CREATING ACE SURVEYS WITHIN COLLEGENET SOFTWARE

What are ACE Surveys?

These are surveys that work in the same way as the ACE course evaluations. However, unlike course evaluations that are controlled by settings in MAUI, surveys are available to instructors to use as they wish. They have control of the survey questions, timing, distribution, and results sharing.

ACE surveys are always completely anonymous. While the survey owner may know the respondents that the survey has been distributed to, they will not know who among the respondents provided which survey answer.

ACE Surveys are particularly useful for formative assessment as they can be used earlier during the course period. They also connect to an instructor's registered classes in MAUI making it easy to distribute to students.
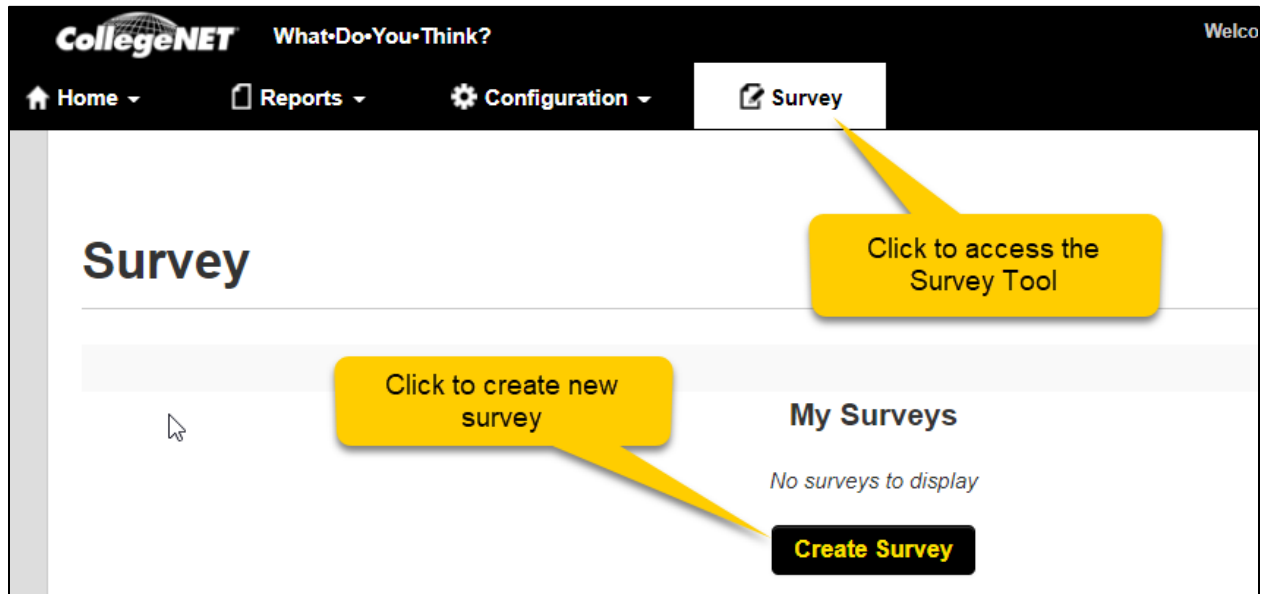
Logging into ACE to Access Surveys

