esri Australia

Creating a survey with Survey123

This document contains step-by-step instructions on how to create and design a survey with Survey123.

Survey123 allows users to create, share and analyse surveys. Although surveys must be published online, they can be downloaded onto personal mobile devices or tablets. Data can be collected on Survey123 even when devices are disconnected from the Internet; the next time the device is connected, survey results will be uploaded. Survey123 allows users to analyse their results quickly, viewing data in table, graph and spatial (map) formats. Lastly, this data can be imported into a map on ArcGIS Online as a feature layer.

For teachers and students, Survey123 is particularly useful for fieldwork, whether in a diagnostic, formative or summative assessment, allowing for the convenient and user-friendly recording of data.

Accessing Survey123 for ArcGIS and creating a new survey

1. Open a new webpage. Go to https://survey123.arcgis.com/
2. Sign in using your normal ArcGIS login details
3. Select **Create a New Survey** in the banner at the top of the webpage.
4. Choose **Using the web designer** option by clicking **Get started**. This option provides a simple design interface in order to create your survey. The second option, **Using Survey123 Connect** requires further learning or a competent knowledge of authoring advanced XLS spreadsheets.
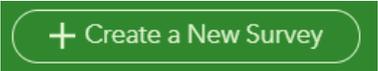
+ Create a New Survey

esri Australia

Create a New Survey

Using the web designer

- Get started quickly
- Best for simple surveys
- Author your survey graphically

Get started

Using Survey123 Connect

- Using a desktop application
- Full smart form capabilities
- Author through XLSForm spreadsheet

Get started

5. Give your survey a name, tags (key words for describing the survey) and a brief summary. Select **Create**.

Create a New Survey

Name *

How healthy are garden areas in our school?

Tags *

garden, litter, health, plants, environment

Summary

A survey to determine the health of Bluewater State High School's gardens and to identify positive and negative impacts on these areas.

Create   Cancel

Adding questions to your survey

1. Choose the **Design** tab at the top right of your survey page.

2. Select the Add tab to bring up a range of question types.
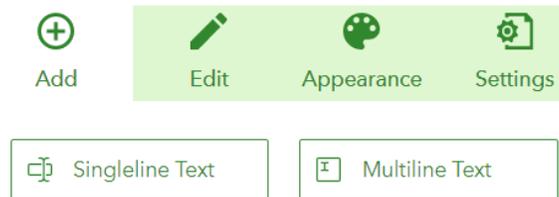
3. To add a question, simply click on a question type. Alternatively, you can drag and drop a question type from the right panel into the main survey area.

4. For more information on question types please see the **Appendix** or visit https://doc.arcgis.com/en/survey123/browser/create-surveys/quickreferencecreatesurveys.htm

5. Once a question has been added to the survey, it will automatically bring up the Edit tab. This is where you specify the question any parameters it may have.

6. Questions can also be designated as mandatory.

esri Australia

Unedited template

Single Choice

Label

Untitled Question 1

Hint

B | A | ≣ | ≡ | ≣ | ≣ | 🔗

Tell user how to fill this question

Choices   Batch Edit

○ Choice 1   ⊕ ⊖ ≡

○ Choice 2   ⊕ ⊖ ≡

○ Choice 3   ⊕ ⊖ ≡

☐ Allow "Other"   Other

Appearance

◉ Vertical

○ Horizontal

○ Horizontal (compact)

Validation

☐ This is a required question

Filled out template

Single Choice

Label

How many pieces of litter are evident in the garden

Hint

B | A | ≣ | ≡ | ≣ | ≣ | 🔗

Choose one option.

Choices   Batch Edit

○ 0   ⊕ ⊖ ≡

○ 1 - 5   ⊕ ⊖ ≡

○ 6 -10   ⊕ ⊖ ≡

○ 11 - 15   ⊕ ⊖ ≡

○ 16+   ⊕ ⊖ ≡

☐ Allow "Other"   Other

Appearance

○ Vertical

○ Horizontal

◉ Horizontal (compact)

Validation

☑ This is a required question

Your question will look like this:

How many pieces of litter are evident in the garden you are observing?*
Choose one option.

| ○ 0 | ○ 1 - 5 | ○ 6 -10 | ○ 11 - 15 | ○ 16+ |

7. To add another question, press **Add** and repeat the process.
8. You can reorder the questions in your survey at any time by dragging a question above or below another question.
9. Remember to **Save** as you create your survey. Encouraging students to do so as well is recommended as Survey123 relies on an internet connection when creating and designing a survey.

