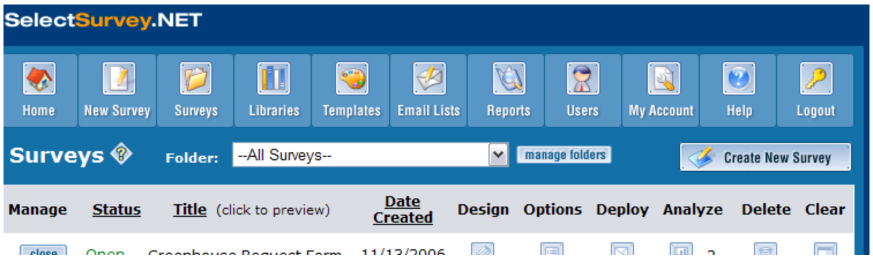
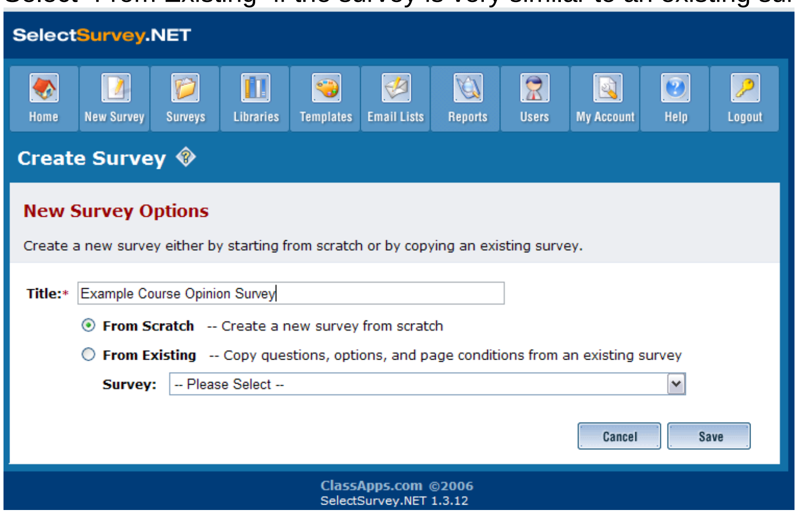
Creating Online Forms

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)



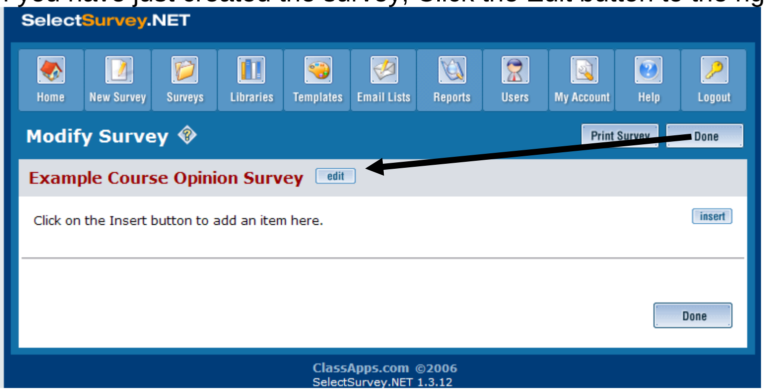
4. Click on NEW SURVEY
   a. Fill in the title of your survey
   b. Select the button for “From Scratch” if this is a unique type of survey.
   c. Select “From Existing” if the survey is very similar to an existing survey.



