HOW TO: Create a survey in Survey123
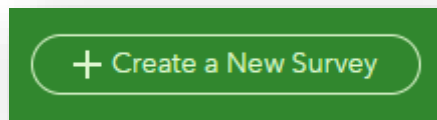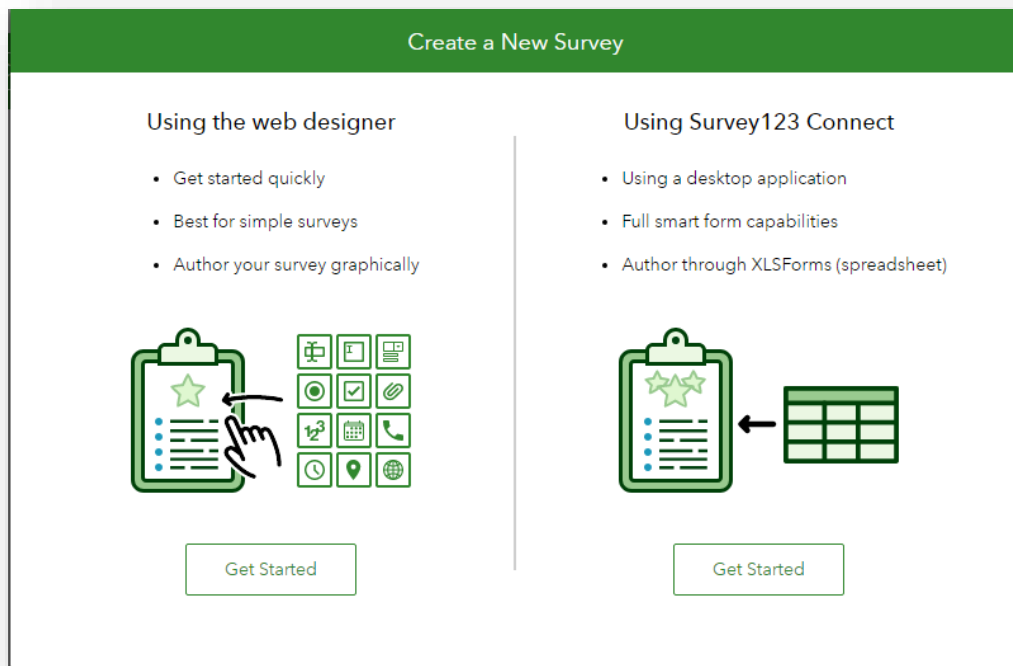
The following instructions are a step by step guide to creating an example of an environmental quality survey.
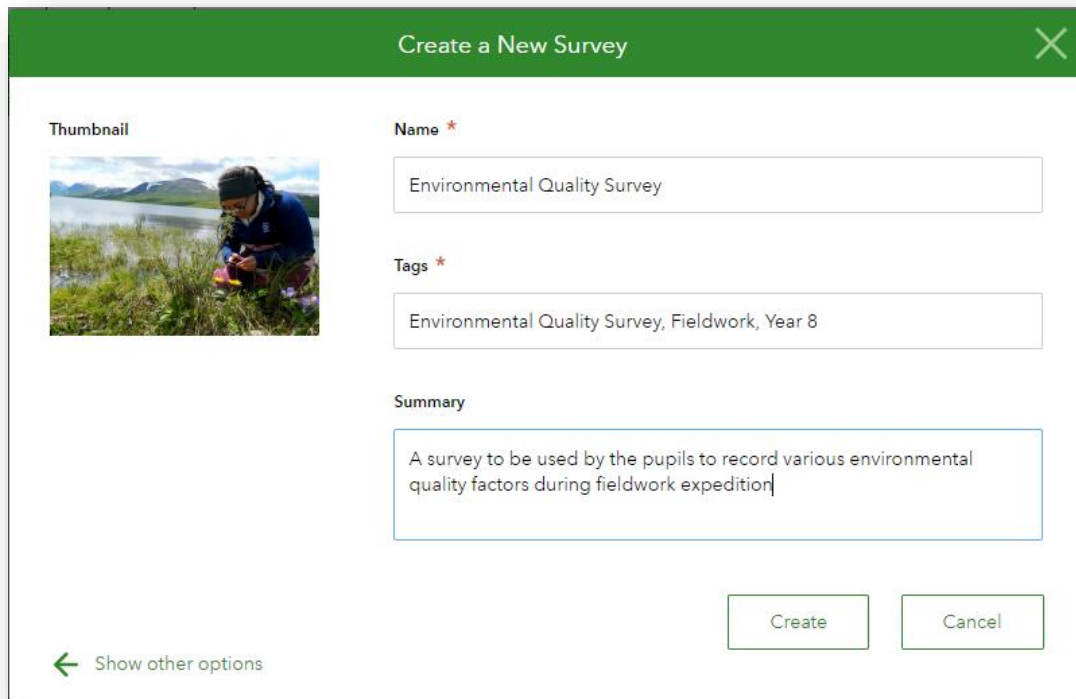
Creating the Survey

