

Understanding Data and Their Environment

Designing and Deploying a Survey

Dr Nuno Pinto




Design and Deploy a Survey [1]

SelectSurvey.NET

apps.mhs.manchester.ac.uk/s...

Apps HMRC services: sig... Cite It! Datos Abiertos Other bookmarks

SelectSurvey.NET

 Survey

If you would like to log into the application with a University account, please click [here](#). If you have been given a local account, please click [here](#).

Please enter the ID of the survey you wish to take in the box below.

Survey ID:

Questions? Contact the survey administrator at <http://www.itservices.manchester.ac.uk/contacts/>


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<https://apps.mhs.manchester.ac.uk/surveys/Default.aspx>

Use your
log in
credentials
here




Design and Deploy a Survey [2]



Manage Surveys

The manage survey page allows access to quick functions for previewing, designing and deploying surveys. Click the name of the survey in the list for a preview. Click on the icons next to the name of the survey to design, edit response options, deploy, and for other functions.

 [Page Help](#)

- + Manage Folders
- + Create Survey
- + ResponseLogic
- + Account Usage

SelectSurvey.NET

Skip Navigation | Logout | My Account | Admin Tools







Surveys Libraries Templates Email Lists Reports


Manage Surveys

CREATE SURVEY



Browse Survey Folders

--All Surveys-- go [Set Default Folder on User Preference Page](#)

Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Export	Archive	Delete	Clear
close	Open	ASA Skills	13/09/2019	 1			 0				




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Design and Deploy a Survey [3]




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Manage Surveys

The manage survey page allows access to quick functions for previewing, designing and deploying surveys. Click the name of the survey in the list for a preview. Click on the icons next to the name of the survey to design, edit response options, deploy, and for other functions.


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[Account Usage](#)

 Manage Surveys

















[CREATE SURVEY](#)

Browse Survey Folders


--All Surveys--

go



[Set Default Folder on User Preference Page](#)

Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Export	Archive	Delete	Clear
close	Open	PLAN40/60761 ASA Skills	13/09/2019				 77				
close	Open	Dissertation Planning Form 2019-20 (PEM)	06/03/2018				 1525				

1




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Design and Deploy a Survey [4]




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Create Surveys

This page allows you to create surveys.

 [Page Help](#)

Manage Survey Folders

Create New Survey


Create Survey

Create a new survey either by starting from scratch or by copying an existing survey.



Title:* UDaTE

☒ **From Scratch** -- Create a new survey from scratch (access key is s)
☐ **From Existing** -- Copy questions, options, and page conditions from an existing survey (access key is e)
Survey: -- Please Select --


CancelSave



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Design and Deploy a Survey [5]



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Modify Survey

The modify survey page contains all the functions related to Survey Design.

 [Page Help](#)

+

Print

+


Preview This Survey

+

Survey List

+

Token Reference

 **Modify Survey**


PRINT | PREVIEW | DONE | PAGE CONDITION LIST

This survey is currently LOCKED for editing by Nuno Pinto. It will become available after they unlock it or after 30 minutes has passed with no activity. [Click here to unlock and exit the survey.](#)



All Pages

UDaTE

Click on the Insert button to add an item here.




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Design and Deploy a Survey [6]



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 Edit Survey Item

Create New Item

* = Required

Choose an Item Type

Choose from over 20 item types, including four kinds of matrix questions, ranking Questions, drop-down lists, open-ended text boxes, checkboxes, and more.

Choice - Database Dropdown

Choice - Yes/No

Matrix - Multiple Answers per Row (Checkboxes)

Matrix - Multiple Answers per Row (Text/Dropdown)

Matrix - Multiple Answers per Row (Textboxes)

Matrix - One Answer per Row (Option Buttons)

Matrix - Rating Scale (Numeric)

Open Ended - Calculated

Open Ended - Comments Box

Open Ended - Constant Sum

Open Ended - Date

Open Ended - Number

Open Ended - Number Slider

Open Ended - One Line

Open Ended - One or More Lines

Open Ended - Ranking

Presentation - Heading

Presentation - Horizontal Rule (HR)

Presentation - HTML

Presentation - Image or Video

Presentation - Message

go

or

Copy Existing Item

or

Insert From Library

Cancel


This page allows you to edit a survey item.

