

SurveyShare: Surveying the World Online



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SurveyShare Homepage (<http://SurveyShare.com>)



Sign Up for Free Account



Log In to SurveyShare



Choose "Create Survey" from 1. Templates, 2. Blank Slate, 3. Prior Surveys, 4. Item Bank, 5. Template Bank, or 6. Previous Survey Bank




1a. Choose Template Option




Choose Category of Template

Academic Templates



Distance Learning

- E-Learning Student Training
- E-Learning Administrative Evaluation
- E-Learning Course Development
- E-Learning Courseware Satisfaction
- E-Learning Student Information
- E-Learning Student Satisfaction
- E-Learning Support Centers




STEP 1

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Preview Templates

Distance Learning Template: Click on a template to view a preview of the look and feel. You can also preview individual questions and see how they will appear in the final survey.

- E-Learning Administrative Evaluation: Tools for evaluating the administrative delivery program.
- E-Learning Course Development: Tools for evaluating the course development look and feel, including the look, feel, usability, and content.
- E-Learning Courseware Satisfaction: Evaluate and rate courseware on a variety of subject, content, tools, pricing and more.
- E-Learning Student Information: Tools for gathering student demographic, web access information and conversion of special needs.
- E-Learning Student Satisfaction: Evaluate the look and feel of the course, including the look, feel, usability, pricing and content.
- E-Learning Support Centers: Evaluate support centers provided by courseware delivery services including immediate and student support centers.



STEP 2

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1b. Choose Specific Template


Build Your Survey

1. Select a template to use as the basis for your survey.


2. Add a variety of questions to your survey.

3. Add a variety of questions to your survey.

4. Add a variety of questions to your survey.



STEP 3



STEP 4

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1b. Choose Specific Template (Continued)

What is the highest level of education you have completed?

High School


Some College

Bachelor's Degree


Master's Degree

Doctorate

Other



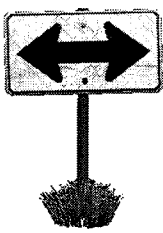
STEP 5



STEP 6

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Other Paths....



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2. Choose Blank Slate Option

Build Your Survey

1. Select a template to use as the basis for your survey.

2. Add a variety of questions to your survey.

3. Add a variety of questions to your survey.



STEP 7

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STEP

3a. Choose Past Surveys Option

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Choose a Previous Survey

Here you can create a survey based on one of your previous surveys.

There are other members of SurveyShare! Copy your survey to one of their surveys!

Please choose a survey from the following list to use as a template:

Name	Survey ID
Bank and Risk Officers: New, but Very Rich Bank	102883
Banking Options Survey	101922
Market Opinion Survey	101922
Local Credit Bureau #1	100202
Bank Learning Over Time Workshop	100202
The Future of Learning and Career Resumes Development	100202
Courseware Learning	100202
Product Satisfaction	091601
E-Learning: Knowledge Evaluation	091601
E-Learning: Administrative Evaluation	091602

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STEP

3b. Choose a Previous Survey

SurveyShare.com

Add a new question at the end of this survey

How would you rate this training for meeting your needs or expectations?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

How would you rate the presentation skills of the trainer?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

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STEP

4a. Choose Item Bank Category

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Step 1

Please choose the templates and surveys from which you would like to create your survey

SurveyShare Templates
 Previous Surveys

Technology
 Distance Education
 Student Evaluation
 Instructor Evaluation
 Course Content

Hit | FAQ | Privacy Statement | Terms | Email Feedback
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SurveyShare.com

STEP

4b. Pick Items from Category

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Step 2

Select the questions you would like in your survey

Choose More Surveys

Available Surveys: Training Evaluation

How would you rate this training for meeting your needs or expectations?
 How would you rate this training now?
 Were the training activities appropriate?
 Did you feel free to ask questions?
 Were your questions answered in your instruction?
 Were you treated with respect?
 Have your skills/knowledge increased as a result of the training?
 Will you be able to apply what you learned to your job?
 Would you recommend this training to your friends or colleagues?
 What did you like best about the training?
 What did you like least about the training?
 What, if any, improvements would you suggest?

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STEP

4c. Hit Continue to Create Survey

SurveyShare.com

Add a new question at the end of this survey

How would you rate this training for meeting your needs or expectations?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

How would you rate the presentation skills of the trainer?

