

# Tutorial 5.3: Designing a Survey

Scholar Survey Tool

https://cgscholar.com/survda

Saturday, March 9, 2019 5:38:32 PM UTC

Signed in as William Cope Help | Sign Out

## Scholar Survey

**Title:** Feedback Baseline Survey: The Comedy of Errors

**Question 1**

How old are you?

- 12 years
- 13 years
- 14 years
- 15 years

**Question 2**

In what year did you start using Scholar?

- 2017
- 2016
- 2015
- 2014
- 2013

### Use of Digital Tools

**Question 3**

What tools do you currently use for writing?

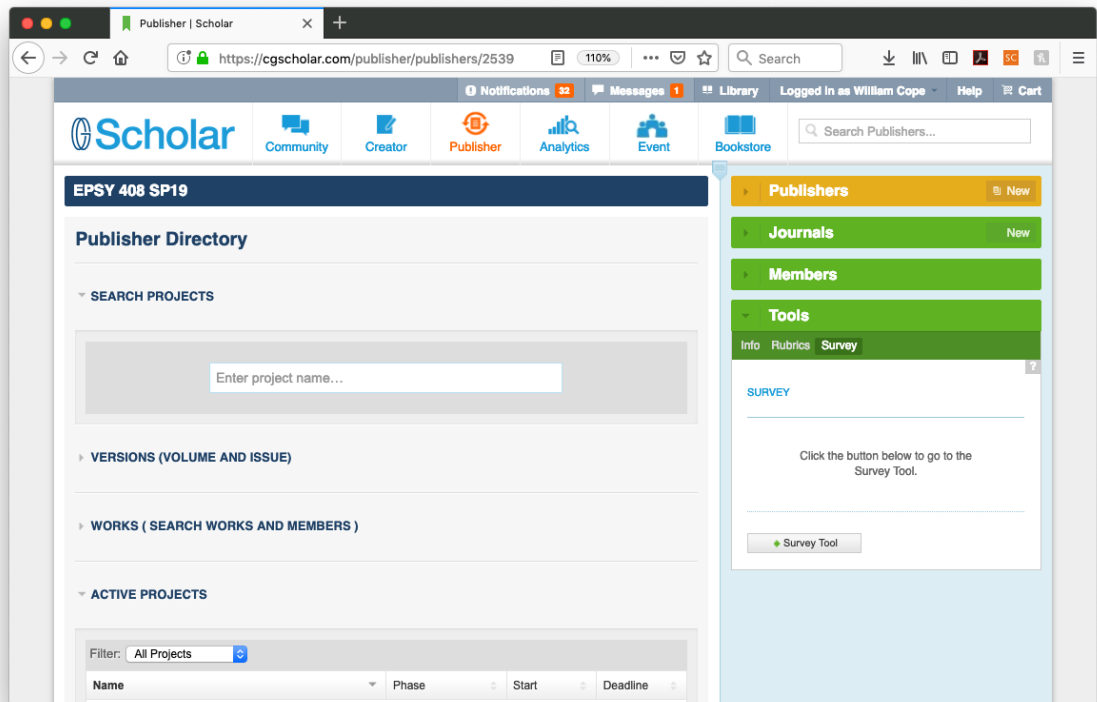
	Never	Sometimes	Usually
Google Docs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PowerPoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scholar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet apps (Pages, Evernote, Story Planner etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Websites, Blogs and Wikis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discussion forums	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Question 4**

