

Creating a Survey in AgLearn+

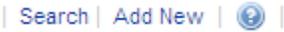
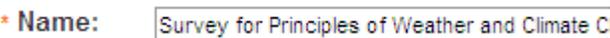
It is now possible to create surveys that can be associated with items in AgLearn. Student satisfaction with the course content, presentation, instructor (if applicable), and anything else can be queried, and the results tabulated. Surveys can be assigned as part of the item assignment to be automatically added to the user's To-Do List when the item is complete, and can be made mandatory, so the item will not move to Completed Work until the survey has been completed. The survey tool can also be used to create follow-on evaluations (Kirkpatrick Level 3), to identify change in on-the-job behavior as a result of training.

A great deal of flexibility has been built into surveys in AgLearn+. This job aid is not intended to be a comprehensive course, but a solid overview that will allow you to create simple surveys on your own, assign them to items, and cause AgLearn+ to push them to users' To-Do Lists.

Scenario: You have been asked to create a survey to evaluate student satisfaction with the classroom item, "Principles of Weather and Climate Change." (Item ID USDA-PRIN-WEA-CLIM-CHGE.) The survey may be completed anonymously, and students must complete it before the item will move to their Completed Work.

Note: Depending on the situation, you may just want a generic survey that could apply to a number of courses. If this is the case, and you know of an existing survey you'd like to use, skip to page 10, "Copying a Survey."

Note: When building a survey question that uses a rating scale, we strongly advise becoming familiar with the available scales before starting work on the survey.

Step	Activity	View
1.	From any administrator screen, select the Learning tab.	
2.	Select Questionnaire Surveys from the left menu pane.	
3.	Select Add New .	
4.	Create a Survey ID . Since our survey is being created for a specific item, using the Item's information will make the survey easier to find, and to run reports against.	
5.	Give the survey a name. Once again, we'll use the item's title, but note this is the survey to avoid confusion later.	

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6. Assign an **Evaluation Level** to the survey.

Surveys may have one of two Evaluation Levels:

Item Evaluation: User Satisfaction surveys are intended to capture students' impressions and thoughts immediately after the training..

Follow-up Evaluations are completed well after training has taken place to evaluate the results on job performance.

As our instructions are to measure student impressions at the end of training, select **Item Evaluation**.

* Evaluation Level:

Item Evaluation: User Satisfaction

Description:

Item Evaluation: User Satisfaction
Follow-up Evaluation: Application of Learning

7. Enter a **Description** of the survey.

Description:

Level 1 survey to assess user satisfaction with training eve

8. Add **Comments**, if desired. These will be seen only by administrators.

Comments:

Created by Larry Miao. Do not delete.

9. Select a **Domain** for the survey. Remember, domains determine which administrators can access the survey. Place your agency's domain here.

* Domain:

HelpDesk

10. Ensure the **Active** box is checked.

Active:



11. Click **Add**

Add

12. AgLearn creates the survey record. Next we will add questions.

Questionnaire Surveys

> Search > Edit Summary

Survey ID: USDA-PRIN-WEA-CLIM-CHGE-SURVEY
Name: Survey for Principles of Weather and Climate Change

Edit the Survey

* Required Fields

* Name:

* Evaluation Level:

Creating a Survey in AgLearn+

13. Click the **Questions** tab.

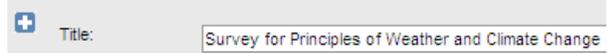


14. Enter the **Survey Instructions**, which may describe the intent of the survey, and describe what to expect from the questions.



Survey Instructions:
This survey is intended to improve the quality of all of our future courseware.

15. Add a **Title** for the survey. This is the title the users will see when opening the survey for completion.



16. Enter the **Instructions** for the questions.



17. Save a draft of your survey so your work is not lost if you experience technical difficulties.



18. To add a question, click the **Add Question** icon.



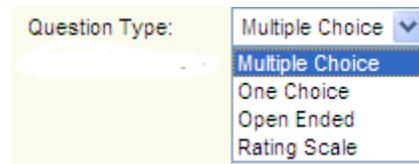
19. Choose a **Question Type**. There are four options:

Multiple Choice: the user may choose one or more responses.

