

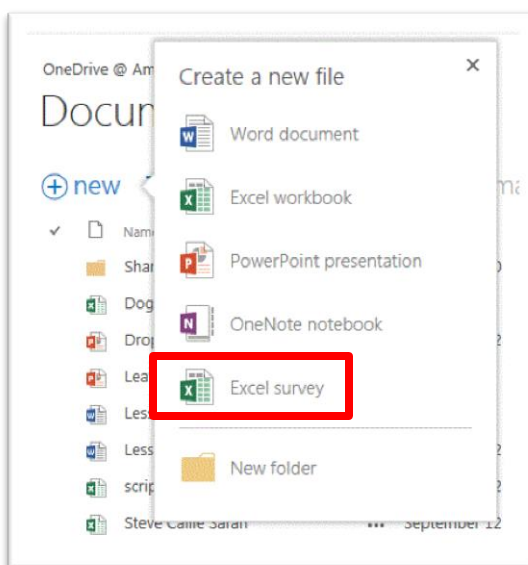
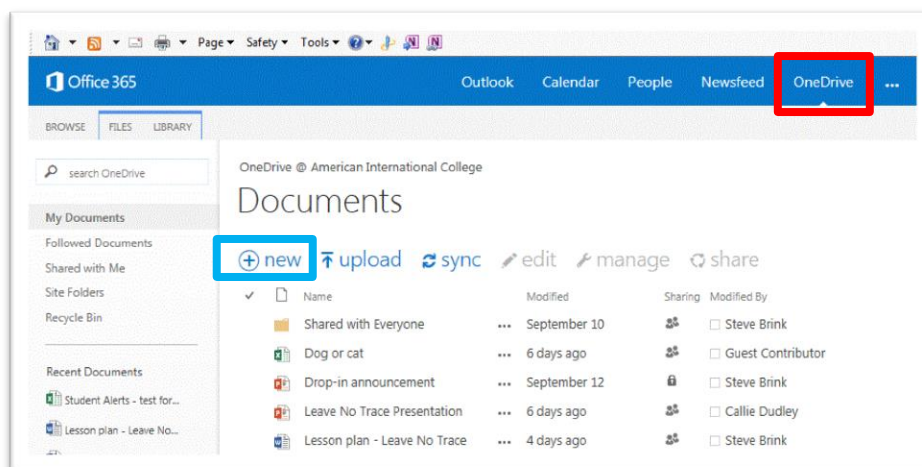
Creating Excel Surveys in OneDrive

Deliver surveys to your audience and track responses in an Excel spreadsheet.

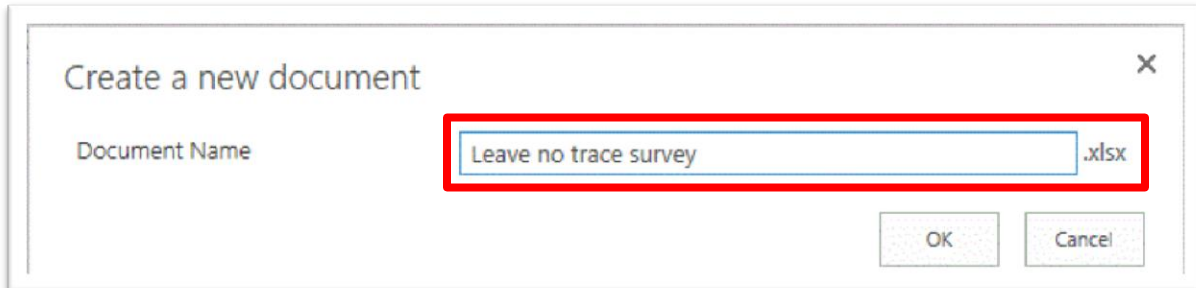
Take a sample Excel Survey.

[Survey](#)

- Open **OneDrive** from your **MS 365** web account.
- Under **New**, choose **Excel Survey**.

