

WebCT 4.1 Survey Tool

General Overview of Creating a Survey:

1. Add the Quiz/Survey tool to your course (p. 1)
2. Create the Survey Title (p. 2)
3. Add Questions to the Question Database (p. 3)
 - a. create the questions within WebCT or (p. 4)
 - b. import questions built in Notepad (p. 11)
4. Add questions to the survey from the Question Database (p. 14)
5. Set the Survey settings (p. 15)
6. Preview Survey (p. 15)

1. Add Quiz/Survey Tool

Choose

Add page or tool



Actions
 ↻ indicates a selection is required from the main frame.

Options: Links

Add page or tool

Edit

Delete

Hide

Reveal

Specify selective release

Move backward

Move forward

Move to organizer page

Move to Course Menu



Click-on Quizzes/Surveys



WCTL_LeaMabry

Control Panel View Designer Options

Designer Links - Homepage > Add Page or Tool

Add Page or Tool
 Select a page or tool to add to your course.

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
Compile				
Resume Course				
CD-ROM				

Enter a title →

Decide where to show the link →

Choose →

The Quiz/Survey Tool has been added. →

Choose the Quiz/Survey Tool icon →

2. Create the Survey Title

Choose →

1. Enter a title for this item:

2. Decide where to show the link to this item.

On the *Course Menu*, visible on all pages. Link will appear as text.

On an *Organizer Page*:

Link shows item title

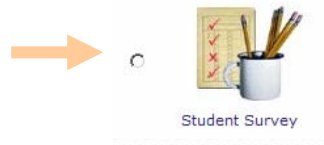
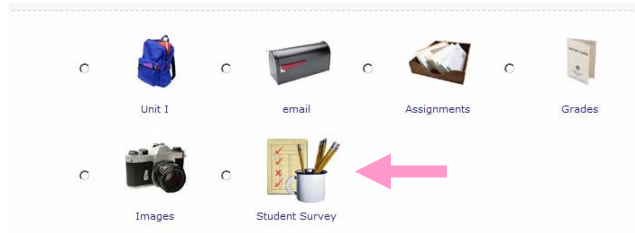
Link shows icon (select below)

Use default icon

Use custom icon

Choose icon:

3. Add this item to your course.



Actions

☛ indicates a selection is required from the main frame.

Options

Enter a title for the survey →

Choose →

Survey title has been created →

3. Add Questions to Question Database

Click-on [Question Database](#) ←

Select →

Enter a
Category title →

Choose →

3a. Creating Questions

Multiple Choice:

Under *Create question*:
select
Multiple choice →

Choose →

Control Panel View Designer Options
- Course Menu - Homepage > Quizzes > Question Database > Create Category
Create Category
*Category title:

*Required fields.

Actions
☐ indicates a selection is required from the main frame.
☐ indicates multiple selections are allowed.

Options: Category
View:

Delete:

Options: Question
Create question:

Multiple choice
Matching
Calculated
Short answer
Paragraph
Import questions from file

Move to:

Category: Select the correct category, from the drop down window, to which the question will be added →

Title: Enter the question title →

Question: Enter the question →


(by selecting HTML format, HTML tags can be used to add bolding, italics (shown) and color to the text) →

The equation editor can be used to add an equation to the question. →

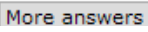

An image can also be used in the question. →



Settings: Select the appropriate settings →

The screenshot shows the 'Create Question' interface for a Multiple Choice Question. The interface is divided into several sections: Question, Settings, and Answers. The Question section includes fields for Category (Chapter 1), Title (1), and Question (Which of the following *not* breed of cat?). The Settings section includes options for Allow students to choose (One answer), Scoring (Cumulative), Allow negative score (No), Answer layout (Vertical), Answer order (As listed below), and Indices (Letters). The Answers section includes fields for Answer 1 (Siamese) and Answer 2 (Burmese). Colored arrows point to various elements: a blue arrow points to the Category dropdown; an orange arrow points to the Title field; a green arrow points to the Question text area; a purple arrow points to the Equation editor button; a yellow arrow points to the Image field; a pink arrow points to the Settings section; and green arrows point to the Format dropdowns for Answer 1 and Answer 2. The Question text area contains the text 'Which of the following *not* breed of cat?' with the HTML tags highlighted in a green circle.

