

Basic instructions on how to use the 1KA online survey tool for using the blended learning questionnaires (BlendVET)

The **1KA** online survey tool is a Slovenian **open-source application** developed at the [Centre for Social Informatics](#), Faculty of Social Sciences, University of Ljubljana. The basic functions of the survey tool are available free of charge to anyone.

In these instructions, we have prepared an overview of the most important steps to publish a questionnaire and obtain the data collected to help those who are not familiar with using the 1KA online survey tool. This tool provides a wealth of options and settings for you to explore and has developed a very good support system that will be available to you as soon as you log in (question mark in the top right corner).

The 1KA online tool can be accessed via the following link:

<https://1ka.arnes.si/>

[Access to 1KA online survey tools](#)

On that website (<https://1ka.arnes.si/>), click on the "Create a survey for free" button.

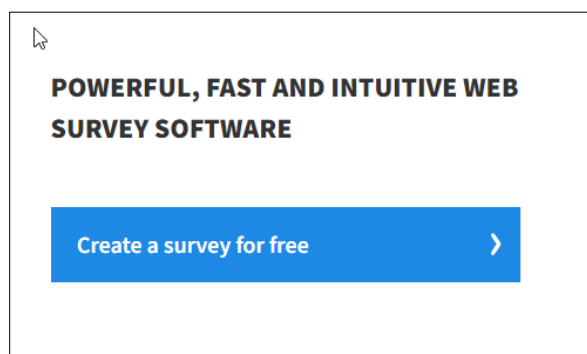


Image 1: Registration 1

This is followed by the registration process. Fill in all fields, tick “Nisem robot” (“I’m not a robot”) and “I agree...” then click “Registration” button.

REGISTERING A NEW USER

With email

E-mail: [redacted]@gmail.com

Username: tadej.bernik1

Password: [redacted]

Repeat password: [redacted]

At least 8 characters with at least 1 uppercase letter, 1 lowercase letter and 1 number or special character.

Nisem robot.

I agree to [general terms of use](#).

I agree that you send me notifications to the above-mentioned email address (important information about 1KA, 1KA evaluation, event invitation - once a year).

REGISTRATION

With account

GOOGLE REGISTRATION

Image 2: Registration 2

In the next step check if data are correct and click “Next” button.

With email

Please, check if data are correct, especially the email address, since you will receive a confirmation email at the given email account.

E-mail: t[redacted]@gmail.com

Username: [redacted]k1

Password: ****

Notification: YES

Namely, often do the following problems occur:

- Typos when entering an email address, for example: 'enklikanketa@gmali.com'
- Wrong address, for example, you logged in with another email address, so check all you email accounts
- Unnecessary space, for example 'enklikanketa_@gmail.com'
- Incorrect domain extension, for example, instead of 'enklikanketa@gmail.com' you entered 'enklikanketa@gmail.si' or 'enklikanketa@gmail.net'

BACK **NEXT**

Image 3: Registration 3

Before you continue confirm your email in your mailbox.

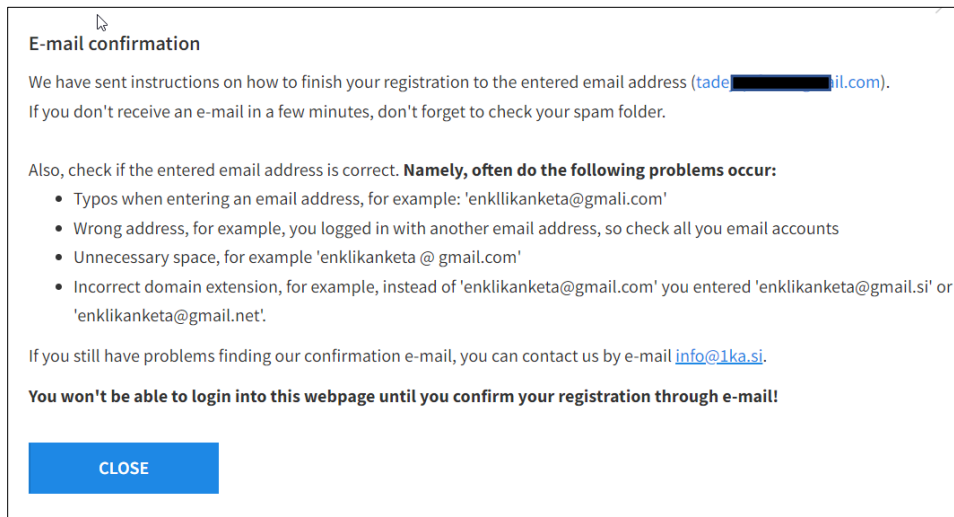


Image 4: Registration 4

Confirming your email will take you to the first page of your account in the 1KA online survey tool. You will see the My Surveys tab, where you will be able to access all the surveys you have created.

