

SurveyShare: Surveying the World Online



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SurveyShare Homepage (<http://SurveyShare.com>)



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Log In to SurveyShare



Choose "Create Survey" from 1. Templates, 2. Blank Slate, 3. Prior Surveys, 4. Item Bank, 5. Template Bank, or 6. Previous Survey Bank




1a. Choose Template Option




Choose Category of Template

Academic Templates



Distance Learning

- E-Learning Student Training
- E-Learning Administrative Evaluation
- E-Learning Course Development
- E-Learning Courseware Satisfaction
- E-Learning Student Information
- E-Learning Student Satisfaction
- E-Learning Support Centers




STEP

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Preview Templates

Distance Learning Template Click on a template to view a preview of the look and feel. You can also preview individual questions and see how they will look in a survey.

- E-Learning Student Training
- E-Learning Administrative Evaluation
- E-Learning Course Development
- E-Learning Courseware Satisfaction
- E-Learning Student Information
- E-Learning Student Satisfaction
- E-Learning Support Centers



STEP

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1b. Choose Specific Template


Build Your Survey

1. Add a question to the end of the survey.


2. Edit the question.

3. Add a new question.

4. Add a new question to the end of the survey.



STEP




STEP

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1b. Choose Specific Template (Continued)

What is the highest level of education you have completed?

Do you plan to participate in another secondary course within the next year?



STEP



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Other Paths....



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2. Choose Blank Slate Option


Build Your Survey As a SurveyShare Administrator member, you have the ability to create surveys.

1. Add a question to the end of the survey.

2. Edit the question.

3. Add a new question.

4. Add a new question to the end of the survey.



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STEP

3a. Choose Past Surveys Option

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Choose a Previous Survey

Here you can create a survey based on one of your previous surveys.

There are other members of SurveyShare! Copy your survey to one of their surveys!

Please choose a survey from the following list to use as a template:

Name	Survey ID
Bank and Risk Officers: New, but Very Rich Survey	102885
Banking Options Survey	101922
Market Opinion Survey	101922
Local Credit Survey #1	100202
Bank Learning Over Time Workshop	100202
The Future of Learning and Career Resumes Development	100202
Courseware Learning	100202
Product Satisfaction	091601
E-Learning: Knowledge Evaluation	091601
E-Learning: Administrative Evaluation	091602

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STEP

3b. Choose a Previous Survey

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Add a new question at the end of this survey

How would you rate this training for meeting your needs or expectations?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

How would you rate the presentation skills of the trainer?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

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STEP

4a. Choose Item Bank Category

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Step 1

Please choose the templates and surveys from which you would like to create your survey

SurveyShare Templates
 Previous Surveys

Technology
 Distance Education
 Student Evaluation
 Instructor Evaluation
 Course Content

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4b. Pick Items from Category

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Step 2

Select the questions you would like in your survey

Choose More Surveys

Available Surveys: Training Evaluation

How would you rate this training for meeting your needs or expectations?
 How would you rate this training now?
 Were the training activities appropriate?
 Did you feel free to ask questions?
 Were your questions answered in your instruction?
 Were you treated with respect?
 Have your skills/knowledge increased as a result of the training?
 Will you be able to apply what you learned to your job?
 Would you recommend this training to your friends or colleagues?
 What did you like best about the training?
 What did you like least about the training?
 What, if any, improvements would you suggest?

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STEP

4c. Hit Continue to Create Survey

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Add a new question at the end of this survey

How would you rate this training for meeting your needs or expectations?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

How would you rate the presentation skills of the trainer?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

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STEP

5a. Choose Template Bank Option

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Step 1

Please select a subcategory from which to choose templates. You can choose as many templates from each category as you would like.

academic templates	business templates	medical templates	other templates
<ul style="list-style-type: none"> Distance Learning Higher Ed K-12 	<ul style="list-style-type: none"> Customer Employment Self-Emp. Prod. Training 	<ul style="list-style-type: none"> General 	<ul style="list-style-type: none"> General Government

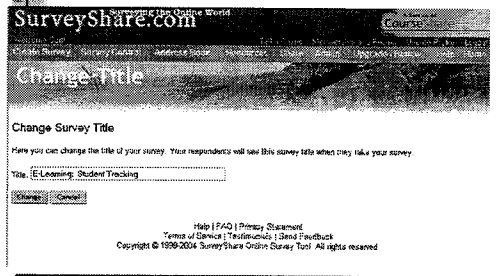
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Let's Walk through the process after selecting a template!



