Creating a Pulse Survey

Overview

This is a guide on how to create an anonymous or non-anonymous pulse survey. They are often completed anonymously, but if there is a need to identify students so that their responses can be sent to appropriate people, for example, tutee information to tutors, or an individual's welfare concerns to the senior tutor, the surveys can be set up to capture identifying information. It is important to inform students how their responses will be used and who will have access to the information.

Anonymous surveys can be created in ICT-supported tools: Blackboard, Qualtrics, Microsoft Forms and Mentimeter. Mentimeter is designed to be used in real-time with visualisations of responses shared with participants, but the participant link can also be distributed or embedded elsewhere, e.g. in a Blackboard course, for asynchronous participation.

A non-anonymous survey can be created in a Blackboard course and made available to students in the course content. Non-anonymous survey data downloaded from Blackboard must be stored in a secure location, such as OneDrive for Business or SharePoint. Any sensitive information should be encrypted for storing or sharing.

For help, please contact your [Faculty Ed Tech Team](#) or [ICT](#).

Blackboard

Creating an anonymous survey in a Blackboard course

1. From the **Control Panel** in your course, select **Course Tools** and then **Tests, Surveys and Pools**.
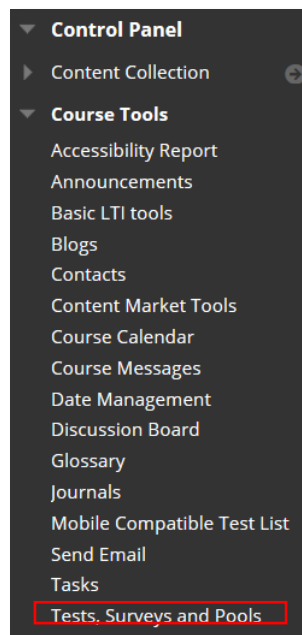
2. Select **Surveys** and click **Build Survey**.
3. Choose a name for the survey, and optionally add a description and instructions, then click **Submit**.
4. Add questions in the **Survey Canvas**. Blackboard offers many different question types, including: opinion scale/Likert, multiple choice, multiple answer and short answer questions.

   Select the type of question from the **Create Question** menu, add a question title (optional), the question text, then set question and answer options, as required, and click **Submit**.

   After adding all questions, click **OK** to return to Surveys.

5. Once created, a survey and individual questions can be modified by selecting **Edit** from the menu for the survey and for the question, respectively.

   The order of questions can be changed by dragging them to a new location in the **Survey Canvas**.

Creating a non-anonymous survey in a Blackboard course

1. From the **Control Panel**, select **Course Tools** and then **Tests, Surveys and Pools**.
2. Select **Tests** and click **Build Test**.
3. The steps for naming the test, creating and editing the test questions are similar to steps 3-5 above for surveys.
4. Zero points can be allocated to each question in the **Test Canvas**.

5. A column will automatically be created in the Grade Centre for the test. From the **Control Panel**, select **Grade Centre** then **Full Grade Centre.**
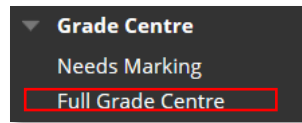
6. Find the grade centre column for the test and from the menu ⌄ for the column set **Hide from students** to **on**. In the column, *Needs Marking* will be displayed after submission of the test – this can be ignored.
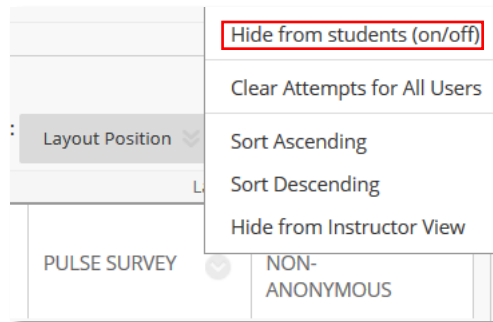
Adding the survey to course content

1. Under **Content** and with Edit mode ● ON , navigate to the location where the survey (or test) will be made available. From the **Assessments** menu select **Survey** (or **Test**), choose the survey from the list and click **Submit**.
2. Set the **Survey Options.** Set the following to Yes: *Open Survey in New Window* and *Make available to students* then click **Submit**.
    Or set the **Test Options**. Set the following to Yes: *Open Test in New Window* and *Make available to students*. Untick *Include this Test in Grade Centre Calculations*, set feedback to be shown *After Submission* and tick *Submitted,* only, then click **Submit**.

    To edit options, select **Edit the Survey** (**Edit the Test**) from the menu ⌄ for the survey.

3. Remind students to **Save and Submit** their responses on completion. It is only possible to auto-submit surveys if a timer is set in the **Survey Options (Test Options)**.