Page Help



508 Accessibility Tip:
To select from the item type drop down box without a mouse, hold down the "CTRL" key while clicking the down arrow to choose without causing an automatic post back.

Survey List

Token Reference



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Design and Deploy a Survey [7]

The modify survey page contains all the functions related to Survey Design.



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[Token Reference](#)

This survey is currently LOCKED for editing by Nuno Pinto. It will become available after they unlock it or after 30 minutes has passed with no activity. [Click here to unlock and exit the survey](#)

This survey has at least one response. Only limited changes are allowed on a survey with responses:

- 1) Editing Question Text
 - 2) Editing Question Sub Text
 - 3) Editing Question Alias
 - 4) Editing Question with SubItems (Previous responses to this question will be removed if rows, columns, subitems or answer items change)
 - 5) Adding Questions (Previous responses will show the new question as skipped or not answered)
 - 6) Removing Questions (Previous responses to the removed question will be deleted)
- Editing Not Allowed With Responses: Changing Question Types.
To fully edit this survey, you must first delete all of the responses, which can be done by clicking [here](#).

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PLAN40/60761 ASA Skills

[edit](#)

Click on the "New Pg" button to add a new item on a new first page.

[new pg](#)

[No Title Entered]

[edit page properties](#)

[insert page condition](#)

[copy page](#)

[move page](#)

[delete page](#)



PLAN40/60761 Applied Spatial Analysis: Skills Assessment

[insert](#)

[edit](#)

[delete](#)

[copy](#)

[move](#)

[pipe](#)



Historically, students enrolled in PLAN40/60761 ASA have a very diverse set of academic backgrounds, levels of professional experience and levels of skills in basic data analysis and spatial data analysis.

[insert](#)

[edit](#)

[delete](#)

[copy](#)

[move](#)

[break](#)

[pipe](#)

This survey aims at giving the teaching team an overview of the student roster and to help tailor the teaching delivery according to backgrounds, experience and levels of skills.

The survey has X questions and takes no more than 3 minutes to respond.

I thank you for your time and availability.

Nuno



Design and Deploy a Survey [8]

The modify survey page contains all the functions related to Survey Design.



[Page Help](#)

Print

Preview This Survey

Survey List

Token Reference

*This survey is currently **LOCKED** for editing by Nuno Pinto. It will become available after they unlock it or after 30 minutes has passed with no activity. [Click here to unlock and exit the survey](#)*

This survey has at least one response. Only limited changes are allowed on a survey with responses:

- 1) Editing Question Text
 - 2) Editing Question Sub Text
 - 3) Editing Question Alias
 - 4) Editing Question with SubItems (Previous responses to this question will be removed if rows, columns, subitems or answer items change)
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 - 6) Removing Questions (Previous responses to the removed question will be deleted)
- Editing Not Allowed With Responses: Changing Question Types.
To fully edit this survey, you must first delete all of the responses, which can be done by clicking [here](#).

Page 1 **Page 2** Page 3 Page 4 All Pages

PLAN40/60761 ASA Skills [edit](#)

Academic Background and Professional Experience

[edit page properties](#) [insert page condition](#) [remove page break](#) [copy page](#) [move page](#) [delete page](#)

1. What is your academic background (the first BSc or equivalent degree)*
- ☐ Planning or Urban Planning
 - ☐ Geography
 - ☐ Civil Engineering
 - ☐ Engineering Other
 - ☐ GIS/Geomatics
 - ☐ Humanities
 - ☐ Natural Sciences
 - ☐ Sociology and Economics
 - ☐ Transport Planning/Logistics
 - ☐ Other (no need to specify)


[insert](#)
[insert cond.](#)
[edit](#)
[delete](#)
[copy](#)
[move](#)
[pipe](#)

2. If you have a MSc or equivalent degree, please indicate the main area*
- ☐ Planning or Urban Planning
 - ☐ Geography

[insert](#)
[insert cond.](#)
[edit](#)



Design and Deploy a Survey [9]




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Survey Options

This page allows setting survey options such as language, start and end date, and respondent access levels.

