

# Daily Health Survey

Last Modified on 10/22/2022 9:46 am CDT

[Use the Daily Health Survey](#) | [Review Respondents](#)

**Classic Path:** [Surveys](#) > [Survey Designer](#)

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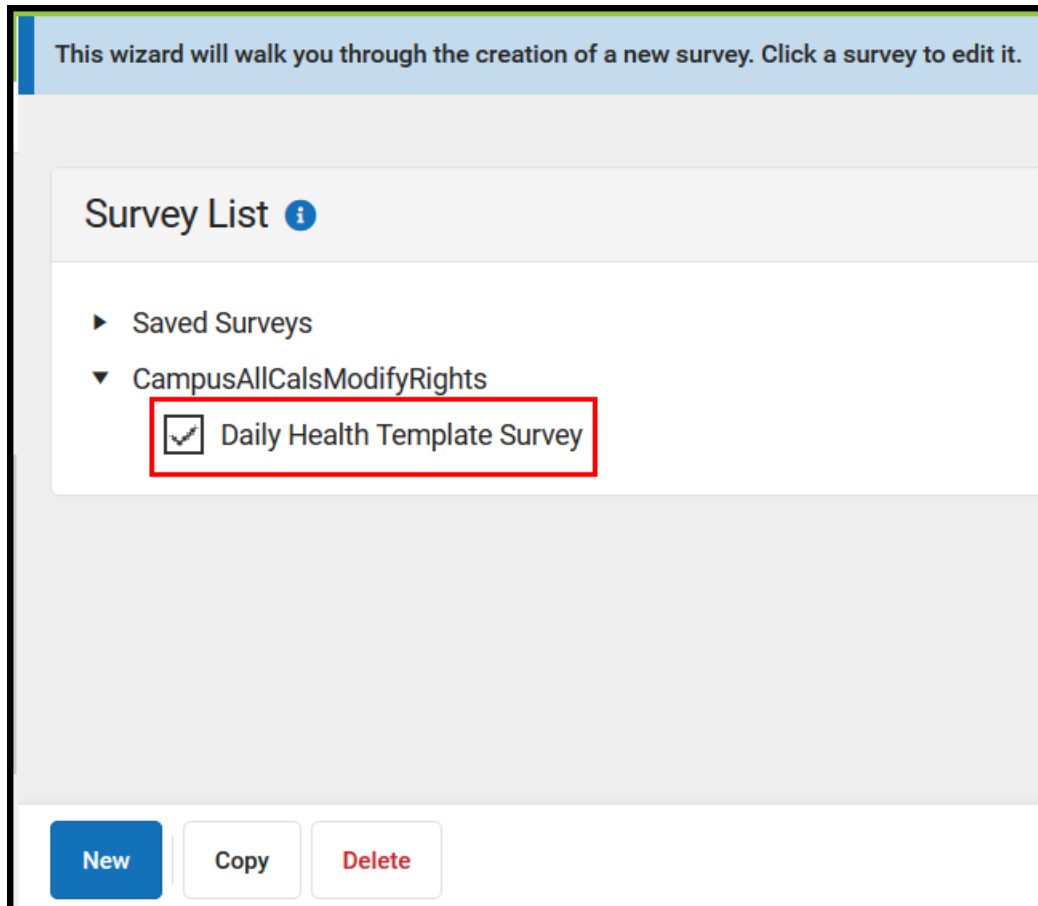
The Daily Health survey allows districts to send a survey to parents to record Daily Health Log information. Once a survey has been completed, the results from the survey will be imported to the student's Daily Health Log record (Student Information > Health > General > Daily Health Log).

This article is specifically for using the Daily Health survey. Infinite Campus will not be enhancing the survey template or stored procedure for the Daily Health Survey. The core Survey Designer allows districts enough flexibility to create a basic question for any core field, if needed. Currently the template is not editable because Write rights are exclusively user-based, therefore making a copy of the survey is recommended. If districts have licensed Events & Actions, the stored procedure can be updated in order to import custom fields.

