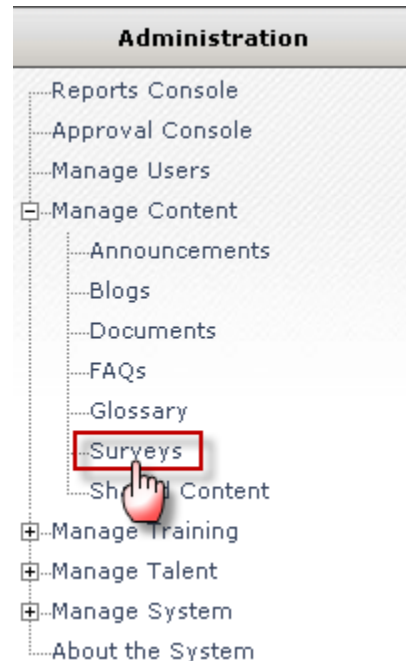


ILEARNOREGON CREATING A COURSE SURVEY

This job aid provides you with the minimum steps that you need to take in order to create a course survey.

To create a new course survey in iLearnOregon you need to complete the following steps:

1. Click **Administration**.
2. Click the plus sign next to **Manage Content**.
3. Click **Surveys**.



4. Select **Create New** from the Page menu.
5. Click **Go** to access the Edit Summary page.

Surveys

Surveys are related to content (content surveys) or used to gain opinions of users on a topic (site surveys). Surveys are made up of sections. Survey sections contain one or more questions.

A screenshot of the iLearnOregon Search interface. The interface has a "Search" tab and two sub-tabs: "Simple" and "Advanced". Below the tabs is a text input field for "Search Text" and a dropdown menu for "Search Type" set to "Any words". To the right of these fields is a "Create New" dropdown menu and a "Go" button. A hand cursor is pointing at the "Go" button, which is highlighted with a red rectangular box.

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6. Complete the form by entering data in the fields as explained below. *All required fields are marked with an * asterisk.*

Summary | Structure | Categories | Window | Permissions | Activity | Content Sharing

Edit Summary | Comments | Preview

Type new or change existing summary information that the system will use to find this ...

* Title

* Description

* Keywords

* Survey Type

- **Title:** The title must contain the agency acronym followed by the survey name (i.e. DAS – Excel Introduction).
- **Description:** An explanation of the survey.
- **Keywords:** Words and phrases that relate to the survey that may not already be included in the title or description.
- **Survey Type:** Select content.

7. Click *Create*. The Edit Structure page displays.

From the Edit Structure page there are 2 options in the drop down menu: create a new section or link to an existing section. Select what action you want to take and click *Go*.

Note: You have to create at least 1 section for every survey. Each section only allows you to use 1 type of survey scale for every question you add to the section.

DAS - Survey

The survey was created.

Surveys are related to content (content surveys) or used to gain opinions of users on a topic (site surveys). Surveys are made up of sections. Survey sections contain one or more questions.

Summary | **Structure** | Categories | Window | Permissions | Activity | Content Sharing

Edit Structure | Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Records found: 0

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To create a new section:

8. Select *Create New Section*. The Edit Structure page displays.

New Section

Enter new or change existing summary information about this item. The system also uses summary information to find the item when users perform searches.

* **Title**

* **Description**

* **Keywords**

* **Scale** [View Selected Scale](#)

- **Title:** The title of the survey section (i.e. Facility, Content, etc.).
- **Description:** An explanation of the section.
- **Keywords:** Words and phrases that relate to the section that may not already be included in the title or description.
- **Scale:** There are 11 survey scales to select from. Select a scale and then select View Selected Scale to see what the scale is.

9. Click *Create*. The Edit Structure tab displays with a message indicating the section was created. The survey section you created is displayed on the Edit Structure page.

Edit Structure | Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Records found: 1

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	<input type="button" value="Edit Section"/> <input type="button" value="Go"/>

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To link existing sections to your survey:

When you link to an existing section you can not modify the section or the questions associated with the section.

10. Select **Link Existing Section** and **Go**. The Linking Section search page displays.

Edit Structure | Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Link Existing Section **Go**

Records found: 1

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	Edit Section Go

Delete Reorder

11. Type a keyword or phrase in the **Search Text** field to find a survey section.

12. Click **Search** to view a list of survey sections that match your search criteria.

Link Existing Section

Search for sections to include in this survey. Type a keyword or phrase in the Search Text field and click Search to find survey sections.

