

mind matters



MindMatters Online Surveys

User guide

Leading mental health and wellbeing

TABLE OF CONTENTS

1. Introduction – getting started	3
2. Accessing the surveys	5
3. A broad overview of the steps	5
4. How to create a survey	6
5. Preview your survey.....	9
6. How to send email invites.....	11
7. Sending reminders	20
8. Publishing surveys without an email invite.....	23
9. Getting a list of who has completed a survey	26
10. Closing a survey	28
11. Viewing reports	29
12. Comparing reports.....	32
13. Exporting the responses	34
14. Viewing & editing your responses	36
15. Adding responses	40
16. Deleting or renaming your Survey	42
17. Troubleshooting and FAQ.....	43
How do I get people to respond to my survey and only respond once?	43
Invites and reminders aren't getting through to people	43
My students dont all have email addresses	44
Can survey respondants share codes?.....	44
Unable to import a contacts list	44

1. INTRODUCTION – GETTING STARTED

Welcome to the MindMatters User guide to support the use of the online interactive surveys.

1. Consider this guide and related MindMatters resources on the collection of data before sending out surveys.
 - a. Baseline data can be created for your site around health and wellbeing of students, staff and family and caregivers.
 - b. The audits are available in hard copy online. The surveys are available interactively online.
 - Student survey – short
 - Student survey – long
 - Staff survey – long
 - Staff Survey – short
 - Parent and family

The type of survey selected will be determined by the needs of the site.

- c. MindMatters recommends using the long version of each survey to create initial baseline data. Although your site may only focus on one aspect for development, having data that creates a more complete picture can be useful for future initiatives.

See *Whole School Matters* section 3.4 for more information on how to use data and creating a plan. [Whole School Matters is available for download on the MindMatters website.](#)

2. A group managing data collection will need to determine a plan and process for using the surveys or audits.
3. A process of implementation and a timeline should be communicated to staff, students, parents/community about:
 - the purpose of the survey

- the survey participation and completion dates
 - the dissemination of results and a planned action.
4. Identify a data manager who can access the survey files, manage the invites, access the reports and consult with a data management group for dissemination of information.

Note: *Assigning a data manager needs to be considered fully.*

- *The data manager at the site will have access to all of the data and complete details of each survey, if required.*
- *If there are concerns with anonymity we suggest using the 'code' system, whereby codes can be created and distributed randomly.*
- *If the password for your account remains confidential, access to the survey responses remains with the data manager.*

If you have a technical issue with the surveys contact mindmatters@esa.edu.au

2. ACCESSING THE SURVEYS

- 1) The surveys are available online at: <http://mindmatters.fluidsurveys.com>
- 2) You will need to log in using the email address of the person nominated as the MindMatters survey contact at your school, and the associated password. If using a printed version of this guide you may wish to record them here for easy reference.

Login:

Password:

(Note this is the admin password and should not be distributed)

***An important note when sending invites:** Email systems with more rigorous security systems may think that the email invites sent are unsolicited email, or SPAM. Perform an initial test invite. If the people you are attempting to survey don't receive your invite their email administrator (the school IT person in the case of staff and students) will have to 'white list' the survey server's IP address. The mail servers used are **smtp.chide.it** and **smtp2.chide.it**.*

If you continue to have a problem with this there are alternatives. See the topic '8. Publishing surveys without an email invite' for details.

3. A BROAD OVERVIEW OF THE STEPS

Here is a brief summary of what you will need to do to administer a survey using the interactive survey tool.

Step One: Create a survey

Step Two: Invite people to complete it

Step Three: Track the progress and send reminders

Step Four: Close the survey

Step Five: Analyse the results

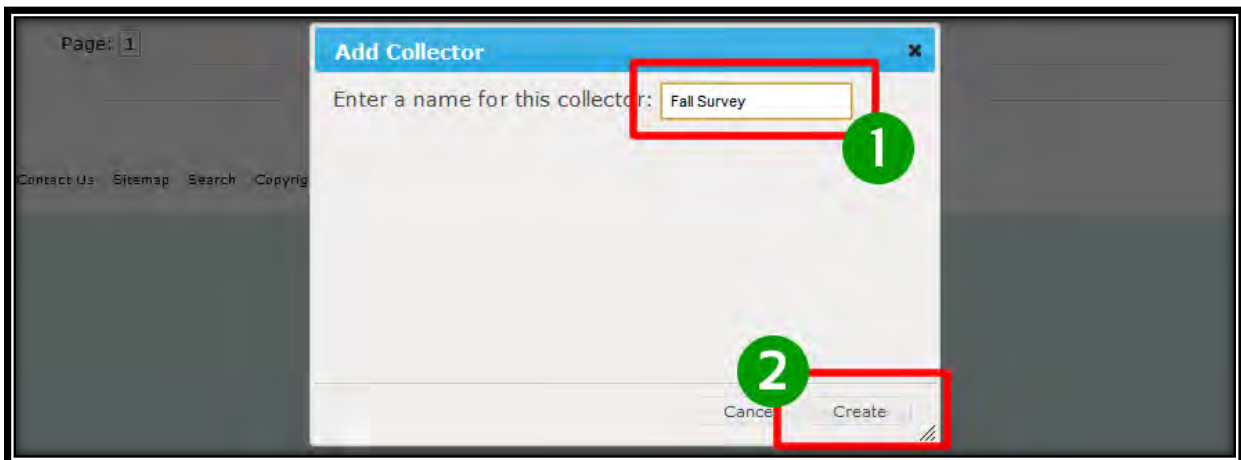
If you are confident you may not need to read though every topic in this manual and should instead skip to topics such as '6. How to send email invites'.

4. HOW TO CREATE A SURVEY

- 1) Choose which survey you want to run by clicking the appropriate tab. In this example, we are going to run the short student survey. Once you have clicked the appropriate tab, then click on 'Create a New Instance'.



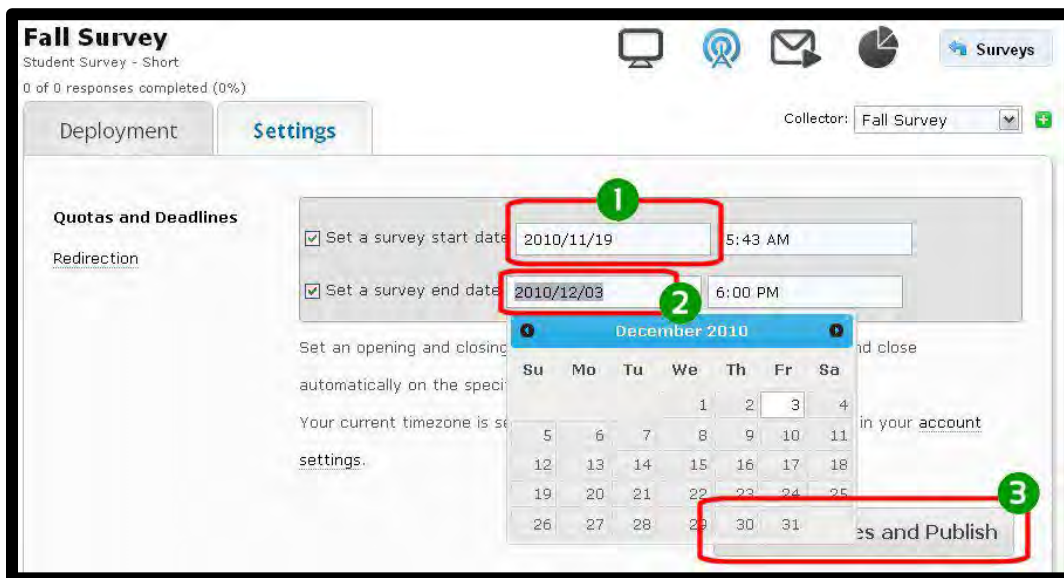
- 2) Now, you'll see a new dialogue box pop up. In this dialog, type the name you'd like to give this instance of the survey so you can easily remember it. In this case, we're calling ours 'Fall Survey.' Once you do this, just click the 'Create' button.



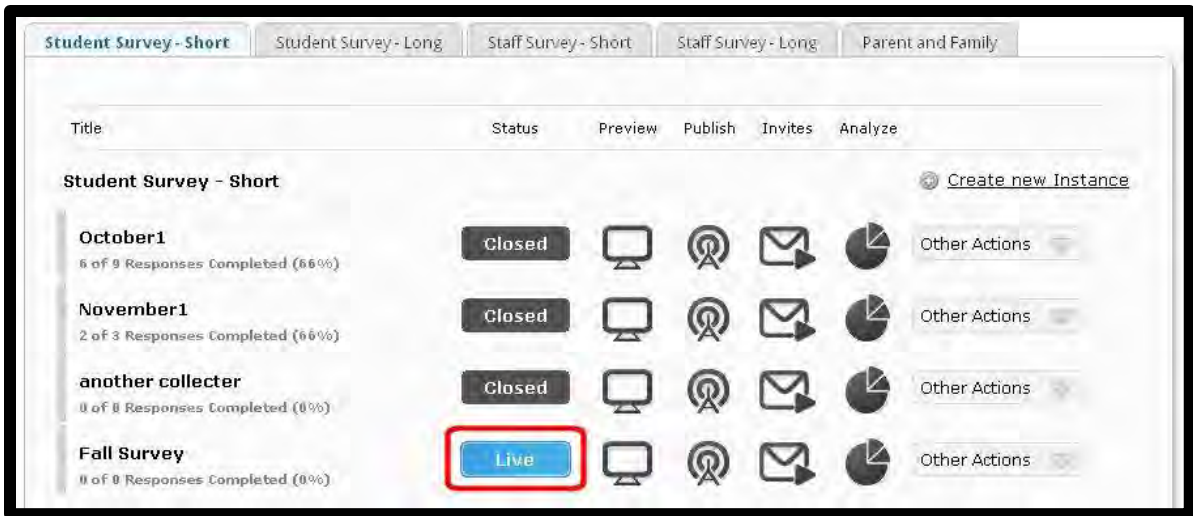
- 3) Your new survey instance will appear in the list of surveys of the same type. Click on the 'Closed' button for the new survey.



- 4) Now choose a start date (today's date will be added by default), an end date for your survey and then make sure to click 'Save and Publish.' When you click in the date box a calendar you can use to select a date will pop up. Surveys without a defined finish date tend to be of little use and won't allow you to make comparisons of improvements in the school over time.



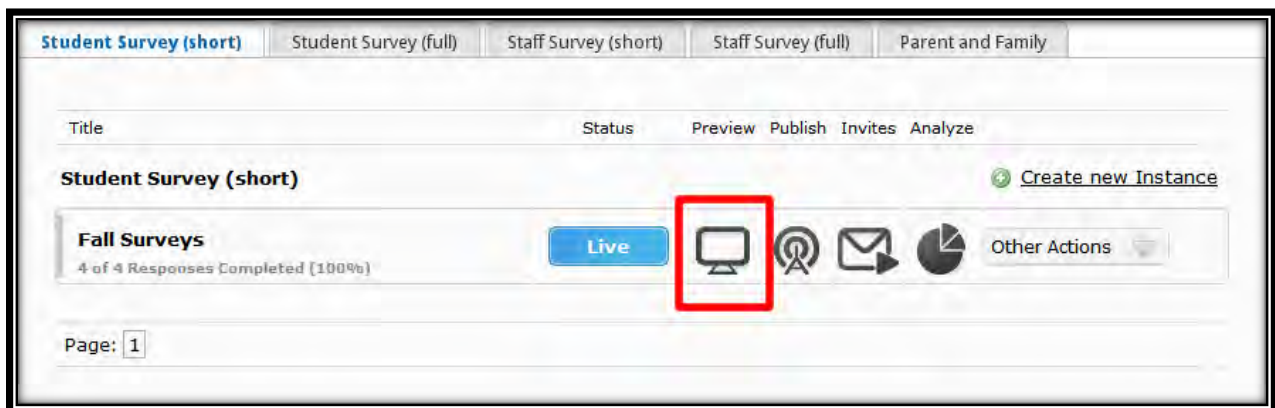
- 5) Your survey is live from the date you select and available for people you invite to complete until the closing date you have set.



6) The next step is previewing your survey and choosing how you will send out the invites.

5. PREVIEW YOUR SURVEY

- 1) This step described in this topic is optional – just to check you have assigned the correct survey before sending it out.
- 2) Once logged into your account, click on the tab that corresponds to the survey you'd like to preview. Then click on the 'Preview Icon.' If you don't see the preview icon for the chosen survey type it's more than likely you haven't created one and will need to do so using the steps in the '4. How to create a survey' topic.
- 3) You will also need to ensure the survey is 'Live' before previewing it.