i. Go to https://survey123.arcgis.com/ and sign in using your school ArcGIS Online credentials. **Important** -You will need to have at least a Publisher or Pupil basic User role in ArcGIS Online to create surveys.

ii. You will then be presented with a **My Surveys** page. To get started with creating a new survey click on the **Create a New Survey** button at the top of the page.
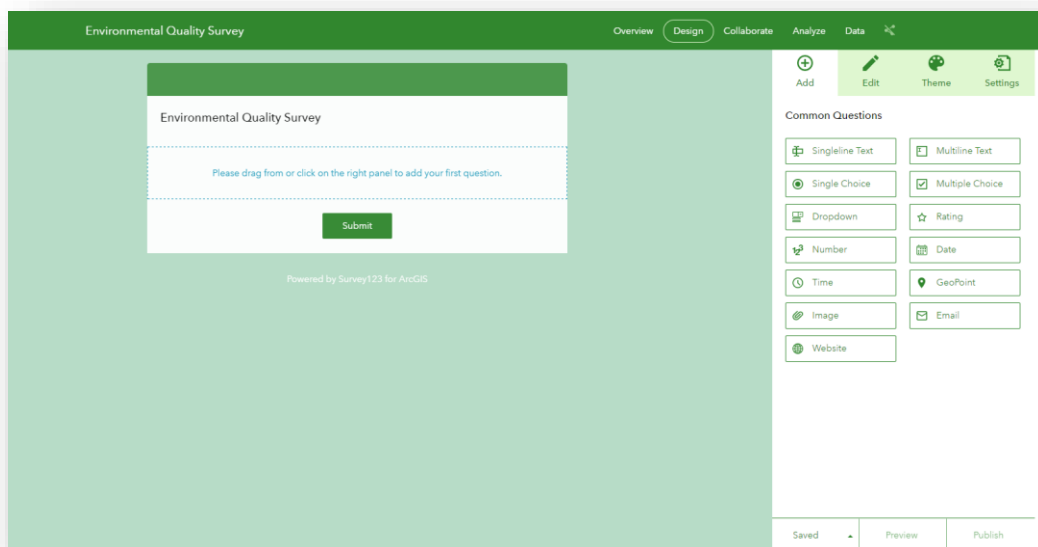

iii. Select the **Get Started** option under **Using the web designer**

iv. Fill in appropriate **Name**, **Tags** and **Summary** for you Survey and add a thumbnail if desired

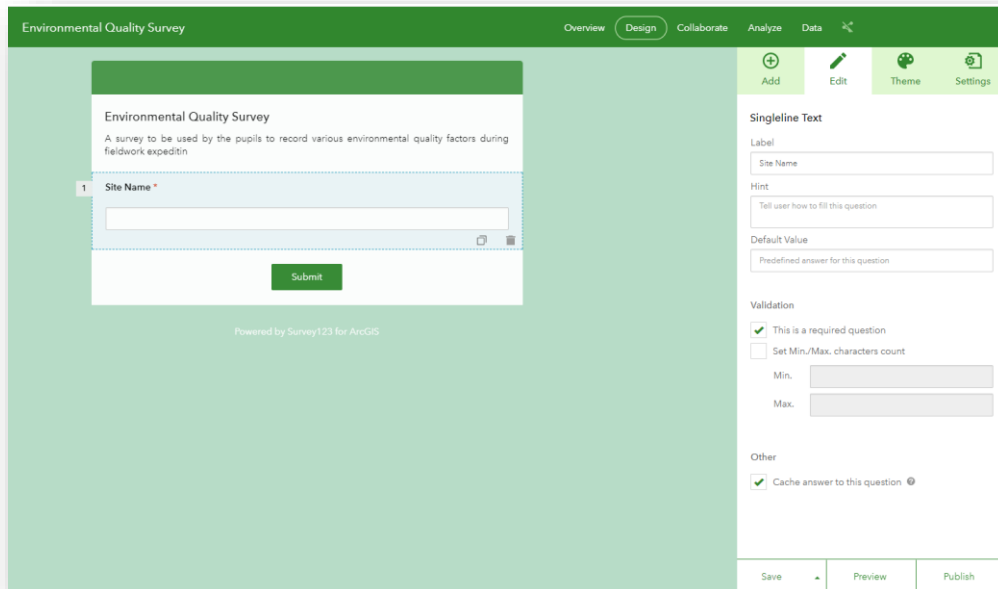v. You will then be taken to the builder for your survey as below:

The right-hand panel provides you with the types of questions you can **Add** to the survey; the ability to **Edit** questions that are within the survey; change the **Theme** and some **Settings**.

To add any question to the survey, just drag the chosen question from the right-hand list to the location that you want the question to appear in the survey.

Adding questions to your survey.

1. **Site Name**
   This will be a **Singleline Text** option. Once this question is dragged and docked onto the survey the options to edit this question will appear on the right. Type your question here (see below):

   Ticking the 'This is a required question' box means that the student must fill this out to be able to submit the survey. The 'Cache answer to this question' option means that the survey remembers the entry for this field and will auto-refill on the next survey filled in by the student on this device. This enables an easier and quicker filling out of survey for the student.
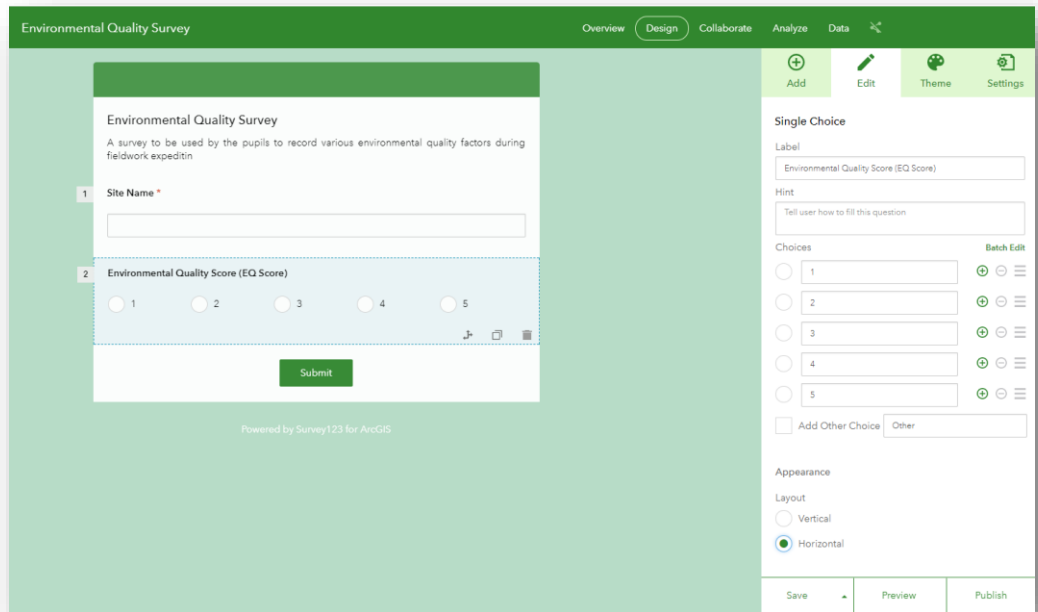   Click **Save**

