

# Saba Centra 7.7

Using Surveys and Evaluations



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# Chapter 1

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## Using surveys and evaluations: FAQ

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### Topics:

- *What are surveys?*
- *When do I use surveys?*
- *Who can create surveys?*
- *Do I have to create surveys in advance before a session starts?*
- *Can I save survey results for post session review?*
- *When do I use evaluations instead of surveys?*
- *What are evaluations?*
- *Who can create evaluations?*
- *What are different types of evaluations?*
- *What types of questions can I use in evaluations?*
- *Are evaluations available in playback recordings?*

## What are surveys?

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Surveys are one-question-at-a-time polls that event leaders or co-presenters can give to participants during a session. Survey responses are instantly displayed to the leader and are presented in the graph form, but cannot be saved once the session ends.

## When do I use surveys?

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Session leaders or co-presenters can use surveys during a Saba Centra session to:

- Give polls to participants and view an instant graph of responses.
- Solicit pacing and comprehension feedback.

## Who can create surveys?

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Event leaders, co-presenters, and breakout room leaders (Symposium events only) can create surveys using the Survey tool available from within the Saba Centra Desktop client at any time during a session.

For instructions on how to create surveys, see [Creating surveys during a Saba Centra session](#).

## Do I have to create surveys in advance before a session starts?

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You can create surveys before or after starting a session. While in session, you can create a survey using the Survey tool. To create a survey before a session, use the Agenda Builder.

## Can I save survey results for post session review?

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Survey responses are not available after the session ends.

## When do I use evaluations instead of surveys?

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The following table outlines the main differences between surveys and evaluations:

**Table 1: Surveys and evaluations comparison**

Functionality	Surveys	Evaluations
Must be created in advance before the session starts?	No	Yes
Can be created in advance using the agenda builder?	Yes	Yes

Functionality	Surveys	Evaluations
Can save responses for post session review?	No	Yes
Is available in playback recordings?	No	Yes

## What are evaluations?

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An evaluation is a collection of questions participants answer on their own. Evaluations are created by the content developer before an event using the Agenda Builder and imported in Conference or Symposium events by the session leader or co-presenter.

## Who can create evaluations?



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Evaluations are created in the Agenda Builder. You must have content developer privileges for the CMS to be able to launch the Agenda Builder.

## What are different types of evaluations?

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When creating evaluations, content developers can select whether the evaluation is graded or non-graded with the results saved or not saved.

Type	Product	When to Use
Graded evaluations	Symposium	To gather and measure information.  <b>Note:</b> The graded results may or may not be shown to participants.
No grade evaluations	Symposium, conference	To gather information such as soliciting participant feedback on the quality of a session, information for market research purposes, suggestions for improvement, or other non-measurable information.  <b>Note:</b> All conference evaluations are no grade evaluations.

## What types of questions can I use in evaluations?

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When creating evaluations content developers can choose from the following types of questions:

Question	Description
Multiple Choice	<p>Participants choose from one or more possible answers.</p> <p>There can be up to five different answers for each multiple choice question. If there are multiple correct answers, participants must choose all the correct answers to get the question right.</p>
Fill in the Blank	<p>Participants type a short text answer to answer the question. They can enter up to 40 characters in the answer.</p>
Long Answer	<p>Participants enter an extended, essay-style answer. Their answers can be up to 2000 characters.</p> <p>The content developer cannot specify a correct answer and the question cannot be graded.</p> <p> <b>Note:</b> The leader cannot see answers to a long-answer question during the session.</p>

## Are evaluations available in playback recordings?

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If the session leader or co-presenter records the session and publishes it using Saba Centra proprietary format, participants can take the evaluation when viewing the playback recording of the session.

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# Chapter

# 2

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## Using surveys and evaluations: procedures

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### Topics:

- *Creating surveys during a Saba Centra session*
- *Creating surveys during a Saba Centra session from a template*
- *Editing surveys*
- *Displaying surveys*
- *Displaying surveys during a Saba Centra session*
- *Displaying evaluations*
- *Viewing evaluation results*

## Creating surveys during a Saba Centra session

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### Prerequisites

These instructions assume that:

- You are the event leader or will be promoted to a co-presenter by the event leader.

### Recommended Navigation

None.

