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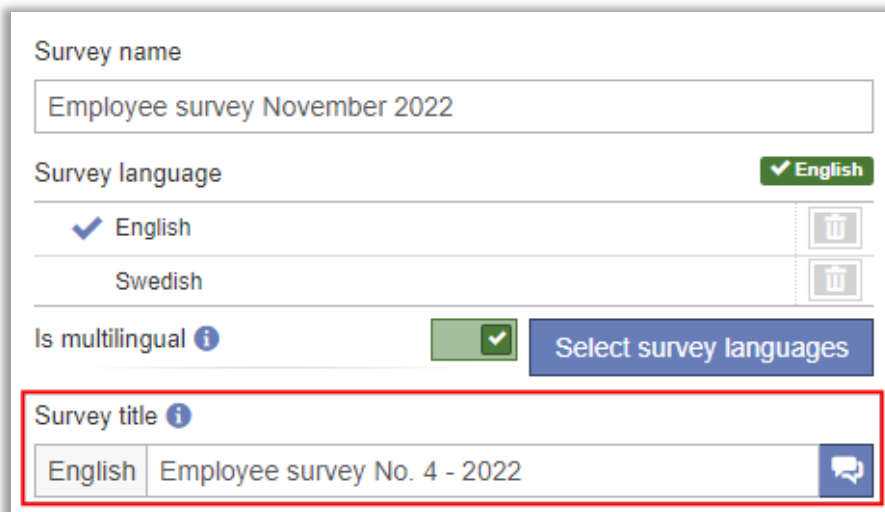# Table of content

Surveys

Improvements Survey overview

Under *Survey > Construction > Content,* and now also under *Survey > Construction > Preview*, you will find the *Survey Overview* button, which allows you to export the survey to PDF or print it. We have made several improvements to this feature:

- On a multilingual survey, the language of the survey overview adapts to the survey language selected on the *Content* or *Preview* page.
- The survey overview now supports languages written from right to left, e.g., Arabic.
- Toolbar buttons allow you to choose to include/exclude logic (including question "Q-ID"), header, introductory text and footer. The program remembers the user's last choice.
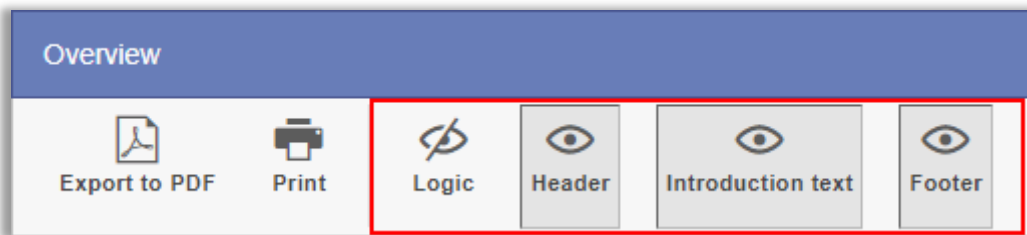
Public survey title

In surveys and emails, you can choose to tag the *Survey name*, and the survey name will also appear in the login box of a respondent survey or anonymous survey. You may want to show the respondent a more "public" survey name than the more "official" one you have entered in the administrative interface. You can now enter this public name in the *Survey title* field. If your survey is multilingual, you can translate the survey title into all the survey languages, unlike the survey name.

Show the total number of hits when searching for a survey

When searching for surveys, reports and survey templates, the number of hits displayed, out of the total number, is now shown at the bottom of the search window.

Possible to define that mailings should be confirmed automatically

In mailings where a send date cannot be specified, the send date is instead defined as "X days after publication". This applies to the following:

- Mailings created on a survey template
- Mailings in mailing schedules
- Mailings created on the survey while the survey is in *Construction* status.

To send such mailings, they need to be confirmed, which until now has had to be done manually. However, you can now activate the *Automatically confirm email at finish construction* setting on the mailing. This means that you, in advance, can decide that the mailing will be automatically confirmed as soon as the survey construction is finished without anyone having to confirm it manually. Please note that the automatic confirmation will only occur if the person completing the survey construction is allowed to see the *Survey > Distribution > Emails and letters* menu.

Export

Exporting attachments

If your survey has questions of the *Attachment* type, you can now easily export the uploaded files to a folder. The export will be a zip file if you activate the *Include attached files* option under *Survey > Answers > Export data*. Extract the zip file to access both the export file itself and the folder containing the attached files.

The files will be named according to the following structure:

- Public surveys and respondent surveys: "[Answer ID]-[Variable ID]-[File name]", e.g. "answer1-VAR1-Test.pdf"
- Anonymous surveys: "[row ID]-[Variable ID]-[Filename]", e.g. "row1-VAR1-Test.pdf"

Please note that on anonymous surveys, the order of responses is randomised on each export, which means that the same file may be exported with different file names (different row IDs) in different exports.

