GoAssess FAQ’s

## Create:

**How to create a survey?**

You use a simple and intuitive web browser interface to quickly and effortlessly create assessments. You can drag-and-drop questions onto you assessment

**How to draft a survey?**

Draft a survey or assessment to improve its quality and to collaborate with team members, add and receive collaboration comment.

To draft a survey follow these steps:

Login your account -> create an assessment-> click close and save at the top left corner

**How to make a template a survey?**

Template an assessment to make ease for any other organization and you for future use. In goassess template assessment are being shared among organizations.

Follow these steps to mark an assessment a template.

Login-> create an assessment-> click mark as template

**How to tag a survey?**

Tag a survey, section or question to search it back from that tag, questions, sections and assessment could be search and import by its tag

Login->create a new assessment-> view/add tag

**How to tag a question?**

Following steps are provided to tag a question

Login->create a new assessment-> view/add tag

**How to preview an Assessment?**

Preview an assessment to take print or for only checking the sequence of the questions and sections

Login->create a new assessment-> click print/preview

**How to comment an assessment?**

Comment question to while creating the assessment to add note about that question or

Login->create a new assessment->add a question-> click comment

**How to add section to an assessment?**

Add sections to assessment to take different type of information in different sections or different parts of assessment

To add sections to assessment follow these steps

Login->create a new assessment-> click New section

**How to take print of an assessment?**

To take hard copy of assessment or to take assessment in hard form

To take prints of the assessment follow these steps

Login->create a new assessment-> click Print/preview-> click Print

**How to search and import questions, sections and assessment to an assessment?**

Search tagged questions, sections and assessments, to import them to assessment directly and easily

Login->create a new assessment->click Search and import->Enter tag -> search -> click download button

**How to add business rules to an assessment?**

Add business rules to jump some question on certain condition, for example for below eighteen years child you don’t want to ask the identity card number

To apply business rules to assessment follow these steps

Login->create a new assessment->add questions-> click Rules and logics

**How to add welcome and thank you message to an assessment?**

Add welcome and closing message to your assessment that will be shown in starting of each response and at the end of each response

Login->create a new assessment->click properties->Enter welcome message and Close message

## Template:

**How to preview a template assessment?**

You can import template assessment of other organizations, you can preview any template to view either is it the same assessment you want or not.

It is very easy to import template assessment, follow these steps to preview a template assessment

Login->create from template->click on the name of the template assessment to preview it

**How to edit a template Assessment?**

Edit the template assessment by goassess and make it your own assessment according to your requirement, the real template will not be effected by making change in imported assessment.

Follow these instructions to edit template assessment

Login->create from template->click on the download button to edit that template

## Collaborate:

**How to edit a draft assessment?**

Edit draft assessment to make it fix according to the requirement or team member suggestions

Login->Click Collaborate->Click on edit button below to the name of the assessment

**How to share a draft assessment with an anonymous user?**

Share draft assessment with an anonymous user who have his/her email id, send draft assessment to anonymous user to take his/her suggestions and comments

Login->Click Collaborate->Click on settings button->Enter email address of the user-> click ok

**How to share a draft assessment with my team members?**

Share the draft assessment to collaborate, to send and receive suggestions via comments with team or specific members of the team, to share draft assessment with team follow these steps

Login->Click Collaborate->Click on settings button->check the user to share assessment

**How to collaborate with users?**

Collaborate with the users of the organization to refine the assessment and to make assessment a quality assessment

Follow these steps to collaborate with users

Login->Click Collaborate-> click Assessment name ->click Expand button -> Click comment icon

**How to publish a draft assessment?**

When all team members are satisfied with the assessment than publish the draft assessment to collect response

Login->Click Collaborate->Click on edit button of that specific assessment->click publish button

**How to create duplicate of a draft assessment?**

Make duplicate of the draft of assessment to take in same copy of assessment in edit mode.

Login->Click Collaborate->Click on edit button->Click publish button

## Collect:

**How to take response from anonymous user?**

Response could be added or taken from anonymous user, for example an assessment that is gathering the data about color blind students of grade 7, a user want to send the assessment to all students to count color blind students in his class.

