Surveys

Types of surveys

Case/Scenario Survey: Create a survey for learners to complete at the conclusion of a case/scenario.

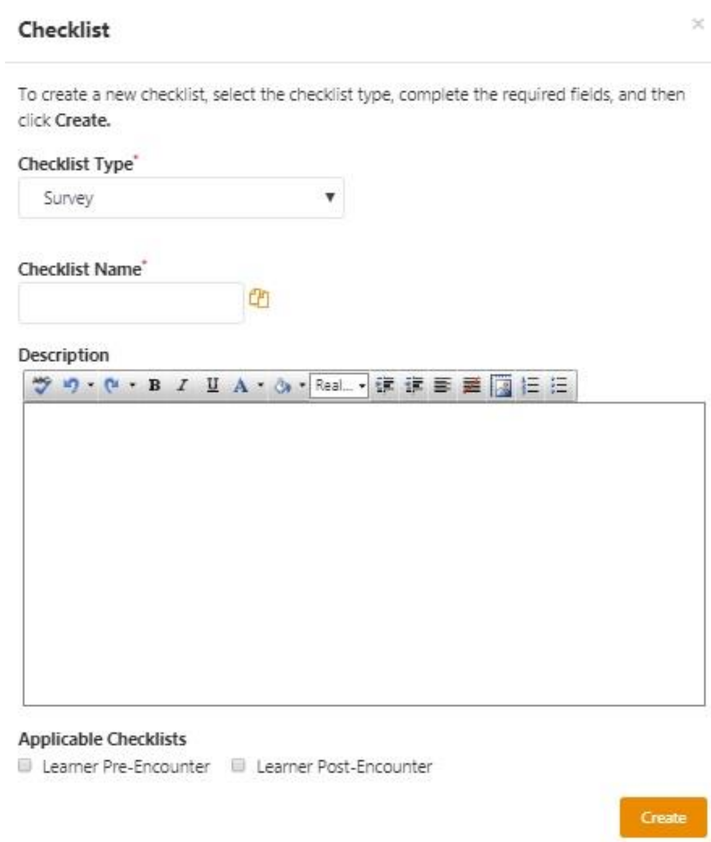
Session Survey: Create a survey for learners to complete at the conclusion of a session.

Stand-alone Survey: Create a stand-alone survey that isn't associated with a case/scenario or a session and can be anonymous.

Create a checklist with your survey questions

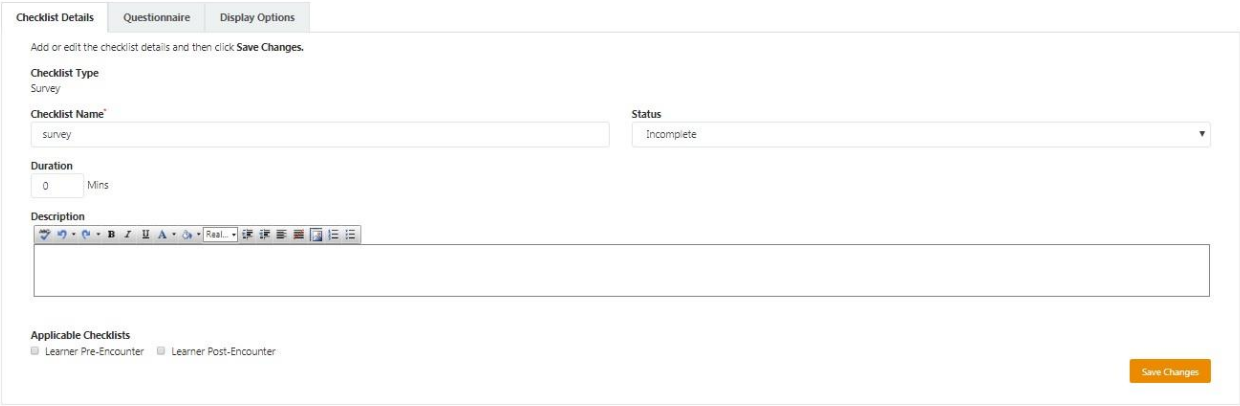
For all types of surveys, the first step is to create a checklist with your survey questions.

