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?
https://www.onlinesurveys.ac.uk/

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

Planning your questionnaire
Tip
Excel can help keep track of questionnaire changes over time

BOS question types
Open-ended questions
Data 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

[Image of a grid]

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

**Sub-groups of respondents**

Parent questions and sub-questions / follow-on questions

Skip logic

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 ...

**Distributing your questionnaire**

So far...
one questionnaire / one link for all respondents

https://oxford.onlinesurveys.ac.uk/omnia

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

**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

**Before launching your survey**

Checks to include...

- Question optionality
- Final page with no questions

**Checks to include...**

- Question optionality
- Final page with no questions

**Tip**

Use instructions to guide respondents all the way to the final page
Launching your survey

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

Getting and visualising your data

Over view

Export data

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

Viewing responses

Questions or comments?

Practical exercise