



Universität
Basel

ADAM

Quick start guide for surveys

Quick Start Guide

Surveys within Workspaces

This quick start guide is intended to give an overview of the basic functions of the new survey function in the distribution and learning platform ADAM. More detailed information to ADAM can be found in the ADAM Handbook and in further quick start guides that can be accessed through the **Help** menu or directly and publicly on <https://adam.unibas.ch/help>.

The online help of Ilias 5.1 on which ADAM is based can be found on: http://www.ilias.de/docu/goto_docu_cat_5154.html

What is a survey in ADAM?

Surveys in ADAM are online forms with multiple or single choice questions and essay or text input. These forms will be answered by members or your Workspace (i.e. the students of your course).

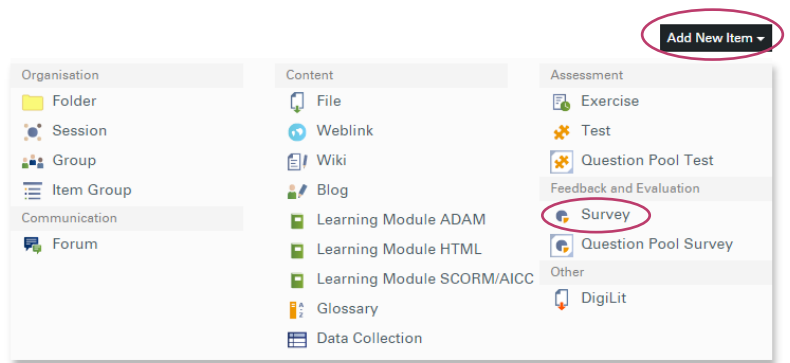
What you cannot and should not do with the survey module

The survey module within ADAM is strictly for surveys bound to your workspace. It is not possible to invite users outside from ADAM or make the survey public. To fill out a survey the participant needs to have an ADAM account and must be logged in. For public surveys please evaluate one of the many web based applications like Limesurvey (www.limesurvey.org), Wufoo (www.wufoo.com), etc. that are available on the internet.

For surveys with many questions that will be sent to many participants and are related to the University of Basel please use EvaSys (contact: www.leval.unibas.ch).

How to create a survey within a Workspace?

1. To create a survey within your workspace you simply choose **Survey** from the **Add New Item** menu.



2. You then have to enter a **title** and if you wish a **description** of the survey. The title and description will be visible to your workspace members.

You can choose from 2 types of surveys:

- The **Default** type creates a survey for gathering information from the participants.
- The **360° Feedback** type gives the possibility to peer review the participants of a survey.

This quick start guide is for a default survey.

3. After clicking on **Add survey** the settings of the survey must be defined (see next page).

Within the SETTINGS section you have to choose if the questions that will be added to the survey can also be added to a question pool or if all the questions that will be added are only ment for the survey you just created.

If you choose the first option then you will be asked prior to every question you create if this question should be added or taken from a question pool or if you like to create a new question pool with the question.

Within the AVAILABILITY section you decide if the survey is available as long as it is online or only within a period. When activating **Limited Availability Period** you have to define start and end date and time for the survey. Once the limited availability period has expired the survey is no more visible to the participants.

You can activate the survey by activating the checkbox **Online**, but only if there are questions added to your survey before. **Once a survey is online questions can not be added or changed.** This is also the case when you received an answer.

You can define an introduction to the survey by filling out the **Introduction** field. Here you can use all kind of markup and format your text.

ADMINISTERING THE SURVEY: ACCESS
You can limit the period in which participants have access to the survey, meaning a period in which the survey can be filled. Compare this to the visibility or availability. If you do not limit the availability the survey is available (can be filled out) as long it is set to online. If you do not limit the access the survey can be filled out as long it is set to online.

ADMINISTERING THE SURVEY: BEHAVIOUR OF QUESTION

Every question in your survey has a title. This title, which is not the question, can be shown or hidden by activating resp. deactivating the checkbox for it.

