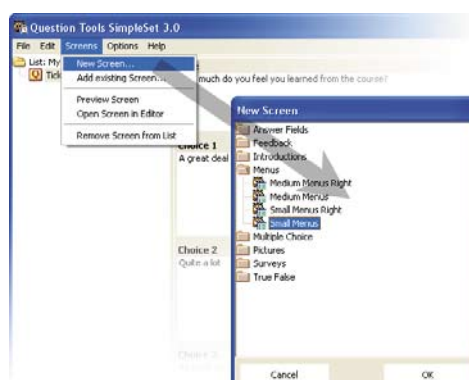
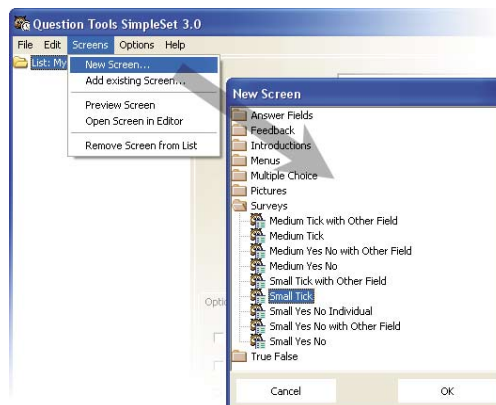
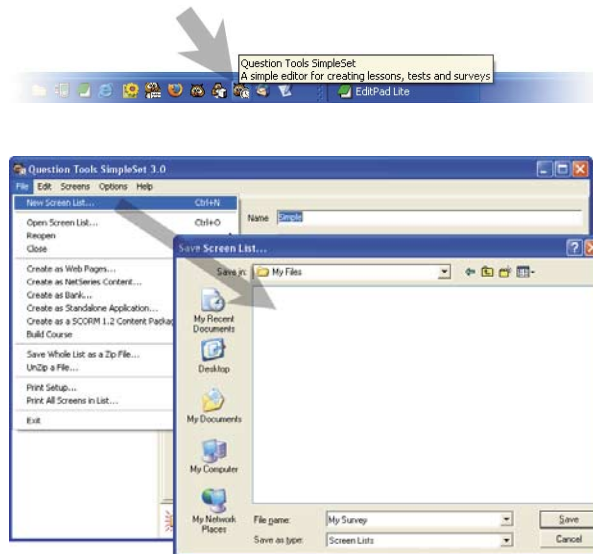




How do I create a survey and collect the results?

- Start SimpleSet.
- Create a new screen list and you will be prompted to save it.
- From the **Screens** menu select **New Screen**, and select one of the templates available.
- Enter your question, and the options you want to be available to your users. For surveys, you can ignore the correct, incorrect and any marks settings.
- Add more questions, as needed.



How to



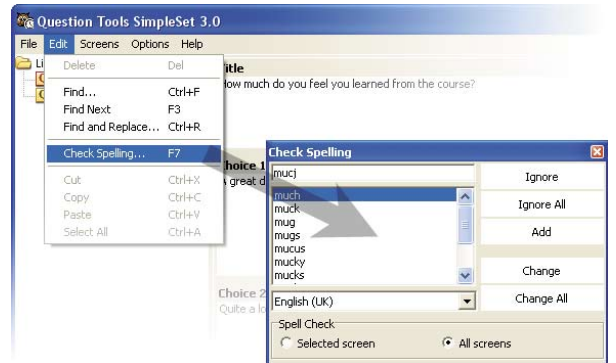


Survey

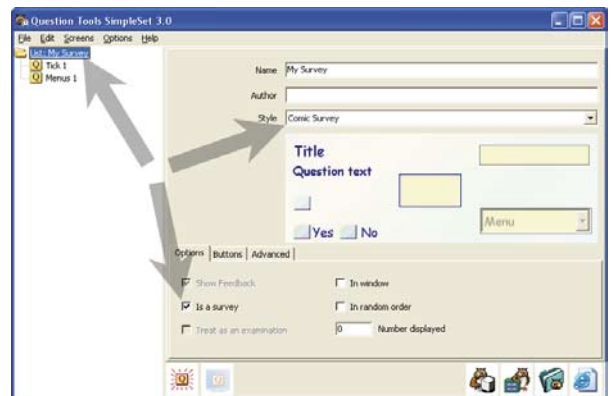
How to

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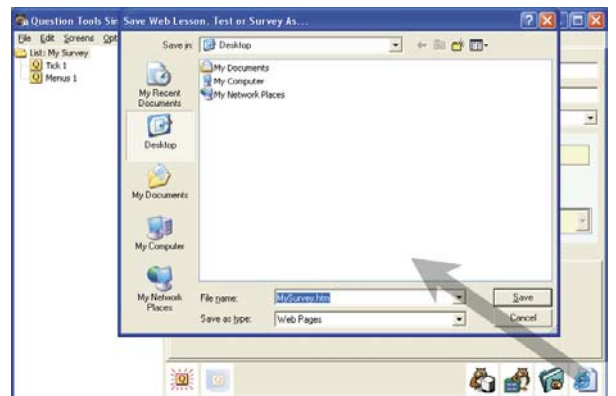
- Once you have added all of the questions you need you can use the spell-checking option to check all the screens you have created.



