

Create a Sharepoint Survey with Assigned Access Permissions

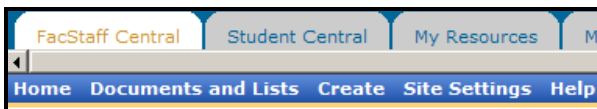
Login to the Community System and Open a Sharepoint Site

1. **Login to the Community System** (<https://community.worcester.edu>) with your WSC username and password.
2. Scroll down to the **My Webs** module (blue heading).

Decide if you want to store the survey in your My Blog, My Storage, or My Website area of Sharepoint. This might be determined by how you are using the sites already.

Keep in mind that you are allowed 500 megabytes of total storage for all three combined Sharepoint sites.

3. **Click the desired My Webs link** (My Storage, My Website).



The selected site will display with a blue Navigation bar at the top of the site.

4. On the Navigation bar, click **Documents and Lists**.

Existing content for the selected site displays.

5. If you do not see “Welcome your WSC username” displaying on the upper right-hand side of the screen, click “Sign in”.

If you are logging in from off campus, you might be asked to login. If so, type your network domain name followed by a backslash (\) preceding your WSC username. Then, type your password.

For Example: wsc_domain\jlancer or acl\jlancer

You should be able to view your selected Sharepoint site. The site below is a Web Storage site. Existing document libraries, Picture libraries, Lists, Discussions, or Surveys display in their assigned areas.

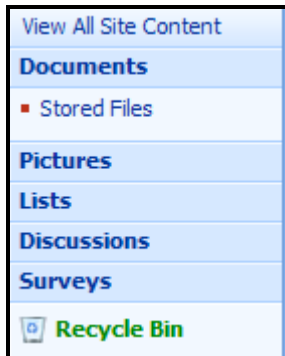


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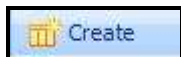
6. If all site content is not visible, on the left-hand side of the page, click **View All Site Content**.

Existing Document Libraries (Stored Files), Pictures, Surveys should display.

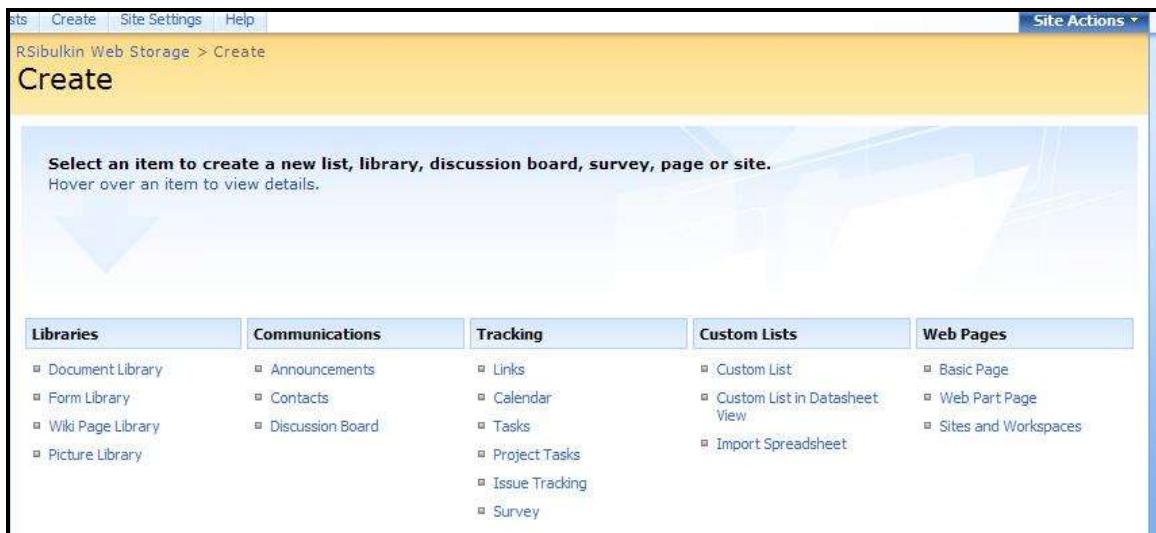


Login to the Community System and Create a Sharepoint Item

1. In order to create a new survey, click the **Create** button.



The Create Screen displays Sharepoint items that can be created.



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2. Under **Tracking**, click **Survey**.

The New screen displays.

NEW

Name and Description
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this survey.

Name:

Description:

Navigation
Specify whether a link to this survey appears in the Quick Launch.

Display this survey on the Quick Launch?
 Yes No

Survey Options
Specify whether users' names will appear in survey results and whether users can respond to the same survey multiple times.

Show user names in survey results?
 Yes No

Allow multiple responses?
 Yes No

Next Cancel

3. Choose the desired options, and click **Next**.

The New Question Screen displays.

RSibulkin Web Storage > Type Survey Name Here > Settings > New Question

New Question: Type Survey Name Here

Use this page to add a question to this survey.

Question and Type
Type your question and select the type of answer.

