


## Entering Paper Survey Responses

Once you have collected paper survey responses, you can enter them using the Project Outcome survey management tool.

First, go to the survey management page and locate the correct survey from the list. If you do not see the survey right away, remember to use the filters and keyword search to help locate the survey.

EXAMPLE SURVEY: DO NOT DELETE!	Digital Learning	EXAMPLE PROGRAM	Test PLA	05/01/2017	Survey	Immediate	Active ▾	34	<a href="#">Quick Report</a> <a href="#">Copy Survey</a> <a href="#">Edit Survey</a>
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At the top of the survey detail page, you can view the number of survey responses received to date. Online survey responses will be included in this number as they are received, if you are administering the online version of the survey. Paper survey responses will be added to this number as you enter the survey response data into the system.



**EXAMPLE SURVEY: DO NOT DELETE!**  
 Digital Learning ⓘ Immediate ⓘ  
 Created by Test PLA at PLA Test Library

Status ⓘ Active ▾  
 Attendance ⓘ  [Update](#)  
**Responses ⓘ 34** [Download](#) [Edit](#)

[Change Logo ⓘ](#)  
 Download Paper Survey:  [GO](#)  
 Online Survey Link:  [GO](#) [EMBED](#)

[COPY SURVEY](#)  
[GET REPORT](#)

[Edit Survey Details](#)
[Enter Paper Responses](#)

To the right of the survey responses count is a box to enter attendance. If you know it, enter the attendance for your program here. Entering the attendance will allow the system to calculate a response rate, which will later appear in your PDF Summary reports.

Underneath the survey name, scroll down and click the Enter Paper Responses header. This will take you directly to the survey detail page, and will open the tab to enter paper responses.

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/63/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](#)

[Choose File](#) No file chosen [Upload Excel Data](#)

Need to enter your responses individually? Click the button below to enter responses one at a time.  
[Enter Responses Online](#)

In the section to Enter Paper Responses, there are three options for entering paper survey data.

## 1) Enter Responses Individually

The first option is to enter paper responses one at a time using a traditional web form. When you click the orange button that says “enter responses online,” the form will appear in a new tab outside of the survey page. It will look very similar to the online survey form that patrons see, but the response will be coded as a paper response in the system.

First, begin selecting the correct response for each question. Then, type in the responses to the open-ended questions in the text boxes below those questions. If a patron skipped answering a question or did not provide an open-ended response, simply leave that response blank. Additional questions will be included at the end of the survey response form.

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

1. **You feel more knowledgeable about using digital resources**  
☐ Strongly Disagree ☐ Disagree ☐ Neither ☐ Agree ☒ Strongly Agree ☐ N/A

2. **You feel more confident when using digital resources**  
☐ Strongly Disagree ☐ Disagree ☐ Neither ☒ Agree ☐ Strongly Agree ☐ N/A

3. **You intend to apply what you just learned**  
☐ Strongly Disagree ☐ Disagree ☐ Neither ☒ Agree ☐ Strongly Agree ☐ N/A

4. **You are more aware of resources and services provided by the library**  
☐ Strongly Disagree ☐ Disagree ☐ Neither ☒ Agree ☐ Strongly Agree ☐ N/A

If you have another paper survey to enter, this process must be repeated. If you are done entering surveys, click “Send Answers.” Once your responses are submitted, they will appear in your survey management page.

## 2) Bulk Entry Form

Another option is to enter multiple responses using the bulk entry form online. To choose this option, click the link to “Copy URL” and paste it into your browser in a new tab or window. The bulk entry form link does not require a Project Outcome login, so it can be easily shared with staff or volunteers.

Need to enter your responses in bulk?

1. Use the url below to submit multiple responses at once

<https://www.projectoutcome.org/responses/63/input> [Copy URL](#)

The bulk entry form is similar to a spreadsheet. The survey questions appear as headers across the top. Each response will be entered using a new row. Responses must be entered manually, but you can submit multiple responses using the same form.

EXAMPLE SURVEY: DO NOT DELETE!									
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 is your current employment status?	8. Do you have a library card?	9. How did you learn about this program? (select all that apply)	Response Date *
Strongly Agree	Agree		Strongly Agree	Hands on		Employ...	Yes		07/01/2021

Delete Response


Click the dropdown menu in each column to select the paper survey response for that question.

Type in any open-ended responses in the text boxes below those questions. If a patron skipped answering a question or did not provide an open-ended response, simply leave that response blank. However, you must select both a date and a location for each survey response row.

Click the Add Response button to add a new row for each additional response you wish to enter. It is recommended to enter and submit responses in smaller batches to minimize data entry error.

Once you have entered all of the responses, click the “Submit Responses” button to add the responses to the system. Then click “ok” to confirm. Once your responses are submitted, they will appear in your survey management page.

1 response submitted successfully



Change Logo ?

EXAMPLE SURVEY: DO NOT DELETE!

Digital Learning ? Immediate ?

Created by Test PLA at PLA Test Library

Status ? Active

Attendance ? 0 [Update](#)

Responses ? 35 [Download](#) [Edit](#)

Download Paper Survey: English [GO](#)

Online Survey Link: English [GO](#) [EMBED](#)

[Edit Survey Details](#) [Enter Paper Responses](#)

[COPY SURVEY](#)  
[GET REPORT](#)

3) Bulk Upload Template

The third option is to download the bulk upload template and enter all of your survey responses. This template is unique to each survey you create and it will include any additional questions you added.

	A	B	C	D	E	F	G	H	I	J	K
		You feel more knowledgeable about using digital resources	You feel more confident when using digital resources	You intend to apply what you just learned	You are more aware of resources and services provided by the library	What did you like most about the program?	What could the library do to improve your learning?	What is your current employment status?	Do you have a library card?	How did you learn about this program? (select all that apply)	
1 Date		Agree	Agree	Agree	Agree		N/A	Other	Don't know	N/A	
2 5/2/2017		Agree	strongly_agree	strongly_agree	strongly_agree	test	N/A	Employed or self-employ	Yes	N/A	
3 6/9/2017		strongly_agree	strongly_agree	strongly_agree	Strongly Agree	Great class!	N/A	Other	No	N/A	
4 8/8/2017		strongly_agree	strongly_agree	strongly_agree	strongly_agree		N/A	Employed or self-employ	Yes	Library website, Word of mouth	
5 5/1/2019		strongly_agree	strongly_agree	strongly_agree	strongly_agree						

In the spreadsheet, first enter the date for each response. Then use the dropdown menu in each cell to select the patron responses for questions 1-4 and enter the text responses for the open-ended questions. If a patron skipped answering a question or did not provide an open-ended response, select N/A as the spreadsheet will not upload correctly if cells are left blank. When you have entered all your data, you will be able to upload the completed spreadsheet into Project Outcome.

If responses have not been entered correctly, you will get an error message when you try to upload the data. If you are collecting responses via another survey tool (such as Survey Monkey or Qualtrics), make sure the responses *exactly* match the formatting of the template.

Survey responses are available for reports and dashboards as soon as they are submitted to the system.