Tutorial 5.3: Designing a Survey

[Image of a survey form with questions and options]

Title: Feedback Baseline Survey: The Comedy of Errors

Question 1
How old are you?
- 12 years
- 13 years
- 14 years
- 15 years

Question 2
In what year did you start using Scholar?
- 2017
- 2016
- 2015
- 2014
- 2013

Use of Digital Tools

Question 3
What tools do you currently use for writing?

<table>
<thead>
<tr>
<th>Tool</th>
<th>Never</th>
<th>Sometimes</th>
<th>Usually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Docs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Word</td>
<td></td>
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<td></td>
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<tr>
<td>PowerPoint</td>
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<tr>
<td>Scholar</td>
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<tr>
<td>Tablet apps (Pages, Evernote, Story Planner etc)</td>
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<tr>
<td>Websites, Blogs and Wikis</td>
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<tr>
<td>Discussion forums</td>
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<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Question 4
What other digital tools do you use and how often do you use them (sometimes or usually)? Write N/A if you don’t use any other tools.
5.3.1 Getting Started with a Survey in CGScholar

- Open the CGScholar Survey tool from Publisher => Tools => Survey. You need a publishing admin account to reach this page.

- Select [Design Your Survey]
5.3.2 Creating a Survey

Fill out information about your survey. Select Knowledge or Information Survey.

- Knowledge Surveys have right or wrong answers (e.g. quizzes or item-based tests).
- Information Surveys do not presuppose any particular answer among the alternatives offered (e.g. opinion surveys).
5.3.3 Creating Survey Items

- Give the Survey Item a Title.
- Decide on the item type.
- Respond to information requirements of this item type.
- [Save] the item.
5.3.4 Navigating and Arranging Items

- View, edit, and rearrange the order of items
- You can also add section headers to organize your survey.
- Make sure you do a final save of the whole survey before closing.
5.3.5 Sharing and Adapting Surveys

- Use the search tool to find existing items from other surveys.
- You can preview items in “view” before selecting them.
- Duplicate a survey if you want to keep the old version before you adapt.