Excellent
 Satisfactory
 Unsatisfactory
 Poor

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STEP

5a. Choose Template Bank Option

SurveyShare.com

Step 1

Please choose the templates and surveys from which you would like to create your survey

SurveyShare Templates
 Previous Surveys

Please select a subcategory from which to choose templates. You can choose as many templates from each category as you would like.

academic templates	business templates	medical templates	other templates
<ul style="list-style-type: none"> Distance Learning Higher Ed K-12 	<ul style="list-style-type: none"> Customer Employment Self-Dir Prod Training 	<ul style="list-style-type: none"> General 	<ul style="list-style-type: none"> General Government

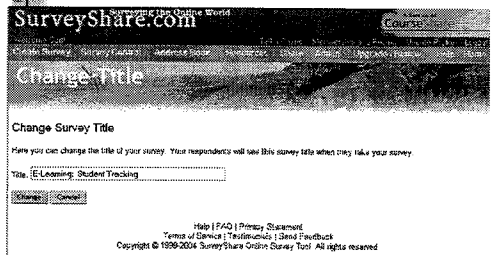
SurveyShare.com

Let's Walk through the process after selecting a template!



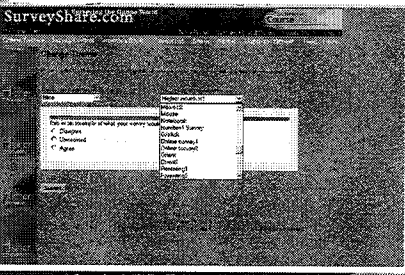
SurveyShare.com

1. Change Survey Title



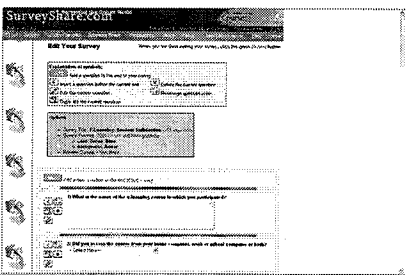
SurveyShare.com

2. Change Survey Theme



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3. Add, Modify, Duplicate, or Delete Items



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4. Add Item; Select Item Type

Survey Question Editor

Select a Survey Question Type from this drop down

- Radio Button - Choose One of Several
- Radio Button - True/False
- Radio Button - Disagree/Agree
- Radio Button - Disagree/Agree/5
- Radio Button - Choose One of Several
- Radio Button - One of Several/Other Option
- Radio Button - Moter or Likert Scale
- Radio Button - Rank/Matrix (1 to N)
- Pushdown - True/False
- Pushdown - Yes/No
- Pushdown - Disagree/Agree/5
- Pushdown - Disagree/Agree/5
- Pushdown - Choose One of Several
- Pushdown - Mat. Open/Many/Moier
- Text - Open Answer Long
- Text - Open Answer Short
- Checkbox - Check All That Apply
- Checkbox - Check All That Apply w/Other Option
- Checkbox - Question Mark
- Press/Noon - Header
- Press/Noon - Instruction Text

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5. Add Open-Ended Item

Survey Question Editor

Select a Survey Question Type from this drop down

You may assign a visible name (FN)

Text - Open Answer Long

Now, Type in Question Text

Items are saved automatically. Use Show/Hide to toggle back.

Click here to restore your changes in the example below

Example of Text-Open Answer, Short, Question Type

Please tell us any suggestions you have for improving our website.

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6. Modify or Edit Item

The screenshot shows the 'Question Editor' interface. At the top, it says 'Question Editor' and '1/14 New Question'. Below that, there are several sections: 'Question Type', 'Question Text', and 'Question Options'. The 'Question Type' section has radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The 'Question Text' section has a text input field and a 'Preview' button. The 'Question Options' section has a list of options with radio buttons.

6. Edit Item (example #2)

The screenshot shows the 'Question Editor' interface with a list of questions. The questions are numbered 1 through 14. The interface includes a 'Question Editor' header, a 'Question Text' input field, and a 'Question Options' section with radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The list of questions is as follows:

- 1) What type of technology do you use in the classroom?
- 2) When other types of technology do you use in the classroom?
- 3) How satisfied are you with the availability of com...
- 4) How satisfied are you with the availability of you...
- 5) How satisfied are you with the availability of stud...
- 6) Overall, how easy is it to access technology in th...
- 7) Approximately how many hours do you spend weekly p...
- 8) How satisfied are you with the availability of stud...
- 9) How satisfied are you with the availability of stud...
- 10) How satisfied are you with the availability of stud...
- 11) How satisfied are you with the availability of stud...
- 12) How satisfied are you with the availability of stud...
- 13) How satisfied are you with the availability of stud...
- 14) How satisfied are you with the availability of stud...