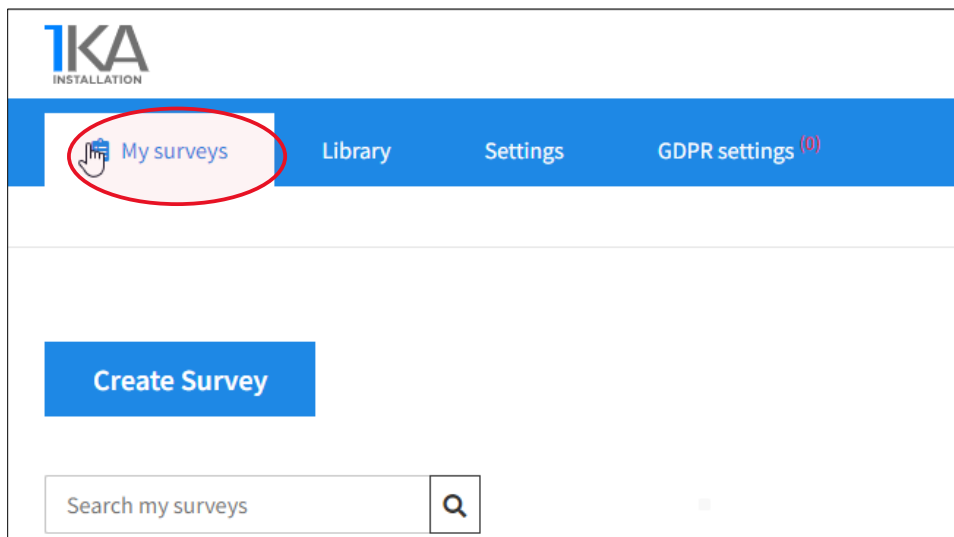


Image 5: First page in the 1KA tool

Importing the questionnaire into the 1ka online survey tool

By clicking on the "Create Survey" button you start creating a new survey in your folder (My Surveys) of the 1KA online survey tool. The "Create Survey" button is selected regardless of the way the survey is

created (file import, text import or creation directly on the 1KA website). Text import is an option for copying the questions and possible answers from a text file. In the following, we present how to **import a file of a specific format (.1ka)** used by the 1KA online survey tool.

The following two hyperlinks contain the two online questionnaires developed in the [BlendVET](#) project, one for teachers and one for students, both in .1ka format. On the project website you will also find the text files of both questionnaires, which will give you an insight into the content of each questionnaire. If you wish to adapt the two questionnaires to suit your needs or situation, we suggest that you **make the changes after importing them into the 1KA online environment**.

Download the file you will use from the BlendVET website and save it on your computer.

Teacher questionnaire - .1ka format: [LINK](#)

Student questionnaire - .1ka format: [LINK](#)

Clicking on the "Create survey" button will open a window with a few options in the column on the left. We will select the option ".1ka file import", as shown in the picture below.

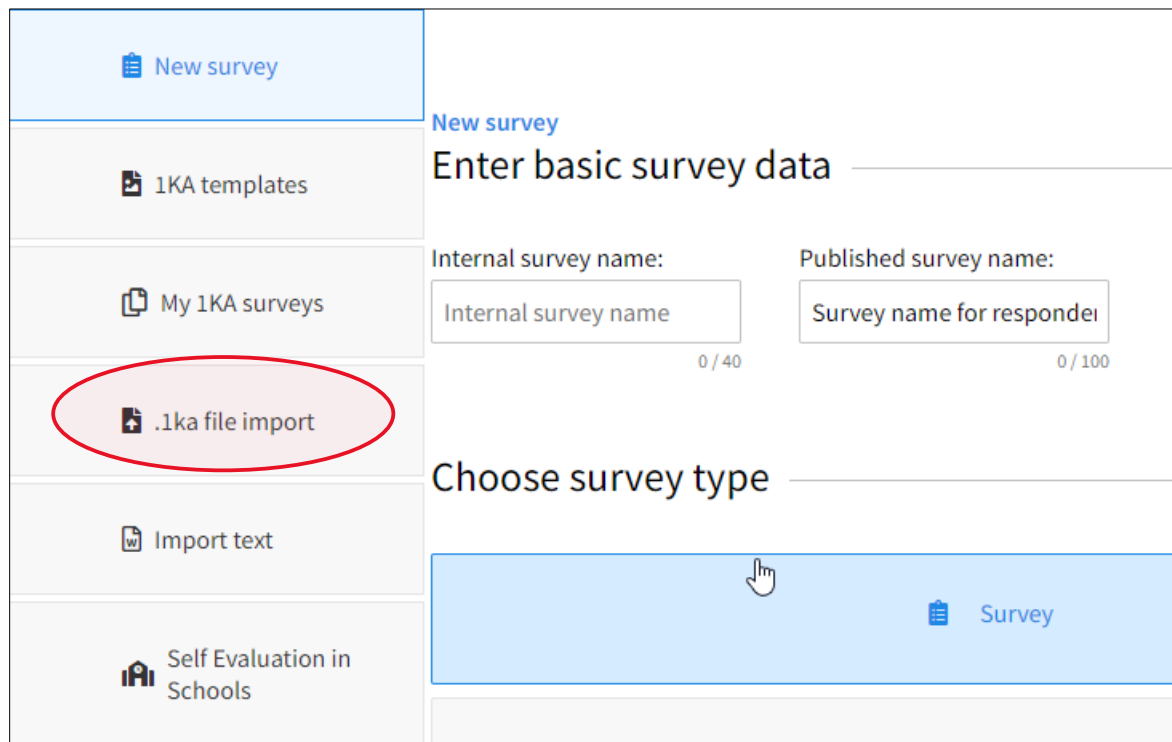


Image 6: Importing an .1ka file

This will open the option to import a questionnaire file with the extension .1ka. Click on the "Upload a file" so you can search for the corresponding file on your computer to upload. Conclude this step with click on the "Next" button.

