An exciting new survey

This is a survey, and we're going to use it to learn a bit about survey tools.

At York there are two main survey tools on offer: Google Forms and Qualtrics. This that we're in now is a Google Forms survey. For comparison, there's a Qualtrics survey which you can look at here: https://york.qualtrics.com/SE/?SID=SV_ekQg8qppdYrCpX

At its simplest, the two tools can be summed up as follows:

1. Google Forms
   Mark only one oval.
   - Quick and easy to use
   - Can be locked down to University of York members
   - Can collect York email addresses if log-in is enabled
   - Can output in real time to a Google Sheet.

2. Qualtrics
   Check all that apply.
   - Has far more question types than Google Forms, and advanced branching options
   - Can pick up embedded data from a pre-populated contact list, allowing you to include information you already have about a person without having to ask for it again
   - Can be distributed by timed email, with options for follow up and reminder based on who has responded
   - Can be used to design, produce and mail out regular reports.

Before we learn a bit more, we'll look at a quick example survey.

This survey is replicated in the Qualtrics example.

Be aware that any answers you enter will be publicly visible, but they'll also be anonymous.

An exciting new survey
This is our Google Form survey. Isn't it good?!

This is a section of our form

We don't need this section header thing, but we're being pretty.
3. This is Question 1 *
   Question 1 has a red star against it because it is a required question.
   Mark only one oval.

This is a page that you get if you choose answer 1
We've used branching

Here's your choice:

4. That's pretty clever, yes?
   Mark only one oval.

This is a page that you get if you choose answer 2
We've used branching

Here's your choice:
5. What do you think of that, hmm?
   *Mark only one oval.*

   1  2  3  4  5
   Rubbish   Brilliant!

Here's another section
Nice section it is too.

6. Any other business?
   You can type anything you like in here, but be aware that people will be able to read it.

   ..............................................................

   ..............................................................

   ..............................................................

   ..............................................................

Ok... how do we make a Google Form?
You can create a Google Form from within Google Drive by selecting NEW > More > Google Forms.
The side menu lets you add different elements

Google Forms

- Quick and easy to use
- Can be locked down to University of York members
- Can collect York email addresses if login is enabled
- Can output in real time to a Google Sheet
- Add option or ADD "OTHER"

The options below a question (⋮) let you fine tune the behaviour of your question.

The icons at the top of the screen contain options for your form:
Clicking on the cog icon opens the main settings dialogue box.

Settings

Requires sign in:

- Restrict to University of York users
- Collect email address
- Limit to 1 response
- Response receipts
  - If respondent requests it
  - Always

Respondents will be required to sign in to Google.

Respondents can:

- Edit after submit
- See a summary of responses

Here you can change the sign-in options for your form, tweak more of the behaviour, and even modify your form into a quiz. Quizzes will keep score and display feedback summaries at the end. Here's a quiz question. It's worth 10 points. You'll be able to see how you did when we get to the end.
7. Which of these is not an old name for York?
Mark only one oval.

- Jórvík
- Yeovil
- Eboracum
- Eoforwic

Managing responses
You can access the responses when you're in edit mode.

It will show you your survey results as pretty graphs and charts.
The little green icon in the top right will let you link your form to a Google Sheet. This can be really useful if you want to do live manipulation of the data that's coming in.