SurveyShare:
Surveying the World Online

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Part I: Some General Online Survey Advice...

Why Conduct Online Surveys

- Formative assessment of courses, training, ideas, or new policies (e.g., how is virtual class going?)
- Poll opinions on products
- Increase employee, customer, or learner voice and ownership
- Involve people from multiple locations, pool ideas
- Quickly gather answers to questions or updated info

Web-Based Survey Advantages

- Faster collection of data
- Standardized collection format
- Easy to answer clicking
- Wider distribution of respondents
- Quick results (no waiting for secretary to type up)
- Cheaper than pen and paper
- Reusable/shareable survey templates
- Computer graphics reduced fatigue

Online Survey Tool Features

- Maintain email lists and email invitations
- Download results to Excel or SPSS
- Adaptive branching and cross tabulations
- Modifiable templates
- Maintain library of past surveys
- Ability to copy surveys
- Easy email reminders and thank yous

Still More Online Survey Features

- Online help, FAQs, demos, tutorials, white papers, glossaries, site maps, tips, overviews
- Technical support, chat advice
- Supports different types of items (Likert, multiple choice, forced ranking, paired comparisons, etc.)
- Customizable audience lists
- Launch and close surveys
More Online Survey Features
- Online viewing of assessment results and question analysis (including various graphical displays)
- Easy to author surveys
- Instant feedback to participants
- Custom reporting, editable images and background, personalized greetings
- Storage of results in Access or SQL

Still More Features
- Ability to start and stop a survey
- Reports on subgroups
- Randomize q's to reduce bias
- Easy email reminders
- Personalized banner or logo
- Expanded question options
- Ability to copy surveys

Still More Features
- Form pausing
- Spell checking and thesaurus
- Multi-page forums
- Email notification when completed
- Session timeouts for security
- Special export formats
- Publish results

Web-Based Survey Problems: Why Lower Response Rates?
- Low response rate
- Lack of time
- Unclear instructions
- Too lengthy
- Too many steps
- Can't find URL
- Perceived as aggressive

Web-Based Survey Solutions: Some Tips...
- Send second request
- Make URL link prominent
- Offer incentives near top of request
- Shorten survey, make attractive, easy to read
- Credible sponsorship—e.g., university
- Disclose purpose, use, and privacy
- E-mail cover letters
- Prenotify of intent to survey

Pricing Options
- By # of Respondents
- Survey Invitees
- Survey Completions
- Questions
- By Month
- Days Collecting Data
- By # of Surveys Created
- Hosted, Intranet, Private Label
Pricing Options

- Sample Pricing Policies
  - $19.95/month for 1,000 respondents from SurveyMonkey
  - First 50 free; $0.20/response in SurveyKey
  - $1.25/completed survey from SurveyWriter
  - $449/Survey for 3 months + .05/invitée or $1,500 + .05/invitée for 12 months from WebSurveyor
  - $550 for 2,000 respondents from KeySurvey: $1,450 for 5,000 respondents, and $2,500 for 10,000

Part 2: Features of SurveyShare

SurveyShare Homepage
(http://SurveyShare.com)

Sign Up for Free Account

Log In to SurveyShare

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

4c. Hit Continue to Create Survey
6c. Hit Continue to Create Survey

Let's Walk through the process after selecting a template!

1. Change Survey Title

2. Change Survey Theme

3. Add, Modify, Duplicate, or Delete Items

4. Add Item; Select Item Type
5. Add Open-Ended Item

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6. Modify or Edit Item

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6. Edit Item (example #2)

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7. Create Duplicate Item

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8. Move an Item Up or Down

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9. Insert Header in Survey

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22. Preview Survey

23. Review Names and Emails Associated with Survey (alphabetical listing)

24. Go to Surveys Page and Click Activate

25. Activate Survey

26. Option: Schedule Survey Activation

27. Activate Survey
28. Sample Survey Email Invitation

29. Sample Survey Welcome Message

30. Take Survey Sample Appearance to Respondents

31. Sample Survey Submission Acknowledgement and Thank You

32. Send Reminder E-mail

33. Send Thank You E-mail
34. Send General Comment Email

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Send a message to the participants of this survey.

- To send the message, enter the email address of the recipient(s) into the 'To' field, separate multiple addresses with commas.
- Use the 'Subject' field to specify the subject of the email.
- Enter the email body in the 'Body' field.

35. Surveys Page: List of Surveys

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Created and Current Status

<table>
<thead>
<tr>
<th>Survey ID</th>
<th>Title</th>
<th>Status</th>
<th>Created</th>
<th>Updated</th>
<th>Active</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Survey A</td>
<td>Completed</td>
<td>2023-01-01</td>
<td>2023-01-02</td>
<td>Yes</td>
<td>John</td>
</tr>
<tr>
<td>2</td>
<td>Survey B</td>
<td>Completed</td>
<td>2023-01-03</td>
<td>2023-01-04</td>
<td>Yes</td>
<td>Jane</td>
</tr>
<tr>
<td>3</td>
<td>Survey C</td>
<td>In Progress</td>
<td>2023-01-05</td>
<td>2023-01-06</td>
<td>No</td>
<td>Sam</td>
</tr>
</tbody>
</table>

36. View Results

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Survey Results Summary

<table>
<thead>
<tr>
<th>Section</th>
<th>Questions</th>
<th>Responses</th>
<th>Correct</th>
<th>Incorrect</th>
<th>Partial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Q1</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>Section 2</td>
<td>Q2</td>
<td>200</td>
<td>100</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Section 3</td>
<td>Q3</td>
<td>300</td>
<td>150</td>
<td>150</td>
<td>0</td>
</tr>
</tbody>
</table>

37. Cross Tabulate Results

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Cross Tabulation Instructions

Select the surveys and questions to view cross-tabulated results.

38. Cross Tabulate Results

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Cross Tabulation Results

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>Response 1</th>
<th>Response 2</th>
<th>Response 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Q1</td>
<td>10</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Section 2</td>
<td>Q2</td>
<td>40</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
<td>Section 3</td>
<td>Q3</td>
<td>70</td>
<td>80</td>
<td>90</td>
</tr>
</tbody>
</table>
52. Survey Resources Page

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!!!

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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

- the ONION

2. SurveyShare Enterprise Add Accounts or Users

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3. SurveyShare Enterprise Modify Users

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