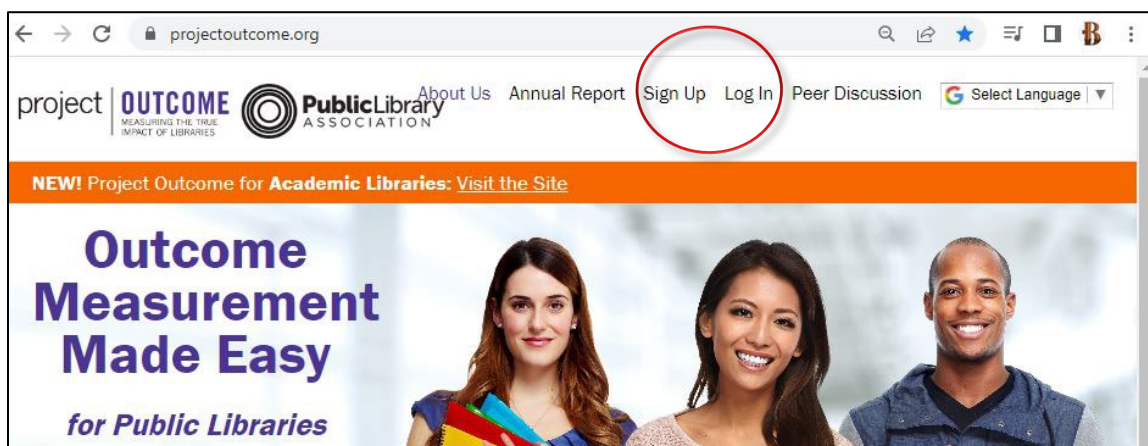


# Guide to Creating Your Workshop Surveys

## 2023 PLA Digital Literacy Workshop Incentive Cohort

At the end of this guide, you will have a survey to provide to your workshop participants. You are required to offer a survey, but workshop participants are not required to complete the survey.

Start here: <https://www.projectoutcome.org/>



1. Established users should **Log In** using your Project Outcome account credentials.
2. New Project Outcome users should **Sign Up**.  
The process requires you to create an account and complete registration to connect your account to your library. Link to [Create an Account tutorial](#).

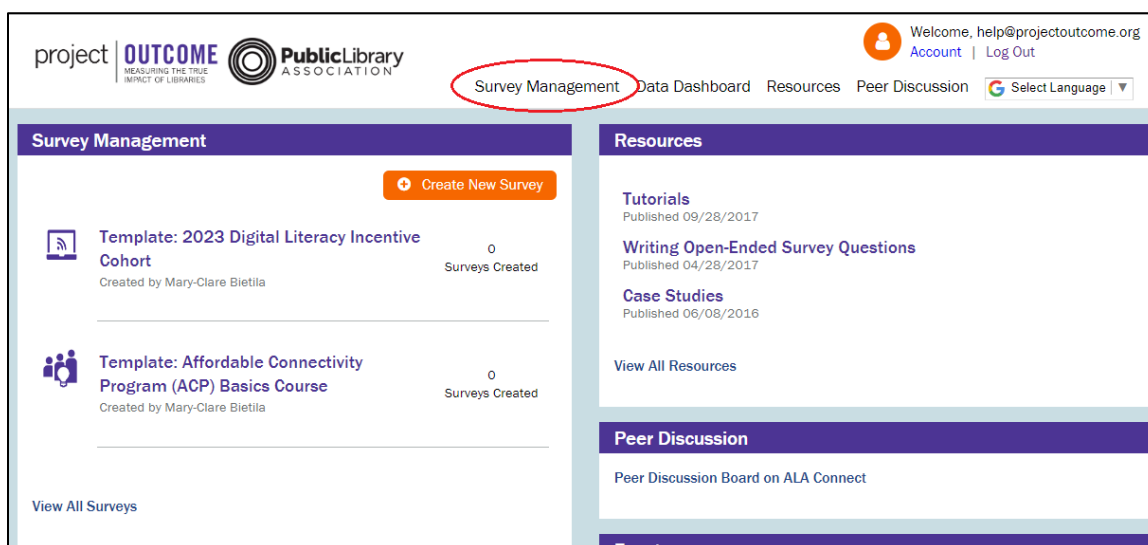
A screenshot of the 'Project Outcome for Public Libraries Sign Up' page. The page has a purple header with the text 'Project Outcome for Public Libraries Sign Up'. Below the header, there are three input fields: 'Email \* (acts as your username)', 'Password \*' (with a note 'Passwords should be at least 8 characters long'), and 'Password confirmation'. Below these fields are two checkboxes: 'Accept Terms Of Use and Privacy Policy' and 'User Consent'. At the bottom left is a reCAPTCHA box with the text 'I'm not a robot'. At the bottom right, there are two buttons: 'Public Libraries Sign Up' and 'Looking for Project Outcome for Academic Libraries? Visit the Site'.

### 3. Libraries with multiple locations:

- If your library has multiple outlets, this is also a good time to access and edit your library's listing of locations – you can update, remove, and add locations.
- Updating your locations is important if you will be using an online survey and asking participants to indicate which location they visited for the workshop.
- Link to [Accessing Library Account Information tutorial](#) (available only after login).

