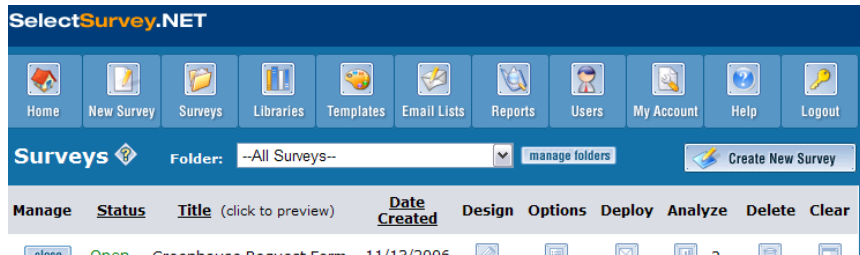


Creating Online Forms

Creating a new form

1. Log in to the system with your ulid and password
2. You will come to a screen that will show you all the surveys to which you currently have access to edit.
3. You will also see a icon tool bar at the top of the screen (see example below)



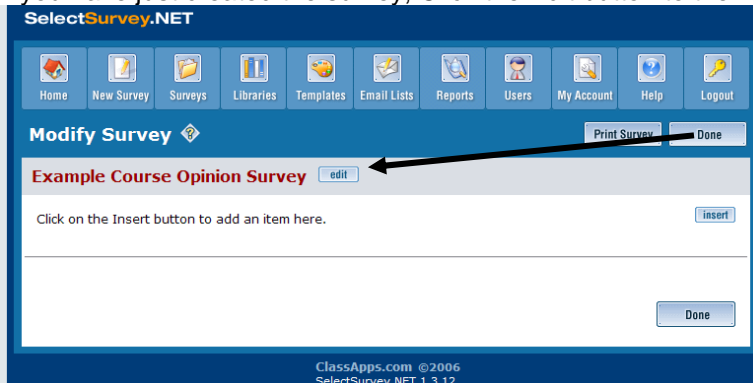
4. Click on NEW SURVEY
 - a. Fill in the title of your survey
 - b. Select the button for “From Scratch” if this is a unique type of survey.
 - c. Select “From Existing” if the survey is very similar to an existing survey.

The screenshot shows the 'Create Survey' form. It has a 'Title' field with the text 'Example Course Opinion Survey'. Below the title field are two radio button options: 'From Scratch' (which is selected) and 'From Existing'. Below the radio buttons is a 'Survey' dropdown menu set to '-- Please Select --'. There are 'Cancel' and 'Save' buttons at the bottom right. The footer of the form reads 'ClassApps.com ©2006 SelectSurvey.NET 1.3.12'.

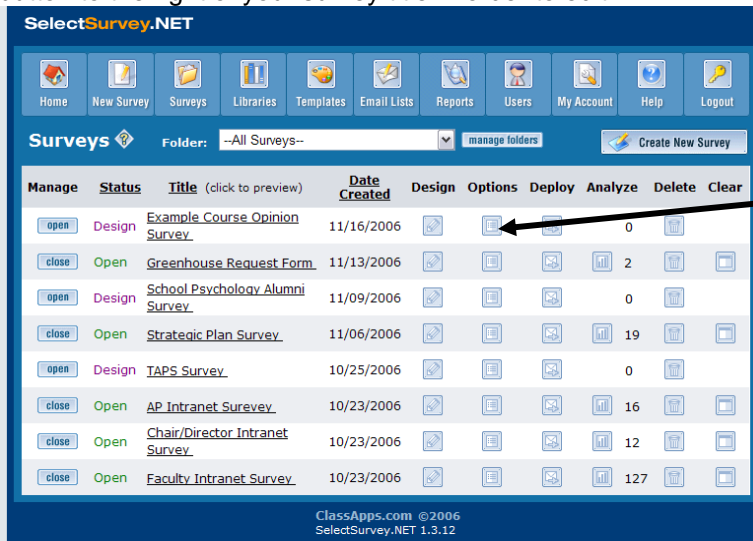
- d. Click Save

Choosing the settings of your form

1. If you have just created the survey, Click the Edit button to the right of the survey title



2. If you are coming into the system from your main screen, you will first have to click on the Options button to the right of your survey title in order to edit.