Creating copies of surveys in Blackboard for repeated use

1. To run a survey at different points during a module, navigate to **Tests Surveys and Pools**, select **Surveys** (**Tests**) and select Copy from the menu for the survey (test) ⌄ .
2. Rename the copy of the survey (test) by selecting **Edit** from the menu for the survey (test).
3. Add the copy of the survey (test) to course content.

Downloading the survey data

1. From the **Control Panel**, select **Grade Centre** then **Full Grade Centre**.
2. Find the grade centre column for the survey (test) and select **Download Results** from the menu ⌄ for the column.

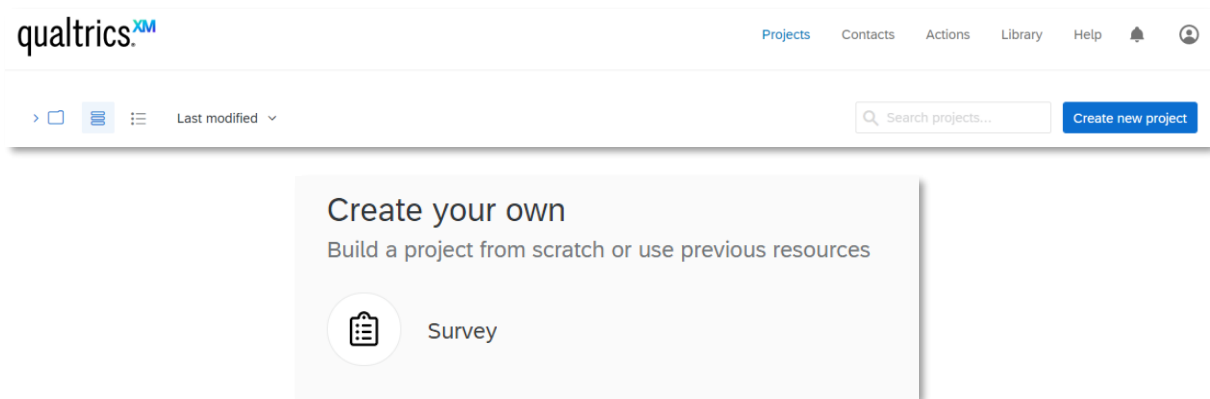# Qualtrics

Creating and publishing an anonymous survey

1. To create a survey, follow the instructions on the digital tools and services webpages: Creating a form/survey.

   Qualtrics offers numerous question types, including: multiple choice, rank order, text entry and slider scale.

2. To publish your survey, follow the Publishing a form/survey instructions.
3. The Qualtrics URL to your survey (anonymous link) can be emailed to students or included in a Blackboard course or MS Teams site for a module.

Creating copies of Qualtrics surveys for repeated use

1. Click on **Create new project** and click on **Survey**.

2. Give the survey a name, select **From a Copy**, then select the source project from the drop-down list and click **Get Started**.
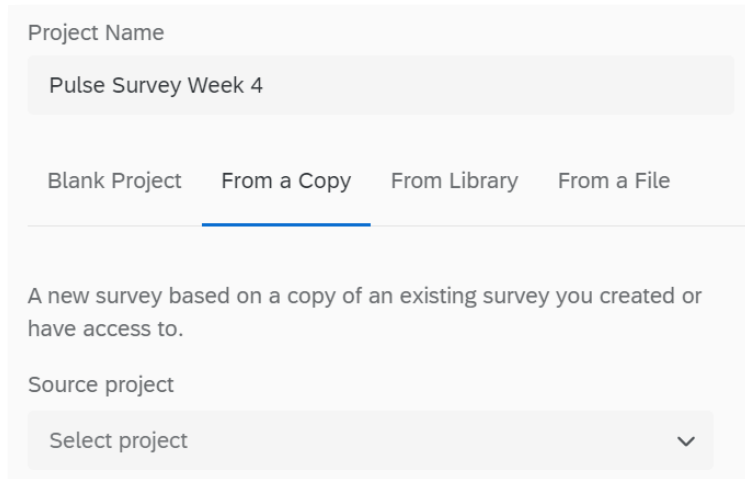
Downloading survey data from Qualtrics

1. To download the data, follow the extracting survey data and reports instructions.

Microsoft Forms

Creating an anonymous survey

1. From Office 365, in the Forms App, click on **New Form**.
2. Add a title and optional description. The survey will be saved automatically as you work.
3. For each question, click **+ Add new** and select a question type from the question bar or drop-down list.

   Forms offers multiple choice, multiple answer and text answer, rating, ranking and Likert-scale questions.

4. Edit question and answer options (click on questions to re-edit them). Questions can be set to be required or optional.

Making a survey available to participants

1. Click on the survey to open it.
2. Click **Share**, select **Only people in my organisation can respond** from the drop-down list and copy the link (URL) to the survey.