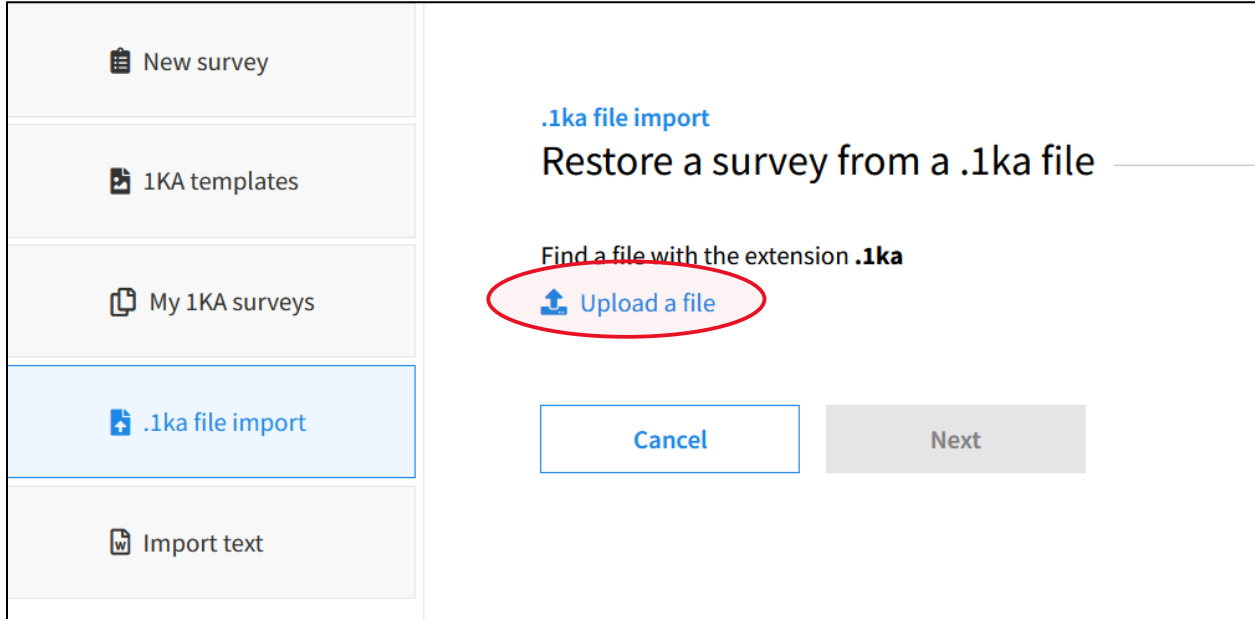


Image 7: Upload a file

The online questionnaire is imported! The questionnaire editing mode will be opened (Edit tab and Questionnaire sub-tab). You can view and edit the whole questionnaire on this sub-page.

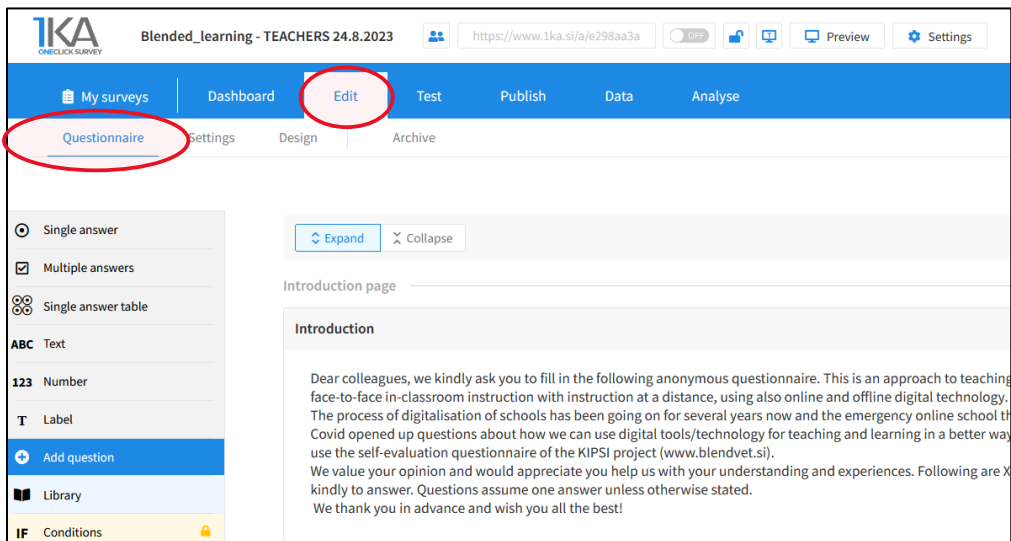


Image 8: Imported questionnaire

Editing the questionnaire

You can see that the questionnaire already has a name (at the top of the page next to the 1KA online survey tool logo), which is the same as the name of the questionnaire we exported when we prepared the file with the extension .1ka. When the questionnaire is imported, the date of upload is automatically added to the questionnaire name.

