

do: New to BOS?

Overview and practical tips for conducting your survey

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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>