2. **Environmental Quality Score (EQ Score)**
   This question could be filled in with a variety of question types. For example:
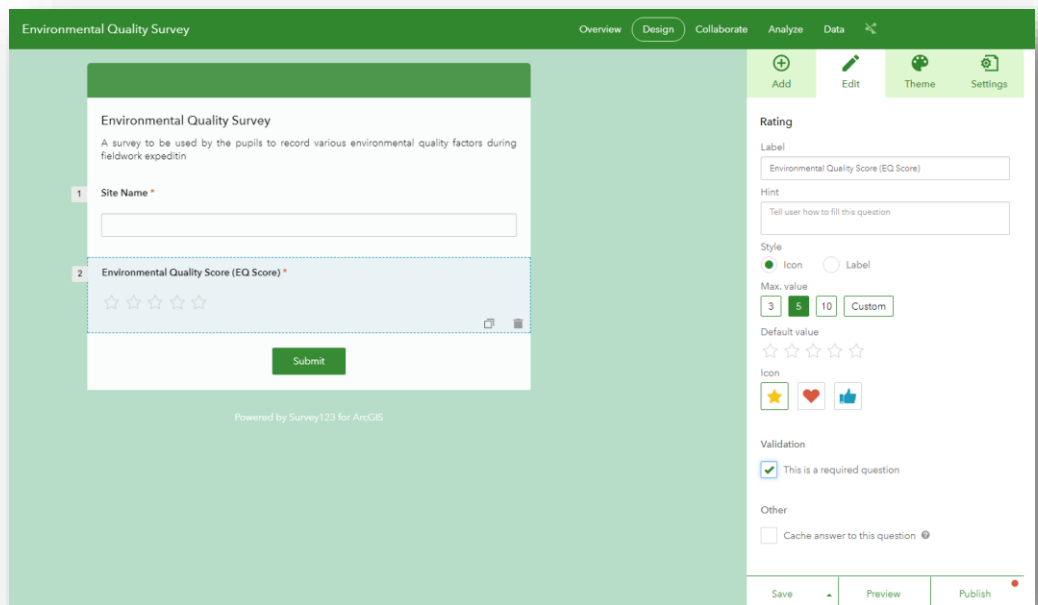   - **Single Choice**
     Here the EQ Score is selected from a list of radio buttons. Enter in the Choices you want as options to pick. To add a new choice click on the ⊕
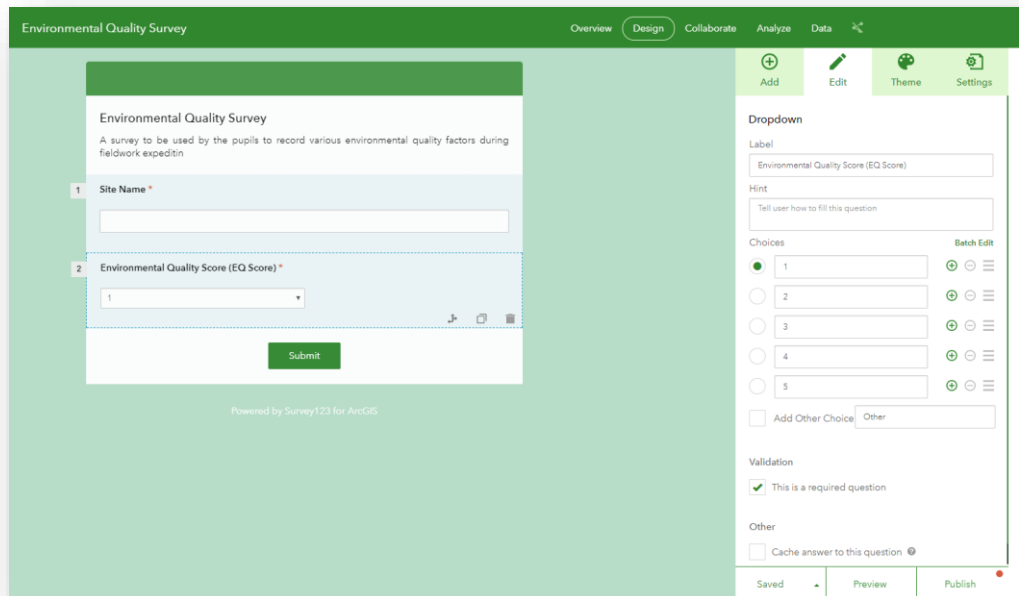
- **Rating**

  With this option the user can provide a rating (e.g. 5 stars) as an EQ Score. Choose how many values can be picked and the icon style you want.