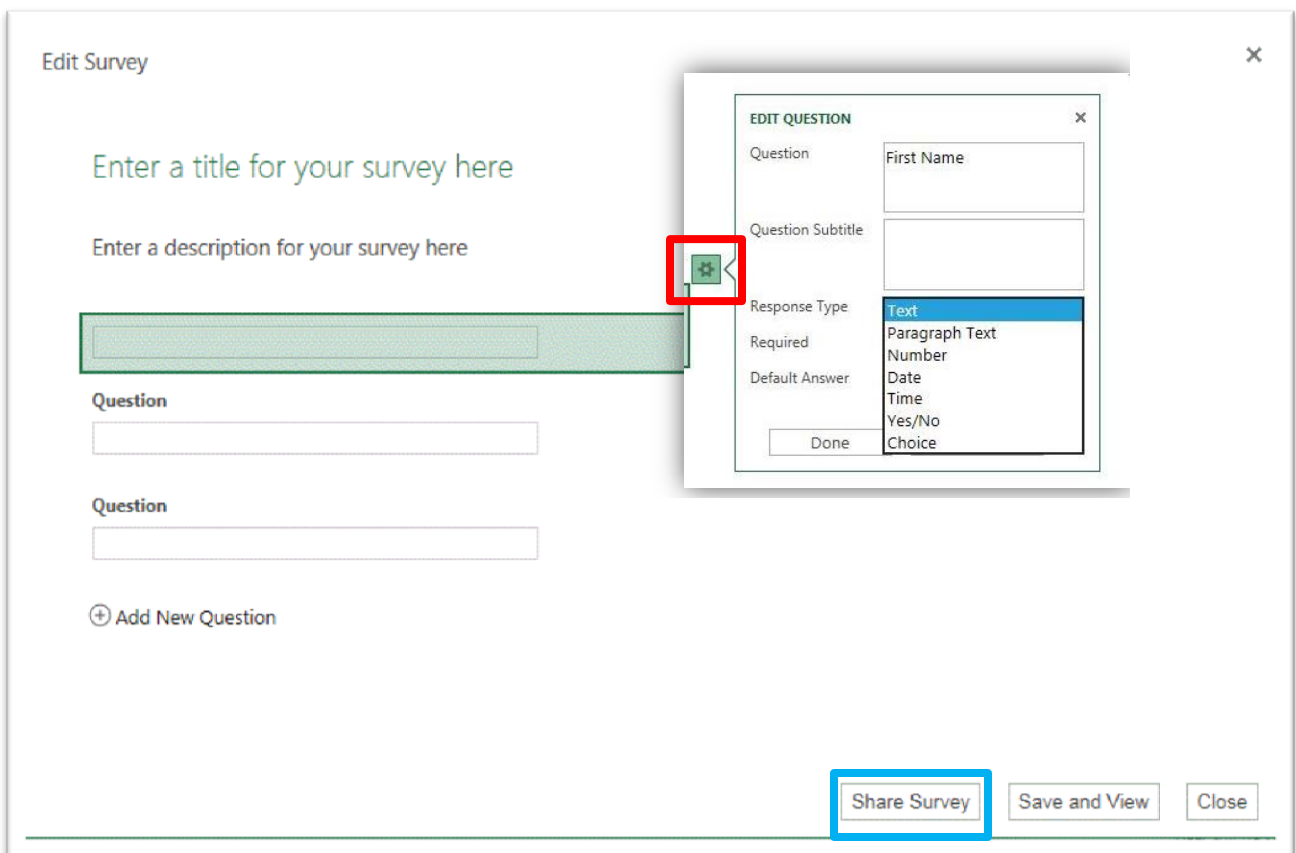


- Name the new survey



A dialog box titled "Create a new document" with a close button (X) in the top right corner. It contains a "Document Name" label and a text input field containing "Leave no trace survey.xlsx". The input field is highlighted with a red rectangular border. Below the input field are "OK" and "Cancel" buttons.

- Click the **gear icon** to add questions and set **Response Types**.
- See examples on next page.