SETTINGS

AVAILABILITY

INFORMATION BEFORE START OF SURVEY

ADMINISTERING THE SURVEY: ACCESS

ADMINISTERING THE SURVEY: BEHAVIOUR OF QUESTION

FINISHING THE SURVEY

If you would like to give the participants the possibility to see their own submitted answers or even send those answers to them by e-mail you just have to activate the corresponding checkboxes.

Here you can define a **final statement** or a thank you message.

If you would like to receive an e-mail each and every time a participant filled out the survey you need to activate the checkbox **«Email notification»**.

If you would like to have an e-mail when all the participants have filled out the survey you can activate this too. This means the survey is finished and 100% of the participants answered.

FINISHING THE SURVEY

Participants can View Own Answers After finishing the survey, participants can view a list of all answers they provided. They cannot change their answers

Participants can Mail Own Answers Participants can request a mail containing their own answers.

Final Statement

You have finished the survey. Thank you for your participation!

Path: p

Email notification On finishing the survey the answers of each participant will be sent to the defined recipients.

Recipient addresses * Enter a comma separated list of recipients who will receive a notification on finished surveys.

Additional participant data

These placeholders are replaced by actual user data if 'Privacy' is 'With Names': [FIRST_NAME]: First Name [LAST_NAME]: Last Name [LOGIN]: Login

These placeholders are replaced by actual user data if 'Privacy' is 'Without Names': [FIRST_NAME]: First Name [LAST_NAME]: Last Name [LOGIN]: Login

One E-Mail after all Participants Finished

REMINDERS

Normally you have to remind the participants to take part in a survey. You can activate an automatic reminder within this section.

If activated you have to decide how often the participants should be reminded. The frequency must be at least 1.

Please be advised that reminding your participants too often can be counterproductive.

REMINDERS

Remind Users to Participate

Start * 10 April 2017

End Days

Frequency * 1 Days

Minimum Value: 1

Value too low. Please enter a higher value.

Target Group *

All members of parent course/group
Number of current recipients: 2

All users who got the survey put on their Personal Desktop
Number of current recipients: 0

RESULTS

You can either give access to the end and detailed results of the survey to all participants of the survey, to all users in your workspace or to nobody except the managers of the workspace.

Please take care to select the option **«Without Names / Anonymous Survey»** if you want the survey to be anonymous. Otherwise first and last name of the participants together with their answers are shown.

RESULTS

Evaluation Access

Off
Only Users that can edit the survey (write permission) have access to the survey's results.

Evaluation Access for All Users
All registered users that can access the survey can also look at the results of this survey.

Evaluation Access for Survey Participants
All users that participated in the survey may choose to look at the results after finishing it.

Privacy

With Names
In the tab 'Results' the names of the participants and their respective answers are listed. Users having access to this tab can inspect who has provided which answer.

Without Names / Anonymous Survey
In the tab 'Results' participants' names are replaced by codes. Users having access to this tab cannot attribute answers to named participants but only to user "TXaF" (example).

Creating the questions in a survey

Before you can activate a survey (put it online) you have to define the questions in it. Once a survey is online or you have received the first answer, no more questions can be added or change and the preconditions can not be changed or created anymore (see further below).

There are 4 types of questions available:

- Multiple choice question (single response)
- Multiple choice question (multiple response)
- Essays
- Metric question
- (and Matrix layout of the Multiple Choice question types)

All types of questions have the following properties in common:

Title

A short descriptive title to the question. Not the question itself. Can be listed or shown before the question as a title.

Label

A label for external programs like SPSS or excel. The labels act as header titles.

Author

The author of the question.

Description

A description or further information to the question.

Question

The question itself. The question can be formatted and structured with a Wysiwyg Editor.

Obligatory

Check this box if the question should be answered, omit it if the question is optional.

Orientation

You can define the orientation of the listed options either as vertical, horizontal or Combobox in the case of a single response field (dropdown)

Some question types have extra properties to the above listed:

MULTIPLE CHOICE QUESTION (SINGLE RESPONSE)

Save and Return Save

Title * Duration

Label duration
Alternative identifier for further data processing (e.g. in SPSS)

Author * Admin ADAM

Description

Question * Paragraph
How long does it take you to reach your work place (one way)?