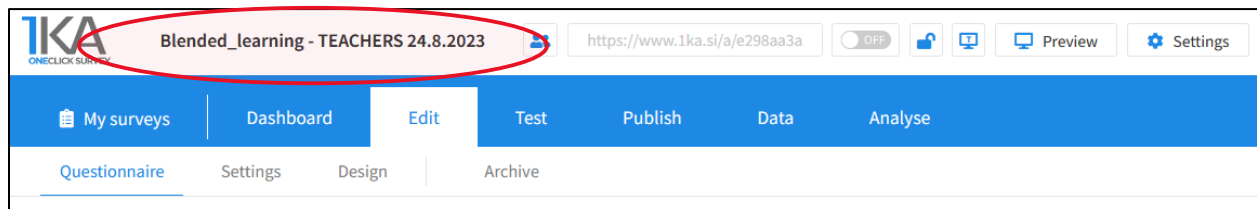


Image 9: Automatic questionnaire name

The name of the questionnaire can be changed in the same tab (Edit), but in the Settings sub-tab. A questionnaire can have two names, the name used by the questionnaire administrators (internal) and the name that is shown to the respondents (published).

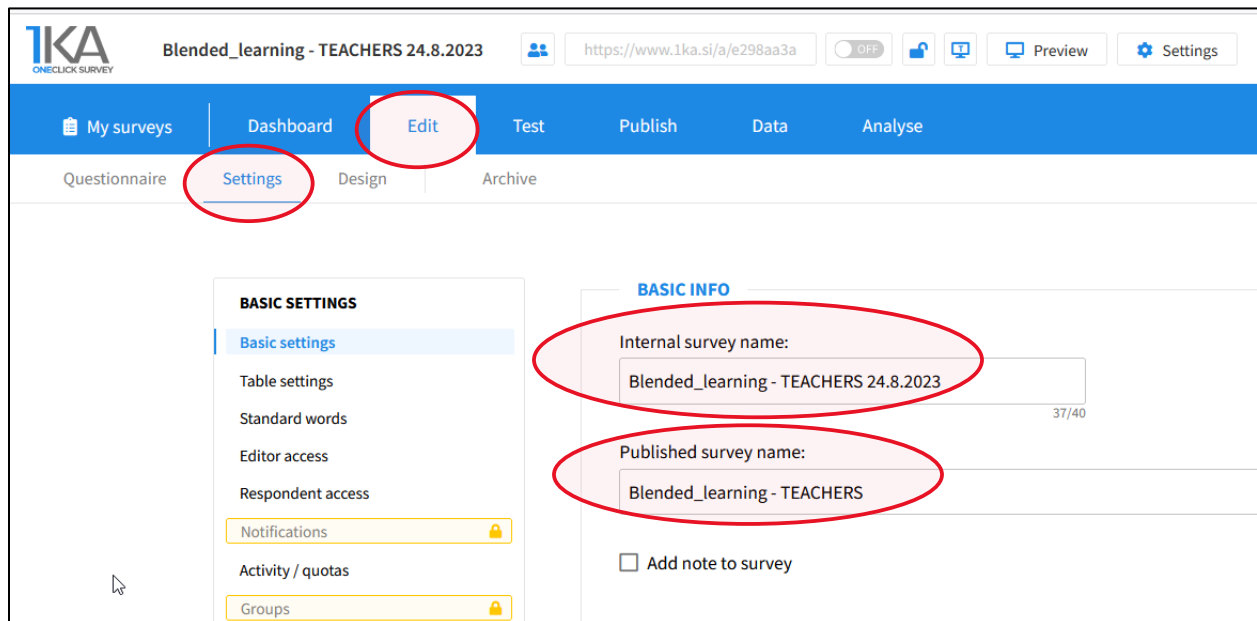


Image 10: Changing the name of the questionnaire

While you are in this tab (Edit/Settings), just below this part you will find the option to set a language. For administration of your surveys there is only two options: Slovenian and English language. But you can choose among multiple languages as basic language for respondents (e.g. previous and next page).