7. Create Duplicate Item

The screenshot shows the 'Question Editor' interface with a 'Duplicate' button highlighted. The interface includes a 'Question Editor' header, a 'Question Text' input field, and a 'Question Options' section with radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The list of questions is as follows:

- 1) What is the name of the e-learning course in which you participate?
- 2) What is the name of the e-learning course in which you participate?

8. Move an Item Up or Down

The screenshot shows the 'Question Editor' interface with a list of questions. The questions are numbered 1 through 14. The interface includes a 'Question Editor' header, a 'Question Text' input field, and a 'Question Options' section with radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The list of questions is as follows:

- 1) What type of technology do you use in the classroom?
- 2) When other types of technology do you use in the classroom?
- 3) How satisfied are you with the availability of com...
- 4) How satisfied are you with the availability of you...
- 5) How satisfied are you with the availability of stud...
- 6) Overall, how easy is it to access technology in th...
- 7) Approximately how many hours do you spend weekly p...
- 8) How satisfied are you with the availability of stud...
- 9) How satisfied are you with the availability of stud...
- 10) How satisfied are you with the availability of stud...
- 11) How satisfied are you with the availability of stud...
- 12) How satisfied are you with the availability of stud...
- 13) How satisfied are you with the availability of stud...
- 14) How satisfied are you with the availability of stud...

9. Insert Header in Survey

The screenshot shows the 'Question Editor' interface with an 'Insert Header' button highlighted. The interface includes a 'Question Editor' header, a 'Question Text' input field, and a 'Question Options' section with radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The list of questions is as follows:

- 1) Do you think that New Zealand can recapture the America's Cup?
- Open-Ended Questions
- 2) So, what do you think happened this year?

10. Submit SurveyShare Survey

The screenshot shows the 'Question Editor' interface with a 'Submit' button highlighted. The interface includes a 'Question Editor' header, a 'Question Text' input field, and a 'Question Options' section with radio buttons for 'New Question', 'Duplicate', 'Delete', 'Cancel', and 'Save'. The list of questions is as follows:

- 9) What is your race?
- 10) What is the highest level of education your mother has completed?
- 11) What is the highest level of education your father has completed?

29. Sample Survey Welcome Message

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Welcome

E-Learning: Courseware Satisfaction

The survey has 10 questions.

Welcome to my survey.

In the field below, please type the email address that you wish to use to participate in this survey.

Email Address:

This is an anonymous survey. The survey's creator will not be able to tell which responses are associated with your e-mail address.

SurveyShare will not use email addresses collected when you respond to a survey in any way, other than in the administration of that survey. Your email address will not be shared or sold to others. It will not be used for any marketing purposes, and you will not receive any email from SurveyShare, Inc.

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30. Take Survey Sample Appearance to Respondents

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E-Learning: Courseware Satisfaction

1. How do you rate the overall appearance of the courseware you are currently using?

2. The styling of your courseware package was

Excellent

Very Good

Moderate

Fair

Poor

Very Poor

3. How much internal technical support is required to maintain your courseware package?

A lot

Some

Little

None

4. The extent to which your courseware package follows online standards is

Excellent

Very Good

Moderate

Fair

Poor

Very Poor

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31. Sample Survey Submission Acknowledgement and Thank You

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Instructor Technology

Thank you 'cjbok@courseshare.com' for participating! Your results have been submitted.

If you would like to create a survey of your own, please visit SurveyShare.

In less than five minutes, your new survey could be online and collecting results!

The quickest, easiest way to answers.

SurveyShare.com Click here for FREE basic membership!

Help | FAQ | Privacy Statement | Send Feedback

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32. Send Reminder E-mail

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Send a reminder e-mail to the participants of this survey

A reminder e-mail will be sent to anyone who HAS taken the survey and whose email address is associated with the survey. You can associate e-mail addresses with this survey on the survey management page.

You can modify the subject and body of the email to suit your needs. A generic message has been entered by default. Use the rubric button when you are satisfied with the reminder message.

Send: On On On On

Subject:

Body:

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33. Send Thank You E-mail

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Send a thank you e-mail to the participants of this survey

A thank you e-mail will be sent to anyone who HAS taken the survey and whose email address is associated with this survey. You can associate e-mail addresses with this survey on the survey management page.

You can modify the subject and body of the email to suit your needs. A generic message has been entered by default. Use the rubric button when you are satisfied with your thank you note.