Save   ▲   Preview   Publish

Publishing your survey

1. When you are finished designing your survey, press **Publish**.

Save   ▲   Preview   Publish

2. If you want to change how the fields will look when exported to Excel, you can select **Modify Schema**.
3. Select **Publish** again when you are happy to proceed.

Sharing your survey

Note that in order to share your survey with others, your survey must first be published.

1. Click on the **Collaborate** tab.
2. Under the **Submitter** subtab, you can choose who can contribute to the survey and what functions each submitter is able to perform.

Who can submit to this survey?

> If you have previously created groups (e.g. Mr Smith's Year 7 Geography class) then you may only make this available to a particular group.

- ✔ Everyone (Public)
- ✔ Members of my organization (GIS for Schools)
- ☐ Following groups:
  - ☐ Admin Tools Details
  - ☐ QC trial group Details

What can submitters do?

> You may only want participants adding new records.

Note: When updating or deleting, submitters can only access their own records.

- ○ Only add new records
- ● Add and update records
- ○ Add, update, and delete records

Multiple submissions 🗒

> Set multiple or single submissions per submitter.

- ● Allow multiple submissions
- ○ Only one submission is allowed per submitter ⊘

3. Define your survey status by setting **Open, Close** or **Schedule** parameters.

Survey status 🗒

This survey is currently open.

- ● Open: accepting responses
- ○ Closed: not accepting responses
- ○ Schedule the open/close date and time (based on +10:00 time zone)

  Open: [   ] 📅 🕐

  Close: [   ] 📅 🕐

4. Choose how your survey will be shared. You can share via url link or QR code.

5. Press **Save** to finalise your changes before moving to the next subtab.

6. Similar to the **Submitter** subtab, the **Viewer** subtab allows you to define what survey viewers can see. For example, you can choose that only members of a group can view the results. You could also specify whether students can only see their own records, or all records submitted.

7. Remember to press **Save** again.

Next Steps:

Request a free ArcGIS Online Account for your school:

Australian schools can request a free ArcGIS Online account as part of Esri Australia's Classroom GIS Initiative. A school subscription provides additional map layers, content, features and privacy. Learn more about ArcGIS Online, and apply for your ArcGIS Online School subscription at http://esriaustralia.com.au/education

Speak to Esri Australia's Education Program Manager:

Australian schools can seek additional support or speak to our Education Program Manager by emailing education@esriaustralia.com.au.

esri Australia

Appendix

Survey question types

Type	Description
Singleline Text	Allows for an open, qualitative question
Single Choice	Allows recipients to choose one option from a list
Multiple Choice	Allows recipients to choose multiple options from a list
Rating	Allows recipients to make a rating out of 5
Number	Allows recipients to input numbers only
Time	Allows recipients to set the time they inputted the data
File Upload	Allows recipients to upload a file
GeoPoint	Allows recipients to mark a location on a map
Website	Allows recipients to input a website
Group	Allows survey maker to group a set of questions
Multiline Text	Allows for an open, qualitative question over multiple lines
Single Choice Grid	Allows single choice, over multiple criteria
Dropdown	Allows recipients to choose a single choice from a list
Likert	Allows recipients to provide a closed opinion
Date	Allow recipients to put a date in
Image	Allows recipients to upload an image
Signature	Allows recipient to draw
Email	Allows recipients to input an email address
Note	Allows for other notes

How would you rate Melbourne's public transport system?
☆☆☆☆☆

Rating

Water Quality

pH

EC

Group

What vegetation was at each water sourve

	Native habitat	Introduced habitat	Combined
Creek	○	○	○
Dam	○	○	○
River	○	○	○

Single Choice Grid

I think my city is safe

Strongly disagree — Disagree — Neutral — Agree — Strongly agree

Likert Scale