Requesting Changes to a Survey That has Been Built

While you are responsible for writing the questions, Anthology can build the survey into Baseline for you. If you want to make changes to the survey after it has been built you will need to follow these steps.

> (i) If you want to see how the survey looks and responds when taking it, you can click preview. That will open up a preview of the survey so you check that the survey is constructed and functioning in the way you want. The "Preview" function does not collect data in the survey, so you can access it as many times as you need to check all skip logic that might have been used in the survey, as well.

1 After logging into Baseline go to the Project Dashboard and click on "Outline"

> (i) The outline view of a survey will include all alternate codes, any scale values assigned to responses, display logic and more. It will look different from the actual survey because it has more information.

2 Click "Word" to download it to a word document.

Self-Service Builder Example
Description:
Date Created: 2/14/2019 3:13:38 PM
Date Range: 3/8/2019 4:12:00 PM - 3/10/2019 4:12:00 PM
Word PDF

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Q1 Do you consent to taking this survey?

| Yes | [Code = 1] | |
| No | [Code = 2] | (Go To End) |

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Q2 Which of the following sessions did you attend?

| DV120 - Effective Employee Resource Groups | [Code = 1] |
DV221 - Fundamentals of Diversity and Inclusion Initiatives	[Code = 2]
DV227 - Inclusive Diversity and Inclusion Talent Management	[Code = 3]
DV235 - Competencies to Advance Diversity and Inclusion Strategies	[Code = 4]

ⓘ You can also send the word version of an outline to anyone else you are working with so they can review the survey.

3 After you open the downloaded file you may need to click "Enable Editing"
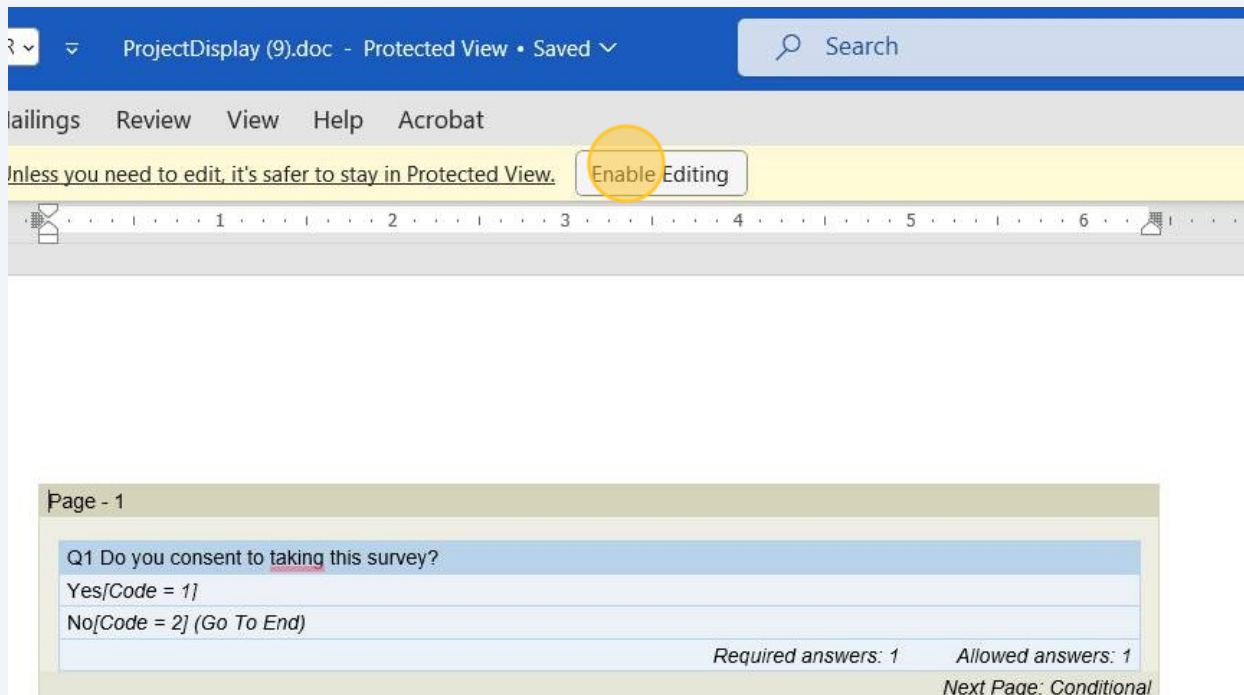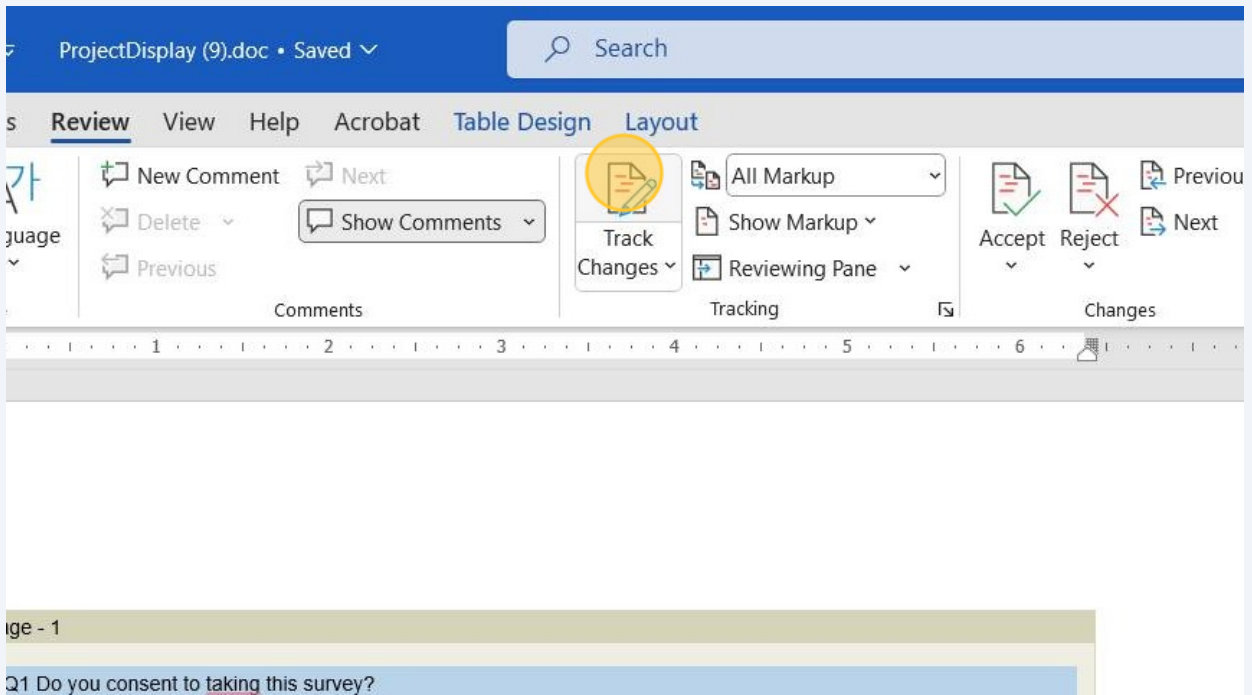

