

## The survey tool

### Frontier 82

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**News in volume 82:**

- There are no changes in this volume

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## Introduction

The survey tool is especially sought after by high schools and universities and was developed to enable course surveys, study quality surveys etc to be rolled out on a large scale.

The principle is to make a survey at, for instance, the basic level in the Fronter structure. It is then *activated* on the different levels like study programs, year groups, courses etc. The survey will then become accessible to those students. The tool also has the flexibility that makes it possible to add your own questions for various different target groups; thus it can be adapted according to your needs.

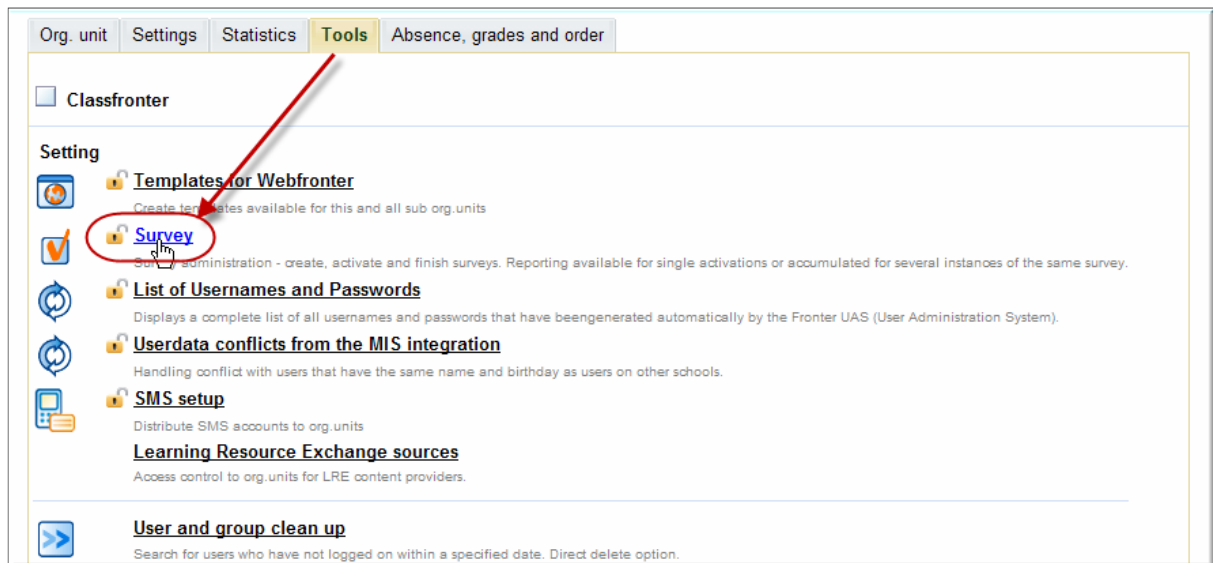
Fronter is continuously developing and improving. It is therefore possible that discrepancies may occur between documentation and application. This guide was written to Fronter 82.

Good luck!

Lillehammer, August 2008  
Steinar Hov/Ingun Vaglid

## Clarification

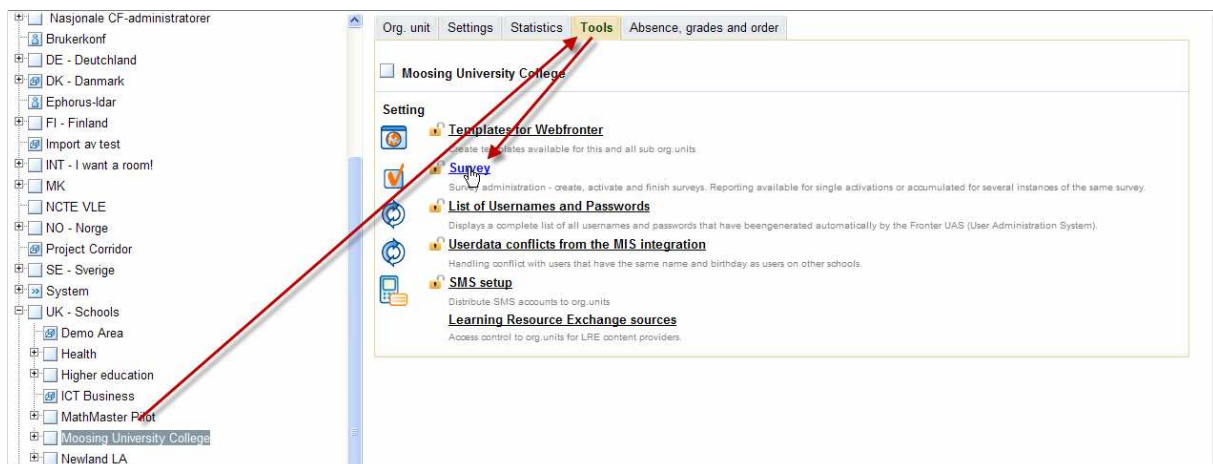
The Survey tool is attached to your licence; Fronter activates it on demand. It will then become accessible to the top administrator.



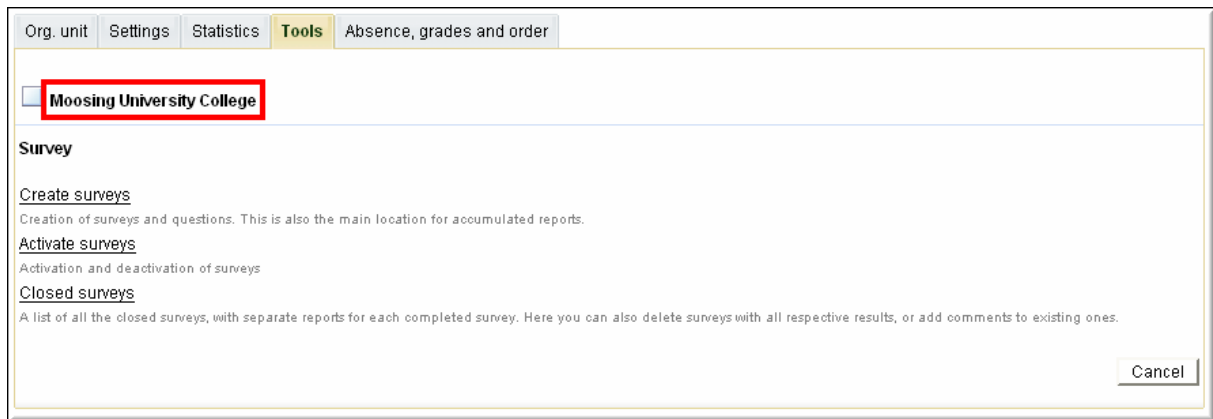
The tab *Tools* will be available and top administrator can open for the survey to be created at a lower level by opening the padlock in the usual way. Hence, this is a setting to be made at *user level*.

## Going through an survey - step by step

We will now see how a study quality survey could be carried out with this survey tool. The survey is to take place at Moosing University College:

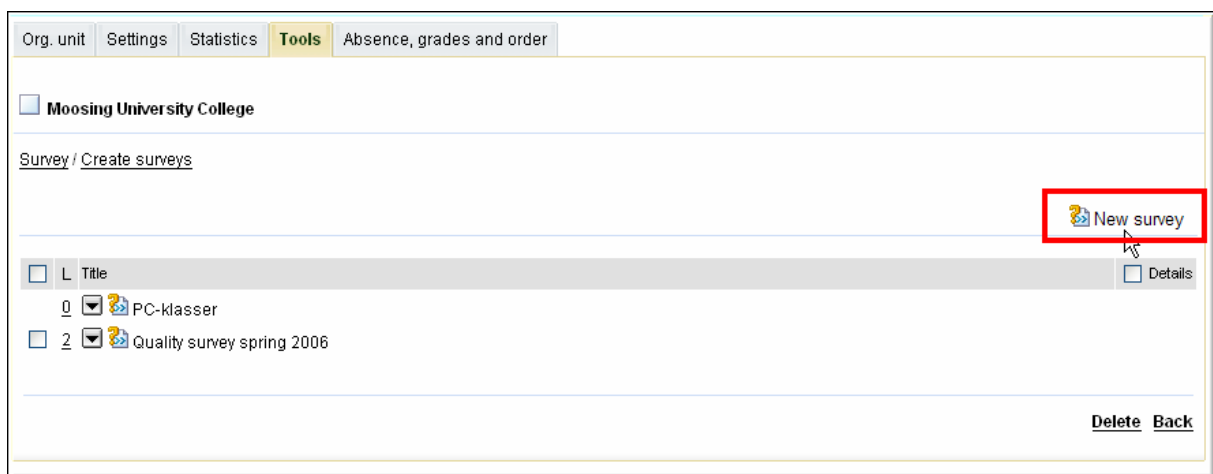


We open the tool at the appropriate level in the structure and get the following menu:

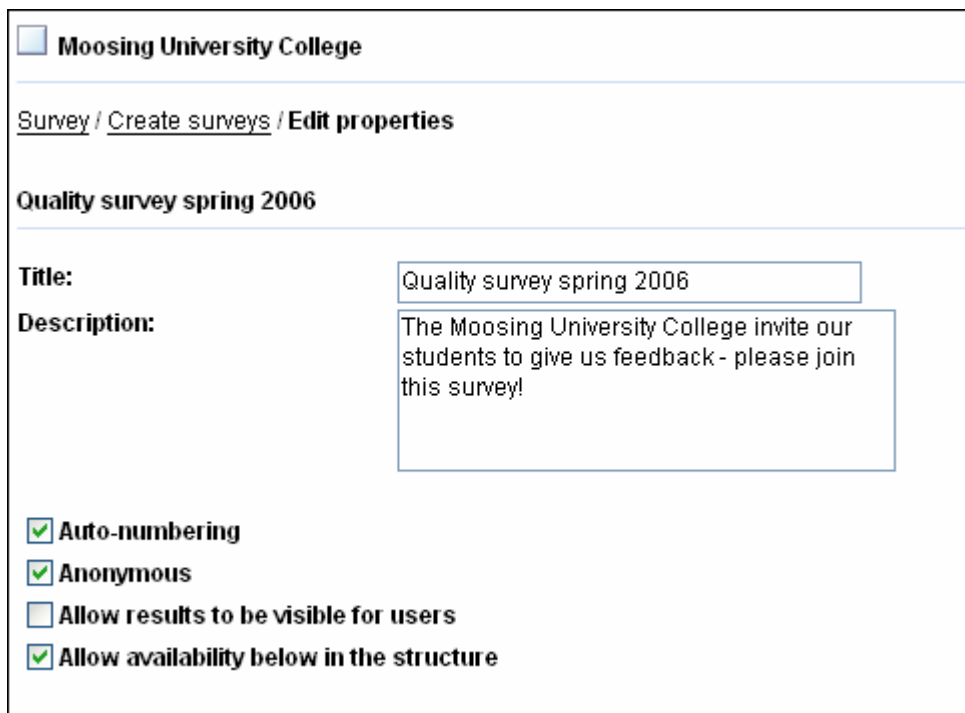


## Create

The first part of the process is to create the survey itself:



We then decide on the features of the survey:



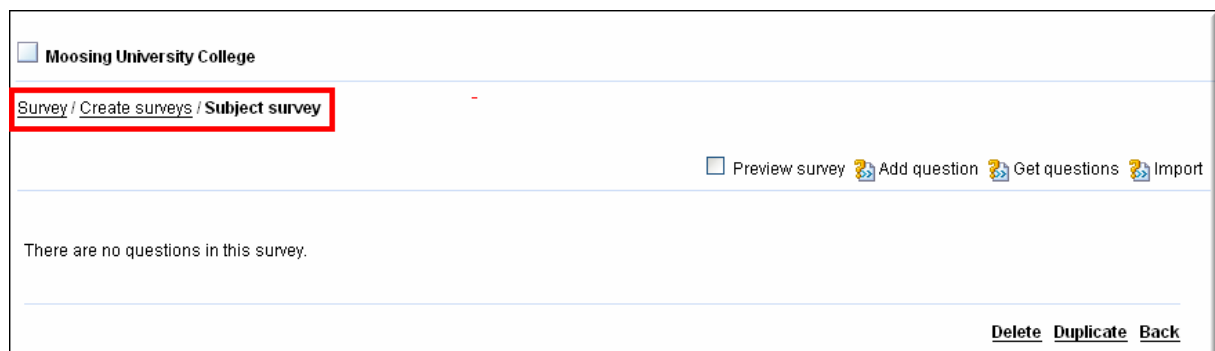
Here we must note the following points:

- *Title and Description* are self-explanatory.
- *Automatic numbering* is practical if new questions are added in between already existing ones.
- *Anonymous* makes sure that those completing the survey remain anonymous.
- *Allow results to be visible for users* means that those who have the right *View contacts* in a group (for instance students in the same study group, in the same class etc.) will be able to view the reports and their summaries. They will *not* have access to individual replies.
- *Allow availability below in the structure* means that it is possible to add questions regarding a department, an institute etc. As an example we can imagine a survey with a number of questions that are common for all, but in addition we can add our own questions regarding individual studies, departments etc.

It is important to note that when the survey is activated the options you have decided on will then be locked so it will *not* be possible to make alterations afterwards.

## Adding the questions

Then all that remains is for us to add the questions – you will no doubt recognise the set up from the *Test tool*:



Moosing University College

Survey / Create surveys / Subject survey

Preview survey Add question Get questions Import

There are no questions in this survey.

Delete Duplicate Back

Note the field with red border containing the navigation bar – this function is repeated throughout this tool.

We add questions in exactly the same way as in *Tests*, but with two exceptions:

- *Hide the result of this question for users*, is there to enable us to leave out certain questions from the reports. An example of this could be that the students have a field for comments and there may be some use of language that may not be suitable for public viewing.
- There is no field for marking the correct answer:

**Title:**


**Answer types:**

**Mandatory**

**Hide results on this question for users**

**Description:**

[Turn tool bar off](#)



A section of a completed survey may look like this:

**Quality survey spring 2006**  Preview survey

---

**Name: Anonymous**

- **\*1. Gender?**
- **\*2. Your age?**
  - 20-25
  - 26-30
  - 31-35
  - 36-40
  - 41-45
  - 46-50
  - 50-
- **\*3. Bachelor programme**
  - Child Care and Welfare
  - Travel & Tourism
  - Business Administration
  - Organisation and Management
  - Social Sciences
  - Social Work
  - Social Education
  - Psychology

The various reply options are awarded points to make it possible to collate the result afterwards, for instance in SPSS:

**Alternative answers:**

Alternative answers	Score	
20-25	10	<a href="#">Delete</a>
26-30	20	<a href="#">Delete</a>
31-35	30	<a href="#">Delete</a>
36-40	40	<a href="#">Delete</a>
41-45	50	<a href="#">Delete</a>
46-50	60	<a href="#">Delete</a>
50-	70	<a href="#">Delete</a>

[Add more answer alternatives](#)

Below you will see an optional question where the response will be hidden to others:

**Title:**

**Answer types:** #2 Text area

Mandatory

**Hide results on this question for users**

**Description:**

Turn tool bar off

Source

Format

Font

Size

**B** *I* U ABC

Font

Size

## Add questions to a sub level

We assume that the survey described above contains questions to all the students. We would also like to add some questions regarding a particular study. Since it has been ticked for *Allow availability below in the structure* we can now add these questions by first selecting the appropriate org.unit:

The screenshot shows a survey management interface. On the left is a tree view of organizational units (org.unit). The selected unit is "Students: BBA 2004-2007". On the right, the details for this unit are shown, including a list of surveys:

- 0 PC-Klausur
- 2 Quality survey spring 2006
- 2 Subject survey
- 3 Checking export file

Red arrows point from the "Students: BBA 2004-2007" unit in the tree to the "Create surveys" link and the "Quality survey spring 2006" survey in the details view.

In this case we have marked an org.unit – *Students: BBA 2004-2007* to be given some extra questions relating to a separate teaching set up.

By clicking on the actual survey you will see that it is possible to add "local" questions. We add a heading and a question for this org.unit. Notice the numbers to the left of each question – they display which level in the hierarchy the question refers to.

The screenshot shows a web interface for managing a survey. At the top, it says "Students: BBA 2004-2007". Below that is a breadcrumb trail: "Survey / Create surveys / Quality survey spring 2006". There are four action buttons: "Preview survey", "Add question", "Get questions", and "Import".

<input type="checkbox"/>	L	Title	Answer types
<input type="checkbox"/>	2	1. Gender?	Drop-down select
<input type="checkbox"/>	2	2. Your age?	Radiobuttons
<input type="checkbox"/>	2	3. Bachelor programme	Radiobuttons
<input type="checkbox"/>	2	4. I am satisfied with the information that was given day 1.	Radiobuttons
<input type="checkbox"/>	2	5. Do you have any comments?	Text area
<input type="checkbox"/>	6	BBA-students only:	Text paragraph
<input type="checkbox"/>	6	6. How satisfied are you with the workshops during this term?	Radiobuttons

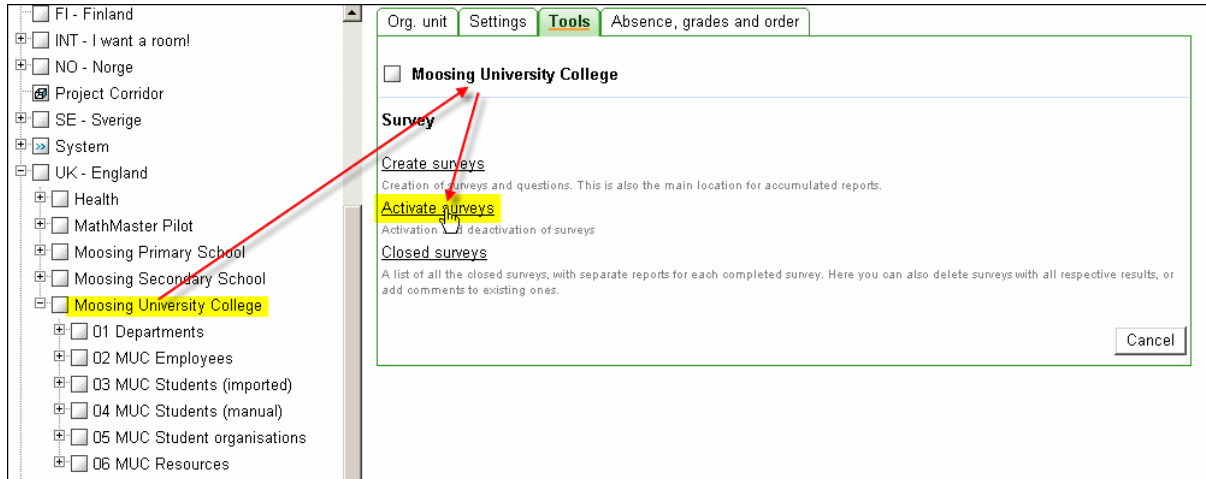
A mouse cursor is pointing to the number "6" in the last row. A small yellow tooltip box appears below it with the text "Students: BBA 2004-2007".

At the bottom right of the interface are three buttons: "Delete", "Duplicate", and "Back".

