

Microsoft SharePoint 2010: Working With Surveys - Work Smarter Tips

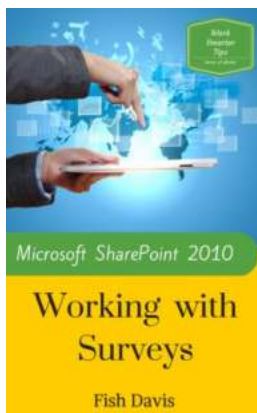
Are you looking for ways to enhance your experience with Microsoft SharePoint 2010 when working with surveys? If so, you've come to the right place!

SharePoint Surveys offer a powerful tool for gathering information and feedback from your team, but there are several tips and tricks that can help you work smarter and get the most out of this feature.

1. Plan Your Survey

Before jumping right into creating a survey in SharePoint, take some time to plan it out. Determine the goals and objectives of your survey, as well as the target audience. This will help you structure your questions appropriately and ensure you collect the relevant data you need.

Consider the survey's layout, question types, and any additional settings you may want to enable. SharePoint Surveys offer various question types such as single choice, multiple choice, rating scales, and more. Utilize the appropriate question types based on the data you wish to collect.



Microsoft SharePoint 2010 Working with Surveys (Work Smarter Tips Book 6) by Fish Davis (Kindle Edition)

★★★★☆ 4 out of 5

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Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
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2. Collaborative Survey Creation

In SharePoint 2010, you can take advantage of the collaborative features to develop surveys. This allows multiple team members to work together on designing and refining the survey. By having different perspectives and inputs during the creation process, you can ensure a well-rounded survey that addresses various needs and concerns.

Use the co-authoring capabilities within SharePoint to have your team members simultaneously work on the survey. This saves time and promotes better collaboration within your team.

3. Use Branching Logic

Adding branching logic to your survey can significantly enhance the respondent's experience. With SharePoint Surveys, you can configure the questions in a way that certain responses lead to different follow-up questions. This enables you to personalize the survey based on the participants' answers, making it more interactive and relevant.

Consider creating conditional branching based on specific responses to guide respondents through the survey in a logical flow. This way, participants will only see questions that are relevant to them, making the survey more efficient and engaging.

4. Customize Survey Appearance

SharePoint Surveys not only allow you to collect data but also give you the ability to customize the appearance to align with your organization's branding

guidelines. By maintaining a consistent and professional look, you can enhance the survey's credibility and encourage participation.

Explore the various customization options available within SharePoint 2010 to modify the survey's colors, fonts, and layout. This helps create a visually appealing and user-friendly survey that engages participants effectively.

5. Analyze Survey Results

Once you have collected responses from your survey, take the time to analyze the data. SharePoint provides built-in tools for survey result analysis and reporting.

Generating graphical representations, such as charts or graphs, can help you easily understand and communicate the survey findings to stakeholders. Filter and segment the data based on different criteria to gain deeper insights into the responses received.

6. Automate Survey Reminders

Increase participation in your surveys by setting up automated reminders. SharePoint allows you to configure reminders to be sent at specified intervals, ensuring that respondents complete their surveys within the desired timeframe.

Automated reminders can save you time and effort in manually following up with participants. They also provide a gentle nudge to those who may have forgotten or missed the initial survey invitation.

7. Integrate Surveys with Other SharePoint Features

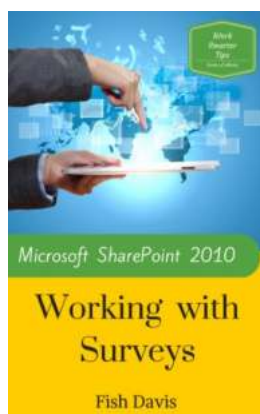
SharePoint Surveys can be integrated with other features and capabilities within the platform. For example, you can link survey responses to a SharePoint list or

library, enabling you to manage the collected data more effectively.

By utilizing this integration, you can leverage SharePoint's powerful collaboration and data management features. It allows you to view, organize, and analyze the survey responses seamlessly alongside other information related to your project or team.

Microsoft SharePoint 2010 offers a robust survey framework that empowers organizations to collect feedback and valuable insights from their teams. By following these work smarter tips, you can optimize your survey creation process, improve respondent experience, and make data-driven decisions effectively.

Remember to plan your survey, collaborate with your team, use branching logic, customize the appearance, analyze the results, automate reminders, and integrate surveys with other SharePoint features. By doing so, you will unlock the full potential of SharePoint 2010 Surveys and enhance your overall SharePoint experience.



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Learn SharePoint Surveys

By the end of this eBook, you will be more comfortable creating surveys in SharePoint.

You will learn the ins and outs of SharePoint's easy to use, yet powerful survey builder.

You will also learn how to connect survey data to other Microsoft Office applications, like Excel, and Access.

This course is for anyone whose job responsibilities include working with SharePoint, and who wants to create a poll, track issues, gather feedback, or build a tool for in-depth research.

To ensure your success, knowledge of basic features of SharePoint, like site navigation, are recommended.

>>> Exercises and Examples

Create surveys along with the guide.

Keep this guide handy when using SharePoint for future reference.

The concepts that you will learn can be applied to SharePoint Foundation 2010 as well as Microsoft SharePoint Server 2010.

Scroll up and grab a copy today.



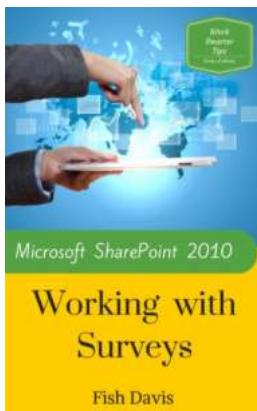
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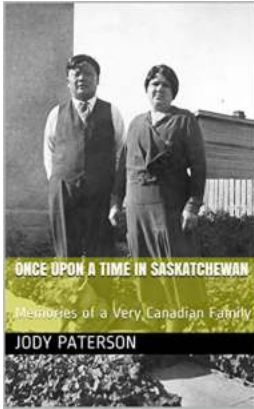
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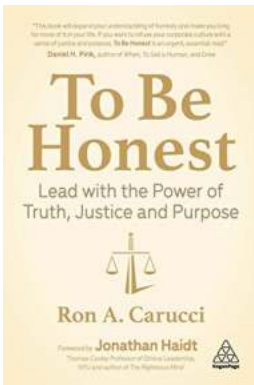
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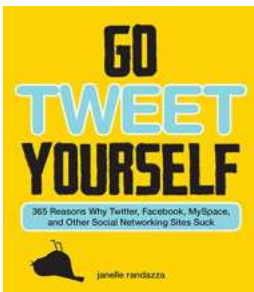
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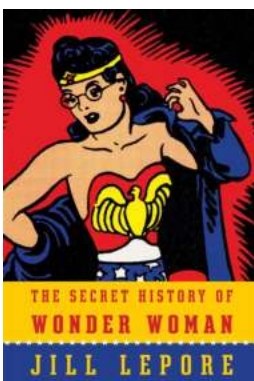
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