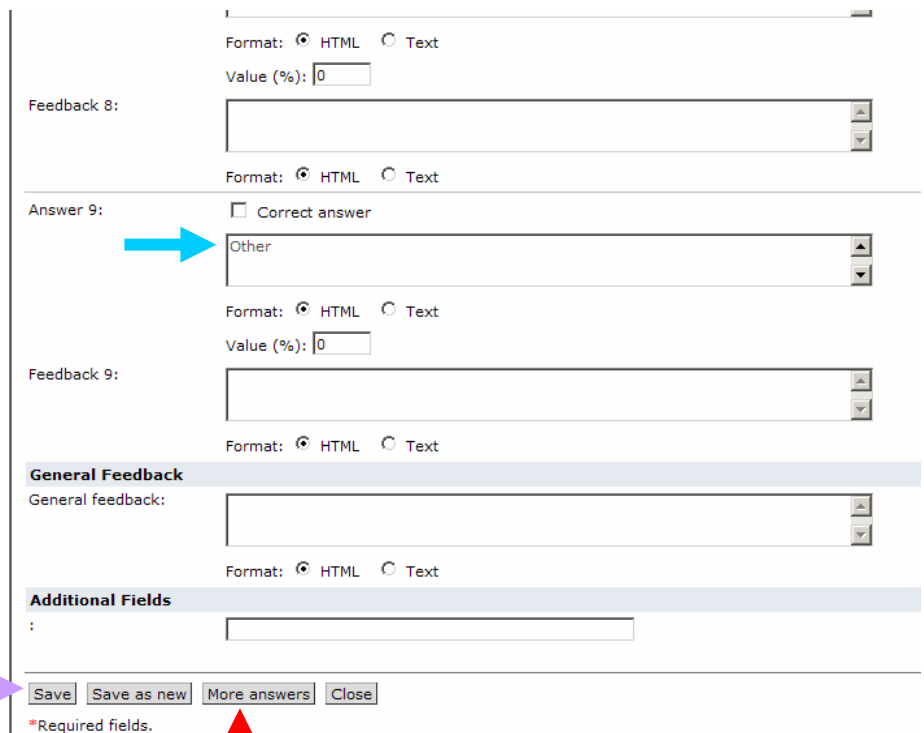
Answers: enter the answer in the answer box 

Note: There are no correct answers in a survey, therefore, leave all the Correct Answer boxes unchecked

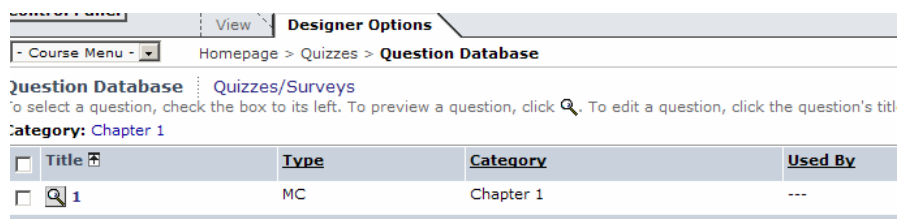
If more answers are required, choose  

When all answers have been entered, choose  

The question has been added. 




The screenshot shows the question editor interface. It includes fields for Feedback 8, Answer 9, Feedback 9, General Feedback, and Additional Fields. The Answer 9 field is highlighted with a blue arrow. The 'More answers' button is highlighted with a purple arrow. The 'Save' button is highlighted with a red arrow. The 'More answers' button is highlighted with a red arrow.




The screenshot shows the Question Database table. The table has columns for Title, Type, Category, and Used By. A green arrow points to the first row of the table.


