

Guided Session 1: Introduction to SurveySuite

SurveySuite was developed at the University of Virginia. As such, it is the only low-cost application you can use to develop electronic surveys that can be posted to the Web. The beauty of using SurveySuite is that you can gather data from respondents (downloadable to you desktop in the form of an Excel spreadsheet!) and then use that data to inform student projects.

SurveySuite is a Web-based application driven by a series of templates (in different colors) and offers at least 19 different functional choices for survey/form creation and distribution via email. The user interface of the application is easy to navigate without complex directions –especially by comparison to other similar applications. Each survey you create is identified by a unique URL that can be placed into Word documents or Web pages as an external link. It's that simple!

How to SurveySuite in 10 Easy Steps

1. Sign in to SurveySuite Application for trial period of 14 days: <http://intercom.virginia.edu/SurveySuite/>

It costs less than \$70 for a one-year subscription to the application --one login that can be used by an entire school or district! (There are no required banner ads in SurveySuite, and you are not bound by any hidden terms - the tool is generated by a university.)

2. **Log in** with new information. Remember to save your login and password information; SurveySuite does not have an 800 number for technical support, so you need to be hyper-vigilant about keeping your registration information.

3. Go to **Create a New Survey**

4. Enter in the **Name of the Survey** without any spaced or punctuation marks (underscores are fine). This information is saved on the SurveySuite server and can be retrieved again and again via your browser.

5. Press **NEXT** and enter the Survey Description with the number of sections you wish to have in the survey. Each section corresponds to, for example, the sub-divisions in a Web page, and the SurveySuite tool will create anchor links to each section.

5a. Enter in a **title** for the survey as well as an optional picture (link to an external picture you know the pathway to on the Web.)

5b. Write a brief **description** of the survey (it may be useful to put a disclaimer in this section --perhaps about privacy or anonymity). Use a text style of your liking.

5c. Select from several **color schemes** for the survey (these are templates within the program and cannot be modified). Hit **NEXT** when you are finished.

6. Enter in your **contact information** including your email and any other information you do not mind giving out to the survey respondents. You can leave this section as vague as you wish --the form entry fields do not need to be filled. Hit **NEXT**.

7. Then select the **number of questions** in your survey. You can change this number --as well as the sections --later on! Hit **NEXT**.

8. Now here's the tricky part: you need to fit the question type into the form. **Preview the different types of questions:** there are 19 types! You can create a Likert scale, yes/no, multiple choice, open-ended and many more...Do not use numbers on your questions: SurveySuite automatically assigns numbers to the questions. Hit **NEXT** to advance to each question in your survey.

9. After you have entered in all of your questions, you will get a **CONGRATS** page that asks you to preview what you have entered. **Do not click DONE at this point;** check out what you have entered to see that there are no spelling or punctuation errors and the format fits the questions you have entered. You can do this in **PREVIEW**.

10. Hit **DONE** when you have reviewed the questions. You will be taken back to the **Main Menu** of the application -- where you have another chance to create a new survey, edit a survey, publish, tally or view survey results. Hitting **PUBLISH** will generate a URL to the survey you have created. This URL can be embedded in a Word document or Web page.

How will they find your online survey? You simply enter in the email addresses of respondents.

You can view results from your surveys by logging back in to the main page of SurveySuite, selecting the title of the survey you have created, and then selecting **TALLY SURVEY RESULTS**. This will present you with a nice graphic representation of the data along with options to download the data into an Excel spreadsheet.

NOTE: SurveySuite does not yet have a **DELETE** survey function. You must contact the folks at the university in Virginia and ask them to delete un-wanted or obsolete surveys for you. They will do this for you.