



# Creating surveys with SurveyMonkey

<http://www.surveymonkey.com/>

SurveyMonkey has a free subscription service which provides basic features to create an online survey. This can be a great tool evaluating modules / courses and will save a lot of paper! The results are automatically collated and viewed on screen. Whilst the free subscription has some limits its basic features provide more than enough to create an in depth survey with multiple choice selections and text feedback boxes.

## What are the features of a Basic subscription?

You are never forced to upgrade a free account, and they do not delete surveys or responses if the account is not upgraded. You can create and administer as many surveys as you want for as long as you want. Your account and surveys will not expire.

Features of the Basic subscription:

- Up to 10 questions per survey (this can be extended with some clever thinking!)
- 100 responses per survey
- 15 types of questions
- Collect responses via weblink or email
- View live results as they are recorded
- Supports any language, including Unicode
- Survey completion progress bar (tells the user how much survey they have left)
- Automatic numbering for pages/questions
- 15 pre-built survey themes
- Validate/require survey responses
- Randomize/sort answer choices
- Limit of 3 Collectors per survey (nominate colleagues to share responses)

## Where to Start?

First you must create a user account, go to [www.surveymonkey.com](http://www.surveymonkey.com) and click the 'join now for free!' link. Follow the onscreen instructions to create your account, remember to keep your password safe! You may wish to create a more generic login so that you can share the account with colleagues.

**SurveyMonkey.com**  
because knowledge is everything

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**Already a Member?**  
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**The simple way to create surveys.**  
Intelligent survey software for primates of all species. SurveyMonkey is [talking about.](#)

**Design Your Survey**

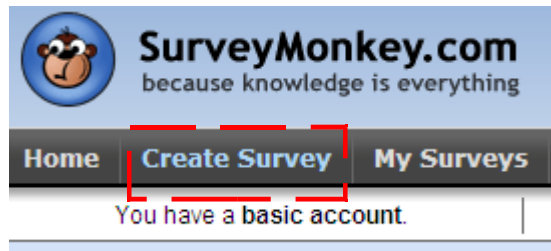
Page #1 Edit Page Move Copy Add New Question

1. Intro

Edit Question Move Copy Delete Add Logic

Which of the following best describes your position? (check one)

Once you are signed up you can start to create a survey. Follow the 'create survey' link



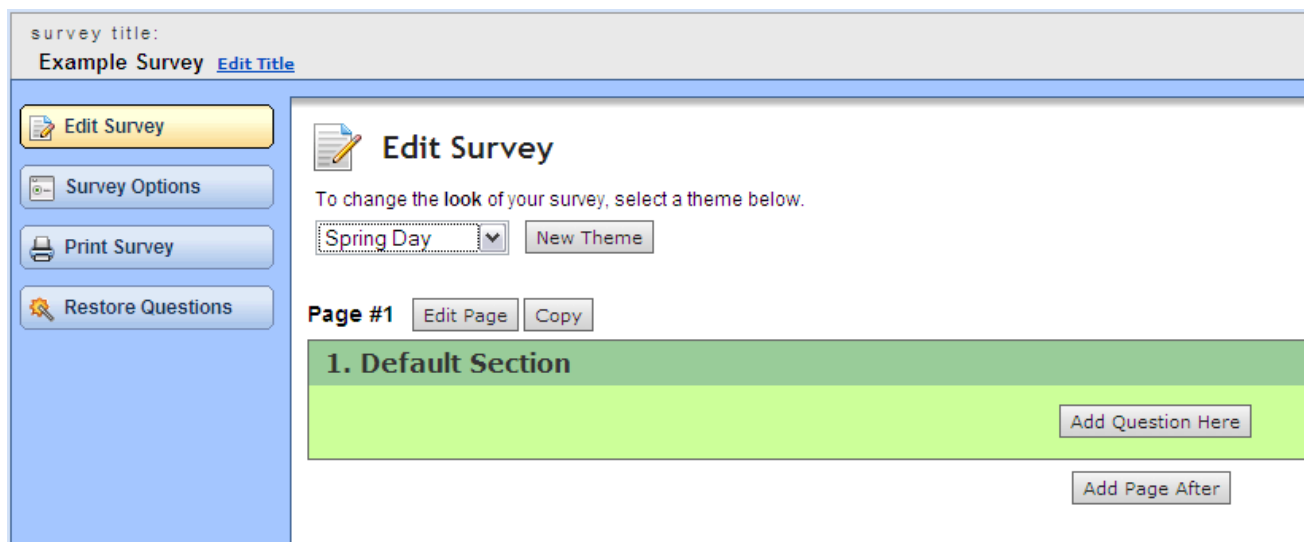
Give your survey a title, and click the create survey button.

