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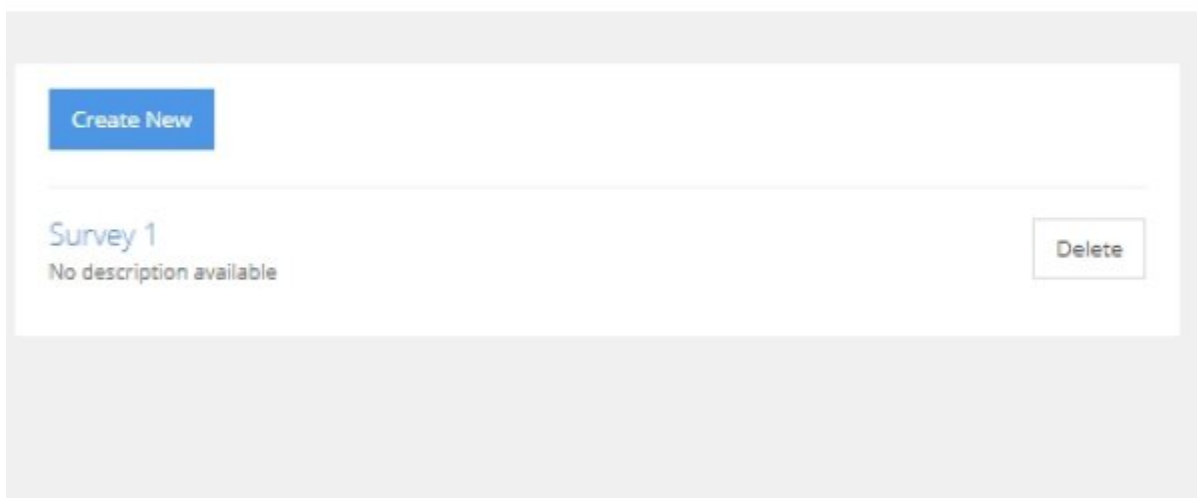
Summary: On this page, we describe the process of how to create surveys and how users(usually students) will respond to those surveys; we also evaluate the export options related to the survey's information:

# Collecting Feedback from Students

## Setting up surveys and publishing to Students

This area is used to create, edit, and manage the **Surveys** information.

Account Settings > Surveys



**How to Access:** Advanced Options > Surveys.

## Create Survey

### General Information

Type **Name**, **Description**, **Start date**, **End date**, and **Anonymous** (This option sets the **Survey** as anonymous).

### Security

Select **Roles with access to the Survey**, and scope it ( **Only users with scope**). **Audience**

- **Applies to roles** - The users with the selected roles will be presented with the Survey.

## Survey Design

This section allows the admin to design the actual Survey displayed to the Users. A **Survey** can have multiple questions, so it gives you the option to add or delete questions while adding multiple response types. Add a field and you will be able to move it up and down and see the properties as needed.

- **Text** - Click this button to add a Text box to the **Survey**, you would need to enter a Unique ID, Caption, Explanation text and specify if it will be required or not.

The screenshot shows a dialog box titled "Edit field options" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Unique Key**: A text input field. Below it, a note states: "Required. This key will be used to store the field information. This can be used for importing/exporting data. If changed after the users have loaded information, data will be lost."
- Caption**: A text input field containing the text "New field". Below it, a note states: "Required."
- Explanation Text**: A text input field.
- Required**: A dropdown menu currently set to "No".
- At the bottom right, there are two buttons: "Save" and "Cancel".

- **Multiple choice** - Please click this button to add multiple choice questions/options to the **Survey**, you would need to enter a Unique ID, Caption, Explanation text, specify if it will be required or not, and put Key-value pairs where it must be specified as 'safe\_key|Some readable option'.

Edit field options

Unique Key

Required. This key will be used to store the field information. This can be used for importing/exporting data. If changed after the users have loaded information, data will be lost.

Caption

New field

Required.

Explanation Text

Required

No

Options

Key-value pairs MUST be specified as 'safe\_key | Some readable option'. Use of only alphanumeric characters and underscores is recommended in keys. One option per line. Option groups may be specified with <Group Name>. <> can be used to insert items at the root of the menu after specifying a group.

Save

Cancel

- **Checkbox**- Click this button to add a checkbox to the **Survey**, you would need to enter a Unique ID, Caption, and Explanation text.

Edit field options

Unique Key

Required. This key will be used to store the field information. This can be used for importing/exporting data. If changed after the users have loaded information, data will be lost.

Caption

New field

Required.

Explanation Text

Save

Cancel

- **Section Header**- Click this button to add a Section Header to the **Survey**, you would need to enter a Unique ID, Caption, and Explanation text.

Edit field options

Unique Key

Required. This key will be used to store the field information. This can be used for importing/exporting data. If changed after the users have loaded information, data will be lost.

Caption

New field

Required.

Explanation Text

Save

Cancel

## Answering the Survey

The Surveys can be shown at the Kiosks or as a pop-up on the target user's Home Page.

# Generating Survey Reports

You can export all Surveys related data by clicking Advanced Options-> Export:  
Select "Survey Responses":

The screenshot displays the Engineerica University dashboard. On the left is a vertical sidebar with icons for General, Center Visits, Class Attendance, Action Plan, Appointments, Institutional Research, Media, Events, and Advanced Options. The main content area features a blue header with the university name, a search bar, and notification icons. A green banner at the top states: "AccuCampus was updated! You're now using version 2.7.0.0 that was released 4 days ago! To view the change log click here." Below this, a large banner reads "Welcome to Engineerica University" and "Tomorrow starts today!" with a photo of graduates. A blue button on the right says "Get in line remotely. Avoid waiting." with a "Learn more" link. The dashboard is divided into sections: "My Notifications" (with a "View all" button and a notification for "Appt Reminder 14 days ago"), "My Action Plan" (with a "View all" button and "No assignments pending"), and "My Appointments" (with "Create new" and "View all" buttons, and a list of appointments including "Albertina Aalders on 12/14/2020 @4:00 PM with Jorge2 rodriguez"). At the bottom, a "Seminars/Events" section has "Create new" and "View all" buttons, and a list of events including "[Arts\_923456] battle of the bands on 12/14/2020 @12:00 AM in A-111".

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Last  
update:  
2021/03/05 15:21 accucampus:administrator:quickstart:feedback <http://www.attendance-tracking.com/docs/doku.php/accucampus/administrator/quickstart/feedback>

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Last update: **2021/03/05 15:21**