## Using a Template to Create Your Workshop Survey

### 4. Once you are logged in, click **Survey Management** from the Project Outcome home page.

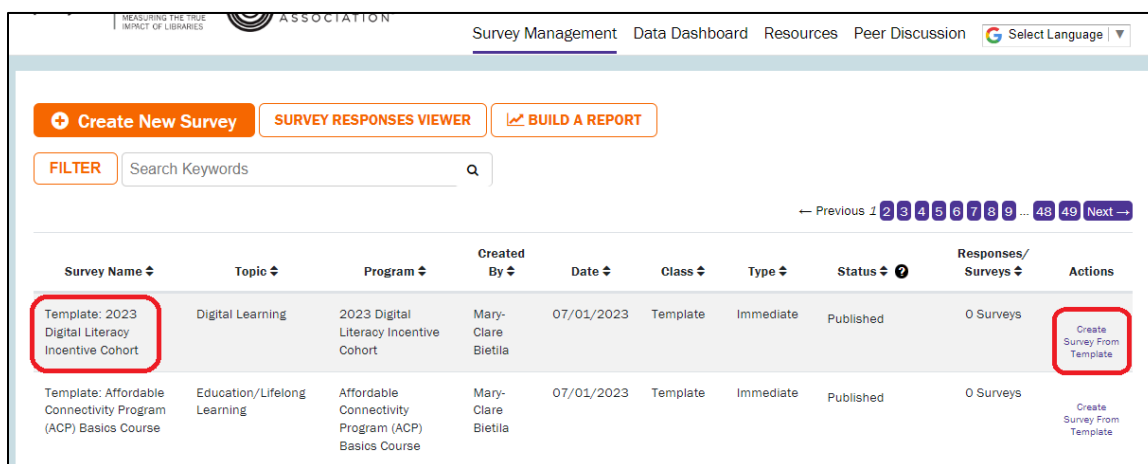


### 5. In the **Survey Name** column, find the template for this incentive cohort:

*“Template: 2023 Digital Literacy Incentive Cohort.”*

- If your library is new to Project Outcome, the template will be the only survey listed.
- For those with many surveys, you can use the **FILTER** to find the appropriate template.

### 6. Then under **Actions**, click “Create Survey from Template.”



## 7. Survey Creation Step 1: Source, Topic, and Type

- Step 1 has been completed for you – no changes required.
- To advance to the next step, click the purple arrow on the right.

## 8. Survey Creation Step 2: Program Information

### Survey Logo (optional)

- In this step you have the option to replace the standard survey logo with your own library logo.
- Click **Add Logo** and follow the steps and specifications to upload a jpg, png, or gif.

### Program Name (required)

- Patrons will see the Program Name at the top of the survey.
- If you are planning to offer several workshops for each course type, you can choose to make your Program Name something broad such as Computer Basics or Mobile Devices and then in Step 3 add specifics like instructor or location to the Survey Name (not visible to patrons).

### Program Date (required)

- Choose the date of your workshop.
- If you are planning to offer several – identical in content – workshops over several weeks, you can *choose a date range* and use the same survey for all of them.

### Sustainable Development Goals (optional)

- You have the option to tag your survey with one or more Sustainable Development Goals (SDGs). Visit the [SDG resource](#) to learn more (available only after login).

### Location (required):


- Default is “Set Location for All Respondents.” Use the *Select an Outlet...* drop down to assign the survey to one location.
- Change to “Ask Respondents” if delivering the workshop at multiple locations.
- Confirm all your locations are listed under your Library Account (see #3 above). The same list of locations you see will be at the top of the survey for patrons to choose from.

### Internal Notes (optional)

- Not visible to patrons but can be searched from the Survey Management portal.

Create Digital Learning Immediate Survey from Template

1 Source, Topic & Type 2 **Program Information** 3 Survey Settings 4 Custom Questions 5 Administer Survey



**ADD LOGO** ?

\*Logo may be deleted after creating the survey.  
File formats allowed: jpg, jpeg, png, gif  
File size should be under 2 MB  
Image size should be 300x300 px

**Program Name** ?  
Library program name, for example: Storytime

**Program Date** ?  
mm/dd/yyyy [Multi-day Program](#)

**Sustainable Development Goals** ?

Select one or more tags

**Location** ?

Set Location for All Respondents

Select an Outlet...

**Internal Notes** ? *Not visible to respondents*

To advance to the next step, click the purple arrow on the right.

## 9. Survey Creation Step 3: Survey Settings

Survey Name (required and automatically populated)

- Unique name that is a combination of your program name and date from Step 2.
- You can edit this field and create your own survey naming conventions that may include the branch, the initials of the staff person who created it, or some other form of unique identifier.
- If you try to enter a survey name that is not unique, you will receive an error message.
- The survey name is not visible to patrons.

Intro and Footer Message (cannot be edited)

Thank You Page URL (optional)

- If you would like patrons completing the survey online to be redirected to your library website or another thank you page after completing the survey, you can change the URL here.

To advance to the next step, click on the purple arrow on the right.