**Enter a Title for this Survey:**

Title:  (max 100 characters)

The title can be altered at a later date if needed.

The picture below shows the layout and colour of the survey, choose from a list the color you would like to use, please remember accessibility issues here, high contrast colours are easier to see and (if needed) print better, again this can be altered at any time.



To start adding questions, click the button and chose from the list the type of question you would like to present, the 'add after page' button will split the survey into multiple web pages, this can be useful for longer surveys.

Add Question Here

Select a Type of Question ([Examples](#))

- Choose Question Type --
- Multiple Choice (Only One Answer)
- Multiple Choice (Multiple Answers)
- Matrix of Choices (Only One Answer Per Row)
- Matrix of Choices (Multiple Answers per Row)
- Matrix of Drop-down Menus
- Rating Scale
- Single Textbox
- Multiple Textboxes
- Comment/Essay Box
- Numerical Textboxes
- Demographic Information (U.S.)
- Demographic Information (International)
- Date and/or Time
- Image
- Descriptive Text

The list to the left shows the different types of question that can be added to the survey. If you already have a survey and want to translate the questions then the layout should become fairly apparent.

The multiple choice questions are as expected, the 'one answer only' refers to the answers the survey taker can give.

The matrix of questions allows several questions to be posed within the one question group (this enables the basic account to overrun the stated 10 question limit!)

Add Question Here

Select a Type of Question ([Examples](#))

Multiple Choice (Only One Answer)

Pick a display format:

Display Choices as Buttons (1 column)

Question Text

This is a multiple choice question?

[Check spelling](#) (in [English](#))

Answer Choices (each choice on separate lines)

I know  
Oh, is it.  
Wow, that's brilliant

[Check spelling](#) (in [English](#))

[Sort/Randomize Choices \(optional\)](#)

To sort or randomize the choices to this question, click the checkbox above.

[Add Comment Field \(optional\)](#)

Here is an example of a multiple choice question.

Place your question in the text box...

...and then the different choice of answer in the box below.

Remember to put each answer on a different line (press return after each one).

The 'add comment field' adds an additional space for additional information, such as 'other, please specify'

Cancel

Save Changes

## Example Survey

### 1. Default Section

1. This is a multiple choice question?

- I know
- Oh, is it.
- Wow, that's brilliant

Other (please specify)

Done >>

This is how the question will appear. One button can be checked, or the 'other' field can be filled out.

## Add Question Here

Select a Type of Question ([Examples](#))

Matrix of Choices (Only One Answer Per Row) ▾

### Question Text

Please read the questions below and answer appropriately.

[Check spelling](#) (in [English](#))

This shows an example of a 'matrix of choices'

Add the question title here (not the actual questions themselves) although this could be a question that then split in to various parts.

### Row Choices (each choice on separate lines)

Do you like this survey?  
Do you like the colours?  
Have you filled out a survey before?  
Do you like biscuits?

[Check spelling](#) (in [English](#))

[Sort/Randomize Rows \(optional\)](#)

To sort or randomize the choices to this question, click the checkbox above.

This box is for the questions. (one per row, return after each one. You can ask a longer question than the box is wide, it just text wraps)

### Column Choices (each choice on separate lines)

Yes  
No

This box is for the possible answers (again one per row).

2. Please read the questions below and answer appropriately.

	Yes	No
Do you like this survey?	<input type="radio"/>	<input type="radio"/>
Do you like the colours?	<input type="radio"/>	<input type="radio"/>
Have you filled out a survey before?	<input type="radio"/>	<input type="radio"/>
Do you like biscuits?	<input type="radio"/>	<input type="radio"/>

This is how the matrix appears. One button per row can be checked.

Edit this question

Select a Type of Question ([Examples](#))

Single Textbox

Question Text

Please describe your first memory of the internet.

[Check spelling](#) (in [English](#))

A single text box answer will give an option...

3. Please describe your first memory of the internet.

... like this.

