

Surveys

Types of surveys

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

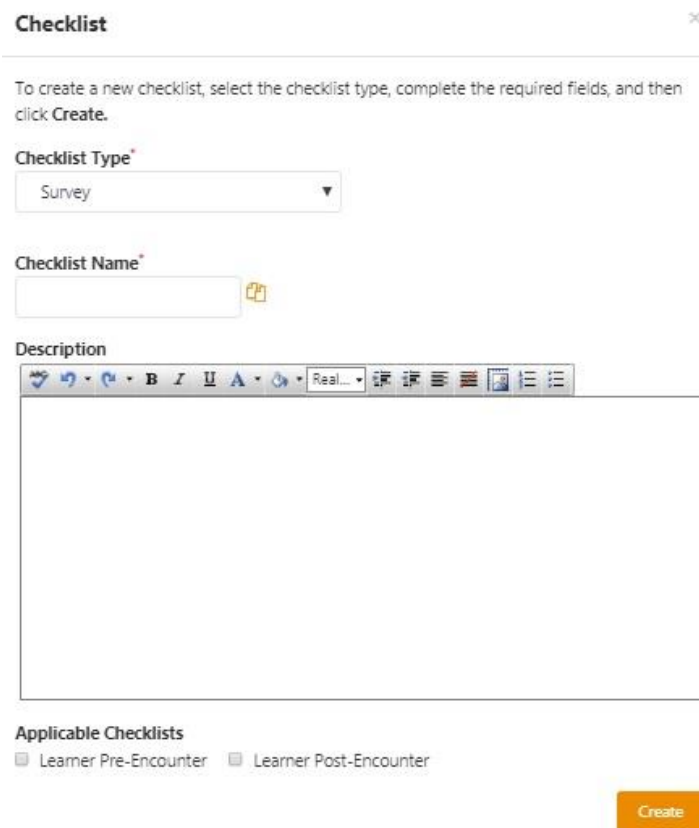
Session Survey: Create a survey for learners to complete at the conclusion of a session.

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

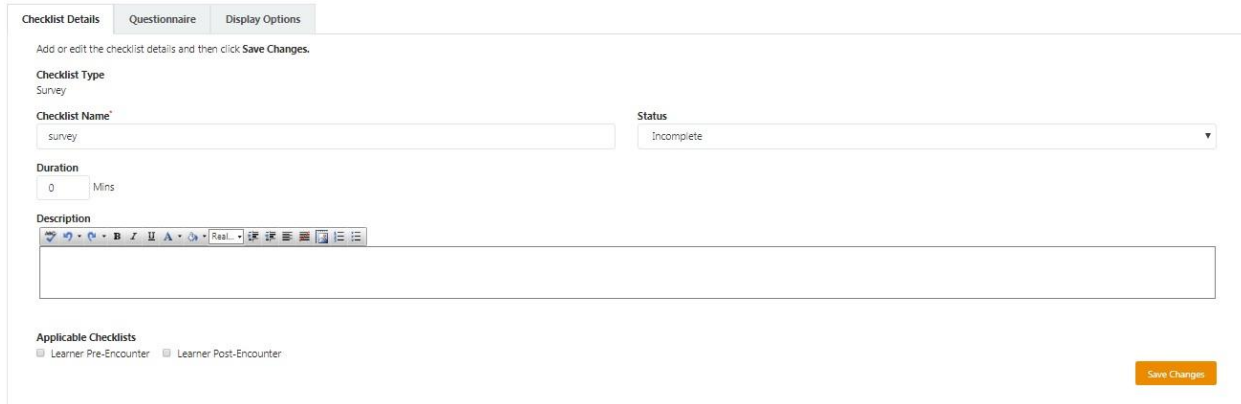
For all types of surveys, the first step is to create a checklist with your survey questions.