**4** Once you are able to edit the document Click "Review"
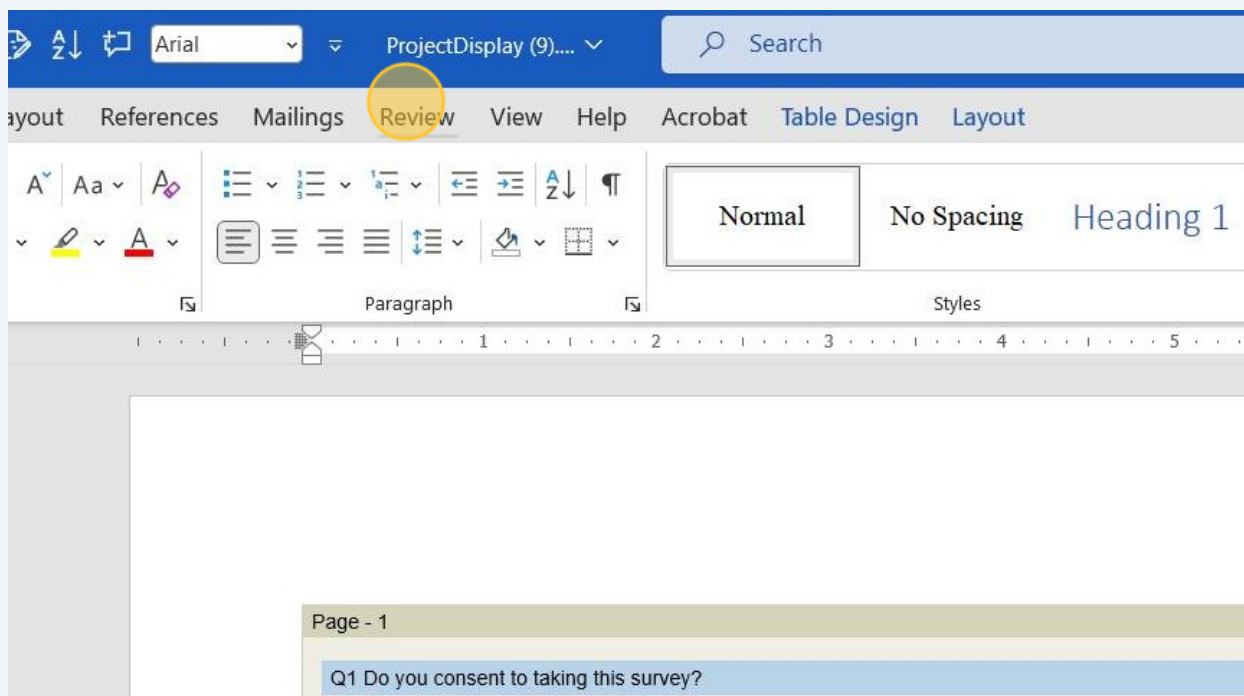
5 Then you will want to turn on Track Changes.
We use track changes so Anthology staff know exactly what you want to change and where you want to change it. They cannot make changes to questions and wording without this document.