An "Edit Survey" dialog box with a close button (X) in the top right corner. It contains fields for "Enter a title for your survey here" and "Enter a description for your survey here". Below these are two "Question" labels with corresponding input fields. At the bottom left is a "+ Add New Question" button. On the right side, there is a gear icon (a green square with a white gear) highlighted with a red rectangular border. An "EDIT QUESTION" sub-dialog box is open over the gear icon, showing fields for "Question" (containing "First Name"), "Question Subtitle", "Response Type" (with a dropdown menu showing "Text" selected), "Required", and "Default Answer". A "Done" button is at the bottom of the sub-dialog. At the bottom of the main "Edit Survey" dialog, there are three buttons: "Share Survey" (highlighted with a blue rectangular border), "Save and View", and "Close".

- When your questions are complete click **Share Survey**.

Examples of Response Types

Leave No Trace - Survey excerpt

First name or trail name

boulder

Text

Choose your favorite outdoor sport.

- Hiking
- Backpacking
- Camping
- Snowshoeing
- Skiing - back country

Choice

30

Have you ever left anything behind?

Be honest.

Yes



Yes/No

Give an example.

book - for other hikers
tent stakes - accidentally
food waste - bad idea - sorry

Paragraph

Estimate how many times you have carried out what someone else left behind.

40

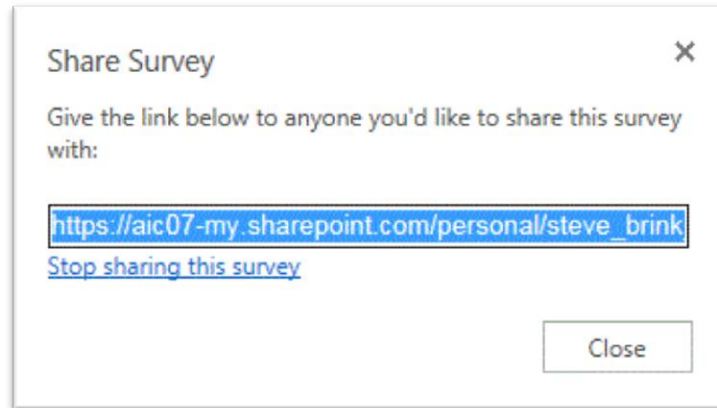
Number

When did you complete this survey?

