Enterprise Surveys: Module Surveys

Overview

1) **Create/Copy a Survey (with questions)**

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

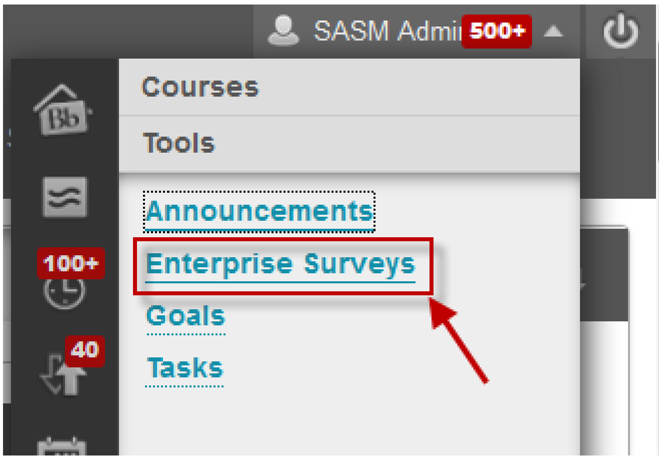
2) **Create a Response Period.**

   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

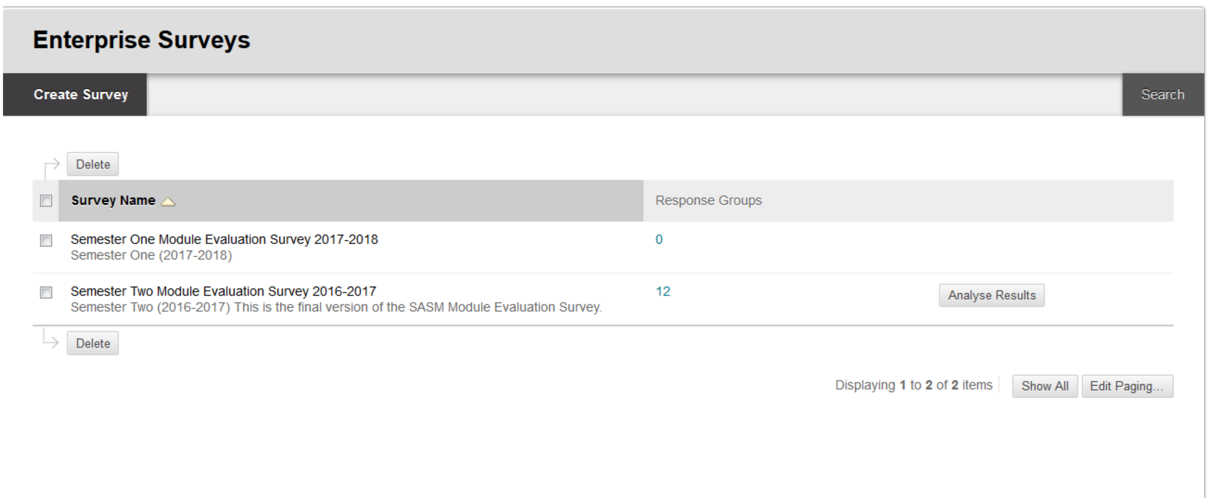
1) Login to studentcentral as sa440

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.

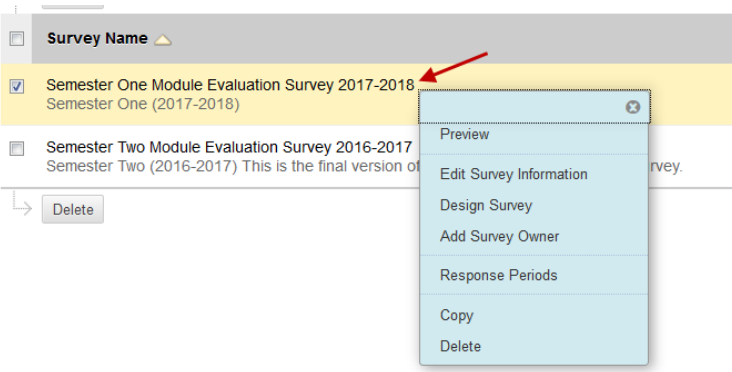
In the example below you'll see a 2016-2017 survey that includes 12 response periods/groups



