one up earlier!