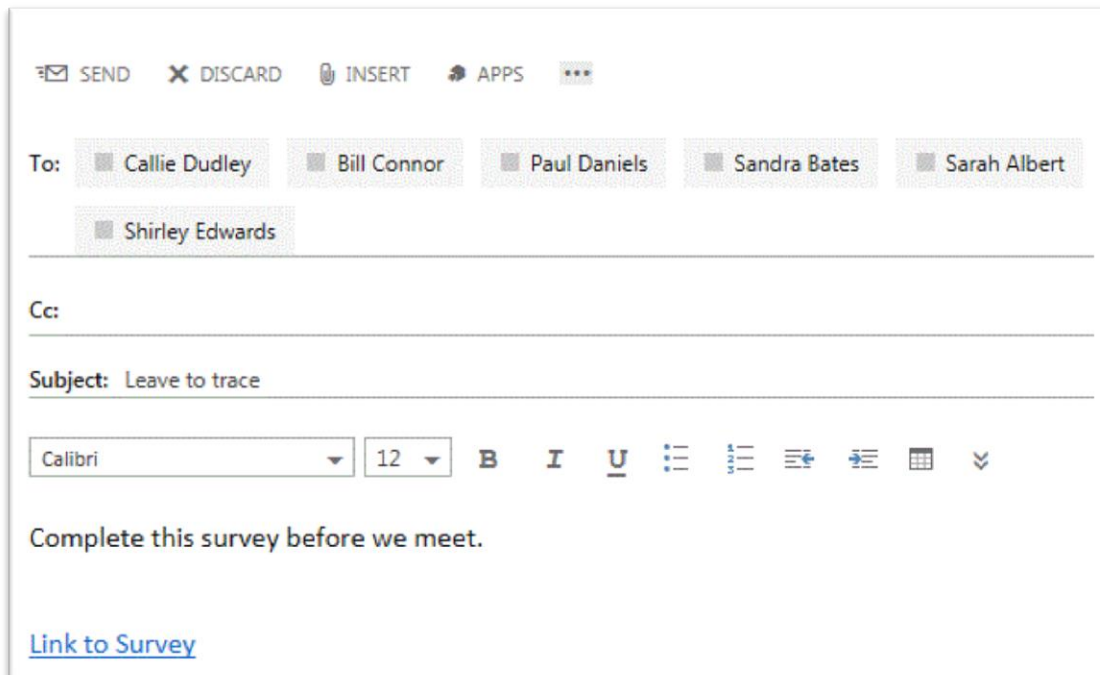
Example: 10/21/2015

Date

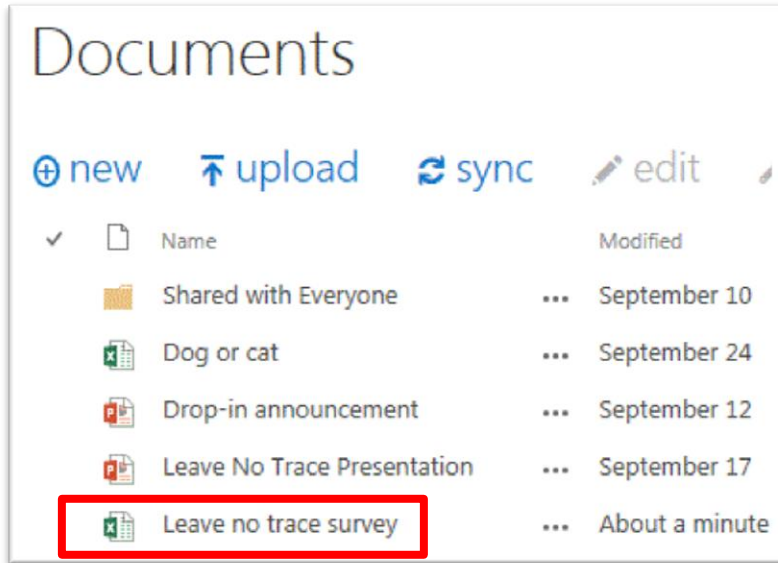
- The **Share Survey** box will open.



- Copy the link and paste it into an email. Send to participants. You can also paste the link to a document or website.



- Survey results are compiled in an **Excel spreadsheet** found in your **OneDrive** account.



Excel Online | Steve Brink | Leave no trace survey

FILE EDIT WORKBOOK SHARE DATA FIND COMMENTS

	A	B	C	D	E	F	G
	First name or trail name	Choose your favorite outdoor sport.	Have you ever left anything behind?	Give an example.	Have you ever carried out anything you didn't carry in?	Estimate how many times you have carried out what someone else left behind.	When did you complete this survey?
1	Steve	Hiking	Yes	Water bottle swept away in fast moving stream.	Yes		
2							
3	Sarah Sanchez	Hiking	No		No		
4		Snowshoeing	Yes	Energy bar wrapper Burnt matches	Yes		
5	Paul	Skiing - back country	Yes	Gloves, food wrappers	Yes		
6	Nat	Camping	Yes	Trash in fire ring	Yes		
7	Howard	Snowshoeing	Yes	Broken gear Part of a sandwich	No		
8	Fred	Backpacking	Yes	Wet clothes hanging on branch to dry	No	9	9/26/2014
9	Energizer Bunny	Backpacking	Yes	Laundry detergent in stream Trash bag in tent site		100	9/30/2014
10	Callie	Skiing - back country	Yes	Food scraps and trash at campsite.	No		
	boulder	Backpacking	Yes	book - for other hikers tent stakes -		40	9/26/2014