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

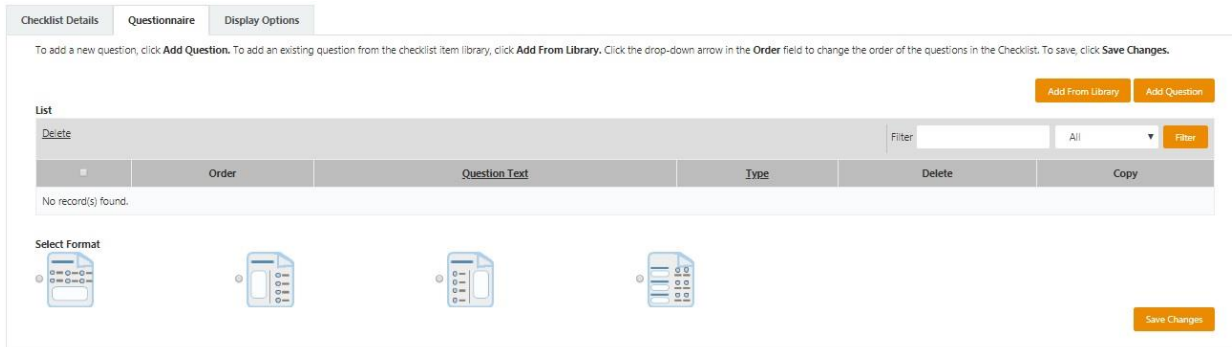


The screenshot shows the 'Checklist Details' tab with the following fields:

- Checklist Type:** Survey
- Checklist Name:** survey
- Status:** Incomplete
- Duration:** 0 Mins
- Description:** A rich text editor with a toolbar.
- Applicable Checklists:** Learner Pre-Encounter, Learner Post-Encounter
- Save Changes:** A button at the bottom right.

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



The screenshot shows the 'Questionnaire' tab with the following elements:

- Buttons:** Add From Library, Add Question, Save Changes.
- List:** A table with columns: Order, Question Text, Type, Delete, Copy. It currently shows 'No record(s) found.' and has a 'Filter' dropdown set to 'All'.
- Select Format:** Four icons representing different question formats.

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**.

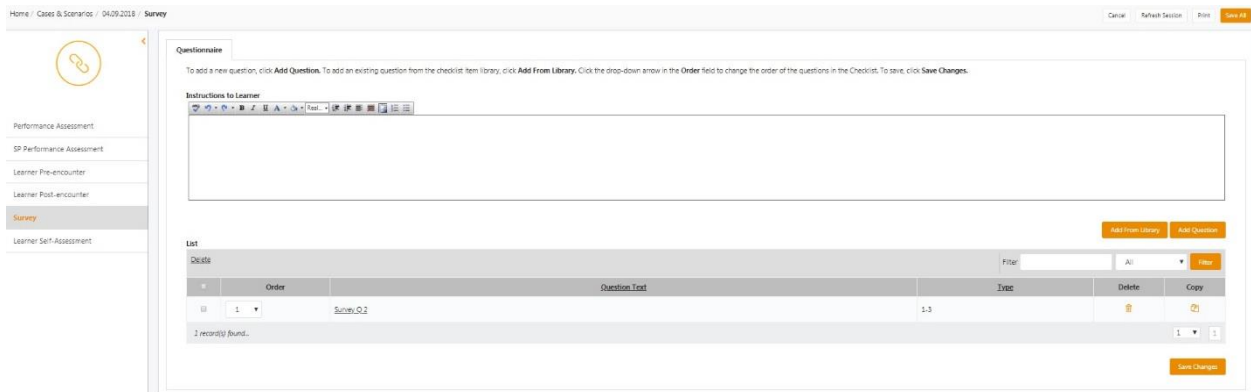
Note: Refer to **EMS Education > Reference Guides > Cases & Scenarios > Create a Checklist** for more information.

