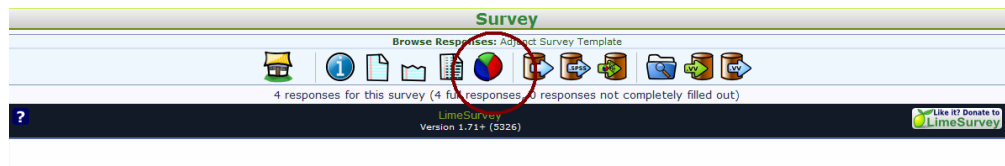


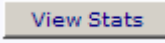
Viewing Survey Results

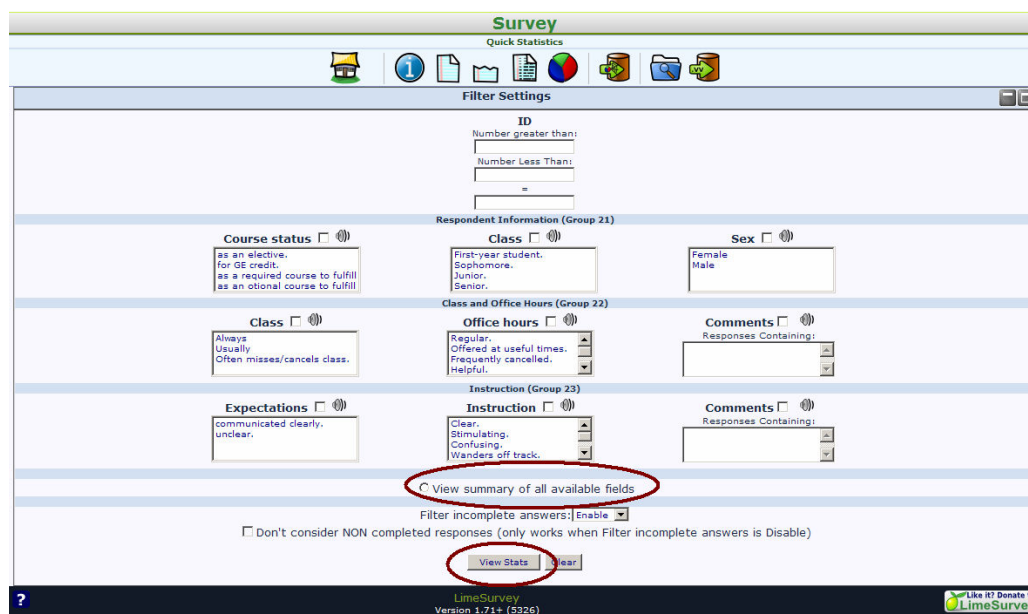
(Setup and use instructions on following page)

1. Login to LimeSurvey at <https://survey.westmont.edu/admin/admin.php#>.
2. Select the survey you want to review.

3. Click  then .




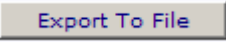
4. For the first look at the data, check the boxes for which you want to see results or click the "all available fields" button and then click .

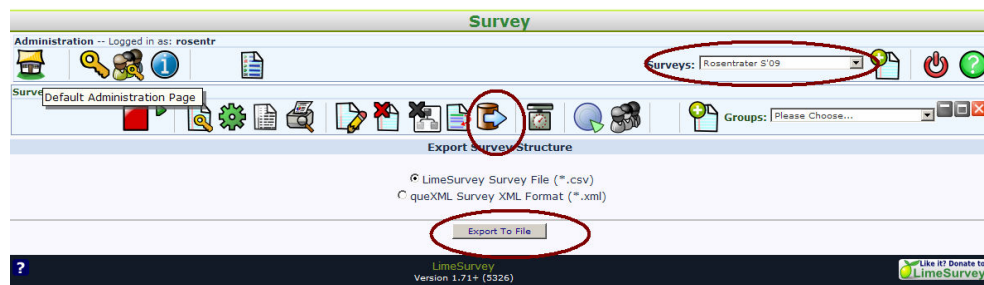


If desired, you can concentrate on certain questions or view the results for subpopulations (e.g. females, taking the class for GE credit, etc.) by clicking on the responses you want to include. Use shift-click to select multiple responses to a question. (As always, check the boxes for responses for which you want summary data.)