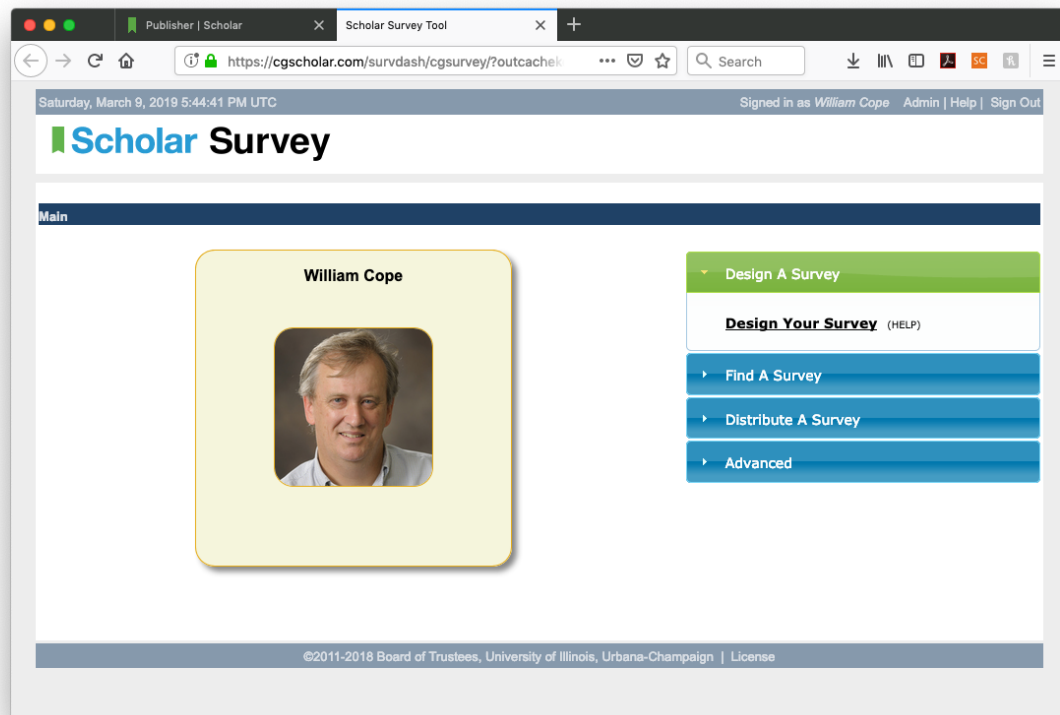
What other digital tools do you use and how often do you use them (sometimes or usually)?  
Write N/A if you don't use any other tools.

I B

### 5.3.1 Getting Started with a Survey in CGScholar



- Open the CGScholar Survey tool from Publisher => Tools => Survey. You need a publishing admin account to reach this page.



- Select [Design Your Survey]

## 5.3.2 Creating a Survey

The screenshot shows the 'Scholar Survey' tool interface. At the top, the browser address bar shows 'https://cgscholar.com/survdash/cgsurvey/?wicket:interf'. The page is signed in as 'William Cope'. The main heading is 'Scholar Survey'. Below this, there is a 'Main | Create Survey' section. The 'Survey Designer' is 'William Cope'. The form includes fields for: 'Title' (text input), 'Type' (dropdown menu with 'Choose One' selected, showing a dropdown with 'Knowledge' and 'Information' options), 'Instructions' (text area with a rich text editor toolbar), 'Description' (text area with a rich text editor toolbar), 'Grade' (dropdown menu with 'No Grade Level Assigned' selected), 'Objectives' (with an 'add objective' link), 'Keywords' (with an 'add keyword' link), and 'Rights' (dropdown menu with 'To Be Shared in the Commons' selected). At the bottom of the form, it says '? Items: you have not yet added any items' and 'There are no survey items.' with buttons for 'add new item', 'add existing item', and 'add section header'. At the very bottom, there are 'Save', 'Distribute', and 'Preview' buttons. The footer contains copyright information: '©2011-2018 Board of Trustees, University of Illinois, Urbana-Champaign | License'.

Fill out information about your survey. Select Knowledge or Information Survey.

- Knowledge Surveys have right or wrong answers (e.g. quizzes or item-based tests).
- Information Surveys do not presuppose any particular answer among the alternatives offered (e.g. opinion surveys).