Case/Scenario Survey

To add a survey to a case or scenario:

| Case Information | Case Definition | Case Objectives | Evaluation Summary | Learner Assessment | Equipment | Classification | Follow Up Visit |
|--|-----------------|-----------------|--------------------|-----------------------|-----------|----------------|-----------------|
| Displays the checklist type and question count associated with the case as indicated by the checkmarks. Click the checkbox to create a new checklist or unclick to delete. | | | | | | | |
| Summary Learner Response | | | | Question Count | | | |
| <input checked="" type="checkbox"/> Learner Pre-encounter | | | | 1 | | | |
| <input checked="" type="checkbox"/> Support Files | | | | 2 | | | |
| <input checked="" type="checkbox"/> Questionnaire | | | | | | | |
| <input checked="" type="checkbox"/> Learner Post-encounter | | | | N/A | | | |
| <input type="checkbox"/> Questionnaire | | | | N/A | | | |
| <input type="checkbox"/> Note | | | | 2 | | | |
| <input checked="" type="checkbox"/> Computer Exercise | | | | 1 | | | |
| <input checked="" type="checkbox"/> Survey | | | | 1 | | | |
| <input checked="" type="checkbox"/> Learner Self-Assessment | | | | | | | |

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



The screenshot shows the 'Survey' configuration page. At the top, there are navigation tabs: 'Case Information', 'Case Definition', 'Case Objectives', 'Evaluation Summary', 'Learner Assessment', 'Equipment', 'Classification', and 'Follow Up Visit'. The 'Learner Assessment' tab is active. Below the tabs, there is a text area for 'Instructions to Learner' and a table for the 'List' of questions. The table has columns for 'Order', 'Question Text', 'Type', 'Delete', and 'Copy'. A single row is visible with 'Order' 1 and 'Question Text' 'Survey Q2'. There are buttons for 'Add From Library', 'Add Question', and 'Save Changes'.

4. Click **Add From Library**.

Copy Questions ✕

Search for question text in the Items Library, Checklists, or Cases, select the question from the grid, and then click **Add**.

Type
 Items Library Checklists Cases/Scenarios

Checklist/Case/Scenario
 ▼

| ☐ | Question Text | Response Type | Type | Category Name | Case/checklist/Scenario Name |
|--------------------------|---------------|---------------|-------------------|----------------|------------------------------|
| <input type="checkbox"/> | survey Q 1 | Yes/No | Checklist Library | POST ENCOUNTER | survey checklist |
| <input type="checkbox"/> | Survey Q 2 | 1-3 | Checklist Library | POST ENCOUNTER | survey checklist |
| <input type="checkbox"/> | Survey Q 4 | 1-3 | Checklist Library | POST ENCOUNTER | survey checklist |
| <input type="checkbox"/> | Survey Q4 | 1-4 | Checklist Library | POST ENCOUNTER | survey checklist |

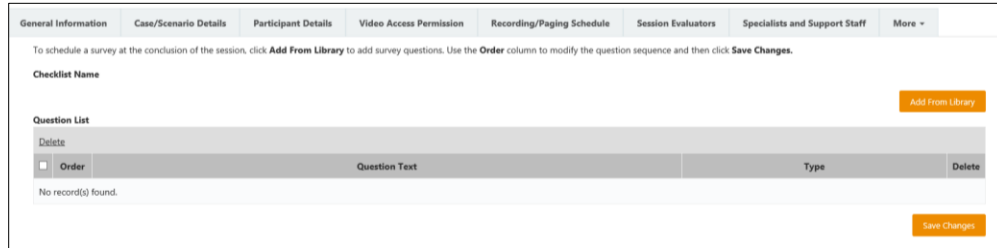
4 record(s) found... 1 ▼ 1

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:



The screenshot shows a web interface for configuring a session survey. At the top, there are several tabs: General Information, Case/Scenario Details, Participant Details, Video Access Permission, Recording/Paging Schedule, Session Evaluators, Specialists and Support Staff, and More. Below the tabs, there is a text instruction: "To schedule a survey at the conclusion of the session, click **Add From Library** to add survey questions. Use the **Order** column to modify the question sequence and then click **Save Changes**." Below this, there is a "Checklist Name" field with an "Add From Library" button to its right. Underneath is a "Question List" section with a "Delete" button. A table with columns "Order", "Question Text", "Type", and "Delete" is shown, but it is currently empty with the text "No record(s) found." at the bottom. A "Save Changes" button is located at the bottom right of the interface.