Question:

The type of answer to this question is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Rating Scale (a matrix of choices or a Likert scale)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)

4. Click beside the **Radio button** for the **type of question you want to create**.

Depending on the type of question selected, various options display.

Make certain to complete all of the desired setting options.

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5. Click the **Next Question** button to add each new survey question.
6. When done, click **Finish**.

The Customize “*Your Survey Name*” Here screen displays..

Customize Type Survey Name Here

List Information

Name: Type Survey Name Here
Web Address: <https://webstorage.worcester.edu/sites/RSibulkin/storage/Lists/Type Survey Name Here/overview.aspx>
Description: Type a description, if desired.

General Settings | **Permissions and Management** | **Communications**

- ▣ Title, description and navigation
- ▣ Advanced settings
- ▣ Delete this survey
- ▣ Save survey as template
- ▣ Permissions for this survey
- ▣ RSS settings

Questions

A question stores information about each item in the survey. The following questions are currently available in this survey:

Question	Type of answer	Required	Branching Logic
What is Your First Name?	Single line of text		
Why did you choose to attend Worcester State College? (There is a 10 line maximum).	Multiple lines of text		

In order for only people you want to have access to the survey, you need to assign desired access permissions.

Assign Access Permissions to the Survey.

1. If your survey is not already open, log into the Community System and access the My Webs module (My Storage, My Website) area in which you created your survey.
2. In the **Navigation bar**, click **Documents and Lists**.
3. If you don't see “Welcome *Your name*” in the upper right-hand corner of the screen, **Sign In**.

Create a Sharepoint Survey with Assigned Access Permissions

Assign Access Permissions to the Survey.

4. In the View All Site Content area, click the **link for the survey to which you want to add permissions**.



The existing survey displays.

5. In order to modify the existing survey, click the **Settings** button and choose **Survey Settings**.



The Customize "Your Survey Name" displays.

There are two areas where permissions need to be modified.

6. Under **Permissions and Management**, click the **Permissions for this survey** link.

Existing users and permissions display. They include members of our Information Technologies department who help support Sharepoint.

Permissions: Your "Survey Name" Here			
This list inherits permissions from its parent Web site. To manage permissions directly, click Edit Permissions from the Actions menu.			
Actions ▾			
Users/Groups	Type	User Name	Permissions
EXCHANGE_DOMAIN\sys white	User	EXCHANGE_DOMAIN\sys	Full Control
Lancer, J	User	ACL\jlancer	Limited Access
WSC_DOMAIN\wscuser	User	WSC_DOMAIN\wscuser	Contribute

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Assign Access Permissions to the Survey.

7. In order to assign desired access permissions to additional users so they can contribute or view your survey (or other type of created Sharepoint item), click the **Actions** button and select **Edit Permissions**.



An alert displays telling you that the existing permissions of the “parent (top level/My Storage or My Website) permissions will no longer apply to this selected survey.

8. Click **OK** since you are trying to modify the existing permissions of the survey.

An alert asks if you want to display both secure and nonsecure page items.

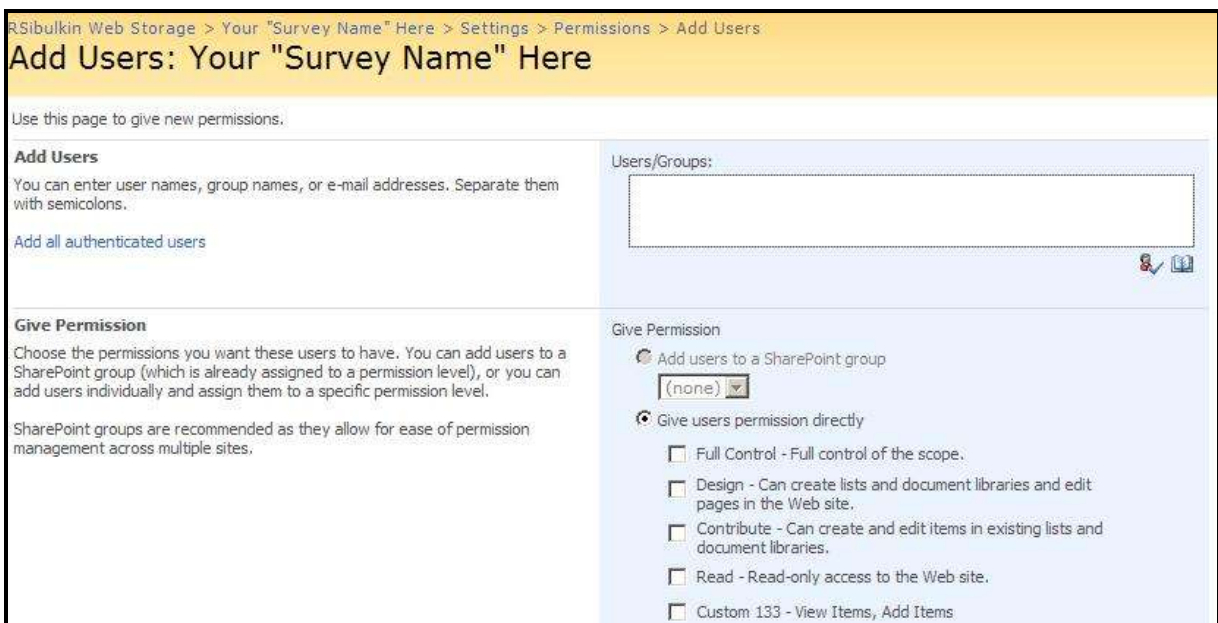
9. Click **Yes** or press <Enter>.

