

The University of Aarhus provides any student or employee free access to the online program, SurveyXact. With this program you will have the possibility of creating an online surveys and invite responders. Since the program is online, you will not need any further installation. So getting started is very simple. You will then be able to easily and quickly to gather data.

This is how you get started:

1) To create a survey you can, both as a student and teacher, access the program via this link.

<https://medarbejdere.au.dk/administration/it/ithovedomraader/it-bss/servicekatalog/analysevaerktoejer/surveyxact/>

To log on to the program you will need your WAYF Login to get access.



2) When you have logged in and want to create a new survey click "Create Survey".



You may choose between a premade template with examples and other questions, or making your own survey with your own questions. To create the latter option click on "Empty Survey".

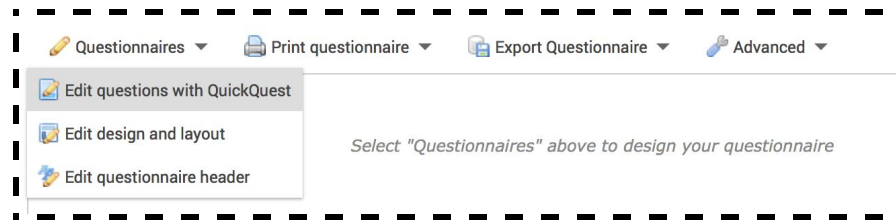
Next, name your survey and press enter on your keyboard.



Surveyxact



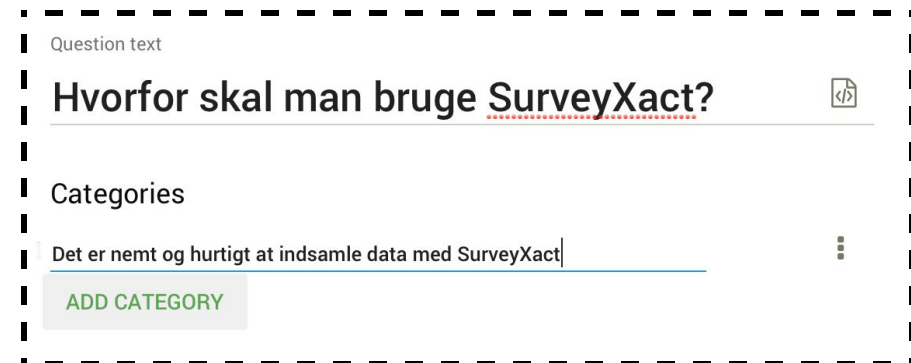
3) Now you can begin to formulate your questions. Press "Edit Questions with QuickQuest".



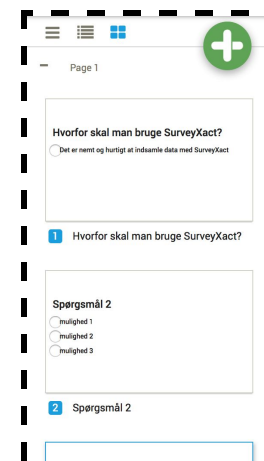
Add your first question by clicking the + icon. Here you will also be able to add a paragraph or a pagebreak.



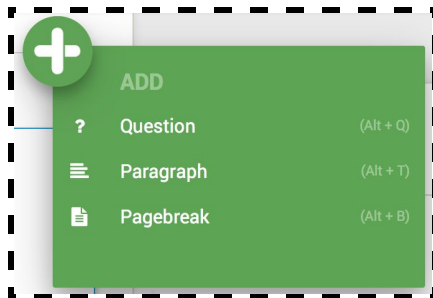
You can now write your first question and choices of answers. You can have as many answers as you want, by clicking "Add Category".