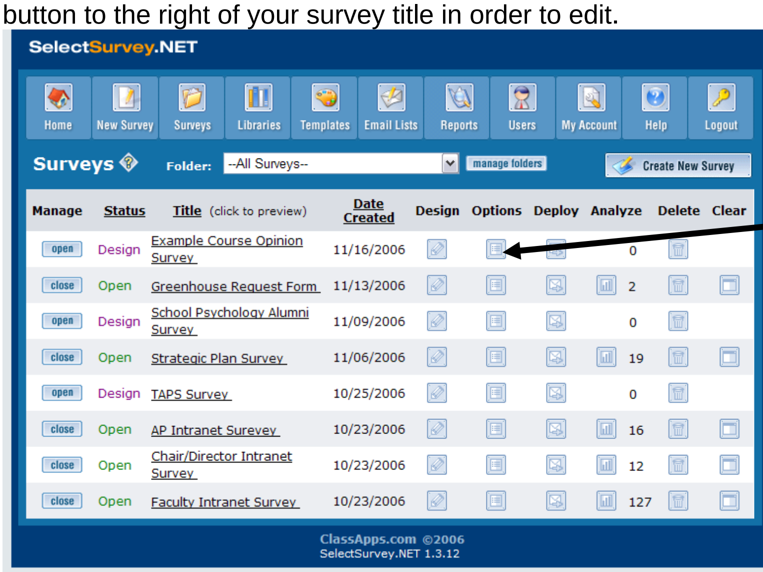
   d. Click Save

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 astuttl@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

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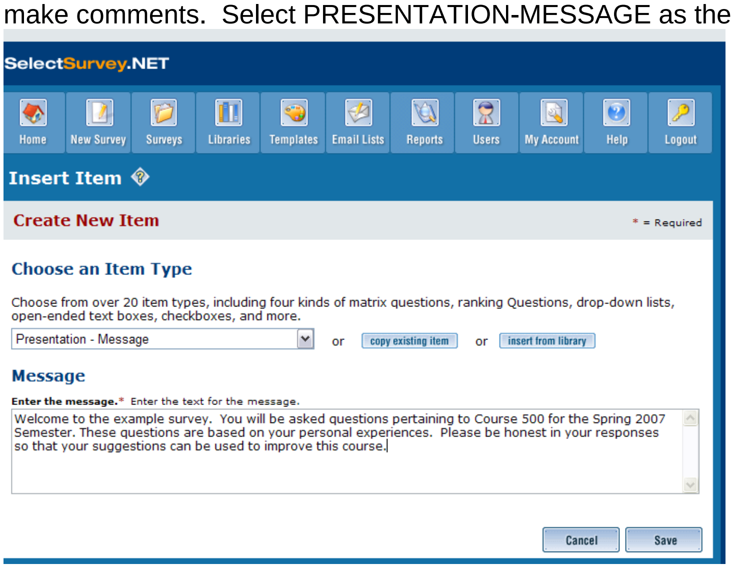
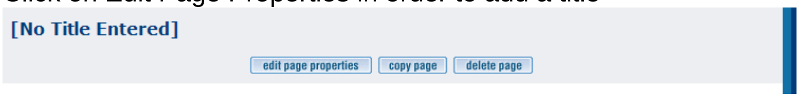
Adding the questions to your form

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.

