

do: New to BOS?


Overview and practical tips for conducting your survey

Joana Lopes
Oxford University Clinical Academic Graduate School (OUCAGS)
27th February

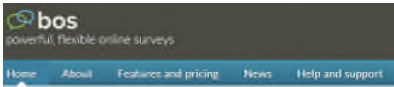
OUCAGS <https://www.oucags.ox.ac.uk>
joana.lopes@medsci.ox.ac.uk

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?



- ✓ 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](#)

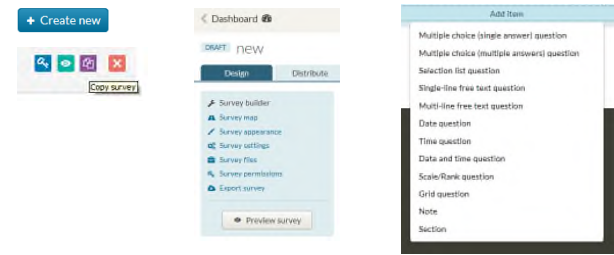
Analysing your survey >

- Accessing survey responses
- Browsing 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]

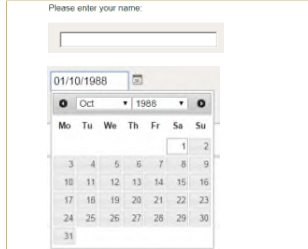
2017	2018
1. What is your e-mail address? <i>[open text box]</i>	What is your Oxford University e-mail address? <i>[open text box]</i>
2. Which session would you like to attend? <i>[select one]</i>	
Medical-specialties session	
Craft-specialties session	

Tip
Excel can help keep track of questionnaire changes over time

BOS question types

Open-ended questions

Date and time questions



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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External training	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online training	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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: 3,4

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: [input field]

Getting and visualising your data

Overview

1. How many test cases?

2. Which responses are the most used?

3. Which session students like to attend?

Export data

Export -> Statistics -> Filter ->

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: [input field]
- Which session would you like to attend? [input field] **pm session**
- Which sessions would you like to attend?
 - Baking
 - French
 - Oxford tour

Questions or comments?

Practical exercise

GO! Now to B03?
 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 B03 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 response question using the modification feature to set the scale labels (not 'strongly agree', 'agree', 'neutral', 'disagree', 'strongly disagree')
 - 3.3 - Multiple choice question asking the details of what they found most valuable about the course
- Make a second page. Call it 'Final feedback page using the 'add page' button
- Transfer 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 09:00 on 01/03/17 and to close on 10 April 2017 at 11:59 pm

Additional exercises

- Go to the questionnaire through the 'my survey history' or 'my survey' or 'advanced options'
- Modify questions: make the first question a question mandatory
- Go to the 'Advanced' tab of questionnaire settings
- Set the questionnaire to be 'open to all' or 'closed to all'