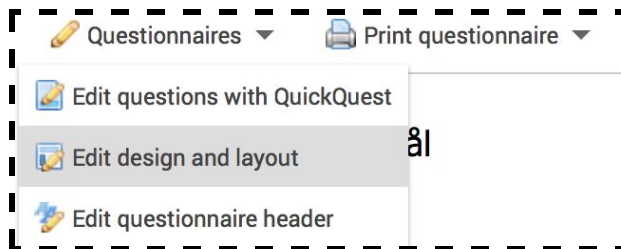
To create another question, paragraph or pagebreak, press the green + icon in the upper left corner. In the same corner you will also be able to find a list of all your question. You will at any time be able to go back and edit your questions.



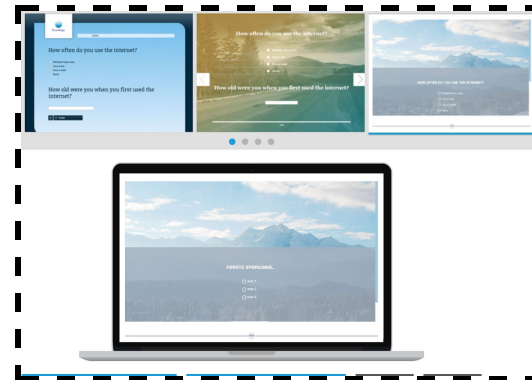
4) I forhold til de to andre muligheder, når du trykker på det grønne + ikon, så er en paragraf til hvis du gerne vil have en side med noget tekst på. Det kunne fx være en introduktions side. Derudover kan du tilføje sideskift, hvis du gerne vil dele dine spørgsmål lidt op.



5) When you have created all of your questions, the program allows you to add a certain look or design to the survey. To do this, press “Edit Design and Layout” in “Questionnaires” in the left side.

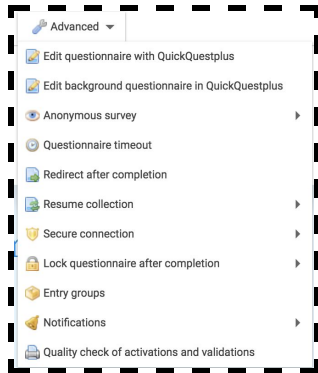


Here you will have several options for customizing the look of the questionnaire to fit your theme.



6) Before you submit the survey, press “Advanced” to see if there are any settings that are relevant for your questionnaire. You may, for example, want the answers to be anonymous, a limited timeframe in which to answer the questions, or you may want the participants to be redirected to a certain home page, when they have completed the survey.

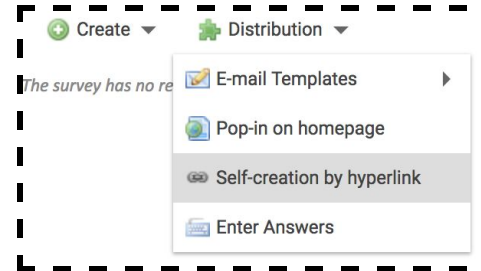




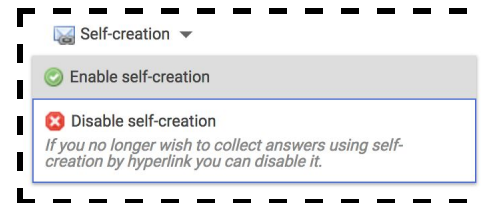
7) When you have formulated the survey, and want to share it with your students, colleagues or others, you will need to go to the “Data Collection”, which is located in the upper menu.



There are several different ways of sharing. The easiest way is to create a link which you can share with the persons that you want to participate in the survey. To do this click “distribution”, next “Self-creation by hyperlink”.



Then click the button marked “Enable self-creation”.



You will get a link, which you share by email or on Blackboard, or the method that suits you the best.



You are also given the possibility of sharing through a QR-code or by giving the students a code that can be used on a certain home page.



8) As you receive answers from the students, you can keep track of how their answers take shape statistically. You do this under “Analysis” in the top menu. Here you can see the answers shown on different graphs and tables.