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

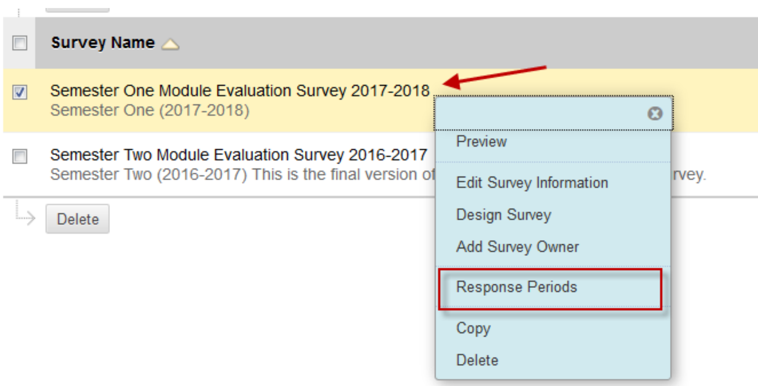
Here you can:

- **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!!)

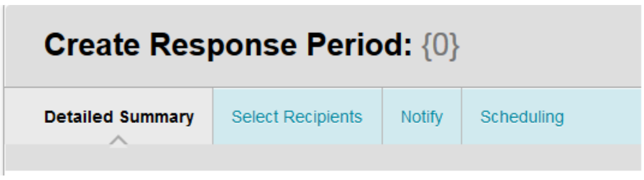


Creating a Response Period

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.

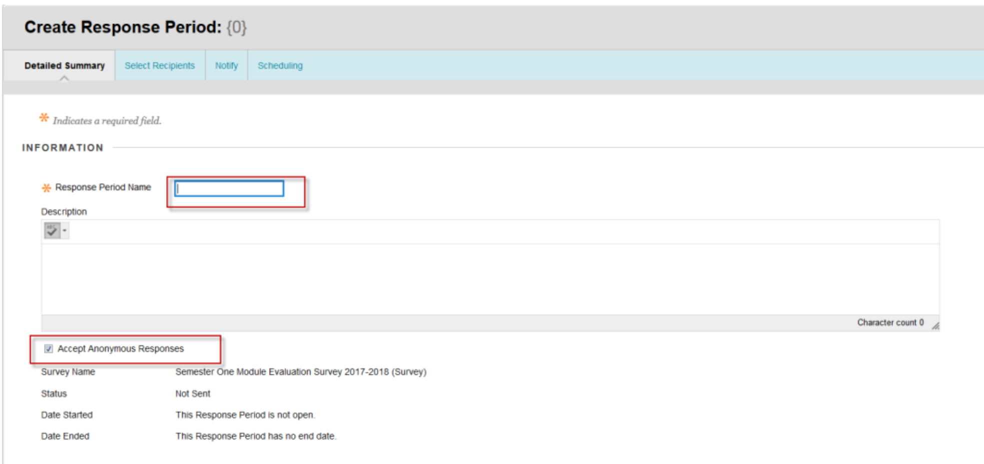


Step 1: Detailed Summary

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**

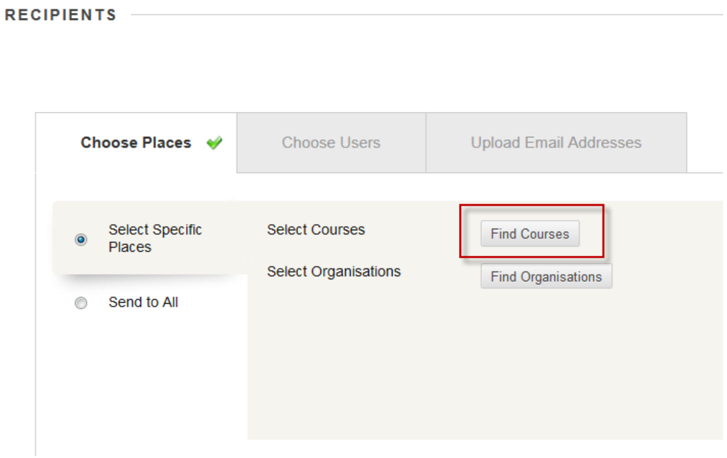
Step 2: Recipients

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)

