ACE Online

**Today’s Session:** ACE Online Survey

**Getting Ready:** You will need a valid HawkID and password

**Follow up:**
If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

---

We will be exploring the various reports available through the ACE Online program.

**PART ONE – Accessing the ACE Online Program**

**Points of access**
You can access the ACE Online Program via ICON and myui.

![Access via ICON](image.png)

1. Open a new browser: Chrome or Firefox.
2. Go to [https://icon.uiowa.edu](https://icon.uiowa.edu).
3. Click **HawkID Login**.
3. Enter your HawkID and Password.

4. Click Log In.

5. Click Student Tools.
6. Click **Course Evaluations (ACE)**.

7. Enter your HawkID and Password.
8. Click **Log In**.
Access via MyUI

1. Open a new browser: Chrome or Firefox.
2. Go to https://myui.uiowa.edu.
3. Click Course Evaluations.

4. Enter your HawkID and Password.
5. Click **Log In**.
PART TWO – Creating a Survey

Accessing the survey portion of ACE Online

1. Upon logging into the ACE Online program you will see the My Courses page.

2. Click Survey in the upper right hand corner of the screen.
Create a survey

1. Click Create Survey.

2. Enter a Title for the survey.

3. Click Create.
Survey settings

1. Click **Settings**.

2. You can change the Title of the survey.
3. You can change the date and time the survey is available.
4. You can change who can respond to the survey.

5. You can change the message that appears once someone completes the survey.
6. Once you have all of the settings you would like, click **Save Settings**.
Adding Categories and Questions to a survey

1. Click Add Category.

2. Enter the Title of the category.

3. Enter a Description of the category.
4. Enter an **Abbreviation** for the category.

5. Click **Create**.

6. Click **Add Question**.

7. Enter the text of the question you wish to add to your survey.
8. File in the Abbreviation box using keywords from the question.

9. Choose the Type of scale you would like to use for this question.
   a. Quantitative – Likert Scale responses.
   b. Written – Open ended (qualitative) responses.

10. Select how you would like the response options to be displayed to students.
11. Choose the most appropriate Answer set for the question (quantitative).

![Answer set example]

12. Click Create.

![Create button]

13. Repeat these steps for each question you wish to add your survey.
Granting access to a survey

1. Click the Access tab.

2. Click Add Access.

3. Enter the Email address of who you wish to grant access to.
4. Select what type of access you wish to give them.

5. Click Save.
Distributing your survey

1. Click the **Distribute** tab.

![Distribute tab](image1)

2. Click **Edit Announcement**.

![Edit Announcement](image2)
3. Choose the **Type** of announcement you wish to create.

![New Announcement](image)

- **Start**: Can only be used **ONCE** per survey.
- **Reminder**: Can be used to send multiple reminders on varying dates. Will only send a reminder to anyone who has **NOT** completed the survey.
- **Thanks You**: An announcement sent once the survey has been completed.
4. Select When you would like the announcement sent by adjusting the date and time.
5. Enter the email address you want the announcement to come From.
6. Enter the **Subject** of the announcement.
7. Create the Body of the **Announcement**.

![New Announcement Form](image)

a. In order for recipients to get a link to the survey you MUST insert the Data Field labeled `survey.individual.url`. 

![Data Fields](image)
8. Once completed you can either **Preview** the announcement or **Schedule** the announcement.
Adding people to your survey

1. Click the Invite tab.

2. Click the Cog Wheel to begin adding people to your survey.

   a. **Add Participants**: Add people by email address.
   b. **Upload Participants**: Upload a .csv to create a list of people.
   c. **Course Students**: Add people using the courses you teach.
3. Once complete your list will look like this:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almen_Whittaker</td>
<td>Sue</td>
<td><a href="mailto:sue-almen-whittaker@uiowa.edu">sue-almen-whittaker@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Batterson</td>
<td>Kirk</td>
<td><a href="mailto:kirk-batterson@uiowa.edu">kirk-batterson@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Beck</td>
<td>Annette</td>
<td><a href="mailto:annette-beck@uiowa.edu">annette-beck@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Dunlap</td>
<td>Patty</td>
<td><a href="mailto:patty-dunlap@uiowa.edu">patty-dunlap@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Dunlap</td>
<td>Terry</td>
<td><a href="mailto:terry-dunlap@uiowa.edu">terry-dunlap@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Elam</td>
<td>Aaron</td>
<td><a href="mailto:aaron-elam@uiowa.edu">aaron-elam@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Knebel</td>
<td>Jan</td>
<td><a href="mailto:janet-knebel@uiowa.edu">janet-knebel@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Long</td>
<td>Dave</td>
<td><a href="mailto:dave-long@uiowa.edu">dave-long@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Maloy</td>
<td>Victoria</td>
<td><a href="mailto:victoria-maloy@uiowa.edu">victoria-maloy@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Mason</td>
<td>Ian</td>
<td><a href="mailto:ian-mason@uiowa.edu">ian-mason@uiowa.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Results

1. To view the results of your survey click the **Results** tab.

   a. Survey results are presented in real time.
   b. Survey results can be exported to a .csv format.
Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Teaching, Learning & Technology in advance at 319-384-4357.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.