- **Dropdown**

  Here the user selects the value for the EQ Score from a dropdown list of however many values you wish. Again to add more values click on the ⊕
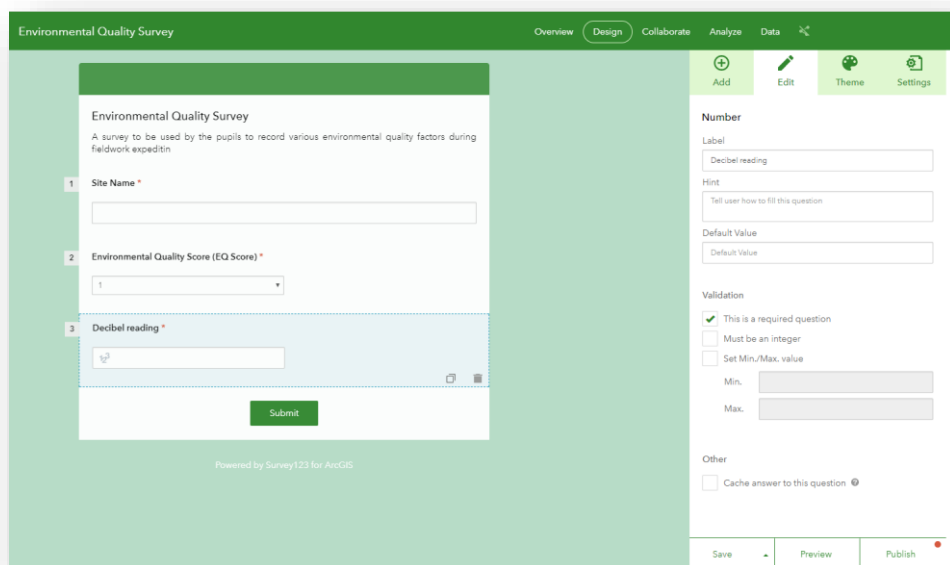
Go back to **Add** and click and drag the question type you would like to be underneath the **Site Name** question and drop it there.
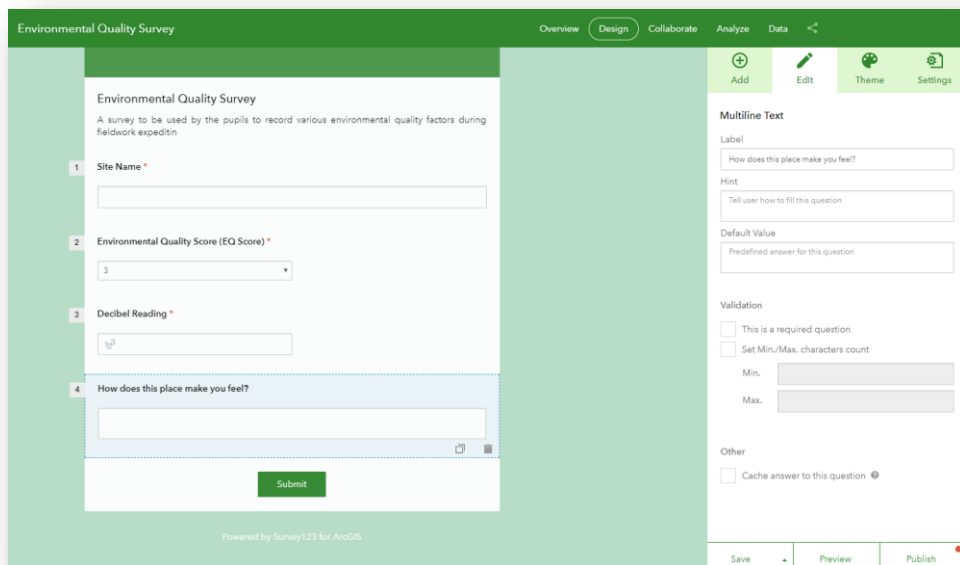
Click **Save**

3. **Decibel reading**

This question requires a **Number** question type as decibel reading are numerical. This will enable you to represent the results as proportional symbols.

Click **Save**

4. **How does this place make you feel?**

   As this option could be answered by more than one sentence we will use a **Multiline Text** option.
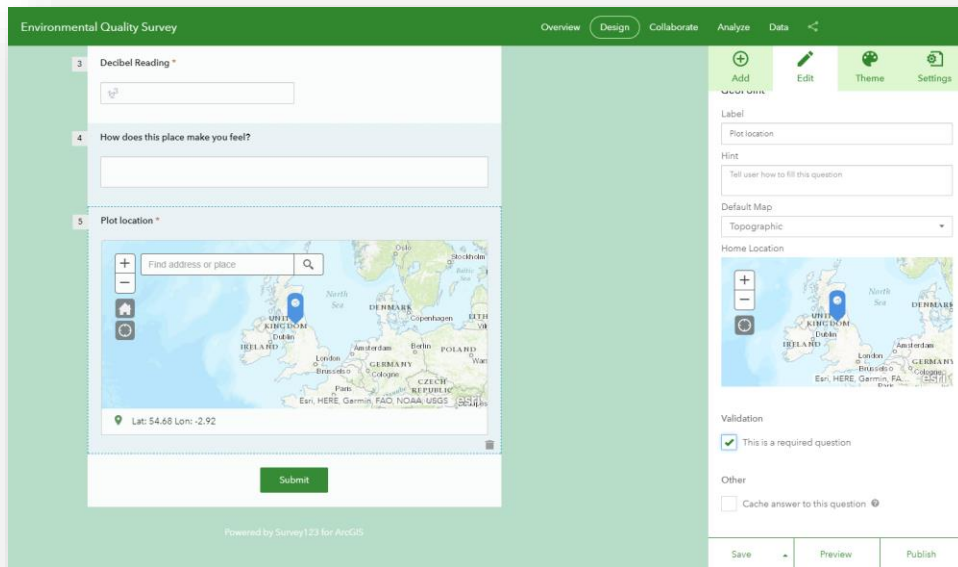

