

do: New to BOS?

Overview and practical tips for conducting your survey

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Overview

1. Why BOS?
2. Overview of BOS set-up
3. Creating a questionnaire
4. Distributing the questionnaire - options
5. Launching the survey
6. Getting and visualising your data



Why use BOS?



powerful, flexible online surveys

Home About Features and pricing News Help and support

- ✓ Easy to use, no set-up required.
- ✓ Fully compliant with all UK data protection laws.
- ✓ Meets UK accessibility requirements.
- ✓ Enables collaborative working and benchmarking across multiple organisations.
- ✓ Fully featured free 30 day demo account.

<https://www.onlinesurveys.ac.uk/>

Help & support

Search the knowledgebase

Designing your survey >

- Creating a new survey
- Adding and editing questions
- Adding sub-questions

View all 26 articles

Distributing your survey >

- Piloting your survey
- Distributing your survey URL

View all 12 articles

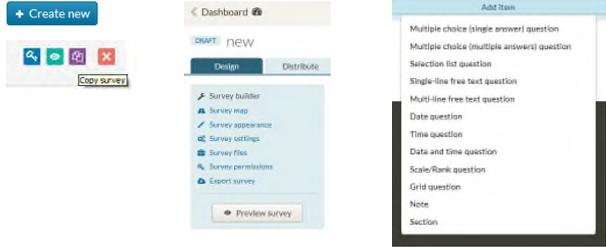
Analysing your survey >

- Accessing survey responses
- Downloading and excluding individual responses

View all 10 articles

Managing your user account >

Creating a questionnaire



Tip
Plan your questionnaire beforehand (save time on-line)

Planning your questionnaire

1. What is your e-mail address?
[single-line free text question]

2. Which session would you like to attend? (select one)
[multiple-choice, single-answer question]

- Medical-specialties session
- Craft-specialties session

2017	2018
1. What is your e-mail address? <i>[open text box]</i>	What is your Oxford University e-mail address? <i>[open text box]</i>
2. Which session would you like to attend? <i>[select one]</i>	
Medical-specialties session	
Craft-specialties session	

Tip
Excel can help keep track of questionnaire changes over time

BOS question types

Open-ended questions

Date and time questions

Please enter your name:

01/10/1988

Mo Tu We Th Fr Sa Su

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Closed-ended questions

Single answer
'select one'
radio buttons

Multiple answer
'select all that apply'
square check boxes

BOS question types

Grid / Matrix questions

Please enter the last training events you attended in each category, and rate their usefulness on a scale of 1 (not useful at all) to 5 (extremely useful):

Having trouble with the format of this question? [View in tableless mode](#)

	Course name:	Date:	1	2	3	4	5
Internal training	<input type="text"/>	<input type="text"/>	<input type="radio"/>				
External training	<input type="text"/>	<input type="text"/>	<input type="radio"/>				
Online training	<input type="text"/>	<input type="text"/>	<input type="radio"/>				

<https://www.onlinesurveys.ac.uk/help-support/question-types>

Sub-groups of respondents

Parent questions and sub-questions / follow-on questions

In which year of your DPhil are you? (select one)

Response to sub-question (e.g. about volunteering to be a mentor) required if answer to parent question was ...

Make this question: Optional Required
 Required if previous answer was:

Show optionality (required/optional)

Skip logic

Distributing your questionnaire

So far...
one questionnaire / one link for all respondents
<https://oxford.onlinesurveys.ac.uk/name>

Likely to be anonymous unless respondents provide information that identifies them
 e.g. question asking for their name
 e.g. open question where they provide personal details

Anonymous may be what you want, of course

Tip
 Edit the questionnaire name so it's short and meaningful

Question pre-population

Personalised links to questionnaire (based on individual tokens)
 some advantages for survey management
 can discard respondent details before analysis - for anonymity

Pre-population with visible data
 e.g. for asking participants to check (and correct) any information

Data protection:
 do not e-mail a link to a questionnaire with data you would not put in the e-mail itself

Pre-population with hidden data
 e.g. data you have already and would like to be associated with each person in final dataset

Tip
 Create some 'bogus IDs' for test purposes

Before launching your survey

Checks to include...

Question optionality Which session would you like to attend? *

Final page with no questions

Before launching your survey

Checks to include...

Question optionality

Final page with no questions

Click **Finish** to submit your answers, and wait for the **Thank You** page.

Tip
 Use instructions to guide respondents all the way to the final page

Launching your survey

Distribution settings

Opening date: 02/02/2017 16:16
 Closing date: 04/03/2017 16:16
 Public survey name: Satisfaction with programme - 2017 questionnaire
 Survey short name: https://oxford.onlinesurveys.ac.uk/questionnaire

Survey responses

Expected responses: 100
 Maximum responses: []

Getting and visualising your data

Overview

1. How many test cases?

2. Which test case was the most used?

3. Which session was the most used?

Export data

Export -> Statistics -> Summary ->

Export response data
Download PDF

Tip
 Use the 'exclude response' function to archive any test data

Viewing responses

Browse responses

Summary | Browse responses | Views | Advanced

Response: 1 of 3 (Go)

Response ID	Completion date
245592-245585-2034025	17 Feb 2017, 15:40 (GMT) Download as PDF

- Please enter your name: []
- Which session would you like to attend? []
 - Baking
 - French
 - Oxford tour
- Which sessions would you like to attend?

Questions or comments?

Practical exercise

GO! Now to BOS?
 Overview and practical tips for conducting your survey
 Presenter: Anna Cook, Oxford University Global Academic Outreach Global Document
 07 Feb 2017, 08:17

Exercise

- Log into your BOS account
- Create a new survey questionnaire. Call it 'Summer course feedback 2017'.
- Add the following items to the first page of your questionnaire by using the 'Add Item' button:
 - 3.1 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.2 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.3 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.4 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.5 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.6 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.7 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.8 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.9 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.10 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.11 - A 5-point Likert-type scale with instructions and data protection statement
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 - 3.98 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.99 - A 5-point Likert-type scale with instructions and data protection statement
 - 3.100 - A 5-point Likert-type scale with instructions and data protection statement
- Preview the questionnaire as respondents will see it, using the 'See from browser survey button'.
- Go to the 'Advanced' tab of questionnaire settings.
- Set the survey to open at 08:00 on 01/03/17, and to close on 14/04/17 at 15:00 p.m.

Additional exercises

- Go to the questionnaire settings tab of survey builder or go to the 'Advanced' options.
- Advanced questions: make the first question a question mandatory.
- Go to the 'Advanced' tab of questionnaire settings.
- Set the questionnaire to be 'Open'.
- Set the questionnaire to be 'Open'.