Edit this question

Select a Type of Question ([Examples](#))

Multiple Textboxes

Question Text

Please comment on each of the following.

[Check spelling](#) (in [English](#))

Whilst multiple textboxes will give an option...

Input Box Choices (each choice on separate lines)

Chocolate  
Bananas  
Soup  
Dinosaurs

[Check spelling](#) (in [English](#))

[Edit Question](#) [Move](#) [Copy](#) [Delete](#)

3. Please comment on each of the following.

Chocolate

Bananas

Soup

Dinosaurs

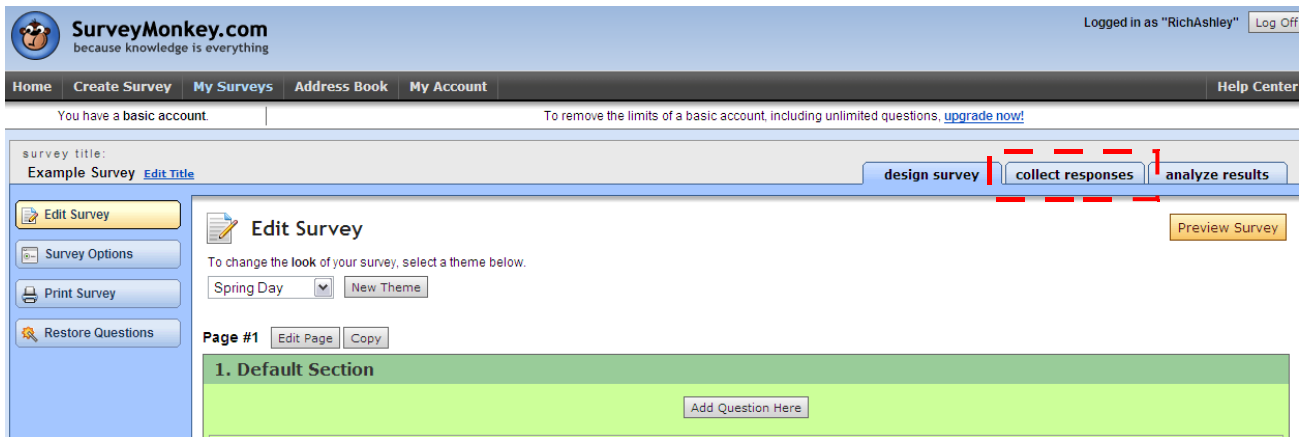
...like this.

These are the 3 most common type of questions. There are variations within each one that are self explanatory, you can go back to each one easily and edit the type of question and the text within just by clicking the Edit Question button.