1. Click **Cases & Scenarios > Checklists > Add New**.



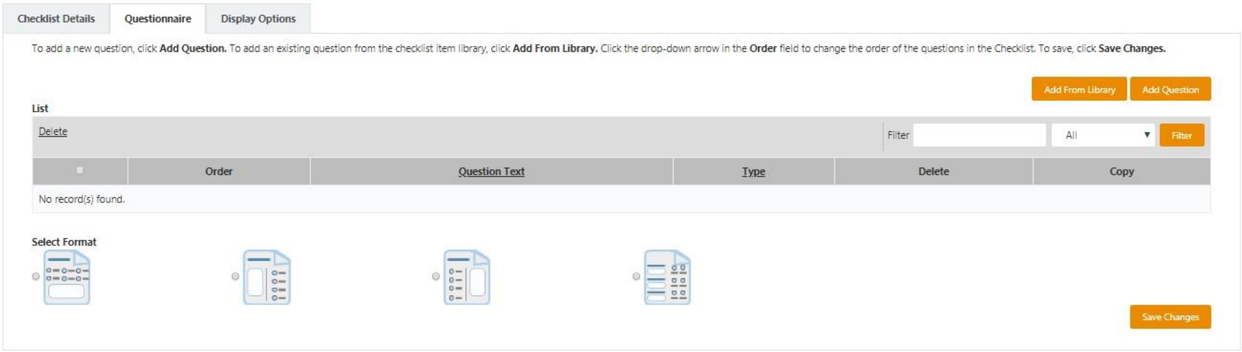
2. Select **Survey** as the Checklist Type.
3. Name the checklist or click the icon to copy an existing checklist.
4. Add a description of the checklist (optional).
5. Select if the questions can be applied to other checklists. ***Note***: Applicable checklists appear when you select a Checklist Type.
6. Click **Create**.

Checklist Details tab



1. In the **Status** column, click **Complete** for the checklist to be active.
2. Click **Save Changes** and then click the **Questionnaire** tab.

Questionnaire tab

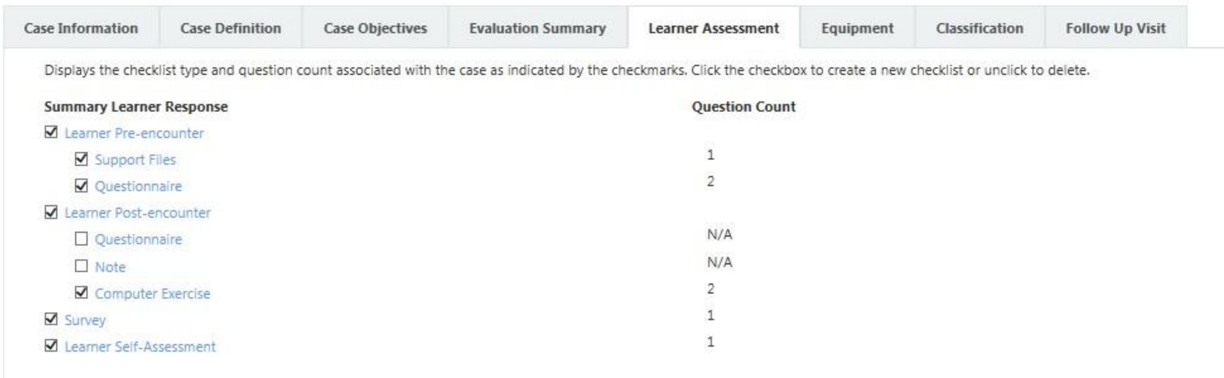


1. Click **Add Question** to create a new survey question or **Add From Library** to add existing questions from the Items Library.
2. Click the drop-down arrows in the **Order** column to rearrange the list of questions.
3. Select the display **Format**.
4. Click **Save Changes**.

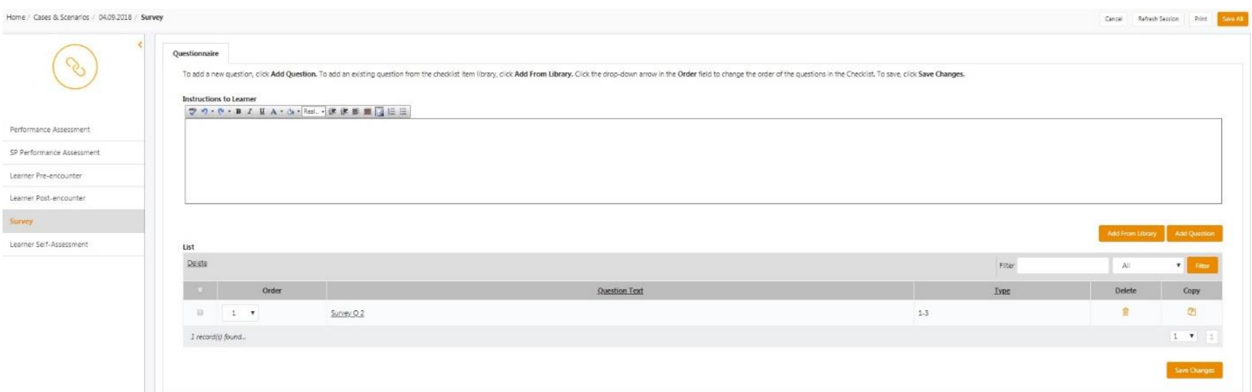
Note: Refer to **EMS Education > Reference Guides > Cases & Scenarios > Create a Checklist** for more information.