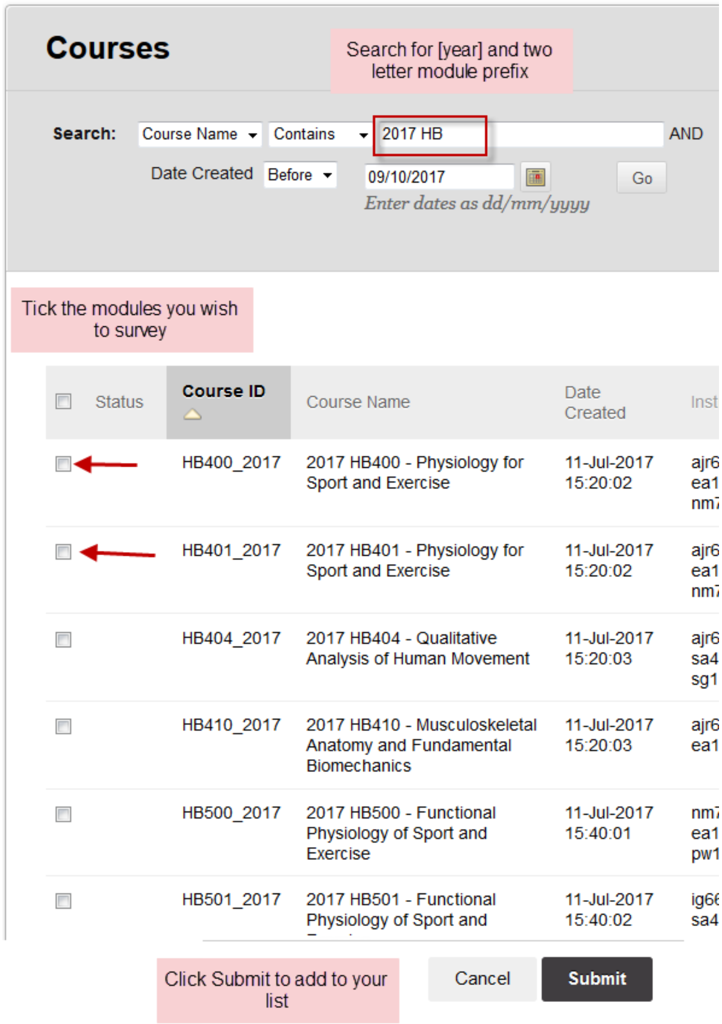
Once you've found it, tick the module and click **Submit**



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:

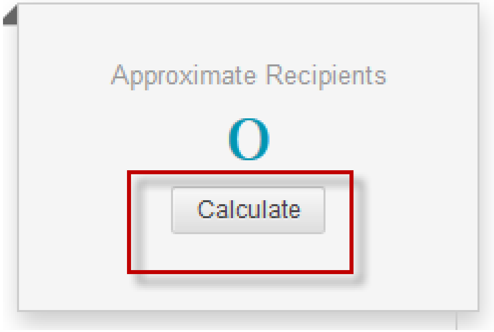
Group and add your modules by code. For example, search for '2017 HB' to see all 2017 modules with prefix HB. You can then select the relevant modules and add them. Then repeat the process for other prefixes.



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.