Subject:

Body:

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34. Send General Comment Email

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Send a message to the participants of this survey

A message can be sent to all the participants of this survey, or to a subset, or just the people who have taken the survey. You can associate e-mail addresses with this survey on the survey management page.

Use the text below to enter your message.

Send To: All Survey Participants

Those Who Have Taken This Survey

Those Who Have Not Taken This Survey

Subject:

Body:

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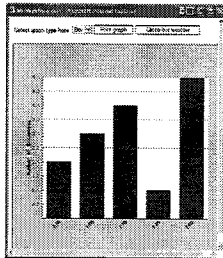
41. Download Results to Excel

Question	Response	Count
1. Question 1: House of Representatives for driver, must be 24-25, but is optional but need to be...	1	10
2. Question 2: House of Representatives for driver, must be 24-25, but is optional but need to be...	2	10
3. Question 3: House of Representatives for driver, must be 24-25, but is optional but need to be...	3	10
4. Question 4: House of Representatives for driver, must be 24-25, but is optional but need to be...	4	10
5. Question 5: House of Representatives for driver, must be 24-25, but is optional but need to be...	5	10
6. Question 6: House of Representatives for driver, must be 24-25, but is optional but need to be...	6	10
7. Question 7: House of Representatives for driver, must be 24-25, but is optional but need to be...	7	10
8. Question 8: House of Representatives for driver, must be 24-25, but is optional but need to be...	8	10
9. Question 9: House of Representatives for driver, must be 24-25, but is optional but need to be...	9	10
10. Question 10: House of Representatives for driver, must be 24-25, but is optional but need to be...	10	10

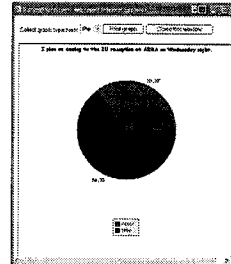
42. Download Aggregate Results to Excel

Question	Response	Count	Percentage
1. Question 1: House of Representatives for driver, must be 24-25, but is optional but need to be...	1	10	10%
2. Question 2: House of Representatives for driver, must be 24-25, but is optional but need to be...	2	10	10%
3. Question 3: House of Representatives for driver, must be 24-25, but is optional but need to be...	3	10	10%
4. Question 4: House of Representatives for driver, must be 24-25, but is optional but need to be...	4	10	10%
5. Question 5: House of Representatives for driver, must be 24-25, but is optional but need to be...	5	10	10%
6. Question 6: House of Representatives for driver, must be 24-25, but is optional but need to be...	6	10	10%
7. Question 7: House of Representatives for driver, must be 24-25, but is optional but need to be...	7	10	10%
8. Question 8: House of Representatives for driver, must be 24-25, but is optional but need to be...	8	10	10%
9. Question 9: House of Representatives for driver, must be 24-25, but is optional but need to be...	9	10	10%
10. Question 10: House of Representatives for driver, must be 24-25, but is optional but need to be...	10	10	10%