Click **Save**

If you obtain more than 20 results from this question you will be able to create a word cloud via www.survey123.com to pull out key words used e.g.
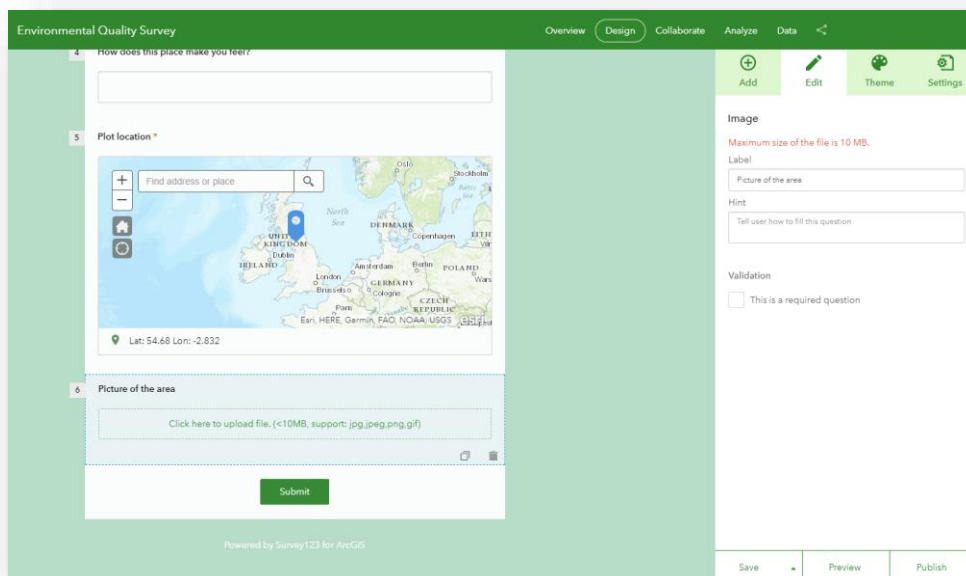

5. **Plot location**

   Using the **GeoPoint** question type to allow the user to plot the location of the survey in a map. Select "This is a required question" to have the map appear automatically in the survey.

Click **Save**

6. Take a picture of the place
Add an **Image** question to the survey

Click **Save**

If you want to edit the details of any of the existing questions just select the question from the survey and it will produce the **Edit** tab for that question.

vi.   Now that all of the questions are in place we can go to the **Theme** tab on the top right-hand side. Pick which colour or image you would like to design the survey with.

vii. Then go to the **Settings** tab and enter in an appropriate message to be presented once the survey is completed by the student. Decide here if you want the student to be able to add more than one survey by ticking or unticking the 'Allow the respondent to add another record.

viii. Now we can **Save**, and finally **Publish** the survey to make it available for download to the Survey123 app.

