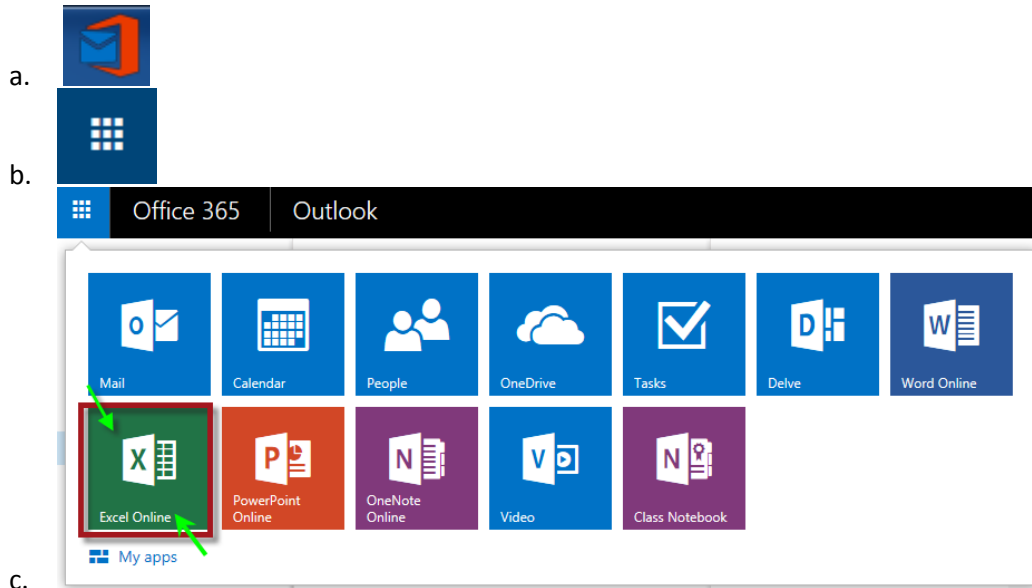


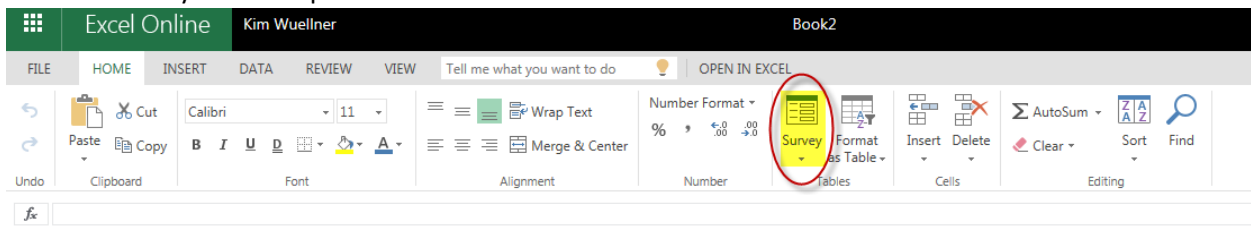
Excel Online Survey is a great way to capture information you would like and would put in a spreadsheet. For example: For teachers you may want to know: name, school, subjects teaching, years of experience. Once they have completed the survey you will get all the information in one spreadsheet and then can filter it for the information you want. (Ex. all Biology teachers, All 10<sup>th</sup> grade ELA teachers, All Algebra and Algebra Honors teachers.) You can create the questions so you determine their choices (MC, T/F) or so that they are open ended (subject, date, phone number, etc). Teachers could use this to have organize info for students: name, period, parents' names, phone number, email address, extra – curricular activities, etc..

Directions for creating a survey are below. I've only played a little, so they are primitive.

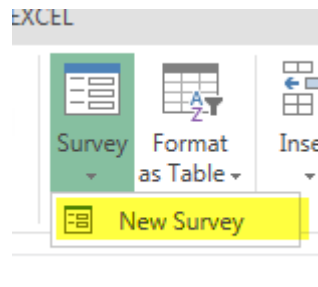
1. Go to Excel Online via Outlook Web App



2. Click on Survey icon in top ribbon.



- a. Click New Survey



b. Follow directions regarding naming the survey and begin adding questions to your survey.

Enter a title for your survey here  
It's easy to skip this box.

i. Enter a description for your survey here

Enter a description for your survey here

ii.

Edit Survey

Enter a title for your survey here

Enter a description for your survey here

Enter your first question here  
Don't try to type here.

+ Add New Question

Choose the type of question here.

**EDIT QUESTION** ×

Question

Question Subtitle

Response Type

Required

Default Answer

iii.

Gives you a link to share with others.

Let's you see what it will look like.

Share Survey

Save and View

Close

iv. At the bottom of the window:

v. Data is put into an excel spreadsheet that you can use as you would any spreadsheet (sorting, filtering, etc...)

**Filter dropdowns**

What is your name?	What is your favorite treat?	What is your favorite thing to eat for lunch?	What is your best childhood memory?	In one sentence, state your favorite thing about teaching.
Not useful at all	Not effective at all	Had no training whatsoever.	Just right	No
Somewhat useful	Very effective	The lunch :-)	Too long	Yes
Not useful at all	Not effective at all	It is like it never happened.	Just right	No
Very useful	Very effective	Everything.	Too short	Yes