#### 10. Survey Creation Step 4: Custom Questions (not available)

The following questions are included on the survey for the *2023 Digital Literacy Incentive Cohort*:

Please take a few minutes for this brief survey and let us know if, as a result of participating in the [Program Name] program...

1. You feel more knowledgeable about using digital resources
2. You feel more confident when using digital resources
3. You intend to apply what you just learned
4. You are more aware of resources and services provided by the library
5. What did you like most about the program?
6. What could the library do to improve your learning?
7. What was the main topic covered in this program? Choose one.
 

|                           |                                |
|---------------------------|--------------------------------|
| Internet Basics           | Computer Basics (Windows)      |
| Video Conferencing Basics | Computer Basics (macOS)        |
| Cybersecurity Basics      | Mobile Device Basics (Android) |
| Email Basics              | Mobile Device Basics (iOS)     |

Surveys are currently available in English, Spanish, and French.

## 11. Survey Creation Step 5: Administer Survey

Create Digital Learning Immediate Survey from Template

✓ Source, Topic & Type ✓ Program Information ✓ Survey Settings 4 Custom Questions 5 Administer Survey

**Congratulations! Your survey is ready.** ?

Download Survey [English](#) | [Spanish](#) | [French](#)  
Online Survey Link [English](#) | [Spanish](#) | [French](#)

pdf\_preview.pdf 1 / 1 100%

Please take a few minutes for this brief survey and let us know if, as a result of participating in the program...

- You feel more knowledgeable about using digital resources**  
Strongly Disagree Disagree Neither Agree Strongly Agree N/A
- You feel more confident when using digital resources**  
Strongly Disagree Disagree Neither Agree Strongly Agree N/A
- You intend to apply what you just learned**  
Strongly Disagree Disagree Neither Agree Strongly Agree N/A
- You are more aware of resources and services provided by the library**  
Strongly Disagree Disagree Neither Agree Strongly Agree N/A
- What did you like most about the program?**
- What could the library do to improve your learning?**
- What was the main topic of this workshop? Choose one.**  
☐ Internet Basics  
☐ Video Conferencing Basics  
☐ Cybersecurity Basics  
☐ Email Basics  
☐ Computer Basics (Windows 10)  
☐ Computer Basics (macOS 11)

- From this step you can download PDFs by language to use as paper surveys. *Survey responses collected on paper must be entered into Project Outcome.* Review the [Entering Paper Survey Responses](#) tutorial for more information.
- You can also copy the URLs by language for the online version of your survey.

Click the **orange checkmark** to be taken back to the Survey Management portal.

## 12. Managing Your Survey ([tutorial](#))

From the list in the Survey Management portal, click on your survey name to access the survey detail. On the Survey Detail page, you can:

- Access the survey **PDFs and links** from Survey Creation Step 5.
- Access a **QR code** to present for patrons to scan with a mobile device to take your online survey, or you can access web code to use to embed the survey in your website.
- **Enter paper surveys** – individually, in bulk, or by bulk upload.
- Enter **attendance** from your program. This is not required, but useful in reports.
- Monitor the number of survey **responses** that come in online or are entered by staff.

**Creating a New Survey - 06/24/2023**  
 Education/Lifelong Learning ⓘ Immediate ⓘ  
 Created by Test PLA at PLA Test Library

Status ⓘ Active ⓘ  
 Attendance ⓘ 0 Update  
 Responses ⓘ 0 Download Edit

Change Logo ⓘ  
 File formats allowed: jpg, jpeg, png, gif  
 File size should be under 2 MB  
 Image size should be 300x300 px

Download Paper Survey: English GO  
 Online Survey Link: English GO EMBED QR CODE COPY SURVEY GET REPORT

Edit Survey Details Enter Paper Responses

Here is where you will enter responses from your paper surveys. These data entry forms are for library use only. Use the URL below to submit multiple paper surveys at once. Use the Enter Responses Online button below to submit paper surveys one at a time.

**Need to enter your responses in bulk?**  
 1. Use the url below to submit multiple responses at once  
<https://www.projectoutcome.org/responses/72469/input> Copy URL  
 2. Or download an Excel template that you can fill out and upload all of your data at once.  
 (Note: Each survey has its own specific upload template)  
 Get Bulk Upload Template

**Need to enter your responses individually?** Click the button below to enter responses one at a time.  
 Enter Responses Online

Choose File No file chosen Upload Excel Data

## Helpful Information

Questions or Issues with Project Outcome: [info@projectoutcome.org](mailto:info@projectoutcome.org)

Project Outcome Tutorials: <https://www.projectoutcome.org/surveys-resources/tutorial-videos>

Other Useful Project Outcome Resources:

- [How to Talk to Patrons](#)
- [Survey Best Practices](#)
- [On-Demand Webinars](#)

Grant Questions: [DigitalLearnHelp@ala.org](mailto:DigitalLearnHelp@ala.org)

Landing Page for PLA Digital Literacy Workshop Incentives, supported by AT&T:

<https://www.ala.org/pla/initiatives/digitalliteracy/incentive>

DigitalLearn Resources: <https://training.digitallearn.org/>