

## Catalyst Workshop: WebQ Basics

### What is Catalyst?

The Catalyst Research and Development Group provides free online tools; workshops; an afternoon drop-in lab in Odegaard 230; and help via the web: <http://catalyst.washington.edu>, phone: 206-897-1999, or email: [catalysthelp@u.washington.edu](mailto:catalysthelp@u.washington.edu).

### Workshop Objectives

- Obtain a brief overview of WebQ and learn where to get more information,
- create, publish, and take an online survey using WebQ, and
- view results.

### Planning your online survey

Although you may easily edit your survey, it's a good idea to spend time planning your survey before you start to build it. Think about what types of questions you want to include, who should have access to the survey, how you would like the information to appear in the results, and if you want to grade the results.

### Access WebQ

Follow these steps to log in to the Catalyst tools and start using WebQ:

1. Open a Web browser and go to the Catalyst Web site, <http://catalyst.washington.edu>
2. Click **Web Tools Login**.
3. Enter your UW NetID and password.
4. Create a Catalyst account, if prompted (first-time users only).
5. Click **WebQ** on the left menu bar.

### WebQ home page

**Surveys and Quizzes (4)**  
[View all](#)

Surveys and Quizzes (4)	Published Submissions
<input checked="" type="checkbox"/> Political Science quiz	Yes 10
<input type="checkbox"/> Evaluation	Yes 4
<input type="checkbox"/> Course Feedback	
<input type="checkbox"/> Research survey	

Click on the survey name to go to the summary page.

Click on the number of submissions to go to the results page.

**Here**

To start a [s](#) click **New s** **quiz**.

For help ge click **Help** . the [how-to](#)

Learn more WebQ 2.0 s

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Click the tit summary a survey or c

**View rece** surveys an recently up

Click **View** complete li: surveys an

= a sur  
 = a quiz

## Create a survey

Quizzes allow you to provide the correct answer to multiple choice and matrix questions and general feedback about all questions. With surveys, you have an option of indicating that your survey needs approval from the Human Subjects Division. For this workshop, we are going to create a short survey.

1. On the WebQ home page, click **New survey**. You will move to the "Create a survey" page.
2. Enter a unique name for your survey in the space provided. The name should help you identify the survey when working in WebQ.
3. By default, the survey name will be displayed as the title of the survey when published. Later, you can enter a different title and/or subtitle that you want to display to participants on your published survey.
4. Click **Next**. You will move to the "Build survey" page. You can now begin adding questions and content to your survey.

## Build survey

**Build Survey** General navigation — Build Preview Summary Results

Research survey Help —

Add questions or general content to your survey by selecting an item from the drop-down menu and clicking "Add".  
[View examples of question types.](#)

Add item: Short response at end of survey Add

[Survey appearance](#)

Position 1: Short response  
[Show question details](#) Edit Preview Copy Delete

**Question**  
Which Catalyst tool was developed first?

Required:

[Insert page break](#)

Position 2: Multiple choice - one answer (menu)  
[Show question details](#) Edit Preview Copy Delete

To add survey, the drop click **Ac**

View [ex](#) question

To char number survey **appear**

Click **Pi** how the will app

Use the arrows

You can **break** question

You can **Copy**, question

## Orientation to the "Build" page

- Use general navigation to access main pages.
- Show and hide question details while working
- Edit, preview, copy, or delete questions by clicking the links.
- Require a question by selecting the "Required" box.
- Insert (Remove) page break to divide your survey or survey into different pages.

## Add content

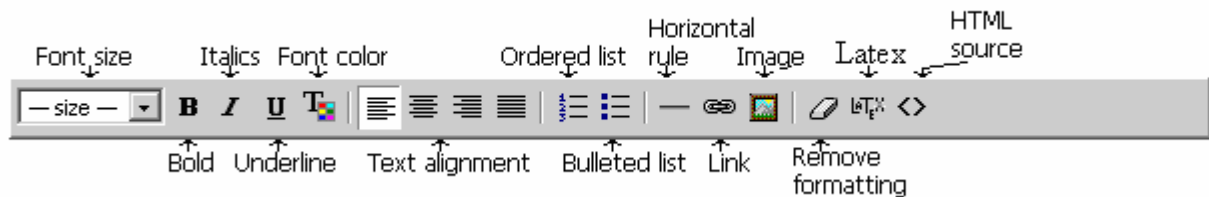
On the Build screen, you can add questions and content to your survey. Select the type of question you would like to add. Then, create the question content and answer choices (if applicable), and select settings. After completing each question, you are returned to the "Build" screen, and can select the next question type you want to add to your survey. To learn more about the various question types available in WebQ, click on **examples** of the question types located in the tips panel on the right.

To add questions or content, follow the steps below:

For this workshop, we are going to add a short response question and a multiple choice question.

### Short response:

1. Select **short response** from the "add item" drop-down menu.



2. Enter or copy and paste your question into the text area.
3. Choose your settings
4. Click **Save** to save and return to the Build page.