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**.

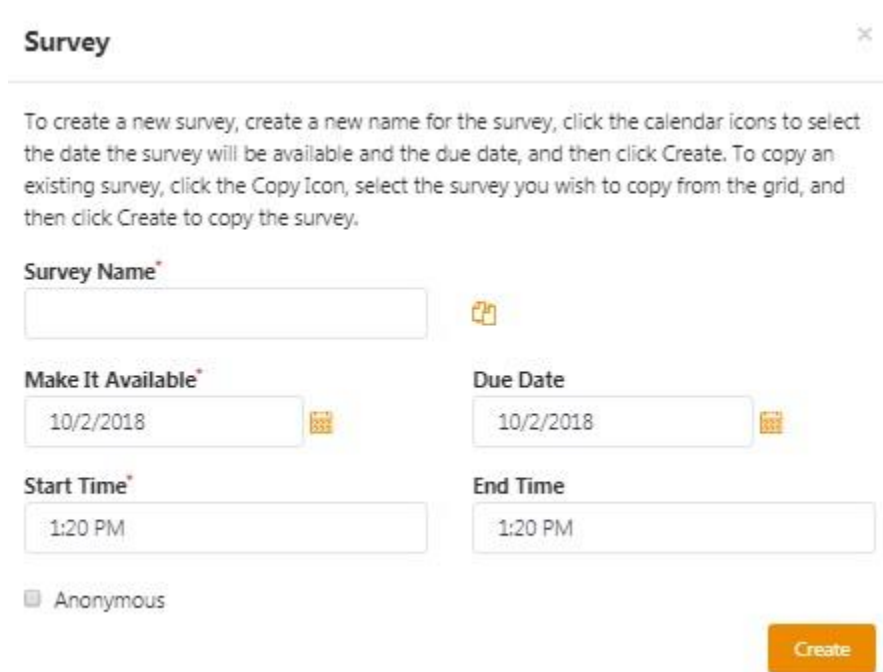
Note: The survey will appear on the Learner's Dashboard after he or she completes the last encounter of the session.

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.**



The screenshot shows a 'Survey' modal window with the following fields and options:

- Survey Name***: A text input field.
- Make It Available***: A date picker showing '10/2/2018'.
- Due Date**: A date picker showing '10/2/2018'.
- Start Time***: A time picker showing '1:20 PM'.
- End Time**: A time picker showing '1:20 PM'.
- Anonymous**: A checkbox option.
- Create**: An orange button at the bottom right.

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

Home / Sessions & Courses / session survey Cancel **Save All** (Edit mode : On Change)

General Information
Survey
Schedule Participant

Add survey instructions and then click Save Changes. Edit the Survey Name, Available Date and Due Date fields as needed. Click the Anonymous checkbox to collect survey results without identifying the participants.

Survey Name*

Make It Available*

Start Time*

Anonymous

Instructions

Status*

Due Date

End Time

Save Changes

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

Survey tab

General Information
Survey
Schedule Participant

All of the survey questions assigned to the participants appear below. To add a survey question, click Add from Library. Click the drop-down arrow next to the survey question to change the order. Click Save Changes when the survey questions are complete. Click the Checklist Modified checkbox if you copied an existing survey and deleted any questions.

Checklist Name **Add From Library**

Question List

| Order | Question Text | Type | Delete |
|---------------------|---------------|------|--------|
| No record(s) found. | | | |

Save Changes

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

General Information | Survey | **Schedule Participant**

All of the participants assigned to the exercise appear below. To add a participant, click Add Participant. Click the drop-down arrow next to the participant to change the participant order. Click Save Changes when the Participant List is complete.

Participant List

[Delete](#)

| Order | Participant Name | Type | Delete |
|---------------------|------------------|------|--------|
| No record(s) found. | | | |

| | |
|-----------------------------|---|
| 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**.