- 4) Clicking the Preview icon will open up a new window where you will be able to view your survey and even make a sample response (sample survey in next diagram). Note that each page of the survey needs to be created before moving onto the next.

mindmatters
Leading mental health and wellbeing

MindMatters Student Survey Short 0%

We are interested in finding out what you think about mental health and wellbeing, that is, your feelings, thoughts, relationships and behaviour.

Fill in Your Year Level:

Year 7
 Year 8
 Year 9
 Year 10
 Year 11
 Year 12
 Year 13
 ungraded

MindMatters Student Survey SHORT version

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
1. I like coming to school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I feel safe at my school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I have someone to talk to at school if I need help or advice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I think the school rules are fair.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 5) All responses that you enter into the preview will be marked as test responses and can easily be deleted later. For details, please see the topic '14. Viewing and Editing Your Responses'

- 6) Once you are finished having a look at the survey you can close your web browser's tab or window to return to the main survey page.

6. HOW TO SEND EMAIL INVITES

An important note when sending invites: Email systems with more rigorous security systems may think that email invites sent are unsolicited email, or SPAM. If the people you are attempting to survey don't receive your invite their email administrator (the school IT person in the case of staff and students) will have to 'white list' the survey server's IP address. The mail servers used are **smtp.chide.it** and **smtp2.chide.it**.

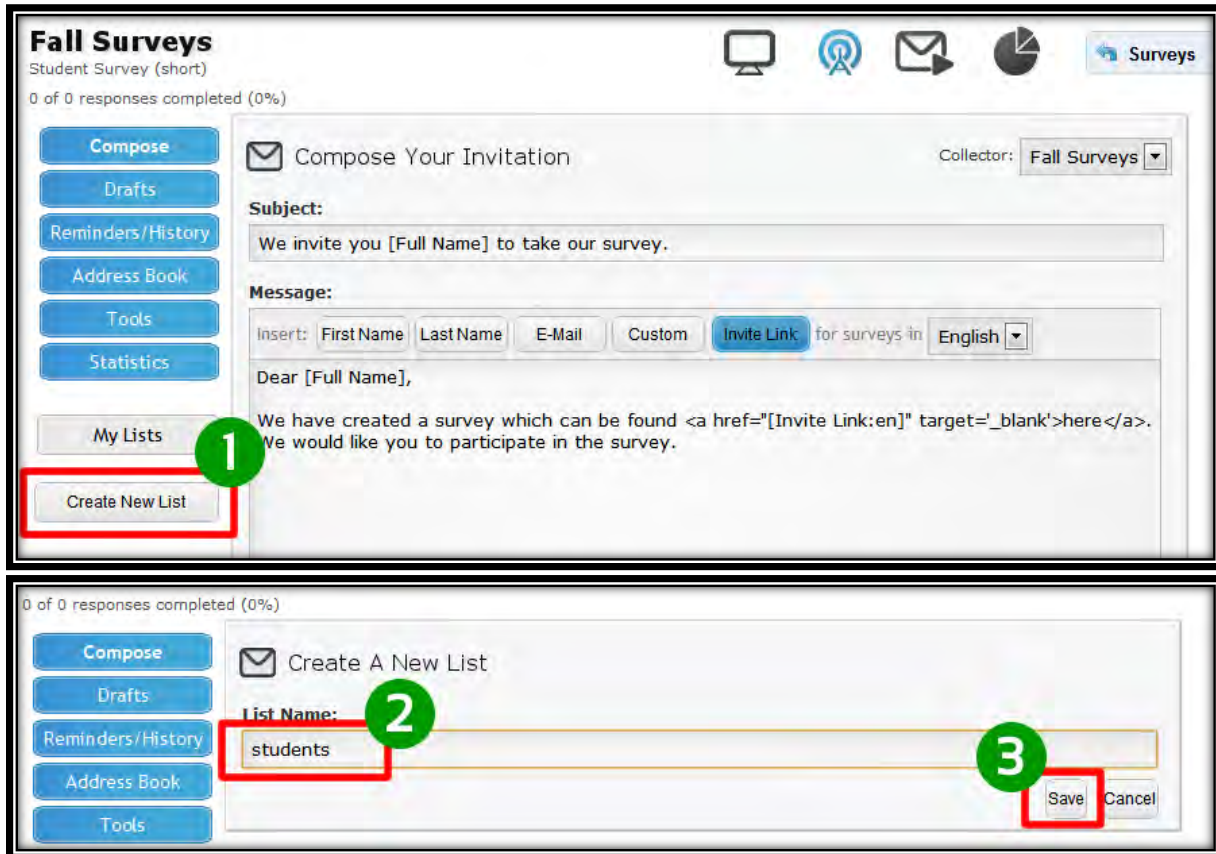
If you continue to have a problem with this there are alternatives. See the topic '8. Publishing surveys without an email invite' for details.

Tip: Each invite sent out is valid for one response to the survey. If you don't get a response right away avoid sending a new invite - you could end up with each person responding twice! Instead use a reminder, as covered in the '7. Sending reminders' topic.

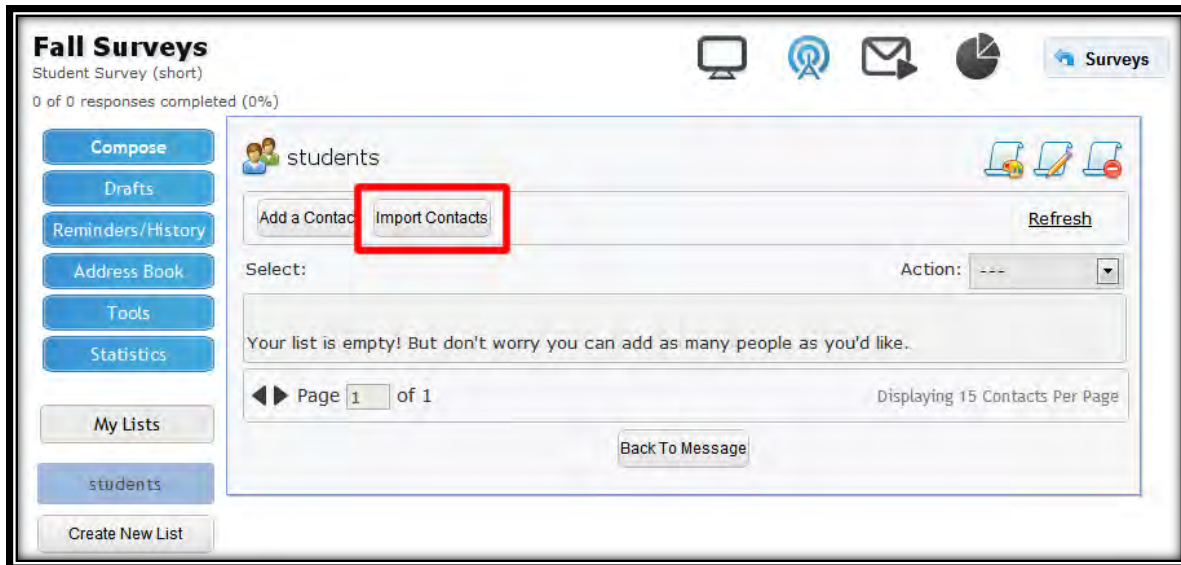
- 1) When your launch date has arrived, it is time to send out your survey invites. From the deployment page, click on either of the links to take you to the invite tool.

The screenshot shows the 'Fall Surveys' deployment page. At the top right, there are three icons: a monitor, a signal tower, and an envelope. The envelope icon is highlighted with a red box, and a red arrow points from it to a black box containing the text 'both links go to the same place'. Below this, the 'Email Invitations' section is highlighted with a red box, containing the link 'Use our invitation tool to deploy this survey via email >'. The 'Online Deployment URL' is also visible, showing 'http://mindmatters.fluidsurveys.com/s/student-survey-shor'.

- 2) On the invite-tool page, upload your list of contacts. Click on the 'Create New List' button, name your list in the subsequent page and then press 'Save'.



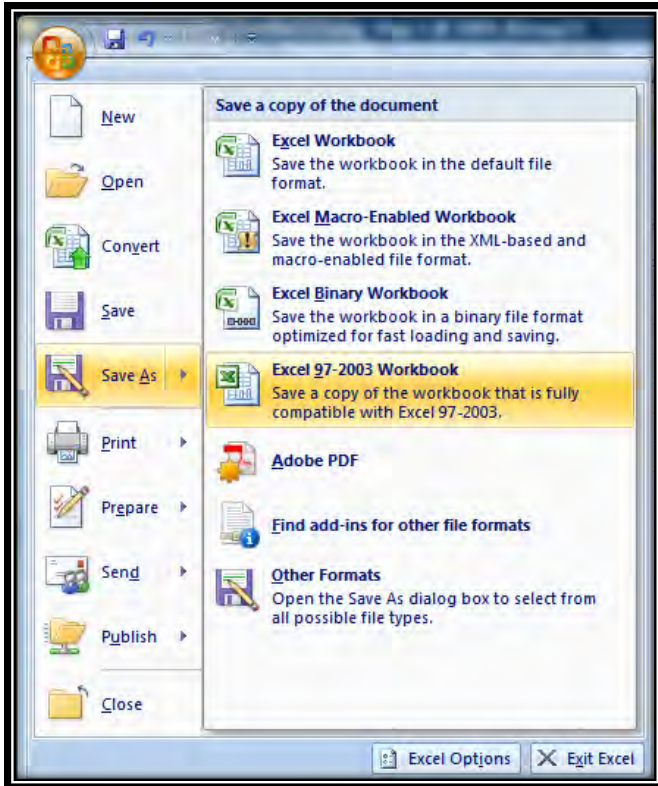
- 3) Now you can click on the 'Import Contacts' button to import the list of individuals to take your survey. In this example, our list is a list of students.



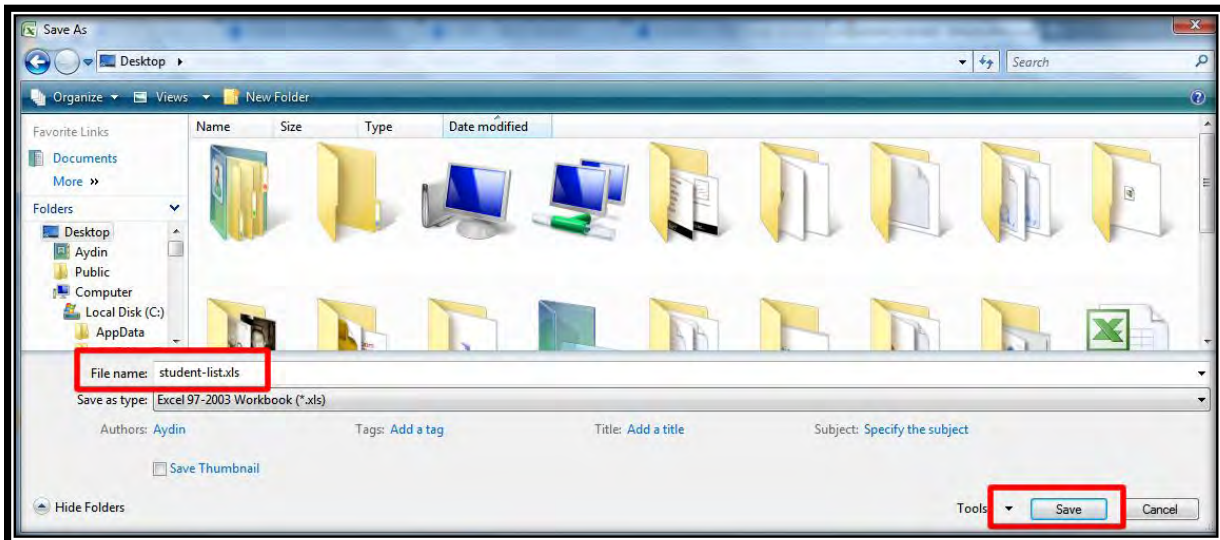
- 4) You can use any spreadsheet program such as Microsoft Excel to create your list. In the following diagram we show that the first row in our file will be the column headers and the subsequent rows will be the actual data. All you need for your contacts is their first name, last name and email address:

	A	B	C
1	firstname	lastname	email
2	John	Doe	john.doe@test.com
3	Jane	Doe	jane.doe@test.com
4			