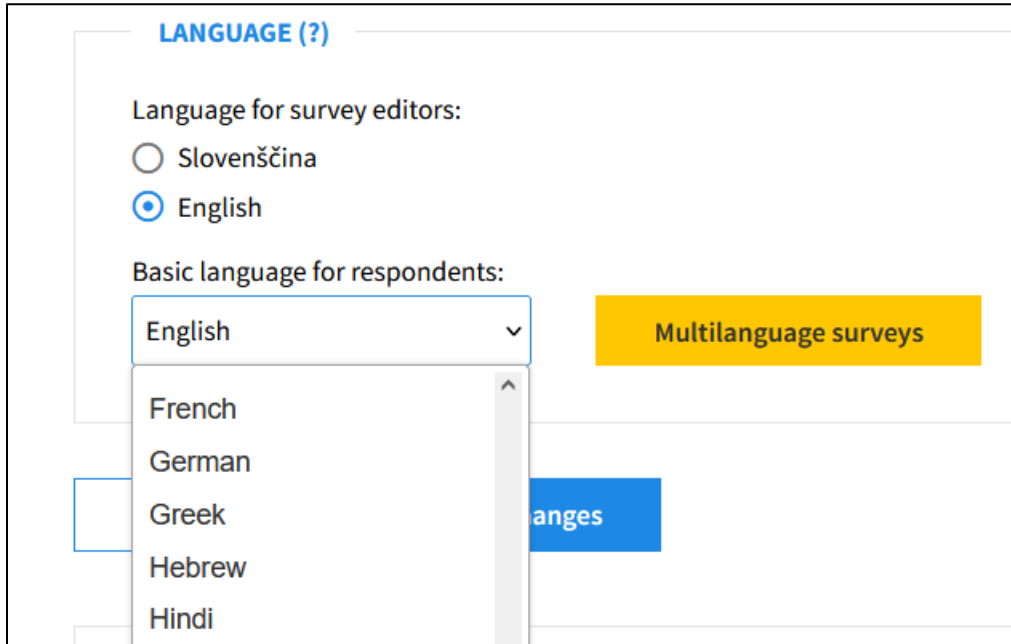


Image 11: Changing the name of the questionnaire

If you go back to the Questionnaire sub-tab, you will be able to modify the questionnaire, i.e. adapt it to your situation or needs. Editing the questionnaire is quite easy and the 1ka online survey tool has very well-presented instructions on how to use it or **how to get help**. The help can be accessed via the question icon in the top right corner of the screen.

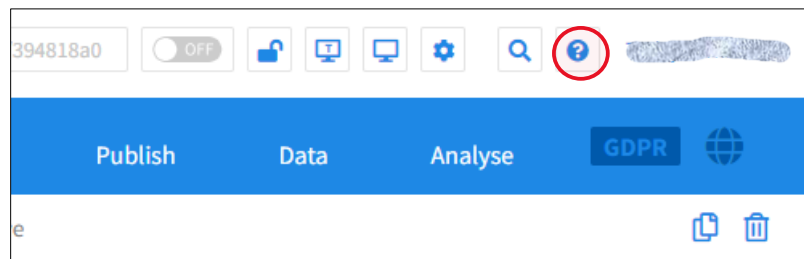


Image 12: 1KA Help

Most of the question editing features appear when you move your mouse over a part of the questionnaire or a question.

We recommend that you set most of the questions as **mandatory questions with a soft reminder**. In this case, the survey tool will remind the respondent that the question is important, but at the same time it allows the respondent to continue even if he/she does not know or does not want to answer a question.

Select the pencil icon next to the question and an additional window will open where you can tick the option for a mandatory question. A soft reminder will already be pre-selected.

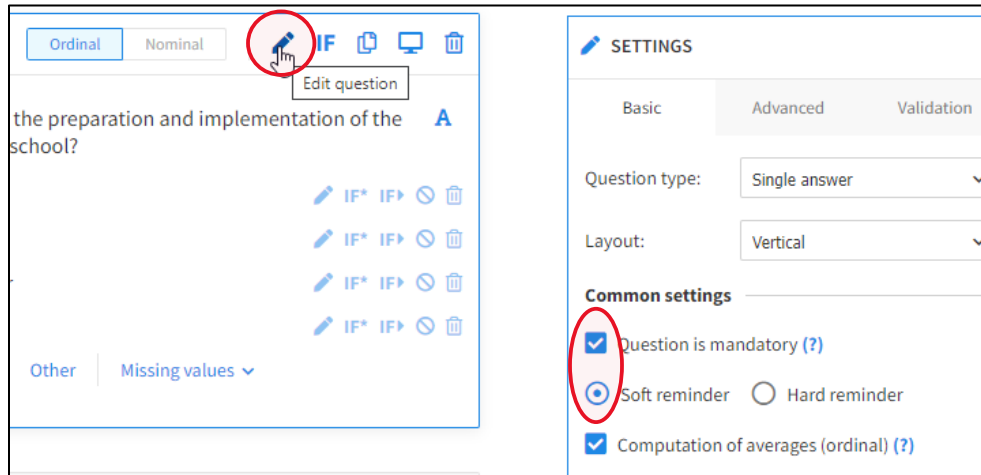


Image 13: Question obligation with soft warning

While editing the questionnaire, you can check how the questionnaire will be displayed to respondents. The preview button can be found in the same line as the questionnaire name, in the middle of the page.

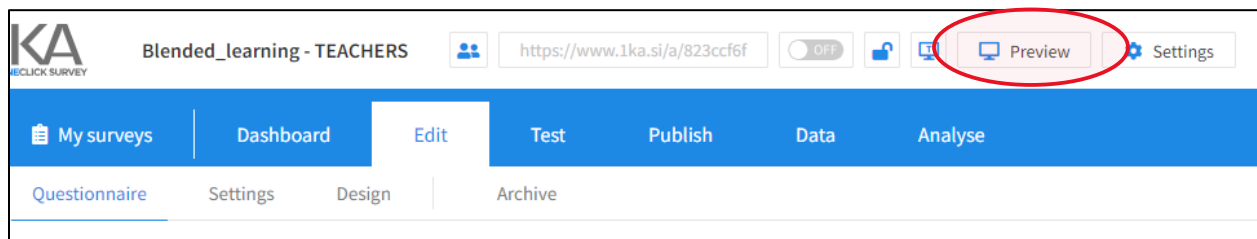


Image 14: Preview of the questionnaire

Testing the questionnaire

Once the questionnaire has been designed, we propose to carry out the **testing**. 1KA online survey tool has a dedicated tab for this. At the top of this tab you will find a link to test version of the questionnaire. A link is already waiting for you on the page to send to the people who will carry out the testing.

