<table>
<thead>
<tr>
<th><strong>Putting the Pieces Together</strong></th>
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<tbody>
<tr>
<td>Course feedback is important for Training Coordinators to be able to capture the voices of their audience and continually improve their course offerings. The Learning Space automatically surveys registered users after each event with a set of standard questions and captures this data in a report. As a Training Coordinator, you can also add your own questions to be included in the survey and reporting.</td>
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<tr>
<th><strong>Roles and Responsibilities</strong></th>
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<tbody>
<tr>
<td>In order to complete these steps, you must have Training Coordinator access within Learning Space.</td>
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<tr>
<th><strong>Which Outcome to Expect</strong></th>
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<tr>
<td>This guide will demonstrate how to create your own set of survey questions and how to add your own survey set to a course. It will also outline how to review survey statistics and essay responses using Learning Space reporting.</td>
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<tr>
<th><strong>Where to Find Additional Resources</strong></th>
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<tbody>
<tr>
<td>For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons.</td>
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<tr>
<th><strong>Who to Contact</strong></th>
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<tbody>
<tr>
<td>For questions about this process, please contact BIS at <a href="mailto:ProductionSupport_BIS@dpsk12.org">ProductionSupport_BIS@dpsk12.org</a>.</td>
</tr>
</tbody>
</table>
• From the upper-left of the Learning Space home page, click on the Learner (a) dropdown under your name, then select Administrator (b).

• Click the Courses (a) button on the left hand side. Click the ellipses (b) and select Manage Evaluations and Surveys (c) from the options.
To Create a Survey Set:

- Click Manage Evaluation and Surveys (a)
- Click Add Survey Set (b)

In the Name* field, choose a name for your Survey Set. (a)
- Click Add (b) to save the Survey Set.
  - A message will appear indicating that the Survey Set was Created Successfully (c)

Survey Set Name Standard*
- You should identify your department/division at the beginning of the Survey Set Name. This will ensure your questions will be listed together and will discourage other groups from editing/deleting your questions.
  
  Survey Set Name Example:
- Facilities - Survey
To Create a Survey Question:

- Click **Manage Evaluations and Surveys** (a)
- Click **Add New Survey Question** (b).

From the **Question Type** dropdown, select which type of survey question you would like to add.

**Make a Choice**

- In the Question Type field, you can choose from the following:
  - **Instruction**
  - **Essay**
  - **Multiple Choice**
  - **Dropdown**
  - **Multiple Choice**

* - To add responses for these question types, refer to the Add/Reorder/Delete a Response steps on page 6 of this guide.

**Standard**

- As all courses already have a standard set of survey questions, you should always begin your survey set with an **Instruction** question to introduce your survey to users.

**Example**

- The following questions in this survey are specifically related to Facilities courses. Your feedback will be used by the Office of Professional Development in an effort to constantly improve our course offerings. Click “next” at the bottom of the page to start the
In the **Question Title***(a) field, enter a name to identify your question.

In the **Question Text***(b) field, type out the question.

Click **Add***(c) to save the question.

- A message will appear indicating that the Survey Question was **Added Successfully***(d).
- Complete this process again for any additional questions you would like to add.

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**Question Title Standard**

- You should identify your department/division at the beginning of each Question Title. This will ensure your questions will be listed together and will discourage other groups from editing/deleting your questions.

**Question Title Examples:**

- Facilities - Instructions
- Facilities Q4 - Instructor
To Add//Reorder/Delete a Response to *Multiple Choice & Dropdown* Questions:

- Click Manage Evaluations and Surveys.
- Click *Edit Survey Question*.

- Select the Survey Question that you would like to add/delete a response for by clicking on it (a).
  - After selecting, you will notice that it will be highlighted blue.

- To add a response, use the **New Response** field to type in response text and choose which order it will appear (b).

- Click **Submit** to save your new response (c).
  - A message will appear indicating that the response was **Added Successfully** (d).
• You can edit responses or change their order in the **Responses** section of this screen.
• After making desired changes, click the **Update** button to save the updates.
• A pop-up will appear indicating that the updates were made.

