

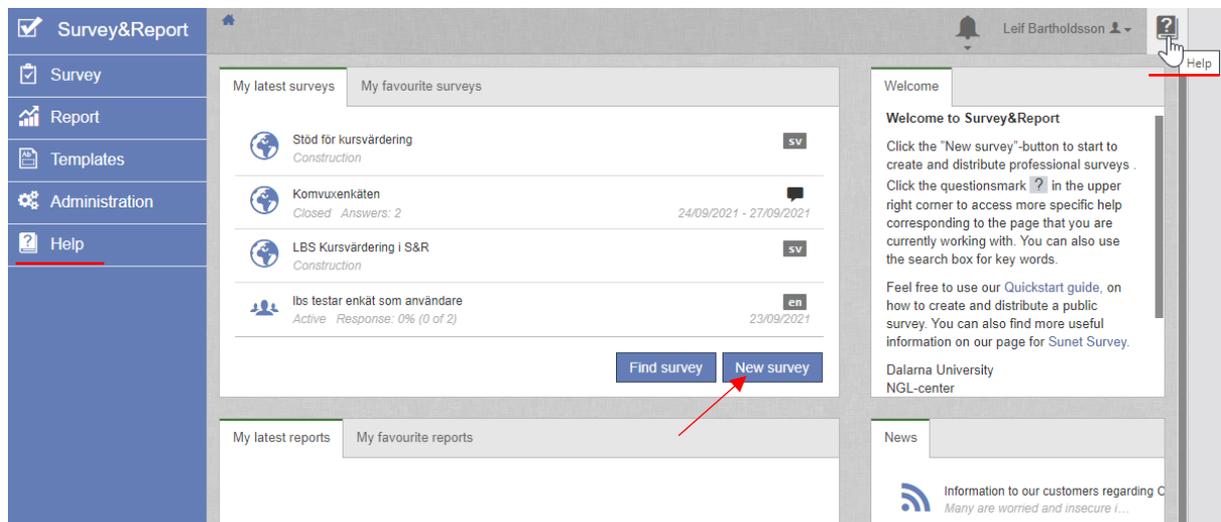
# Quick Start Guide: Survey & Report (Sunet)

This is a quick start guide that will help you both create and publish a Sunet survey, such as a course evaluation. At a later stage in the process, you can easily change the settings, texts and design.

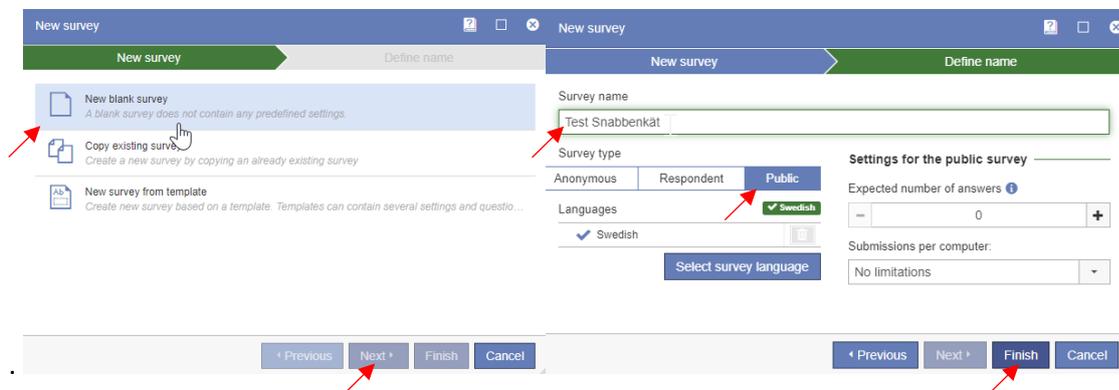
In the start screen, you will see a menu showing your most recent surveys. **Tip:** Click on the question mark at the top-right to open a help text for the current section. Alternatively, click on the question mark and “Help” in the left menu for more detailed help.

## 1 Construction (Create a new survey)

Click on “New survey”: see the red arrow.