Sharing the survey with colleagues and students

If you would like other people to get access to your survey so that they can add data to it, you will need to share the survey with them. The easiest way to do this is to share the survey to your Organisation (your school) or to specific Groups in your account. To do this click on the **Collaborate** button and choose Organisation an/or a Group if you have any set up.
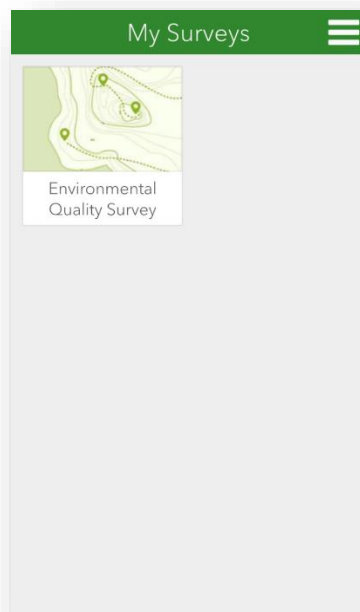
This means that anyone that can log in to your ArcGIS Online account will be able to down load the survey to their phone via the Survey123 app.
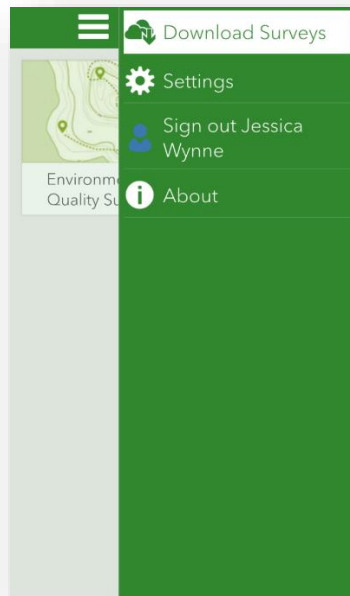
Downloading a survey

Ensure the Survey123 app is downloaded onto the devices that you or your students will be using during fieldwork. The application can be found if you search for **Survey123 for ArcGIS** in the App Store and Google Play Store.

Once the app is installed you can download the survey onto the device. To do this follow these steps:
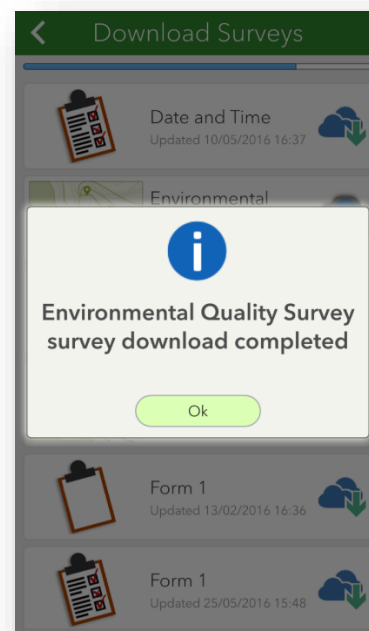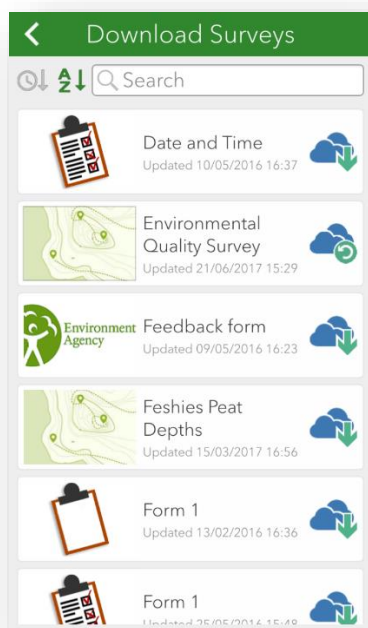
i. Open up Survey123 on the device and login with your school ArcGIS Online account details.

ii. Click on the icon of the three white lines in the top right hand corner to reveal the panel below and click on Download Surveys
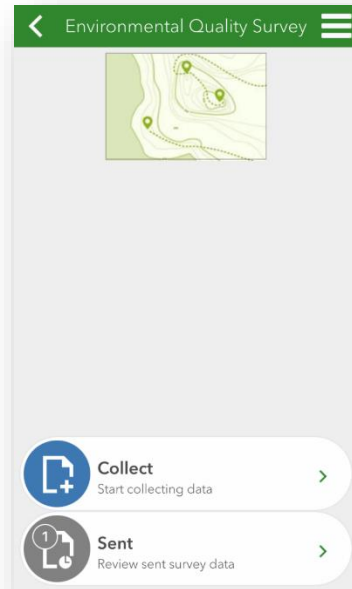
iii.   This will open a list of surveys available for download. Search for the title of your survey and once found click on the Blue cloud icon with the green arrow to download.
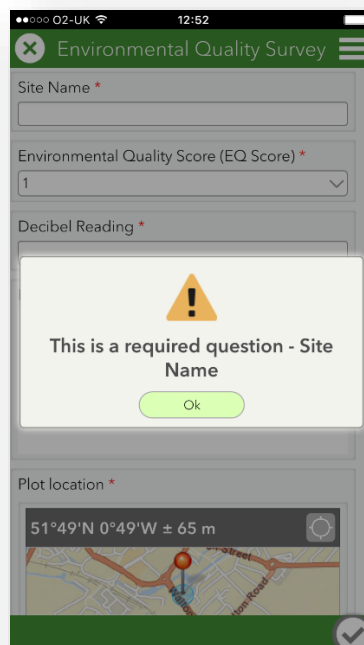