Title	Type	Category	Used By
1	MC	Chapter 1	---


Matching:


Under Create question:
select Matching 


Choose 


Title: Enter the question
title 

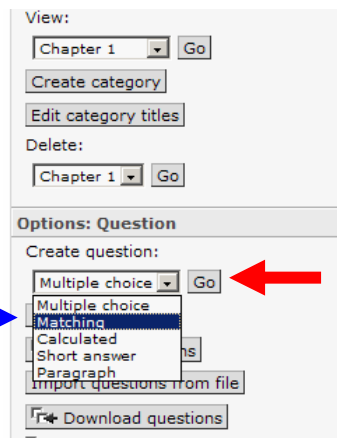
Question: Enter the
question 

(selecting HTML format,
HTML tags can be used
to add bolding, italics
and color to
the text) 

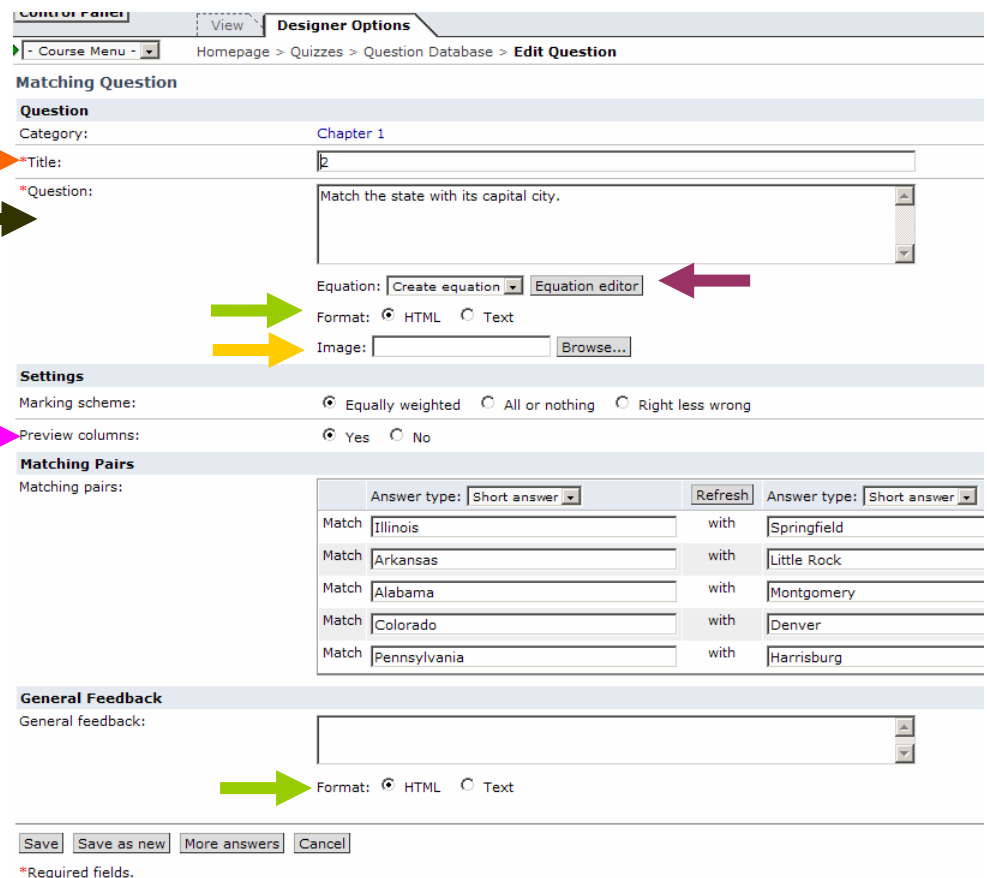
The equation editor can
be used to enter an
equation to the
question. 

An image can also be
used in the
question. 

Preview columns:
Indicate whether to
preview the
columns; yes is required
for long answer 
(see student view on the
next page)



View:
Chapter 1 Go
Create category
Edit category titles
Delete:
Chapter 1 Go
Options: Question
Create question:
Multiple choice Go
Multiple choice
Matching
Calculated
Short answer
Paragraph
Import questions from file
Download questions



Control Panel View Designer Options
Homepage > Quizzes > Question Database > Edit Question
Matching Question
Question
Category: Chapter 1
Title: [text box]
Question: Match the state with its capital city.
Equation: Create equation Equation editor
Format: HTML Text
Image: [text box] Browse...
Settings
Marking scheme: Equally weighted All or nothing Right less wrong
Preview columns: Yes No
Matching Pairs
Matching pairs:
Answer type: Short answer Refresh Answer type: Short answer
Match Illinois with Springfield
Match Arkansas with Little Rock
Match Alabama with Montgomery
Match Colorado with Denver
Match Pennsylvania with Harrisburg
General Feedback
General feedback:
Format: HTML Text
Save Save as new More answers Cancel
*Required fields.