## Use the Daily Health Survey

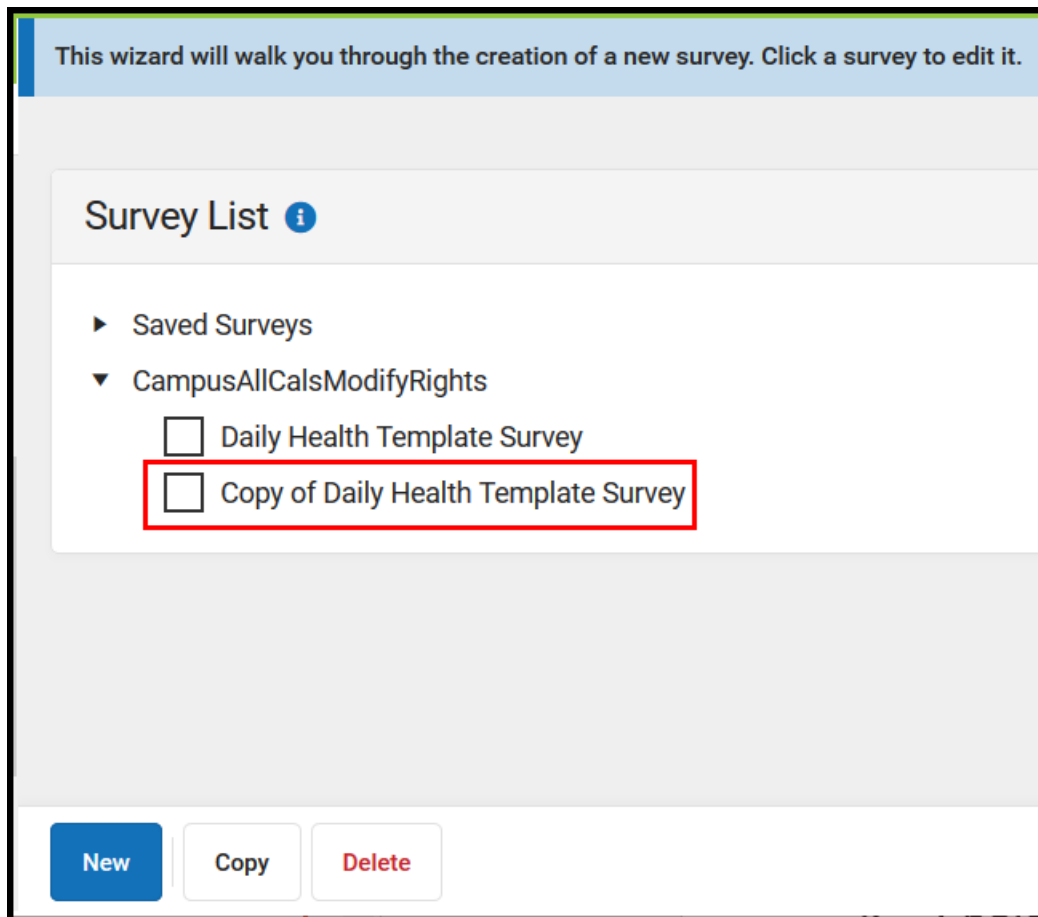
### Step 1. Copy the Daily Health Template Survey

Mark the checkbox next to the **Daily Health Template Survey** in the CampusAllCalsModifyRights group and click **Copy**.



## Step 2. Set the details of the Daily Health Survey

Select the copy of the **Daily Health Template Survey**.



A **Survey Detail** editor displays.

**Survey Detail** INACTIVE

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**Survey Name \*** **Active**

**Start Date \***   **Start Time \***

**End Date \***   **End Time \***

**Record Results Anonymously**  **Allow Repeat Responses**

**Organize To**

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See the table below for information on these fields.

1. The **Survey Name** must be 'Daily Health Survey'.
2. Determine if the Survey is **Active**.
3. Enter the **Start Date/Time**.
4. Enter the **End Date/Time**.
5. Mark **Record Results Anonymously**, if desired.
6. Mark **Allow Repeat Responses**.
7. In the **Organize To** dropdown field, select which user group has access to this survey template.
8. Click the **Save** icon when finished. The Survey Detail will be saved.