The Add Users screen displays.

Permissions for all authenticated WSC users or specific users can be added.

Read permission descriptions on the lower right-hand side of the window.

Check beside the permission(s) you wish to assign.



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Assign Access Permissions to the Survey.

10. To give **All authenticated users** (all existing WSC students, staff, and faculty) permissions, click the **Add all authenticated users** link under Add Users.

NT AUTHORITY\Authenticated Users will be added.



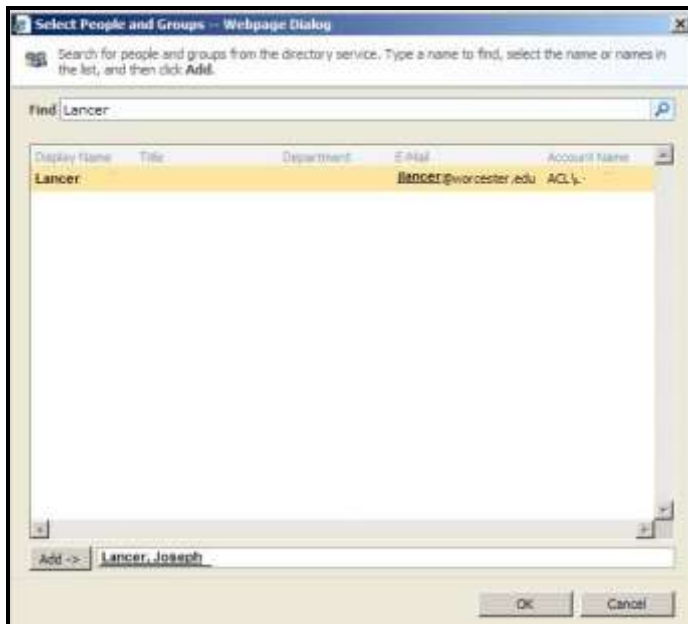
It is easiest to add all users and groups to whom you are giving the same access permissions at the same time.

IMPORTANT STEP for each added user or group: Under **Give Permissions**, check beside the permissions you wish to assign the selected users or groups.

An assigned user or group can be deleted by highlighting the user or group and pressing the <Delete> key or by right-clicking on the user or group name and selecting Delete from the shortcut menu.

Individual Authenticated users and groups can be added by clicking the Address book located on the lower right-hand side of the Users/Groups box and typing their name in the Find box.

A list matching the "Find" criteria displays.



11. In the **Find** box, enter the **WSC username of the person or Authenticated group you wish to assign permissions**. Then, click the **Add** button.

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Assign Access Permissions to the Survey.

12. Select the desired user or group from the returned list and click the **Add** button to add it as one to which you can assign survey permissions.
13. Under **Give Permissions**, check beside the permissions you wish to assign the selected users or groups.
14. Once all of the users and groups to which you want to give permissions have been added, click **OK**.
You will be returned to the Permissions screen.
15. Click the Documents and Lists tab or the Home tab depending on what you want to do.
16. If you are finished working with your Sharepoint survey, click **Logout**.

Obtain the URL/Web Address to Add to an External Link in Blackboard or in an Email

17. Follow the directions at the beginning of this document to **log into the Community System** and **access your desired My Webs (My Storage, My Website) Sharepoint area**.

Remember if you don't see "Welcome to Your Name..." in the upper right hand corner of the window, Sign in as previously described.

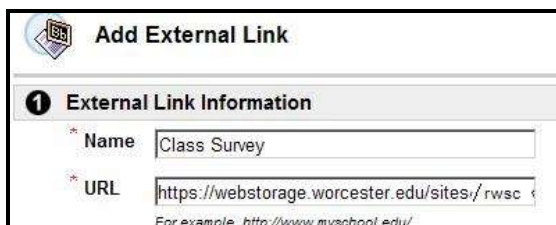
18. Under **View All Site Content** right-click the desired **Survey Name**.



19. From the **Shortcut** menu that displays, select **Copy Shortcut**.

This procedure copies the URL/Web address for the selected survey (It works for document libraries and other Sharepoint objects, as well),

20. If you want to add the URL/Web Address as an external link in Blackboard, **paste (Ctrl key + V keys)** the **copied URL link** into the **Add External Link box** in your desired Content area. Then, click **Submit and OK** to finalize the entry.



Create a Sharepoint Survey with Assigned Access Permissions

Respond to a Survey

1. When people provided with appropriate permissions access a Sharepoint survey, they should see a screen similar to the one below. In order to complete the survey, they need to click the **Respond to this Survey** button.

Responses will be sent to the Sharepoint area of the person who created the survey.