In this case the "main" questions refer to level2 (equivalent to the base level for just this example – whilst our two local additions have been set to level 6. By pointing to the number a little information window will appear with the name of the actual org.unit. installation)

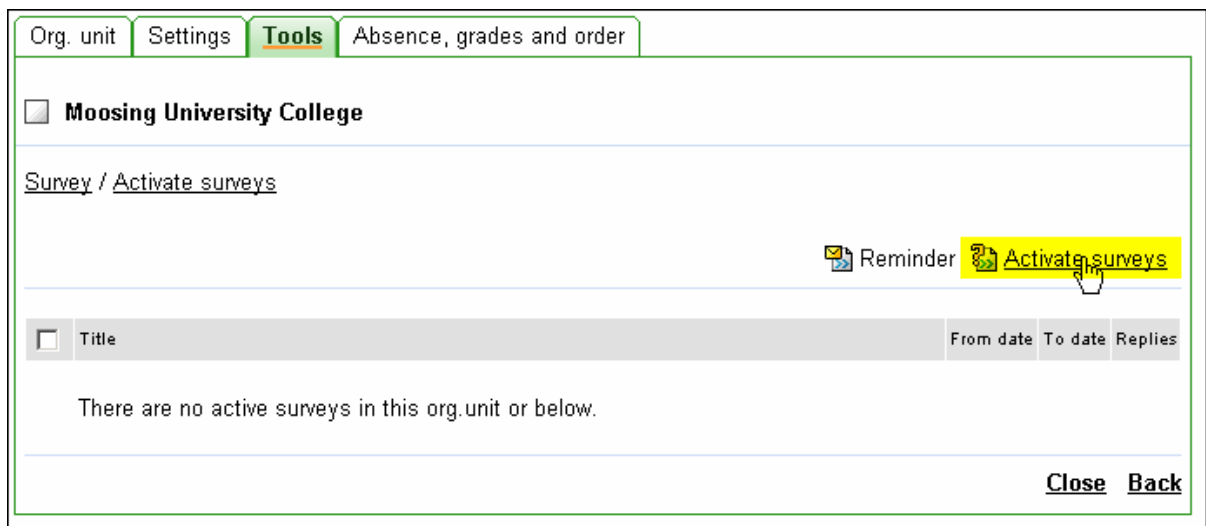
## Activating the survey

The survey has to be activated on the relevant level, incorporating those who are to reply:



The screenshot shows a web interface with a left-hand navigation tree and a main content area. The navigation tree includes various organizational units, with 'Moosing University College' highlighted in yellow. The main content area has tabs for 'Org. unit', 'Settings', 'Tools', and 'Absence, grades and order'. Under the 'Tools' tab, there are three sections: 'Create surveys', 'Activate surveys' (highlighted in yellow), and 'Closed surveys'. A red arrow points from the 'Activate surveys' link in the main content area to the 'Moosing University College' item in the navigation tree.

In this case the survey is activated at base level so it becomes accessible to all. We will first get a (here: empty) display of active surveys:



The screenshot shows the 'Activate surveys' page. At the top, there are tabs for 'Org. unit', 'Settings', 'Tools', and 'Absence, grades and order'. The 'Tools' tab is active. Below the tabs, there is a header for 'Moosing University College' and a breadcrumb trail 'Survey / Activate surveys'. On the right side, there are two icons: 'Reminder' and 'Activate surveys' (highlighted in yellow). Below these icons is a table with columns for 'Title', 'From date', 'To date', and 'Replies'. The table is empty, and a message below it states: 'There are no active surveys in this org.unit or below.' At the bottom right, there are links for 'Close' and 'Back'.

Then we select our survey:

Org. unit Settings **Tools** Absence, grades and order

**Moosing University College**

[Survey](#) / [Activate surveys](#) / **Activate survey**

<input type="checkbox"/>	L	Title	Anonymous	<input type="checkbox"/> Details
<input type="checkbox"/>	2	<a href="#">Quality survey spring 2006</a>	Yes	

[Back](#)

And the details of what we have activated is registered:

Org. unit Settings **Tools** Absence, grades and order

**Moosing University College**

[Survey](#) / [Activate surveys](#) / **Activate survey**

**Quality survey spring 2006**  Show imported groups only

Org.unit

- Moosing University College
- 01 Departments
- 02 MUC Employees
- 03 MUC Students (imported)
- 04 MUC Students (manual)
- 05 MUC Student organisations
- 06 MUC Resources

From date: 08 : 00 : 2006-06-07

To date: 16 : 00 : 2006-06-10

[Activate](#) [Back](#)

Note in particular that we have ticked for *Students*. This means that no staff will get this survey displayed even if they have access to the tool *Survey*. In this way we are able to finely tune into relevant target groups straight away for our surveys.

**Important!**

Note the option in the top right hand corner of the screen: *Show imported groups only*. This option only let those users (students) that have been transferred from the student administration system take part in the survey. This is directly attached to an

ID (hidden) that follows each user at such an import. Thus we avoid the fact that the survey is displayed to other users that may possibly exist in the highlighted groups.

Date and time for when you want the survey to be accessible is also registered before you finish with *Activate*.

[This](#) is also important!

As a survey is activated the umbilical cord is cut and you are left with a copy. This copied/activated survey is thereby frozen to any changes apart from these two exceptions:

- you can alter the title
- you can alter the opening times

In other words, there are good reasons to be alert as you are activating a survey

After the activation you will see (here highlighted in yellow) which level the activation has taken place in:

The screenshot shows a web interface with a navigation bar containing 'Org. unit', 'Settings', 'Tools', and 'Absence, grades and order'. Below this, there is a section for 'Moosing University College' with a 'Survey / Activate surveys' link. On the right, there are icons for 'Reminder' and 'Activate surveys'. A table lists survey details:

<input type="checkbox"/>	Title	From date	To date	Replies
<input type="checkbox"/>	Quality survey spring 2006 [03 MUC Students (imported)]	2006-06-07	2006-06-10	0 / 58

At the bottom right, there are 'Close' and 'Back' buttons.

For the students to be able to get access to a survey of this kind they must have relevant tool *Surveys* in their personal tool list:

The screenshot shows a student's personal tool list with various icons for 'Today', 'E-mail', 'Contact', 'Calendar', 'My Archive', 'Surveys', 'See who's online:0', and 'My Portfolio'. The 'Surveys' tool is highlighted in yellow. Below the tool list, there is a search bar and a table of active surveys:

Title	From date	To date	Administrator
Quality survey spring 2006 [03 MUC Students (imported)]	2006-06-07	2006-06-10	Hov, Steinar

A red arrow points from the 'Surveys' tool icon to the survey entry in the table.

**Important:**

If a survey has been activated for several org.units and a student is a member of more than 1 of these, he/she will get several surveys displayed. This tool has been

created so that the main principle is for a survey to be activated in each course/ study/ year group where it is to be carried out. In a structure with many levels this will unfortunately mean that the surveys will be repeated several times for some of the users.

In the example below the survey is first activated at the level *03 MUC Students*. Thereafter it is activated at a lower level, *BBA - students*, which means that a student here will get the following surveys:

Active surveys		Reports		
<input type="text"/> <input type="button" value="Search"/>				
Title	From date	To date	Administrator	
Quality survey spring 2006 [BBA - students]	2006-06-07	2006-06-10	Hov, Steinar	
Quality survey spring 2006 [03 MUC Students (imported)]	2006-06-07	2006-06-10	Hov, Steinar	

## How to respond to a survey

For the students to be able to respond to a survey the tool *Survey* has to be added to their personal tool list:

### Tool packages

**Name of tool package**

Title: MUC Students personal toolbar [Edit](#)

Description:

---

**Tools**

My page  
 My e-mail  
 My contacts  
 My calendar  
 My archive  
 FIM  
 My Portfolio  
**New tool**

**New tool**

**Absence**  
 Here you can register and get an overview of students absence and their grades.

**Activity folder**  
 IDS\_TOOL\_BUTTON\_DESCRIPTION93

**Blank**  
 Blank space between tools.

**ILP**  
 IDS\_TOOL\_BUTTON\_DESCRIPTION94

User-defined button  
 With this tool you can make a button that can point directly to a defined website (URL)

**Question DB**  
 A database for sharing of question to be used in the test tool.

**Survey**  
 This course tool allows execution of active surveys and reporting of closed ones.

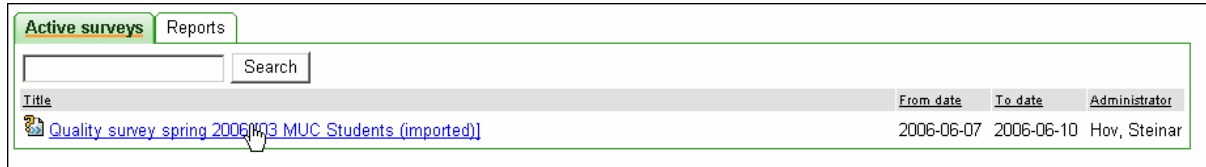
**Timesheet**  
 Your hours are quickly registered on a time sheet.

**Webfronter**  
 Fronter lets you establish a complete Internet site, generated from the information in you database.

For a student it will be displayed like this:

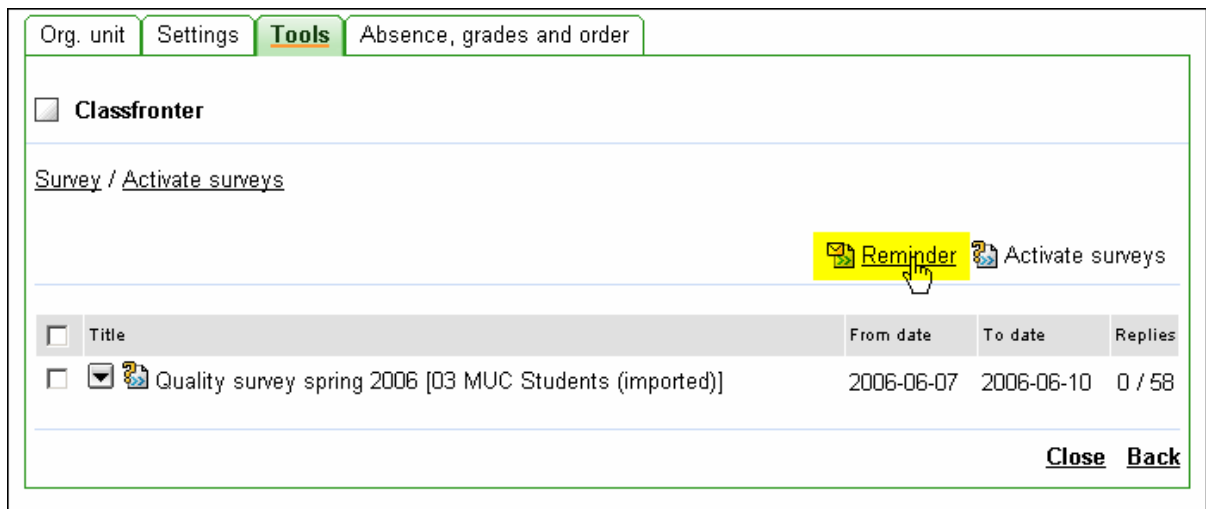


A click on *Survey* will display the active surveys that the students may reply to:



## Reminder

It is also possible to create a reminder – either to all, or just to the ones who have not yet responded to this survey:



By using *Reminder* where it is highlighted in yellow above you will get the following dialogue window:

Org. unit Settings **Tools** Absence, grades and order

**Classfronter**

[Survey](#) / [Activate surveys](#) / **Send reminder**

---

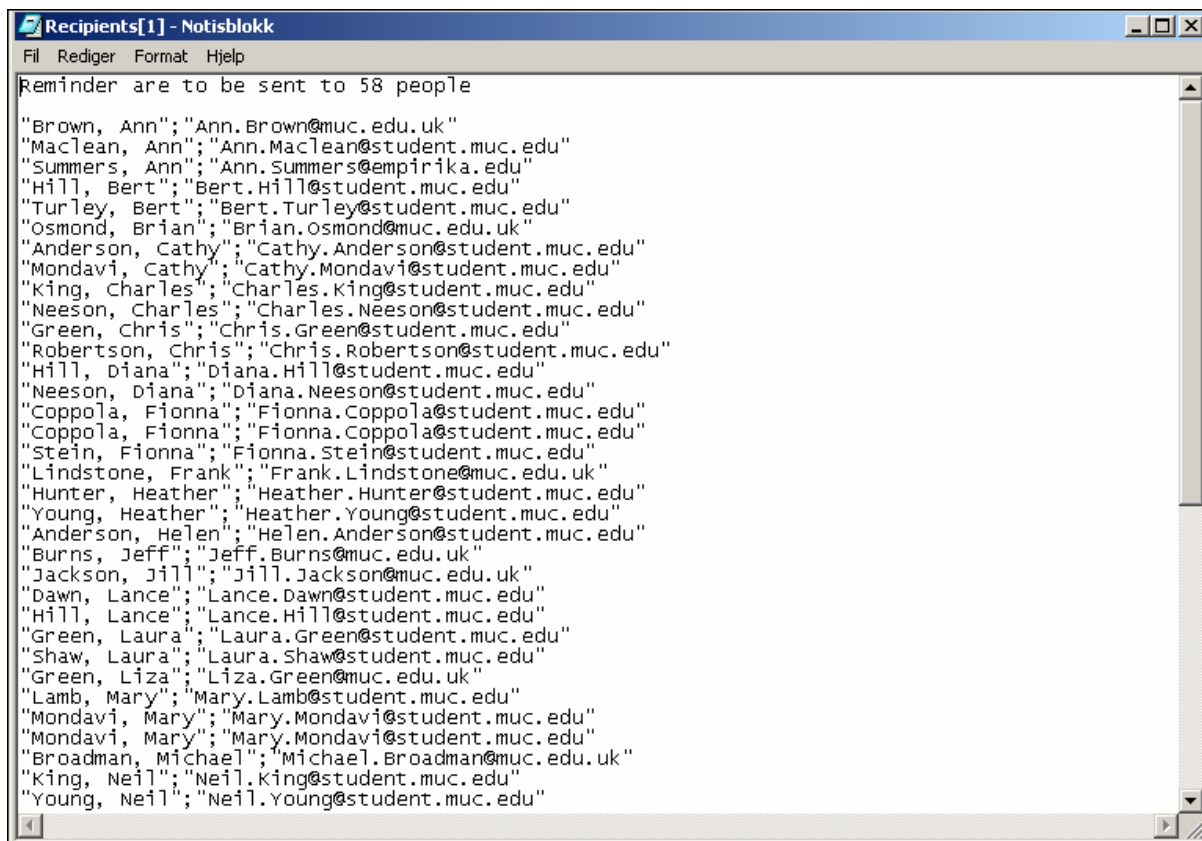
**An email will be sent to all users that are members of this org.unit or sub org.units. It will not check if the user has submitted the survey**

Subject

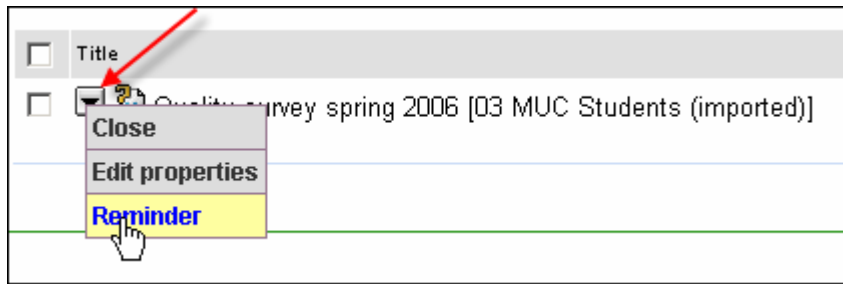
[List of recipients](#)

[Send reminder](#) [Back](#)

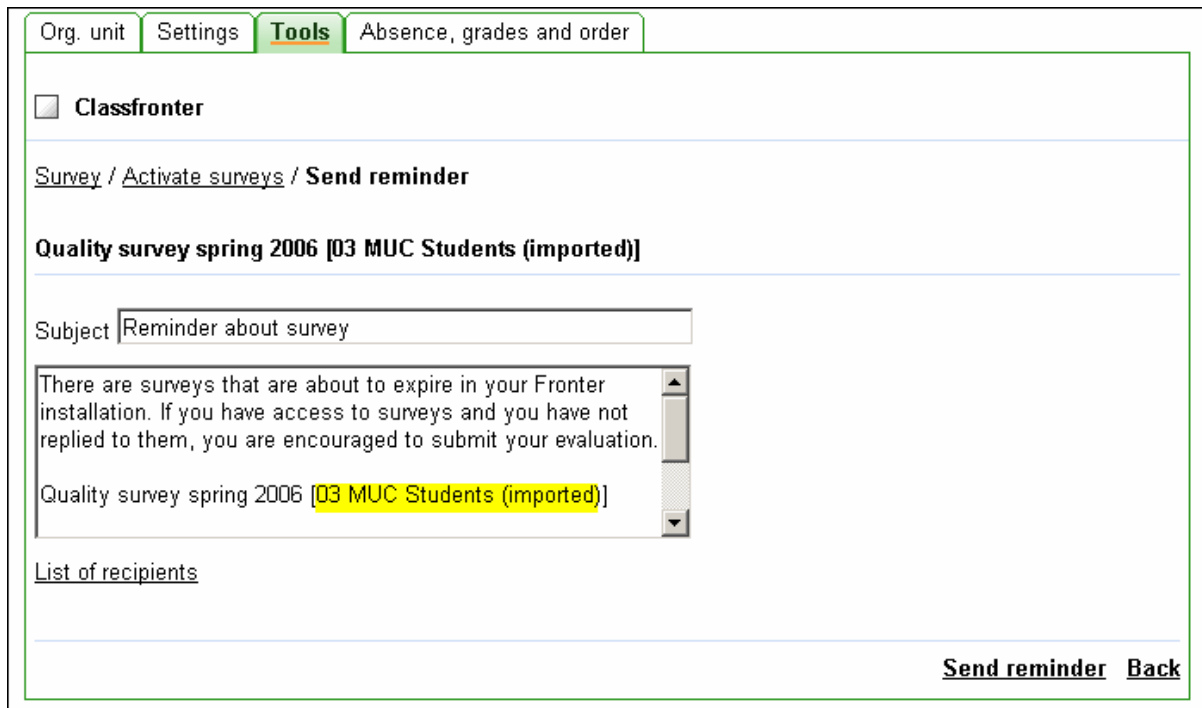
Here you will find a standard text that could be edited as required. You will also get a list (for a quick visual check) of those who will receive this e-mail, by clicking on *List of participants*:



By using the short cut menu to the left of the title you will get a more specific reminder:

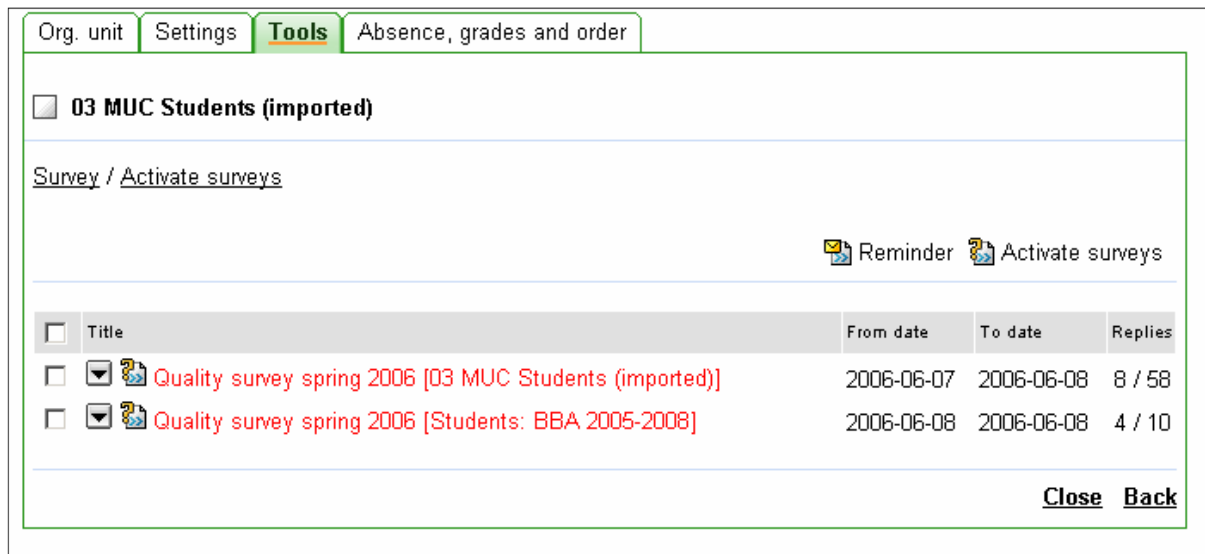


This reminder takes into account those who have already replied:



## Finalising an survey

The surveys are time controlled and when the deadline for replies has occurred they change colour:



Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

[Survey / Activate surveys](#)

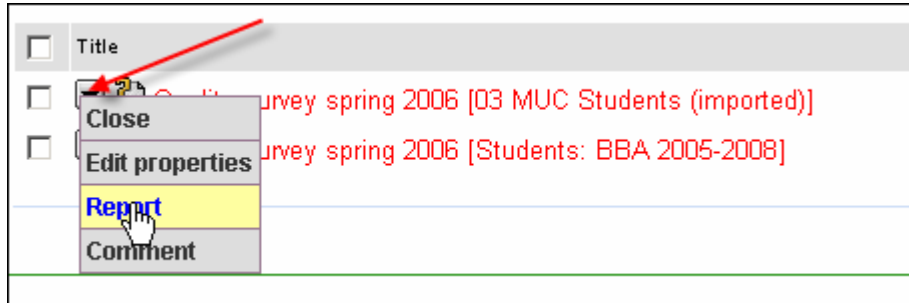
Reminder Activate surveys

<input type="checkbox"/>	Title	From date	To date	Replies
<input type="checkbox"/>	Quality survey spring 2006 [03 MUC Students (imported)]	2006-06-07	2006-06-08	8 / 58
<input type="checkbox"/>	Quality survey spring 2006 [Students: BBA 2005-2008]	2006-06-08	2006-06-08	4 / 10

[Close](#) [Back](#)

The red colour appears and number of replies received is displayed on the right.