3. Fill out information to fit the needs of your survey
 - General Information
 - i. Make sure to enter your start and end date
 - ii. You will be able to change these
 - Respondent Access Level
 - i. Read these carefully. This is how to set whether it is anonymous, a login is required, and how many times they can fill it out.
 - Survey Completion Properties
 - i. You can have a custom message when the survey is complete.
 - ii. You can forward them to a webpage when the survey is complete
 - iii. You can also have the survey responses emailed to a person or group of people. Regardless if you choose to have responses emailed or not, the responses will be collected in a database so that you can access them later.
 - Navigation Properties
 - i. You can choose to allow participants to go back and forth to pages
 - ii. You can offer a cancel button
 - iii. You can also add in a cancel URL (so that the user clicking cancel will taken them to a webpage)
 - Hidden Fields

- i. It is ISU policy that you must notify individuals when you are collecting information through cookies or other means – if you use this you must include a statement
 - ii. You will most likely NOT be using this feature
 - IP Address Validation
 - i. This would be used if you were proctoring a test and wanted participants to only be able to access a survey from a particular computer or set of computers
 - ii. It may also be possible to limit this to only on-campus systems
 - Numbering Properties
 - i. You can show a progress bar (recommended for long surveys) or not
 - ii. You can also show which page out of a total they are on
 - iii. You can also number the questions within the form
 - Other Administrative Properties
 - i. These settings are for viewing the overall results of the survey (not just the results for that individual)
 - ii. You will most likely leave this set for HIGH- Owners only
 - Administrator Properties
 - i. You are automatically listed as the owner
 - ii. You can add other colleagues to be owner by separating their ulids with a semicolon.
 - iii. The other owners must have an account on the system in order to utilize the reports (Contact astutti@ilstu.edu for assistance.)
 - iv. Add your email address for Admin Email
- 4. Click Save

Note: You can return to these settings in two ways.

- You can click on OPTIONS from the main menu
- You can also click on the Design Button and click the Edit button next to the title

Adding the questions to your form

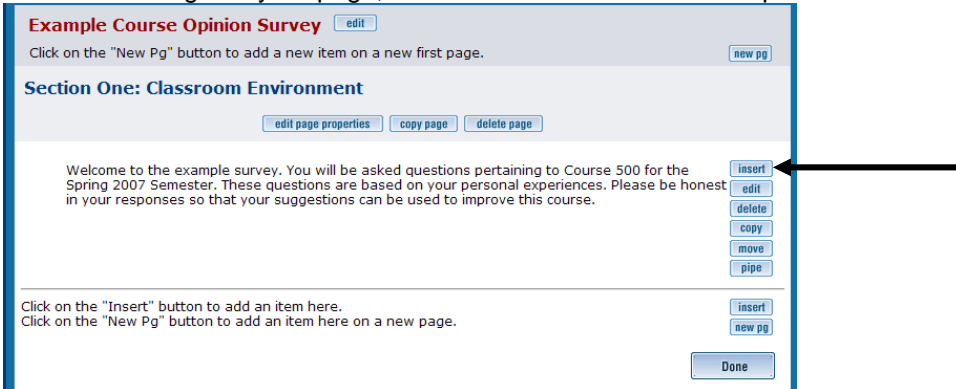
1. Click on Design listed next to the name of your survey
2. Click the Insert button at the bottom of the screen each time you want to add a new question
3. At the top of your survey and at each section heading you will want to add some instructions or make comments. Select PRESENTATION-MESSAGE as the question type for this.

4. Click Save

5. Once you have saved your message you will have the option of adding a title that could go above the statement (This can also be used as section headings.)
6. Click on Edit Page Properties in order to add a title



7. Once you have entered your title click SAVE.
8. At the bottom right of your page, click on INSERT to add a new question.



9. In the drop down menu, select the type of question you would like to add
 - a. For multiple choice select CHOICE – ONE ANSWER (OPTION BUTTONS)
 - b. For an open ended comment select OPEN ENDED – COMMENTS box
 - c. For one line answers such as name, select OPEN ENDED – ONE LINE
 - d. Explorer the other question types to learn their abilities
10. Enter the question in the box entitled ENTER THE QUESTION?
11. You do not need a question alias
12. Enter any subtext if you have any further instructions (this is a smaller font) – NOTE: do not use the @ symbol
13. Indicate whether you want your answer options to be shown horizontally or vertically
14. Enter your answer options, if any
15. If you require the answer, select required answer. The form will not submit unless an answer is given to this question.

16. If you would like a choice of "other" with a text box they can fill in, there is an option for you to check for this.

open-ended text boxes, checkboxes, and more.

Choice - One Answer (Option Buttons) or [copy existing item](#) or [insert from library](#)

Question

Enter the question.* Use this field to enter the text for your question or input prompt.
How was the temperature of the room?

Enter the question alias. Enter alternate text for use in the reports. If blank, the actual question will be displayed.

Enter the sub-text. Enter informational or additional text to display below the question.

Options

Required. Check this box if an answer to this question is required.