Instructions for Setting Up an Adjunct Survey

1. Get your department's lime survey account information from John Rodkey (Rodkey@westmont.edu).
2. Go to <https://survey.westmont.edu/admin/admin.php#> and login using the account information supplied by John Rodkey.
3. Prepare to start a new survey.
 - a. Select the template (or a survey you have previously constructed) from the list of surveys.

- b. Click on  then .

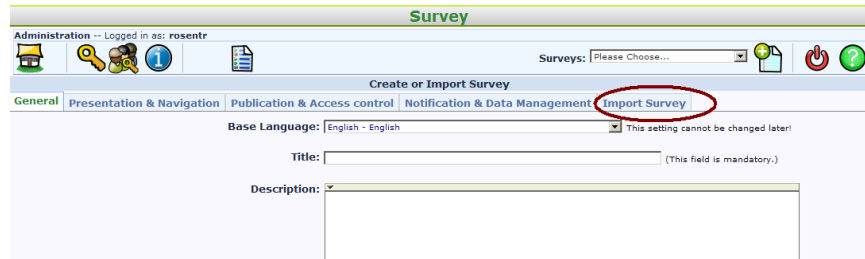


- c. Save the file in a location you will remember. There is no need to open the file or folder. **(Some setups may place the file in a default location without asking.)**
4. Import a new survey.

- a. Click on the top  icon.



b. Click on **Import Survey**.

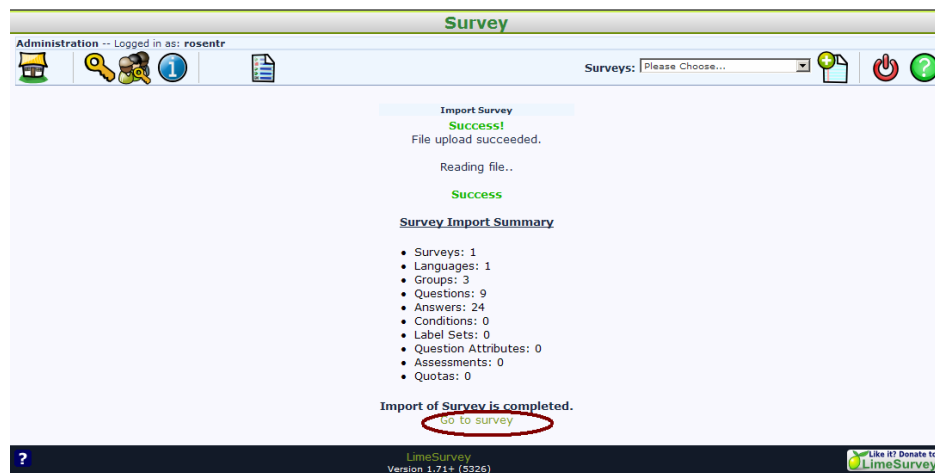


c. Click **Browse...** and navigate to the place where you saved the template. (Some setups take you to the default location without asking.)


d. Click **Import Survey**.

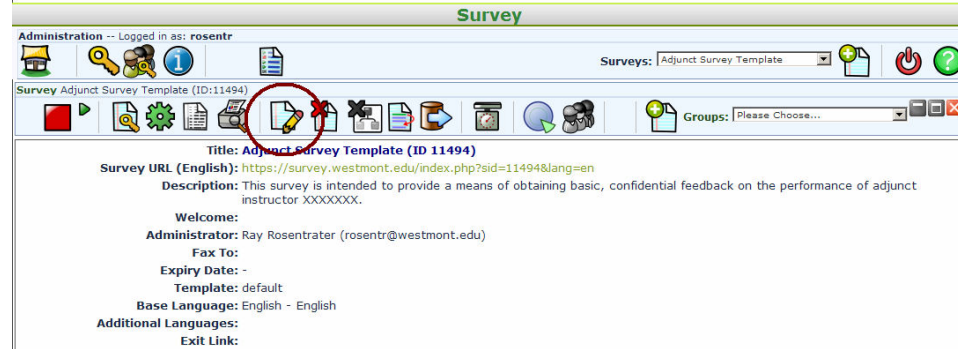


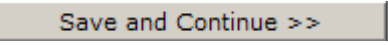
e. Click on **Go to survey** near the bottom of the screen.