Now you are able to make reports showing the result:



Title

Quality survey spring 2006 [03 MUC Students (imported)]

Quality survey spring 2006 [Students: BBA 2005-2008]

- Close
- Edit properties
- Report**
- Comment

By highlighting all the replies we can make a summary:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

[Survey](#) / [Activate surveys](#) / **Report**

**Quality survey spring 2006 [03 MUC Students (imported)]**

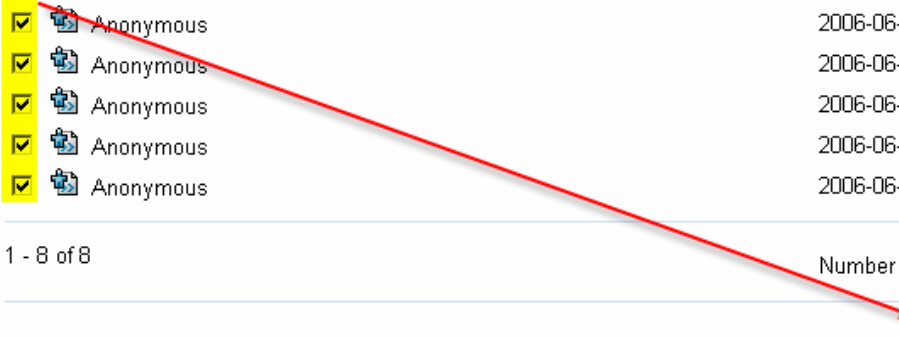
Search

<input checked="" type="checkbox"/>	Surname, First Name	Delivered
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08
<input checked="" type="checkbox"/>	Anonymous	2006-06-08

1 - 8 of 8

Number of elements

**Summation** [Back](#)



You will probably recognise the summary from the test tool:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

[Survey](#) / [Activate surveys](#) / [Report](#)

**Quality survey spring 2006 [03 MUC Students (imported)]**

**Summation of result for 1 surveys.**  
Report generated by: Steinar Hov Date: 2006-06-08

- Gender?:
  - Male 5 (62.50%)
  - Female 3 (37.50%)
- Your age?:
  - 20-25 3 (37.50%)
  - 26-30 2 (25.00%)
  - 31-35 1 (12.50%)
  - 36-40 0 (0.00%) |
  - 41-45 1 (12.50%)
  - 46-50 1 (12.50%)
  - 50- 0 (0.00%) |
- Bachelor programme:
  - Child Care and Welfare 3 (37.50%)
  - Travel & Tourism 2 (25.00%)
  - Business Administration 3 (37.50%)
  - Organisation and Management 0 (0.00%) |
  - Social Sciences 0 (0.00%) |

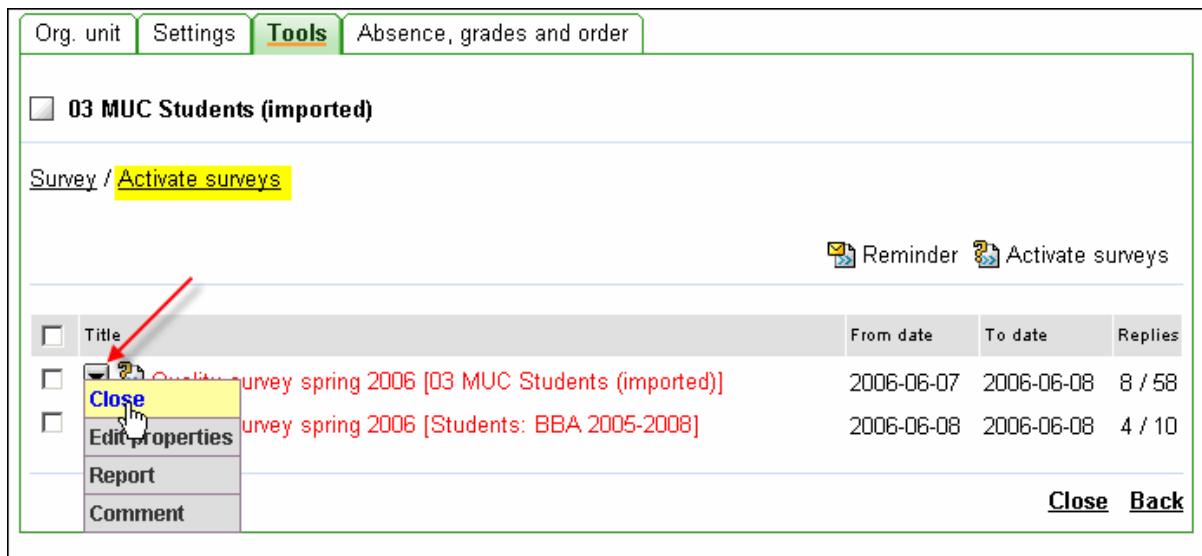
At this stage the students will not be able to view the reports (even if it is ticked for them to be able to do so). The reason for this is that we have added an option to edit the *text replies* that have been written, as there is a possibility that some will reply in an unsuitable way, as we show in this simulated case:

- Do you have any comments?:
  - The lecturers where not prepared for this session! [\[Edit\]](#)
  - The information that was handed out was not updated. [\[Edit\]](#)
  - Brilliant! [\[Edit\]](#)
  - I am very satisfied with all information given [\[Edit\]](#)
  - no [\[Edit\]](#)
  - The programme was not completed [\[Edit\]](#)
  - This was really bad! No one knew what to tell us. How is it possible to use these people as teachers?!!! :-( [\[Edit\]](#)
  - I am looking forwad to become a student again! [\[Edit\]](#)

You will see that some students have written their comments and that it is possible to edit each one of them here ([\[Edit\]](#)).

## Closing a survey

When the time is up (possibly after a postponement) it is time to close the survey. You do this under the option *Activate*:



Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

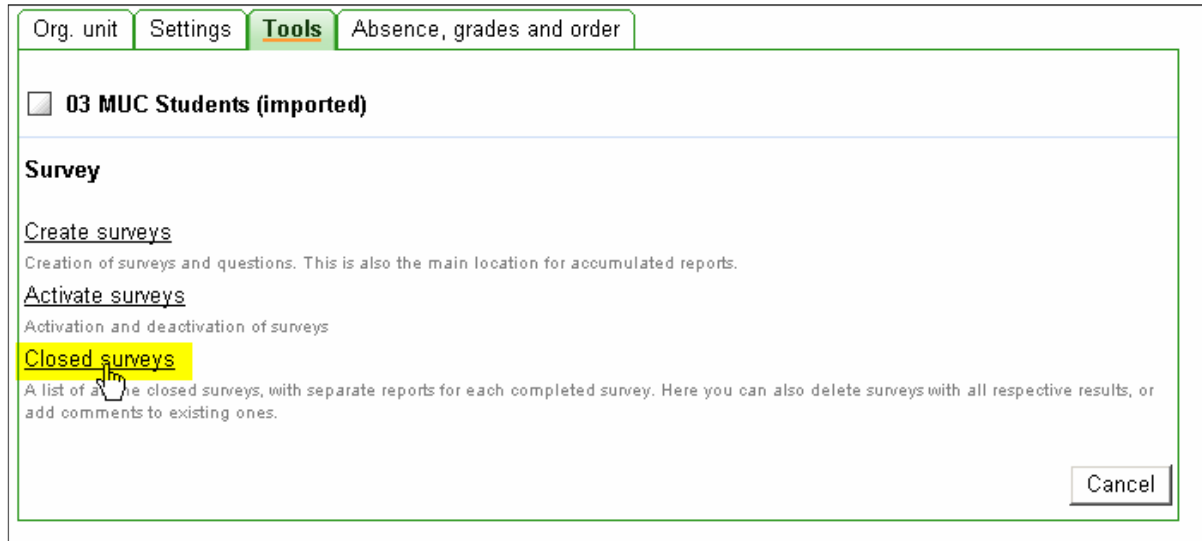
Survey / [Activate surveys](#)

Reminder Activate surveys

<input type="checkbox"/>	Title	From date	To date	Replies
<input type="checkbox"/>	Quality survey spring 2006 [03 MUC Students (imported)]	2006-06-07	2006-06-08	8 / 58
<input type="checkbox"/>	Quality survey spring 2006 [Students: BBA 2005-2008]	2006-06-08	2006-06-08	4 / 10

Close Back

When a survey has been closed it cannot be reopened, changed etc – that's it, finito! You will see that the survey has been moved from *Activate surveys* to *Closed surveys*.



Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

**Survey**

[Create surveys](#)  
Creation of surveys and questions. This is also the main location for accumulated reports.

[Activate surveys](#)  
Activation and deactivation of surveys

[Closed surveys](#)  
A list of all the closed surveys, with separate reports for each completed survey. Here you can also delete surveys with all respective results, or add comments to existing ones.