 [Page Help](#)

 **Survey List**

'PLAN40/60761 ASA Skills' Survey

Please make changes in the form below. Note that all fields marked with an asterisk(*) are required.

GeneralDisplayAccessCompletionActiveLogicReportAdvancedValidation

Template

The default template applies University branding. Contact the IT service desk to use an alternative template.

Default Template

preview

Page Numbering

Display progress as a progress bar

Question Numbering

Number questions within entire survey

Tab Navigation

Choosing any option other than "Do not display" causes surveys to ignore page conditions.

Do not display

Cancel Button

Close browser

Cancel Button URL:

Enter the URL to redirect to if the user clicks the Cancel button while taking a survey.

Save Button Display:

Display

Button Display

Select which buttons are to be displayed. Note that "Continue", "View Reports", "Print Response", "Logoff" and "Done" only show on the completion page.

☒ Back Button

☐ Close Button


☐ Continue Button

☐ View Reports Button


☐ Print Response Button

☐ Logoff Button

☐ Next Response Button



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SelectSurvey.NET

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Survey Options

This page allows setting survey options such as language, start and end date, and respondent access levels.

[Page Help](#)

Survey List

'PLAN40/60761 ASA Skills' Survey

Please make changes in the form below. Note that all fields marked with an asterisk(*) are required.

General

Display

Access

Completion

ActiveLogic

Report

Advanced

Validation

Respondent Access Level [Response Level Help](#)

Authentication Force Anonymous (Removes Identifying Info) ▼

Responses Single Response Not Updateable ▼

Note: Resumable response types will resume to the LAST page edited, not the following page.
Note: Login required survey links will redirect user to login page, then automatically back to survey if they are not already logged in. Note: Kiosk option must be enabled in admin tools due to security.

IP Address Range: There are no IP address ranges configured for this survey. Click the "Configure" button to add IP address validation or to learn more. [Configure](#)

User Group Restrictions: There are no User Group restrictions configured for this survey. Click the "Configure" button to add User Group validation or to learn more. [Configure](#)

AD User Group Restriction: There are no AD User Group restrictions configured for this survey. Click the "Configure" button to add AD User Group validation or to learn more. Active Directory Authentication is not enabled [Configure](#)


Max # Responses Enter the maximum number of responses for this survey. Leave blank for unlimited responses.

responses per User Multiple Response surveys only, enter the maximum number of responses per user. Leave blank for unlimited responses.

Days for Update: Enter the number of days during which a respondent may update their response. This option applies to respondent access levels that are updateable.

Timed Survey ☒ Not Timed ☐ Timed (minutes)

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Deploy Survey

This page supplies the URLs for deploying your surveys.

 [Page Help](#)

Survey List

 **Deploy Survey**

Deploy 'PLAN40/60761 ASA Skills' Survey

Send Survey Invitations by Email
To Send Invitations via the SelectSurvey E mail List Utility Select the Use E mail List button below. Email lists allow you to send a dynamic link to the Survey that offers you the ability to use Data Piping to insert any of the e mail list data into the survey. If instead you need to deploy a static link via web page, pop up, or want to use your desktop e mail program use the link below based on purpose.

[Did my survey ID change?](#)

Specify Custom Survey ID
Only letters and numbers are allowed. NO spaces, punctuation, or XML or HTML characters are allowed which could potentially break the survey link.

Email Link To send a link to your survey via email, simply copy the link below and paste it into your email.

Web Page, Pop-up, or Email Links

Web Page Link
To embed a link to your survey in a web page, copy the link below and paste it into your web page in the desired location. You can change the name of the link in the text below.

Popup Survey Invitation Link
To embed a link in a web page that creates a popup to the survey, copy the link below and paste it into your web page in the desired location. You can change the name of the link in the text below.

