do: New to BOS?
Overview and practical tips for conducting your survey

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27th February 2017

Exercise

1. **Log on** to your BOS account

2. **Create** a new survey questionnaire. Call it 'Summer Course Feedback Sheet 2017'.

3. **Add** the following items to the first page of your questionnaire by using the 'add item' buttons:
   
   3.1 a brief welcome note/ note with instructions and data protection statement
   
   3.2 a multiple-choice, single-answer question asking how satisfied the student is with the course *(select one: extremely, very, moderately, somewhat, not at all satisfied)*
   
   3.3 multi-line, free-text question asking the students what they found most valuable about the course
   
   3.4 a multiple-choice, multiple-answer question asking where the student saw the course advertised *(select all that apply: website, direct e-mail, and/or other)*

4. **Create** a second page, i.e. a final/ thank-you page, using the 'add page' button

5. **Preview** the questionnaire as respondents will see it, using the eye icon/preview survey button

Go to the distribute tab -- distribution settings

6. **Set** the survey to open in 1st March 2017, at 10.00 a.m. and to close on 1st April 2017 at 11.55 p.m.

**Additional exercises**

Go back the questionnaire design tab -- survey builder -- pencil icon -- advanced options

7. **Mandatory questions**: make the first (satisfaction) question mandatory

Go back the distribution tab -- distribution settings

8. **Edit the questionnaire's url** to read [https://oxford.onlinesurveys.ac.uk/summer-2017](https://oxford.onlinesurveys.ac.uk/summer-2017)