Collecting data

This section will detail how to fill in and submit a survey.

i. Back on the homepage click on your survey and when inside of the survey lick on **Collect** to open up the questions.
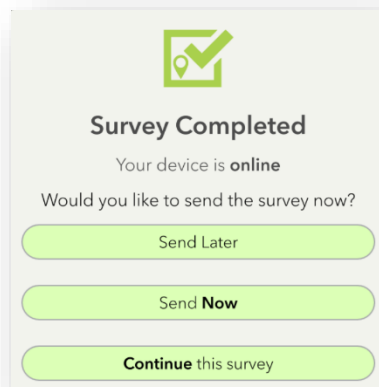

ii. Remember to fill in all questions that have a red asterix (*) next to it or when you come to submit the survey you will receive the following message.

iii. Once all necessary questions are filled out press the tick button in the bottom right hand corner and you will be presented options dependent on your devices connectivity.
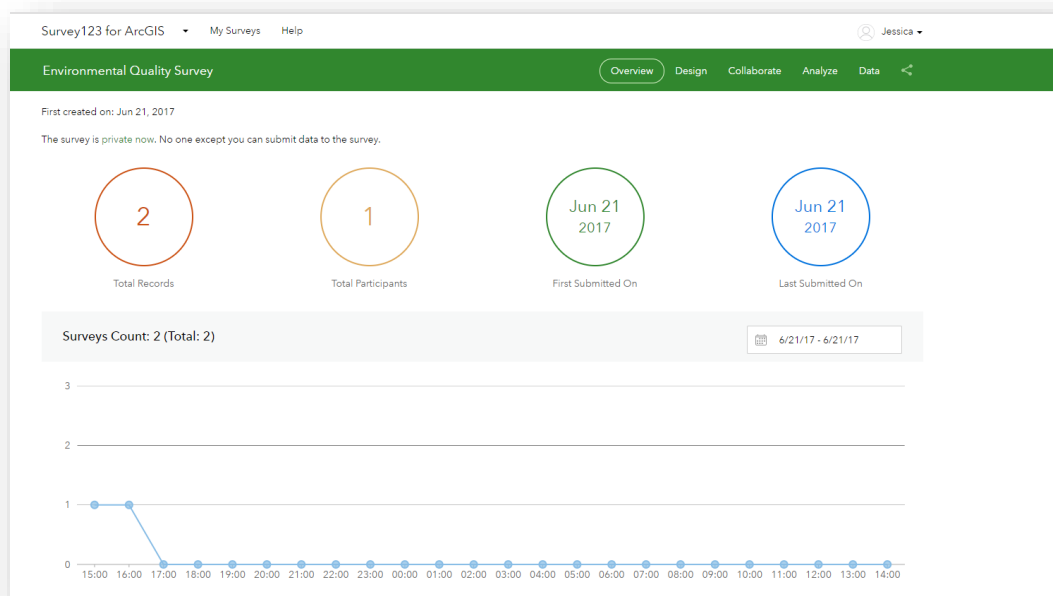
i. **Online**

Here you can either submit the survey, save it for later or continue to edit the survey.

Using the data

i. Visit https://survey123.arcgis.com/surveys and log in with your ArcGIS Online credentials
ii. Click on survey in question
iii. On the **Overview** tab of the survey you will see information about how many people have submitted surveys and when

iv. Further information about the data recorded can be seen on the **Analyze** tab. Here there are some interesting ways of investigating the information recorded. Once you have at least 20

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submissions you can create Word Clouds from text answers e.g. how does this place make you feel. Numeric data can be viewed in Column, Bar, Pie and Map views.

v. Finally, the **Data** tab allows you to download the data onto a CSV, Shapefile or File Geodatabase. Or you can open the data into a Map Viewer and Symbolise or analyse further.

Further help on creating your own Survey123

https://doc.arcgis.com/en/survey123/browser/create-surveys/createfirstsurvey.htm

https://www.youtube.com/watch?v=jfaSlJ6BYr4&index=1&list=PLGZUzt4E4O2L7h2PdpL7st93nURZAW58d