

Insight Survey Campaigns

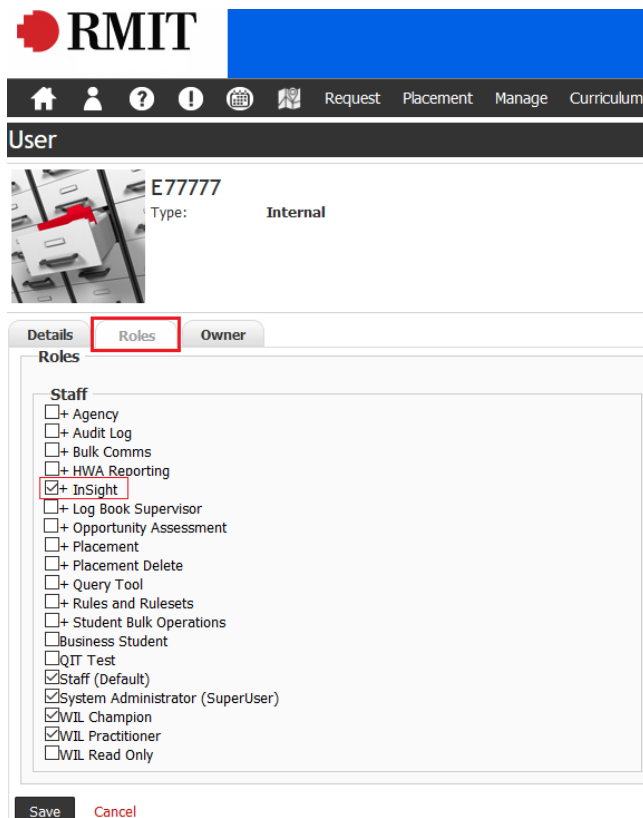
Using the Survey Tool

The InPlace Insight Survey/Assessment Tool allows for the creation of student feedback surveys and online assessment tools for placement supervisors. It is distributed using the Insight Campaign Tool, which will be discussed further on.

Pre-Requisite Permissions:

Navigate to **Admin > Users**

1. Search for the required user account using the **User Name**, **Name** or **Code** fields.
2. Click on the **Detail** link next to the user name displayed in the filtered results.
3. Click on the **Roles** tab.
4. Tick the **+ InSight** check-box.
5. Click on the **Save** button.



Create a new survey:

Navigate to **Insight > Survey / Assessment**

1. Click on the **+ Add A New Item** button.
2. Select the **Type of Survey** required from the drop-down menu.
3. Complete the **Title** and **Description** fields.
4. Click on the **Save** button.

Type of Survey:* General Student Survey

Title:* New Survey

Description:*

5. Click on the **Add Section** button.
6. Complete the **Section Heading** field.
7. Select the **Row** or **Grid** format.
8. Click on the **Add Existing** or **Create New** button.
9. The **Add Existing** option will open a pop-up box that displays **pre-set** survey questions.

Question

Add Existing Question

Search for Question Text:

Click on Question line to view a Preview

Student ID:

Course Name/Code:

Year Level:

Placement Dates:

Clinical Setting/Ward:

Formative Assessment Date:

The Formative section of this survey should be completed midway through the student's placement.

Complies and practices according to relevant legislation and local policy

10. The **Add Existing** option will open a Create New Question pop-up box.
11. Complete the **Question Title** and **Description** fields.
12. Select an **Answer Type** - This will determine the format of the answer:
 - **Range**
 - **Multi Select**
 - **Single Select**
 - **Text**
 - An **Optional Text Answer** can also be added to all non-text answer types.

Create New Question

Question Template

Question Title (to be displayed on reports):

Description (to be displayed on survey): ⓘ

File ▾ Edit ▾ View ▾ Format ▾ Table ▾

← → Formats ▾ **B** *I* [List icons]

New Question Description

Answer Type:

Note: The **Code field is **mandatory** for **Select type** answers, however it does not have to be used in the final output and is not visible to users. The **Score** field can be left blank.*

- Click on the **Save** button when complete.
- The **saved questions** can now be **edited** or **removed**.

Section 1

Section Heading: *

Format: * ▾

Questions:

[\[edit\]](#) [\[remove\]](#) Test survey purposes only.

[\[edit\]](#) [\[remove\]](#) **Placement Dates:**

[\[edit\]](#) [\[remove\]](#) **The Formative section of this survey should be completed midway through the student's placement.**

Complies and practices according to relevant legislation and local policy

- Click on the **Save** button.
- Click on the **Preview** tab to see how your question will be displayed to users.

Details Security **Preview**

This survey has been created for test purposes only.

New Survey Section

- Test survey purposes only.
 - Yes
 - No
 - Comment:
- Placement Dates:**
- The Formative section of this survey should be completed midway through the student's placement.**

Complies and practices according to relevant legislation and local policy

 - 1/5 - Unsatisfactory
 - 2/5 - Limited
 - 3/5 - Satisfactory
 - 4/5 - Good
 - 5/5 - Excellent
 - N/A

- After adding required questions, click on the **Security** tab to give other staff members permission to access the survey by **filtering by surname** and clicking the **Add as owner** link.