Search Text

Search Type Any words

Search

13. Click the checkbox next to the section you want to link to your survey. Multiple sections may be selected.

14. Click **Select**. The Edit Structure tab displays with a confirmation that the section was linked to your survey, and the section displays at the bottom of the table.

Link Existing Section

Search for sections to include in this survey. Type a keyword or phrase in the Search Text field and click Search to find survey sections.

Search Text

Search Type Any words

Search

Records found: 1

	Title
<input checked="" type="checkbox"/>	Course Satisfaction <i>Please complete the following questions related to this course.</i>

Select

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15. The Edit Structure tab displays with a confirmation that the section was linked to your survey, and the section displays at the bottom of the table.

Edit Structure | Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Create New Section

Records found: 2

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	Edit Section <input type="button" value="Go"/>
<input type="checkbox"/>	2	Course Satisfaction <i>Please complete the following questions related to this course.</i>	

Delete | Reorder

To create new questions:

16. Next to the section you want to add questions, select *Manage Questions* from the Action menu and click *Go*.

Edit Structure | Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Create New Section

Records found: 2

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	Edit Section <input type="button" value="Go"/>
<input type="checkbox"/>	2	Course Satisfaction <i>Please complete the following questions related to this course.</i>	Edit Section Manage Questions

Delete | Reorder

17. The New Question tab displays. Select *Create New Question* from the Page menu and click *Go*.

Manage Questions

Use the Page menu to create new or copy existing questions. Use the checkboxes and "Delete" to delete questions. Use the Order column and "Reorder" to change the order of the questions. Use the Action menu to perform other tasks.

Section Title: Instructor

Records found: 0

Create New Question

Create New Question
Link Existing Questions

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18. Type a question in the *Question* field.
19. Select a question type from the *Type* menu. Multiple choice means there will be several choices and the user picks one, and Short Answer means a text field is available for users to type their answer.

New Question

Type the question in the Question field, select a question type from the menu, and click Create to create the question.

* Question

* Type

Multiple Choice
Short Answer

Create Cancel

20. Click *Create*. The Manage Questions tab displays with your question added to the section.

Manage Questions

Use the Page menu to create new or copy existing questions. Use the checkboxes and "Delete" to delete questions. Use the Order column and "Reorder" to change the order of the questions. Use the Action menu to perform other tasks.

Section Title Instructor Create New Question

Records found: 1

	Order	Title	Action
<input type="checkbox"/>	1	How would you rate the instructor overall?	Edit Question <input type="button" value="Go"/>

Delete Reorder

To link existing questions:

21. Next to the section you want to add questions, select *Manage Questions* from the Action menu and click *Go*.

Edit Structure Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Create New Section

Records found: 2

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	Edit Section <input type="button" value="Go"/>
<input type="checkbox"/>	2	Course Satisfaction <i>Please complete the following questions related to this course.</i>	Edit Section Manage Questions

Delete Reorder

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22. The New Question tab displays. Select *Link Existing Questions* from the Page menu and click *Go*.

Manage Questions

Use the Page menu to create new or copy existing questions. Use the checkboxes and "Delete" to delete questions. Use the Order column and "Reorder" to change the order of the questions. Use the Action menu to perform other tasks.

Section Title Instructor Link Existing Questions Go

Records found: 1

	Order	Title	Action
<input type="checkbox"/>	1	How would you rate the instructor overall?	Edit Question Go

Delete Reorder

23. The Link Existing Questions tab displays.

24. Type a keyword or phrase in the *Search Text* field and click *Search*.

Link Existing Questions

Search for questions to include in this survey. Type a keyword or phrase in the Search Text field and click Search to find survey questions.

Search Text

Search Type Any words

Search

Records found: 1

	Title
<input type="checkbox"/>	How well did instructors know the subject they were presenting?

Select

25. Click the checkbox next to the question or questions you want to link to your survey section.

26. Click *Select*. The Manage Questions tab displays with the question(s) you added. Continue to add questions by following the above steps.