Preview columns student view

Yes →

No →

Matching Pairs:

Answer type: Select an answer type, short answer or long answer, for both parts of the pair. →

Match/with : Enter the matching pairs →

If more answers are needed choose **More answers** →

Student view examples:

Long answer for both pairs →

Short answer/long answer →

Match the state with its capital city.

Preview columns:

Illinois	Montgomery
Arkansas	Harrisburg
Alabama	Denver
Colorado	Little Rock
Pennsylvania	Springfield

Matching pairs:

Illinois	Choose match
Arkansas	Choose match
Alabama	Choose match
Colorado	Choose match
Pennsylvania	Choose match

Grade Close

Match the state with its capital city.

Matching Pairs

Matching pairs:

Match	Illinois	with	Springfield	Short answer
Match	Arkansas	with	Little Rock	Long answer
Match	Alabama	with	Montgomery	
Match	Colorado	with	Denver	
Match	Pennsylvania	with	Harrisburg	

General Feedback

General feedback:

Format: HTML Text

Save Save as new More answers

*Required fields.

Match the state with its capital city.

Preview columns:

1. Illinois	a. Little Rock
2. Arkansas	b. Springfield
3. Alabama	c. Harrisburg
4. Colorado	d. Montgomery
5. Pennsylvania	e. Denver

Matching pairs:

1	Choose match
2	Choose match
3	a
4	b
5	c
	d
	e
	Choose match

Match the state with its capital city.

Preview columns:

Illinois	a. Denver
Arkansas	b. Springfield
Alabama	c. Montgomery
Colorado	d. Harrisburg
Pennsylvania	e. Little Rock

Matching pairs:

Illinois	Choose match
Arkansas	Choose match
Alabama	a
Colorado	b
	c
	d
	e
Pennsylvania	Choose match

Short answer for both pairs →

Long answer/short answer →

General Feedback: Leave blank →

When question is completed, choose Save →

Match the state with its capital city.

Preview columns:

1. Illinois	Little Rock
2. Arkansas	Springfield
3. Alabama	Harrisburg
4. Colorado	Montgomery
5. Pennsylvania	Denver

Matching pairs:

Illinois	Choose match
Arkansas	Choose match
Alabama	Springfield
Colorado	Denver
Pennsylvania	Choose match

Match with

General Feedback

General feedback:

Format: HTML Text

*Required fields.

Short Answer:

Under Create question: select Short Answer →

Choose Go →

Options: Question

Create question:

→

Multiple choice
Matching
Calculated
Short answer
Paragraph
Import questions from file

Move to:

Question: Enter Title and Question →

Settings: Number of answerboxes, select number from drop-down menu →

Indicate case sensitivity →

Answers: Skip; there are no answers in a survey

Note: It is not necessary to add grading options or feedback for a survey question. Skip to the next step.

When question is completed, choose **Save** →

View Designer Options
Homepage > Quizzes > Question Database > Create Question

Short Answer Question

Question

Category: Chapter 1

*Title: 3

*Question: On what street is UAMS located?

Equation: Create equation Equation editor

Format: HTML Text

Image: Browse...

Settings

Number of answerboxes: 1

Case sensitive: Yes No

General Feedback

General feedback:

Format: HTML Text

Save More answers Cancel

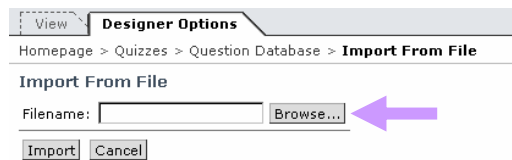
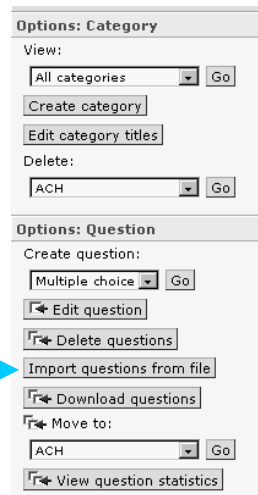
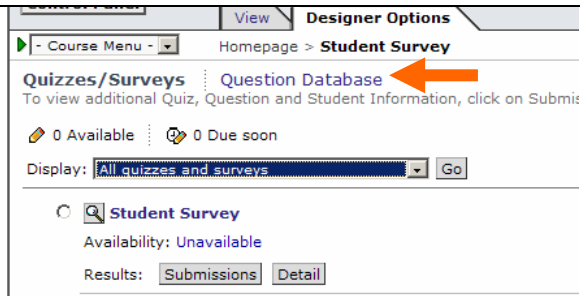
*Required fields.

