## Initiating a Flexible Survey using a model questionnaire

Models can be viewed in My Flexible Surveys>Survey Manager>Shared Surveys. (They cannot be modified and need to be used exactly as they are. ) **NB. Please ensure your survey only covers your own practice**; Flexible Surveys should not be used to gather feedback about another teacher.

* Log into MOST (<http://ost.massey.ac.nz/>)
* Under the **Search All Courses** tab enter the course code (no dot) into the **Code** box and click Go.
* For the **appropriate course offering** select **Become Lecturer**.
* Under the **My Courses** tab select **Initiate Flexible Survey** for that offering (you might need to refresh the page if it doesn’t show up: press on SEARCH again)
* You will first need to **Confirm your Department** using the drop down list
* In the **Shared Surveys** dropdown list**,** select the desired survey (e.g. Copy of Course Survey, Lecturer Survey)
* On the next screen you need to enter the dates you want your survey to run. Please use the correct date format (DD/MM/YYYY) and enter the date you want the survey to go live. (if you want immediate start, you need to enter **tomorrow’s date**)
* Click in the box below and it will default to 2 weeks before the survey goes offline. You can change this if you wish. Check the dates before saving as they cannot be modified once set.
* To confirm your survey is initiated correctly you can go to the **My Flexible Surveys** tab; it should appear there. You can view the full **workflow** and **preview** your questionnaire. (this is exactly how it will appear to students)
* This is also where you will find the **Response Report** once the survey is live. This will tell you every day how many students have responded.
* You will receive a **confirmation email** at the same time your students receive the invitation. It contains a **link** you should cut and paste into your STREAM site and use in any reminder email you send to your students. It will enable them to access your survey directly. (NB, you cannot access the survey using that link, only enrolled students can)
* You will return to MY FLEXIBLE SURVEYS to view your report and place feedback for the participating students at the end of the survey cycle.