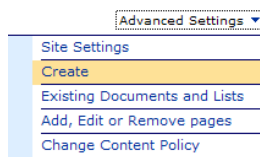


Using the Survey Tool in GLOW

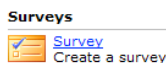
To Create a Survey:

From Glow group :



Click Advanced Settings → Create

Click Survey (Create a survey option)



Computing

New Survey

Use this page to define the general settings of this survey. You can set the name, description, and whether a link to this survey appears on the Quick Launch bar on the home page.

Name and Description
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this survey.

Name:

Description:

Navigation
Specify whether a link to this survey appears in the Quick Launch bar on the home page.

Yes No

Display this survey on the Quick Launch bar?

Survey Options
Specify whether users' names will appear in survey results and whether users can respond to the same survey multiple times.

Show user names in survey results?
 Yes No

Allow multiple responses?
 Yes No

enter Name for survey

enter Description for survey

Click Next

Enter details for each question (you will see the options for a question; there are different types of questions available; make your choices and Click **Next Question** or **Finish**

Question and Type
Type your question and select the type of answer.

Question:

The type of answer to this question is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Rating Scale (a matrix of choices)
- Number (1, 1.0, 100)
- Currency (\$, ¥, £)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)

Optional settings for your question

Specify detailed options for the type of answer you selected. [Show me more information.](#)

Require a response to this question:

Yes No

Type each choice on a separate line:

Display choices using:

Drop-Down Menu
 Radio Buttons
 Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:

Yes No

Default value:

Choice Calculated Value

Next Question

Finish

Cancel

For Example: How to Create a Yes / No type of question

Use this page to add a question to this survey.

Question and Type

Type your question and select the type of answer.

Question:

The type of answer to this question is:

Single line of text
 Multiple lines of text
 Choice (menu to choose from)

Optional settings for your question

Specify detailed options for the type of answer you selected. [Show me more information.](#)

Require a response to this question:

Yes No

Type each choice on a separate line:

Display choices using:

Drop-Down Menu
 Radio Buttons
 Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:

Yes No

Default value:

Choice Calculated Value

Next Question

Finish

Cancel

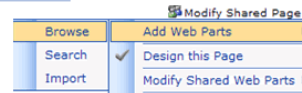
Add Survey to Group (eg. Noticeboard):

Assuming Survey is called 'Dream Number – User Survey'

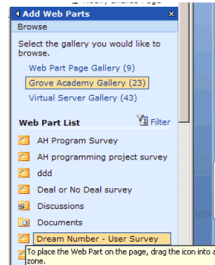
Click **Modify Shared Page**, Click **Design this Page**



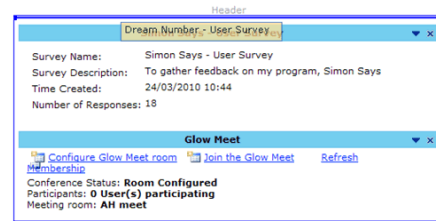
Click **Modify Shared Page**, Click **Add Web Parts**, Click **Browse**



Click **Dream Number – User Survey**



Drag 'Survey' onto the page (at top of header)



The Survey will now appear on the web page (Noticeboard) at the top of the Header



Note: Remember to Modify Shared Page so that it is no longer in Design Mode, i.e. Click Modify Shared Page Click Design this Page (Tick will be removed from Design this Page).

To Respond to Survey:

Click on **Dream Number – User Survey**, Click **Respond to this Survey**

Complete all questions and click **Finish**.

Get Results from Survey:

Click on **Dream Number – User Survey**, Click either Show a graphical summary of responses

or Show all responses