Case/Scenario Survey

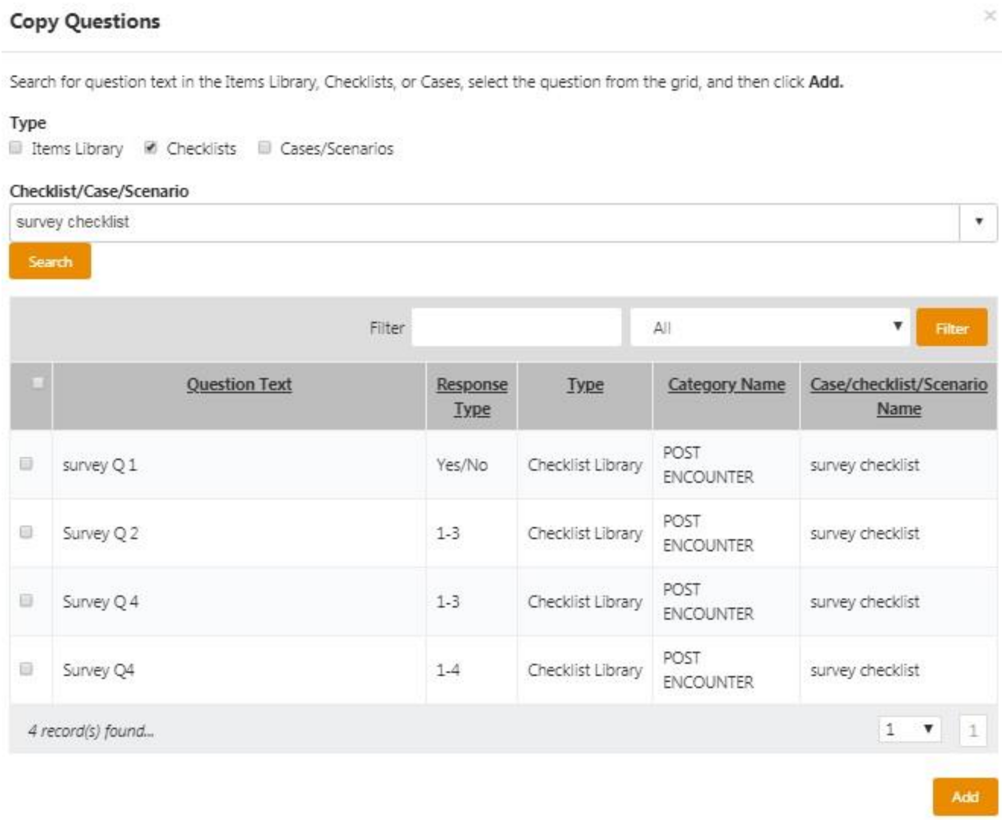
To add a survey to a case or scenario:



1. Click **Case & Scenarios** and create a case/scenario.
2. Click the **Learner Assessment** tab.
3. Click the **Survey** link.



4. Click **Add From Library**.

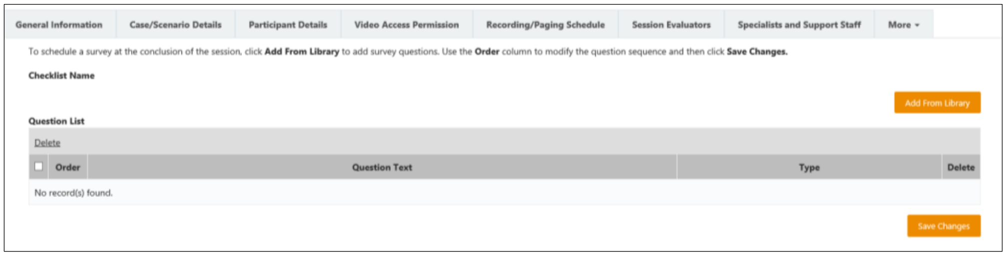


5. In the Type field, click the **Checklists** checkbox.
6. In the **Checklist/Case/Scenario** field, select the survey and then click **Search**.
   Note: Make sure your survey status is marked as Complete. See **Cases & Scenarios > Checklists**.
7. Select the questions to include and then click **Add**.
8. Click the drop-down arrows in the **Order** column to rearrange the list of questions and then click **Save Changes**.