   The link can be emailed to students or included in a Blackboard course or MS Teams site for a module.
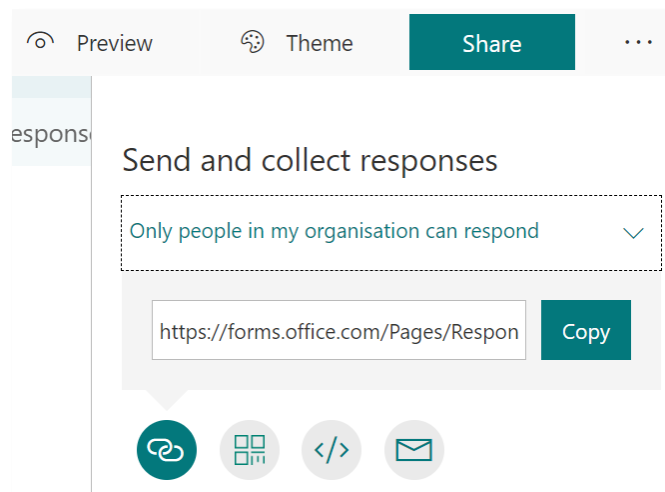
Creating copies of Forms for repeated use

1. Click ⋯ **More options > More form actions** for your survey and click **Copy**.
2. Click on the copy to edit the title.

Viewing survey responses

1. Click on the survey and then select the **Responses** tab to see a summary of responses to each question. Click **More Details** to see the responses for individual questions.
2. From the **Responses** tab, click **View Results** to see results for each respondent.
3. Click ▦ Open in Excel to get the responses in a spreadsheet.

Mentimeter

Creating an anonymous survey

1. Log in to Mentimeter by following the instructions on the [ICT teaching and learning webpages](#).
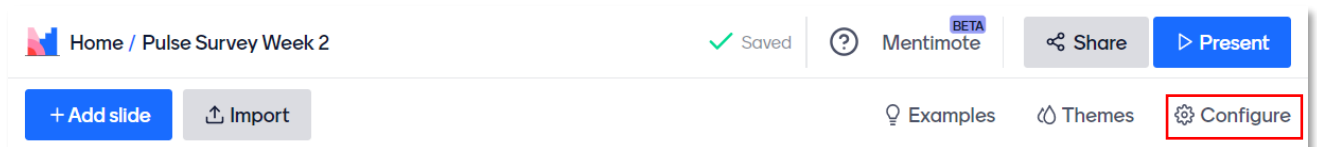
2. From the dashboard click **+ New presentation**, give your presentation a name and click **Create presentation**.
3. In the Edit View, select a question type.

   Mentimeter includes the following relevant question types: multiple choice/multiple answer, scales for rating, ranking, open ended (short answer).

4. Edit the question details and choose a results layout. To hide the results from participants, select the **Customize** tab and tun on **Hide results**.
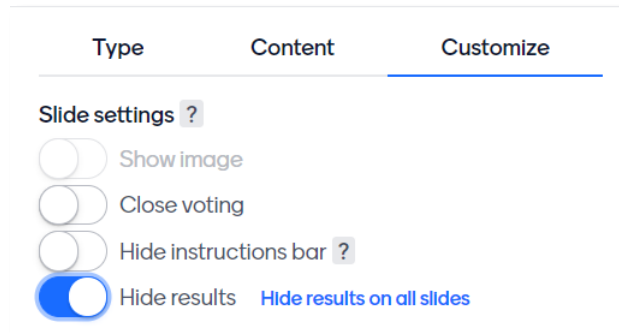

4. Click **+ Add slide** to add more questions. Use drag and drop to re-order questions.
5. If the survey is to be completed asynchronously rather than in a face-to-face or live session, click **Configure** and for the presentation pace select **Audience pace**.

6. For a live presentation, click **Present** and instruct participants to go to www.menti.com and enter the code included at the top of your slides.

Sharing the voting link for asynchronous participation

1. From the dashboard click on ••• for the survey presentation and select **Share voting link**.
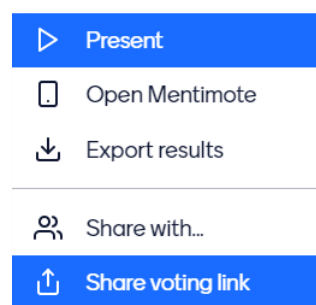
   The copied link can be emailed to students or pasted in a Blackboard course or MS Teams site for a module.
2. Contact your [Faculty Ed Tech Team](#) for help to embed the survey in a Blackboard course using the embed code and voting link.

Duplicating surveys for repeated use and exporting results

1. To create copies of a survey, from the dashboard click on ••• for the survey presentation and select **Duplicate**.

2. To export results to Excel, from the dashboard click on ••• and select **Export results**, then click on the download link under **Export to excel**.