### 5.3.3 Creating Survey Items

The screenshot shows the 'Scholar Survey Tool' interface. At the top, it displays the date 'Saturday, March 9, 2019 5:58:44 PM UTC' and the user 'Signed in as William Cope'. The main header is 'Scholar Survey'. Below this is a navigation bar with 'Main | My Content | Edit Item'. The 'Item Designer' section shows the user 'William Cope' and a form for creating a survey item. The form includes fields for 'Title' (containing 'Which program are you pursuing?'), 'Intended Survey Type' (set to 'Information'), and 'Item Type' (set to 'Multiple Choice, Single Select'). A dropdown menu is open for 'Item Type', showing options: 'Short Answer', 'True or False', 'Yes or No', 'Multiple Choice, Single Select' (highlighted), 'Multiple Choice, Any Select', and 'Matrix of Choices, Single Selection Per Row'. Below the dropdown, there is a text area for 'Matrix of Choices (Enter each answer on a separate line.):' containing a list of programs: 'Diversity', 'Global Studies', 'Human Resource Development', 'Learning Design and Leadership (any concentration)', 'Curriculum & Instruction', 'EPOL (broad)', and 'Higher Education'. There is a checkbox 'Add "Other" or a comment field.' which is checked, and a text field for 'Specify prompt here:' containing 'Other College of Education Program'. A 'Save' button is at the bottom. The footer contains copyright information: '©2011-2018 Board of Trustees, University of Illinois, Urbana-Champaign | License'.

- Give the Survey Item a Title.
- Decide on the item type.
- Respond to information requirements of this item type.
- [Save] the item.

## 5.3.4 Navigating and Arranging Items

The screenshot shows the Scholar Survey Tool interface. At the top, the browser address bar displays the URL <https://cgscholar.com/survdash/cgsurvey/?wicket:int>. The page header includes the date "Saturday, March 9, 2019 8:05:18 PM UTC" and the user "Signed in as William Cope". The main navigation bar contains "Main | My Content | Edit Survey".

The survey details are as follows:

- Survey Designer:** William Cope
- \*Title:** Post-Course Survey (Revised Jan. 10, 2019)
- \*Type:** Information
- Optional Item Settings Toggle** (button)