3b. Import Questions from Notepad (.txt file)

From the Quizzes/Surveys page, click on [Question Database](#) →

Choose →

Choose ←



Choose **Browse...** ←

File Browser
Select a file. Tip: To view a file, click .
If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
1.jpg	3306	February 13, 2003	3:33pm
2.jpg	2637	February 13, 2003	3:33pm
2003AnnualGMESurvey_01_questions_Feb_3.txt	7687	February 3, 2004	11:20am
3.jpg	3045	February 13, 2003	3:33pm
4.jpg	2659	February 13, 2003	3:33pm
5.jpg	3465	February 13, 2003	3:33pm
6.jpg	3226	February 13, 2003	3:33pm
7.jpg	3526	February 13, 2003	3:33pm
About_the_Case_Study.htm	1036	February 14, 2003	8:03am

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename: **Browse...** ←

Upload to: **My-Files**

Select the appropriate
.txt file ←

Choose **Open** ←

Choose file

Look in: **annual survey**

2003overall.txt	imneph2003.txt	VAH2003.txt
ACH2003.txt	imneuro2003.txt	vassrg2003.txt
ASH2003.txt	medped2003.txt	
basic2003.txt ←	pedane2003.txt	
BHR12003.txt	pmr2003.txt	
cytopath2003.txt	psych2003.txt	
em2003.txt	raddia2003.txt	
fm2003.txt	Resident Names.doc	
hemonc2003.txt	thorsg2003.txt	
imcard2003.txt	UH2003.txt	
ingast2003.txt	urol2003.txt	

File name: **basic2003.txt** ←

Files of type: **All Files (*.*)**

Select the appropriate
folder to upload the .txt
file into ←

Choose **Upload** ←



3.jpg
4.jpg
5.jpg
6.jpg
7.jpg
About_the_Case_Study.htm



Upload File : To add a file from your computer, **Browse** for it, s then click **Upload**. Select it in the list above and click **Add selected** connection, this process may take several minutes.

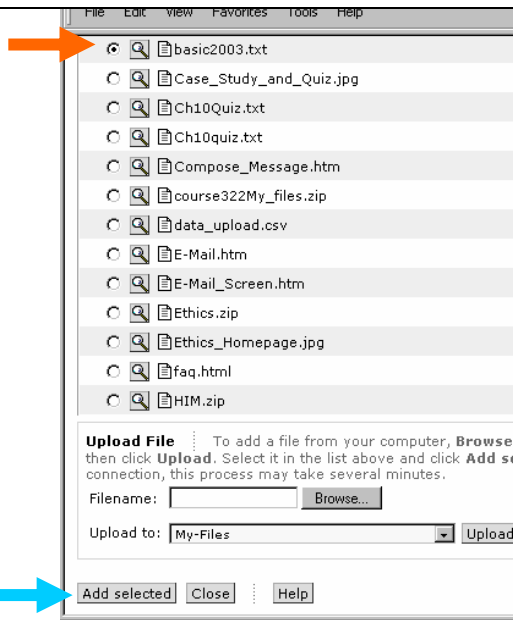
Filename: **C:\Documents an** **Browse...**


Upload to: **My-Files** ←

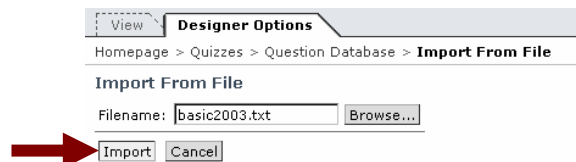
- My-Files
- /Confidentiality
- /End_of_Life
- /Ethical_Responsibilities_to_Society
- /HomePage
- /Impatica
- /Informed_Consent** ←
- /Introduction_to_the_Modules
- /multimedia
- /Organ_Donation
- /Research