### Multiple choice:

1. Select "Multiple choice – one answer (button)" from the "add item" drop-down menu.
2. Enter or copy and paste your question into the text area.
3. Enter in your answer choices.
4. Choose your setting: shuffle answer choices.
5. Click **Save** to save and return to the Build page.

When you have finished adding questions and content to your survey, click **Next** at the bottom of the Build Survey page. You will move on to set security for your survey.

For more details about creating different types of questions see <http://catalyst.washington.edu/how-to/webq3/build.html#add>.

## Security

For details about providing and restricting access to your survey, see <http://catalyst.washington.edu/how-to/webq3/security.html>.

- For this workshop, select **Anyone with a UW NetID**, and click **Next**.

## Announcements & reminders

You can choose to announce your survey to participants yourself, or have WebQ send announcements by email. WebQ can send email messages to your participants to let them know when your survey is available. WebQ can also send reminders messages at a time you specify, and in some cases, to people who have not responded.

- For this workshop, select **I'll send announcements**.

For more details on how to create announcements and reminders, see <http://catalyst.washington.edu/how-to/webq3/notify.html>.

## Publishing

You can choose to make your survey available and unavailable **now**, on a specific **date** you select, or come back to (un)publish the survey **later**.

- For this workshop, make it available **now** and click **Save**.

## Summary page:

The Summary screen provides an overview of the settings you selected for your survey, such as security setting, publishing dates, and the participant experience settings. Use the global navigation to continue building your survey, preview the survey, or view results. Click the labels to edit the settings.

**catalyst WebQ** Home | Help | Logout

**Summary** 1 [Build](#) [Preview](#) [Summary](#) [Results](#)

**Evaluation**

**Published Submissions: 4**

**Security, Announcements, & Publishing** **Settings**

**Security:** Any UW NetID  
**Announcements:** 2  
**Reminders:**  
**Available:** 1/12/2006 3:41 PM 3  
**Unavailable:**  
**Collaboration:**

**Participant experience:** Allow backtracking  
Allow review of responses  
Allow multiple submissions

**Results notification:**  
**Survey appearance:** Automatic numbering  
**Contact name:** Riley Pittman  
**Contact email:** epy0n@u.washington.edu

**About this Survey**

[Rename](#) [Copy](#) [Copy to another account](#) [Delete](#) 4

URL: <https://catalysttools.washington.edu/tools/survey/?sid=16823&owner=epy0n>  
Owner: Riley Pittman  
Created: 1/12/2006 3:40 PM  
Last modified: 1/12/2006 3:42 PM  
Questions: 1

Done with survey

1. General navigation provides easy access to main pages.
  2. Click to edit security, create announcements and reminders, change availability dates, and add collaborators.
  3. Settings:
    - Participant experience: choose what your participant can do and see during and after the survey. For more details, visit :  
<http://catalyst.washington.edu/how-to/webq3/participant.html>
    - Results notification: receive email messages when participants take your survey
    - Survey appearance: edit survey title and subtitle, and customize question labels and numbers
    - Contact name and email address –set custom contact information for this survey.
  4. About the survey: view general information, the survey URL, and use the links to rename, copy, and delete the survey.
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### **Participant view:**

You can preview and try your survey, without recording any data in the results, by clicking **Preview** in the global navigation.

To view and take your survey as a participant, highlight the URL on the summary screen and copy and paste it into the address bar of a browser window.

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### **View results**

On the WebQ home page, you will be notified if your survey has been published and submissions have been received. To go directly to the results page, click the number of submissions.

## Results page

Below is an illustration of the results page. You can view the quick reports to see results for the current or latest publishing window organized by participant, by question, or to view statistics. You can also create a custom report to view results for specific participant, publishing windows, or questions, or to view all your data in the "spreadsheet" view. You can also download your results, delete results, or view the code translation table.

The screenshot shows the Catalyst WebQ interface. At the top, there is a navigation bar with 'Home | Help | Logout'. Below this is a 'View Results' section for a 'Political Science quiz'. A status bar indicates 'Published Submissions: 10, 10 need grading'. The main content is divided into two columns: 'Reports' and 'Manage Results'. The 'Reports' column includes 'Quick Reports' with links for 'View results by participant' (highlighted with a red box), 'View results by question' (highlighted with a red box), and 'View statistics'. Below these are 'Custom Reports' and a link to 'Create custom reports'. The 'Manage Results' column includes 'Quick download' (highlighted with a red box), 'Download results', 'Delete results', 'View code translation table', and a 'Grade Quiz' section with links for 'Grade by participant' and 'Grade by question'.

### View and download results

- From the results page, click **View results by participant** or **View results by question**. You can also **view statistics** about the results.

To learn more about viewing results reports and statistics:  
<http://catalyst.washington.edu/how-to/webq3/quick.html>

- To download results in Excel format, click **Quick download**.

WebQ allows you to specify several options for downloading results including the format, date range, type of data, and values for unanswered questions. For more information about downloading, see  
<http://catalyst.washington.edu/how-to/webq3/download.html>.