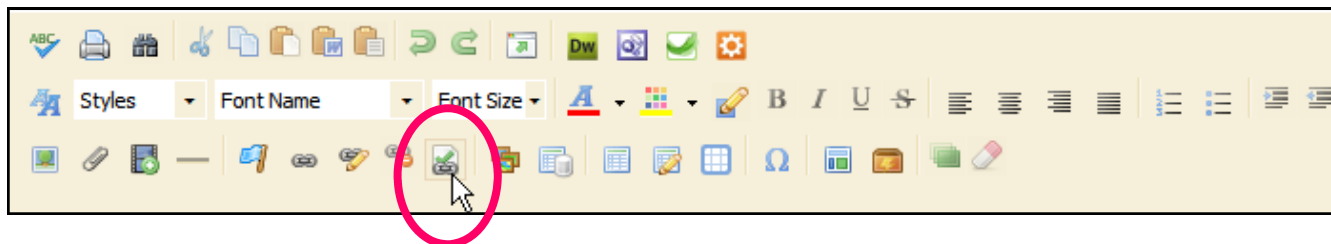


Schoolwires Forms and Surveys Tips

- The survey must be **inactive** to create or modify the content, you must also **Clear the responses** to fully edit the survey.
- **The survey does not have a SAVE button**, it automatically updates as you work on it. Just close the window when finished.
- For a one question per page format, click **Insert Page** before you insert a new question.
- When selecting **Item Types** keep in mind:
 - **One answer** means only one item can be selected as an answer.
 - **Multiple answer** means that more than one item can be selected as an answer.
- If you want to use a survey as a quiz, put a point value next to the correct answer. (Do not select Default– this will show the answer in the survey) When you export your data you can select to show the total point value! An easy way to grade a quiz!
- You must **insert** the Form/Survey on to a Flex Editor page to access the form/survey.



Forms & Surveys

Forms & Surveys
Create and manage forms and surveys for your site.

Forms & Surveys Reports

New Form/Survey Import Form/Survey

STATUS	TITLE	RESPONSES	ACTIONS
INACTIVE	Schoolwires Quiz	1	View Options More ▾

More menu options:
 Analyze Responses
 Clear Responses
 Export Form/Survey
 Delete Form/Survey

Click **New Form/Survey** to create a new survey.

Status
Inactive: to create or edit
Active: Survey live and ready for responses

Click the **Reports** tab to view results and Export the Data from the survey!

View: click to view survey

Options: select settings for deployment and reporting.

Survey Title: click to create/edit

Responses: how many people responded to the survey

More:
Analyze Responses– see all answers
Clear Responses– clears all answers for editing survey
Export Form/Survey– export survey (not results)
Delete Form Survey– permanently

Reports

Forms & Surveys
Create and manage forms and surveys for your site.

Forms & Surveys **Reports**

View Reports for the form or survey of your choice.

Select a Form or Survey

Please select a survey

Please select a survey

Schoolwires Quiz

Use the Reports tab to view results of a survey and/or Export the Data.

Individual Responses:
view responses of individuals

Results Overview:
provides list of responders.

Export Data: Use this to export the data to Excel

(Schoolwires Quiz) Reports
View an overview of the results, view individual responses, or export your data. If you want, you can choose another survey to review.

Results Overview Individual Responses Export Data

Select Another Form or Survey

-- Please Select --

Date	Time	Username	First Name	Last Name	IP Address	Actions
11/7/2011	10:58 AM	mWashington	Martha	Washington	69.74.236.101	View

Exporting Data To Excel

Export Data for (Schoolwires Quiz)

Select an export format, a data export format, and any additional fields you'd like to include in your export.

Export Encoding

Western European (Windows) ▼

Export Format

- Export Data to Excel (CSV) Export data to CSV (Excel) Format. This allows for easy opening and editing using Microsoft Excel.
- Export data to XML. This format is commonly used by data reporting applications such as Crystal Xcelcius.

Data Format

- User Responses Export each user's response as a row, with one column per question.
- Show [No Answer Entered] instead of blank (User Responses only)
- Individual Responses Export each answer as a row, with multiple rows for multiselect questions.
- SPSS Format Extended Export each response as row, one column per possible answer to each question.
- SPSS Format Condensed Condensed single option answers, selected options as '1' or '0'.
Note: The question "alias" (if one is assigned) will export as the column/question identifier. Remove empty responses if desired in admin tools using "database validation tool". If respondent closes browser without answering any questions the empty response is counted in "total count".

Response Data

- Username IP Address Date Started Time Started
- Date Completed Time Completed

Scores for Assigned Points

- Display Sum Total of Point Values Column (all exports except Individual Responses)
- Export Assigned Point Values Instead of Text Answers (all exports except Individual Responses)

User Data

- First Name Last Name Email Address

Hidden Fields

- Include all hidden fields in the exported data Include unique Response ID Include Survey ID

Make selections based on personal preference for the information you wish to have exported.

Export Data

Cancel