The table below describes each Survey Detail field:

Field	Description
<b>Survey Name</b> <i>Required</i>	The name of the survey. This name is visible to those individuals taking the survey and is included in survey reports. <b>For the Daily Health Survey, the name must be 'Daily Health Survey'.</b>

Field	Description
<b>Active</b>	<p>When marked, the survey is active. Respondents may access, complete and return the survey.</p> <p>If this checkbox is not marked, respondents are not able to respond to the survey.</p>
<b>Start Date/Time</b> <i>Required</i>	The day and time the survey is available for respondents. Dates are entered in <i>mmddyy</i> format or can be entered using the calendar icon to select a date. Time is entered in HH:MM AM/PM format or in HH:MM Military format.
<b>End Date/Time</b> <i>Required</i>	The day and time the survey is no longer available for respondents. Dates are entered in <i>mmddyy</i> format or can be entered using the calendar icon to select a date. Time is entered in HH:MM AM/PM format or in HH:MM Military format.
<b>Record Results Anonymously</b>	<p>When marked, surveys will be submitted anonymously, without any identifying respondent information (personID). Respondents are alerted when surveys are recording anonymous results.</p> <p>When using this checkbox, the Allow Repeat Responses checkbox is marked automatically. It is not possible to use Record Results Anonymously without allowing repeat responses to protect the anonymity of the result set.</p>
<b>Allow Repeat Responses</b>	<p>When marked, the survey allows respondents to submit more than one response, should they decide to repeat the survey. Reports and extracts will display only the most recent submission. <b>This option must be marked for the Daily Health Survey,</b></p> <p>This option can be marked independently of Record Results Anonymously, but if Record Results Anonymously is marked, unmarking the Allow Repeat Responses checkbox will automatically unmark the Record Results Anonymously checkbox.</p>
<b>Organize To</b>	<p>The user account/user group(s) to which the survey is assigned. If a survey should only be accessible to the main survey staff member(s) and the district administration, this field should be set to User Account.</p> <p>Options in this dropdown list include any group to which the current user belongs.</p>

### Step 3. Review/Edit Survey Details

Once Survey Details have been entered, questions for the survey can be viewed/edited by clicking the **Survey Creator** button.

