Creating a survey with Survey123

This document contains step-by-step instructions on how to create and design a survey with Survey123.

Survey123 allows users to create, share and analyse surveys. Although surveys must be published online, they can be downloaded onto personal mobile devices or tablets. Data can be collected on Survey123 even when devices are disconnected from the Internet; the next time the device is connected, survey results will be uploaded. Survey123 allows users to analyse their results quickly, viewing data in table, graph and spatial (map) formats. Lastly, this data can be imported into a map on ArcGIS Online as a feature layer.

For teachers and students, Survey123 is particularly useful for fieldwork, whether in a diagnostic, formative or summative assessment, allowing for the convenient and user-friendly recording of data.

Accessing Survey123 for ArcGIS and creating a new survey

1. Open a new webpage. Go to https://survey123.arcgis.com/
2. Sign in using your normal ArcGIS login details
3. Select Create a New Survey in the banner at the top of the webpage.
4. Choose Using the web designer option by clicking Get started. This option provides a simple design interface in order to create your survey. The second option, Using Survey123 Connect requires further learning or a competent knowledge of authoring advanced XLS spreadsheets.
5. Give your survey a name, tags (key words for describing the survey) and a brief summary. Select Create.

Name

How healthy are garden areas in our school?

Tags

garden, litter, health, plants, environment

Summary

A survey to determine the health of Bluewater State High School's gardens and to identify positive and negative impacts on these areas.

Create Cancel
Adding questions to your survey

1. Choose the **Design** tab at the top right of your survey page.

2. Select the Add tab to bring up a range of question types.

3. To add a question, simply click on a question type. Alternatively, you can drag and drop a question type from the right panel into the main survey area.

4. For more information on question types please see the [Appendix](https://doc.arcgis.com/en/survey123/browser/create-surveys/quickreferencecreatesurveys.htm) or visit the [Appendix](https://doc.arcgis.com/en/survey123/browser/create-surveys/quickreferencecreatesurveys.htm)

5. Once a question has been added to the survey, it will automatically bring up the Edit tab. This is where you specify the question any parameters it may have.

6. Questions can also be designated as mandatory.
Unedited template

Single Choice

Label
Untitled Question 1

Hint
Tell user how to fill this question

Choices
- Choice 1
- Choice 2
- Choice 3

Allow "Other" Other

Filled out template

Single Choice

Label
How many pieces of litter are evident in the garden?

Hint
Choose one option.

Choices
- 0
- 1-5
- 6-10
- 11-15
- 16+

Allow "Other" Other

Validation
This is a required question

Appearance
- Vertical
- Horizontal
- Horizontal (compact)

Validation
This is a required question

Appearance
- Vertical
- Horizontal
- Horizontal (compact)
Your question will look like this:

How many pieces of litter are evident in the garden you are observing?*
Choose one option.

Select options:
- 0
- 1 - 5
- 6 - 10
- 11 - 15
- 16 -

7. To add another question, press Add and repeat the process.
8. You can reorder the questions in your survey at any time by dragging a question above or below another question.
9. Remember to Save as you create your survey. Encouraging students to do so as well is recommended as Survey123 relies on an internet connection when creating and designing a survey.

Publishing your survey

1. When you are finished designing your survey, press Publish.

2. If you want to change how the fields will look when exported to Excel, you can select Modify Schema.
3. Select Publish again when you are happy to proceed.
Sharing your survey

Note that in order to share your survey with others, your survey must first be published.

1. Click on the Collaborate tab.
2. Under the Submitter subtab, you can choose who can contribute to the survey and what functions each submitter is able to perform.

   Who can submit to this survey?
   - Everyone (Public)
   - Members of my organization (GIS for Schools)
   - Following groups:
     - Admin Tools
     - QC trial group

   If you have previously created groups (e.g. Mr Smith’s Year 7 Geography class) then you may only make this available to a particular group.

   What can submitters do?
   - You may only want participants adding new records.
   - Note: When updating or deleting, submitters can only access their own records.
     - Only add new records
     - Add and update records
     - Add, update, and delete records

   Multiple submissions
   - Set multiple or single submissions per submitter.
   - Allow multiple submissions
   - Only one submission is allowed per submitter

3. Define your survey status by setting Open, Close or Schedule parameters.

   Survey status
   - This survey is currently open.
     - Open: accepting responses
     - Closed: not accepting responses
     - Schedule the open/close date and time (based on +10:00 time zone)
       - Open:
       - Close:
4. Choose how your survey will be shared. You can share via url link or QR code.

<table>
<thead>
<tr>
<th>Share this survey</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="https://arcg.is/1WTbOH" alt="Link" /></td>
</tr>
</tbody>
</table>

- Open the survey in browser directly
- Ask the user how to open the survey, in browser or in the Survey123 field app
- Open the survey in the Survey123 field app directly. (Learn more about this option)

**Embed**

- Embed in website

5. Press **Save** to finalise your changes before moving to the next subtab.

6. Similar to the **Submitter** subtab, the **Viewer** subtab allows you to define what survey viewers can see. For example, you can choose that only members of a group can view the results. You could also specify whether students can only see their own records, or all records submitted.

7. Remember to press **Save** again.

---

**Next Steps:**

**Request a free ArcGIS Online Account for your school:**


**Speak to Esri Australia’s Education Program Manager:**

Australian schools can seek additional support or speak to our Education Program Manager by emailing education@esriaustralia.com.au.
Appendix

Survey question types

- SingleLine Text: Allows for an open, qualitative question
- Single Choice: Allows recipients to choose one option from a list
- Multiple Choice: Allows recipients to choose multiple options from a list
- Rating: Allows recipients to make a rating out of 5
- Number: Allows recipients to input numbers only
- Time: Allows recipients to set the time they inputted the data
- File Upload: Allows recipients to upload a file
- GeoPoint: Allows recipients to mark a location on a map
- Website: Allows recipients to input a website
- Group: Allows survey maker to group a set of questions
- Multiline Text: Allows for an open, qualitative question over multiple lines
- Single Choice Grid: Allows single choice, over multiple criteria
- Dropdown: Allows recipients to choose a single choice from a list
- Likert: Allows recipients to provide a closed opinion
- Date: Allows recipients to put a date in
- Image: Allows recipients to upload an image
- Signature: Allows recipient to draw
- Email: Allows recipients to input an email address
- Note: Allows for other notes

Examples:

- How would you rate Melbourne's public transport system?
  ![Rating](example_image)

- What vegetation was at each water source?
  ![Group](example_image)

- I think my city is safe
  ![Likert Scale](example_image)