In addition to the folder, the files will also be available via the Excel file when exporting to Excel. Please note that this requires a correctly performed extraction of the zip file. In the Excel file, the files are listed as clickable links on each answer row, making it easy to overview which answers belong to which files.

	A	B	C
1	ID	VAR0	VAR1
2	1		
3	2	files\answer2-VAR0-Test.png	
4	3		

Exporting respondent data

When you include *Respondent data* in the export under *Survey > Answers > Export data*, you can now easily check/uncheck all options under *Respondent information*, *Respondent properties* and *Respondent categories*.

Respondent information

Select All / Deselect All
- ✔ Respondent ID
- ✔ Database ID
- ✔ Username
- ✔ First name
- ✔ Last name
- ✔ Email

If your survey has respondent categories, you can choose whether or not to export respondent category values with parent levels at export time.

Example: a respondent belongs to the subcategory "Finance" in the respondent category "Department". If you choose to include the parent level, the respondent's category value will be exported as "Department/Finance"; otherwise, it will only be as "Finance".

Respondent categories

Include parent level(s) ⓘ ✔

Select All / Deselect All
- ✔ Department

Lastly, the *Username* is now also available to select for export under *Respondent Information*.

Respondent ID and database ID included in the export of respondent

When exporting respondents from *Survey > Distribution > Respondents*, the respondent ID on the survey (ID column) and any respondent *ID* in the system-wide respondent database of the programme (*DbID* column) are now also included. The latter column only exists if the survey has respondents saved in the respondent database.

	A	B	C	D
1	ID	DbID	First name	Last name
2	1		Mary	Clarke
3	2	10123	John	Taylor

Templates

Possibility to restrict per survey template the right to edit the survey template to authorised users only

Maybe you have multiple users who have the right to edit survey templates but want certain templates to be editable only by specific users. You can now do this by activating the *Template can only be edited by authorised users* setting under *Templates > Survey templates > Construction > Settings > Template settings*. The survey template will then only be accessible to and edited by its *Owner* (initially the one who created the template, but it can be changed) and any associated *Authorised users*.
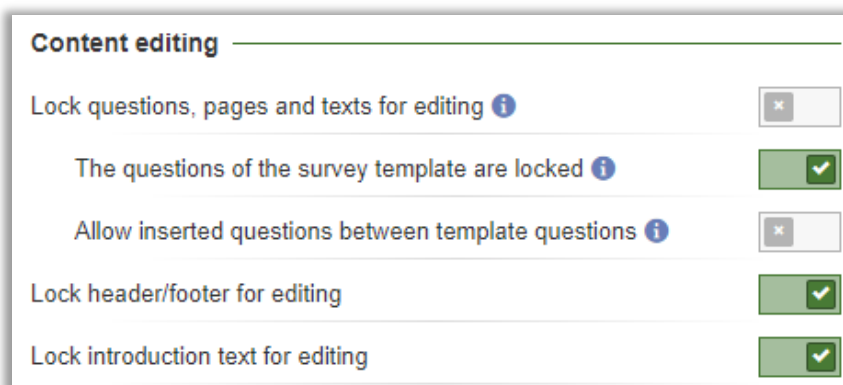
Possible to lock the editing of content on surveys created from the survey template

It has previously been possible to specify on a survey template that the questions in the template should not be editable in surveys created from the template. If you want other parts of the survey content to be locked for editing as well, you can now activate the following settings, which can be found under *Templates > Survey templates > Construction > Settings > Survey settings*:

- *Lock questions, pages, logic and texts for editing,* which locks the ability to:
  - add/edit/delete questions
  - import questions
  - arrange questions
  - edit logic
  - add/remove survey templates
  - add/delete pages
  - edit survey texts
- *Lock header/footer for editing*
- *Lock introduction text for editing*

Administration

New right to change "Minimum number of responses" on survey

You can now decide via the user group rights whether users should have the right to change the setting *Minimum number of responses to view results*. You can restrict this right if you have set a minimum number of responses to be required on a survey template, which you do not want users to be able to change. Users with the right to change the setting can do so regardless of the status of the survey.

Properties	Members	**Rights**									
Surveys	Question types	Reports	Report viewer	Templates	Administration	API	Interviewer	BankID	LTI		

	None	View	Modify	Deny
Survey menu	None	View		Deny
Construction	None	View		Deny
Settings	None	View	Modify	Deny
Automation	None	View	Modify	Deny
Change 'Minimum response count to view result'	None	Yes		Deny
Content	None	View		Deny

New right to link user group to survey

There is now also a group right concerning the right to add user groups as authorised users to a survey. If you have problems with users accidentally adding an entire user group as an authorised user, consider restricting this right.

