Surveys in the WOIS Portfolio

Instructions

As a WOIS Portfolio Site Administrator, you can create Surveys for students/clients to answer from within their WOIS Portfolios.

After students/clients answer a survey, you can view a report that shows the answers.

You may create as many surveys as you wish.

To create a survey

1. Log into your portfolio administration
2. Click on Site Setup on the left-side menu, then click on Surveys
3. Under Add New Survey, type the name of your survey, then click Create Survey
4. If needed, type an introduction or instructions for your survey.
5. Set the Active box to “Yes” if you want the survey to be active now.
6. If this survey is only for one grade level, set that grade level.
7. Check “Show all portfolios” if you want the survey report to show all students/clients at your site (or in the grade you have selected) – otherwise the survey report starts by only showing students/clients whose names begin with A.
8. Create your survey. You have 4 options for survey items:
   a. Heading. This is a heading for a section of your survey, or to introduce a group of questions or checklist items.
   b. Checkbox. Items for which a check next to the item indicates the answer.
   c. Short Text. Items for which a short answer is appropriate, 300 characters or less.
   d. Long Text. Items for which a long answer may be recorded.
9. Use the order column to organize the order of your survey items. I suggest spreading your numbers, so if you need to insert an item, you won’t have to renumber all of the items. So make your order numbers 0, 5, 10… or 0, 10, 20…
10. Click “Update Survey” if you make changes to items you have previously added.

11. To check the look of your survey, in the view/edit option for the survey, click on “preview survey”

You may need to go back and modify the survey so it looks correct. If you make modifications, be sure to click “Update Survey” to make the changes stick.