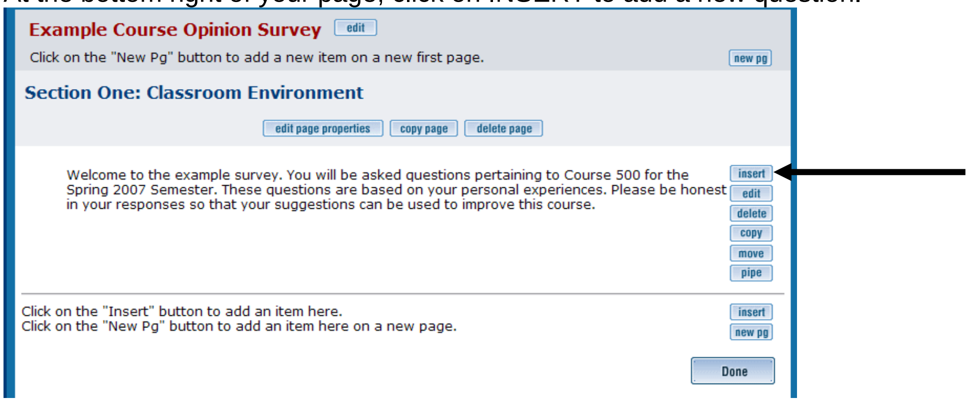


4. Click Save

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

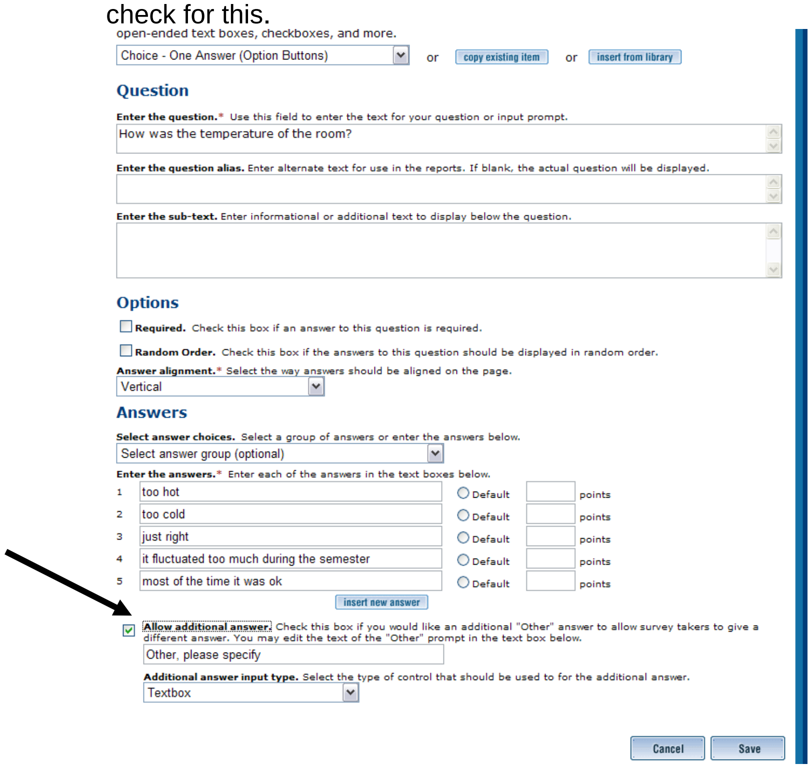


7. Once you have entered your title click SAVE.
8. At the bottom right of your page, click on INSERT to add a new question.

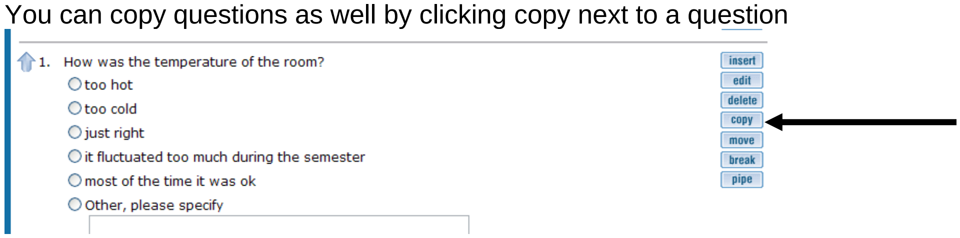


9. In the drop down menu, select the type of question you would like to add
   a. For multiple choice select CHOICE – ONE ANSWER (OPTION BUTTONS)
   b. For an open ended comment select OPEN ENDED – COMMENTS box
   c. For one line answers such as name, select OPEN ENDED – ONE LINE
   d. Explorer the other 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.

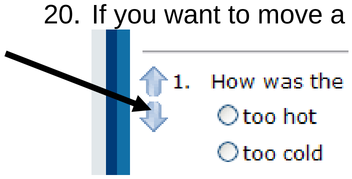
16. If you would like a choice of “other” with a text box they can fill in, there is an option for you to check for this.



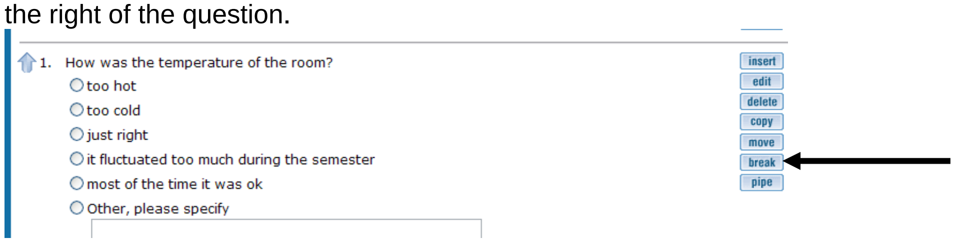
17. Click save
18. Click INSERT to add more questions
19. You can copy questions as well by clicking copy next to a question



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



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.



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