6 Then you can click on the word you want changed. Remember that things like [Code = 3] [Numeric Value = 3] are not going to be displayed on the survey - they are shown on the outline to make it clear how the survey will work.
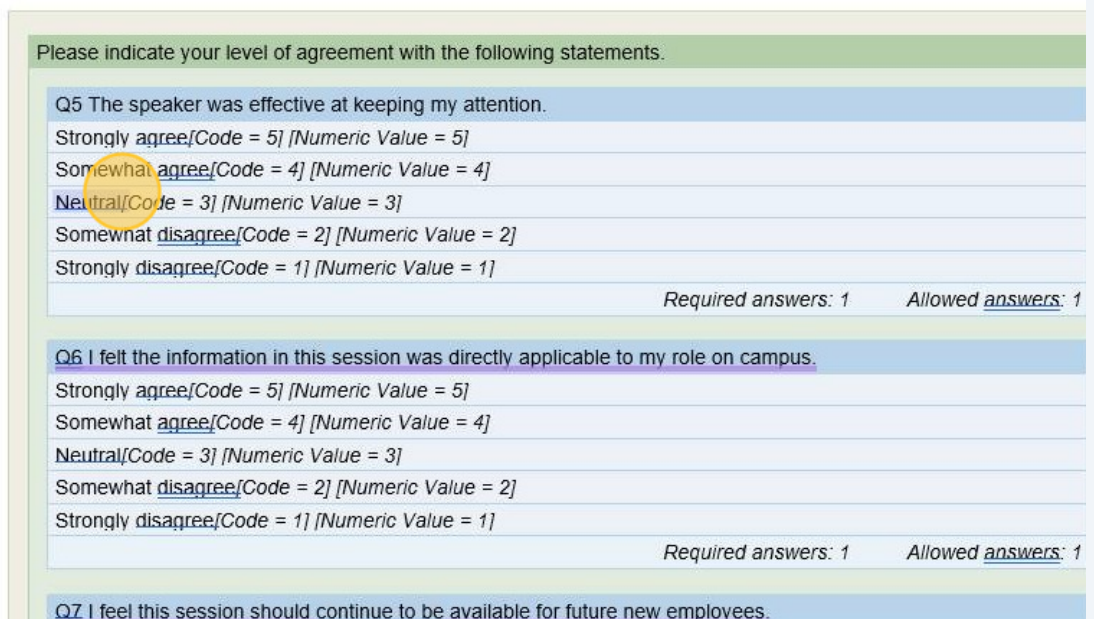
7 Type what you would like it to say instead - if track changes is turned on then you will see the old text crossed out and the new text in red. This is how Anthology knows specifically what to change.

Please indicate your level of agreement with the following statements.

Q5 The speaker was effective at keeping my attention.
Strongly agree.[Code = 5] [Numeric Value = 5]
Somewhat agree.[Code = 4] [Numeric Value = 4]
~~Neutral~~Neither Agree nor disagree.[Code = 3] [Numeric Value = 3]
Somewhat disagree.[Code = 2] [Numeric Value = 2]
Strongly disagree.[Code = 1] [Numeric Value = 1]

Required answers: 1   Allowed answers: 1

Q6 I felt the information in this session was directly applicable to my role on campus.
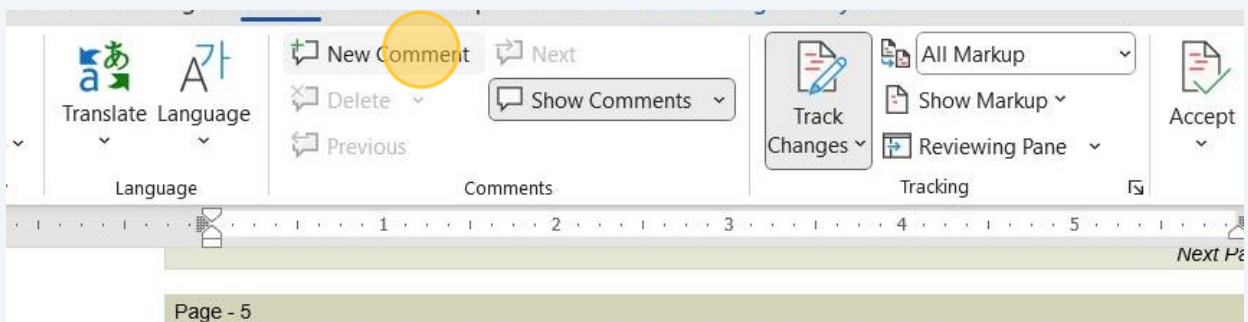Strongly agree.[Code = 5] [Numeric Value = 5]
Somewhat agree.[Code = 4] [Numeric Value = 4]
Neutral.[Code = 3] [Numeric Value = 3]

8 For broader changes or things not related to specific text you can add a comment to the relevant section.

9   You can also add-in comments for requesting the same change over and over in the same section.

10   Save the document and attach it to a reply to the email your faculty advisor received when they requested the project.