Details Security **Preview**

Security

Current staff members who can modify the survey

Staff Code	Surname	Given Name	
E7777			Creator cannot be removed as owner

Page 1 of 1 25 items per page 1-1 of 1 items

Select a staff member to add as Owner for the survey

Filter

Surname:

Staff Code	Surname	Given Name	
E22222	A	A	<input type="button" value="Add as owner"/>
E33333	A	T	<input type="button" value="Add as owner"/>

Using the Campaign Tool

Navigate to **Insight > Survey / Assessment Campaign**

1. Click on the **+ Add a new item** button.
2. Complete the following fields:
 - **Title**
 - **Campaign Short Name**
 - **Description**
 - **Campaign Start Date**
 - **Campaign End Date**
3. Tick the **Allow respondents to access surveys without first logging in to InPlace** check-box if you will be sending these forms to Supervisors or staff who don't have InPlace user accounts.
4. Click on the status **Draft** from the drop-down box.
5. Click on the **Select Survey** button.
6. Select the **required survey** from the **Select Survey** pop-up window.
7. Click on the **Save** button to create the campaign draft.

Note: The **Allocation Group field is optional and can be used to associate the Survey Campaign.*

Details
Detail

Title: *

Campaign Short Name: *

Description: *

Campaign Start Date:

Campaign End Date:

Show only selected answers in Placement Assessment Report:

Allow respondents to access surveys without first logging in to InPlace:

Status:

Change the status from Draft to Published when ready for distribution

Created By: **Joshua Jones**

Select Survey

Title	Survey Type	Creator	Status	Date Created
RE Test Survey 001	General Student Survey		Final	28/02/2020

Select Allocation Group to associate this campaign with. Students who have not completed this campaign will not be able to view placement details for the Allocation Group

Allocation Group:

Save
Cancel

8. Click on the **Select Respondents** tab to **add students**. Use the various filter functions to narrow student recipients to a certain discipline or a select group of allocation group.

Details
Select Respondents
Security

Filter Campaign Respondents ▲

Campaign Type:
General Student Survey

Select discipline to filter the Student topic further or leave blank for all disciplines

Select Allocation Groups

Filter Reset

Filter Results ▲

Respondent Surname:

Filter Reset

Action ▲

9. Select **students** from the list by ticking the required check-boxes.
10. Click on the **Security** tab to **add / remove staff members** from the campaign.

11. Click on the **Details** tab.
12. Change the **Status** drop-down menu to **Published**.
13. Click on the **Save** button.

14. Click on the **Select Respondents** tab.
15. Select **Student** who require the **assessment form** by ticking their check-box and clicking on the **Email Selected Respondents** button.

16. Click on the **Email Selected Respondents** button to display the **Campaign Respondents** pop-up window.
17. Click on the **Preview Message** button.
18. Review the correspondence by clicking on the **Preview** button to display the message in a pop-up window.
19. Click on the **Close** button.
20. Click on the **Send** button to send the email.

21. Once the final form is submitted its **Status** will be updated according to student responses.
22. The **Status column** will reflect surveys **Not started**, or those **completed** with a Green ✓ tick.

Respondent Surname	Respondent Given Name	Subject	Status	Notified On	Reminded On	Survey Submitted On	External Url
-	XXXXXXXXXX	XXXXXXXXXX	Completed ✓	28/03/2020	---	28/03/2020 2:45 AM	Survey Link
-	XXXXXXXXXX	XXXXXXXXXX	Not Started	28/03/2020	---	---	Survey Link

Accessing Results:

Navigate to **Insight > Survey / Assessment Campaign**

1. Use the **Filter** to locate / or **manually locate** the earlier created **Assessment Campaign**.
2. Click on the **View** link will displayed in the **Campaign Summary Report** column.
3. Review **Survey Response information** in the **Campaign Summary Report** pop-up window.

Survey Response Summary Report

Test Campaign 28-March-2020
 This Campaign has been created for test purposes only.
 Campaign ran from 1/03/2020 12:00:00 AM to 31/03/2020 12:00:00 AM
 Number Sent: 2
 Number Submitted: 2

RE Test 002

RE Test 001 Q2

No. of Respondents

1 0.8 0.6 0.4 0.2 0

1 2 3 4 5 6 7 8 9 10

Total Responses

Respondent Name	Optional Text Answer
	(No text answers submitted)

RE Test 003

RE Test 002 v3

Mail Merge Assessment Results

It is possible to reformat **assessment results** into a Word document via the **Query Tool** to run a specified report. For help with mail merge requests, please contact the InPlace Business Support Team at inplace.support@rmit.edu.au

For further assistance, please contact your school's WIL team or visit [InPlace Support Online Help](#) or contact the InPlace Business Support Team at inplace.support@rmit.edu.au