## Quick Start Guide – Course Survey

- 1. Log-in using your Username & Password
- 2. Choose "Curriculum" from the menu. View (<sup>■</sup>) or Edit (<sup>□</sup>) a Course Template from the list.

⊕ Add Course Template	Curriculum				
i≡ Course Templates				Search:	
i≡ Course Instances	4	COURSE NAME	♦ NEXT EVENT	♦ AFFILIATE	♦ SURVEY
	Didactic /	Simulation			
🖰 Outcomes		Behavioral Health & Deescalation	Thu, Aug 22nd,	AGen, B ED RN	C 🗸
III Clinical Development Grid		Cardiac Rhythm Recognition and STEMI Care		B ED RN, AGen	С
<ol> <li>Knowledge Checks</li> </ol>		Care of the Patient with Neurologic Deficit		B ED RN, AGen	C 🗸
		Care of the Septic Patient		B ED RN, AGen	C 🗸

3. The dropdown *Include a Post Survey* must be set to Yes to create a survey.

Include a Post Survey?			Questions for the Post Survey,						
Yes			these are only send if a survey is included.						\$
Course Post Survey Questions									
QUESTION	TYPE		MIN LABEL / OPTIONS	MIN		MAX		MAX LABEL	
1. Did this work?	Yes / No	¢			•		•		
2. Was this easy?	Likert Scale	\$	Not Easy	1	•	5	•	Very Easy	
3. How likely are you to complete aft	Range (Slider)	¢	Not Likely	1	•	10	•	Very Likely	
4.		¢			٢		•		

4. Enter up to 10 questions. A question without text in the Question box and a Type selected will not display.<sup>14</sup>

Types: Fill in the Blank, Yes / No, Range (slider), Likert Scale, and Multiple Choice Fields: Range & Likert Scales need a minimum & maximum with labels.

Multiple Choice Fields: use MIN LABEL / OPTIONS for each option, separate the options with a ;



6. Test your Survey Test Survey A new window will open where you can view a disabled version of your survey.<sup>15</sup>

<sup>&</sup>lt;sup>14</sup> Results utilize the Question to display the results, even a minor change in the Question like punctuation will prevent the site from being able to group previously answered questions together and calculate averages. Limit changes once surveys have been sent.

<sup>&</sup>lt;sup>15</sup> URL parameters guide if a survey can be filled out or not. When clicking Test Survey the link includes URL parameters ?ct=##&c=0 a live survey includes ?e=## Avoid distributing the test link. The Events / Completions List Views include the individual links to the surveys.

Did this work?				
Was this sasy?				
was this easy?				
	0	<b>O</b>	$\bigcirc$	
Ι	Z	5	4	5
Not Easy			Very Easy	
How likely are you to comple	te after a shift/class?			
How likely are you to comple	te after a shift/class?	0		
How likely are you to comple	te after a shift/class?			Very Like
How likely are you to comple Not Likely	te after a shift/class?	0		Very Like
How likely are you to comple Not Likely	te after a shift/class?	0		Very Like
How likely are you to comple	te after a shift/class?	0		Very Like
How likely are you to comple Not Likely Choose 1 Option	te after a shift/class?	0		Very Lik
How likely are you to comple Not Likely Choose 1 Option	te after a shift/class?	O		Very Like

7. Review Results on the Curriculum or Course record View pages click:

🖵 Survey Results

Individual Results	Survey Results for: Checking if this works or not.					
Zach Norman	RESPONSE	E TYPE	ANSWER	AVERAGE RESULT		
	DID THIS V	DID THIS WORK?				
Test New Graduate	1.	L	Yes			
Allison Helmerichs	2.	L	Yes			
Test ED Everyienen	3.	L	Yes			
Test ED Experience	4.	Р	Yes			

- 8. The Questions are grouped, Type (L for Learner, P for Preceptor), and answers are displayed with the Average Result in the corner.
- Individual Results can be reviewed at the below the table of all results: The example to the right includes the demographic questions.

Allison Helmerichs (Jul 9, 2022 01:31 pm)
Did this work?: Yes
Was this easy?: 5 / (5)
How likely are you to complete after a shift/class?: 10 / (10)
Gender: Female
Age: 51+ years
Education: Master's Degree
Expereince: 21+ years
Nursing Experiences: Emergency Department, Intensive Care Unit, Medical/Surgical Unit