

## How to create the 2011 CROS survey

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**IMPORTANT:** Please email the FINAL name and web address (URL) of your survey to [survey-help@bristol.ac.uk](mailto:survey-help@bristol.ac.uk) so we can enable comparison with other institutions issuing CROS.

You can create more than one survey if you want to run **tests or pilots** at your institution. We recommend you do this.

You **MUST** edit the survey template prior to launch – either to add your questions or to delete the page provided for your questions.

### About CROS

CROS is comparative survey run by a number of UK Universities forming a ‘benchmarking club’ in which the results from core survey questions are shared within the club (and only within the club).

The following describes the steps needed to create a CROS survey using Bristol Online Surveys (<http://www.survey.bris.ac.uk>). Details on how to get a BOS account are available from the web site.

Our survey software has proved itself quick to learn and intuitive. These notes do not cover all the features of the system and you are encouraged to experiment with creating surveys. If you need further guidance please refer to the support section of BOS, email [survey-help@bristol.ac.uk](mailto:survey-help@bristol.ac.uk) or phone **0117 331 4377**.

### Before starting

It is worth previewing the example survey provided at:

<http://www.survey.bris.ac.uk/cros/2011example>

From a review of the survey you need to decide:

- 1) Do you need to change the wording that appears on the opening *Welcome* and the final “Thank you” pages?
- 2) Do you need want to add further explanatory text to questions? Instructions follow below on how to add text that appears against questions when the “More Info” button is clicked by a survey respondent. You might, for example, want to explain the question using terms more commonly used at you institution.
- 3) Do you want to add site-specific questions? For example, “What department do you work in?”

### Creating a new survey

- 1) From <http://www.survey.bris.ac.uk> login using your username and password (note that these are case-sensitive). This will take you to the **My Surveys** page
- 2) Click on **Create Survey** in the navigation bar at the top of the screen
  - a) In the text box entitled “Survey Title” enter a name for your survey e.g. *University of Poppleton’s CROS 2011 survey*. This will appear on your live survey. This is the name to email to [survey-help@bristol.ac.uk](mailto:survey-help@bristol.ac.uk)

- b) In the “Template” box pick “**Institute for Learning and Research Technology – TEMPLATE - CROS 2011 – Core questions**” from the drop-down list of survey names.
  - c) In the “Short name” box enter “cros2011”.
  - d) Enter “Open” and “Close” dates in the boxes provided (dates to suit you during April to end of May).
  - e) Click on the “Create” button – survey creation may take a few moments.
- 3) After the survey is created you will see it listed under **My Surveys**. Click on the spanner and screwdriver icon under the “Edit” column.
- 4) You will see the survey split down into a separate box for each page of the survey. The core CROS questions are split over several pages. The Edit interface previews a few words of the text that each page opens with.
- a) You must amend the text that appears on the *Welcome* page (Page 1) of the survey. You will need to at least remove guidance text to authors that we have included in the template:
    - i) Click on the “Edit” button that appears on the bar against the box labelled Page 1.
    - ii) Change the text as required.
    - iii) Press “Save” or “Save and continue” when complete
  - b) You might want to amend the text that appears on the *Thank You* page (Final Page), repeat the steps outlined for amending the *Welcome* page
  - c) You can choose to add “More Info” text boxes to core questions.
    - i) There are two ways in which you get to the question(s) you wish to amend – Click on the question number listed or click on “Edit” in the Page title bar and then scroll through all questions to find the one you want and then click “Edit” again on that question.
    - ii) For the question selected you will see the text and possible answers plus a text box entitled “More Information”. Enter the wording you require in this text box. (N.B. Within the core survey this will be the only part of the question that the system allows you to change)
    - iii) Click on “Save Changes”. The “More Info” button will automatically appear against the question once text has been entered.
    - iv) Repeat the above for as many questions as you wish to change.
- 5) Adding/Deleting Institution Specific Questions** – (N.B. results from these questions are **not** shared with other institutions taking part in CROS)
- a) If you wish to add your own questions to the survey then you can do so on the page entitled “***Institution Specific questions***”. Please refer to your local BOS administrator for help or visit:
 

<http://www.survey.bris.ac.uk/support/how-to-create-a-survey>
  - b) **If you do not intend to add your own questions you must delete the page “Institution Specific questions”.** You cannot reinstate the page other than by starting a new survey.
    - i) Click on “Delete” on the title bar for this page.

- ii) Click on “Delete” on the delete confirmation screen that appears.
  - c) Once you have finished making amendments scroll to the top of the page and click on **My Surveys** in the navigation bar.
- 6) **Changing Survey Options:** When in the My Surveys area of BOS click on the briefcase icon under “Survey Options”:
- a) We recommend you enter the approximate maximum number of researches at your institution where you see “Expected maximum number of survey respondents”. (This can be changed at any time, even when the survey is live. It does not limit the number of respondents).
  - b) You can amend survey Open and Close dates (these can be changed after the survey is live if, for example, you wish to extend the open period for the survey).
  - c) You can amend text to appear before and after a survey is open (live).
  - d) We recommend you un-tick the box marked ‘Show the word "Optional" after optional questions’.
  - e) We recommend you tick the box marked “Finish Later” so that respondents can part complete a survey and return to it later within the open and close dates you set.
  - f) We recommend you tick the box marked “Allow respondents to print a copy of their responses at the end of the survey”.
  - g) We recommend you check that the person set to be “Contact for survey queries” is correct.
- 7) **Pilot/test your survey:** We recommend that you pilot or test your survey even if it is just with a few colleagues. Instructions on how to do this are available at:
- <http://www.survey.bris.ac.uk/support/fag/surveys/how-do-i-pilot-a-survey>
- 8) **Making your final CROS survey:** When you are satisfied that your survey is ready. Go to the My Surveys area of BOS click on the “Launch” (rocket) icon. Confirm you have taken all steps by ticking the boxes and click on the Launch button
- a) A confirmation page will appear to tell you that your survey is now ready
  - b) You can click on the survey link displayed to satisfy yourself the web link works.
  - c) You can cut and paste the link into an email. You can always get a reminder of the survey web address (URL) by checking within “Survey Options”.

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