Setting Poll Attributes in APOLLO

In this tutorial you will learn to set the properties for a poll created within APOLLO. This tutorial covers:

1. Editing Polls
2. Setting Basic Properties (General & Messages tabs)
3. Structuring Polls into Sections, Questions & Answers
4. Completing optional tabs (Login, Reporting, Exams, Forms)

This tutorial may take up to 30 minutes to complete.

This tutorial assumes you have already completed the tutorial Getting Started in APOLLO.

All APOLLO tutorials are available from http://apollo.anu.edu.au/ (or close this window to return to the list of tutorials).
Navigation options in this tutorial

Moving between slides

(bottom centre of screen) or (top left of screen) or Page Down, Page Up, Home, End (on your keyboard)

Viewing all slides or jumping to particular slides

or

Zooming slides in and out

or

Learning more

(let me try) or (show me)

(to do a simulation or exercise) or (to watch a video or demonstration)

Exiting (and returning to the list of tutorials)

(top right of screen)
Main Menu

The main topics in this tutorial are:
   1. Review (1 slide)
   2. Editing Polls (2 slides)
   3. Basic Poll Properties (7 slides and an exercise)
   4. Poll Sections (6 slides and an exercise)
   5. Questions & Answers (16 slides and 2 exercises)
   6. Optional Tabs (9 slides and an exercise)

The header bar (above) will highlight the section you are currently viewing.

Select **Bookmarks** (left) to see links to all topics in this tutorial.
Review

In the tutorial **Getting Started in APOLLO** you learned:

2. You can create polls using **APOLLO>Polls>Area>Create**
3. There are various poll types for different purposes (Ballot, Exam, Form, Survey)
4. If a poll type is Restricted you can choose who logs in
5. If a poll type is Open you can not choose who logs in, but users must know the URL before they can complete the survey
Editing Polls
Editing Polls

Before you can set the poll attributes you need to locate and edit the poll:

1. Log into ANUBIS (http://anubis.anu.edu.au/)
2. Select APOLLO>Polls
3. Choose the Area your poll is stored in
4. Select the edit icon alongside the poll you want to update

Once you edit the poll you will see a series of tabs. Red tabs are those that require more information before a poll can be released. We will learn how to update each tab in the following slides.
Basic Poll Properties

Basic Poll Properties such as the title, start date and introductory messages are set via the General and Messages Tabs.
General Tab

The General Tab controls properties for the whole poll.

This is the web address people should go to for completing your poll.

A multi-page poll shows each section on a new tab. See the later slides on Sections for more detail.

If checked, confirm submit prompts the respondent before they submit their response:

Privacy Statement: Information provided in this poll is only used to identify responses. Your information is secure and will not be passed on to third parties.
General Tab - Dates

The **Start Date** shows when the poll will be open to receive responses.
The **End Date** shows when the poll is finished and people cannot submit responses.

**A WARNING about the Start Date:**
Once the start date passes you can NOT edit most attributes of the poll without **Resetting** the start date to a date in the future.
Using **Reset** will **DELETE** any poll responses received so far. They are **NOT** recoverable.
If you need to make changes after the start date and do not want use **Reset** you could create a duplicate of the poll but then you have to get the new URL to respondents somehow.

You can extend the end date at any time via the General tab (you will not lose any responses).
General Tab – Contacts

Name and Phone are used for administration – these do not appear on your poll for respondents to see.

The contact email appears in the footer of the poll – respondents can click on it to email you.

If you would like to receive an email each time someone responds enter your email address in the Notify field. Leave it blank if you do not want notification emails.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Deborah Cross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone:</td>
<td>6125 5552</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:cis@anu.edu.au">cis@anu.edu.au</a></td>
</tr>
<tr>
<td>Notify Email:</td>
<td><a href="mailto:deborah.cross@anu.edu.au">deborah.cross@anu.edu.au</a></td>
</tr>
</tbody>
</table>
General Tab – Privacy

The privacy statement should explain why you are gathering the information and who will have access to the data collected.

You can show the statement as a link from all pages in the poll and/or on the first page of the poll.