Survey Detail
INACTIVE

**Survey Name \***

**Active**

**Start Date \***

**Start Time \***

**End Date \***

**End Time \***

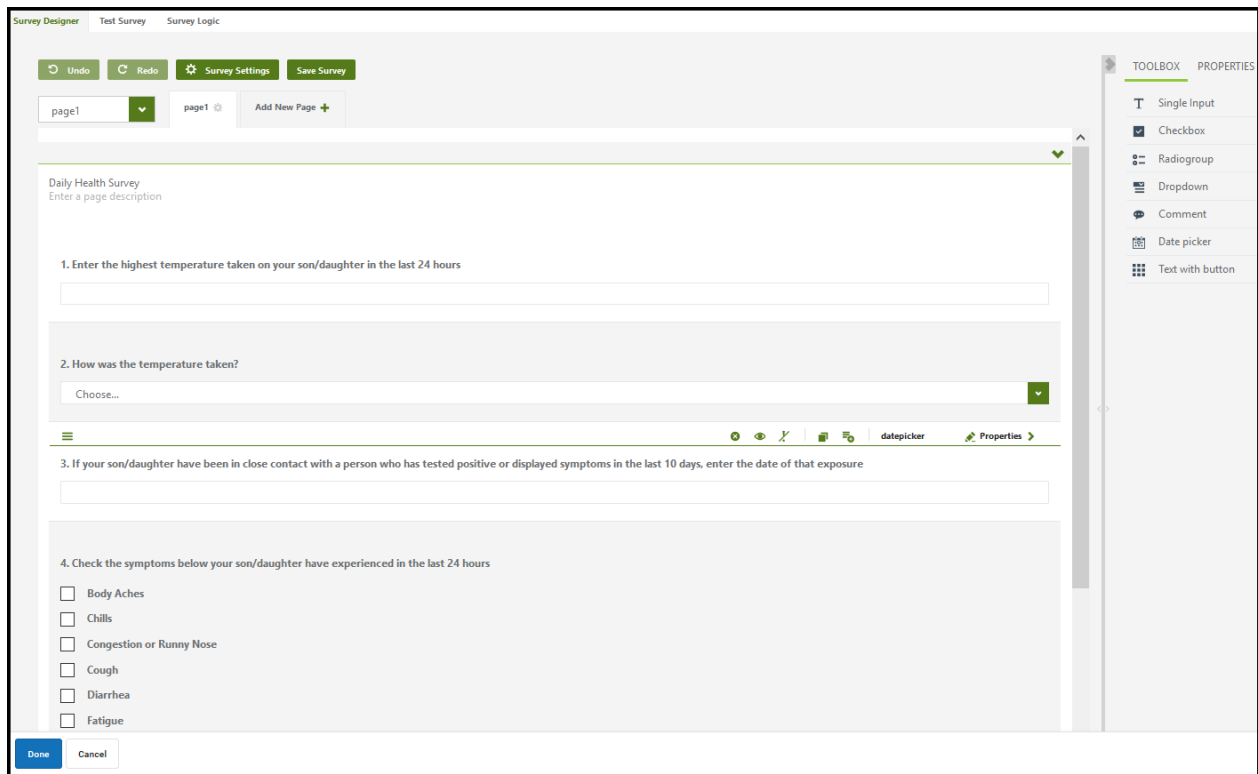
**Record Results Anonymously**

**Allow Repeat Responses**

**Organize To**

The Survey Designer editor will appear. The Daily Health survey questions are displayed. Campus provides most core fields but leaves off undefined droplists.

**Note:** The Day Health Status, Status Date, Status Time, and Comments are calculated by the Events & Actions stored procedure and therefore not mappable using the Survey Creator.



The Events & Actions stored procedure allows **Test**, **Test Date**, and **Test Results** to be configured with the core **Survey Creator** functionality.

Fields are mapped by entering the Attribute **Field Name** in the **Value name** field under **Data** in the **Survey Creator**.

Infinite Campus District Edition Test Site All Calendars 6 ? 👤

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Search Campus Tools

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  - Census
  - Custom

**Attribute/Dictionary**

- Custom Attribute
- Custom Help Articles
- Custom Modules
- Custom Tab
- Custom Tool Placement Edit
- Outline Links
- Reports

**Save**

**Campus Attributes/Dictionary Editor**

- Nausea
- Short Breath/Difficulty Breathing
- Sore Throat
- Status Date
- Status Time
- Temperature
- Temperature Method
- Test
- Test Date
- Test Results
- Dictionary (0 Entries)
- DataCertification
- DataCertificationObject

**Campus Attribute Detail**

\*Display Name: Test Results

\*Field Name: testResult

\*Screen Location: DailyHealthLog

Data Type: drop-down list

Max Size: 21

Seq: 1

Hide:

Required:

Default Value:

Comments:

Infinite Campus District Edition Test Site All Calendars 6 ? 👤

Index Search <

Please use the save survey button under the Survey Designer tab whenever you changed anything under tabs Survey Logic or Translation.

Search Campus Tools

System Administrator

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**Survey Creator - create a new survey**

Survey Designer Test Survey Survey Logic

Undo Redo Survey Settings Save Survey

page1 < > Add New Page +

4. If your child either was tested or received test results in the last 24 hours, what type of test was administered?

Choose...

5. If your child received test results in the last 24 hours, were the results positive or negative?

Choose... Edit Choices

- Negative
- Positive
- + Other

6. Check the symptoms below your child has experienced in the last 24 hours.

Body Aches

chills

Done Cancel

**TOOLBOX** **PROPERTIES**

..Test Results

Data

Value name: testResult

Default value: Choose...

Reset Refresh

Correct Answer: Choose...

Reset Refresh

Use Display Values In Title

Validation

Required error text

Droplist items are mapped by entering the Dictionary **Code** in the **Value** field under **Choices** in the **Survey Creator**.



Attribute/Dictionary

Test Results Dictionary Detail

Code	Name	Seq	Value	Standard Code	Active
0	Negative				<input checked="" type="checkbox"/>
1	Positive				<input checked="" type="checkbox"/>

Survey Creator - create a new survey

Survey Designer

4. If your child either was tested or received test results in the last 24 hours, what type of test was administered?

Choose...