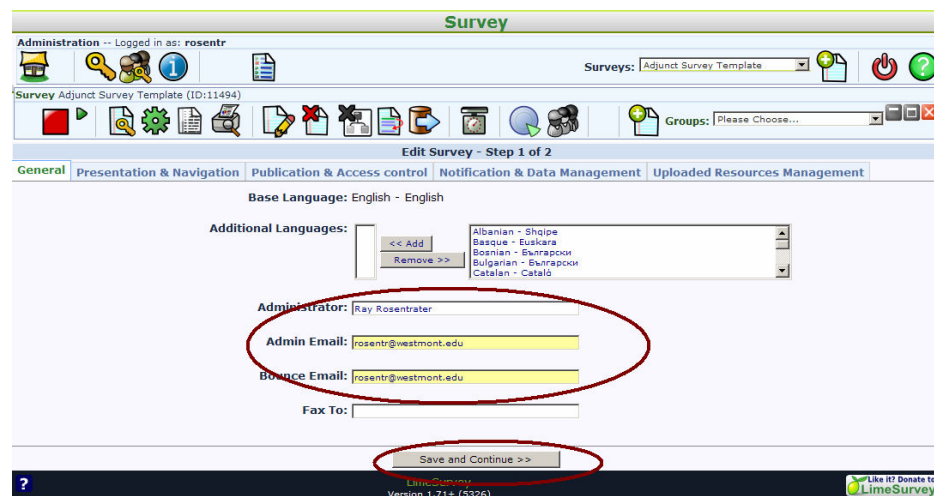



5. Modify the survey for current use.

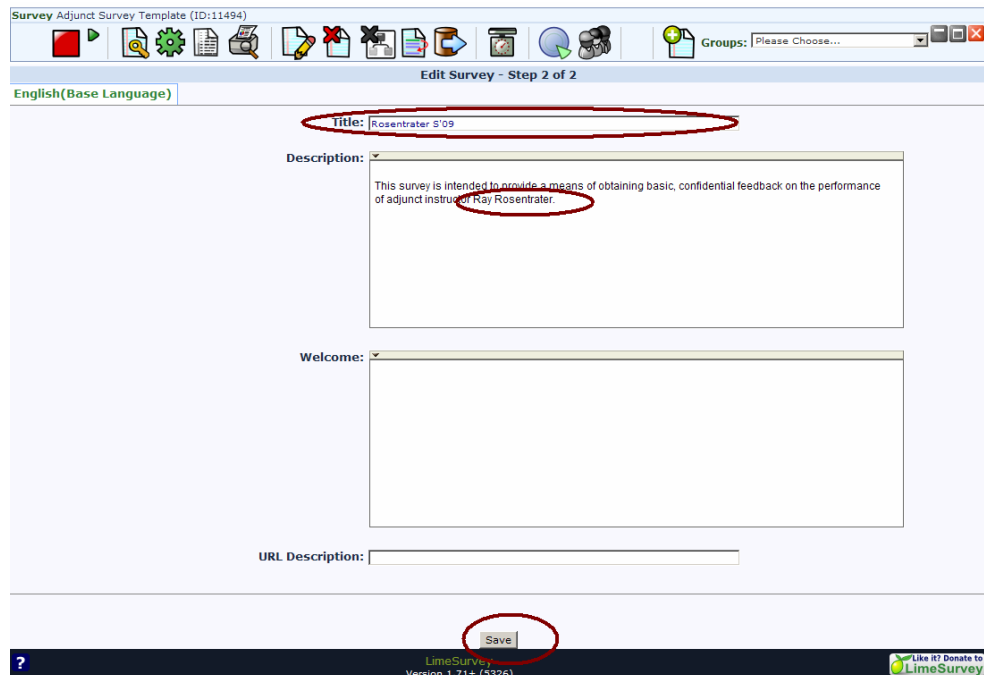
- a. Click on .




- b. If needed, edit the administrator and email information.
c. Click on .




