SelectSurvey.NET

SelectSurvey.NET is a web-based survey creation tool that can be used by faculty and staff to quickly and easily distribute surveys via e-mail or a web site. It is a user-friendly application that allows you create surveys using over 20 different item/question types and track the results real-time using built-in reporting tools. The surveys are customizable and you can even reuse questions and surveys.

Requesting Access to SelectSurvey.NET

1. Access SelectSurvey.NET by opening your web browser and navigating to http://survey.ccsu.edu.
2. At the "Welcome" screen, you will see a message that states "If you would like to log into the application, please click here." Click on the word "here" to access the log in screen.
3. Enter your BlueNet Account username and password, then click on the Submit button. The first time you log in, your BlueNet Account username is only registered in the database; e-mail Tina Rivera-Rowe (riverat@ccsu.edu) to request "survey creator" access. Once the access is granted, the next time you log in to the application, you will have all of the survey tools available to you.

Survey Resources

- http://www.surveymethods.com/glossary/article_effective_surveys_seg_I.aspx
- http://www.survsoft.com/survey-articles/survey-writing-tips/20-top-tips-writing-effective-surveys-060213/page1.html
- http://www.websurveyor.com/pdf/designtips.pdf
- http://www.businessdesignstudio.com/resources/articles/effective-survey-design.html
- http://www1.va.gov/hsrd/for_researchers/measurement/practice/hints.cfm

Using SelectSurvey.NET

The complete documentation is located at http://www.classapps.com/Documentation/SelectSurveyNETUserManual.pdf.

Log in to SelectSurvey.NET by opening your web browser and navigating to http://survey.ccsu.edu.

Creating a new survey:

1. Click on the New Survey button.
2. Type a title for your new survey. Once you have created some surveys, you may use them as a basis for other surveys by selecting the "From Existing" option and selecting the survey name.
3. Click on the Save button.

Adding questions to a survey:

1. From the Modify Survey screen, click on the "insert" button.
2. Click on the drop-down menu and select your item/question type. Once you have created some surveys, you may copy questions from those surveys by selecting the "copy existing item" option.
3. Complete the required Question fields, then click on the Save button. Continue this process until you have added all necessary items/questions to your survey.

Adding pages to a survey (use this option to separate question groups by page rather than deploying one long page of survey questions):

1. From the Modify Survey screen, click on the “new pg” button.
2. Click on the drop-down menu and select the first item/question for the new page. Once you have created some surveys, you may copy questions from those surveys by selecting the “copy existing item” option.
3. Complete the required Question fields, then click on the Save button. To add additional questions to the page, click on the “insert” button.
4. To customize the page by adding a title and description, click on the “edit page properties” button.

Deploying a survey:

1. From the Modify Survey screen, click on the Launch button.
2. From the Home screen, click on the Deploy button next to the survey you wish to deploy.
3. From the Survey Deployment screen, determine which option you would like to use:
    a. Email link – to use this method, highlight the link that is displayed, then copy and paste it into an e-mail message.
    b. Web page link - to use this method, highlight the HTML code that is displayed, then copy and paste it in the desired location on your web page (using a web editing tool, such as Microsoft FrontPage).
    c. Popup survey invitation link - to use this method, highlight the HTML code that is displayed, then copy and paste it in the desired location on your web page (using a web editing tool, such as Microsoft FrontPage).
4. Click on the OK button to close the Survey Deployment screen.

Viewing the responses to a survey:

1. From the Home screen, click on the Analyze button next to the survey for which you wish to view the responses.
2. The Overview screen will be displayed. From here you can:
    a. Click on the View button next to each question to view individual responses to that question.
    b. Click on the Print Overview button to view and print a “printer-friendly” version of the overview screen.
    c. Click on the Individual Responses button to view individual responses to the entire survey.
    d. Click on the Export Data button to export the information to be used in an external program, such as Microsoft Excel or SPSS.
    e. Click on the Manage Filters button to limit the results shown based on the answer to a question.
    f. Click on the Share Results button to share the responses via e-mail.

Other features: See the complete documentation for instructions on using features such as E-mail Lists, Templates, Questions Libraries, Page Conditions, Answer Piping, and more.