Select  for the uploaded file 

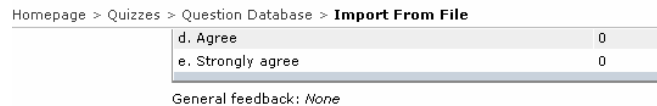
Choose  



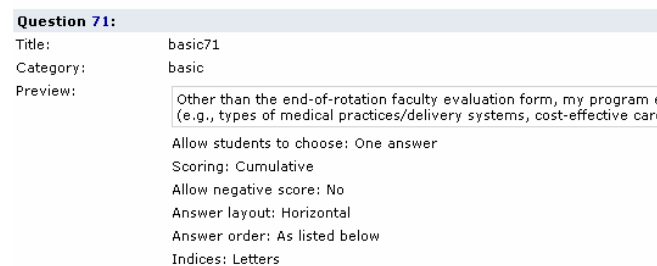
Choose  





The file is imported.



Proofread questions. To make changes, select cancel and edit original file. If no changes are needed, scroll to the bottom of the page.



Choose  

The questions are now imported into the question database.



4. Add Questions to the Survey from the Question Database

From the Quizzes/Surveys page:

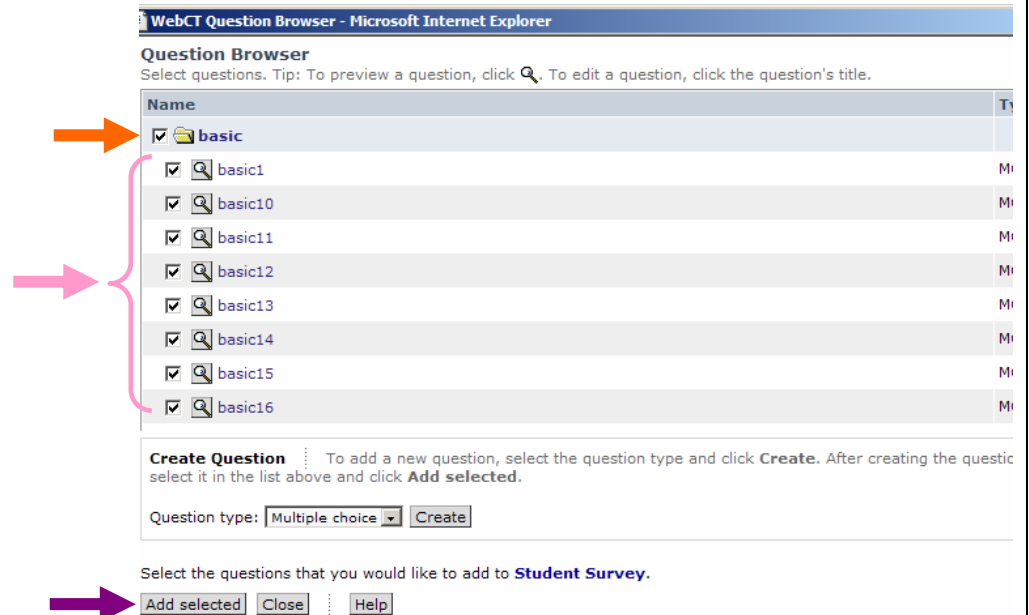
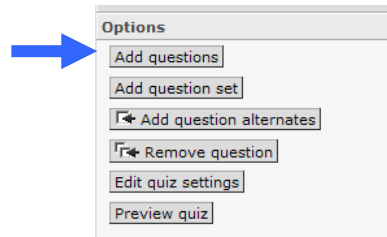
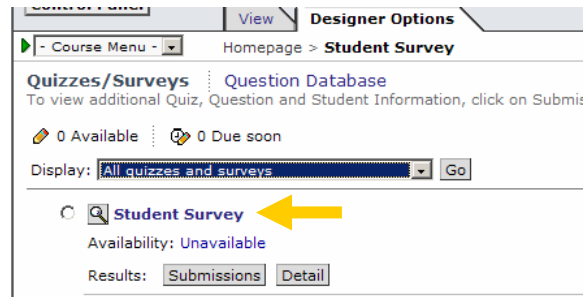
Click on the survey in which to add questions →