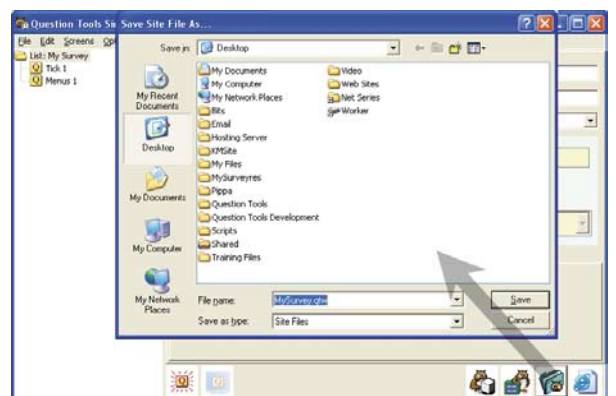
- Select the list in the tree, and then select a survey style from then menu, and tick the survey tick box in the **Options**.



- Try out your survey. Press the **Create Web Pages** button, save your pages and try them.



- Once you are happy with your survey, press the **Package** button, to create your survey as a single file ready for NetSeries. Make sure you save it in a place where you can easily find it, such the desktop on your computer.



continued...

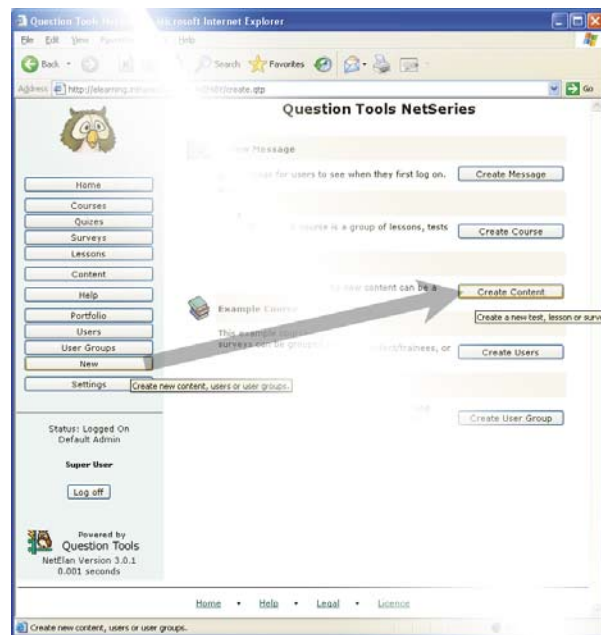
Survey



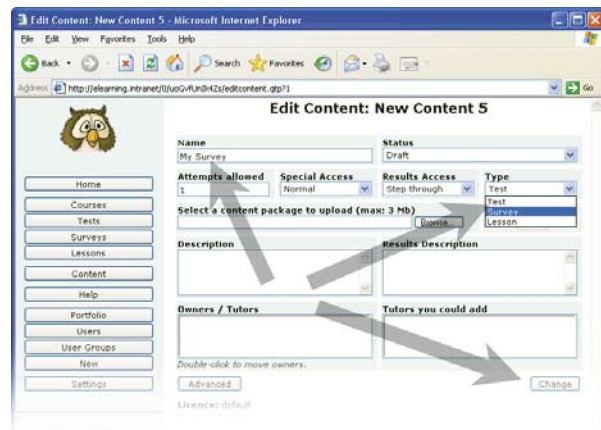
How to

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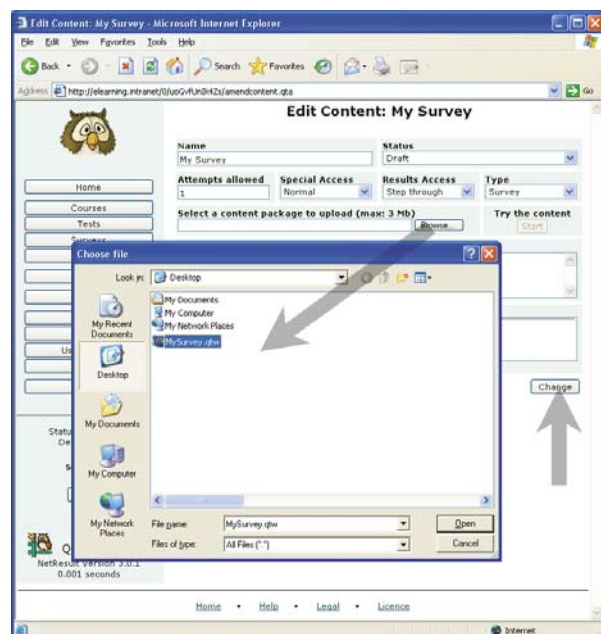
- Now you have created your survey, you need to upload it to NetSeries, and make it available to your users. To do this, log on to NetSeries, press the **New** button, and press the **Create Content** button. This will create a new content record.



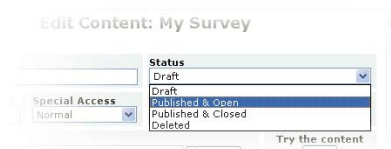
- Change the name of the content record, set the **Type** to Survey, and press the **Change** button.



- Press the **Browse** button, select the package file you created earlier, and then press the **Change** button. You will be told once your upload has completed, and the **Try the content Start** button will become available.



- Change the **Status** from Draft to Published and Open, and then press the **Change** button.





Survey

How to

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- If you wish, change the **Special Access** to Guests Allowed and press the **Change** button. If guests are allowed to take your survey then they do not need to log in. This is convenient, but also means they could take it more than once, and also that you do not know for sure who has responded and who has not.

- Press the **Advanced** button, and then copy the Direct Link. This can be pasted into an email you send to your users / respondents.

- If you wish you can join your survey to a course. Press the **Home** button, and find a course to which you would like to add your survey. Press the **Settings** button beside the course.

- Find your survey in the **Content you could add** box and double-click on it to add it to the course. You then need to press the **Change** button.

- Once some users / respondents have taken your survey you can log back in, find your Survey, and press the **View Results** button to see the results.

- If you wish, you can export every answer every user / respondent has entered for more detailed analysis.