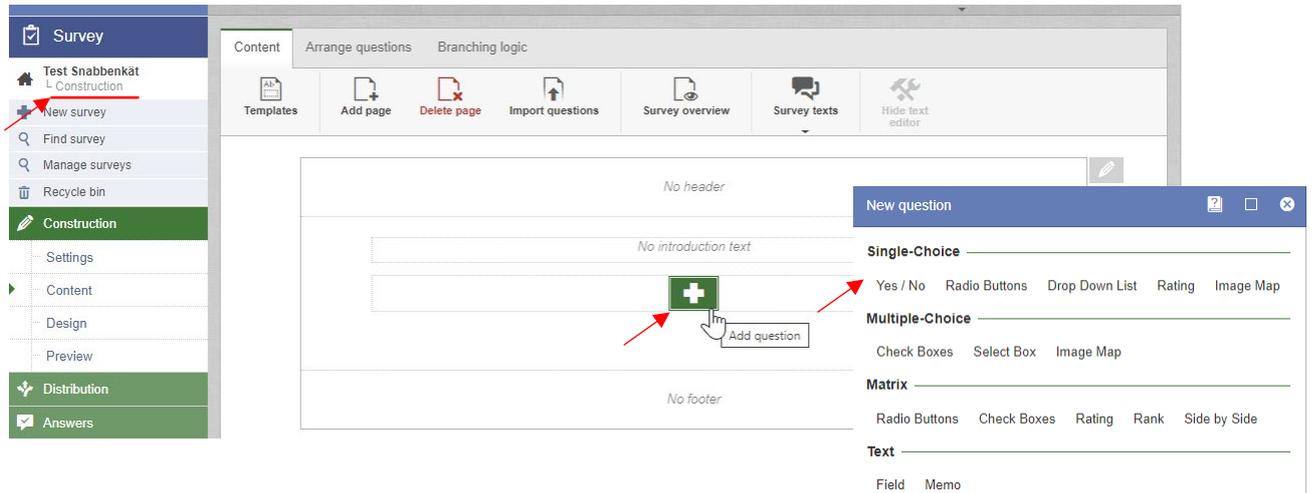


Select “New blank survey” (see the red arrow in the picture below). Click on “Next”. Give your survey a suitable name: “Survey name”. Select “Public” for survey type. Select language. Next, click on “Finish”.

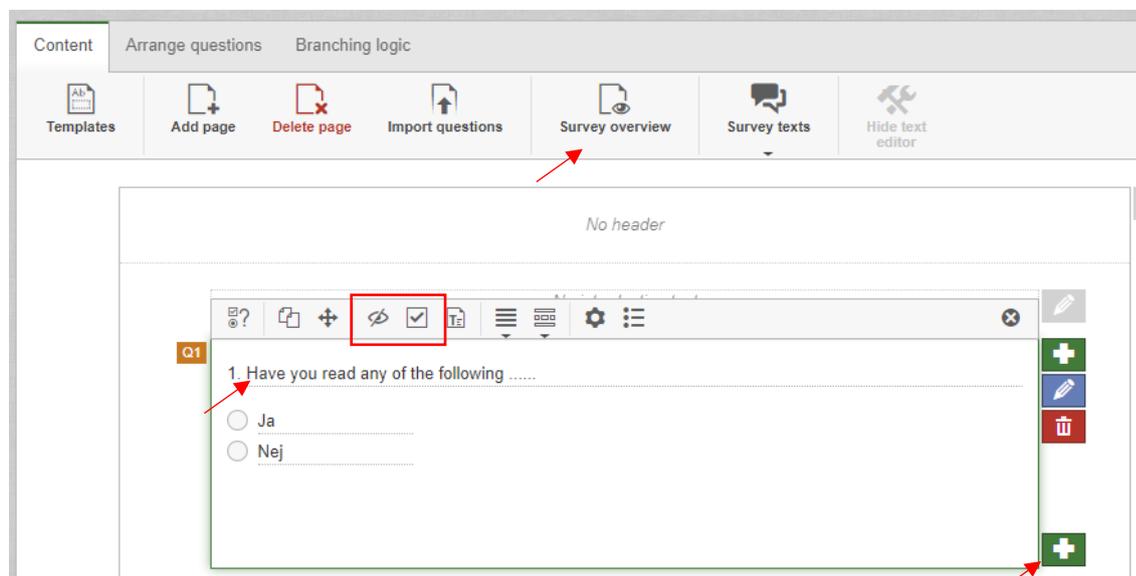


## 2 Add questions (content)

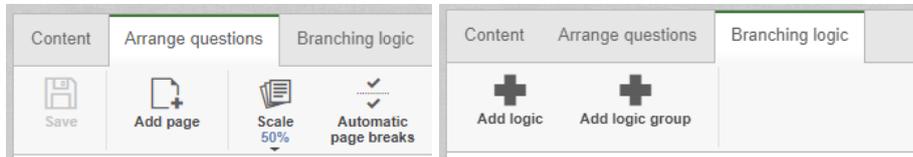
You have now created your survey, but you are still in the “Construction” phase: see picture below. Click on the green plus (+) sign to create your first question. A new dialogue box – “New question” – opens that has a number of question types. Choose the one that works for you. Click on the white/grey question mark if you need help to choose question type. In this example, the red arrow is pointing at the “Single-Choice” question that has a “Yes / No” option.



Describe the question and select how it will appear (hidden from the start or obligatory: see the red box below). Click on the green plus (+) sign, and add the questions you want to include in your survey. You can preview the survey now and again so that you can see how things look. Click on “Survey overview”. Click on the green plus sign to add the next question.



You can also organise your questions according to theme. Alternatively, you can hide certain questions that appear only when certain conditions have been met: for example, with the question above (see picture), where you can choose a logic (a condition) meaning that the respondent does not need to answer all secondary questions that relate to just one alternative. You do this by clicking on "Arrange questions" and/or "Add logic" (see picture below).