5. If your child received test results in the last 24 hours, were the results positive or negative?

Choose... Edit Choices

Negative  
Positive  
+ Other

6. Check the symptoms below your child has experienced in the last 24 hours.

Body Aches  
 Chills

Done Cancel

TOOLBOX PROPERTIES

..Test Results

Choices

Form Entry Fast Entry

Value	Text
0	
1	Negative
	Positive

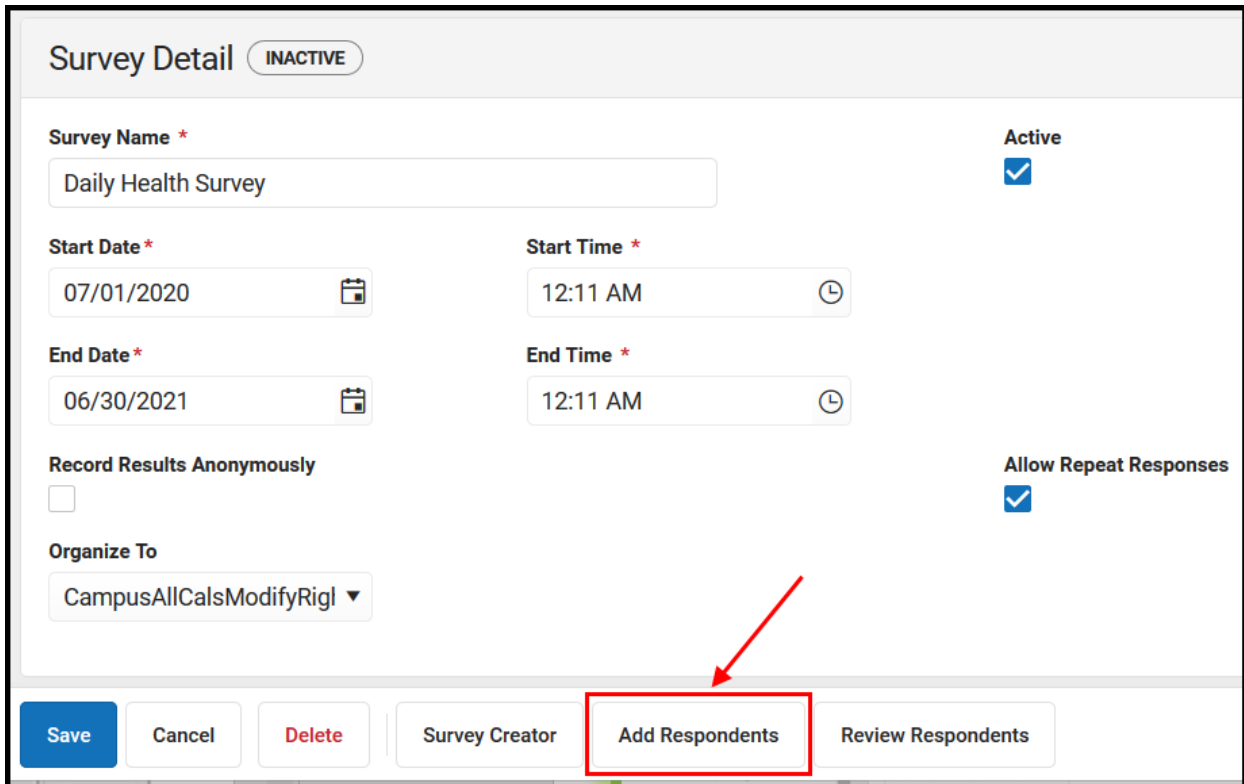
Add New Remove All

Has other item

Click **Done** when finished reviewing/editing the details of the survey.

## Step 4. Add Respondents

Now that the survey is ready, it is time to send it out. To add survey respondents, click the **Add Respondents** button (see image below).



The screenshot shows a 'Survey Detail' form with the following fields and controls:

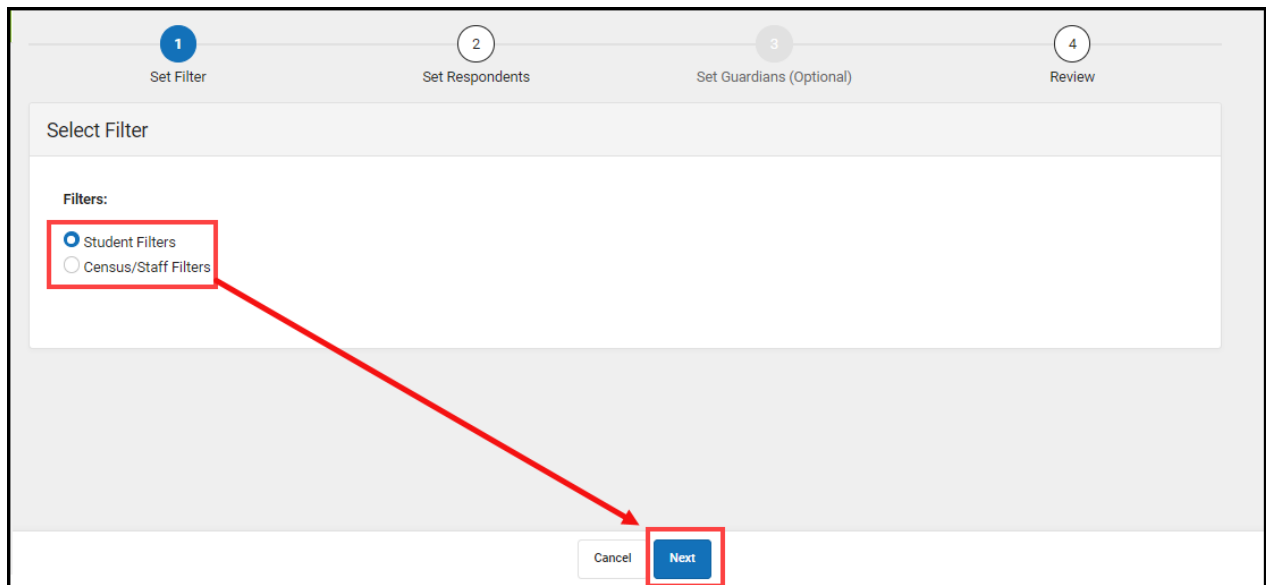
- Survey Name \***: Text input field containing 'Daily Health Survey'.
- Active**: Checkmark control, currently checked.
- Start Date \***: Date picker showing '07/01/2020'.
- Start Time \***: Time picker showing '12:11 AM'.
- End Date \***: Date picker showing '06/30/2021'.
- End Time \***: Time picker showing '12:11 AM'.
- Record Results Anonymously**: Unchecked checkbox.
- Allow Repeat Responses**: Checked checkbox.
- Organize To**: Dropdown menu showing 'CampusAllCalsModifyRigl'.

At the bottom of the form, there is a row of buttons: 'Save', 'Cancel', 'Delete', 'Survey Creator', 'Add Respondents', and 'Review Respondents'. The 'Add Respondents' button is highlighted with a red rectangular box, and a red arrow points to it from the right.


The Select Filter editor appears, asking if the respondent list will be comprised from a student or census/staff Ad Hoc filter.

Ad hoc filters are created within the Filter Designer tool. For a guide on how to create filters, see the [Filter Designer](#) article.

Select the **Student Filters** radio button.



The Add Respondents editor will appear, displaying a list of existing Ad Hoc filters in the Saved Filters window.

1. Select which group of people will be invited to take the survey.
2. Select which filter(s) should be used to determine the respondent list by selecting the filter in the Saved Filters window and clicking the  button. The filter will now appear in the Selected Filters window.
3. Select the **Operation**:
  - Union - All respondents in all filters selected (depending on the invite value) will receive the survey.
  - Intersection - Only people who appear on all selected filters will receive the survey.
4. To limit respondents to only those who have a user account within Infinite Campus, mark the Only add respondents with user accounts checkbox. Since surveys are accessed via the Portal and in order to have Portal access you must have a user account,
5. For the Daily Health survey, the **Let guardians take the survey on behalf of the students** checkbox must be marked if parents and students are taking the survey.
6. Click **Next**.

1 Set Filter
2 Set Respondents
 3 Set Guardians (Optional)
4 Review

### Add Respondents

**Invite:**

Students  
 Student Guardians  
 Student Portal Contacts

**Saved Filters (select 1 or more)**

- Accelerated Reader Query
- BHS Schedule Gap Filter
- Behavior - ice room
- CSA Photo Query
- Check Sort field
- Conference List
- Current Students filter
- Dibel2

^ |>  
 < |<  
 >> |>>  
 << |<<

**Selected Filters**

Current Students

**Set Operation:**

Union

**Only add respondents with user accounts:**

**Let guardians take the survey on behalf of students:**

Previous
Cancel
Next

Since the **Let guardians take the survey on behalf of students** checkbox is marked, the Add Guardians editor will appear (see image below). Here, you can designate student by student which legal guardian is allowed to take the survey on behalf of the student.

Once guardians are selected, click **Next**.

