

# Creating Surveys in Sakai

**What kind of surveys are available?** With Sakai, you can create:

1. Anonymous surveys that are restricted by course site login
2. You can create completely public, anonymous surveys. We'll discuss features of both types of surveys.

**Why survey your students?** At the beginning of your course, you can access your student knowledge of the course materials and their background. You can customize your course based on your student feedback. Later, you can use a survey to check on student progress, your teaching methods, or assignment usefulness.

**What can you do with the results?** The survey results collected by Sakai can be viewed in your Test & Quizzes area and downloaded into a spreadsheet or other software for data analysis.

To create a survey in Sakai, do the following, paying particular attention to the steps marked "**Important**":

**Add the Test & Quizzes tool to your course:** If you haven't already, add the "**Tests & Quizzes**" tool to your site. Click "**Site Info**" on the course main menu, then "**Edit Tools**". Place a *check mark* next to "Test & Quizzes" then click "**Continue**". Click "**Finish**".

After you finish adding the tool, on the main menu, click on "**Tests & Quizzes**".

1. Type in the name for your survey and click "Create using assessment builder". Click "**Create**".
2. **Important!** Beside **Add Part \ Add Question**: Click on the "**select a question type**" drop down box to begin adding questions to your survey. The "**Survey**" **question type** provides a choice of scales for the possible answer, but you may use any type of question listed.
  - a. Question points should be zero.
  - b. After typing in the Question Text, if you chose question type "**Survey**", pick the type of answer you want to provide your student. A popular choice is **Strongly Disagree - > Strongly Agree**, which provides a range of five choices.
  - c. Click **Save**.

3. **Important!** When you are finished adding questions, click "Settings" near the top of the questions page.

- a. In "Assessment Introduction", add a **description** informing your students that the survey is anonymous, is NOT graded, and is important.
- b. Set the "Delivery Dates" to restrict when the survey is available.
- c. In "Assessment Released to", the *name of your Sakai site* must be chosen. Therefore, only users who log in to Sakai and are listed on your course roster will be able to complete the survey.

Otherwise, if you chose "Assessment Released To" anonymous, your survey will be available to the general public and it can't be accessed in your Sakai site from Tests & Quizzes. In addition, your survey could be taken multiple times by students or anyone with the published survey web address.

- d. In "Submissions", Number of Submissions Allowed should remain "*Only 1 submission allowed*". But keep in mind that this option only works if the survey is restricted to your course site (there is no way to restrict public anonymous access).
- e. **Important!** In "Grading", you must change the *Student Identities* to **Anonymous grading only**, to hide the identity of your students. After you publish the survey, it is an anonymous survey. You can only view *who* has submitted the survey, you can't view what a specific student has submitted.

BUT, you could update the Grading settings for your **published** survey after students have submitted their surveys, allowing you to see the student name for each student's submission. **NOTE:** If you're going to truly make this survey anonymous, you can't change the Grading setting after you publish it.

- f. Other settings can be changed to suit your own preferences.
4. Click "Save Settings and Publish".
5. For anonymous **public** surveys, copy the "Published Assessment URL". This is the web address to the survey that you could send to your public survey participants. **Note:** Using the Published Assessment URL, survey participants can submit the survey as many times as they like, and you can't find out their identity.
6. **Important!** Click "Publish" again to confirm your decision.

**Where is your survey?** Your new survey will now appear in the "Published Copies" list. Depending on your survey delivery dates, your students will be able to see the survey link in their "Tests & Quizzes" area.

**How do you view the survey results?** Once students begin submitting responses to your survey, in *Tests & Quizzes*, *Published view tab*, to the right of your survey name, click on the number below the "Submitted" column.

The screenshot shows a software interface for managing course tests and quizzes. At the top, a red circle highlights the 'Tests & Quizzes' tab. Below it, there are two tabs: 'Assessments' and 'Question Pools'. A large red arrow points down from the 'Tests & Quizzes' tab to a table of student submissions. The table has columns for 'Submission Id', 'Role', 'Submit Date', 'Score', and 'Adjustment'. One row is shown, with a red box around the 'Score' value '0' and another red box around the 'Adjustment' input field '0.0'.

Submission Id	Role	Submit Date	Score	Adjustment
<a href="#">73701</a>	Student	02/05/2014 12:45:18 PM	0	<input type="text" value="0.0"/>

**What survey results are available for you?** By default, you'll see number 2) above, the "Total Scores".

- 1) **Submission Status:** Displays each *student's real name*, and the date they submitted the survey. Unsubmitted surveys will show a single dash ( - ) in the "Adjustment" column.
- 2) **Total Scores:** The image above displays a submission id created for each student, plus the student submission date, and score (if any).
- 3) **Questions:** Shows the questions on the test, and your students' answers to each. Navigate through questions by clicking the question links near the top of the screen (Q 1). This can allow you to *quickly compare how all students answered a specific question*.
- 4) **Statistics:** You'll see the total number of submissions. Beneath the cumulative information, *each question is listed with a histogram showing the number of students who selected a particular response*.
- 5) **Item Analysis:** Under "No Answer", you'll see the number of students who skipped questions.
- 6) **Export:** Click "Export" twice, then "OK", to download the results to a spreadsheet.

**Important!** Respond to the feedback you received from your students. [Here's three actions you can perform](#) with your student results.

**Need to update settings?** If you need to change settings or find the link for your survey, in the "Published Copies" list, beside the survey, click on the drop down box, select "**Settings**".

**If new to Tests & Quizzes:** You now have two copies of your survey.

- a. The one listed under "**Published Copies**" (or under "Inactive" if it is no longer available) is the real survey.
  - b. The one listed under "**Working Copies**" is merely a template that you can re-use to create new surveys. Changes to the "Working Copies" will *not* be reflected in "published" or "inactive" surveys, but you can base as many new surveys as you like on the same "Work Copies" assessment.
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## **Resources:**

[Gathering Feedback from Students](#) (Includes short *example* surveys in Word/PDF format)

[Teacher Surveys](#) (Includes sample surveys and survey tips)

## **References:**

Moore, S. and Kuol, N. (2005). [A Punitive Bureaucratic Tool or Valuable Resource? Using Student Evaluations to Enhance your Teaching](#)

Reihman, G. (2006). [Making Sense of Student Evaluations](#)

## **Additional Tools to Create Surveys:**

To create anonymous surveys, you can also use:

- [Google Forms](#)
- [Survey Monkey Basic](#)
- See a list of [free Polling and Survey tools](#)