1. Navigate to https://myui.uiowa.edu/.
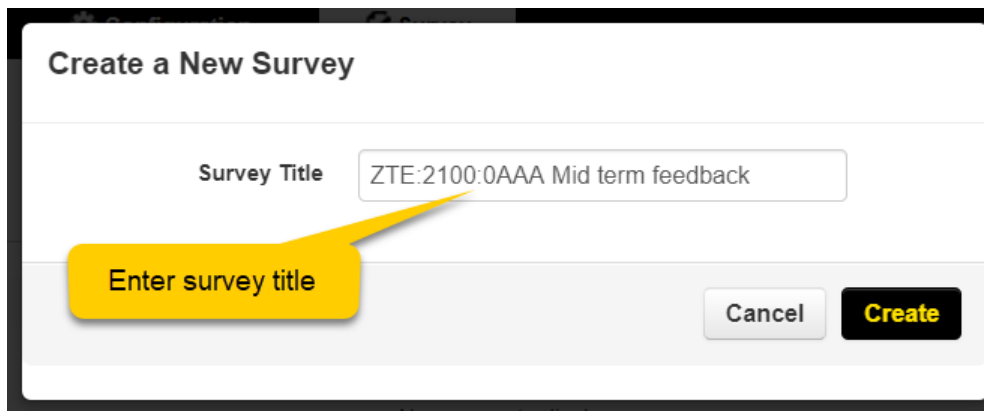
2. Click "Course Evaluations."

3. Login with HawkID username and password.

Creating and Accessing Surveys

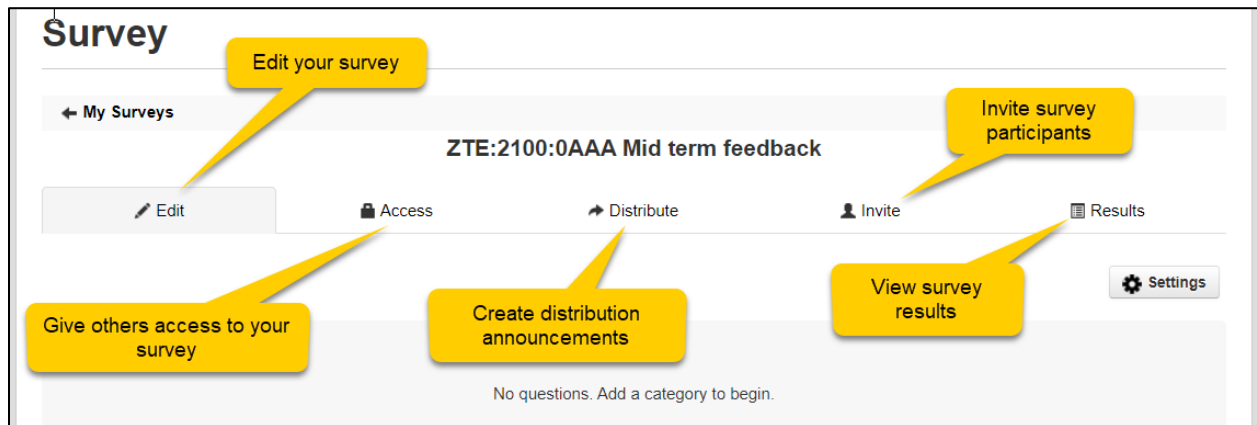

4. Choose Survey from the What Do You Think? menu bar.

5. Click Create Survey.

6. Enter a Survey Title.

7. Click Create.

The Survey Dashboard

Edit: Survey Settings

1. Click Settings. Set the following:

Title - This field contains the name you initially gave the survey. You can change the name for the Settings, but it does not change the name of the survey.

Survey Period - Select Always to make the survey's availability open-ended. Select Date Range to make its accessible between start/end dates. If you select Between, use the calendar field to provide the survey accessibility dates.

Survey Availability - Select Public to allow anyone to participate in the survey. Select By Invitation to limit participants to those that you invite.

Message on finish - By default "Survey completed. Thank you" displays when a survey is completed. To change that message, enter the new text here.

ZTE:2100:0AAA Mid term feedback

Title: ZTE:2100:0AAA Mid term feedback

Survey title

Survey Period: ○ Always ◉ Date Range

Survey availability options

12/18/2020 12:00am CST
until
12/31/2020 11:59pm CST

Survey Availability: ○ Public ◉ By Invitation

Survey participant options

Message on finish: You have completed providing mid-term feedback for ZTE:2100:0AAA.
Thank you for your time.

Message to participant upon completion

Default: "Survey completed. Thank you."

Cancel   **Save Settings**

Creating Survey Categories and Questions

Surveys are composed of categories containing questions. Both categories and questions will be supplied by you, so be sure that they meet your needs.

1. Click the Add Category button. Enter a category title, such as Facilities Survey or Environmental Survey.

2. Enter a description of the survey, such as why it was created or its intent.

3. Enter a category abbreviation. The abbreviation is shown only on survey reports

4. Click Save Settings.

5. Click Add Question to produce a first question for the category. A category can contain an unlimited number of questions. Questions are added to a category one at a time and can be formatted as three distinct types.
Depending upon the question type selected from these following, the options and fields change for question creation.
Quantitative - Participant provides an integer-based answer from a sliding scale
Select - Participant chooses from answers you provide
Multi-select - Participant chooses from several possible answers that you provide
Written (Short) - Participant enters a short written answer of their own
Written (Long) - Participant enters a longer written answer of their own
Video - Participant uploads video answers

Note: As you enter Category questions, you'll see they are bordered by a dotted line containing an up/down arrow in the top left corner, and an X in the top right corner. The arrows can be clicked to move or drag questions to suit the order you need in the survey. Click the X to delete the question.

6. Click Save to add the question to the survey.

7. Click Add Question to create more questions or click Add Category to create more categories and question(s).

Granting Survey Access

A survey owner can grant survey access for others, such as other instructors or assistants, and give them the ability to:

- Edit a survey's questions, settings, and who can access it.

- Invite participants to take the survey or see the public URL

- View survey results.

To edit or update survey access for an existing user

Survey Access

Email address must be linked to an existing user (instructor or administrator only).

Email jane-doe@uiowa.edu

User email address

☑ Can edit questions and settings

☐ Can invite and distribute

User permissions

☑ Can view and share results

Cancel Save

1. From My Surveys, click the survey to add access to.

2. Click the Access tab

3. Click the Add Access button.

4. Enter the email address of an existing user, such as an instructor or administrator, into the Email field.

5. Select the user's access status in the three boxes. More than one can be selected.

6. Click the Save button.

Creating Survey Announcements

Survey announcements are used for distributing or communicating status of survey. They go out with the survey as scheduled.