One Choice: The user may choose one, and only one, response.

Open Ended: The user will type a response.

Rating Scale: The user will select a response from a previously created scale.

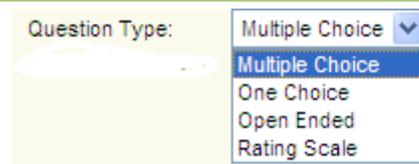


20. To build a **Multiple Choice** question, select **Multiple Choice** and proceed to Step 22.

To build a **One Choice** question, skip to Step 27.

To build an **Open Ended** question, skip to Step 32

To build a **Rating Scale** question, skip to Step 36.



Creating a Survey in AgLearn+

21. Type in your question or assertion.

22. Type in the responses the student will have to choose from. Separate response with the **Enter** key.

23. Click **Save Draft**.

24. To see what your question will look like to the user, click **Preview**, then **Draft**.

25. The survey will display, up to the point where you have stopped. Close the preview window.
Note: It's a good idea to check your work in this manner after each question.

26. To add another question, click the **Add Question** icon.



27. To build a **One Choice** question, select **One Choice** from the **Question Type** drop-down list.

28. Type in your question or assertion.

29. Type in the responses the student will have to choose from. Separate responses with the **Enter** key.

Creating a Survey in AgLearn+

30. Click **Save Draft**



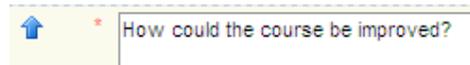
31. To add another question, click the **Add Question** icon.



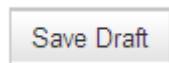
32. To build an **Open Ended** question, select **Open Ended** from the **Question Type** field.



33. Type in your question or assertion.



34. Click **Save Draft**. No further action is required to create this question.



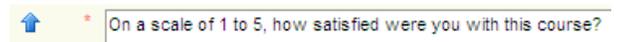
35. To add another question, click the **Add Question** icon.



36. To build a question that uses a **Rating Scale**, select **Rating Scale** from the **Question Type** field.



37. Type in your question or assertion.



38. Select the **Rating Scale** to be used.



39. Click **Save Draft**.
Note: You may preview your survey at any time, but will not see changes made until after you last saved a draft.



Creating a Survey in AgLearn+

40. After all questions have been created, a survey must be published before it can be used. Click **Publish**.
- Note:** Make sure your most recent work has been saved before clicking the **Publish** button.

Publish

41. To select the default options for this survey, select the **Options** tab.

Options

42. Indicate if the survey may be completed anonymously.

Anonymous Surveys: Yes No

43. Check the box if the survey is required for item completion.

Required For Item Completion:

44. Enter the number of days after the survey has been assigned before AgLearn sends reminder notifications.

Days to Complete:

45. Indicate if a Comments box should be available for each question.

Include Comments Field for each Question: Yes No

46. Click **Apply Changes**.

Apply Changes

47. To associate the completed survey with an item, select the **Item Usage** tab.

Item Usage

48. Click **add one or more from list**.

Add an Item to the Survey

Enter Item ID or add one or more from list

49. Search for the item using standard search procedures.

Keyword:

Item ID:
 Item Title:

50. Select the item's corresponding check box.

Item	Title	Add
Classroom USDA-PRIN-WEA-CLIM-CHGE (Rev 1 - 6/26/2013 05:03 PM America/New_York)	Principles of Weather and Climate Change	<input checked="" type="checkbox"/>

Creating a Survey in AgLearn+

51. Click **Add**.

Add

52. The survey and item have been linked.

Update the Item Usage for the Survey

Run Report Remove Reset

[Select All / Deselect All](#)