43. View Graphs: Bar Chart



44. View Graphs: Pie Chart



45. View Open-Ended Results

1. Question 1: House of Representatives for driver, must be 24-25, but is optional but need to be...

2. Question 2: House of Representatives for driver, must be 24-25, but is optional but need to be...

3. Question 3: House of Representatives for driver, must be 24-25, but is optional but need to be...

4. Question 4: House of Representatives for driver, must be 24-25, but is optional but need to be...

5. Question 5: House of Representatives for driver, must be 24-25, but is optional but need to be...

6. Question 6: House of Representatives for driver, must be 24-25, but is optional but need to be...

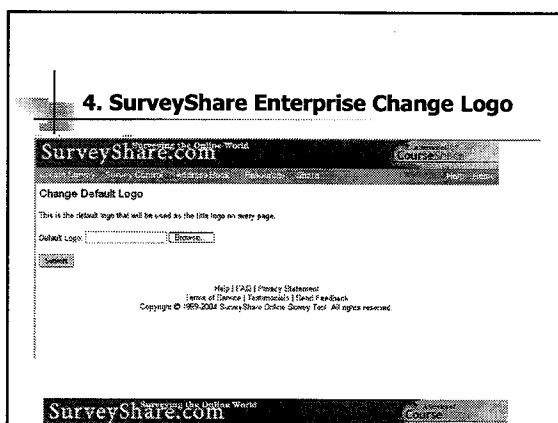
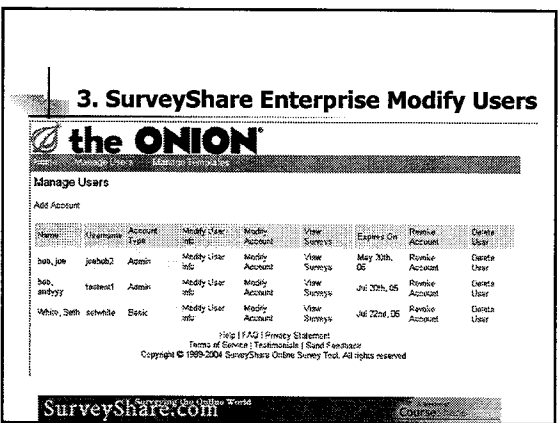
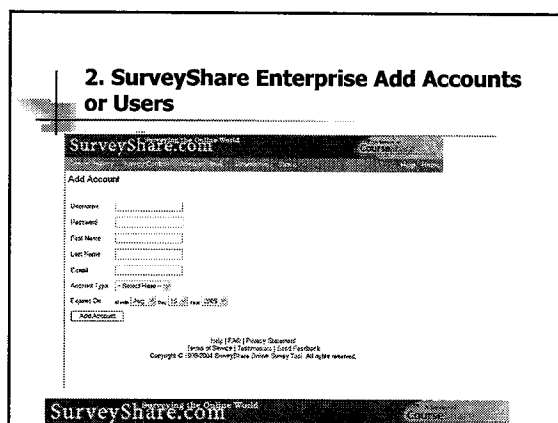
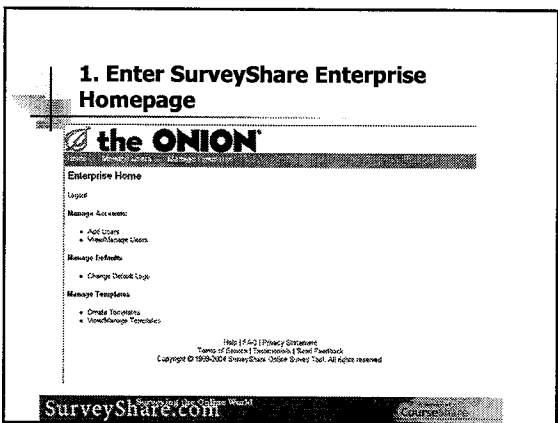
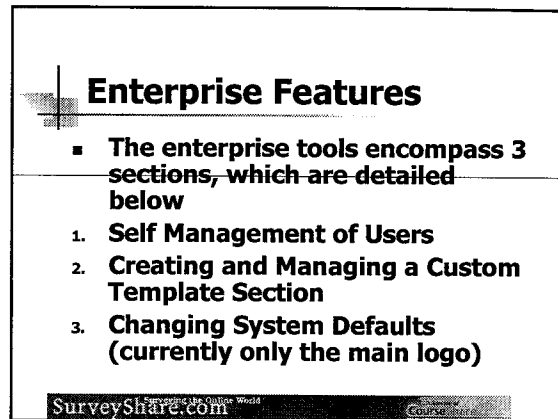
46. View Emails of Respondents Who Skipped Certain Questions

1. ehixon@ind...

2. hreh@ind...

3. cangel@uc...

4. b.stuckey@...



5. SurveyShare Enterprise Create Template

the ONION
 Municipal Utilities Association

Create Survey

There are four ways to create a new survey. You will be able to add, remove or edit survey items.

1. You can base your survey on one of our pre-set templates.
2. You can start from scratch with a blank slate.
3. You can base your survey on one of your previous surveys.
4. You can combine survey items from different templates and your previous surveys using the Item Bank.

Note: If you want to edit an existing survey, go to [Survey Control](#).

You may want to download a PowerPoint Out & Tour of the SurveyShare program first.

Custom Templates	SurveyShare Templates	Survey From Blank Slate	Survey From One Of Your Past Surveys	Survey From Item Bank
<small>Web-based Templates</small>	<small>Pre-built, Admin, HTML, CSS</small>	<small>Create Your Survey From A Blank Slate With Nothing</small>	<small>Use A Previous Survey And Re-use Existing Questions</small>	<small>Survey Item Bank</small>

SurveyShare.com

6. SurveyShare Enterprise: View Manage Templates

the ONION
 Municipal Utilities Association

Templates

Create New Template:

Template Name	Set Template	Edit	Delete
Another Template	Make Unavailable	Edit	Delete
My New Survey 1000059643	Add Template	Edit	Delete
Technology Evaluation	Make Unavailable	Edit	Delete

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Any Reactions or Questions?

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