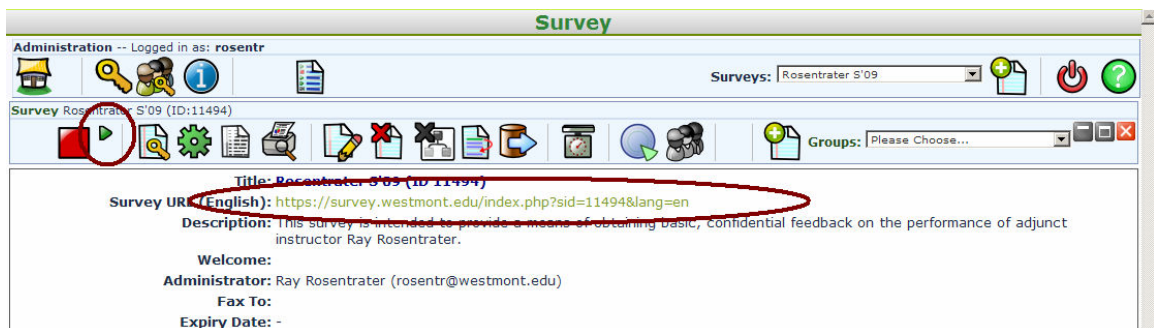
- d. Change the title of the survey to something helpful and change the description to the include name of the adjunct for whom you are gathering feedback.
e. Click on  at the bottom of the screen.



f. If you want to modify the questions, see “**Modifying the Questions.**”

g. If desired, you can test run the survey by clicking .


6. Activate the survey by clicking .



7. Highlight and copy the survey URL which appears in green and paste this URL into an invitation email sent to the members of the class.

8. You can send an email to the entire class list by emailing courseID@westmont.edu. Alternately, one can get a list of the emails of the registered students by using the **list** option of the class roster page at <http://webapps.westmont.edu/cgi-bin/WebObjects/directory.woa/wa/roster>.

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WESTMONT

Office of the Registrar

Class Roster

Email Account :

Email Password:

Course Identification

Term: Spring 2009 Fall 2008

Enter your Email account w/o @westmont.edu, email password, and the Course Identification, use the new course format (e.g., COM-010-1, PSY-125L-1, RS-114-E1) - NO SPACES PLEASE.

List ▾

Find Students

9. The list of emails addresses for students in the class appears at the bottom of the page.

0253238	Skrak	Jenna	6744	jskrak@westmont.edu	ms# 2201	AR D210	
0234107	Stromer	Sara	6577	stromer@westmont.edu	ms# 2234	VK D1	DMV
0273253	Tabb	Sarah	6528	stabb@westmont.edu	ms# 2269	PG C240	
0247381	Tremayne	Caitlin	6567	ctremayne@westmont.edu	ms# 2288	VK A3	

Copy and Paste the email address below to a group in your email program's Address Book.

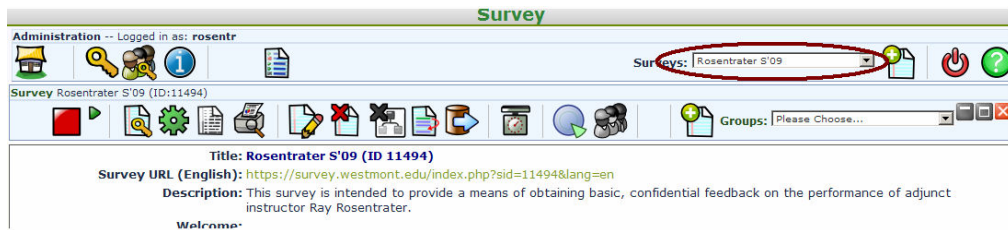
iaavila@westmont.edu, bbustamante@westmont.edu, scallahan@westmont.edu, acarty@westmont.edu, achavis@westmont.edu, mcordero@westmont.edu, jdebie@westmont.edu, eevancoe@westmont.edu, nlee@westmont.edu, clowe@westmont.edu, amooty@westmont.edu, meu@westmont.edu, anichols@westmont.edu, apierce@westmont.edu, jpolsenske@westmont.edu, eschutz@westmont.edu, jskrak@westmont.edu, ssr@westmont.edu, stabb@westmont.edu, ctremayne@westmont.edu,

***Bold indicates on waitlist**

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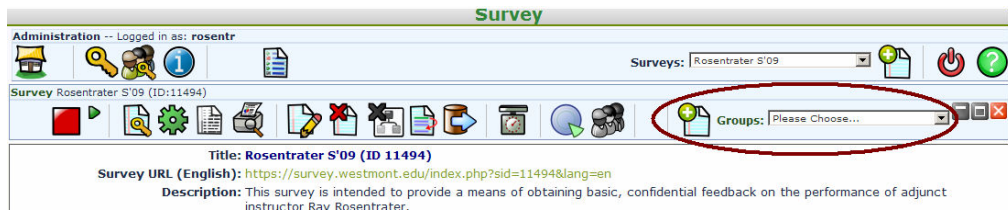
Modifying the Questions

