SurveyShare:
Surveying the World Online

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SurveyShare Homepage
(http://Surveyshare.com)

Sign Up for Free Account

Log In to SurveyShare


1a. Choose Template Option
Choose Category of Template

Preview Templates

1b. Choose Specific Template

1b. Choose Specific Template (Continued)

Other Paths....

2. Choose Blank Slate Option
3a. Choose Past Surveys Option

3b. Choose a Previous Survey

4a. Choose Item Bank Category

4b. Pick Items from Category

5a. Choose Template Bank Option
Let's Walk through the process after selecting a template!

1. Change Survey Title
   - SurveyShare.com
   - Change Survey Title
   - You can change the title of your survey. Your respondents will see the same title when they take your survey.

2. Change Survey Theme
   - SurveyShare.com

3. Add, Modify, Duplicate, or Delete Items
   - SurveyShare.com

4. Add Item; Select Item Type
   - SurveyShare.com

5. Add Open-Ended Item
   - SurveyShare.com
11. Logo, Custom Logo, or No Logo

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Logo

Here you may select which logo to display on your survey page. This selected logo will appear on the top left-hand corner of your survey. If you do not have a logo, you may leave this field blank. If you do not have a logo, Custom logo name must be filled, otherwise, no uniform appearance.

Logo (Optional)

12. Modify Survey Opening and Closing Statement

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Opening and Closing Statement

You can modify the text that will be printed on your survey page, and add any personal comments. Formatting of the opening and closing statement can be modified. For instance, you can add or delete a paragraph break, or change the text font, size, and color. The opening and closing statement can be typed into the text box.

Opening Statement

Closing Statement

13. Select Expiration Date

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Set the Survey Expiration Date

The survey will not be accessible after this date. You can set an expiration date in the box below. The survey can be reactivated after the expiration date. The text field is in U.S. Calendar. Time zone is in UTC.

Expiration Date:

14. Select Public (URL based) or Private (email invitation) Survey Option

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Choose Server Type:

Public Server:

Private Server:

URL-based survey: Make the survey available to the public via a URL. The survey can be accessed by anyone who enters the URL.

Email invitation survey: The survey is sent to email addresses only. To send out the survey, please enter the email addresses in the box below.

15. Select Email Subject Line and Body (if applicable)

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Email Management

Email Subject Line

Email Body

16. Input Respondents: Option 1. Type Respondent Emails One at a Time

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Addressing Management to Contact Technical Support Calculation

Excel has the capability to calculate the percentage of respondents and the number of respondents. However, the calculation is not available in the current version of Excel. A workaround is to use a [third-party tool] that can perform the calculation. To calculate the number of respondents, you can use the COUNT function in Excel. For example, to count the number of respondents, you can use the formula =COUNTA(range). It will return the number of non-blank cells in the range, which includes numbers, text, and other data.
29. Sample Survey Welcome Message

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S-Learning: Courseware Satisfaction
Welcome Message

Email subject: S-Learning Survey Invitation
Email body: Welcome to the S-Learning survey! Your feedback is valuable to us as we continuously work to improve our courseware. Please take a few minutes to complete the survey, and your input will help us make the learning experience better for future students.

30. Take Survey Sample Appearance to Respondents

SurveyShare.com

31. Sample Survey Submission Acknowledgement and Thank You

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Instructor Technology
Thank you for participating! Your results have been submitted. We appreciate your time and effort. If you have any questions or need further assistance, please feel free to contact us.

32. Send Reminder E-mail

SurveyShare.com

Send a reminder e-mail to the participants of this survey:
Subject: Reminder - Please Complete the Survey
Body: This is a friendly reminder to complete the survey. The deadline is approaching, and we would greatly appreciate your participation.

33. Send Thank You E-mail

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Send a thank you e-mail to the participants of this survey:
Subject: Thank You for Participating
Body: Thank you for taking the time to participate in the survey. Your feedback is greatly appreciated.

34. Send General Comment Email

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Send a general comment email to:
Footer: SurveyShare.com
Body: Any additional feedback or comments you would like to share.

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41. Download Results to Excel

42. Download Aggregate Results to Excel

43. View Graphs: Bar Chart

44. View Graphs: Pie Chart

45. View Open-Ended Results

46. View Emails of Respondents Who Skipped Certain Questions
53. Tool for Sharing Survey Templates and Results

54. Sharing Survey Template Option

55. Select Survey Template to Share

56. Search for People to Share With

57. Decide Who to Share With

58. Sharing Success!!!
SurveyShare Enterprise Accounts

Enterprise Features
- The enterprise tools encompass 3 sections, which are detailed below:
  1. Self Management of Users
  2. Creating and Managing a Custom Template Section
  3. Changing System Defaults (currently only the main logo)

1. Enter SurveyShare Enterprise Homepage

2. SurveyShare Enterprise Add Accounts or Users

3. SurveyShare Enterprise Modify Users

4. SurveyShare Enterprise Change Logo
5. SurveyShare Enterprise Create Template

Create Survey
- Choose the template that suits your needs.
- Customize the template with your own content.
- Publish the survey once ready.

6. SurveyShare Enterprise: View Manage Templates

Templates
- Create New Template
- Edit Templates
- Share Templates
- Set Access Levels
- View Survey Performance

Any Reactions or Questions?