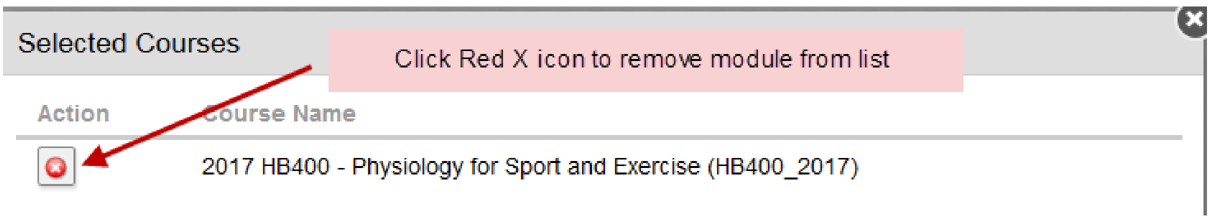
We recommend not survey more than 2000 students in any one response period.



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

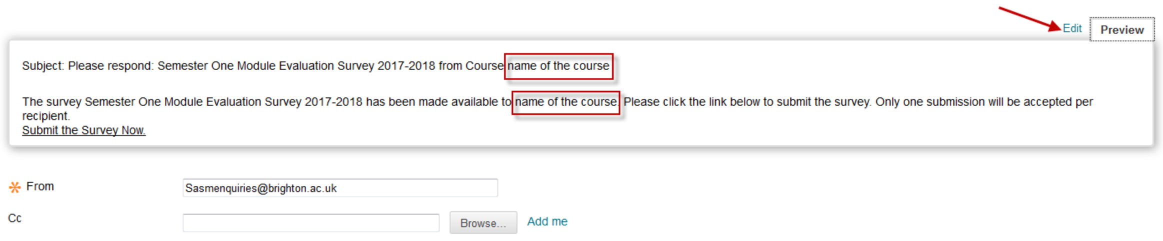
My Blackboard: The students will see a message within studentcentral reminding them to complete the survey

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**.



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

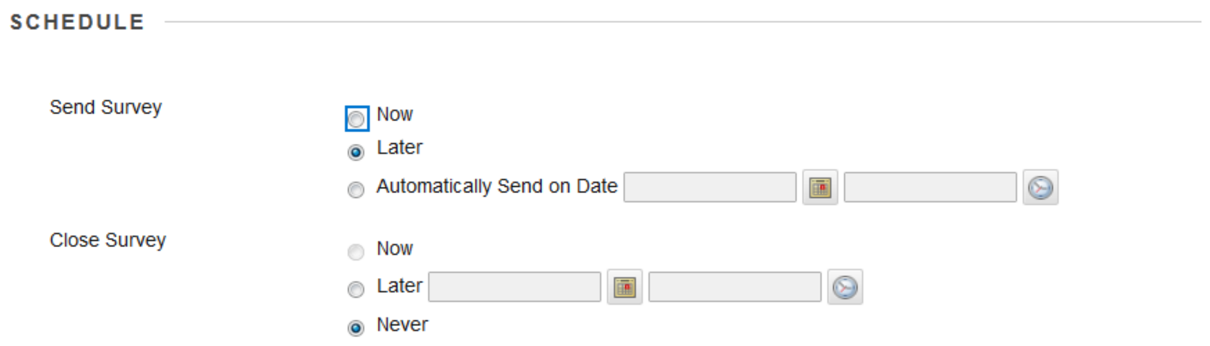
Click **Save and Continue** to move to Step 4

Step 4: Scheduling

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.