Survey actions

	None	Yes	Deny
Create new surveys			
New blank surveys	None	Yes	Deny
New surveys from template	None	Yes	Deny
New flow surveys	None	Yes	Deny
Copy surveys	None	Yes	Deny
Finish construction	None	Yes	Deny
Reopen construction	None	Yes	Deny
Close surveys	None	Yes	Deny
Reopen surveys	None	Yes	Deny
Anonymise surveys	None	Yes	Deny
Postpone anonymisation	None	Yes	Deny
Archive surveys	None	Yes	Deny
Restore surveys from archive	None	Yes	Deny
Change owner	None	Yes	Deny
Add user groups as authorised users	None	Yes	Deny

LTI plugin

Set per report in LTI interface if it should be shown to students

On the predefined reports used in course evaluations, you can configure whether the reports generated from the predefined report should be visible in the LMS tool for teachers and students, respectively.

Teachers can now, directly in the report list of the LMS tool, make a report that is only visible to teachers, also available to students. This is done via a button next to each report. The button can have the following appearance:
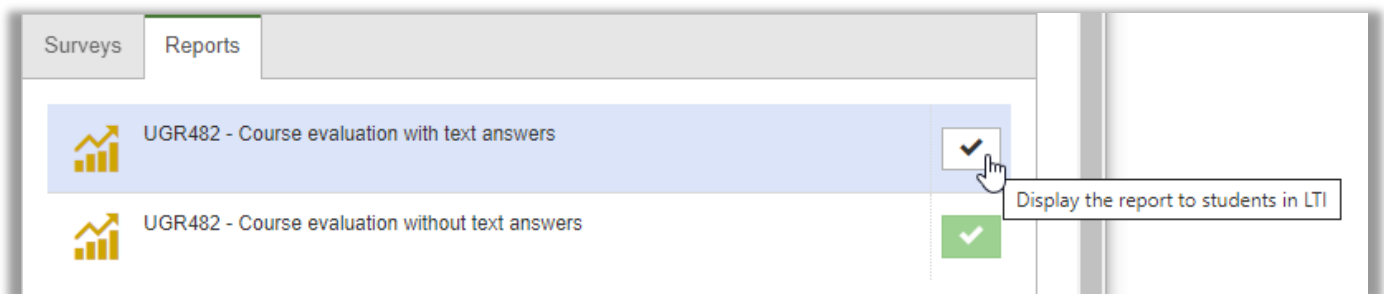
The report is not visible to students. Click the button to make it visible to students.

The report is visible to students. Click the button to hide it from students.

The report is visible to students via the report configuration. The button is not clickable.


Please note that this requires the group right *Display reports to students in LTI*.

|	None	View	Modify	Deny
LTI configuration	None	View	Modify	Deny
LTI surveys	None	View	**Modify**	Deny
Display reports to students in LTI	None	Yes		Deny
Create new surveys in LTI app	None	Yes		Deny

Administration of authorized users in LTI interface

The section for changing *Owner* as well as adding *Authorised users* to the survey is now available from the LMS tool.
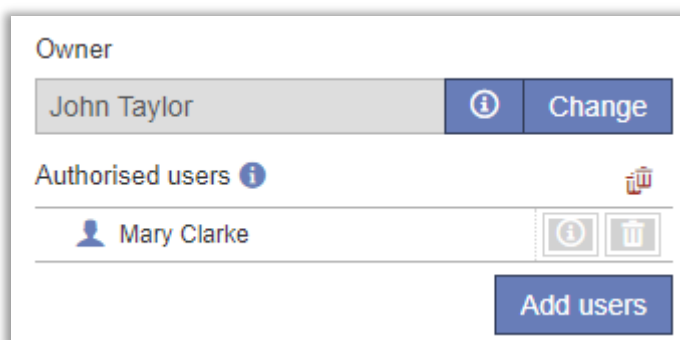
Back navigation button in report view mode in LTI

When viewing a report in the LMS tool, you now have access to the *Back* navigation button to go back to the list of surveys and reports.
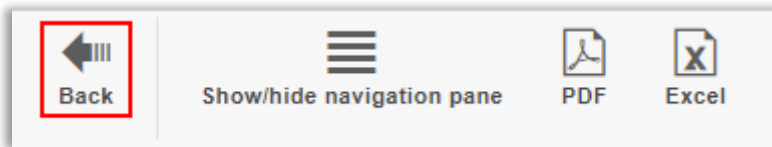
See created surveys on a course

If there is more than one teacher on a course, each teacher can now see the surveys the other teachers have created. This means that they can see if any colleague has already created a course evaluation for the course. Each survey has the name of its owner next to it.

Please note that to access the survey, you must be connected to it as an authorised user. If you are not, you will still see it in the list, but with the lock symbol.