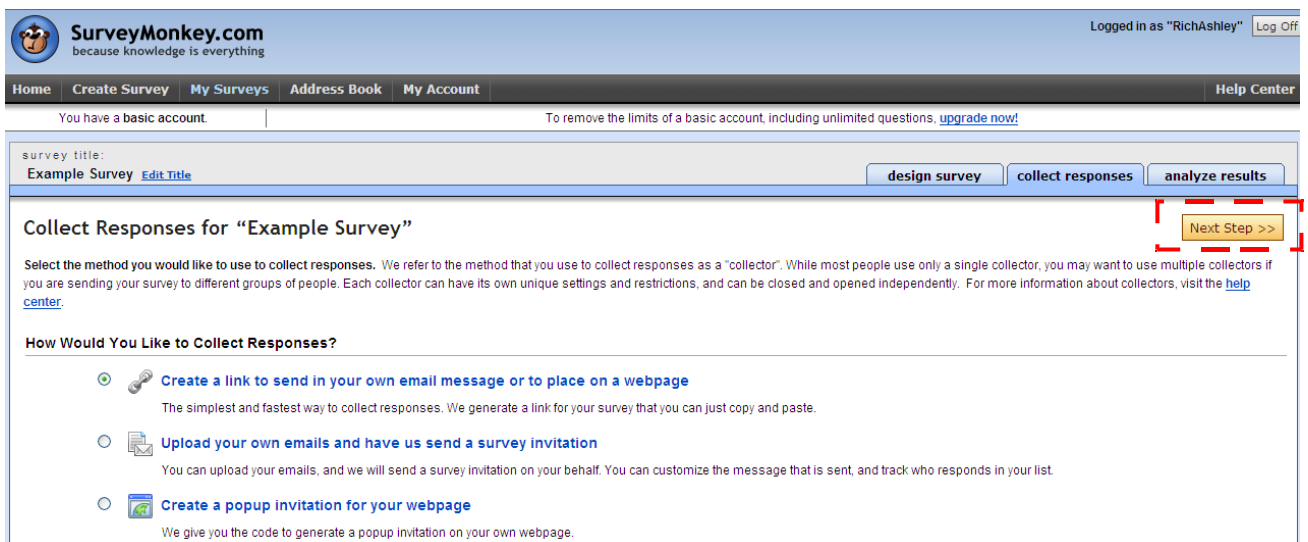
# Sending out the Survey

Once you have created the survey you will need to distribute it, the best way to do this is using the URL if generates for you and then email this to the people in question.

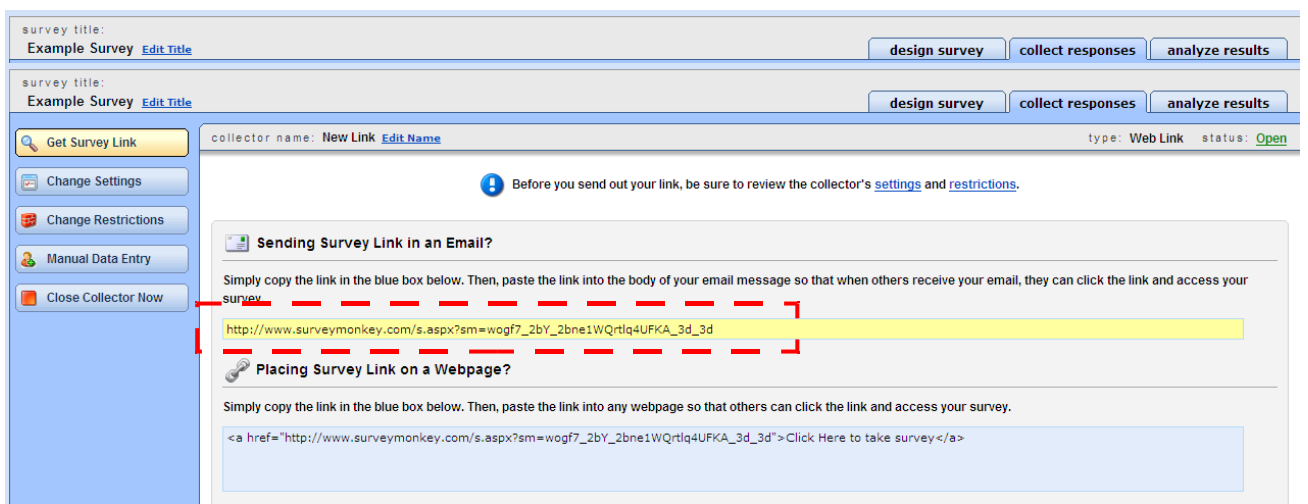
First, select the 'collect responses' tab



The easiest way is to leave the 'create link...' option checked and go to the next step. If you are feeling more adventurous then have a look at the other 2 options.



Now highlight and copy the generated link into an email that you can send to people. If you have a website or a Blog, you can use the second box, this includes HTML code that will make it appear as a hyperlink.



# Getting the Results

Once your students have completed the survey you can view the results by selecting the 'analyze results' link. They are displayed as percentages, and the short answer questions have another link within so you can read what has been submitted.

The download responses is not allowed in the basic account but you can copy and paste the results into a word document if you need to.

The screenshot shows a survey results interface. At the top, there are navigation buttons: 'design survey', 'collect responses', and 'analyze results' (highlighted with a red dashed box). Below these are buttons for 'View Summary', 'Browse Responses', 'Filter Responses', 'Download Responses', and 'Share Responses'. The main content area is titled 'Response Summary' and shows a 'Page: Default Section'. It displays two questions:

1. This is a multiple choice question?

	Response Percent	Response Count
I know	0.0%	0
Oh, is it.	0.0%	0
Wow, that's brilliant	0.0%	0
Other (please specify)		0
<i>answered question</i>		0
<i>skipped question</i>		0

2. Please read the questions below and answer appropriately.

	Yes	No	Response Count
Do you like this survey?	0.0% (0)	0.0% (0)	0