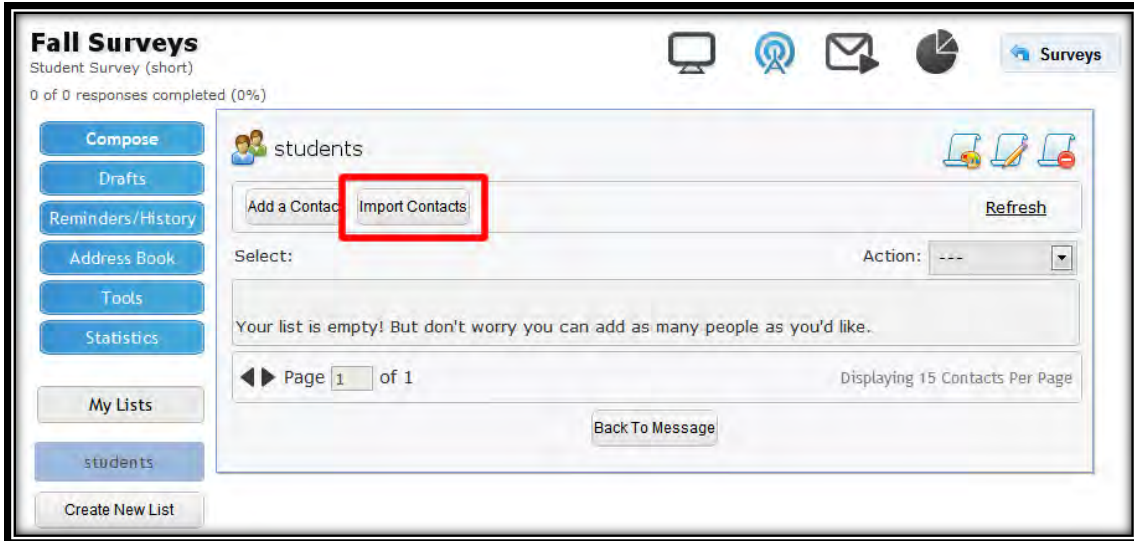
- 5) Save your file as .xls or .csv format. If you're using Excel, press 'Save As' and then choose 'Excel 97-2003 Workbook.' **The 2007 .xlsx format currently isn't supported** so, if you are using Excel 2007 pay particular attention as it will save files as .xlsx by default.



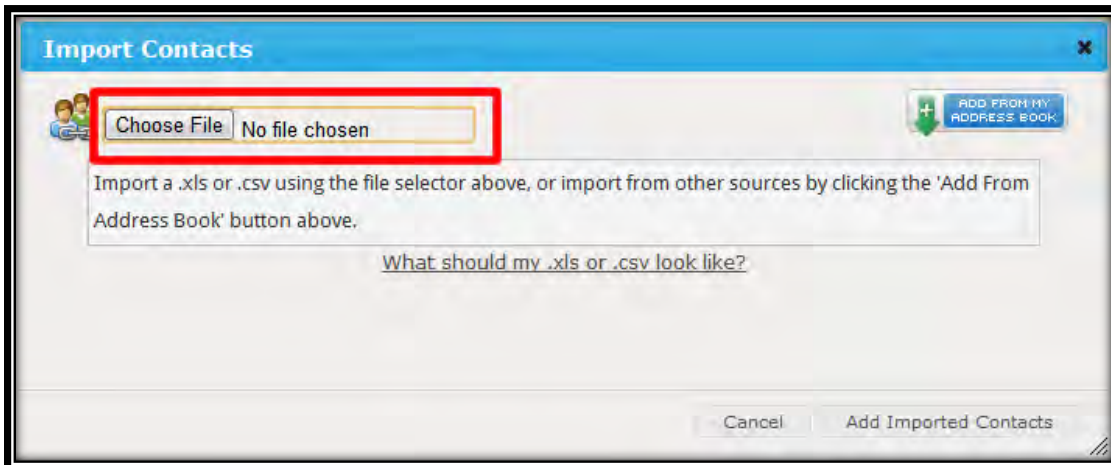
6) Make sure to save your file somewhere you can find it later.

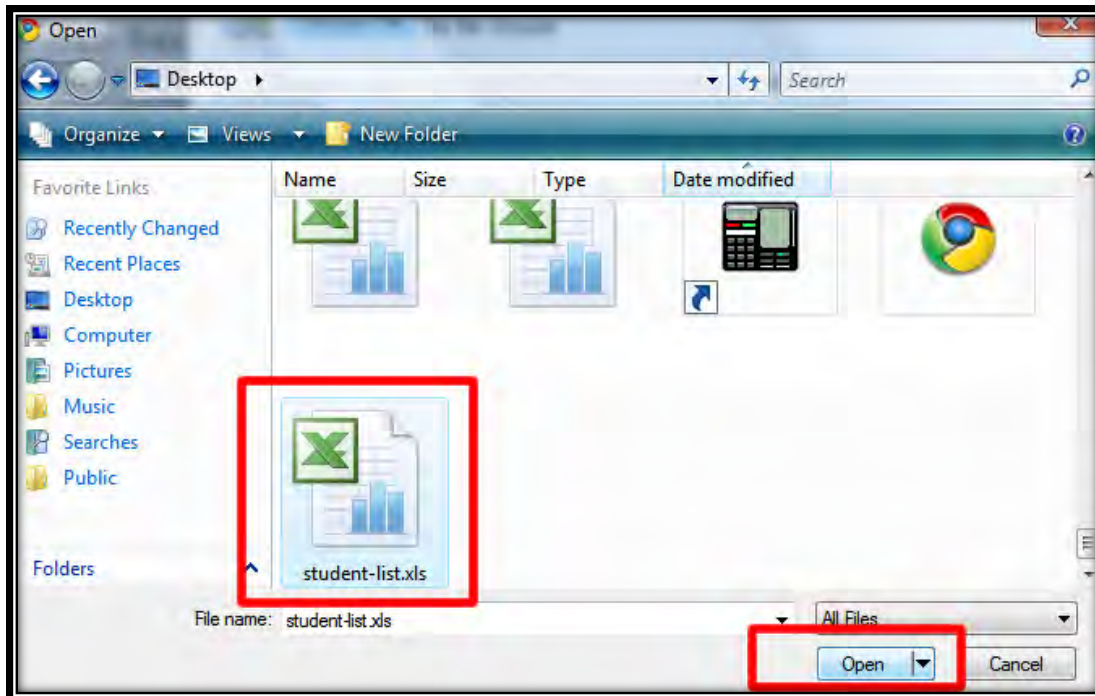


7) Now that you have created your list, you can proceed to 'Import Contacts.'

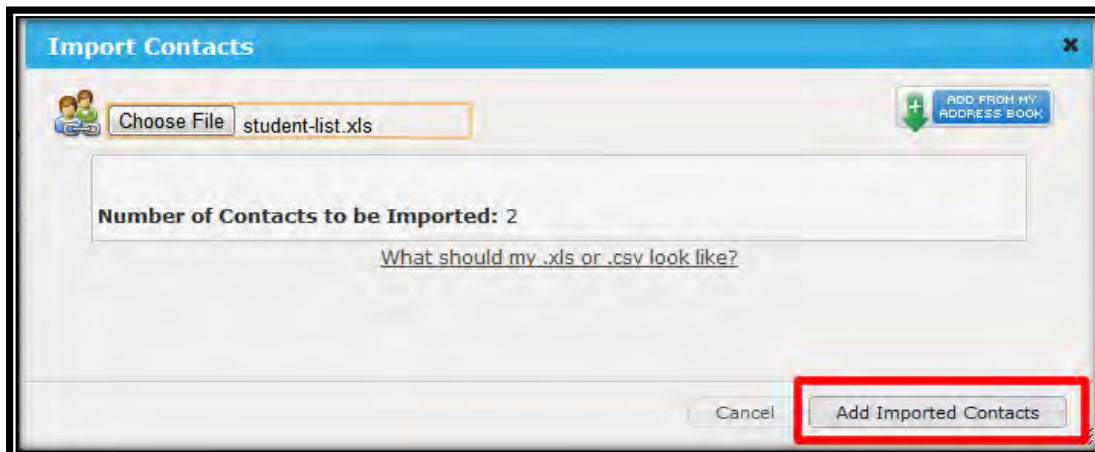


8) In the subsequent dialog, click on 'Choose File' and then find the file you just created and open it.

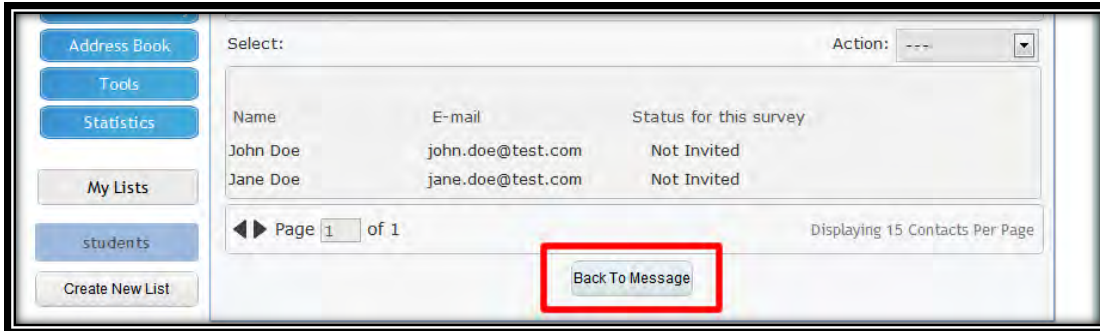




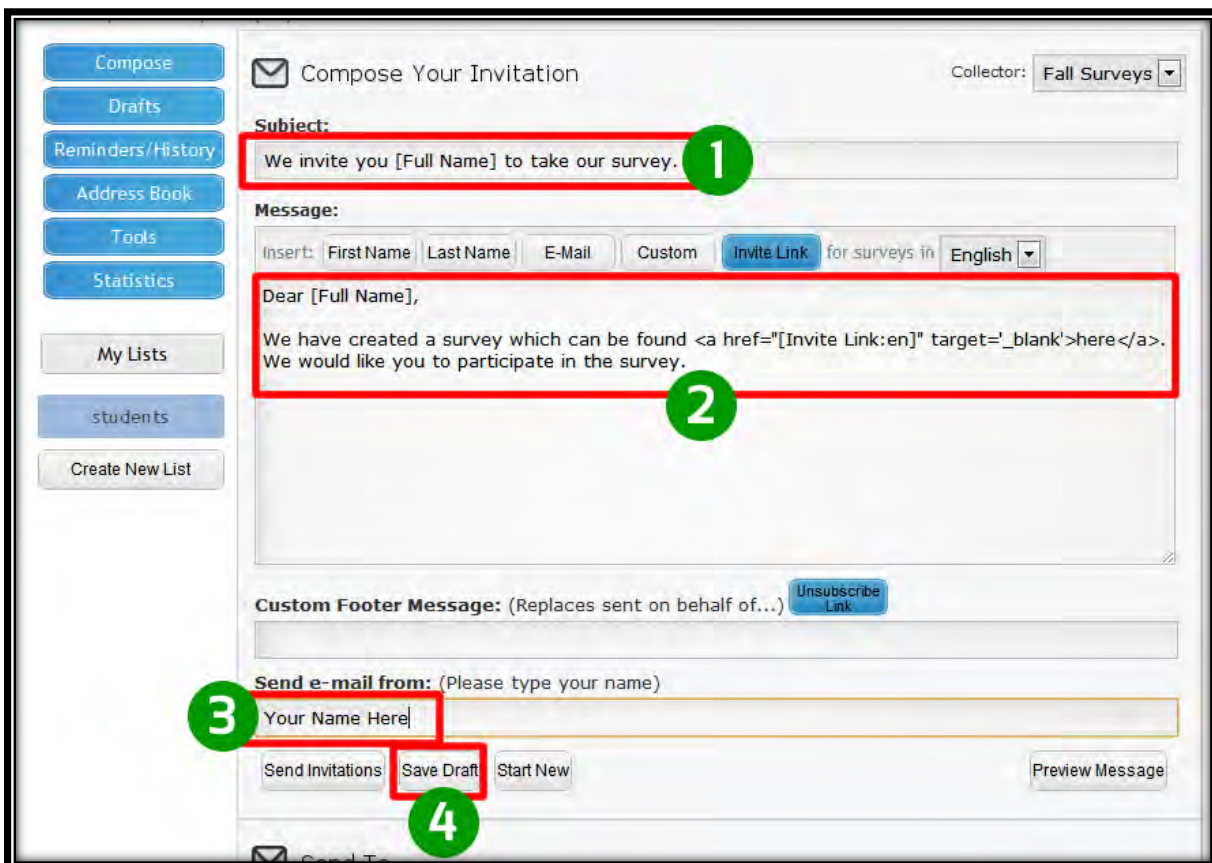
9) If the upload was successful, the dialog will tell you how many contacts it has imported. In our example, two contacts were imported. Now press the 'Add Imported Contacts' button.