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1. Change Survey Title



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Change Title

Change Survey Title

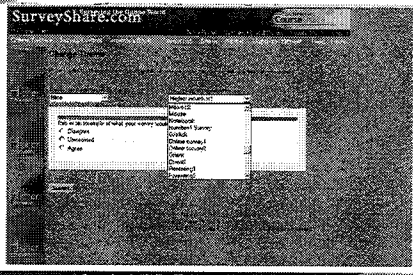
Here you can change the title of your survey. Your respondents will see this survey title when they take your survey.

Title:

Help | FAQ | Privacy Statement
Terms of Service | Testimonials | Send Feedback
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2. Change Survey Theme

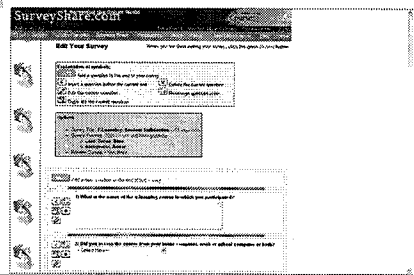


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Change Theme

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3. Add, Modify, Duplicate, or Delete Items

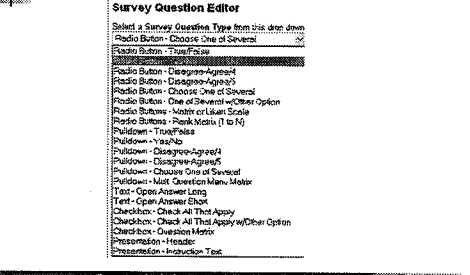


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Item Management

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4. Add Item; Select Item Type



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Survey Question Editor

Select a Survey Question Type from this drop down

Radio Button - Choose One of Several

Radio Button - True/False

Radio Button - Disagree/Agree/1

Radio Button - Disagree/Agree/2

Radio Button - Choose One of Several

Radio Button - One of Several w/Other Option

Radio Buttons - Mother or Likert Scale

Radio Buttons - Rank/Matrix (1 to N)

Pushdown - True/False

Pushdown - Yes/No

Pushdown - Disagree/Agree/1

Pushdown - Disagree/Agree/2

Pushdown - Choose One of Several

Pushdown - Mat. Question Menu/Matrix

Text - Open Answer Long

Text - Open Answer Short

Checkbox - Check All That Apply

Checkbox - Check All That Apply w/Other Option

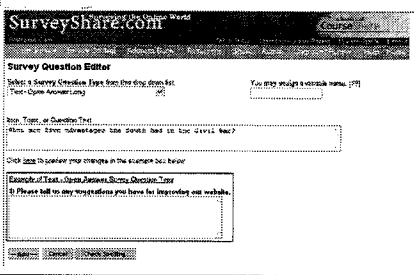
Checkbox - Question Menu

Press/Release - Header

Press/Release - Instruction Text

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5. Add Open-Ended Item



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Survey Question Editor

Select a Survey Question Type from this drop down

Text - Open Answer Long You may assign a visible name (FN)

Text - Open Answer Short

Now, Type an Open-Ended Text

Items are saved automatically. Use arrows to edit or delete items.

Click here to restore your changes in the example below

Example of Text - Open Answer Long, Short, Question Type

Please tell us any suggestions you have for improving our website.

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6. Modify or Edit Item

The screenshot shows the 'Question Editor' interface. At the top, it says 'Question Editor' and '1/16 New Question'. Below that, there are several sections: 'Question Type', 'Question Text', and 'Question Options'. The 'Question Type' section has radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The 'Question Text' section has a text input field and a 'Preview' button. The 'Question Options' section has a list of options with radio buttons.

6. Edit Item (example #2)

The screenshot shows the 'Question Editor' interface with a list of items. The list has columns for 'Question ID', 'Question Text', 'Question Type', and 'Status'. The first item is '1) What type of technology do you use in the classroom?'. The second item is '2) When other types of technology do you use in the classroom?'. The third item is '3) How satisfied are you with the availability of computers?'. The fourth item is '4) How satisfied are you with the availability of tablets?'. The fifth item is '5) Overall, how easy is it to access technology in the classroom?'. The sixth item is '6) Approximately how many hours do you spend weekly on...'. The interface includes a 'Save' button and a 'Cancel' button.

7. Create Duplicate Item

The screenshot shows the 'Question Editor' interface with a list of items. The first item is '1) What is the name of the e-learning course in which you participate?'. The second item is '2) What is the name of the e-learning course in which you participate?'. The interface includes a 'Save' button and a 'Cancel' button.

8. Move an Item Up or Down

The screenshot shows the 'Question Editor' interface with a list of items. The first item is '1) What type of technology do you use in the classroom?'. The second item is '2) When other types of technology do you use in the classroom?'. The third item is '3) How satisfied are you with the availability of computers?'. The fourth item is '4) How satisfied are you with the availability of tablets?'. The fifth item is '5) Overall, how easy is it to access technology in the classroom?'. The sixth item is '6) Approximately how many hours do you spend weekly on...'. The interface includes a 'Save' button and a 'Cancel' button.