1. From the top drop-down menu select the survey to be edited.




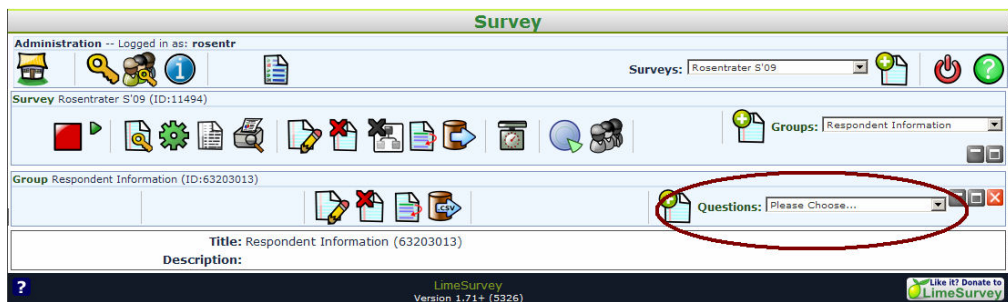
2. From the second drop-down menu select a group of questions. (You can create a


new group by clicking on the )

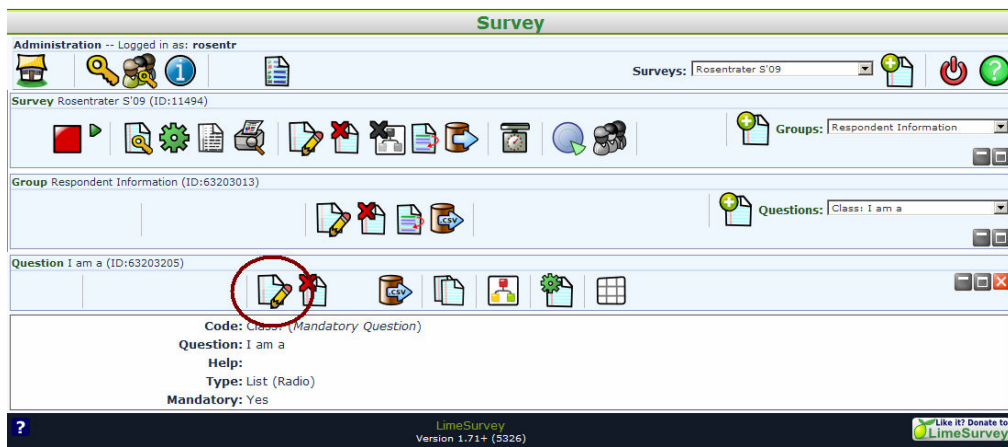


3. Within the group, select a particular question from the drop-down menu or click

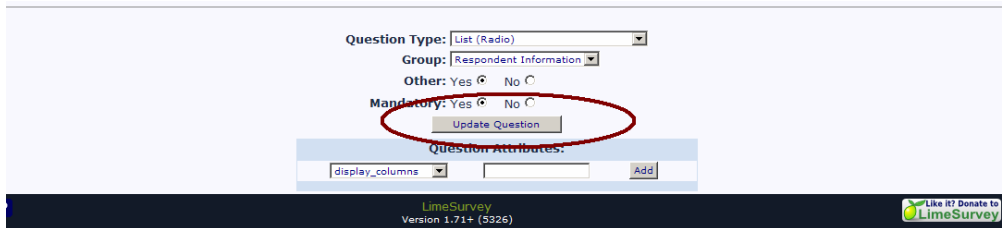
 to create a new question.