10) Contacts are now part of the 'students' list we created in our online address book. Now click on 'Back to Message.'



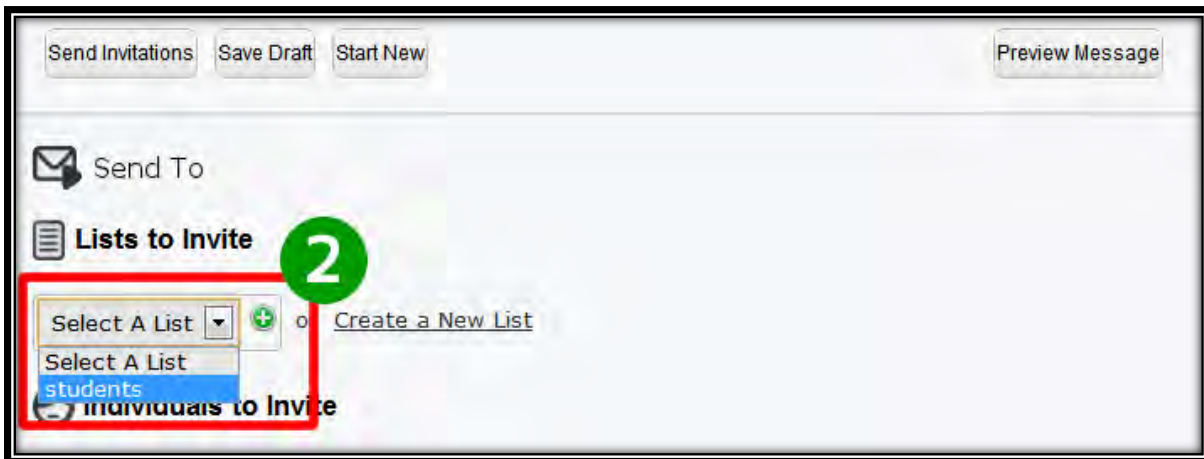
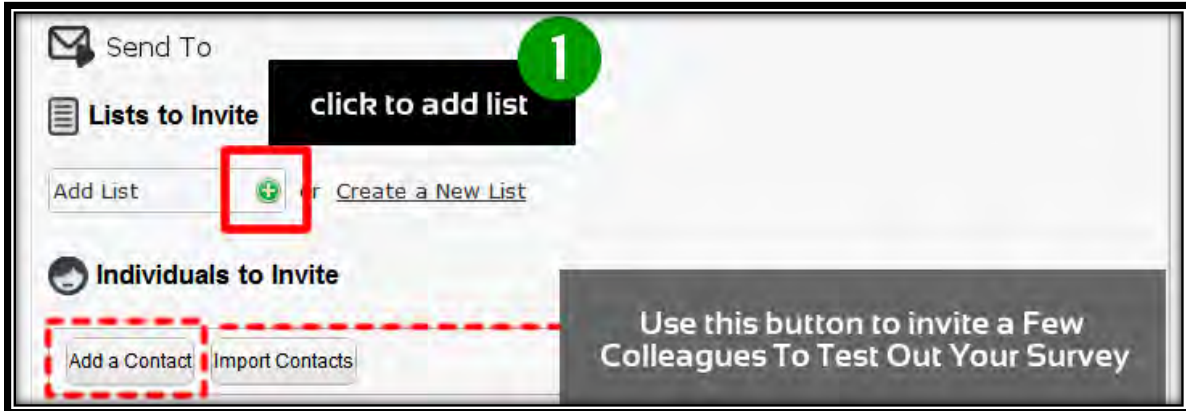
11) You can make any changes you wish to the default text that appears in the subject and message body but **the invite link must remain or the invite will not be sent**. You can use the 'Invite Link' button to add it back in if you delete it. It is recommended that you **include the name of the person sending out the surveys**.



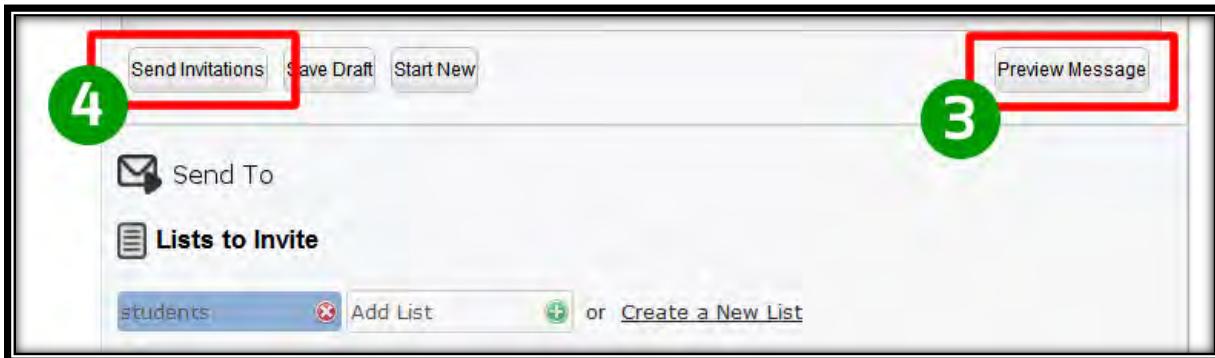
12) Click on 'Save Draft' so that you have a copy of your message. This is useful both for future reference and to use as a template for more invites.

13) Before you send the message to your whole list, experiment with sending the invite to a few trusted colleagues using the 'Add a Contact' button.

Once everything seems ok, you can click on the green '+' button to add your 'students' list to the recipients section of this invite email.



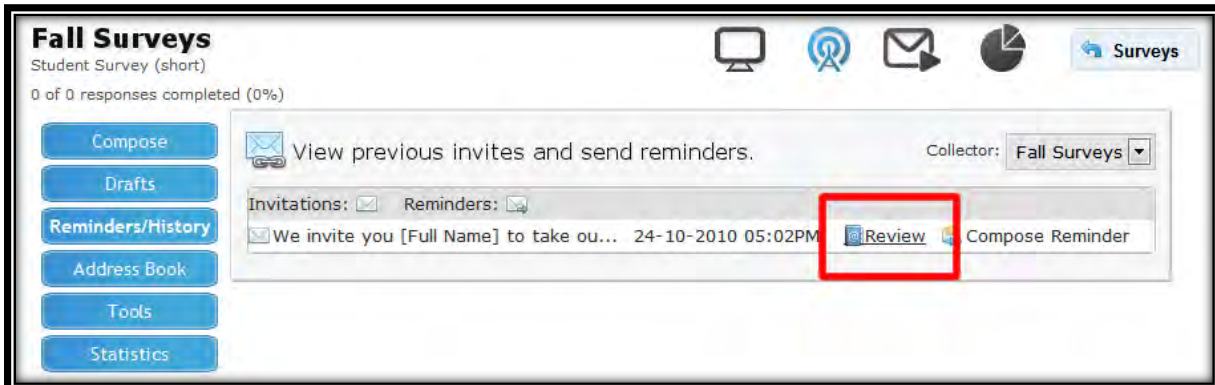
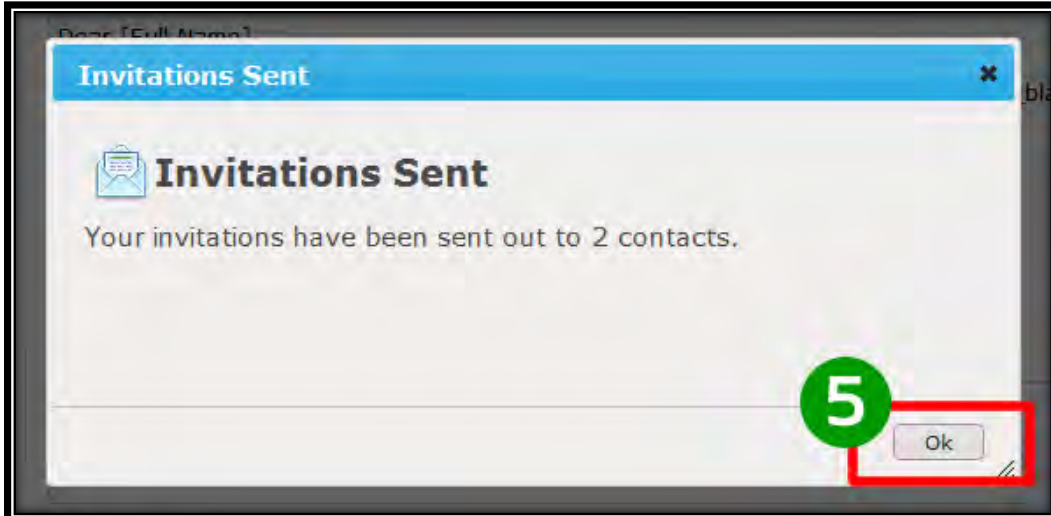
14) First use the 'Preview Message' button to check it looks as you intended, then click the 'Send Invitations' button and you'll see a status dialog that will report on how many contacts were sent an email.



Tip: You will be notified if the draft you saved doesn't include a link to the survey. If so simply use the 'Invite Link' button to insert it into your invite.



15) Once you press 'ok', you will be taken to the 'reminders/history' section where you can 'Review' your previously sent messages in order to see what was sent and to whom. In the 'Review' section you can also see which invitees completed the survey and which didn't. You can use this as a checklist for completion of the survey.

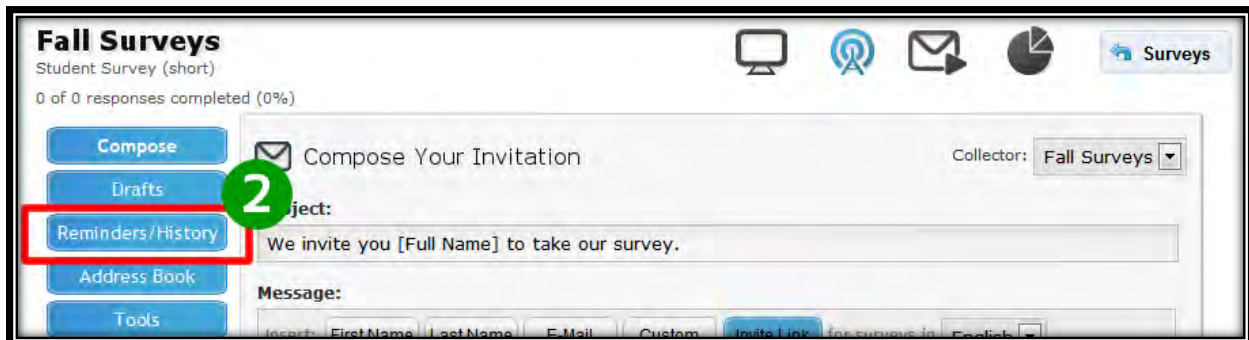


7. SENDING REMINDERS

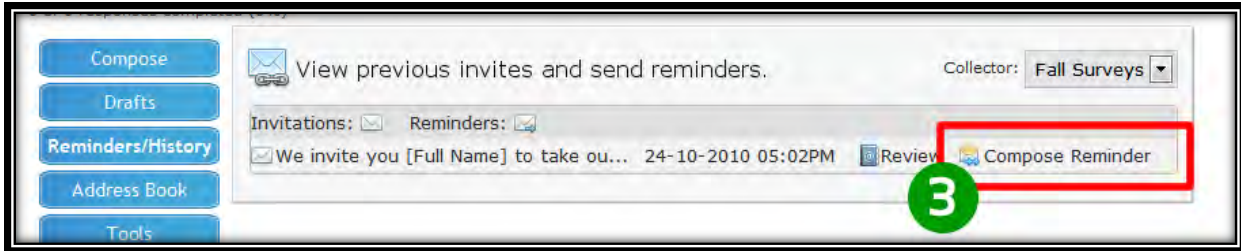
- 1) When you're ready to remind individuals who haven't yet completed your survey to do so, log back into your account at <http://mindmatters.fluidsurveys.com> and then click on the 'invite tool'.



- 2) Once you're in the 'invite tool', click on the 'reminders/history' section



- 3) In this section you can see the history of invites that you've sent for this survey. If you had sent out your survey invites in three batches, you would see three log items on this page. If you want to send a reminder email to individuals who still haven't completed the survey in any given batch click on the 'compose reminder' button for that log item.



- 4) You can make any changes you wish to the default text that appears in the subject and message body but **the invite link must remain or the invite will not be sent**. You can use the 'Invite Link' button to add it back in if you delete it. Be sure to also fill in the From field. Once you are done click the 'Send Reminder' button. Reminders by default will only be sent to those who have not yet completed your survey (please see diagram on next page for details).