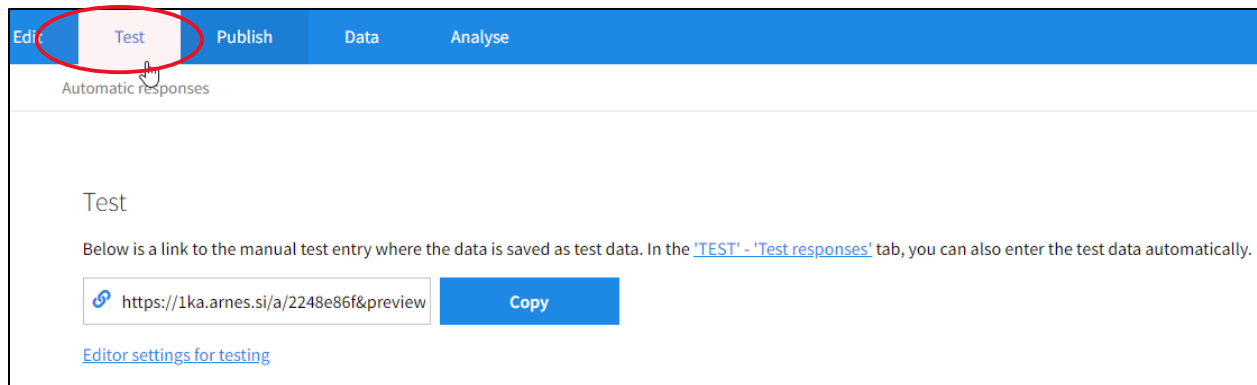


Image 15: Testing the questionnaire

You should yourself open the testing link before send it to the testing persons. In the right upper corner, you will see some options to explore. You can enable the option for testing persons to leave you a comment at each questionnaire, but administrator will be able to access the comments only if you choose to upgrade that is – on the other hand – for [single uses](#) quite cheap, but also really not expensive for [organisations](#) that would decide to use 1KA tool regularly.

Once you have reviewed the results of the test of the survey, we suggest that you **delete the so-called test entries**. In the Data tab at the top, you will be reminded that test results have been entered and you can delete them with one click.

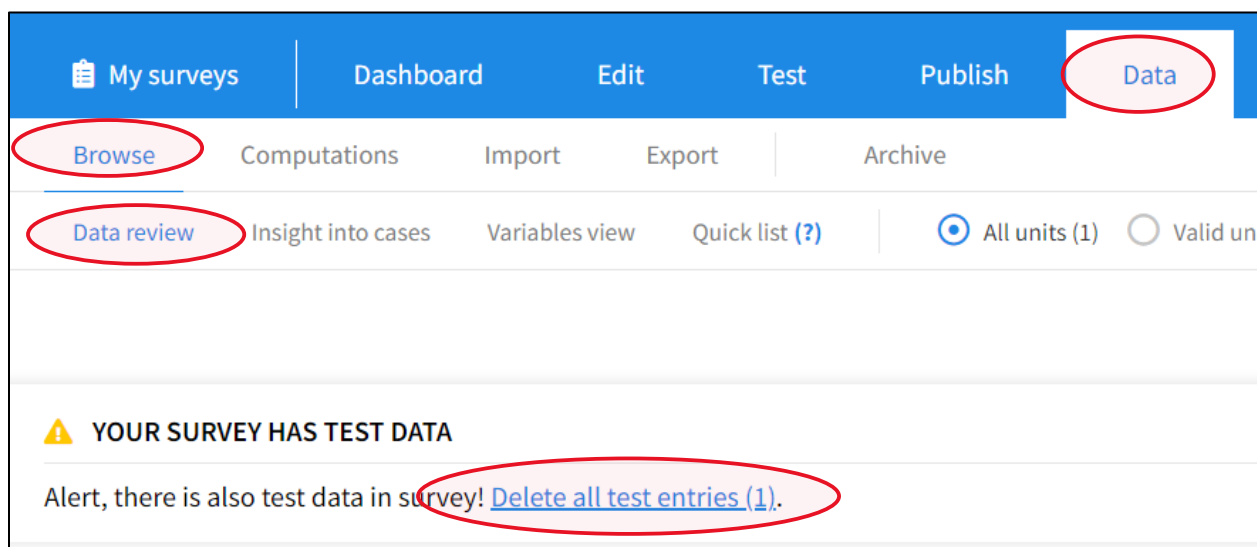


Image 16: Deleting test results

Publish the survey

Publishing the survey means that you set up the questionnaire so that participants can complete it via a web link that you provide, and their responses will be collected in the Data tab.

First, you need to **activate** the survey. To do this, "switch on" the button next to "Survey not active" on the Publication tab. Clicking on the "OFF" button will change the setting to "ON".

The same button is also located at the top of the page next to the generated link.