Cancel

Here you can comment on the survey:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

Survey / **Closed surveys**

<input type="checkbox"/> Title	Replies
<input type="checkbox"/> Quality survey spring 2006 [03 MUC Students (imported)]	8 / 58
<input type="checkbox"/> Quality survey spring 2006 [Students: BBA 2005-2008]	4 / 10

**Delete Back**

Comments are written in the field below:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

Survey / Closed surveys / **Add comment**

**Quality survey spring 2006 [03 MUC Students (imported)]**

**Comment the report:**

You can also make final reports from the short cut menu, and only then will it be accessible to the students:

Org. unit Settings **Tools** Absence, grades and order





03 MUC Students (imported)

[Survey](#) / [Closed surveys](#) / **Report**

**Quality survey spring 2006 [Students: BBA 2005-2008]**

---

**Summation of result for 1 surveys.**  
 Report generated by: Steinar Hov Date: 2006-06-08

- Gender?:
  - Male 3 (75.00%) 
  - Female 1 (25.00%) 
- Your age?:
  - 20-25 0 (0.00%) |
  - 26-30 3 (75.00%) 
  - 31-35 1 (25.00%) 
  - 36-40 0 (0.00%) |
  - 41-45 0 (0.00%) |
  - 46-50 0 (0.00%) |
  - 50- 0 (0.00%) |

These reports will not be accessible to the students unless it was ticked for this *before* the survey was activated:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

[Survey](#) / [Create surveys](#) / **Edit properties**

**Quality survey spring 2006**

---

**Title:**

**Description:**

**Auto-numbering**

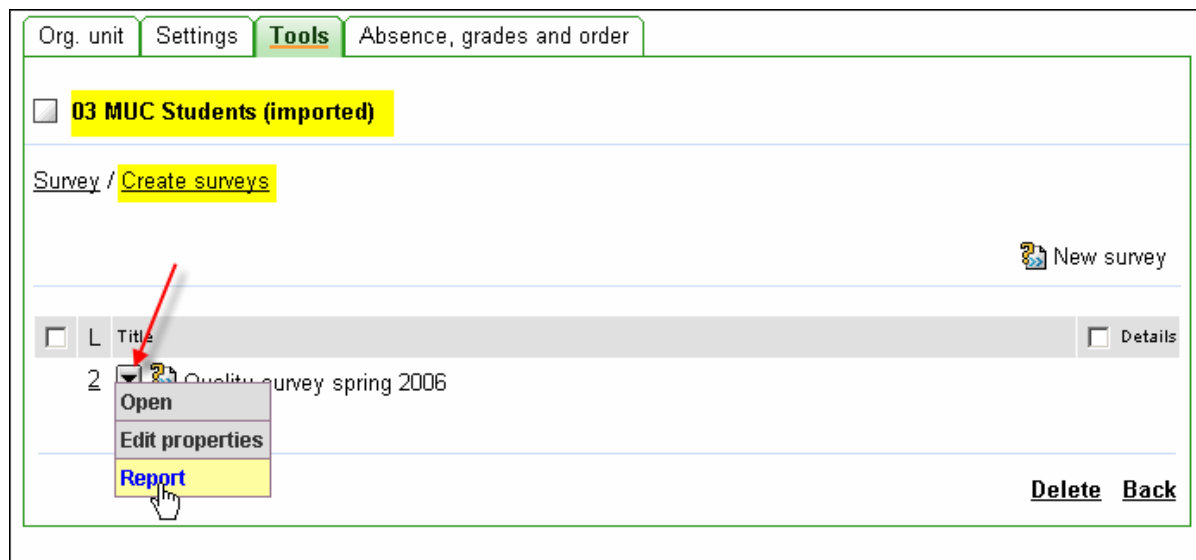
**Anonymous**

**Allow results to be visible for users**

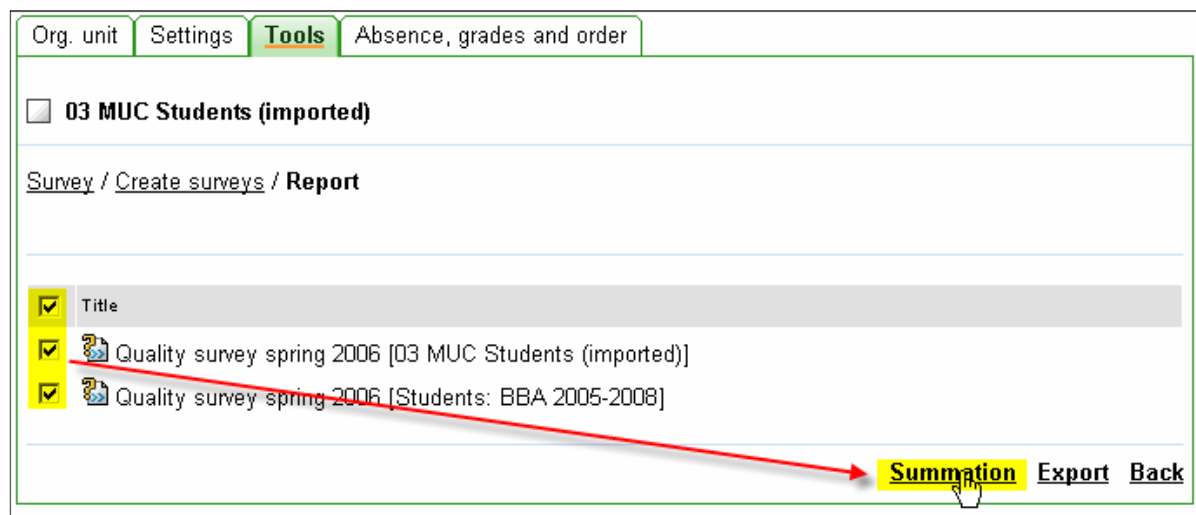
**Allow availability below in the structure**

## Accumulated reports

The original survey was here made at base level and then activated on two sub levels in order to catch the necessary student groups. Once the surveys have been closed you will get access to the accumulated results. You must then navigate through to the original survey, which can be found under *Create surveys*:



By selecting *Report* here you will then get to the report folder for the closed surveys:



By highlighting the surveys and then *Summary* you will get this display:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

[Survey](#) / [Create surveys](#) / **Report**

**Summation of result for 2 surveys.**  
 Report generated by: Steinar Hov Date: 2006-06-08

**Quality survey spring 2006 [03 MUC Students (imported)](Total number of replies: 8/58)**

- Gender? (Given to 8 of 8):
  - Male 5 (62.50%)
  - Female 3 (37.50%)
- Your age? (Given to 8 of 8):
  - 20-25 3 (37.50%)
  - 26-30 2 (25.00%)
  - 31-35 1 (12.50%)
  - 36-40 0 (0.00%) |
  - 41-45 1 (12.50%)
  - 46-50 1 (12.50%)
  - 50- 0 (0.00%) |

Here you will find a report displaying the highlighted surveys in a list form.

Note that you can also make an *accumulated report* (the button on the bottom right):

- Do you have any comments? (Given to 1 of 4):
  - no
- Check for subjects of interest (Given to 10 of 10):
  - Mathematics 3 (30.00%)
  - Finance 2 (20.00%)
  - Investments 1 (10.00%)
  - Funding 1 (10.00%)
  - Macroeconomics 3 (30.00%)

Here we get the summary of the questions that have been sent to all participants:






### Summation of result for 2 surveys.

Report generated by: Steinar Hov Date: 2006-06-08






#### Surveys in report:

Quality survey spring 2006 [03 MUC Students (imported)](Total number of replies: 8/58)

Quality survey spring 2006 [Students: BBA 2005-2008](Total number of replies: 4/10)






- Gender?:
  - Male 8 (66.67%) 
  - Female 4 (33.33%) 
- Your age?:
  - 20-25 3 (25.00%) 
  - 26-30 5 (41.67%) 
  - 31-35 2 (16.67%) 

Whilst the customised questions are displayed with the number of people who have replied:

- Check for subjects of interest:
  - Mathematics 3 (30.00%) 
  - Finance 2 (20.00%) 
  - Investments 1 (10.00%) 
  - Funding 1 (10.00%) 
  - Macroeconomics 3 (30.00%) 

At the very bottom you can split it into separate reports again:

- I am looking forward to become a student again!  
- no

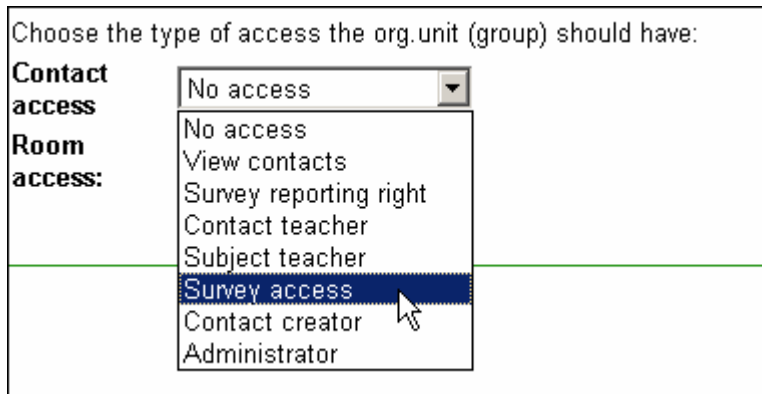
- Check for subjects of interest:
  - Mathematics 3 (30.00%) 
  - Finance 2 (20.00%) 
  - Investments 1 (10.00%) 
  - Funding 1 (10.00%) 
  - Macroeconomics 3 (30.00%) 

Hide text answers   **Separate reports**   Cancel

## Access rights

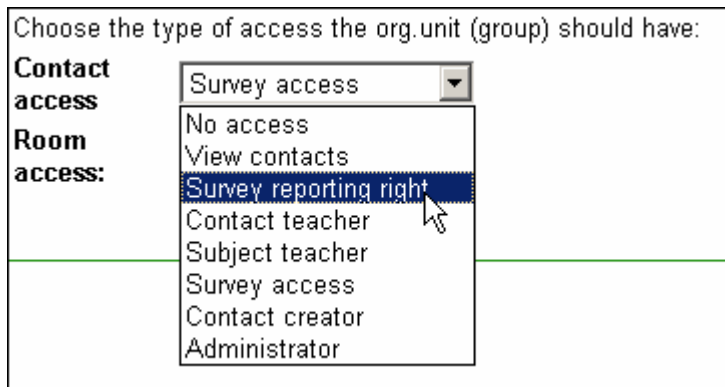
Two new access rights have been created in relation to this survey tool. Both of these are obviously attached to users.

A local administrator (or another person, of course) can be awarded the right to roll out an survey:



Here they can also view surveys from a higher level. These surveys cannot be changed, except for adding new questions.