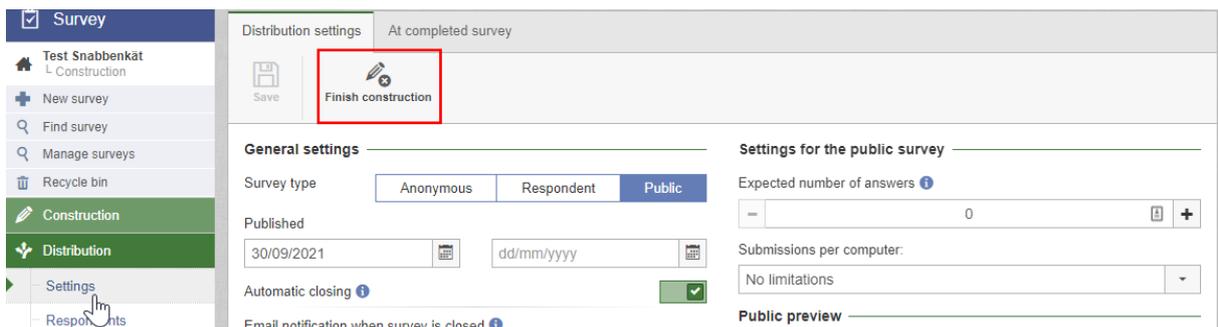


You can find detailed information about "logic" in the [Help](#) section on the start page.

### 3 Finish construction before distribution

You have now completed the construction, and you can now distribute the survey to your respondents. However, you are still in the "Construction" phase, meaning you can continue to make changes or add questions.

Click on "Settings" beneath the green heading "Distribution". Next click on "Finish construction". Provide the publication date and click on "Save".

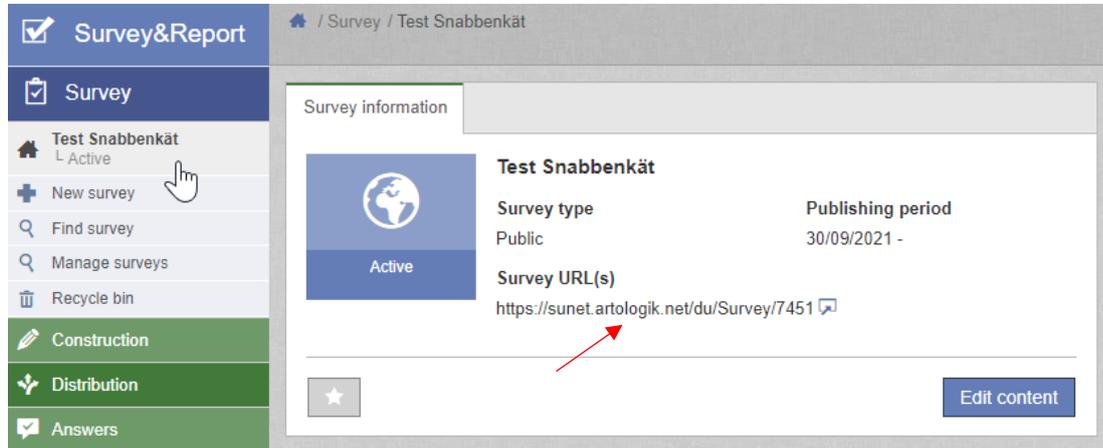


You have now published the survey. Pay attention to the status "Active", which is circled in red at the top left in the diagram below. If you want to add more questions or change the type of question, you can reopen your survey. Note that if you have already sent your survey to respondents and received answers, these will be lost if you make changes to questions at this stage. If you close the survey, further respondents will not be able to submit their answers.



## 4 Distribute to respondents (public or anonymous)

Distribute the link to the survey by clicking on the name of the survey at the top left and copying the "Survey URL" address: see the red arrow below. Email the link separately in an Outlook message or copy it into the learning management system Learn for your intended respondents.



The screenshot displays the 'Survey&Report' interface. On the left, a navigation menu includes 'Survey', 'Test Snabbenkät' (Active), 'New survey', 'Find survey', 'Manage surveys', 'Recycle bin', 'Construction', 'Distribution', and 'Answers'. The main content area shows 'Survey information' for 'Test Snabbenkät'. It includes a globe icon, 'Active' status, 'Survey type: Public', 'Publishing period: 30/09/2021 -', and 'Survey URL(s): https://sunet.artologik.net/du/Survey/7451'. A red arrow points to the URL. An 'Edit content' button is visible at the bottom right.

## 5 Change and add settings after publication

On the start page, you can check to see how many answers have come in. You can still make changes to, for example, headings, information texts, publication date and logic. Click on "Settings" for the menu under "Construction" and under "Distribution". If you want to change the type of survey, you will need to reopen the "Construction" phase: see point 3.