

# Checkbox Help Tips



## Logging In and Basic Resources

Login Page: <https://survey.uwc.edu/UwcSurvey/Login.aspx>

(Use your UWC or UWEX username and password—do not include “@uwc.edu” or “@uwex.edu” in the username). If this is your first time using Checkbox, you need to send a request to Karen Franker ([Karen.franker@uwex.uwc.edu](mailto:Karen.franker@uwex.uwc.edu)) to get registered in Checkbox as a Survey and Report Administrator

QuickStart Guide: <http://checkbox.com/pdf/CheckboxQuickstart.pdf>

WisLine Web video of Jan. 30 Training session: <https://apps.uwc.edu/training/wlwarchive/>

Checkbox Product Manual (202 pages) : [http://checkbox.com/pdf/Checkbox\\_Manual\\_4\\_5.pdf](http://checkbox.com/pdf/Checkbox_Manual_4_5.pdf)

## Sending Invitations and Creating Email Lists:

View “Email Lists and Invitations” video online

<http://checkbox.com/training/default.aspx>

### How do you enter large volumes of email addresses?

Set up email lists within the User Management area by copying and pasting email addresses from Outlook distribution lists or other external email lists. The User Groups feature may also be used to send survey invitations to multiple recipients. Note that sending a large number of surveys at once may take a long time to process. You can also export email addresses from an Excel file saved in .csv format (first create a one-column spreadsheet containing the users’ email addresses)

### Can you limit a survey so that a student can only respond once?

Yes. Open the survey and click on the Permissions link. In the Response Options area, type in “1” next to Responses Per User.

### To make a survey active:

Click on Surveys, then the survey title, then Activation in the middle (black) toolbar. On the Activation page, click on the word “Activate” next to the big red “Inactive” text and enter the desired active dates. Enter the dates you wish the survey to be active, then click on the Update Dates button.

## Reports

To run a report that has already been created:

1. Click on the reports button; then locate the title of the report you've created.
2. Click on the Actions icon to the left of the report title and select Run. The report will show up in the window and may be printed by using the Print icon on the right side of the window.

## General Questions

### **Can other users edit my surveys and reports?**

Yes, but only if you set up permissions for them in Checkbox; otherwise your surveys and reports will not be visible to other users. See handout titled "How to Give Another Checkbox User Access to Your Reports" for specific instructions on sharing surveys and reports.

### **What does \* mean when it appears next to a survey question?**

It means that an answer is required for this question.

### **Can you add to a survey once it has been sent out? If so, how does that affect the report? Does it erase the earlier responses?**

Yes, you can add items to a survey after sending. However, the manual states: "*Changing survey questions after responses have already been gathered may affect the quality and validity of the data gathered, and should only be attempted after careful consideration.*" If a question is deleted, all of the survey responses to that question are also deleted. Editing a survey after sending it out is not a recommended practice.

### **Where are the surveys stored? Can they be exported to Excel?**

Surveys are stored online at the Checkbox site and may be exported in csv format for use in Excel. To export, click on the survey title, and on the next screen click on the Export icon, then click Save to save the file on your computer.