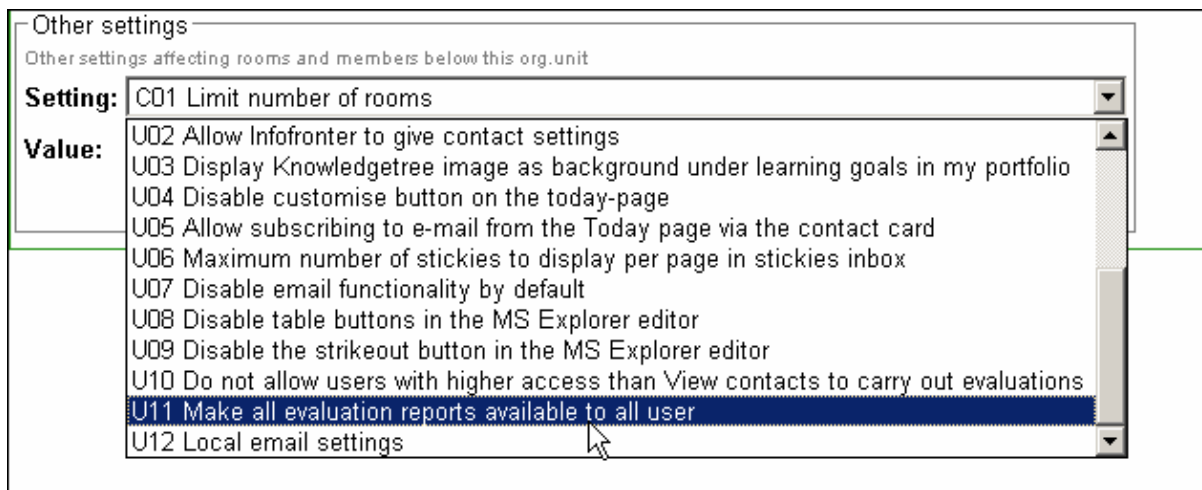
Furthermore, people can also get access to all the report details by being awarded this right:



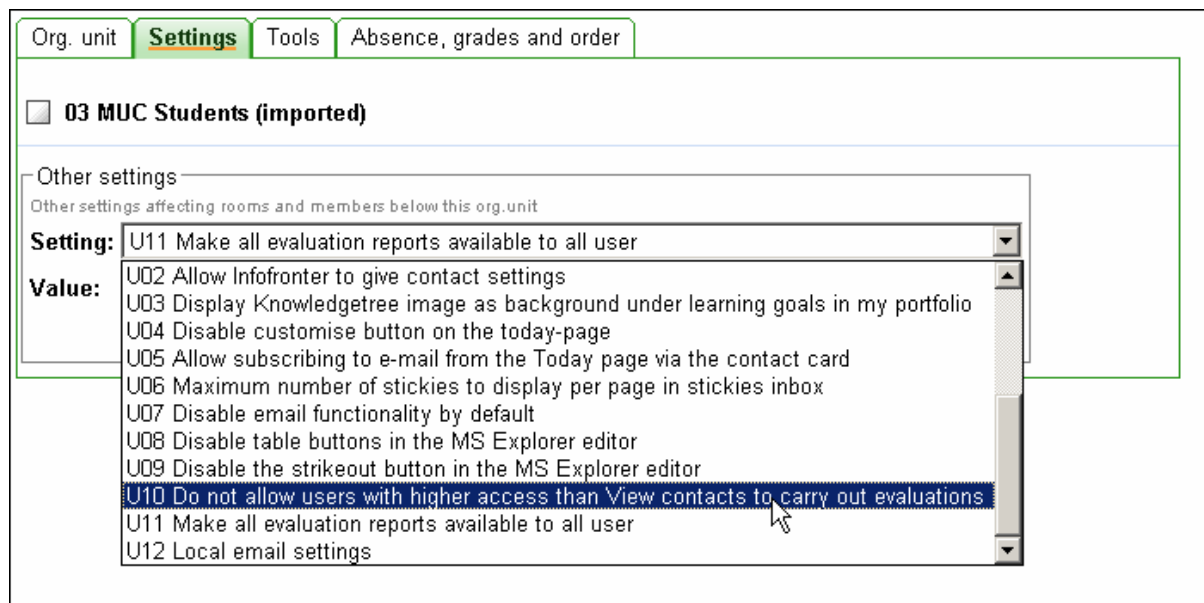
Those who are awarded this right will also be able to view those replies that have been marked as hidden.

## Local settings

There are two settings for surveys that can be set at user level:



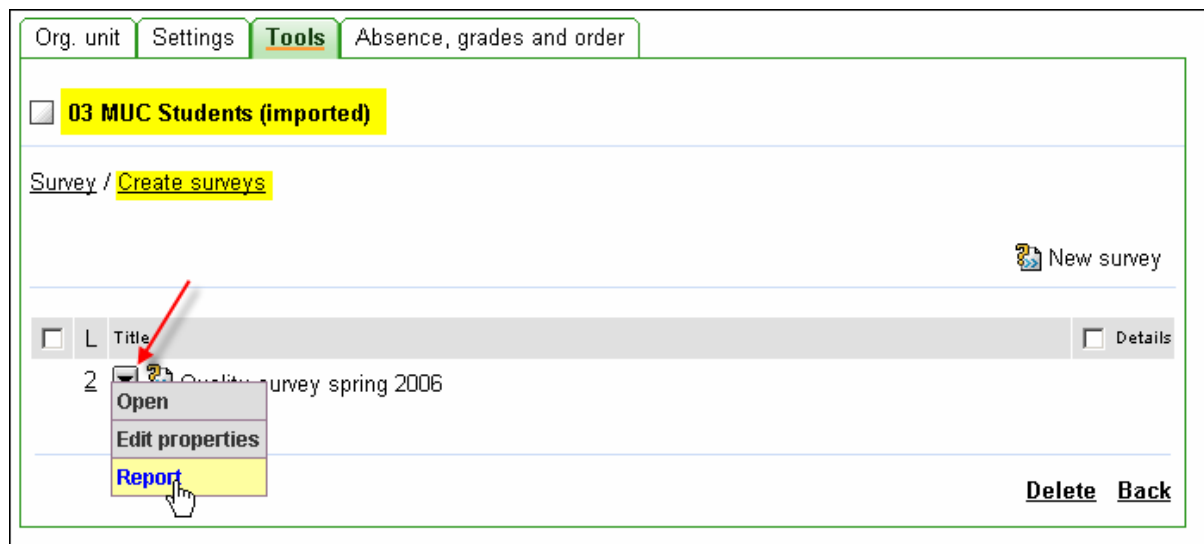
If this setting is On for an org.unit all the members in this, and underlying levels will be able to view all the reports. These reports will have been filtered, so that hidden questions are not displayed.



This setting is a reflection of the fact that teachers (who will perhaps have the right Contact creator) should not be able to evaluate themselves....

## Exporting the result

In order to carry out an export of the result the survey must be closed – only then will you get the report option in the menu. This is done where the survey was created:



Then you must highlight the survey you want the report for:


Org. unit Settings **Tools** Absence, grades and order


03 MUC Students (imported)

[Survey](#) / [Create surveys](#) / **Report**

---

Title

 Quality survey spring 2006 [03 MUC Students (imported)]

 Quality survey spring 2006 [Students: BBA 2005-2008]

[Summation](#) **Export** [Back](#)

There are a number of options for how you want the export file to appear:

Org. unit Settings **Tools** Absence, grades and order

03 MUC Students (imported)

[Survey](#) / [Create surveys](#) / **Report**

---

**Include the following information:**

Survey ID

Name

Date

Time

User ID

**Result format options:**

Show reply to questions as:  Score or text  Boolean (1 for answer, 0 for no answer)

List of score with separation character

In the above example *Name* will be *Anonymous* for all who have responded to the survey.

You may select all, or just a selection of the questions for this export:

**Include the following questions:**

- Gender? (Drop-down select)
- Your age? (Radiobuttons)
- Bachelor programme (Radiobuttons)
- I am satisfied with the information that was given day 1. (Radiobuttons)
- Do you have any comments? (Text area)

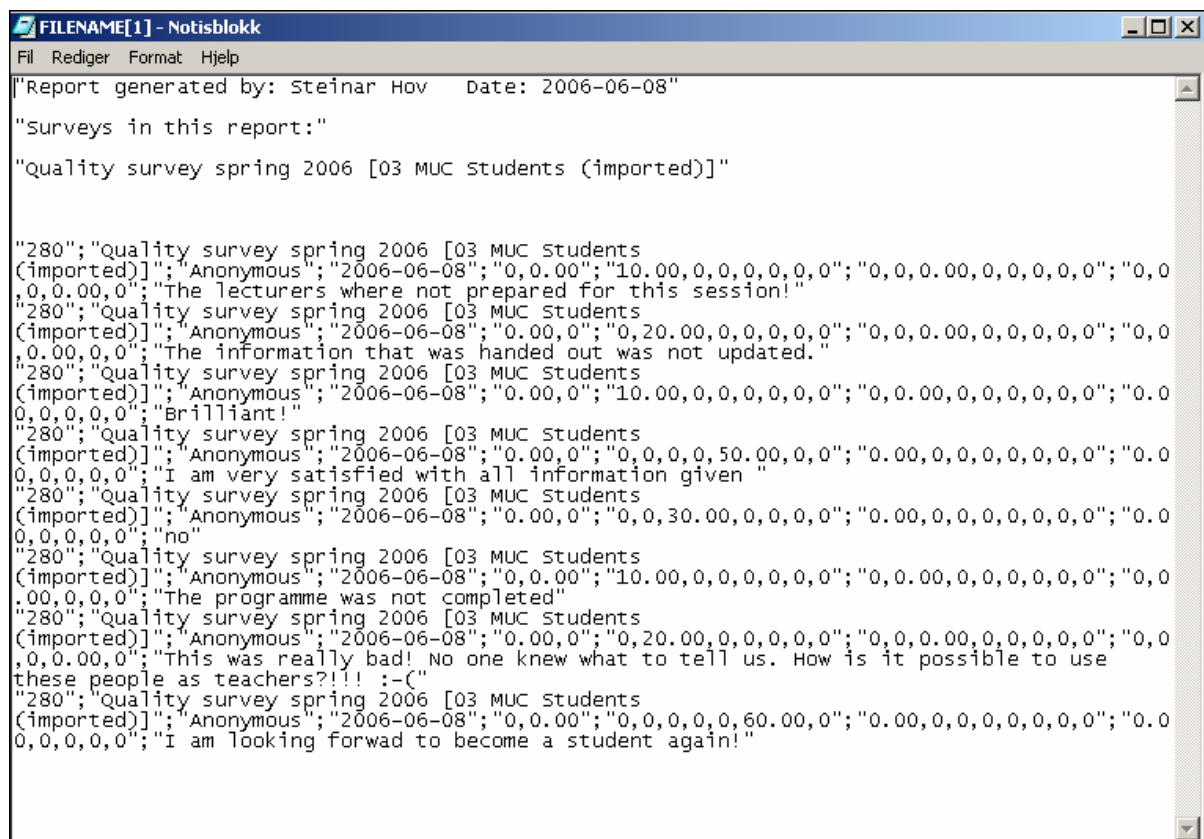
Choose whether you want to include quotation marks for each response and which dividing symbol you want to use:

**General format options:**

- Add double quote

Choose field separation string:

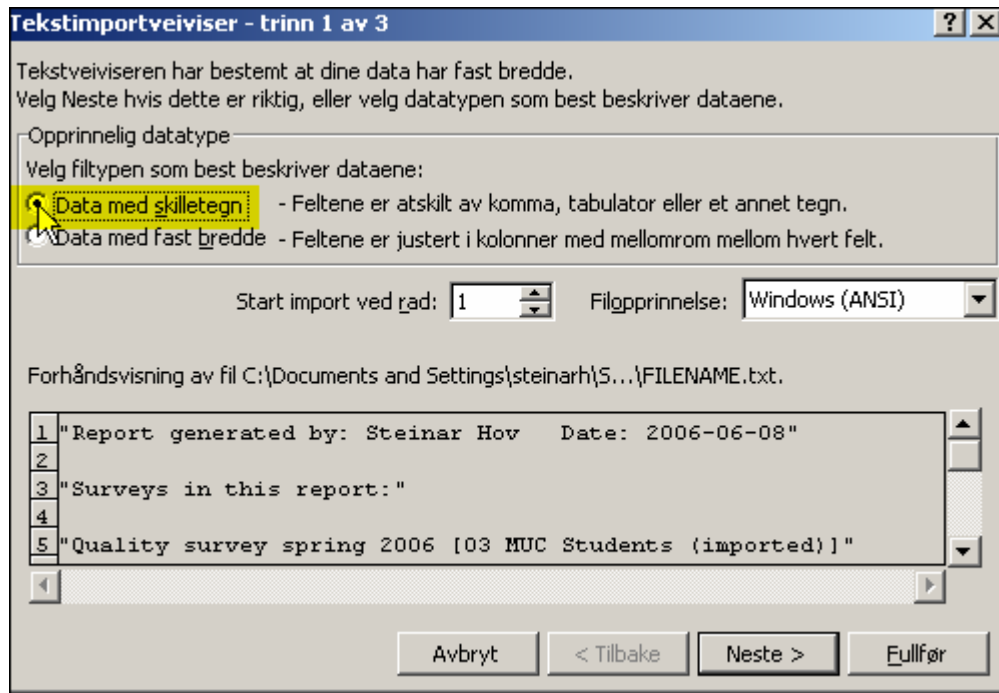
Compressed, the exported file may look something like this:



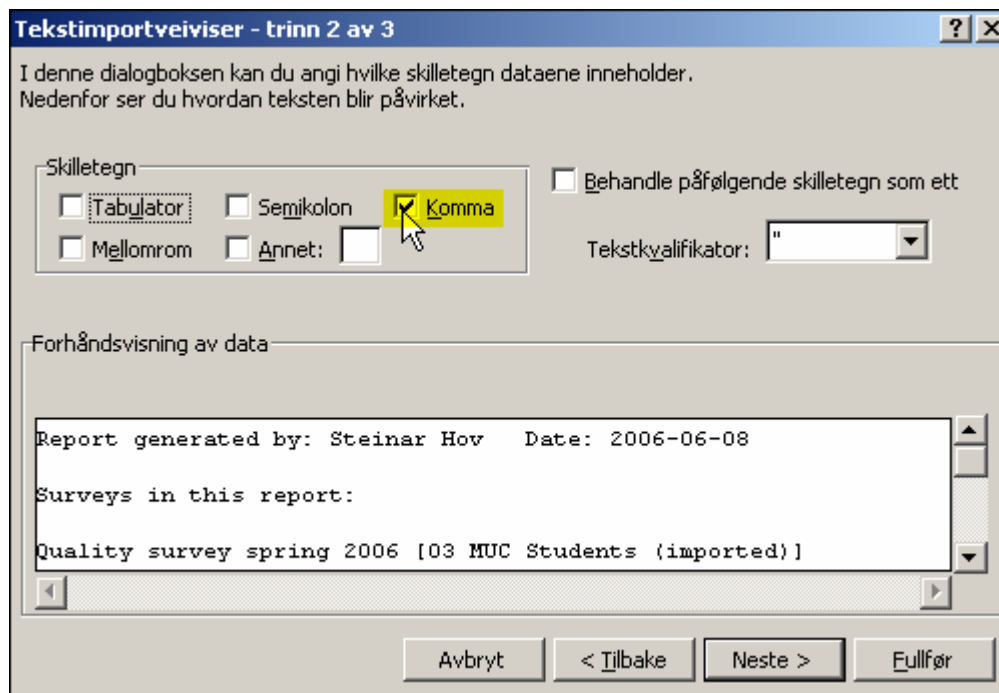
```
FILENAME[1] - Notisblokk
Fil Rediger Format Hjelp
"Report generated by: Steinar Hov Date: 2006-06-08"
"surveys in this report:"
"Quality survey spring 2006 [03 MUC Students (imported)]"

"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0,0.00";"10.00,0,0,0,0,0,0";"0,0,0.00,0,0,0,0,0";"0,0
,0,0.00,0";"The lecturers where not prepared for this session!"
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0.00,0";"0,20.00,0,0,0,0,0";"0,0,0.00,0,0,0,0,0";"0,0
,0.00,0,0";"The information that was handed out was not updated."
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0.00,0";"10.00,0,0,0,0,0,0";"0,0.00,0,0,0,0,0,0";"0.0
0,0,0,0,0";"Brilliant!"
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0.00,0";"0,0,0,0,50.00,0,0";"0.00,0,0,0,0,0,0,0";"0.0
0,0,0,0,0";"I am very satisfied with all information given "
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0.00,0";"0,0,30.00,0,0,0,0,0";"0.00,0,0,0,0,0,0,0";"0.0
0,0,0,0,0";"no"
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0,0.00";"10.00,0,0,0,0,0,0";"0,0.00,0,0,0,0,0,0";"0,0
.00,0,0,0";"The programme was not completed"
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0.00,0";"0,20.00,0,0,0,0,0";"0,0,0.00,0,0,0,0,0";"0,0
,0,0.00,0";"This was really bad! No one knew what to tell us. How is it possible to use
these people as teachers?!!! :-("
"280";"Quality survey spring 2006 [03 MUC Students
(imported)";"Anonymous";"2006-06-08";"0,0.00";"0,0,0,0,0,60.00,0";"0.00,0,0,0,0,0,0,0";"0.0
0,0,0,0,0";"I am looking forwad to become a student again!"
```

If you are importing this text file in Excel, for instance, certain options have to be selected:



Once you have specified that dividing symbols are being used, you must enter which one(s):



Then the data are ready for further collation:

	A	B	C	D	E	F
1	Report generated by: Steinar Hov Date: 2006-06-08					
2						
3	Surveys in this report:					
4						
5	Quality survey spring 2006 [03 MUC Students (imported)]					
6						
7						
8						
9	280;"Quality survey spring 2006 [03 MUC Students (imported)]";"Anonymous";"2006-06-08";"0	0.00";"10.00	0	0	0	0
10	280;"Quality survey spring 2006 [03 MUC Students (imported)]";"Anonymous";"2006-06-08";"0.00	0";"0	20.00	0	0	0
11	280;"Quality survey spring 2006 [03 MUC Students (imported)]";"Anonymous";"2006-06-08";"0.00	0";"10.00	0	0	0	0
12	280;"Quality survey spring 2006 [03 MUC Students (imported)]";"Anonymous";"2006-06-08";"0.00	0";"0	0	0	0.50.00	0
13	280;"Quality survey spring 2006 [03 MUC Students (imported)]";"Anonymous";"2006-06-08";"0.00	0";"0	0	30.00	0	0

## Handy export tips

If a survey consist of questions with radio buttons (only one option possible) and tick boxes (several options possible) you must be particularly vigilant with the dividing symbols to facilitate further work with the data.

Let the survey in this micro example contain only two questions:

- **\*1. Gender:**
  - Male
  - Female
  
- **\*2. Select subjects:**
  - Mathematics
  - Finance
  - Macroeconomics

The first is, as you can see, radio buttons where Male is coded as 0 and Female is 1. The next question (tick boxes) is coded Mathematics: 10, Finance: 20, Macroeconomics: 30

After 3 replies is this result displayed in Fronter:

### Summation of result for 1 Survey.

Report generated by: Steinar Hov Date: 2006-06-08

#### Checking export file [03 MUC Students (imported)](Total number of replies: 3/58)

- Gender: (Given to 3 of 3):
  - Male 2 (66.67%)
  - Female 1 (33.33%)
- Select subjects: (Given to 6 of 6):
  - Mathematics 2 (33.33%)
  - Finance 2 (33.33%)
  - Macroeconomics 2 (33.33%)

You can carry out a number of settings regarding the export file that is to be created:

**Result format options:**

Show reply to questions as:  Score or text  
 Boolean (1 for answer, 0 for no answer)

List of score with separation character:

**Include the following questions:**

Gender: (Radiobuttons)  
 Select subjects: (Check-boxes)

**General format options:**

Add double quote

Choose field separation string:

In such cases it *may* be beneficial to export the data in *several* phases where you select either all those questions with radio buttons or those consisting of tick boxes – use the method you are most familiar with.

## Version control

Version	Date	Description	Responsible
62.1	08.06.06	Theme: The Survey tool	Steinar Hov
71.1	21.02.07	No changes	Steinar Hov
82.1	18.08.08	No changes	Steinar Hov

## QA Revision

Date	Verified by	Comments
21.02.07	Ingun Vaglid	Checked and corrected
18.08.08	Ingun Vaglid	Approved