

## Quick Start Guide – Course Survey

1. Log-in using your Username & Password
2. Choose “Curriculum” from the menu. View (📄) or Edit (✎) a Course Template from the list.

3. The dropdown *Include a Post Survey* must be set to Yes to create a survey.

4. Enter up to 10 questions. A question without text in the Question box and a Type selected will not display.<sup>14</sup>

Types: Fill in the Blank, Yes / No, Range (slider), Likert Scale, and Multiple Choice

Fields: Range & Likert Scales need a minimum & maximum with labels.

Multiple Choice Fields: use MIN LABEL / OPTIONS for each option, separate the options with a ;

5. Decide if demographic questions are needed. Then click: Update

6. Test your Survey Test Survey

A new window will open where you can view a disabled version of your survey.<sup>15</sup>

<sup>14</sup> Results utilize the Question to display the results, even a minor change in the Question like punctuation will prevent the site from being able to group previously answered questions together and calculate averages. Limit changes once surveys have been sent.

<sup>15</sup> URL parameters guide if a survey can be filled out or not. When clicking Test Survey the link includes URL parameters ?ct=##&c=0 a live survey includes ?e=## Avoid distributing the test link. The Events / Completions List Views include the individual links to the surveys.

## Example Survey of Checking if this works or not.

Did this work?

Was this easy?

How likely are you to complete after a shift/class?

Choose 1 Option

Choice 1  
Choice 2  
Choice 3

Figure 6 - Example Post Course Survey

- Review Results on the Curriculum or Course record View pages click:

Survey Results

Individual Results

Zach Norman

Test New Graduate

Allison Helmerichs

Test ED Experience

### Survey Results for: Checking if this works or not.

RESPONSE	TYPE	ANSWER	AVERAGE RESULT
DID THIS WORK?			YES: 100% / NO: 0%
1.	L	Yes	
2.	L	Yes	
3.	L	Yes	
4.	P	Yes	

- The Questions are grouped, Type (L for Learner, P for Preceptor), and answers are displayed with the Average Result in the corner.
- Individual Results can be reviewed at the below the table of all results:  
The example to the right includes the demographic questions.

**Allison Helmerichs** (Jul 9, 2022 01:31 pm)

Did this work?: Yes

Was this easy?: 5 / (5)

How likely are you to complete after a shift/class?: 10 / (10)

Gender: Female

Age: 51+ years

Education: Master's Degree

Expereince: 21+ years

Nursing Experiences: Emergency Department, Intensive Care Unit, Medical/Surgical Unit