



## 4H Surveys

Using Site Builder Surveys for UC Cooperative Extension Work

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### How I use the survey tool in Site Builder:

Event Entries

RSVP for meetings and events

Simple data collection such as:

- Adding people to a mailing list
- Collecting feedback on programs and events
- Collecting literature search from colleagues on a workgroup

### Sample Survey to Determine Workgroup Availability

Survey Maker Main Menu » Workgroup Availability » Survey Edit Page [help](#)

Survey owner: Mary Reed [Test Your Survey](#)  
[View Results](#)  
[Survey Formatting](#)  
\*survey1541\*

[add a question](#)

[click on question to edit](#)

question	order	response
<a href="#">show numbers</a>		
Monday <a href="#">▲</a> <a href="#">▼</a>		<input type="checkbox"/> 8-10 a.m. <input type="checkbox"/> 10 a.m. -12 p.m. <input type="checkbox"/> 12-2 p.m. <input type="checkbox"/> 2-4 p.m.
Tuesday <a href="#">▲</a> <a href="#">▼</a>		<input type="checkbox"/> 8 - 10 a.m. <input type="checkbox"/> 10 a.m. - 12 p.m. <input type="checkbox"/> 12 - 2 p.m. <input type="checkbox"/> 2 - 4 p.m.
Wednesday <a href="#">▲</a> <a href="#">▼</a>		<input type="checkbox"/> 8-10 a.m. <input type="checkbox"/> 10 a.m. -12 p.m. <input type="checkbox"/> 12-2 p.m. <input type="checkbox"/> 2-4 p.m.
Thursday <a href="#">▲</a> <a href="#">▼</a>		<input type="checkbox"/> 8-10 a.m. <input type="checkbox"/> 10 a.m. -12 p.m. <input type="checkbox"/> 12-2 p.m. <input type="checkbox"/> 2-4 p.m.
Friday <a href="#">▲</a> <a href="#">▼</a>		<input type="checkbox"/> 8-10 a.m. <input type="checkbox"/> 10 a.m. -12 p.m. <input type="checkbox"/> 12-2 p.m. <input type="checkbox"/> 2-4 p.m.

End of Questions

### How I post the surveys: I use our county website to post surveys in two ways:

- Sometimes there is an appropriate public page on the site where the survey belongs and I post it there.
- Sometimes the survey is not directly related to a public page, so I create a special page for the survey, post it, get the URL for the newly posted survey and then go back to site builder and take the special page off the menu. That way a visitor to the site does not stumble on the survey. The URL is emailed to those for whom the survey is intended and they can access it from their email.

**How the data comes:** When I retrieve the data, I have three options:

- A rough listing of all responses – can be hard to read
- The ability to open each response and print it on a separate page. I can even edit the response if I know something needs to be changed or reformatted.
- Download the data into an excel spreadsheet. [Caution, if you doing any editing to the spreadsheet it will be lost next time you download. I try to wait until all responses are in before I download.]

**View of a survey response page before Excel document created**

User	Date	Name	YN Lodging	nights	mileage amt.	air Y/N	air fare	car Y/N
<a href="#">delete</a> 43363	02-Feb-07							
<a href="#">delete</a> 43497	05-Feb-07		No	None		Yes	\$198.60	Yes
<a href="#">delete</a> 43498	05-Feb-07		Yes	None	420			
<a href="#">delete</a> 43499	05-Feb-07		No	None	94	No		No
<a href="#">delete</a> 43500	05-Feb-07		No	None		No		No
<a href="#">delete</a> 43501	05-Feb-07		No	None	190			
<a href="#">delete</a> 43502	05-Feb-07	Marst Mathe	No	None	190			
<a href="#">delete</a> 43503	05-Feb-07	Bill Ki	No	None	180	No		No
<a href="#">delete</a> 43504	05-Feb-07	Holly		Two Nights	actual gas charges for ~ 375 miles not mileage	No		No
<a href="#">delete</a> 43505	05-Feb-07	Paul C	No	None		No		No
<a href="#">delete</a> 43507	05-Feb-07	Jim S	No	None	It would be helpful 500 miles	No		No
<a href="#">delete</a> 43516	05-Feb-07	Rami	Yes	One Night	85	Yes	\$118.80	Yes
<a href="#">delete</a> 43521	05-Feb-07	Leigh Johns	Yes	One Night		Yes	\$300	No
<a href="#">delete</a> 43525	05-Feb-07	Marily	No	None	225	No		No
<a href="#">delete</a> 43541	06-Feb-07	Calvir	Yes	One Night		No		No
<a href="#">delete</a> 43542	06-Feb-07	Doug	No	None	0	No		No
<a href="#">delete</a> 43543	06-Feb-07	Glenn	Yes	One Night	300	No		No
<a href="#">delete</a> 43545	06-Feb-07	Cindy	No	None	\$48	No		No
<a href="#">delete</a> 43554	06-Feb-07	Maria	No	None	45	No		No
<a href="#">delete</a> 43556	06-Feb-07	Steve	Yes	One Night	500	No		No
<a href="#">delete</a> 43557	06-Feb-07	Denni	No	None		No		Yes
<a href="#">delete</a> 43567	06-Feb-07	Jean	Yes	One Night	400 (2 individuals traveling with me)	No		No
<a href="#">delete</a> 43571	06-Feb-07	Steve	Yes	One Night	450	No		
<a href="#">delete</a> 43573	06-Feb-07	Phil P	Yes	One Night	190	Yes	\$120.00	Yes
<a href="#">delete</a> 43600	07-Feb-07	Betha	No	None		No		No
<a href="#">delete</a> 43602	07-Feb-07	Lynn\	No	None	140 miles	No		No
<a href="#">delete</a> 43605	07-Feb-07	Steve	Yes	One Night	280	No		No
<a href="#">delete</a> 43606	07-Feb-07	Yvonn	No	None	77	No		No
<a href="#">delete</a> 43627	07-Feb-07	Shannon Mueller	Yes	One	I will travel with Sutherlin and	No		No

**What I do with the data:** I use the excel files as data sources in the following ways:

I am a frequent user of Mail Merge in MS Word. I use this function to:

- Merge information into programs, lists, certificates, envelopes, etc.
- Sort data and print lists for different purposes.
- Pull certain data and format it into usable and readable documents.

Sometimes I create another excel file that pulls information from the downloaded file so that I can control the layout of the information.



**Contact Information**

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