Compose Reminder

Subject:
[Full Name], this is a reminder to participate in our survey.

Message:

Insert: First Name Last Name E-Mail Custom Invite Link for surveys in English

Dear [Full Name],

We haven't heard from you, but your opinion is important to us. Please consider taking the time to fill out our survey here.

Thank you.

Reminders will be sent to those who haven't completed the survey and will not be sent to contacts that have unsubscribed from your list. [Use Advanced Options](#)

Exempt contacts that have already been reminded.

Custom Footer Message: (Replaces sent on behalf of...) Unsubscribe Link

Send E-mail From: (Leave blank to use account e-mail)
Your Name Here

Un-subscribed users cannot be e-mailed again.

Cancel Send Reminders

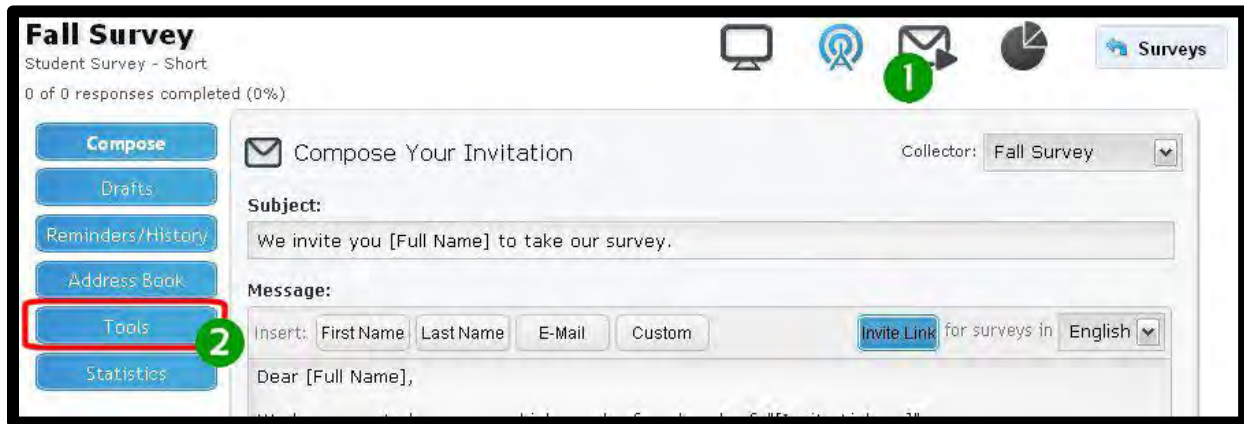
5) Once your reminder is sent, you can see it as part of your reminders/history logs and can review it from there



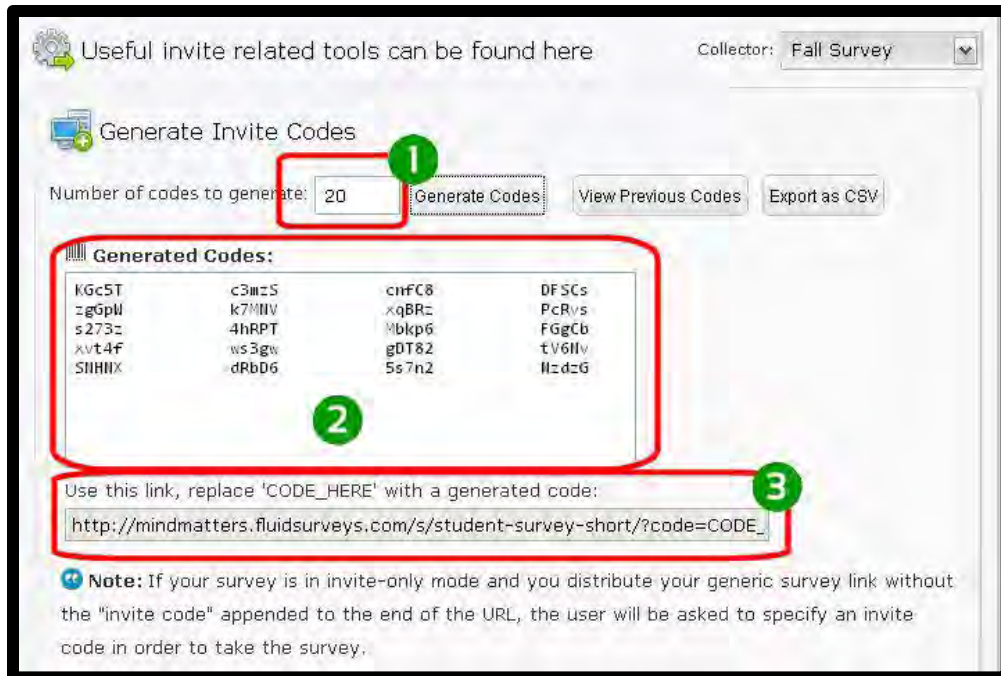
8. PUBLISHING SURVEYS WITHOUT AN EMAIL INVITE

Some students may not have an email address set up, or you may wish to administer the survey to a classroom of students. To do this use the survey system to generate invite codes.

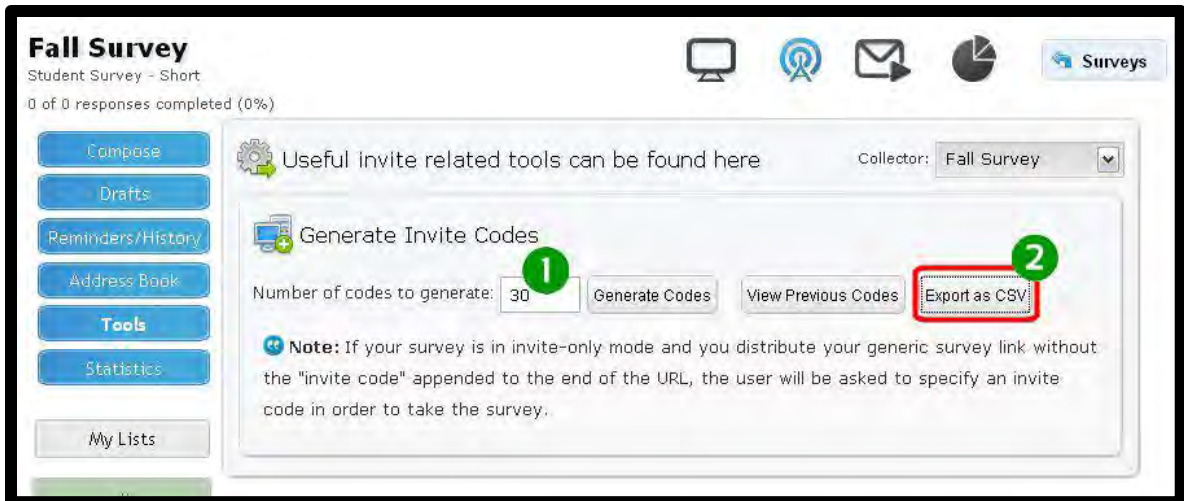
- 1) From the left hand menu in the Invites section click 'Tools'.



- 2) In the box provided nominate how many people you would like to complete the survey in this way and click 'Generate Codes'. You will need one code per person and they cannot be shared. The codes will now appear in the section below.



- 3) The surveys can be accessed by entering the link into a web browser and replacing the words 'CODE_HERE' in the link with one of the codes. So, from the above screenshot an example link to give out to one student would be 'http://mindmatters.fluidsurveys.com/s/student-survey-short/?code=KGc5T&collector=37' (you can't see all of the link in the screenshot). If this sounds complex see step 4) below.
- 4) An alternative, easier way to do this is to export the codes and the links to a CSV file, which can then be opened in any spreadsheet program including Microsoft Excel. The advantage is that you have a file you can print or otherwise make available electronically to students in a classroom. You also don't have to manually edit the URL to put the code in the right spot – just give each surveyed person one link each.
- 5) To do this, enter the number of codes you need, click Generate Codes, then 'Export as CSV'.



6) The picture below shows the URLs in the resulting file - ready to use. You might choose to print it and physically cut it into strips and give it to students, or send it home to parents in a letter - as appropriate for the type of survey you are using.

You also have the option of emailing a link to using your normal email. Although you would have to do each one individually this will bypass any problems you may have with SPAM or other security protection blocking emails from the survey system.

	A	B
1	Code	URL
2	KGc5T	http://mindmatters.fluidsurveys.com/s/student-survey-short/?code=KGc5T&collector=37
3	c3mzS	http://mindmatters.fluidsurveys.com/s/student-survey-short/?code=c3mzS&collector=37
4	cnfC8	http://mindmatters.fluidsurveys.com/s/student-survey-short/?code=cnfC8&collector=37
5	DFSCs	http://mindmatters.fluidsurveys.com/s/student-survey-short/?code=DFSCs&collector=37
6	ooCoW	http://mindmatters.fluidsurveys.com/s/student-survey-short/?code=ooCoW&collector=37

7) See the next topic to find out how to track the progress of responses once your codes have been distributed.

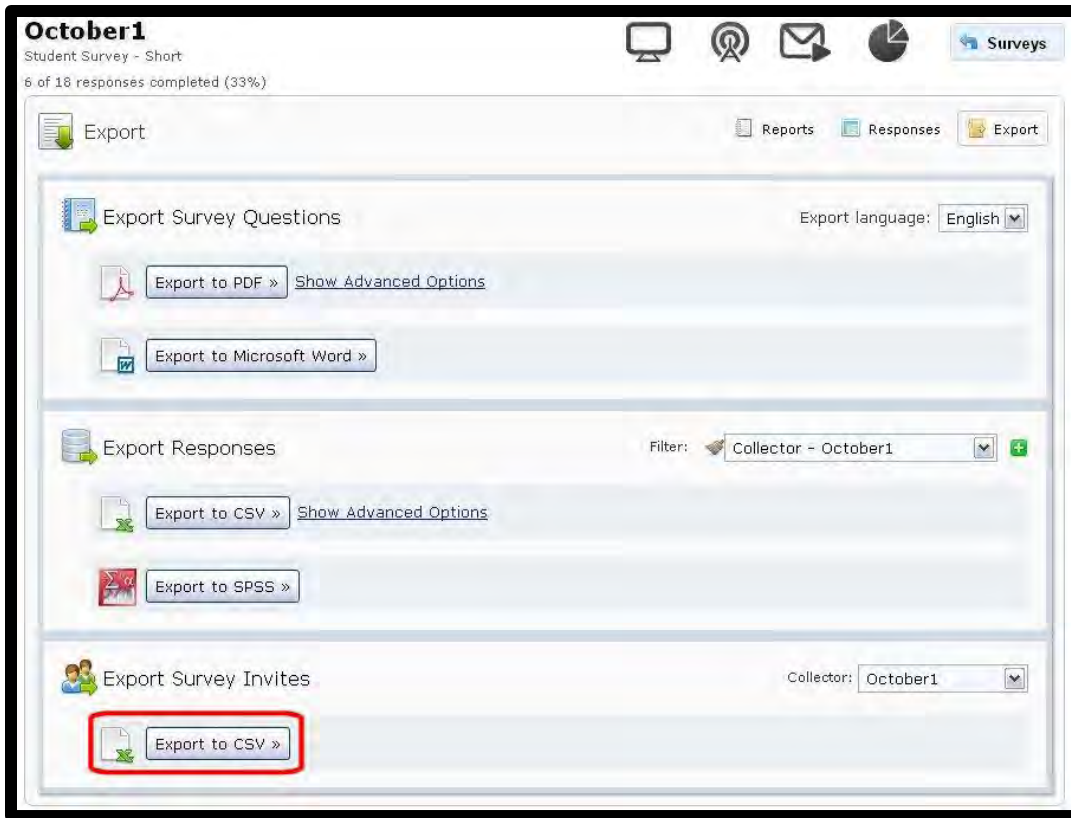
9. GETTING A LIST OF WHO HAS COMPLETED A SURVEY

You can export a list of all the people you have invited to the survey, and the status of their response. This is useful both as an alternative to using the survey address book to send reminder emails and also, for your records.

- 1) From the 'Other actions' menu for the survey pick 'Export'



- 2) From the export page you can export the record of your survey invites. The highlight red area in the next diagram shows how you can export your survey responses to CSV which can then be opened in any spreadsheet program including Microsoft Excel.



- 3) An example of the resulting file can be seen below. It shows the code your respondent used and their email address and name, if invited via email. Also shown is whether they have completed the survey and how many reminders you have sent them.