To send assessment to an anonymous user, follow these steps

Login-> Select Collect->Click setting-> Click users

**How to take response from my team?**

Take response from team members to gather response from others by users/team members

Please follow these steps to allow team member to collect response

Login->collect->settings of that assessment->check user name

**How to take response offline by smart phone?**

Take response offline when internet not available, install goassess application on your smart phone to collect response offline

To collect response offline follow these steps

Install app->check the users name to collect response->click the smart phone option

**How to take a copy of a published assessment?**

Take copy of published assessment to edit it,

Follow these steps to take copy of published assessment

Login->create an Assessment->publish the process->click the create duplicate button for that assessment

**How to allow specific users from my organization to collect response?**

Take response from team members to gather response from others by users/team members

Please follow these steps to allow team member to collect response

Login->collect->settings of that assessment->check user name

## Analyze:

**What is an analysis report?**

Goassess generates automatic reports for analysis of responses or gathered data for an assessment, it generates report of controls how much responses have been gathered for that assessment and skipped questions among all responses. Percentage of answered responses. It also shows percentage for each option of MCQ’s, maximum and minimum value of number type question.

To view analysis reports of assessment follow these steps:

Login->create assessment-> publish assessment->gather data->click analysis report

**What type of results it maintains?**

Two types of reports it generates, summery report and detailed analysis report, Summery report as clear by its name it shows the summery of all responses.

In Detailed analysis report you can view the result of controls of your requirement

**How to share analysis report with users?**

Analysis report could be shared with the users or team members

**How to share analysis report with anonymous user?**

Analysis report could be shared with anonymous users or any person outside your organization or the team member does not have goassess account/login

To share analysis reports with anonymous user follow these steps

Login-> analysis->settings [of that specific assessment] ->enter email Id of anonymous user

**How to share analysis report with specific members of my organization?**

Analysis report could be shared with the specific users or team members to share with specific user follow these steps

Login-> analysis->settings [of that specific assessment] ->check the user

**How can I get detailed analysis?**

Detailed analysis could be viewed also, you can perform analysis of your own choice an combination of questions you can get answers

**How can I get analysis of cleaned data?**

You can also get analysis of cleaned or approved data by your data approving team, all gathered data could be cleaned in two steps first is verification and second is approval, clean data means data that has passed both steps verification and approval

To view analysis report of all cleaned data follow these steps

Login-> analysis->assessment name->options->clean data

**How can I apply filter for some questions for analysis?**

Filter the result for some specific questions, or answers for a questions according to the responses added for the other question

To apply filter please follow the link

Login->analysis->detailed analysis for that assessment-> Select row->select column->add

## Clean:

**How to verify data?**

Verify the data for good quality of data for quality analysis, goassess provides data cleaning stage in very easy way

Follow the following steps to verify the gathered data

Login ->clean->click a response-> verify

**How to select members to verify data?**

A specific or specific number of users could be added to your organization to verify the gathered data, data could be added or responded wrong manually data could be verified by the data verification team

Login->data->users->add/view roles-> check clean for user

**How to approve data?**

Second step of data cleaning is approval of gathered data or responses for assessment, verified data could be approved by the approval member or team

To approve data follow these steps

Login->clean->select for approval->click on verified response->approve

**How to select members to approve data?**

You can select members to approve the verified data, to perform this step follow these instructions

Login->collect->settings->select clean tab->check user for approval

## Report:

**How to create a static report?**

Static report could be created from the dynamic analysis report

To create static reports follow these steps

Login->analysis->click assessment->create report

**How to edit a static report?**

A static report could be edited

Login-> reports->click report->edit

## Data:

**How to export data in excel sheet?**

Export your data to excel sheet easily to export data in excel sheet please follow these steps

Login->data->export->click on assessment name

## Users:

**How many users I can add to my organization?**

Goassess allow you to add unlimited number of users to your workspace.

**How to add users to my work space?**

Users or team member could be added to the workspace easily, they can have their own goassess accounts as per the owner of the organization allow right to the assessment to them.

To add user to your organization follow these steps

Login->data->users->add or create new user

**How to assign roles to a user?**

Specific roles could be assigned to every user of the organization or any team member, for example you want a user that only collects the responses means you only want member of data gathering

To assign role to a user follow these steps

Login->data->users->add or create users->add/view roles->check roles