Office 365 Excel Survey Tip Sheet (on the iPad)

Working on the computer version is exactly the same, you just have a wider screen.

CLOVER CONNECTED CLASSROOM

Log in to the Office 365/OneDrive site and get to PC View
(see Office 365 Web Apps Tip Sheet for directions)

Once on the OneDrive site, click "new document" in the middle of the screen and then choose the type of document you would like to create (in this case Excel Survey). Then, name your document and click OK.
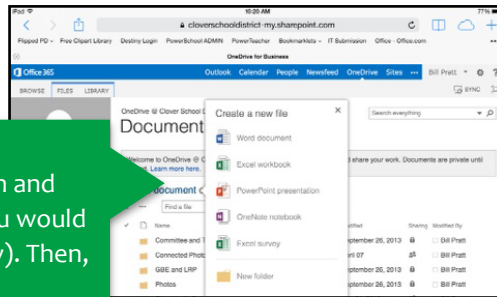
After saving a name, the Survey Editing screen appears. You will notice 4 items to the top left (the title, description, first question, and add a question link) and three choices at the bottom right (share survey, save survey, and close). Clicking on any of these 7 items has different effects.
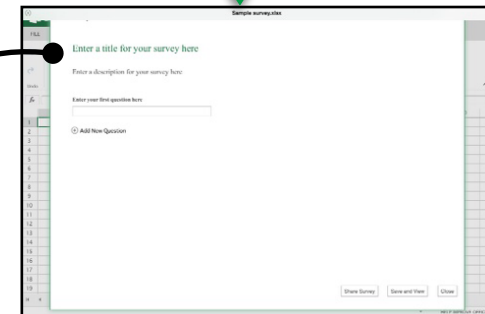
Question Editor
Clicking on the first question or the add a question opens the question editor. This is where you actually enter the question, description, type of response desired, requirement, and default answers (if you have one).

EDIT QUESTION ✕

Question — Enter your first question here

Question Subtitle

Response Type — Text

Required — ☐

Default Answer —

Done | Delete Question

The first thing you will want to do is to give your survey a title. Click the title, erase what is there, and enter a new title. Then, you either want to enter a description (this could be a welcome message or directions for the survey) or you will want to erase what is there.

Other options:
Required-a question that must be answered before saving the survey results.
Default Answer-a pre-populated answer that can be a time-saver if most people would choose that answer.

5/1/14 BPratt

Office 365 Excel Survey Tip Sheet (on the iPad)

CLOVER CONNECTED CLASSROOM

Response Types
Depending on what you want to do with the answers, you may want to choose a different response type. Text allows for approximately 50 characters; paragraph text allows for about 260 characters; number can be a regular number (fixed decimal), percent, or currency; date, time, and Yes/No are what they are; and choice creates a single-answer multiple choice response option.

Choice Response Types
When using the Choice response type, you are given the opportunity to indicate your choices. Just highlight and erase the provided choices and enter your choices. You may enter as many choices as you wish.

Number Response Types
There are three options for number responses: fixed decimal, percent, or currency. After choosing the type, you are also given the option to enter how many decimals appear. If the answer should be a whole number, then set decimal places to 0.
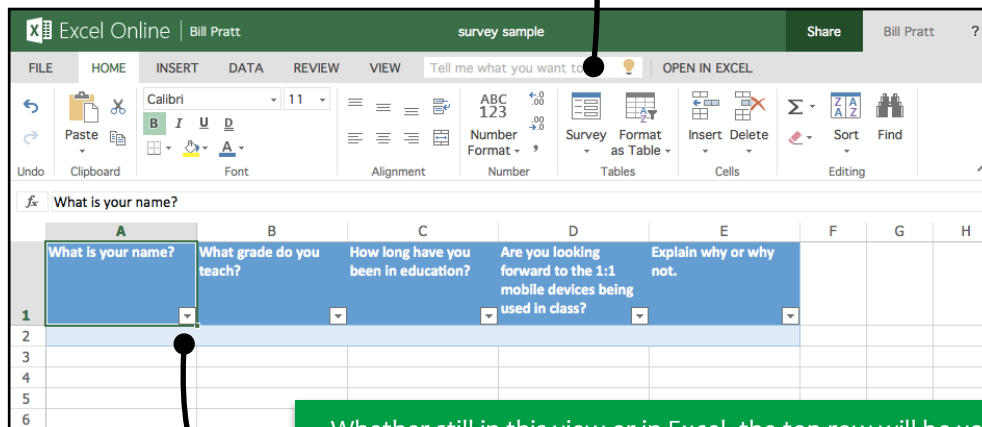
Sharing Your Survey
You will want to share your survey so that you can collect data. Clicking Share Survey brings up this window. You will want to highlight the set of characters (actually a web address) in the center box. This is very long. You might move all the way left first and then try to copy it. This may take a few tries because of the length. If you get the option to Select All, choose that, then copy the address and paste into email or a URL shortener (we suggest www.mbcurl.me).

Clicking on Save and View allows you to see what your survey looks like to the public.

Office 365 Excel Survey Tip Sheet (on the iPad)

CLOVER CONNECTED CLASSROOM

Before exiting, if you realize that you want to change anything in your survey setup, click the Survey button on the home tab. You can view, edit, delete, or share the survey from here.

VERY IMPORTANT NOTE

Be sure to complete your setup before exiting completely. Once you exit the survey all together, you will not be able to add or edit questions, response types, or change the survey in any way.

Whether still in this view or in Excel, the top row will be your questions. Each row below that will be one respondent, or one person. You can filter a column for a particular response by clicking the drop down triangle at the question. Then, choosing Filter…, you can choose what you want or don't want.

Use Excel surveys to collect information. Here are some suggested uses.

Science lab results
Reading logs
Parent or student information
Classroom assessment
Exit Ticket
Who is bringing what to a class party

After creating your survey, it becomes an Excel document that can be filtered, sorted, manipulated, and computed using Excel functions.