

Helpsheet: How to copy and replicate a Glow survey

This helpsheet explains how to copy a 'Survey' web part and replicate it elsewhere in Glow.

There are a number of scenarios in which you might wish to do this. For example, as a teacher you may have added a survey to a Glow Group to assess pupils' understanding and confidence at the end of a unit of work. If the wording is sufficiently general, then you might wish to use the same survey again, or to allow other teachers to use the same survey with their classes. In this situation, the school SCA can take a copy of the survey to create a template. The template could then be used by you, or by other staff, in other Glow Groups.

Similarly, a local authority may wish to provide a survey for schools to use to gather information from staff or pupils. In this case, the local authority SCA could create the survey, save it as a template which can then be imported onto the establishment site of each of the schools. The survey can then be replicated and used by each school individually.

Before saving a 'Survey' web part as a template, it is important to note that a 'Survey' web part copied from a Glow Group can be replicated only within another Glow Group, not directly on an establishment site (i.e. a school or local authority site). Similarly, a 'Survey' copied from an establishment site can be replicated only on another establishment site, and not within a Glow Group.

To carry out some parts of the process described in this helpsheet, you will need to log on to Glow as a Site Collection Administrator (SCA). If you do not have this role, you will need to ask your SCA to carry out this process on your behalf.

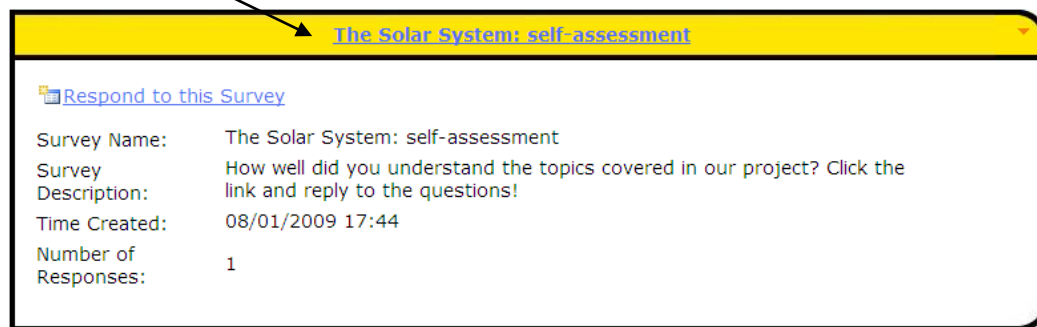
Copying and replicating a 'Survey' web part involves a number of stages:

- Saving the 'Survey' web part as a template
- Exporting the template
 - Only required if the web part is to be replicated in a different site collection, such as another school*
- Importing the template
 - Only required if the web part is to be replicated in a different site collection*
- Using the template to create a new web part

Each of these stages is described in the following pages of this helpsheet.

Saving the 'Survey' web part as a template

1. Log on to Glow as the SCA.
2. Navigate to the establishment site or to the Glow Group containing the 'Survey' web part that you wish to copy.
3. Click on the link in the title bar of the web part.



4. The web part will open in full screen view. Click on **Modify survey and questions**.
5. In the 'General Settings' section click on **Save survey as template**.
6. In the 'Save as Template' screen, give the template a file name. This is a temporary name only, but it is recommended that the name describes the web part and the site from which it is being saved, for example *Survey from Solar System Glow Group*.
7. Enter a template title. This is only temporary, but it is recommended that the title describes the web part and the site from which it is being saved, for example *Survey from Solar System Glow Group*. The same wording can be used both for the name and the title.
8. Add a short description of the web part, for example: *This web part contains a survey to assess pupils' understanding and confidence at the end of a unit of work*. The description will be seen by any user with the right to add web parts to an establishment site or to a Glow Group, so it is worth giving a description which includes information about the content of the web part and the location from which it was copied.
9. If responses have already been made to the survey **and** you want to retain this information as part of the template, click in the 'Include content' checkbox. Otherwise, leave the checkbox blank.
10. Click **OK**.

11. On the 'Operation Completed Successfully' screen click **OK** and then click on the 'Back to' link in the top left-hand corner of the screen.

These steps have saved the survey as a template. The template can now be used within the same site collection or exported to a different site collection (i.e. another school or authority site).

To replicate the 'Survey' web part within the *same* site collection, move ahead to the section 'Using the template to create a new web part' on page 4.

To replicate the web part in a *different* site collection, follow the instructions below to export it from the current site and then import onto the new site.

Exporting the template

1. Log on to Glow as the SCA.
2. Navigate to the establishment site.
3. Click on **Advanced Settings** then on **Site Settings**.
4. Click on **Go to Site Administration**.
5. Under the 'Site Collection Galleries' heading, click on **Manage list template gallery**.
6. Click on the name of the template that you saved previously. Click **Save**, choose a suitable location to save the file on your computer or network and then click **Save**.
7. If the template is to be imported onto a site for which you are *not* the Site Collection Administrator, email the exported file to the relevant Glow user.