Item	Assigned	Completions	Percentage	Mean Score	Remove
Classroom USDA-PRIN-WEA-CLIM-CHGE (Rev 1 - 6/26/2013 05:03 PM America/New York)	0	0	0.00	N/A	<input type="checkbox"/>

[Select All / Deselect All](#)

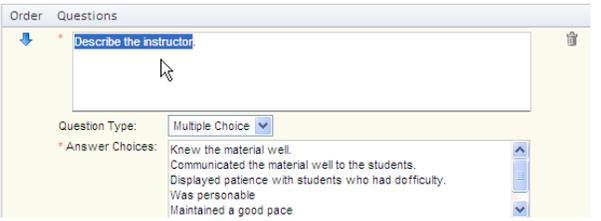
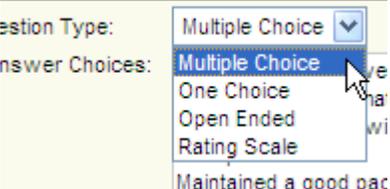
Run Report Remove Reset



Editing a Survey

It is sometimes necessary to edit the questions in a survey. It may be to change a response or type of question, delete a question, or to change the order of questions.

Scenario: You have been asked to make changes in the survey created to assess the item titled, "Principles of Weather and Climate Change."

Step	Activity	View
1.	Open the record of the survey to be edited in Edit Mode .	
2.	Select the Questions tab.	
3.	A published survey cannot be edited; a draft must be created first. Click Create Draft .	
4.	The Survey Instructions, Title, and Instructions can now be edited. To see the questions, click the Expand icon at the left.	
5.	To change text, highlight the text and type over it.	
6.	To change the Question Type , select a new type from the drop-down.	
7.	To move a question higher or lower in the sequence, click the up or down arrow.	

Editing a Survey

8. To delete a question, select the trash can icon.



9. As when creating a new survey, save your drafts frequently.

Save Draft

10. The current draft can also be previewed at any time.



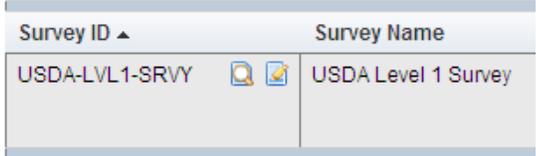
11. When satisfied with all edits, click **Publish** to make the survey available for use again.

Publish

Copying a Survey

It is not uncommon to find a generic survey can be used for several items. While AgLearn does allow for one survey to be associated with multiple items, doing so makes it difficult to separate the data when running reports. The recommended action is to make a copy of the survey you wish to reuse and change the title to reflect the item it is to be used with.

Scenario: You have been asked to create a survey for your agency's CPR Methods course (USDA-CPR-METHODS). You remember a generic survey (USDA-LVL1-SRVY) will serve the purpose admirably. Rather than create a new survey from scratch, you decide to copy the existing survey and associate it with the CPR course. You want to copy the survey instead of making a duplicate association so reports will be easier to interpret.

Step	Activity	View
1.	Select the Learning button.	
2.	Select Questionnaire Surveys .	
3.	Search for the survey to be copied.	
4.	Select the Edit icon for the item to be copied.	
5.	Click Copy .	
6.	Enter a New Survey ID .	
7.	Click Copy	

Copying a Survey

8. The survey has been copied. Its title, description, and any other characteristics may be edited as needed. It can be associated with the item either through the Item Usage tab, or through the item record by clicking the Evaluations tab.

Questionnaire Surveys

> Search > Search Results > Edit Summary

Survey ID: USDA-CPR-METHODS
Name: USDA Level 1 Survey

Edit the Survey

* = Required Fields

* Name:

* Evaluation Level:

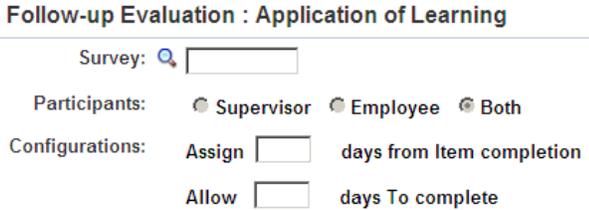
Description:

Creating a Follow-Up Evaluation

Follow-up evaluations are sometimes referred to as Kirkpatrick Level 3 evaluations. They are created just like any other survey. (Plateau unfortunately uses the terms “evaluation” and “survey” more or less interchangeably.) There are two key differences: as follow-up evaluations are designed to evaluate the effect of the training on the student’s job performance, they are not assigned until weeks or months have passed since the training event. They may also be assigned to supervisors.