9. Insert Header in Survey

The screenshot shows the 'Question Editor' interface with a list of items. The first item is '1) Do you think that New Zealand can recapture the America's Cup?'. The second item is '2) So, what do you think happened this year?'. The interface includes a 'Save' button and a 'Cancel' button.

10. Submit SurveyShare Survey

The screenshot shows the 'Question Editor' interface with a list of items. The first item is '9) What is your race?'. The second item is '10) What is the highest level of education your mother has completed?'. The third item is '11) What is the highest level of education your father has completed?'. The interface includes a 'Submit' button and a 'Cancel' button.

11. Logo, Custom Logo, or No Logo

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Survey Logo

Here you may select which logo to display atop your survey pages. This logo will appear whenever you preview the survey or when someone is taking your survey. You can also opt not to display a logo. Custom logos must be a gif, jpeg, or png image.

Use the default logo

Use a custom logo (i.e. an image file of type gif, jpeg, or png)

Do not use a logo

Custom Logo File:

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Terms of Service | Testimonials | Send Feedback
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12. Modify Survey Opening and Closing Statement

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Opening and Closing Statement

Here you may modify whether you utilize custom opening and closing statements, and what text those statements will contain. The opening statement appears before a participant takes your survey. The closing statement appears after a participant has completed your SurveyShare poll.

I would like to use opening and closing statements.

I would not like to use opening and closing statements.

Opening Statement

Personalize the survey. Your survey is an online poll that is technology. You must have 30,000 years of experience to complete this survey.

Closing Statement

Thank you for participating in my survey. Please get some sleep now.

13. Select Expiration Date

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Set the Survey Expiration Date

Expiration Date is the date that this survey will stop accepting responses. If you are not sure which Expiration Date to choose, do not worry. You can always adjust a survey's Expiration Date. The only SurveyShare feature to ban your survey on and off.

The time reflects the US Eastern Time Zone (GMT -05:00). The current server time is 10:24 AM.

This survey will stop accepting responses on:

Date:

Time:

Would you like a reminder email sent to you on this date?

Yes

No

14. Select Public (URL based) or Private (email invitation) Survey Option

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Choose Survey Type:

Explanation of Terms

Public: For a public survey, anyone who knows the Web address (URL) of the survey may respond to it. Although each respondent is asked to enter a valid address, a respondent could conceivably enter the survey multiple times by entering different email addresses.

Private: For a private survey, only those people which you specify in the Address Management page may take the survey. When it is possible to begin a survey, they are notified by email address. When you specify address multiple times in the Address Management page, the respondent will be notified each time they are allowed to take the survey once, and only once.

Anonymous Responses: For an anonymous, unattended survey, anyone who knows the Web address (URL) of the survey may respond to it. No identifying information is required to take the survey, which means a respondent could conceivably take the survey multiple times.

Personal: For a personal, unattended survey, only those people which you specify in the Address Management page are allowed to take the survey. When you specify address multiple times in the Address Management page, the respondent will be notified each time they are allowed to take the survey once, and only once.

Public: Respondents may access only a URL address in order to participate in this survey.

Private: Respondents must provide an email address that is associated with the survey to participate.

Anonymous: These surveys are not required to provide any identifying information to participate in this survey.

Personal: Respondents are required to provide the survey password you set when you create the survey.

15. Select Email Subject Line and Body (if applicable)

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Email Management

Email Management allows you to write and save a custom email that you use to notify potential respondents to participate in your survey. There is a default subject line and body you can use for your survey. A survey invitation is sent to each of the email addresses that you associate with your survey. These survey invitations contain your custom message, a link to the survey, and a unique URL that you can use to track responses to your survey.

As a SurveyShare Administrative member, you can have up to 100,000 invitations per survey.

Would you like SurveyShare to email your potential respondents when your survey is activated?

I would like SurveyShare to send out email invitations when my survey is activated.

I would not like SurveyShare to send out email invitations when my survey is activated.

Email Subject:

Email Body:

16. Input Respondents: Option 1. Type Respondent Emails One at a Time

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Addressing Management for Customer Technical Support Satisfaction

SurveyShare email members are limited to 20 email addresses that can be associated with a survey. Click here to view the 20 e-mail addresses that are associated with this survey.

Type the potential respondent's e-mail address into the text box located (Request Email Address). Then click the Add button to associate the e-mail address with the survey. If the e-mail address is not already in your Address Book, it will be added to your Address Book.

How Many Emails Have I Added:

Displayed: 0/20

Displayed: Last Name

Displayed: Email Address

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