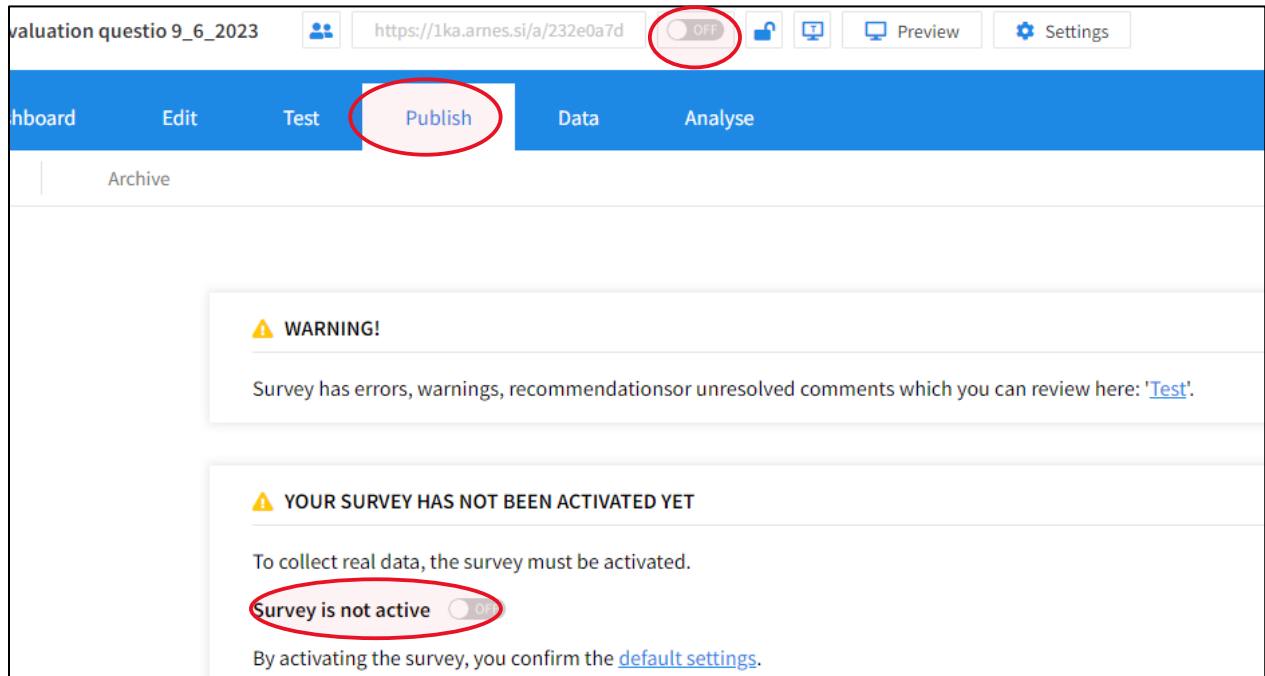


Image 17: Activating the online survey

When you "switch on" the button to the "ON" setting, an information will be displayed as for how long your survey will be active. This step you finish with click on the blue button "Activate". Activation is set for 3 months, which you can also adjust in the Edit tab, Settings sub-tab (easy access through the link "Activity settings").

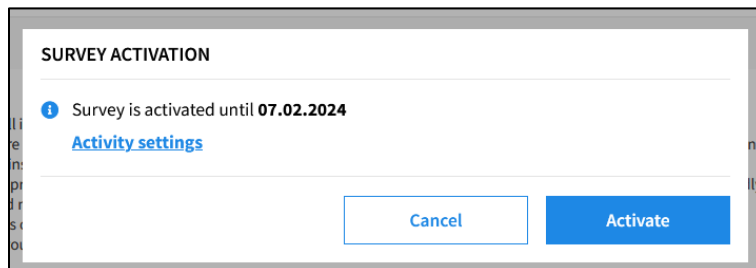


Image 18: Activation period

You will receive an email notification when the survey is activated or deactivated. The content on the Publication tab will change slightly.

All you need now is a link to forward it to your respondents. Once survey is active, you can simply get the link next to the activation button on top of the page. You can also choose Publish tab where you find also QR code. Here also some options are not available with free account.

After activating the questionnaire, **editing the questionnaire** is automatically **locked**. By clicking on the lock at the top of the page, editing can be unlocked while survey is active, and the system warns you to be careful when editing. If you delete a question or a possible answer or a category, any data that may have already been collected will be deleted IMMEDIATELY. All the more reason to take the time to test the survey.

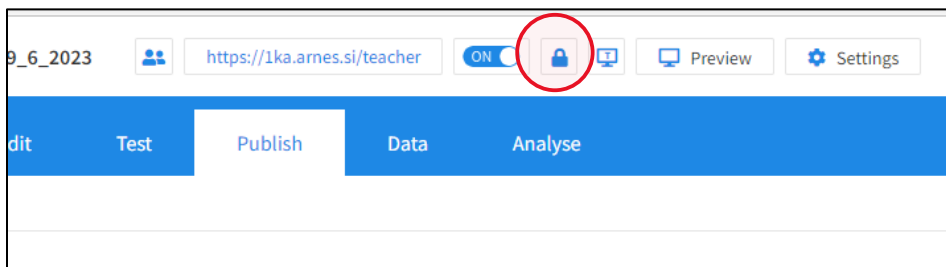


Image 19: Lock/unlock editing

Results of the questionnaire

The results of the questionnaire, i.e., a summary of the respondents' answers, can be found in the Data tab.