1  
Set Filter

2  
Set Respondents

3  
Set Guardians (Optional)

4  
Review

### Add Guardians

Count	Students	Guardians
1	Charon, <small>Heather</small>	All ▼
2	Regan, <small>Heather</small>	All ▼
3	Cramer, <small>Heather</small>	All ▼
4	Crow, <small>Heather</small>	All ▼
5	Danielson, <small>Heather</small>	All ▼
6	Berger, <small>Heather</small>	▼
7	Finnegan, <small>Heather</small>	All ▼
8	Sparks, <small>Heather</small>	All ▼
9	Fleege, <small>Heather</small>	All ▼
10	Salazar, <small>Heather</small>	All ▼
11	Davidson, <small>Heather</small>	All ▼
12	Strozyk, <small>Heather</small>	All ▼
13	Milasevich, <small>Heather</small>	All ▼
14	Sutey, <small>Heather</small>	▼
15	Waelti, <small>Heather</small>	All ▼

Previous
Cancel
Next

The Review Added Respondents editor appears, detailing now many respondents were selected, how many of them had a user account, how many did not have a user account, how many have already completed the survey, how many have yet to complete the survey, and a detailed breakdown of all people who received the survey.

If you have reviewed this information and feel the survey is ready to be sent out, click **Finish**. The survey has now been sent out to all respondents with a user account.

1  
Set Filter

2  
Set Respondents

3  
Set Guardians (Optional)

4  
Review

### Review Added Respondents

**Daily Health Survey**  
 Respondents Selected: **100**  
 Respondents With User Account: **100**  
 Respondents Without User Account: **0**  
 Respondents Completed Survey: **5**  
 Respondents Not Completed Survey: **95**

Count	Respondent Name	Selected <span style="font-size: 0.8em;">i</span>	Survey Completed	With UserAccount <span style="font-size: 0.8em;">i</span>	Take Survey For
	<input type="text" value=""/>		(All) <span style="font-size: 0.8em;">v</span>	(All) <span style="font-size: 0.8em;">v</span>	
1	Charon, <i>Heath</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charon, <i>Heath</i>
2	Charon, <i>Thomas</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charon, <i>Heath</i>
3	Regan, <i>Thomas</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regan, <i>Heath</i>
4	McGinnis, <i>William</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cramer, <i>Heath</i>
5	Crow, <i>Heath</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crow, <i>Heath</i>
6	Quinlan, <i>Heath</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Danielson, <i>Heath</i>
7	Carpino, <i>Heath</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Finnegan, <i>Heath</i>
8	Baker, <i>Heath</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sparks, <i>Heath</i>
9	Fleege, <i>Heath</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fleege, <i>Heath</i>

Previous Cancel Finish

Respondents will receive a message about the survey in the Message Center under the Survey tab. Only one survey will be sent per student. From here, they can click on the survey and begin filling it out.

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with items like Today, Calendar, Assignments, Grades, etc., and 'Message Center' is highlighted with a red box. The main area is titled 'Message Center' and has tabs for 'Announcements', 'Inbox', and 'Surveys (1 new)'. The 'Surveys' tab is active and highlighted with a red box. Below the tabs, a message for 'Daily Health Survey' is displayed, including a 'NEW' badge, start/end dates, and a right-pointing arrow. A red arrow points from the 'Message Center' menu item to the 'Surveys' tab, and another red arrow points from the 'Surveys' tab to the survey message.

# Review Respondents

Once a survey has been sent out, you can review who received the survey and how many have completed the survey by selecting the survey in the Survey List and clicking the **Review Respondents** button.

### Survey Detail

**Survey Name \*** **Active**

**Start Date \***   **Start Time \***

**End Date \***   **End Time \***

**Record Results Anonymously**  **Allow Repeat Responses**

**Organize To**

Save
Cancel
Delete
Survey Creator
Add Respondents
Review Respondents

An editor will appear, detailing information about survey recipients and whether or not they have completed the survey. Once a survey has been completed, the data from the survey will be imported to the student's Daily Health Log record (Student Information > Health > General > Daily Health Log). Students and guardians can view imported records on the read-only Daily Health Log tab in the Campus Portal.

**Daily Health Survey**

Respondents Selected: **3**  
 Respondents With User Account: **3**  
 Respondents Without User Account: **0**  
 Respondents Completed Survey: **1**  
 Respondents Not Completed Survey: **2**

Count	Respondent Name <sup>i</sup>	Selected <sup>i</sup>	Survey Completed	With UserAccount <sup>i</sup>
			(All)	(All)
1	Radcliffe, <i>Thomas</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Kahm, <i>William</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Butler, <i>Walter</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

50  Items per page 1 - 3 of 3 Items

Finish