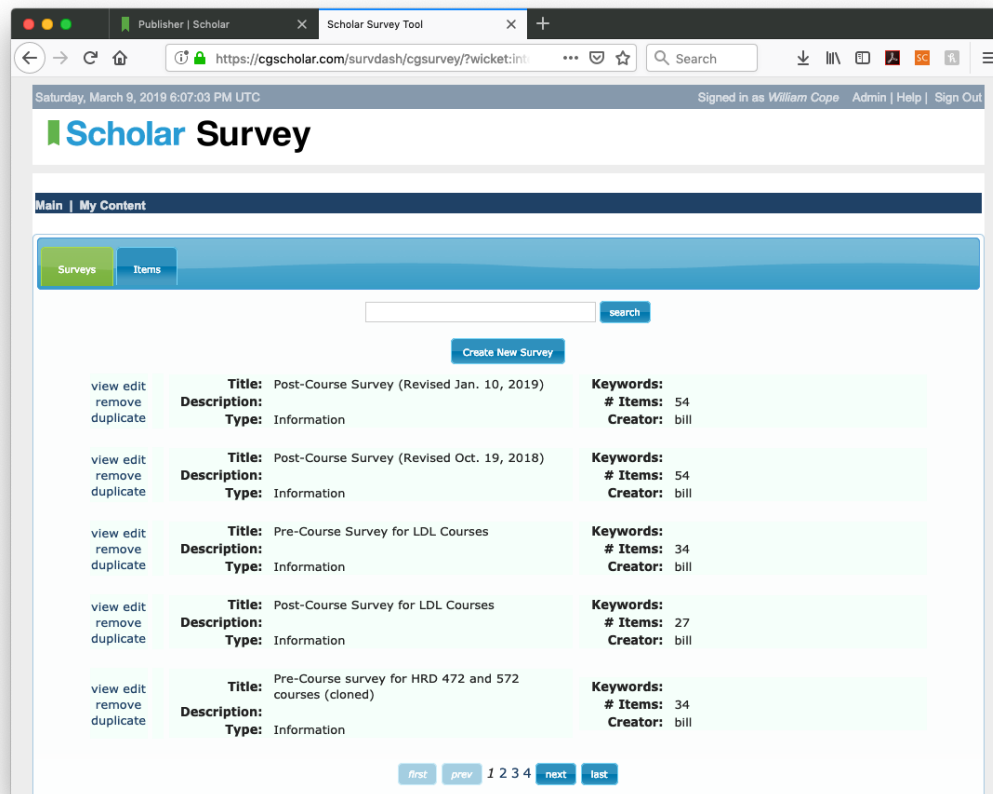
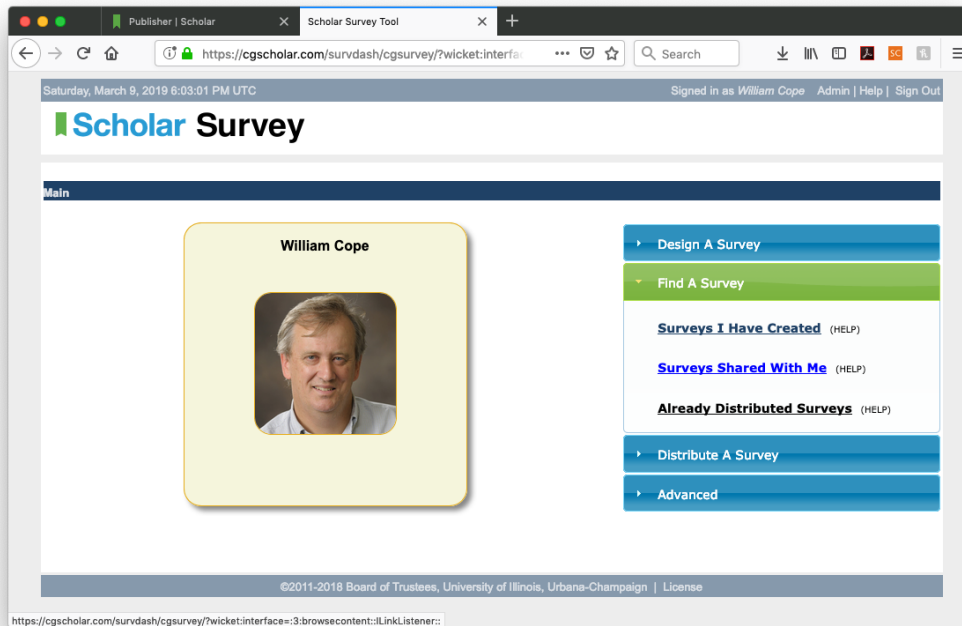
The survey items are listed below:

? Items: see below

edit remove	up down	Section Header:	
		Learner Background	
view edit remove	up down	<b>Title:</b> I completed (or will complete) the course requirements associated with this course during the normal course term. <b>Description:</b> <b>Type:</b> Yes or No	<b>Keywords:</b> <b>Grade:</b> No Grade Level Assigned <b>Creator:</b> bill
view edit remove	up down	<b>Title:</b> How many courses have you taken using Scholar, including this course? <b>Description:</b> <b>Type:</b> Multiple Choice, Single Select	<b>Keywords:</b> <b>Grade:</b> No Grade Level Assigned <b>Creator:</b> bill
view edit remove	up down	<b>Title:</b> How many courses have you taken using another distance learning system, such as Moodle, including this course? <b>Description:</b>	<b>Keywords:</b> <b>Grade:</b> No Grade Level Assigned <b>Creator:</b> bill

- View, edit, and rearrange the order of items
- You can also add section headers to organize your survey.
- Make sure you do a final save of the whole survey before closing.

## 5.3.5 Sharing and Adapting Surveys



- Use the search tool to find existing items from other surveys.
- You can preview items in "view" before selecting them.
- Duplicate a survey if you want to keep the old version before you adapt.