Note: The survey will appear on the Learner's Dashboard after he or she completes the post-encounter.

Session Survey

To add a survey to a session:



1. Click **Sessions & Courses** and create a session.
2. Click the **Learner Survey** tab to schedule a survey at the conclusion of the session.
3. Click **Add from Library.** ***Note***: Make sure your survey status is marked as **Complete**. See **Cases & Scenarios > Checklists**.
4. Select the survey checklist and then click **Copy.**
5. Click the drop-down arrows in the **Order** column to rearrange the list of questions.
6. Click **Save Changes.**

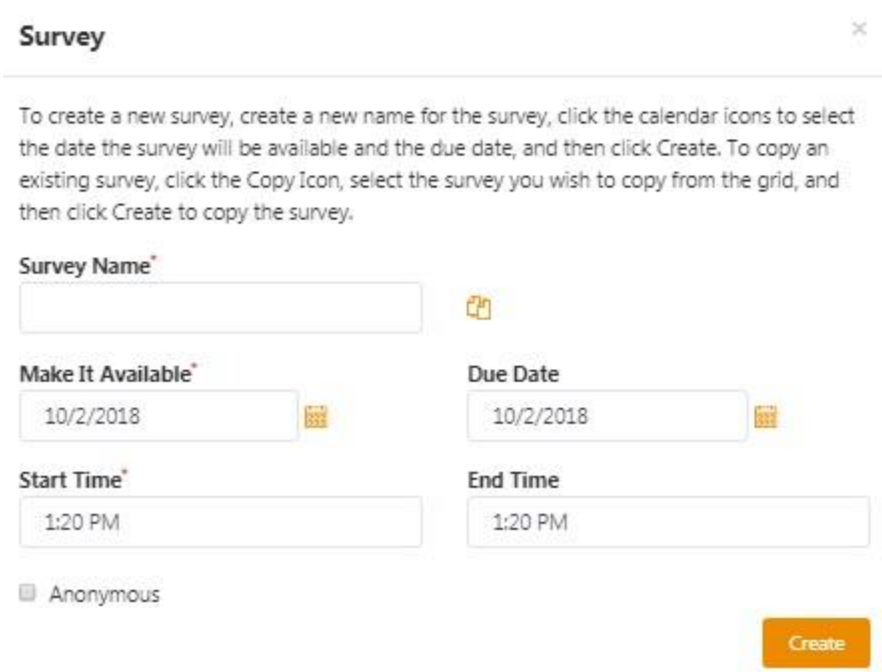
Note: The survey will appear on the Learner's Dashboard after he or she completes the last encounter of the session.

Stand-alone survey

A standalone survey doesn’t have to be associated with case/scenario or session. It can be made available to a cohort for a designated period of time and it can be submitted anonymously.

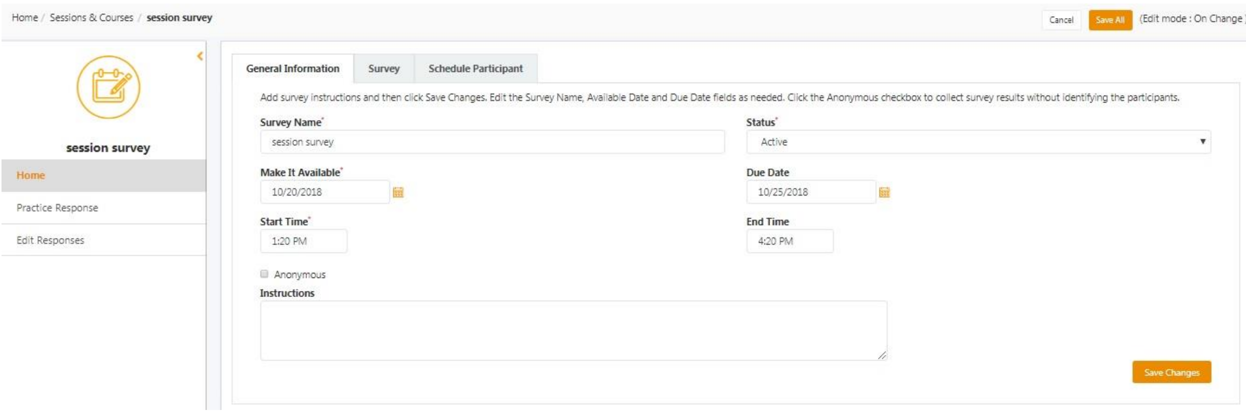
To schedule a stand-alone survey:

1. Click **Sessions & Courses > Schedule Survey > Add New**.



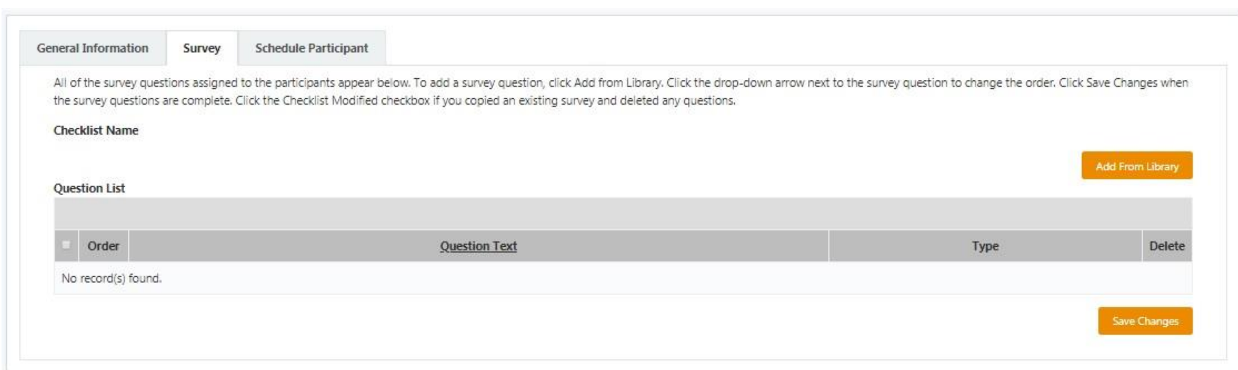
2. Add the **Survey Name**, **Make it Available Date, Due Date, Start Time** and **End Time**.
3. Check **Anonymous** if you want to collect survey results without identifying the participants.
4. Click **Create**.

General Information tab



1. Add Instructions for survey completion (optional).
2. Click **Save Changes** and then click the **Survey** tab.

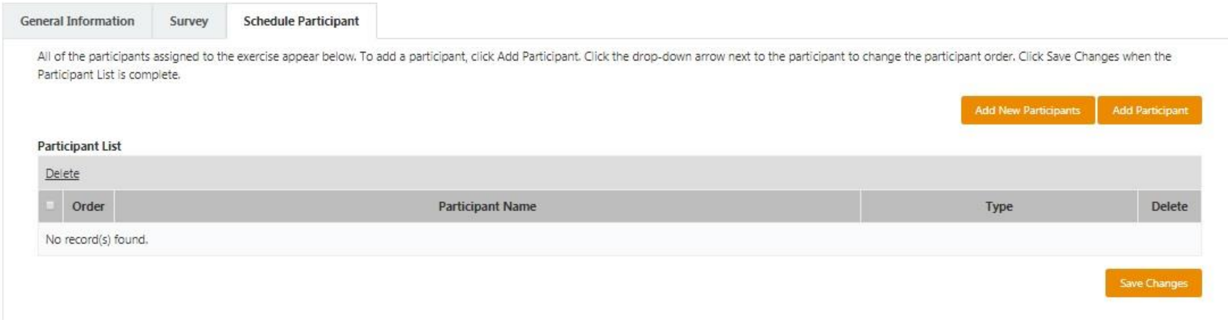
Survey tab



1. Click **Add From Library**.
2. Select the survey checklist and then click **Copy.**
3. Click the drop-down arrows in the **Order** column to rearrange the list of questions.
4. Click **Save Changes** and then click the **Schedule Participants** tab.

Note: Refer to **EMS Education > Reference Guides > Cases & Scenarios > Create a Checklist** for more information.

Schedule Participants



Add Participants	Add the users you wish to assign to the survey.
Add New Participants	Add the email addresses of users who are not SIMULATIONiQ Enterprise users.

Survey Submissions

Completed surveys appear in **Evaluations > Survey Submissions**.