If you choose 'link to Statement…' a button will appear at the bottom of each screen in the poll that respondents can select to see the Privacy Statement in a pop up window.

Always select Save when you make changes to the General Tab. If you move to another Tab without Saving your changes will be lost.
Messages Tab

The Messages tab includes text to display on the front page of the poll before, during and after the poll and after a user submits a response.

By default, the messages include some strange characters:
@@DescrShort = Poll type
@@StartDate = Start date of the poll
@@EndDate = End date of the poll

For example, the message: "This @@DescrShort opens @@StartDate, and will remain open until @@EndDate."
Would appear on the front page as something like: "This Exam opens Apr 18 2006 12:00PM, and will remain open until Apr 19 2006 12:00PM."

You can include HTML in the text to control the way it displays. Use the online help in APOLLO to find out about acceptable HTML codes.
Let Me Try – General and Messages Tabs

Let’s practice completing the General and Messages Tabs.

In this exercise you will:
1. Edit an existing poll
2. Complete the general tab
3. Complete the messages tab

Click the Let Me Try button below to get started.

let me try
Poll Sections
Sections display as single or multiple pages

Polls have sections for grouping questions. Sections can appear all on the one page, or they can be divided into multiple pages (this page setting is on the General tab):

Section 1 in a single page poll

Section 2 in a single page poll

Sections 1 and 2 in a multi-page poll
Updating sections

You must have at least one section for your poll – if you have no need to group questions then just leave the section as 'default'.

Sections are listed on the Sections tab. If there are no questions within the sections the tab will appear Red. This will go away when you create some questions.

Select Create to add a new section

Select Reorder to change the order sections appear in on the final poll

Select the edit button to change the properties of a section (see the next slide for details)

Select the question button to jump to the Question tab and display the Questions for that section.
Section Properties

You can change the properties for a section:

Selecting the Default colour scheme allows APOLLO to choose the colour for you based on ANU corporate style, or you can choose from one of the preset colours.

If the Show Name check box is deselected, the Section Name does not appear.
Previewing Sections

Once a section is saved, you can preview how it will appear in a poll.

From the Preview you can...

...Edit the poll...

...Edit Sections...

...Edit Questions...

...Edit the Section.
Let Me Try – Creating Sections

Let’s practice creating sections within a poll.

In this exercise you will:
1. Edit an existing poll
2. Edit section properties
3. Create a new section
4. Preview a section

Click the Let Me Try button below to get started.
Questions & Answers
Questions and Answers

Before you create Questions and Answers it is important to understand how APOLLO structures these.

APOLLO contains Questions and Answer Groups.

1. A Question is the question you want to ask of the respondent, for example "Do you like red cars?"
2. An Answer Group is a type of answer that the respondent can use to answer a question, for example a Yes/No radio button.

So, in APOLLO to create a question you need both the question part (do you like red cars?) and the answer part (a radio button with values Yes and No).

Because of the way APOLLO is designed, you must create the answer group (a radio button with Yes and No values) before you build the question (do you like red cars?). You can not create a Question without having an Answer Group to attach to it.

For this reason, we will learn about Answer Groups first, even though the Question tab is next logically.

Building your Questions and Answer Groups is much easier if you have done a rough design of your survey on paper first (as suggested in the tutorial Getting Started in APOLLO).
Answer Groups – Types

There are several types of answer groups:

**Checkboxes** allow people to choose one or more options

![Checkbox Example]

**Date Boxes** provide a calendar select option

![Date Box Example]

**Multiple Select Lists** provide a list where more than one option can be chosen (by holding down the CTRL key while selecting the options).
Answer Groups – Types continued...

**Number boxes** only accept numbers, not text

**Preference Lists** allow respondents to enter a number alongside each option in the list to indicate their preference

**Radio Buttons** provide a list where the respondent can choose one option only (use these if your poll is an exam)

**Select Lists** provide a drop down list where the respondent can choose one option only (use these if your poll is an exam)
Answer Groups – Types continued...

**Text Areas** provide a multi-line box where text can be entered

I'd prefer it if the colours were blue and gold but otherwise I think what you have designed looks good.