Importing the template

1. Log on as the SCA for the establishment into which the template is to be imported.
2. Navigate to the establishment site.
3. Click on **Advanced Settings** then on **Site Settings**.
4. Click on **Go to Site Administration**.
5. Under the 'Site Collection Galleries' heading, click on **Manage list template gallery**.

6. Click on **Upload Template**. Browse to locate the template file exported (and emailed) from the original site. The file will have a .stp extension.
7. Click **Save and Close**.
8. Click on the 'Back' to link in the top left-hand corner of the screen, to return to the establishment site.

Using the template to create a new web part

The template is now available to be used to replicate the 'Survey'. If the original web part was in a Glow Group, then the template can be used by the establishment SCA - or by *any* member of staff with Administrator or Web Designer rights in a Glow Group - to replicate the web part within *any* Glow Group.

Alternatively, if the original web part was on an establishment site, then the template can be used by the SCA - or by any other user with Administrator rights - to replicate the web part on the establishment site.

1. Log on to Glow.
2. Navigate to the establishment site or to the Glow Group to which you wish to add the 'Survey' web part.
3. Click on **Advanced Settings** and then on **Create**.
4. Scroll down the 'Create' page and find the title of the saved template. Note: if the saved template is not listed, please ask your SCA to check your permissions on the establishment site. In order to use saved templates, non-SCA users will require Reader permissions (or higher), in addition to the default Creator permissions.
5. On the 'New Survey' screen, enter a name. This name will be displayed in the title bar of the new web part. Note that you will not be able to call the new web part 'Survey', as this name is already in use on the site.
6. If you wish, add a short description of the survey. This description is displayed in the web part.
7. There is no need to select whether the web part is shown on the Quick Launch bar. Click **Create**.
8. Click the 'Back to' link at the top left-hand corner of the screen.

9. Select the page of the site or Glow Group to which you wish to add the web part. Click **Modify Shared Page, Add Web Parts** and then **Browse**.
10. Select the second of the three galleries listed. Locate the new web part which you have just created, if necessary clicking on **Next** at the bottom of the list to view a second page of web parts.
11. Add the web part to the page then close the 'Add Web Parts' menu. The replicated web part will appear on the page.

The screenshot shows a sidebar on the left with the following links: zzForthview, zzStrathlondshire, National Site, My Glow groups, My Glow, Learning about Glow, and LTS Online Service. The main content area contains several tasks: 'Task 2 - Graphs Video', 'Task 3 - Create a graph', and 'Task 4 - Discuss'. A yellow web part titled 'Misleading Statistics task: self-assessment' is highlighted with a red box and an arrow pointing to it from step 11. Below the title bar, there is a link 'Respond to this Survey' and a table with the following information:

Survey Name:	Misleading Statistics task: self-assessment
Survey Description:	How did you do on the 'Misleading Statistics' task? Click on the link and respond to the survey.
Time Created:	08/01/2009 18:05
Number of Responses:	0

12. If required, the survey questions can be amended to fit the new context. To do this, click on the link in the title bar of the web part and then click **Modify survey and questions**. Click on a question to edit it.
13. If you wish, you can change the view of the web part, for example to choose a graphical display. To do this,
 - Click on the drop-down arrow on the title bar of the web part.
 - Click on **Modify Shared Web Part**.
 - In the 'Toolbar Type' drop-down menu, select **Full Toolbar** and click **Apply**. This places the link to respond to the survey in the web part, so that it is readily visible to users.
 - To have results displayed in the form of a bar chart, click on the 'Selected View' drop-down menu and select **Graphical Summary**. Click **OK**.

14. Note that in order to respond to the survey, users need to have at least Contributor rights on the site or Glow Group to which it has been added. If it is not felt to be appropriate for users to have this level of rights across all the web parts, then it is possible to give elevated rights solely on the survey web part. To do this:
 - Click on the name of the survey in the title bar of the web part.
 - Click on **Modify survey and questions**.
 - Click **Change permissions for this survey**.
 - Select the Site Groups to which you wish to give elevated rights. For example, if pupils currently have 'Reader with Discussions' permissions on the Glow Group, click the checkbox next to this Site Group.
 - Click **Edit Permissions of Selected Users**.
 - Select **View, insert, edit, delete items**.
 - Click **OK**.

15. After the web part has been replicated, the template is still available for use elsewhere on the school site or within another Glow Group. If this is not what is required (i.e. if copying and replicating the Survey web part was a one-off event), then it is recommended that the template is deleted. This prevents it being used elsewhere and also avoids it using up part of the site collection storage allocation. If you wish to delete the template:
 - Navigate to the establishment site and click on **Advanced Settings**.
 - Click on **Site Settings** and then on **Go to Site Administration**.
 - Under the 'Site Collection Galleries' heading, click on **Manage list template gallery**.
 - Click on the 'Edit' icon next to the template you wish to delete. Details of the template will open in full screen view. Click **Delete** and then click **OK** to confirm the deletion.

Further information

More information about creating surveys can be found in the *Glow Groups Training Guide*.

A number of other web parts, such as 'Web links' and 'Documents', can also be saved as templates and replicated elsewhere in Glow. Helpsheets with step-by-step instructions are available for each of these web parts.