Manage Questions

Use the Page menu to create new or copy existing questions. Use the checkboxes and "Delete" to delete questions. Use the Order column and "Reorder" to change the order of the questions. Use the Action menu to perform other tasks.

Section Title Instructor Create New Question Go

Records found: 2

	Order	Title	Action
<input type="checkbox"/>	1	How would you rate the instructor overall?	Edit Question Go
<input checked="" type="checkbox"/>	2	How well did instructors know the subject they were presenting?	

Delete Reorder

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27. Once you have added all your sections and questions you can preview the survey. From the Edit Structure page click *Preview*.

Edit Structure | Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Create New Section

Records found: 1

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	Edit Section <input type="button" value="Go"/>

Delete | Reorder

Preview | Publish | Return

28. A pop-up window displays with how the survey will look once it is published. Make any changes before publishing the survey.

Take Survey - Microsoft Internet Explorer

Preview: DAS - Survey

[Close Window](#) | [Print](#)

This is a preview of the survey as it currently looks. The only difference is that when users are taking the survey, a Submit button is displayed at the bottom of the page.

Survey

Answer all of the questions below and click Submit to submit your answers. If unable to complete all of the survey at one time, click Later to save your answers and return later.

Instructor
This section contains questions regarding the instructor(s).

1. How would you rate the instructor overall?

2. How well did instructors know the subject they were presenting?

Course Satisfaction
Please complete the following questions related to this course.

3. I had the knowledge and skills (or prerequisites) needed to start this class.

4. The facilities and equipment were favorable to learning.

5. I was able to take this course when I needed it.

6. I clearly understood the course objectives.

7. The course met all of its stated objectives.

8. The way this course was delivered (such as classroom, computer, video) was an effective way for me to learn the subject matter.

Done | Internet

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29. To publish your survey, from the Edit Structure page click **Publish**.

Remember: Once you publish a survey, the questions, sections and associated survey scales cannot be changed and published again.

Edit Structure

Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Create New Section Go

Records found: 1

	Order	Section	Action
<input type="checkbox"/>	1	Instructor <i>This section contains questions regarding the instructor(s).</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Edit Section</div> Go

Delete

Reorder

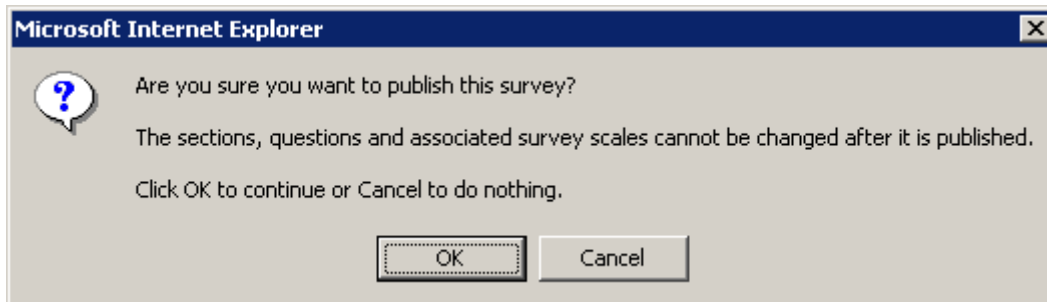
Preview

Publish

Return

30. To publish your survey, from the Edit Structure page click **Publish**.

31. A pop-up window will display asking you if you are sure that you want to publish the survey. Click **Ok**.



32. The Edit Structure tab will be displayed along with a confirmation that the survey was published.

DAS - Survey

The survey was published.

Surveys are related to content (content surveys) or used to gain opinions of users on a topic (site surveys). Surveys are made up of sections. Survey sections contain one or more questions.

Summary

Structure

Categories

Window

Permissions

Activity

Content Sharing

Edit Structure

Comments

Use the Page menu to create new or copy existing sections. Use the checkboxes and "Delete" to delete sections. Use the Order column and "Reorder" to change the order of the sections. Use the Action menu to perform other tasks. If the survey has been published, items on this page are disabled or do not display. Users cannot access surveys until after they are published (i.e., cannot search for or take them).

Create New Section Go

Records found: 2

Order	Section	Action
1	Instructor <i>This section contains questions regarding the instructor(s).</i>	
2	Course Satisfaction <i>Please complete the following questions related to this course.</i>	

Preview

Return