• To delete a response, place a checkbox next to the response you’d like to delete, then click the **Remove** button.
• A message will appear indicating that the response was **Removed Successfully**.
To Edit/Delete a Survey Question:

- Click **Manage Evaluations and Surveys** (a)
- Click **Edit Survey Question** (b).

Select the Survey Question that you would like to edit/delete by clicking on it (a).
- After selecting, you will notice that it will be outlined blue (b).
To delete the selected question, click on the Delete (a) button.
- A pop-up will appear asking if you are sure you would like to delete this question. Click OK (b).
- Another message will appear indicating that the Survey Question was Deleted Successfully.

To edit the selected question, modify the Question Type, Question Title, and Question Text fields (a), then click Update (b).
- A pop-up will appear indicating that the updates were made (c).
To Add a Survey Question to a Survey Set:

- Click Manage Evaluations and Surveys
- Click Add Existing Questions to

![Image showing the process steps]

- From the middle section, Select the Survey Set that you would like to add a question(s) to by clicking on it (a).
- From the list of questions on the right, place a checkmark next to the question(s) (b) you would like to add to this Survey Set, then click Add (c).
- A message will appear indicating that the question(s) were Added Successfully (d).
To Reorder/Remove Questions in a Survey Set:

- Click Manage Evaluations and Surveys (a).
- Click Modify Survey Set (b).

- Select the Survey Set that you would like to reorder/remove by clicking on it (a).
• To remove a question from the Survey Set, place a checkmark in the Remove column (a), and then click the Remove (b) button.
  • A pop-up will appear asking if you are sure you would like to remove this question. Click OK (a).
  • A message will appear at the top of the screen indicating that the question was Removed Successfully.

• To reorder questions in the Survey Set, indicate which order the questions should appear in the Order column (a), and then click the Update button.
  • A message will appear at the top of the screen indicating that the order was Updated Successfully (b).
To Copy a Survey Set:

- Click Manage Evaluations and Surveys (a).
- Click Copy Survey Set (b).

- In the Name field (a), choose the Survey Set that you would like to copy.
- In the Copy Name field (b), choose a name for the copy you are creating.
- Then, click the Copy Set button (c).
- A message will appear at the top of the screen indicating **Data Successfully Copied** (d).

**Please Note**
- After copying the survey set, you can then go back and revise or reorder the survey questions to meet your business needs.
To Add a Survey Set to a Course:

- Click on the **Courses** button (**a**) in the column on the left.
• Select the Course that you would like to add a survey to by clicking on it.
  • This will open a new tab.

• Click on the **General Options** tab (a).
• Select **Add Evaluations and Surveys** (b).

• Place a checkmark next to the Survey Set (a) that you would like to add to this course, then click the **Add** button (b).
  • A message will appear at the top of the screen indicating that the survey was **Added Successfully**.

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**Sample Course 1**

Type: **CLASSROOM**

Short Name: HR-BIS-Course

ID (IMS): HR-BIS-Course
To View the Survey Statistics Report:

- Click on the **Courses (a)** button in the column on the left.
• Select the Course that you would like to view the report for by clicking on it.
  • This will open a new tab.

• Click on the Reports tab (a).
• Select Survey — Stats (b).

• In the Please pick a survey from the list to view dropdown (a), select the survey that you want to view the report for.
  • Default for all courses will always be available for all courses.
  • If you have added your own Survey Set, you will be able to select it here.
• In the Filter Results by Event field (b), select the event that you would like to view the report for.
• Click the Show button (c) to view the results.
- Scroll down to view the results.

Optional
- You can use the **Export to Excel** button to export this report to an Excel workbook.
To View the Survey Essay Responses Report:

- Click on the Courses button (a) in the column on the left.

- Select the Course that you would like to view the report for by clicking on it.
  - This will open a new tab.
• Click on the **Reports** tab (a).
• Select **Survey — Essay** (b).

![Image](image.png)

• In the **Please pick a survey from the list to view** dropdown, select the survey that you want to view the report for.
  - **Default for all courses** will always be available for all courses.
  - If you have added your own Survey Set, you will be able to select it here.

• In the **Filter Results by Event** field, select the event that you would like to view the report for.
• Click the **Show** button to view the results, and scroll down to view results.

Optional
• You can use the **Export to Excel** button to export this report to an Excel workbook.