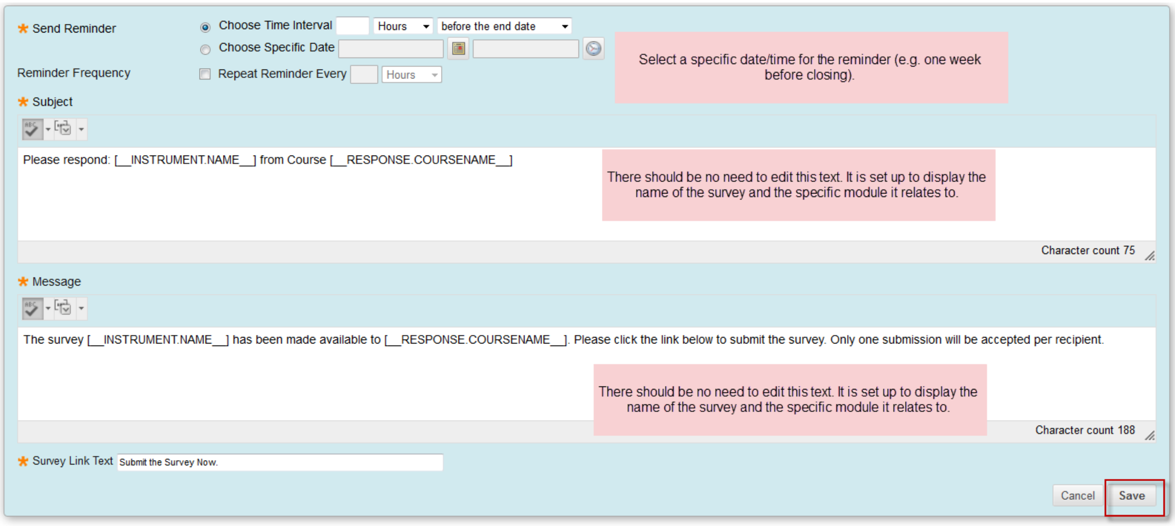
> **Tip:** Surveys should be closed before releasing results so its best practice to set a closing date.



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

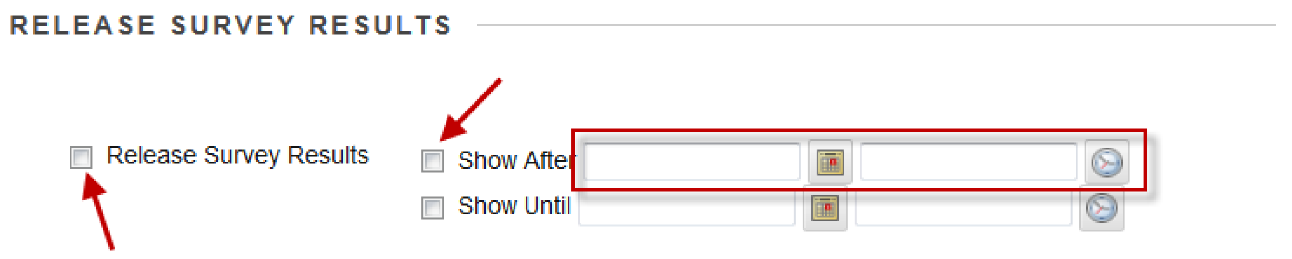
You set the date/time of the reminder (e.g. 2 weeks before closing, 1 week before closing). The email text should not need to be changed.

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



<u>Release Survey Results</u>

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.



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.

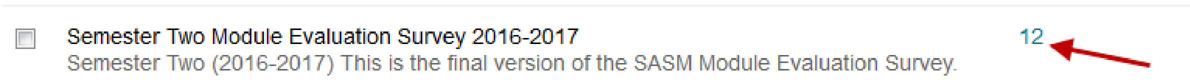
If you have selected to send the survey now, Click **Send Survey**. You'll see a confirmation message to check you are ready. You'll then see a loading page which should* disappear after a minute or so.

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.

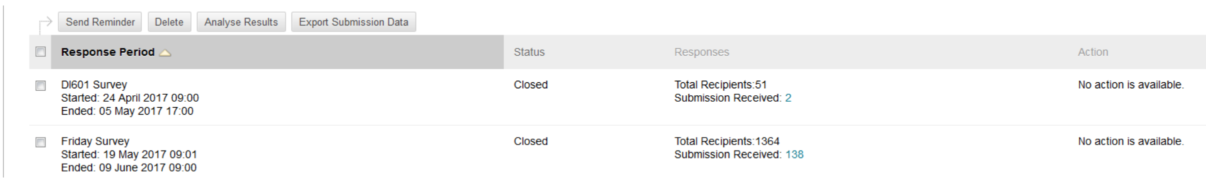
Go to the main survey screen, and click the number showing the response periods you've created for that survey



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.



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