### Steps

Starting in Saba Centra Desktop client:

1. Click the **Survey** button or navigate to **Tools > Survey**.
2. Click the **New Survey** button.
3. Type the survey question in the **Question** text box.
4. Type the possible answers in the **Answers** text fields.
5. Click **OK**.

### Field Descriptions

None.

### Best Practices

- Create surveys before the session begins to save time.
- You can create multiple surveys and use them throughout the session.
- If the session has started, clicking **OK** activates the survey and displays it to all participants in the media panel.

## Creating surveys during a Saba Centra session from a template

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### Prerequisites

These instructions assume that:

- You are the event leader or will be promoted to a co-presenter by the event leader.

### Recommended Navigation

None.

### Steps

Starting in Saba Centra Desktop client:

1. Click the **Survey** button or navigate to **Tools > Survey**.
2. In the **Select a Survey** area, click the name of a template.
3. Click the **Edit Survey** button.
4. Type the survey question in the **Question** text box.

5. Type the possible answers in the **Answers** text fields.
6. Click **OK**.

### Field Descriptions

None.

### Best Practices

- Create surveys before the session begins to save time.
- You can create multiple surveys and use them throughout the session.
- If the session has started, clicking **OK** activates the survey and displays it to all participants in the media panel.

## Editing surveys

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### Prerequisites

These instructions assume that:

- You are the event leader or will be promoted to a co-presenter by the event leader.
- You have an existing survey.

### Recommended Navigation

None.

### Steps

Starting in Saba Centra Desktop client:

1. Click the **Survey** button or navigate to **Tools > Survey**.
2. In the **Select a Survey** area, click the name of a survey you wish to edit.
3. Click the **Edit Survey** button.
4. Make the necessary changes.
5. Click **OK**.

### Field Descriptions

None.

### Best Practices

None.

## Displaying surveys

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### Prerequisites

These instructions assume that:

- You are the event leader or will be promoted to a co-presenter by the event leader.
- You have created at least one survey.

### Recommended Navigation

None.

### Steps

Starting in Saba Centra Desktop client:

1. Click the **Survey** button or navigate to **Tools > Survey**.
2. In the **Select a Survey** area, click the name of a survey you wish to display.
3. Click the **Show Survey** button.

### Field Descriptions

None.

### Best Practices

None.

## Displaying surveys during a Saba Centra session

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### Prerequisites

These instructions assume that:

- You are the event leader or will be promoted to a co-presenter by the event leader.

### Recommended Navigation

None.

### Steps

Starting in Saba Centra Desktop client:

1. Click the **Survey** button or navigate to **Tools > Survey**.
2. (Optional) If you wish to create a survey from a template, in the **Select a Survey** area, click the name of a template.
3. Click the **New Survey** button.
4. Type the survey question in the **Question** text box.
5. Type the possible answers in the **Answers** text fields.
6. Click **OK**.

### Field Descriptions

None.

### Best Practices

- Create surveys before the session begins to save time.
- You can create multiple surveys and use them throughout the session.

## Displaying evaluations

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### Prerequisites

These instructions assume that:

- You are the event leader or will be promoted to a co-presenter by the event leader.
- An evaluation has been imported in the event with an agenda.

### Recommended Navigation

None.

### Steps

Starting in Saba Centra client:

1. In the **Agenda** panel, click the evaluation item.
2. Ask participants to answer the questions and click **Submit** when done.
3. In the evaluation, click **Update** to view incoming evaluation results. The results show the number of participants who chose a specific number.

### Field Descriptions

None.

### Best Practices

None.

## Viewing evaluation results

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### Prerequisites

These instructions assume that:

- You are the event leader.

### Recommended Navigation

Saba Centra Management server > **My Schedule** > the **Past** tab.

### Steps

Starting in the **My Schedule** page:

1. Find the event.
2. Click the **Reports** link under the event name.
3. In the **In Session Evaluations** column, find the name of the evaluation to view.
4. Click **View**.

### **Field Descriptions**

None.

### **Best Practices**

- When viewing evaluation results, click the **Show Participants Names** check box to display participant names associated with each answer (only if the results were saved this way).
- Click **Details** to see detailed information about a participant.

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Evaluation 7  
Graded 7

Evaluation (*continued*)  
No-grade 7