Choose →

Select the questions to be added to the survey by clicking in the selection box →

Or to select all questions in a folder, select the beside the folder. →

After selecting all the questions to be added, choose →



The survey can be previewed by choosing

Preview survey



Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

Add questions

Add question set

Add question alternates

Remove question

Edit survey settings

Preview survey



Survey preview



5. Set the Survey Settings

From the Survey List, select the name of the survey to work on, choose

Edit survey settings



Options

Add questions

Add question set

Add question alternates

Remove question

Edit survey settings

Preview survey

Basic Settings

Survey title (required),



Display question titles,



How the questions are delivered



Availability

Specify date and time survey will become available or will no longer be available.



Allow access now

Deny access now

Choose to allow or deny access immediately.



Selective Release (optional)

Note: Leave this entire section blank to release the survey to all students.



To release the survey only to a certain student or students,

choose

Select



Select the appropriate student(s)



Choose

Update



Control Panel View Designer Options
 Course Menu - Homepage > Student Survey > Survey Editor > Settings

Survey Settings: Student Survey
 For information on how to use survey settings, click Help in the top menu bar.

Basic Settings

*Survey title: Student Survey

Question titles: Show the question titles when students view the survey.

Question delivery: Deliver all the questions at once.
 Deliver one question at a time, where any question can be revisited.
 Deliver one question at a time, where students must answer or skip each question to proceed.

Availability

Available after: July 27, 2004 02pm 50 Allow access now

Available until: August 17, 2004 10pm 55 Deny access now

Selective Release

Release to: Select

Release based on: --- Contains

Hide: Remove this survey from quiz/survey lists if students do not meet the selective release criteria.

Security

Proctor password: Students must enter the password to gain access to the survey.

IP address mask: Only machines which match the IP mask . . . may be used to access the survey.

Submission

Submission message: Thank you for your submission.

Email submissions: Send a copy of each student's submission via e-mail to .

Update Cancel

*Required fields.

Selective Release

Release to: Select

Release based on: --- Contains

Member Selection

Update Cancel Paste records

Status	Name	User ID
<input checked="" type="checkbox"/>	Abraham Lincoln	gamma
<input type="checkbox"/>	Lea Mabry	leaannualsurvey
<input type="checkbox"/>	Mary Todd	epsilon
<input type="checkbox"/>	Martha Washington	beta

Update Cancel

The WebCT id for the selected students will display in the **Release to:** textbox. →

To release the survey based on specific criteria that must be met before the survey is made available, select the column, quiz, survey or assignment from the drop-down menu →

From the second Release based on: drop-down list, select the release criteria →

Enter the specified numeric or alphabetical value or specified text string. →

To hide the survey from students who do not meet the selective release criteria, select the at Hide: →

Selective Release
Release to:
Release based on:

Selective Release
Release to:
Release based on:
Hide: Remove this survey from quiz/survey lists if students do not meet the selective release criteria.
Security
Proctor password: Students must enter the password to gain access to the course.
IP address mask: Only machines which match the IP mask . . . may be used.

Selective Release
Release to:
Release based on:
Hide: Remove this survey from quiz/survey lists if students do not meet the selective release criteria.
Security
Proctor password: Students must enter the password to gain access to the course.
IP address mask: Only machines which match the IP mask . . . may be used.

Selective Release
Release to:
Release based on:
Hide: Remove this survey from quiz/survey lists if students do not meet the selective release criteria.

Security (optional)

To restrict survey access to students in a proctored setting, In Proctor password: enter a password. →

Important: Be sure to give the proctor the password in advance. Without it, the student will not be able to access the survey.

Submission (optional)

To provide a message to students verifying correct submission of their survey, enter a message in the textbox. →

To receive an email of each student survey, enter your email address in the textbox. →

After all settings are set, choose →

Security

Proctor password: Students must enter the password to gain access to the quiz. ←

IP address mask: Only machines which match the IP mask . . . may be used to access the quiz.

Submission message: →

Email submissions: Send a copy of each student's submission via e-mail to ←

*Required fields.