For an administrator, there is one key difference between a follow-up evaluation and a “smiley sheet” survey: how the evaluation is associated with the item it is intended to evaluate.

Scenario: Associate the survey USDA-PRIN-WEA-CLIM-CHGE-LVL3 with the item “Principles of Weather and Climate Change.” (Item ID USDA-PRIN-WEA-CLIM-CHGE.)

Step	Activity	View
1.	Open the item record for Principles of Weather and Climate Change.	
2.	Click More .	
3.	Select the Evaluations tab.	
4.	Scroll down to Follow-up Evaluation: Application of Learning	
5.	Select the Search icon to search for the survey.	
6.	Search for the survey.	
7.	Click Select to associate the survey with the item.	
8.	Click Apply Changes .	

Creating a Follow-Up Evaluation

9. Select the appropriate button to designate whether the evaluation should be completed by the supervisor, the employee, or both.

Survey:

Participants: Supervisor Employee Both

10. Enter the number of days after completion of the item the evaluation should appear on the user's To-Do List.

Survey:

Participants: Supervisor Employee Both

Configurations: Assign days from Item completion

11. Enter the number of days after assignment the user has to complete the evaluation before AgLearn sends a reminder.

Configurations: Assign days from Item completion

Allow days To complete

12. Click **Apply Changes**.

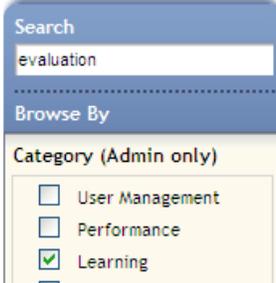
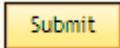
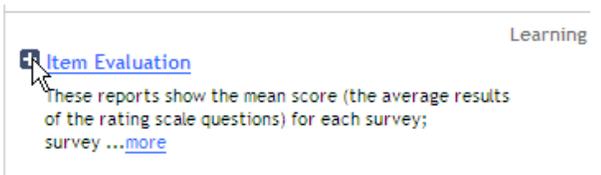
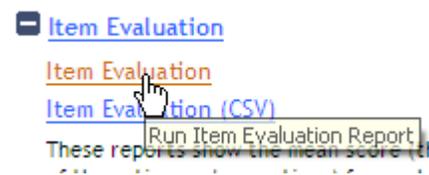
Apply Changes

Survey Reports

Surveys are a means of gathering data, which is of limited use if it can't be collected in a report. AgLearn+ provides two primary reports intended to gather data generated by surveys into a form that's easily read and interpreted. For Level One evaluations, the reports are called the "Item Evaluation" report and the "Item Evaluation by Individual Response" report. For Level Three evaluations, the reports are called the "Follow-Up Evaluation" report and the "Follow-Up Evaluation by Individual Response" report.

Scenario: You have been asked to compile the responses to surveys completed at the end of administrator training for AgLearn 6.1. The requestor needs both the overall percentages of responses, and the individual responses to each question. The first request requires data from the Item Evaluation report; the second will draw from the Item Evaluation by Individual Response report.

Note: Plateau tends to use "survey" and "evaluation" somewhat interchangeable. This job aid has tried to use the terms in context as much as possible, which may present an apparent inconsistency in their usage. We apologize for any confusion.

Step	Activity	View
1.	Click the Reports button.	
2.	Enter Evaluation in the search box. Select Learning for the Category .	
3.	Click Search .	
4.	Click the + icon to expand the options for the Item Evaluation report.	
5.	Click the link for the Item Evaluation report.	
6.	The Report Title is entered by default. It may be edited to be anything you wish.	