	A	B	C	D	E	F
1	URL	Invite Code	Email Address	Name	Status	Reminders
2	http://mirv5K78		mindmatters@esa.edu.au	mindmatters	viewed	0
3	http://mirx76Tv		cameron.picton@esa.edu.au	Cameron Picton	complete	0
4	http://mir9tMtn		Generated Code	Generated Code	complete	N/A
5	http://mirZN3Hm		Generated Code	Generated Code	viewed	N/A

10. CLOSING A SURVEY

- 1) When you have obtained a suitable number of responses it is recommended that you close the survey to disallow further responses and preserve the integrity of the data.
- 2) Click on the 'Live' button of the survey you would like to close and pick 'Close survey' from the resulting pop up message.



- 3) Don't worry if you think of someone you missed – surveys may be reopened as needed.



11. VIEWING REPORTS

- 1) Once you've gathered some data, log back into your account and click on the 'Analyze' icon.



- 2) Click on the default 'Summary Report'. You can either analyse the summary report online or you can click on the 'Word' or 'PDF' icons (see item #3 in the following image) to download the respective file formats onto your computer. You can analyse your data further by making use of filters (see item #4). You can choose from a list of pre-made filters and look at different cross-sections of your data.

Summary Report Student Survey (short)

4 Filter: Collector - Fall Surveys

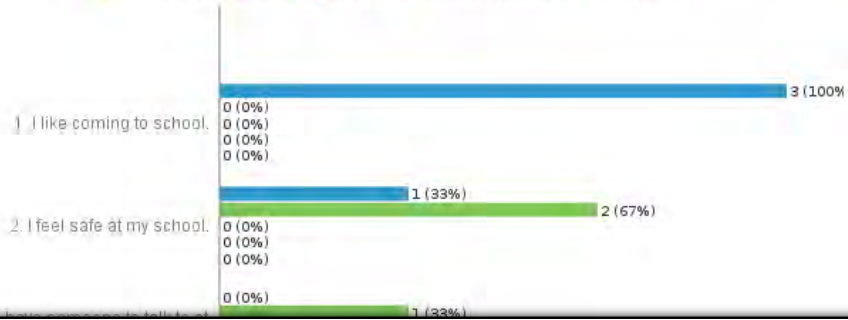
Fill in Your Year Level:

Response	Chart	Frequency	Count
Year 7		0%	0
Year 8		33%	1
Year 9		0%	0
Year 10		67%	2
Year 11		0%	0
Year 12		0%	0
Year 13		0%	0
ungraded		0%	0

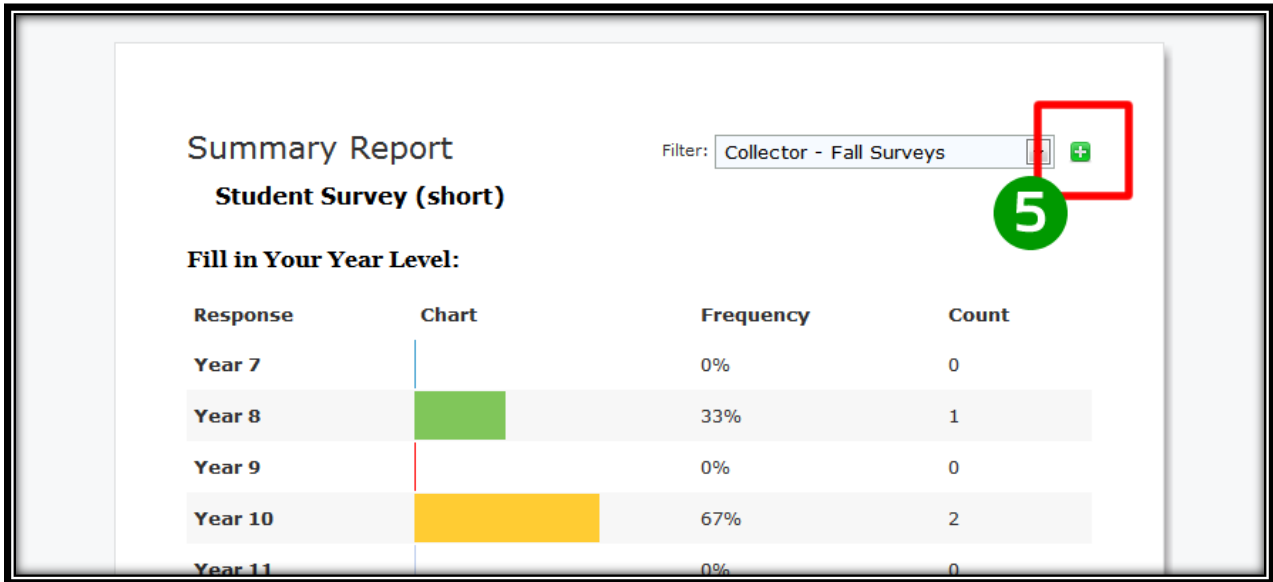
Total responses: 3

MindMatters Student Survey SHORT version

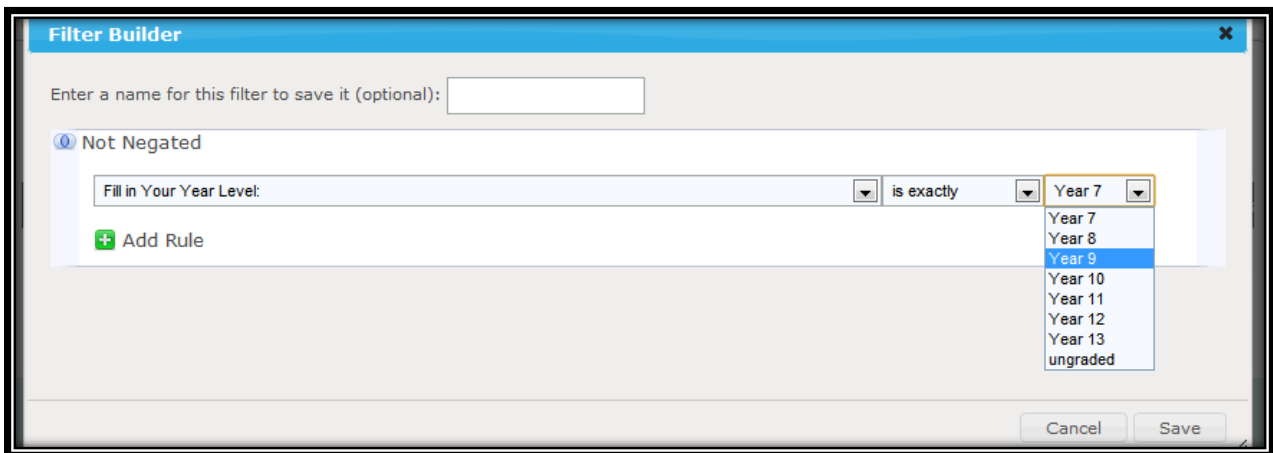
Strongly Agree Agree Disagree Strongly Disagree Do Not Know



3) You can also create your own filters by clicking on the green '+' button at the top right of your report page (item #5).



4) Using the dialog that pops up you can create your own filters. For example, you can view all of the results from students in Year 9 as the diagram below suggests.



12. COMPARING REPORTS

You can also compare the results of a survey against a previous one. This will allow you to look at the results of activity at the school over time.

- 1) When viewing a summary report (see previous topic) click on 'Benchmark against...'

Response	Chart	Frequency	Count
Year 7		0%	0
Year 8		0%	0
Year 9		25%	1
Year 10		50%	2

- 2) Select the survey you would like to compare it against then click the 'Save report settings' button.

Select a filter...

Built-in filters

- Completed responses
- Responses with invite codes
- Responses with invite emails
- Collector - October1
- Collector - November1
- Collector - another collector

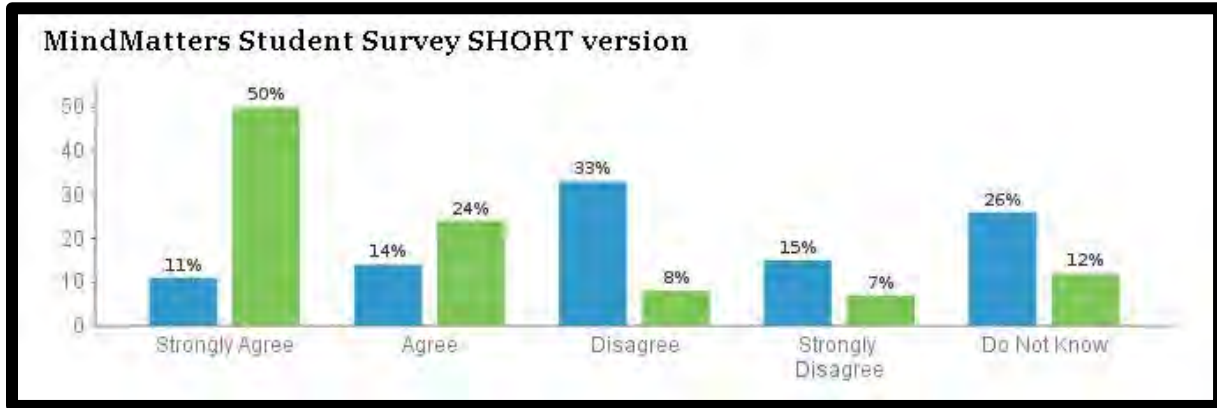
Saved filters

- grade10
- not grade 9
- grade9

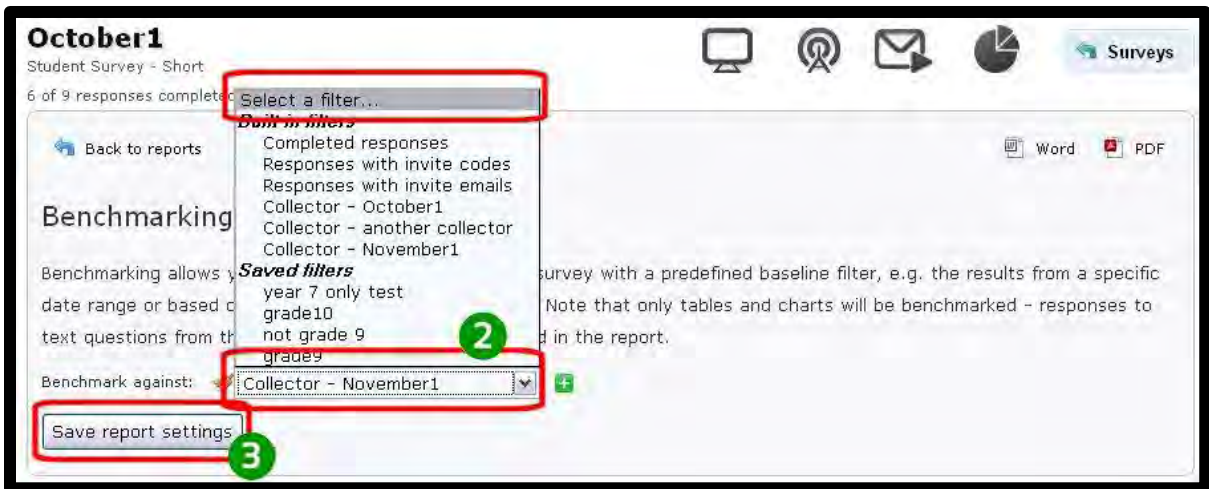
Benchmark against: Collector - November1

Save report settings

- 3) The resulting graphs show summaries of your current survey (in **blue**) compared against the survey you have selected to benchmark it against (**green**). The reports of the 'short' surveys compare each entire survey, while the 'long' versions compare grouped sections of questions.



- 4) Note that the comparison graph shows the relative percentages of responses. Be sure to check how many responses it actually represents – for example 50% of 2 responses carries much less weight than 40% of 300!
- 5)
- 6) To stop comparing the results, click again on 'Benchmark against...' and chose 'Select a filter...' from the list.