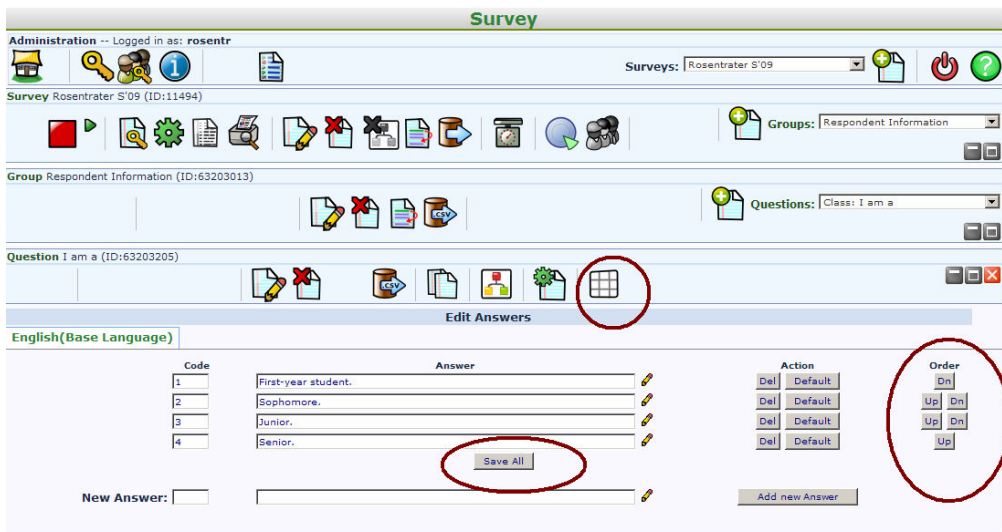
4. Edit the question by clicking the lowest .



5. The change that will affect the question the most is the Question Type. You will need to experiment with the types to get a feel for how they work. Not all of the listed types are available.
6. When you are done editing the question **statement and type**, click UPDATE QUESTION.



7. To edit the question's **answers** click . This will allow you to add new answers or edit the existing ones. You can also change the order of the questions by clicking the buttons under **Order**. When you are done, click **Save All**.



8. To edit another question or group, use the drop-down menus to select the question or group.

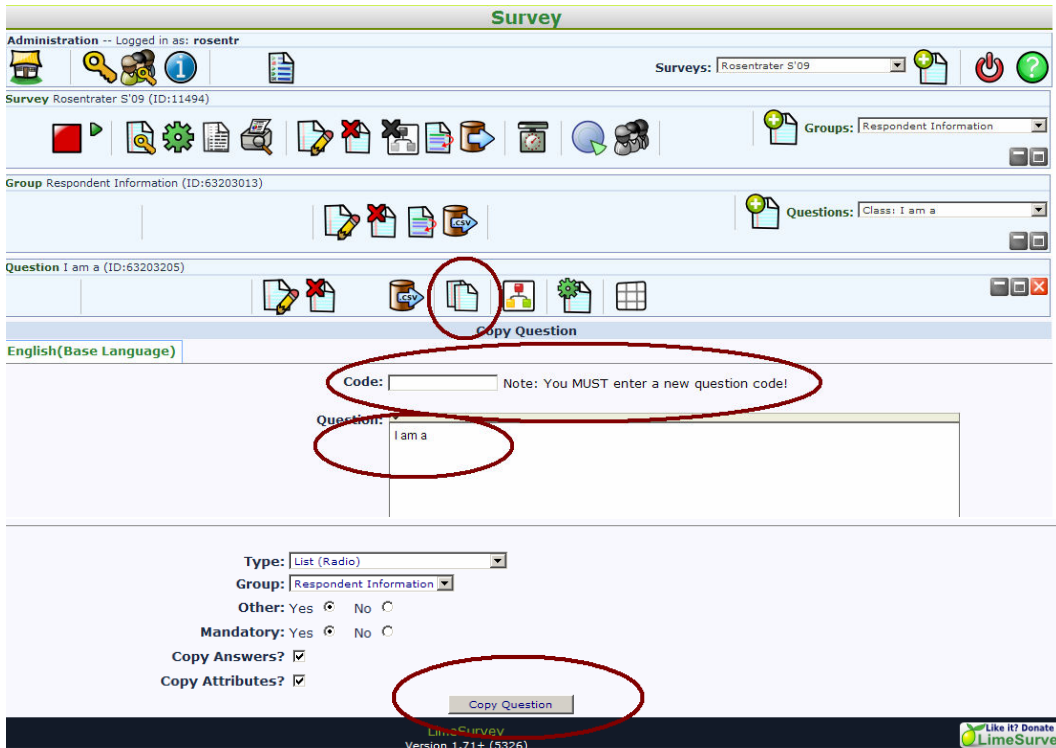


9. If you want to add a question that is similar to an old question,

- a. Click on .
- b. Enter a new code.

c. Modify the question.

d. Click **Copy Question** at the bottom of the page.



5. You likely will find it useful to use the revised survey as a base for subsequent surveys.