



OKANAGAN

**ITServices**

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[www.ubc.ca/okanagan/itservices](http://www.ubc.ca/okanagan/itservices)

# ACTIVE CONTENT MANAGER (ACM)

## Surveys



# Overview

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- Templates & Page Types
- Survey Overview
- Question Types
- Question Editor
  - Add, Copy, Delete, Edit and Re-order Questions
- View Survey Results



# Page Types Overview

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- Pages get their 'look' through a combination of page template and page type
- Templates contain layout, design and formatting information
- Page Types control the formatting and functionality of the page



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# Standard Templates

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- 1 Cell Full
  - [www.ubc.ca/okanagan/chees/faculty](http://www.ubc.ca/okanagan/chees/faculty)
- 1 Cell
  - [www.ubc.ca/okanagan/itservices](http://www.ubc.ca/okanagan/itservices)
- 2 Cell
  - [www.ubc.ca/okanagan/itservices/labs](http://www.ubc.ca/okanagan/itservices/labs)



# Standard Page Types

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- General Content, General Content 2
- Application Form
- Attachment
- Calendar / Calendar Event
- Category



# Standard Page Types

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- Digital Asset Gallery
- Link
- Login
- Photo Gallery
- Site Map
- Survey



# Survey Overview



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- Survey page type used for creating online forms and surveys
- Before creating a survey, consider how the survey will look and what types of questions you want to include
- Enter general introduction and characteristics
- Add as many questions, pages breaks and categories as you like



# Creating a New Survey

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- Login to Active Content Manager
  - [www.ubc.ca/okanagan/cms](http://www.ubc.ca/okanagan/cms)
- Locate the parent page of the survey you want to create and click 
  - If you do not see this icon beside the page title, it means you are not authorized to edit this page.
- Once you have the page editor open, click on the **Child Pages** tab.
- Click  and choose the Survey page type.



## Creating a New Survey, cont'd

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- Edit the fields in the Page Summary section.
- Edit the Survey Properties section.
- In the Survey Questions section of the survey page, locate the question you wish to edit, or click  to add a new question.
- Enter Introduction, Conclusion and Thank You text.
- Click Save and submit for publication.



# Question Editor

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- The Question Editor is opened any time you add questions or other types of data collection fields to a form or survey page.
- Choose a Question Type depending on the type of response you would expect from the person completing the form.



# Question Types

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- Respondent chooses a single answer from a set of answers
  - Radio Button question type
  - List (Single Selection) question type
  - Drop-down List question type
- Respondent chooses multiple answers from a set of answers
  - Checkbox question type
  - List (Multiple Selections) question type



# Question Types

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- Respondent types an answer into a text box
  - Text (Single Line) question type
  - Text Area question type
- Respondent enters a phone number
  - Telephone Number question type



# Question Types

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- Respondent enters an e-mail address (an e-mail address for general information purposes)
  - E-mail question type
- Respondent enters an e-mail address to send survey results to
  - E-mail Results question type
- Respondent selects a group to e-mail survey results to
  - Email Results to Group question type



# Question Types

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- Respondent enters a date
  - Date question type
- Respondent enters a time and date
  - Date / Time question type
- Respondent selects a country as the answer (drop-down list of countries)
  - Country question type
- Respondent attaches a document to the form (e.g. uploads a document or other file)
  - Attachment question type



# Question Types

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- Respondent ranks the available answers (e.g. ranks answers 1-5)
  - Rank question type
- You want a descriptive line of text in between questions
  - Description question type



# Back to the Question Editor

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- Adding Questions
- Copying Questions
- Deleting and De-activating Questions
- Editing Questions
- Re-ordering Questions
- Adding Category Breaks
- Adding Page Breaks



# Viewing Survey Results

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- Gathering and reviewing survey results as respondents submit them
  - Viewing aggregated responses
  - Viewing individual completed surveys and forms



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# **QUESTIONS?**