1. Go to a survey in creation or edit mode.

2. Click the Distribute tab above the survey.

3. Click the Survey Link sub-tab. This tab contains the survey's anonymous URL link. The URL can be copied and posted to emails, social media, or web sites.

4. To find and use an existing announcement to go with survey distribution, click the Announcements tab and select an announcement.

5. To create a new or edit an existing announcement, click the Edit Announcement tab.

a. Select the announcement Type (Start, Reminder, Thank You) to go with the survey.

- Start - The announcement is the first announcement sent for survey completion.

    Note: Survey Announcements allow no more than one setup for a start announcement. You can re-send a start announcement that will be sent to only newly added invitees. Users who have

already received the start announcement will not receive it a second time

- Reminder - The announcement is a second or later reminder announcement for survey completion.

- Thank You - The recipient has completed the survey. This email occurs automatically upon survey completion.

b. Use the When field calendar to schedule the date and time to send the announcement.

c. From indicates the sender of the survey announcement. It may be pre-populated with an email address.
d. The Subject field is where you enter a survey name.
e. Load Message From allows you enter any email addresses that had been previously entered into this field.
f. Data Fields contains properties that can be entered into the announcement. The properties include the following.

- survey.anonymous.url

- survey.individual.url

- survey.title

- user.firstname

- user.lastname

g. Use the icons on the formatting toolbar to customize the announcement. You can copy, paste, utilize preset text formats, as well as add numbers, bullets, images (see below), lines, links, and indentations.
h. Click Source to view the announcement as HTML.

6. Click Preview/Send Test Email to set up a test email sent to you.
7. Click Schedule Email once the announcement is complete and ready to send, as scheduled in step 5b.

Adding images to an announcement

1. Click Image on the toolbar and open the Image Properties box.

2. On the Image Info tab, enter the URL containing the image to display in the announcement.

3. If there is a need for text to display when the mouse hovers over the image, enter it in the Alternate Text field.

4. In pixels, enter the image's desired width, height, border size, horizontal space from text, and vertical space from text.

5. Set the image's alignment at left or right.

6. Examine the image and its placement in the Preview box, and when ready click the OK button.

Survey Distribution

Once a survey is created and ready for participants, the next step is to make it available. This can be managed from a survey, or from the list of surveys, through announcements.

Surveys can be distributed to participants or made available via invitation. When a survey is distributed, an announcement can be created, or copied and edited, to go with the distribution email.

Distribute from a survey

1. From My Surveys, select a survey to distribute and click the edit icon.

2. Click the Distribute icon.

3. Click the Survey Link sub-tab.

4. Copy the survey's anonymous URL. Post the link to emails, social media, or web sites.

Invite participants from a survey

1. From My Surveys, select a survey in creation or edit mode.

2. Click the Invite tab.

3. Click the Actions button on the right of the screen to display a drop-down list.

4. Select one of the following.

- Add Participants. Enter the email, first name and last name of participants to invite, then click Add. Click the Close button when you are ready to continue.

- Upload Participants. Browse and select a properly formatted Excel file of participants (see Note below), then click Open.

Note: Regarding the Excel file formatting, the first row must include the field names in this exact order:

Email	First Name	Last Name

All fields are required. Email should be unique.

- Course Students. Click this option and select the names of students to invite to participate in the survey.

Invite participants from the list of surveys

1. From My Surveys, select a survey to invite participants to view.

2. Click the Invite icon beneath the Tasks heading.

3. Click the Actions button on the right of the screen to display a drop-down list.

4. Select one of the following.

- Add Participants. Enter the email, first name and last name of participants to invite, then click Add.

- Upload Participants. Browse and select a properly formatted Excel file of participants (see Note below), then click Open.

Note: Regarding the Excel file formatting, the first row must include the field names in this exact order:

Email	First Name	Last Name

All fields are required. Email should be unique.

- Course Students. Click this option and select the names of students to invite to participate in the survey.

5. Copy the survey's anonymous URL. Post the link to emails, social media, or web sites.

Editing and Deleting Surveys.

Edit a Survey

Note: Any question can be made "required" while editing it. This is managed by adding "Required" as a Validation rule during the question editing process. Responders cannot submit a survey until they have responded to all questions designated as required.

To edit a survey, complete the following steps.

1. From My Surveys, select a survey to edit and click the edit icon beneath the Tasks heading.
2. Make all needed survey edits.
3. Click the OK button when asked to verify your edits.

Delete a Survey

To delete a survey, complete the following steps.

1. From My Surveys, select a survey to delete and click the delete icon beneath the Tasks heading.
2. Click the OK button when asked to verify deletion.