Random Order. Check this box if the answers to this question should be displayed in random order.

Answer alignment.* Select the way answers should be aligned on the page.
Vertical

Answers

Select answer choices. Select a group of answers or enter the answers below.
Select answer group (optional)

Enter the answers.* Enter each of the answers in the text boxes below.

1	too hot	<input type="radio"/> Default		points
2	too cold	<input type="radio"/> Default		points
3	just right	<input type="radio"/> Default		points
4	it fluctuated too much during the semester	<input type="radio"/> Default		points
5	most of the time it was ok	<input type="radio"/> Default		points

[insert new answer](#)

Allow additional answers. Check this box if you would like an additional "Other" answer to allow survey takers to give a different answer. You may edit the text of the "Other" prompt in the text box below.
Other, please specify

Additional answer input type. Select the type of control that should be used to for the additional answer.
Textbox

[Cancel](#) [Save](#)

17. Click save

18. Click INSERT to add more questions

19. You can copy questions as well by clicking copy next to a question

↑ 1. How was the temperature of the room?

- too hot
- too cold
- just right
- it fluctuated too much during the semester
- most of the time it was ok
- Other, please specify

[insert](#)
[edit](#)
[delete](#)
[copy](#)
[move](#)
[break](#)
[pipe](#)

20. If you want to move a question up or down, click on the arrows to the left of the question.

↑ ↓ 1. How was the

- too hot
- too cold

21. If you would like a page break before a question (great for new sections), then click on BREAK to the right of the question.

↑ 1. How was the temperature of the room?

- too hot
- too cold
- just right
- it fluctuated too much during the semester
- most of the time it was ok
- Other, please specify

[insert](#)
[edit](#)
[delete](#)
[copy](#)
[move](#)
[break](#)
[pipe](#)

22. You will most likely want to add a TITLE at the top of a new section.

23. Once you have added all of your questions, click DONE.

Launching your Survey

1. When finished click on OPTIONS to double check your release dates and other settings (such as anonymous access)
2. Click SAVE under OPTIONS when you are sure your settings are correct.
3. Click on Design and at the top of the page click LAUNCH
4. Click DEPLOY
5. Copy the code under webpage link if you want to post this on your webpage. If you need assistance doing this, please contact astuttl@ilstu.edu. (There is an option to copy the link listed under email link and paste it into your invitation email. Use this with caution! There have been issues with this where people can't access the form because the link was broken because of various email client rules.)
6. Click ok
7. If you are sending this to 100 or more participants via email, you will want to work through ISU mail services (see Mass Email Policy on www.policy.ilstu.edu)

NOTE: IF YOU CLICK DEPLOY AGAIN – IT WILL GENERATE A NEW LINK TO YOUR SURVEY!!!

Be VERY CAREFUL not to click the DELETE button. Your form and the collected data will be permanently deleted from the system.

Checking the status of the survey

1. Click on Reports
 2. Under Survey Reports, click on SURVEY OVERVIEW AND INDIVIDUAL RESPONSES REPORTS
 3. Select the survey from the drop down menu
 4. For an overview, click on RESULTS OVERVIEW
 - a. It defaults to show you overview per question
 - b. You can also use the drop down to skip to a particular question or page
 5. For Individual responses, click on INDIVIDUAL RESPONSES
 - a. It will start with showing the first use response
 - b. Click on the navigation arrows at the upper left of your screen to view more individual responses
 6. To Export data, click on EXPORT DATA
 - a. If you are taking it to Excel, select the first option of USER RESPONSES
 - b. If you are using SPSS, select SPSS Format Extended
 - c. Check the boxes of items that you want to include
 - d. Click EXPORT
 - e. Click SAVE
 - f. Save it to a place where you know you can find it (like My Documents)
 - g. It will save it as a .csv file
 - h. You MIGHT have some cleanup to do
-

Fixing a question

1. If you have collected data, you do not want to change your survey once it is launched
2. If you can re-gather the data or are willing to lose what you have gathered, then you will do the following:
 - a. Click CLOSE to stop anyone from adding new info
 - b. Click on CLEAR to remove all the data that had been collected (if it is just a text change that would not affect how participants answer, you do NOT have to clear data)

- c. Click on DESIGN to go in and make changes
 - d. Click on DONE when you are finished making your changes
 - e. Click LAUNCH
 - f. Click DEPLOY
-

When your survey is over

- 1. If you want to ever copy it or run it again, do not delete it.
- 2. If this was a one shot use, Click on DELETE next to your survey to remove it
- 3. If you want to shut it down, click on CLOSE
- 4. If you had a due date then it will automatically close