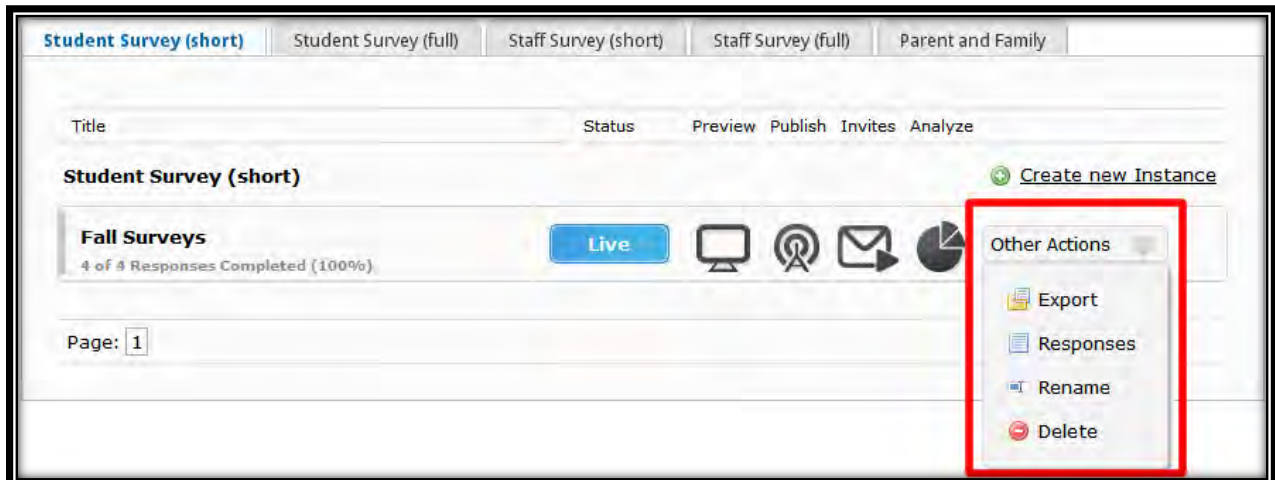
13. EXPORTING THE RESPONSES

Exporting your responses will allow you to back up the data from survey results or use other programs, such as Microsoft Excel, to further analyse your data and make customised graphs.

- 1) From the 'Analyze' page click on the 'Export' button.



- 2) The export page can also be accessed from your 'surveys' page as shown below:



- 3) From the export page you can export your survey questions and your survey responses. The highlight red area in the diagram below shows how you can export your survey responses to CSV which can then be opened in any spreadsheet program including Microsoft Excel.

Fall Surveys

Student Survey (short)

0 of 0 responses completed (0%)



Surveys

Export

Reports Responses Export

Export Survey Questions

Export language: English

Export to PDF » [Show Advanced Options](#)

Export to Microsoft Word »

Export Responses

Filter: Collector - Fall Surveys

Export to CSV » [Show Advanced Options](#)

Export to SPSS »

Export Survey Invites

Collector: Fall Surveys

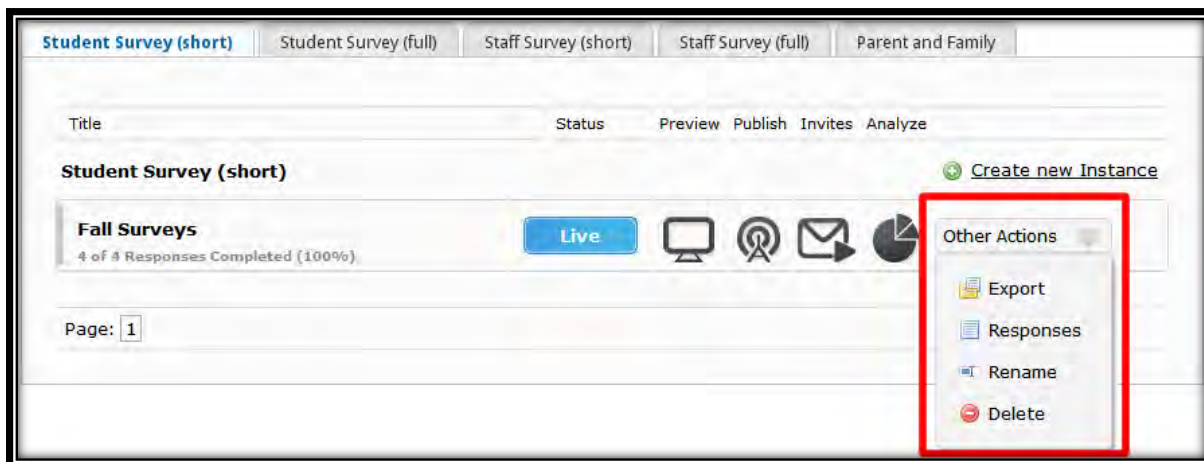
Export to CSV »

14. VIEWING & EDITING YOUR RESPONSES

- 1) You can get to the response viewer either from the 'Analyze' page as shown in the diagram below or



From the 'Survey' page using the 'Other Actions' menu as shown below:



- 2) In the response viewer, you can click on any individual response to see the full details of that response at the bottom of the page. The next diagram shows us clicking the second response in the list and seeing the detailed answers of that respondent below.

Fall Surveys
Student Survey (short)
0 of 0 responses completed (0%)

Responses Reports Responses Export

Select columns... Full Screen Filter: Select a filter...

Status	Last updated	Collector	Fill in Your Year Level:	MindMatters Student Surve...	MindMatters Student Su
<input type="checkbox"/> Complete	Today 5:20 p.m.	Fall Surveys	Year 10	Strongly Agree	Strongly Agree
<input checked="" type="checkbox"/> Complete	Today 5:20 p.m.	Fall Surveys	Year 10	Strongly Agree	Agree
<input type="checkbox"/> Complete	Today 5:20 p.m.	Fall Surveys	Year 8	Strongly Agree	Agree

1 - 3 of 3 10 20 50 Actions...

Printable version ← Previous response Next response →

Fill in Your Year Level: Year 10

MindMatters Student Surve... | 1. I like coming to school. Strongly Agree

MindMatters Student Surve... | 2. I feel safe at my school. Agree

MindMatters Student Surve... | 3. I have someone to talk to at school if I need h... Disagree

MindMatters Student Surve... | 4. I think the school rules are fair. Disagree

MindMatters Student Surve... | 5. Our school deals fairly and quickly with bullyi... Disagree

3) The Response Viewer also allows you to choose which questions you want to see in the online spreadsheet for a quick analysis as shown in the next diagram (i.e. which question should be in each column):

Fall Surveys
Student Survey (short)
0 of 0 responses completed (0%)

Responses Reports Responses Export

Select columns... Full Screen Filter: Select a filter...

- Select All
- Status
- Invite Name
- Last updated
- Date started
- Collector
- Language
- IP Address
- Location
- Username

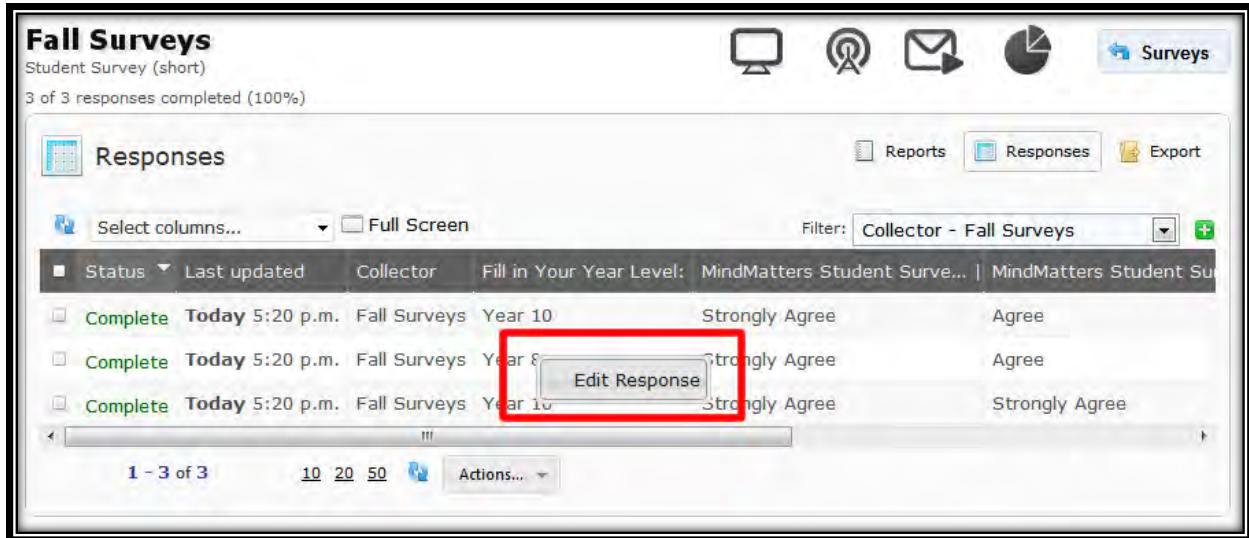
ve... | MindMatters Student Su

Strongly Agree

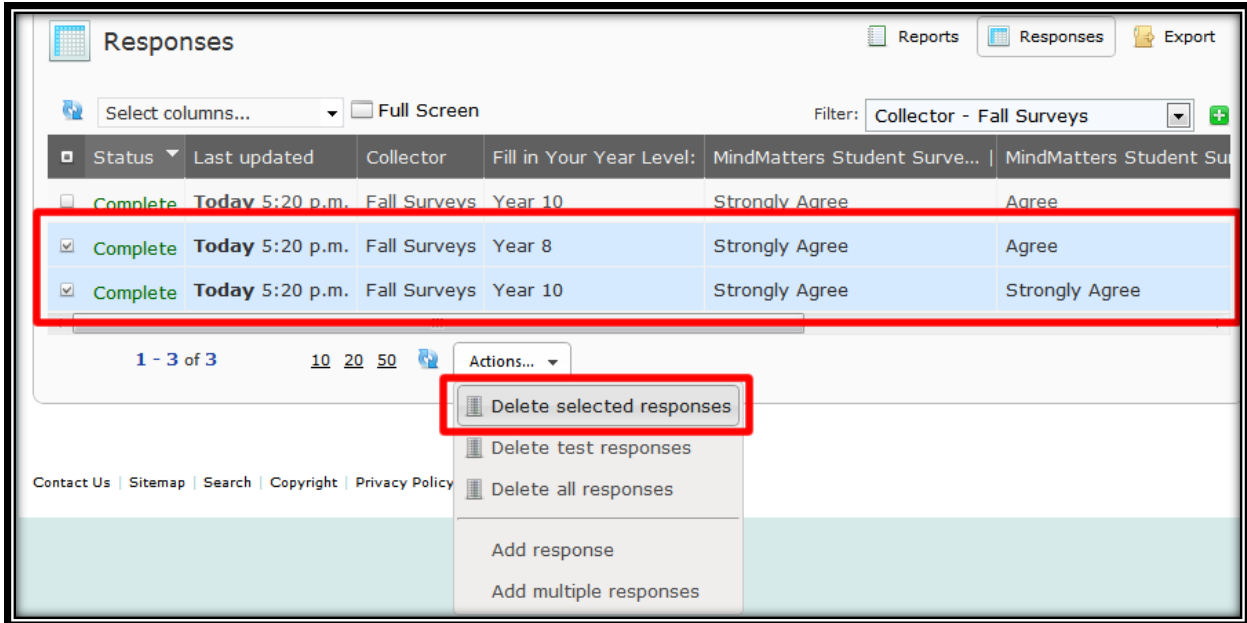
Agree

Agree

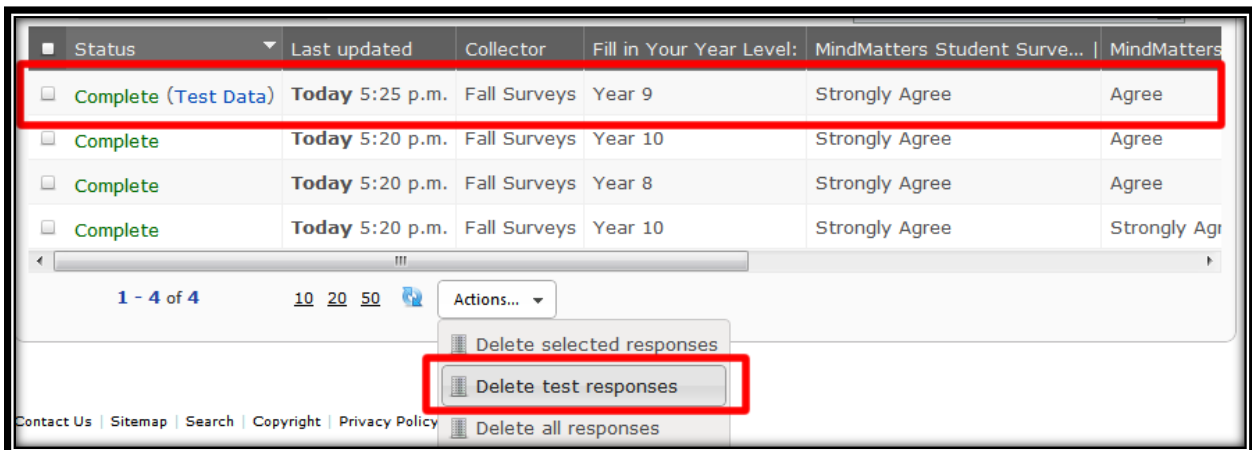
- 4) If the necessity arises, you can right click on any response and click on the 'Edit Response' button that appears to modify any portion of that particular data entry.