A screenshot of the 'Data' tab in the survey management interface. The 'Data' tab is circled in red. Below the navigation bar, there are sub-tabs: 'Browse', 'Computations', 'Import', 'Export', and 'Archive'. The 'Data review' sub-tab is circled in red. Below these are options for 'All units (11)' and 'Valid units (0) (?)'. There are also buttons for 'Basic', 'Fullscreen', '+ Show columns', a search icon, and checkboxes for 'Edit' and 'Export'. The main content is a table with the following data:

	Status	(Q1) 1. Does you	(Q2) 2. Are you a	(Q3) 3. How do y	(Q4) 4. What wo	(Q5) 5. Do you th	(Q6) 6. Do you th
	6	3	1	3	2	-1	3
	6	2	2	5	-1	-1	-1

Image 20: Overview of the data

Complete and easiest export of the data is available with upgrade of you 1KA account. For free you can directly print the data (Export in upper right corner) and you can use some digital competencies for getting the data through Analyse tab

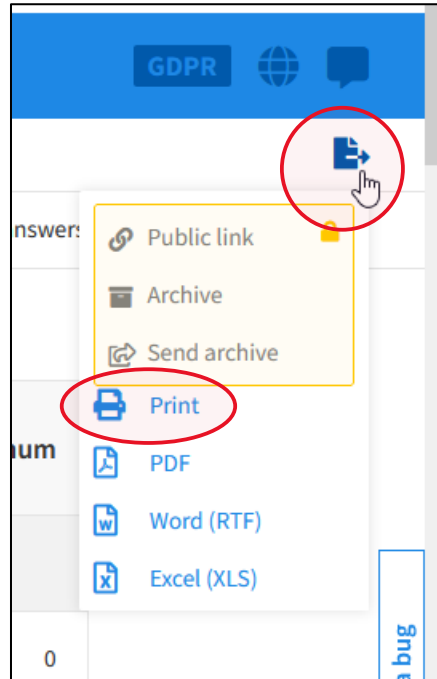


Image 21: Database print

In the Analysis tab, the first sub-tab (Statistics) already shows you a tabular display of the results. You can choose Summary, Descriptives and Frequencies as an option of display.

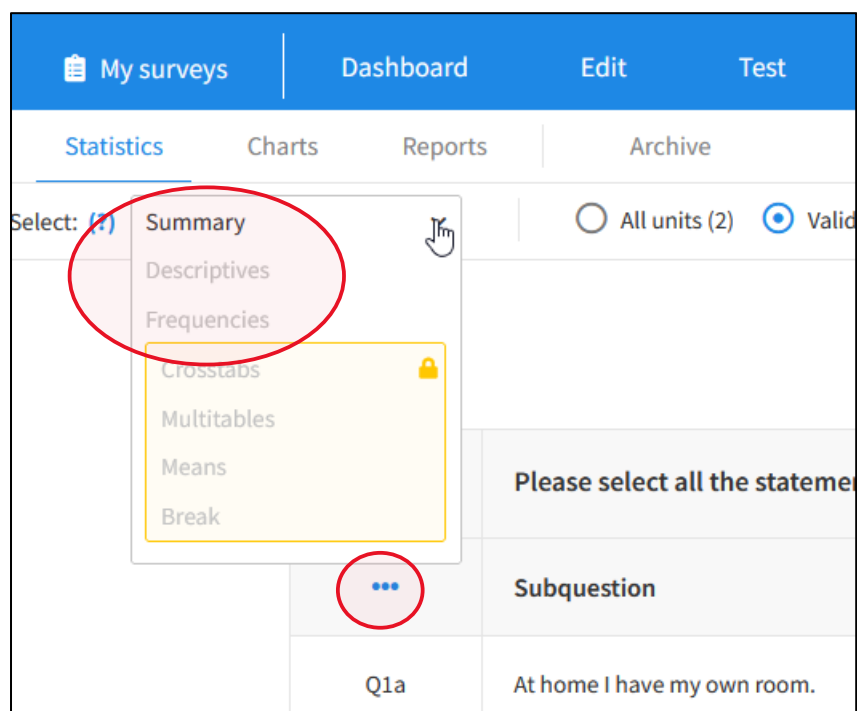
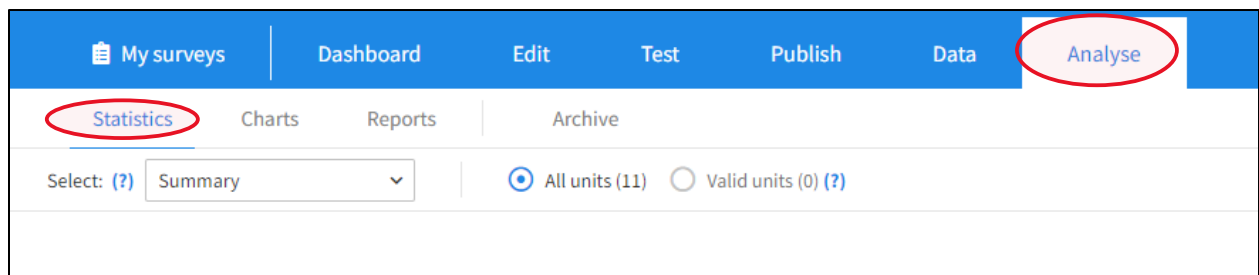


Image 22: Analysis tab

Behind the 3 blue dots at each question you can find an option to get a chart and to export it (each chart individually) into .pdf, .rtf or .pptx file.

With these short basic instructions, we wanted to encourage those of you who do not have much experience with online questionnaires to use them in the context of blended learning. We hope we have succeeded.

If you have any problems, please contact the friendly help provided by the creators of the 1KA online survey tool at the link: <https://www.1ka.si/d/en/help/user-guide/edit> which is hidden behind the question icon in the top right corner.