Path: p

Obligatory

Orientation Vertical
 Horizontal
 Combobox

Answers	Answer	Open answer	Scale	Actions
	less than 10 minutes	<input type="checkbox"/>	1	+ - ^ v
	10-20 minutes	<input type="checkbox"/>	2	+ - ^ v
	20-30 minutes	<input type="checkbox"/>	3	+ - ^ v
	30-40 minutes	<input type="checkbox"/>	4	+ - ^ v
	more than 40 minutes	<input type="checkbox"/>	5	+ - ^ v
	Text for a Neutral Answer ('Not Specified', 'I don't know' etc.)			
	<input type="text"/>		6	

Add Phrase Save as Phrase

Multiple choice question (single response)

The participant can only choose one answer option out of many. Enter all possible answer options in the answer field. By clicking on the plus sign you can add more options. You can sort the options by clicking on the up and down arrow buttons. Neutral answers like **None of the above** can be added in the last text field. **Open answer** means that the answer in this checkbox can be overwritten and is therefore a freetext input field.

MULTIPLE CHOICE QUESTION (MULTIPLE RESPONSE)

Save and Return Save

Title * Kind of transportation

Label mobility_device
Alternative identifier for further data processing (e.g. in SPSS)

Author * Admin ADAM

Description

Question * Paragraph
Which kind of transportation do you use for your daily work? Up to 3 answers are possible.

Path: p

Obligatory

Orientation Vertical
 Horizontal

Answer selections Set a number of answer selections
Minimum
Maximum

Answers	Answer	Open answer	Scale	Actions
	Car	<input type="checkbox"/>	1	+ - ^ v
	Bike	<input type="checkbox"/>	2	+ - ^ v
	Public Transport	<input type="checkbox"/>	3	+ - ^ v
	Walking	<input type="checkbox"/>	4	+ - ^ v
	Motorcycle	<input type="checkbox"/>	5	+ - ^ v
	Text for a Neutral Answer ('Not Specified', 'I don't know' etc.)			
	Some other transportation		6	

Multiple choice question (multiple response)

The participant can choose more than one, all, none or a given maximum of options. In the example on the left the participant must choose at least 1 and can choose up to 3 options available. **Open answer** means that the answer in this checkbox can be overwritten and is therefore a freetext input field.

ESSAY

Save and Return Save

Title *

Label
Alternative identifier for further data processing (e.g. in SPSS)

Author *

Description

Question *

B **I** **U** **A** **B** **C** | **¶** **¶** **¶** **¶** **¶** **¶** | Paragraph

Do you have any comments to this survey?

Path: p

Obligatory

Maximum Number of Characters

Width *
Minimum Value: 10

Height *

Essay questions

Questions of the type essay are free text questions. The participant can enter as many characters as are allowed (Maximum Number of Characters).

The only properties that need to be defined are Width and Height of the input field.

Please use according numbers here as it is meaningless to define a width of 100 for a surname for example.

If you do not define a maximum number of characters the participant will be able to enter more than enough characters.

METRIC QUESTION

Save and Return Save

Title *

Label
Alternative identifier for further data processing (e.g. in SPSS)

Author *

Description

Question *

B **I** **U** **A** **B** **C** | **¶** **¶** **¶** **¶** **¶** **¶** | Paragraph

How many days do you work per week?

Path: p

Obligatory

Subtype *
 Interval
 Equivalent intervals between measurements allow a meaningful comparison between arbitrary pairs of measurements. The zero point on the scale is arbitrary, so negative values can be used. Examples of interval values are the year date in many calendars or the temperature in Celsius scale.
 Ratio-Non-Absolute
 In addition to the interval measurement there are also meaningful ratios between arbitrary pairs of numbers. The zero value on a ratio scale is non-arbitrary. Most physical quantities, such as length in centimeters or duration in seconds are measured on ratio scales.
 Ratio-Absolute
 The ratio absolute measurement uses natural numbers additional to the non-arbitrary zero point for example the number of children in a family or probability.