- 5) If you need to delete responses, simply check off which responses you want to delete and then use the actions menu to delete the selected responses as shown in the diagram below. The same actions menu can also be used to add responses. Be careful with this feature: deletion of responses may alter the validity of your data.



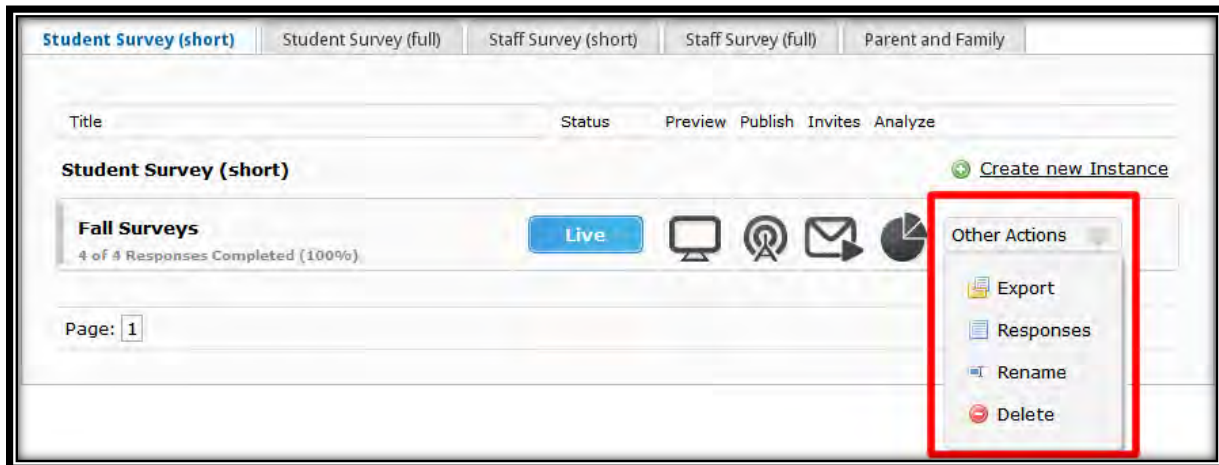
6) Similarly, you can delete all of your test responses with the click of a button in the 'Actions' menu. Test responses are responses that were recorded through surveys that were viewed using the 'Preview' button.



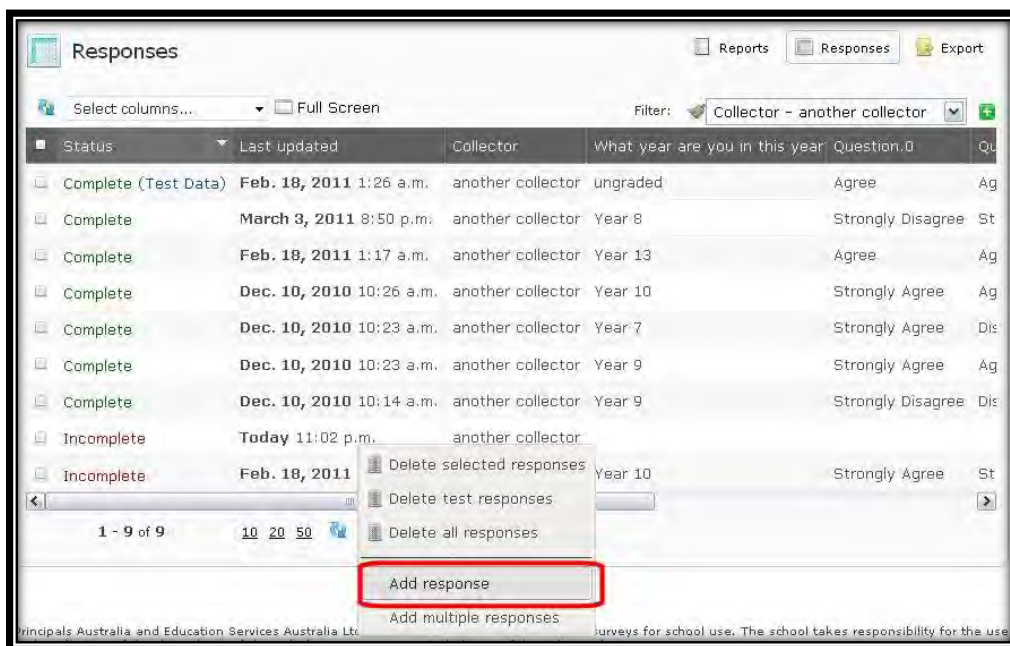
15. ADDING RESPONSES

You can add additional responses to your survey. This is useful if you have received responses on paper, verbally or they are simply late.

- 1) You can get to the response viewer either from the 'Analyze' page or from the 'Survey' page using the 'Other Actions' menu as shown below:



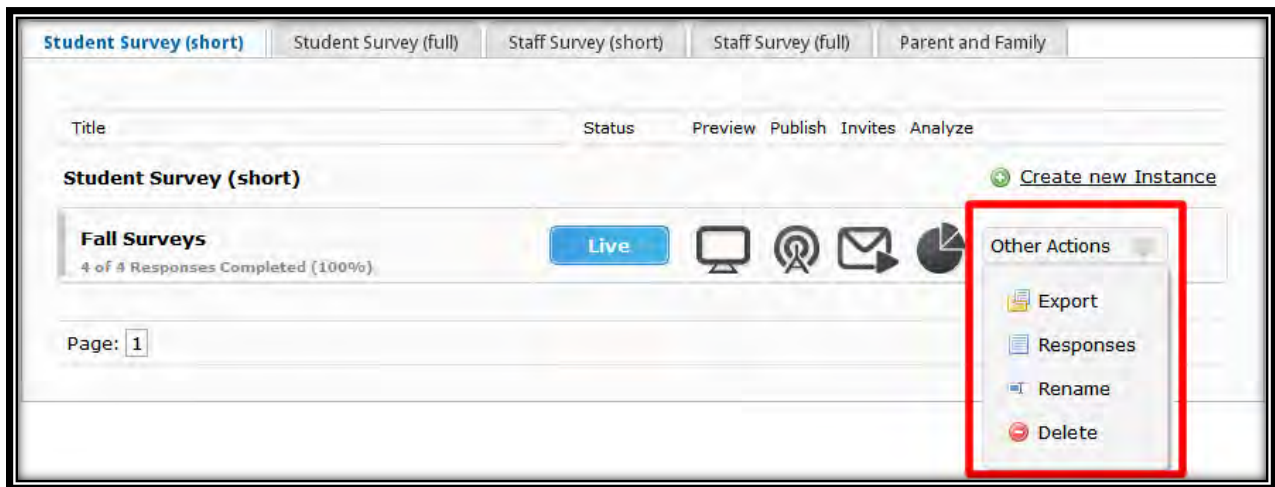
- 2) Once viewing the Responses click on 'Actions' button and pick 'Add response' as shown below:



- 3) Responses can then be entered as if you were taking the survey.
- 4) The 'Add multiple responses' option adds blank responses to the list of responses you can then edit to populate with answers. See the '14. Viewing & editing your responses' topic for more detail – step 4 onwards.

16. DELETING OR RENAMING YOUR SURVEY

- 1) In order to delete a survey, simply click on its corresponding 'Other Actions' menu and click on the 'Delete' Button. Similarly, to re-name your survey, simply click on the 'Rename' button in the corresponding 'Other Actions' menu.
- 2) **Be careful!** - Obviously if you delete a survey you will lose any and all responses that have been entered. It is highly recommended that you export the responses before deleting the survey.



17. TROUBLESHOOTING AND FAQ

HOW DO I GET PEOPLE TO RESPOND TO MY SURVEY AND ONLY RESPOND ONCE?

Send reminders! Each invite sent out is valid for one response to the survey. If you don't get a response right away avoid sending a new invite. You could end up with each person responding twice - or more - and you will have difficulty in getting an accurate count of how many people have completed the survey. Instead use a reminder, as covered in the '7. Sending reminders' topic.

INVITES AND REMINDERS AREN'T GETTING THROUGH TO PEOPLE

Some email systems with more rigorous security may think that the email invites sent are unsolicited email, or 'SPAM' and they either block it or move it to one or more dedicated email folders. This is likely what is happening here. Perform an initial test invite. If the people you are attempting to survey don't receive your invite (and can't find it in their 'SPAM' or 'Junk' folders) you have three options:

- 1) Ask that their email administrator (the school IT person in the case of staff and students) 'white list' the survey server's IP address. The mail servers used are **smtp.chide.it** and **smtp2.chide.it**. Many email programs have similar options, such as 'add sender to safe senders list' your recipients can use individually.

If this isn't possible (eg in the case of parents who might be using a variety of email services) try bypassing the problem:

- 2) You can use the survey system to generate each individual an invite code for your survey. You can then use your normal email to send them the link – or get it to them using any other method you decide on (eg printing it out or writing it on a piece of paper).

See the topic '8. Publishing surveys without an email invite' for information on how to do this.

3) Failing *all that*, if it's just one or two individuals you may wish to give them the surveys in printed form and enter the results in yourself.

See the topic '15. Adding responses' for information on how to do this.

MY STUDENTS DONT ALL HAVE EMAIL ADDRESSES

1) You can use the survey system to generate each individual an invite code for your survey. You can then provide them the link by writing it down (although it's laborious for a student to type out manually) or by copy & pasting the link into a document on the computer they will be using.

See the topic '8. Publishing surveys without an email invite' for information on how to do this.

Tip: Export the codes to a CSV file (usable with Excel) then record the names of the students against each of the codes in the file

2) If it's just one or two individuals you may wish to give them the surveys in printed form and enter the results in yourself.

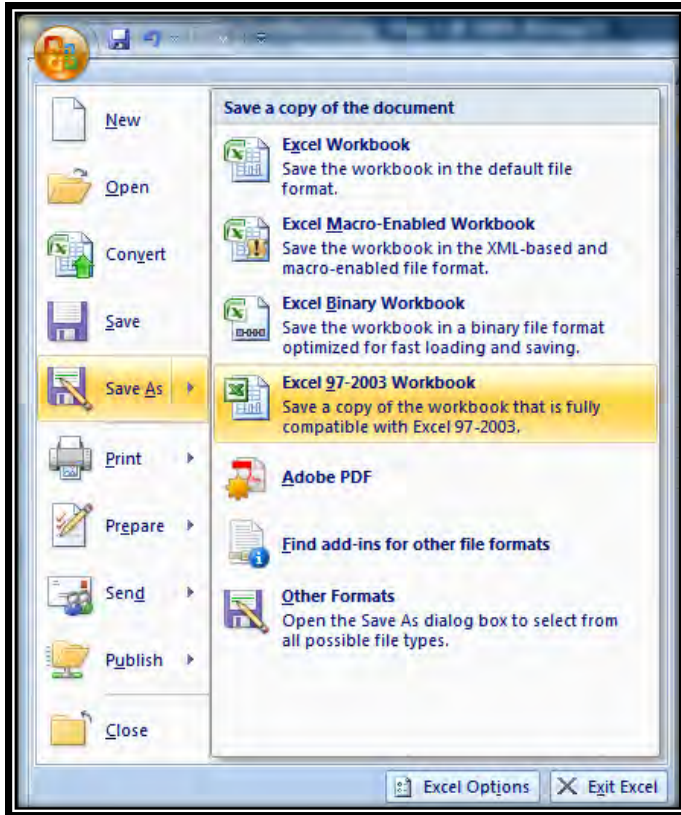
See the topic '15. Adding responses' for information on how to do this.

CAN SURVEY RESPONDANTS SHARE CODES?

No. The codes must be unique to each person responding. People attempting to use the same code will just overwrite the previously submitted responses.

UNABLE TO IMPORT A CONTACTS LIST

1) Your file must have been saved in .xls or .csv format. If you're using Excel, press 'Save As' and then choose 'Excel 97-2003 Workbook.' The 2007 .xlsx format currently isn't supported so, if you are using Excel 2007 pay particular attention as it will save files as .xlsx by default.



2) All you need for your contacts is their first name, last name and email address. If there is more information in the file you are working with save a copy and remove the extra detail.

	A	B	C
1	firstname	lastname	email
2	John	Doe	john.doe@test.com
3	Jane	Doe	jane.doe@test.com
4			

For further assistance, contact the MindMatters Project Officer in your state or territory or go to the website at www.mindmatters.com.au