We have tested the system extensively and are happy to sign it off for release to production.

**Text Boxes** provide a single line for entering text

Smith, James
Answer Groups are Reusable

Answer Groups are **reusable** – each Answer Group can be used for one or more Questions.

For example, you create a radio button Answer Group with the values Yes and No and name the group Yes_No_Answer. You can now use Yes_No_Answer for every question that requires a Yes or No response. You do NOT have to build a new answer group for every question. You only have to build a new answer groups when you need a new type of response from people.

Question 1. Do you own a red car? Question 2. Are you a staff member?

Both Questions use the same **Answer Group** Yes_No_Answers

Similarly, you can create a single text box answer group (eg. Short_Text_Box) and use it for all questions requiring short responses and a single text area answer group (eg. Long_Text_Area) for all long responses.

Understanding the reusable nature of Answer Groups will help you to build polls faster.
Answer Groups – Option 1 – Creating via templates

Answer Groups are defined on the Answers Tab. You can create answer groups by using prepared templates:

1. Select a templated answer group
2. Select the Add button
3. The group will appear as a 'copy' of the template
4. You can change the group using the edit button
Answer Groups – Option 2 – creating from scratch

Or you can create new groups from scratch:

1. Select **Create**

2. Choose an answer type
Answer Groups – creating from scratch continued...

3. Complete the **New Answer Group** form then save

![Create New Answer Group](image)

- **Answer Type:** Text Box
- **Name:** ShortTextBox
- **Size:** 20
- **Maxlength:** 40

This answer group is a text box called ShortTextBox that will appear as 20 characters wide within the poll but will accept an entry up to 40 characters long.

**Notes:**

- on a **multi-select list** Size is used to indicate how many characters wide the field will display, NOT how many options will appear in the list
- On a **preference list** Size is used to indicate the width of each box where respondents enter their preference (so if there are only 3 preferences, the width just needs to be 1)
- In a **text area** rows are used to indicate how many lines down and columns are used to indicate how many characters across.
Answer Groups – creating from scratch continued...

4. If your answer group is a Checkbox, Multi-Select List, Preference List, Radio Button or Select List add the list values to the Answer Table.

Optional
If desired, you can enter a list value such as “Other Please Specify” and nominate that answer in the Other Answer field above. This will give people a small text box to provide another answer in if none of the options on the list apply.

4.1. Type a value in
4.2. Add it to the list

Edits an existing answer
Let Me Try – Creating Answer Groups

Let’s practice creating answer groups within a poll.

In this exercise you will:

1. Edit an existing poll
2. Add a templated answer group
3. Edit a templated answer group
4. Create a new answer group
5. Edit the new answer group

Click the Let Me Try button below to get started.

let me try
Questions

Once you have some answer groups you can start building questions.

1. Choose which section the question belongs in
2. Select Create
3. Complete the question form and save it
Questions – the question form

- The actual question
- The answer group (answer the respondent can provide)
- Whether or not the respondent has to complete the question
- How the question should be laid out
- Provides an additional option for respondents to enter text
- Text Before and After give you the option of providing more information before or after the question
- Selecting randomize will change the order of answers for each respondent.
- Always Save every change you make

Create New Question

Question: Where do you work?

Answer Group: ANU Colleges - Select List (8)

Mandatory: ☑️

Layout Style:
- Vertical
- Horizontal
- Horizontal - 2 lines
- Horizontal - columns with headings
- Horizontal - columns without headings

Comments Box:

Text Before:

Text After:

Save Cancel
Questions within Exams

If your poll is an exam, and you would like APOLLO to do the marking for you, you must tell APOLLO which response is correct for each poll. To turn the marking feature on:

1. Go to the exam tab and select the Show Results box then Save*.

2. Go back to the Questions tab and create or edit a question.

3. A new field (Correct Answer) will now be available for each question.

4. Choose the correct answer, then Save the question.

* The exam tab and its options are covered in more detail towards the end of this tutorial.
Once a question is saved you can preview it and play with the layout.

Poll edit returns you to the general tab.

You can choose a layout style to preview it.

Edit returns you to the Question form.