Minimum Value

Maximum Value

Metric questions

There are 3 subtypes of metric questions. These subtypes seem to be a little complicated.

Interval

Use for dates in calendars, time or temperature.

Can be negative.

Ratio-Non-Absolute

Physical quantities like length in cm, duration in seconds, etc. **No negative numbers.**

Ratio-Absolute

Absolute, natural number within a range. For example age 1 - 99.

Subtype
 Option Buttons (Single Response)
 Check Boxes (Multiple Response)

APPEARANCE

Column Separators
Select the check box if you want to have separators (thin lines) between the columns in the output of the Matrix Question

Row Separators
Select the check box if you want to have separators (thin lines) between the rows in the output of the Matrix Question

Neutral Column Separator
Select the check box if you want to have a separator (thick line) between the neutral column and the other columns in the output of the Matrix Question

MATRIX COLUMNS

Column Text	Scale	Actions
<input type="text"/>	<input type="text" value="1"/>	+ - ^ v
Text for a Neutral Column ("Not Specified", "I don't know" etc.)		
<input type="text"/>	<input type="text" value="2"/>	

Add Phrase Save as Phrase

MATRIX COLUMN SETTINGS

Bipolar Adjectives You may use a pair of bipolar adjectives to scale the column responses to words, short phrases, or texts

Left Pole

Right Pole

MATRIX ROWS

Row Text	Open answer	Label	Actions
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	+ - ^ v

Matrix questions

Matrix questions are just another presentation of several single or multiple choice questions.

Matrix questions can either have Single or Multiple Response form. You need to define the appearance of the columns and rows and if wished neutral or bipolar columns.

Page View of questions

[Create Page](#)
[Add from Pool](#)
[Previous Page](#)
[Next Page](#)

Jump to
[Delete Page](#)
[Move Page](#)

Kind of transportation

Which kind of transportation do you use for your daily work? Up to 3 answers are possible. *

Please check at least 1 and at most 3 answers

Car
 Bike
 Public Transport
 Walking
 Motorcycle
 Some other transportation

[Delete](#)
[Cut](#)
[Copy](#)
[Select All](#)

List View of questions

(1 - 5 of 5)

[Define Question Block](#)
[Execute](#)
[Save Obligatory States and Order](#)

Sort Order	Title	Obligatory	Description	Type	Author	Question Pool
<input type="checkbox"/> 10	Kind of transportation	<input checked="" type="checkbox"/>		Multiple Choice Question (Multiple Response)	Admin ADAM	Actions
<input type="checkbox"/> 20	Duration	<input checked="" type="checkbox"/>		Multiple Choice Question (Single Response)	Admin ADAM	Actions
<input type="checkbox"/> 30	Working days	<input checked="" type="checkbox"/>		Metric Question	Admin ADAM	Actions
<input type="checkbox"/> 40	Part time	<input checked="" type="checkbox"/>		Multiple Choice Question (Multiple Response)	Admin ADAM	Actions
<input type="checkbox"/> 50	Comments	<input type="checkbox"/>		Essay	Admin ADAM	Actions
<input type="checkbox"/>	Select All					

Print View of questions

Title/Label
[Show](#)
[Print](#)
[PDF Export](#)

Kind of transportation

Which kind of transportation do you use for your daily work? Up to 3 answers are possible. *

Please check at least 1 and at most 3 answers

Car
 Bike
 Public Transport
 Walking
 Motorcycle
 Some other transportation

Listing your questions

Once questions are defined they are listed in the questions tab. You can change the view by selecting one of the view types below the tab:

- Page View**
 In Page View you see all the questions that are on one page. You can change the order of the pages, add or delete pages here. Paged surveys are used if you would like to structure the questions by topic.
- List View**
 In List View you can change the order or mandatory state in an easy way. You can also combine questions to a question block.
- Print View**
 In Print View you see a printable version of your survey. You can use this view to print out a paper version of your survey or create a PDF from your survey. Please be advised that the PDF is not an interactive PDF form.
- Preview**
 The Preview lets you preview the survey.