Survey Reports

7. Click the drop-down and select the **Report Destination**.

Report Destination:

Browser
Browser
Local File

8. Click the drop-down and select the **Report Format**.

Report Format:

HTML
HTML
PDF

9. Search for the data to be returned. You may search for survey results for a specific **Item**, **Scheduled Offering**, date range, or **Survey**. You can also search for survey results particular to an **Instructor** or **Location**.

Item: Exact Type: ID:

User: Exact

Scheduled Offering: Exact (1000,001)

From Learning Event Date: (MM/DD/YYYY)

To Learning Event Date: (MM/DD/YYYY)

Survey ID: Exact

Instructor: Exact

Location: Exact

10. If including **Survey ID** in the search, you may also request for the report to include data for other items the survey has been associated with.

Include Previous Item Associations:

Yes No

11. Designate the **Status** of any surveys searched for.

Survey Status:

Active Not Active Both

12. For the purposes of our scenario, we will search for AgLearn 6.1 Administrator Training.

Item ID:

Contains

13. Click **Search**.

Search

14. Check the box for the proper item.

Item ID	Title	Select
Classroom AGLEARN-6.1ADMIN-TRNG SAMPLE (Rev 1 - 1/26/2011 01:28 PM America/New York)	AgLearn 6.1 Admin Training SAMPLE	<input checked="" type="checkbox"/>

15. Click **Add to Filter**.

Add to Filter

Survey Reports

16. Click **Submit Filter**.



17. The report screen reappears. One item has been selected.

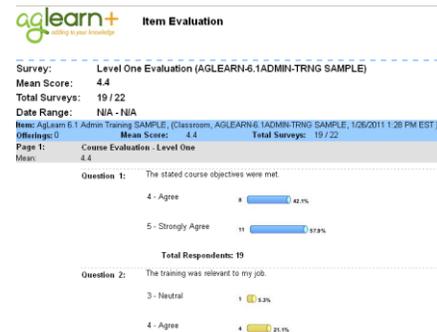
Item:

[1 Selected]

18. Click **Run Report**.



19. After a few moments, the report appears, showing the raw and percentage totals for each survey question and answer.



20. You have also been asked to generate a report that shows each individual answer. Open this report as you did in Step 5 above.

Item Evaluation By Individual Response

Learning

This report shows each users responses to the survey questions.

[Run Item Evaluation By Individual Response Report](#)

21. The search options are the same as in the Item Evaluation report.

Report Destination:

Report Format:

Item: Type: ID:

User:

Scheduled Offering: (1000,001)

From Learning Event Date:

To Learning Event Date:

Survey ID:

Instructor:

Location:

Include Previous Item Associations: Yes No

22. When the search parameters have been set, click **Run Report**.



Survey Reports

23. The report loads with the answer to each individual question is displayed.

Note: Some surveys have the ability to be completed anonymously. All individual responses will still be returned, but the users' identifying information will not display.

The screenshot shows a survey report interface. At the top left is the AgLearn+ logo. The title is 'Item Evaluation By Individual Response'. Below the title, there is a summary section with the following data:

- Score: #####
- Survey: Level One Evaluation (AGLEARN6 ADMIN-TRNG SAMPLE)
- Date: N/A - N/A
- Item: AgLearn 6.1 Admin Training SAMPLE, Classroom, AGLEARN6.1 ADMIN-TRNG SA
- Mean: Mean Score: 3.0
- Page 1: Course Evaluation - Level One
- Item: 3.0

Below the summary, there are four questions listed with their respective answers:

- Question 1:** The stated course objectives were met. Answer: 4 - Agree
- Question 2:** The training was relevant to my job. Answer: 5 - Strongly Agree
- Question 3:** Overall, I felt the training was well organized. Answer: 4 - Agree
- Question 4:** I found the course material interesting and easy to follow. Answer: 4 - Agree