Once you are happy with the layout select Save.
Let Me Try – Creating Questions

Let’s practice creating questions within a poll.

In this exercise you will:
1. Create a new question
2. Preview a question
3. Change question layout
4. Preview a poll

Click the Let Me Try button below to get started.
Optional Tabs

The tabs described in this section may not appear in your polls. Their appearance depends on the poll type you selected when the poll was first created. The tabs are Login, Reporting, Exams and Forms.
Login Tab

If you have built a Restricted poll there will be a login tab for you to control who can log in to complete the survey.

There are two main ways to control logins. You can use existing user accounts with University IDs (ANU LDAP Authentication) or you can build your own accounts (APOLLO Basic Authentication).

When you use existing accounts (LDAP) respondents will be able to log in with their University ID and the OLAMS/HORUS/ISIS password. You can specify individuals or groups such as all employees as allowable respondents. LDAP is the most common authentication choice.

When you build your own accounts (APOLLO Basic) you will have to define login IDs and passwords yourself. This option is useful if your respondents do not have University IDs but you still want them to log in to complete the poll.
Login Tab – Option A – Existing Accounts

1. Complete the Authentication Section.
   a. Set the Authentication Type to LDAP.
   b. Check the multiple response box if you want to allow people to submit more than one response.
   c. Select Save

2. Select User Sets
   a. Choose particular groups of users from the Available User Sets field then select + to add them
   b. Grant or Deny access using the Allow column.
   c. Select Save

3. Select Individuals
   a. Use Create to specify individuals one at a time OR
   b. Use Import if you have a long list of individuals to add
   c. Select Save

Note: you can specify both Individuals and User Sets or either on its own.
Login Tab – Option B – Creating Accounts

1. Move to the **Basic Authentication** menu item

2. Create your accounts using **Import** or **Create**

3. Edit your poll (choose the **Polls** menu item) and move to the login tab
4. Select **APOLLO Basic Authentication** and **Save**

5. Select from the created accounts then choose **+** to add individuals (or use import if you have a list).

6. **Save**
Let Me Try – Login Tab

Let’s practice setting respondent access permissions.

In this exercise you will:
1. Edit a poll
2. Select authentication settings

Click the Let Me Try button below to get started.
Reporting Tab

The Reporting Tab is about choosing how responses will be displayed to you when they come in. By default responses are sorted in a table by Date of response and by Key or User ID.

The reporting tab allows you to specify three more questions to be used for displaying and sorting. Each column heading can be clicked on to sort the report in that order.

You do not have to specify any reporting options if you do not want to use this feature.

To specify sorting:

1. Select a question in each of the Primary, Secondary and Tertiary fields.
2. Click on the Save button.

Note: There is no Let Me Try exercise for the Reporting Tab.
Exams Tab

If your poll is of the type Exam, you can choose to have the respondent assessed by APOLLO at the time of the exam (as long as all your answer groups are radio buttons and/or select lists).

- Tell the respondent their score
- Tell the respondent which answers were correct and incorrect
- What percentage of responses must be correct to pass the exam
- Message to show if respondent passes
- Message to show if respondent fails
- Save your changes when finished

Note: There is no Let Me Try exercise for the Exams Tab.
Forms Tab

If your poll is of the type Form, you can choose to have people emailed at certain stages of form processing. On the forms tab you can define each processing stage and an email address that should be notified when that stage occurs.

When you process the responses to your poll you can choose the stages you have defined on the forms tab to have the notification email sent automatically.

Note: There is no Let Me Try exercise for the Forms Tab, but within the Compiling Poll Results tutorial there is a Viewing Responses exercise that covers how to process forms.
You have finished the Setting Poll Attributes tutorial.

In this tutorial you learned:
1. How to edit a poll
2. How to change poll properties using the General and Messages tabs
3. How to structure a poll into sections
4. How to build Questions and Answers
5. How to use Optional tabs (Login, Reporting, Exams, Forms).

Next you need to do the Testing and Releasing Polls tutorial.

Close this tutorial to return to the list of tutorials (close this window by selecting the X in the top right of the screen).