Inviting participants

Once a survey is online it is visible in the content area of the corresponding workspace or folder as long as the survey is set to online or within the limited availability period.

If you want to invite participants to your survey you can do this by choosing **Invitation** within the **Participants** tab of your survey.

Please be advised that an invitation only means that a link reference is made on the participants personal desktop. No e-mail is being sent and only members of your workspace can be invited!

You can either invite all users (of your workspace) or a predefined user set in which case you have to provide the e-mail addresses of the participants.

Results of a survey

The results of a survey can be seen within the **Results** tab of the survey. You can decide if the cumulated, cumulated detailed or user specific results should be shown.

In every view you can either export the results as an Excel file or comma separated values (CSV) or print the results as a PDF.

Mobility survey

A survey probing the mobility of all workspace members

Actions

Questions Info Settings Preconditions Participants **Results** Metadata Export Permissions

Cumulated Results Cumulated Results (Details) User Specific Results

Export survey data as

(1 - 5 of 5) Columns Rows

Title ↑	Question	Question Type	Users Answered	Users Skipped	Median	Arithmetic Mean
1. Kind of transportation	Which kind of transportation do you use for your daily work? Up to 3 answer...	Multiple Choice Question (Multiple Response)	1	0	n/a	n/a
2. Duration	How long does it take you to reach your work place (one way)?	Multiple Choice Question (Single Response)	1	0	3	n/a
3. Working days	How many days do you work per week?	Metric Question	1	0	3	3
4. Part time	Why do you work less than 5 days a week?	Multiple Choice Question (Multiple Response)	1	0	n/a	n/a
5. Comments	Do you have any comments to this survey?	Essay	1	0	n/a	n/a

(1 - 5 of 5)

6. ...and to provide a corresponding value to the relation (i.e. 5).

7. After all constraints are given the existing preconditions are shown next to the listed question.

Mobility survey

A survey probing the mobility of all workspace members
Status: offline

1

Questions Info Settings **Preconditions** Participants Results Metadata Export Permissions

For every entity (a single question or a question block with multiple questions) one or more preconditions could be defined. These preconditions will be derived from the answers of the survey participants of questions which occur earlier in the survey. Since the first entity has no previous questions or questionblocks there is no possibility to define preconditions for it.

➔ Add Precondition

Available survey entities for preconditions	Existing Preconditions
1. <input type="checkbox"/> ? Kind of transportation	The first entity could not have any preconditions because there are no previous questions.
<input type="checkbox"/> 2. <input type="checkbox"/> ? Duration	
<input type="checkbox"/> 3. <input type="checkbox"/> ? Working days	
<input checked="" type="checkbox"/> 4. <input type="checkbox"/> ? Part time 2	
<input type="checkbox"/> 5. <input type="checkbox"/> ? Comments	
<input type="checkbox"/> Select All	

Questions Info Settings **Preconditions** Participants Results Metadata Export Permissions

MULTIPLE CHOICE QUESTION (MULTIPLE RESPONSE): PART TIME

Show page if each constraint is fulfilled 3
 if one constraint is fulfilled

Step 1: Select a prior question 4

<< Back Continue >>

Questions Info Settings **Preconditions** Participants Results Metadata Export Permissions

MULTIPLE CHOICE QUESTION (MULTIPLE RESPONSE): PART TIME

<< Back Continue >>

Show page if each constraint is fulfilled
 if one constraint is fulfilled

Step 1: Select a prior question

Step 2: Select a Relation 5

Step 3: Enter a Value 6

<< Back Continue >>

Available survey entities for preconditions	Existing Preconditions
1. <input type="checkbox"/> ? Kind of transportation	The first entity could not have any preconditions because there are no previous questions.
<input type="checkbox"/> 2. <input type="checkbox"/> ? Duration	
<input type="checkbox"/> 3. <input type="checkbox"/> ? Working days	
<input type="checkbox"/> 4. <input type="checkbox"/> ? Part time	Working days < 5 Edit Delete 7
<input type="checkbox"/> 5. <input type="checkbox"/> ? Comments	