

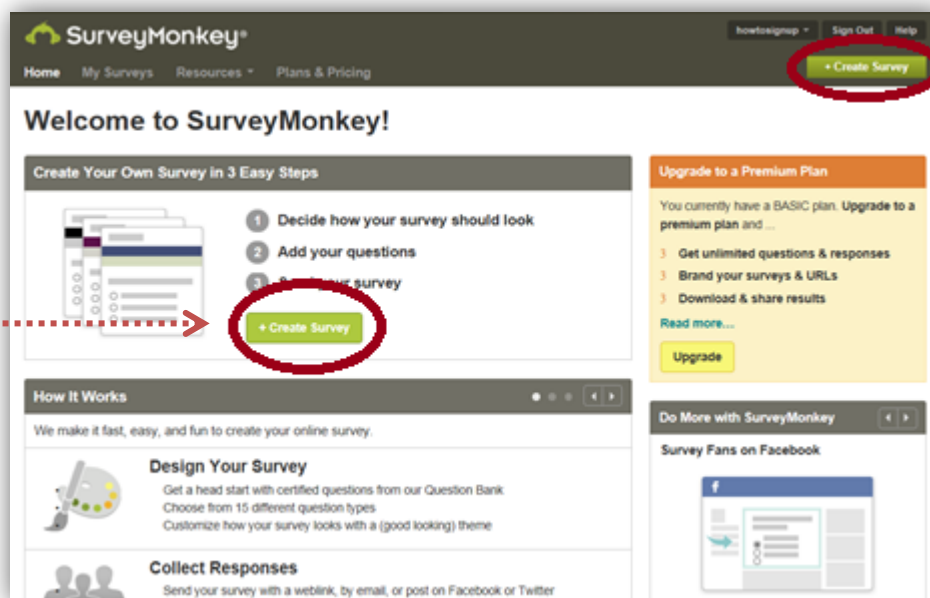
How to Create a Survey or Quiz Using SurveyMonkey

1. Go to www.surveymonkey.com
2. When on SurveyMonkey's home page log onto your account.



Click on the "Sign In" button/icon on the top right corner and enter your details.

3. Once on your SurveyMonkey home page, click on "Create Survey".



Click here ...

Or here to create a survey

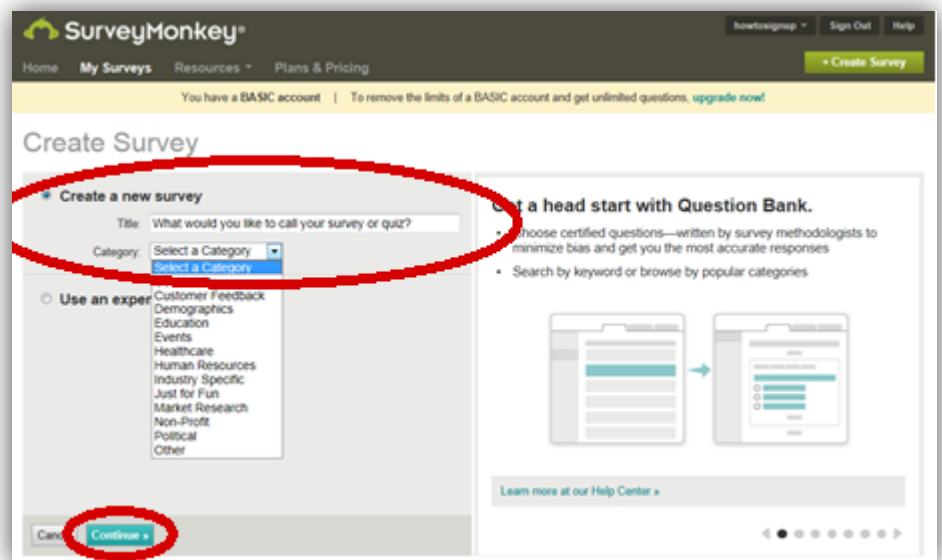
4. Now you can either “Create a new survey” or “Use an expert survey template”.
- Note: If you have already created a survey you will also be given the option to “Copy an existing survey” which allows you to alter a copy of a survey you have made previously while still keeping the original, but this option will not be explored within this set of instructions.

Option One: Create a new survey

This will allow you to create your own survey from scratch.

Select "Create a new survey". Then type a name for your survey and choose the most suitable category from the drop down menu.

Click "Continue" when done with this page.

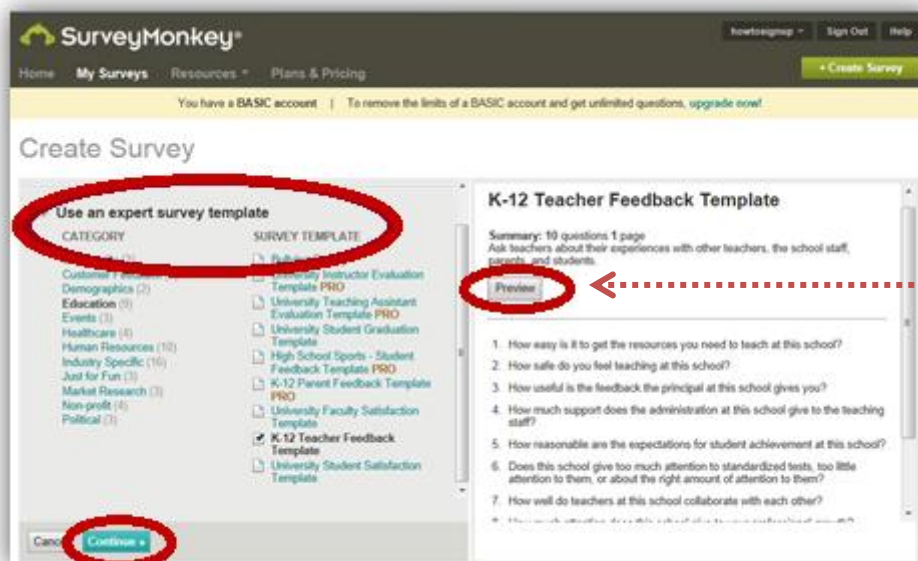


Option Two: Use an expert survey template

This will open up an existing survey that has been purposefully constructed to create a fair survey, but you will be able to edit it before publication.

Select "Use an expert survey template". Then choose a category and survey template. There are 40 free templates to choose from.

Click "Continue" when you have chosen your template.



Click "Preview" to have a look at the layout of the survey template you have chosen. You can also try answering the questions. Note: this does open a new tab.

- Now you can create your survey or quiz. You are given options to change the colour theme but if you have a free account you aren't able to make your own. From the page shown below, you can add questions and images, edit pages (naming them and spiting them), delete questions and move questions. Your exact options will depend on whether you chose a templated survey or if you are creating your own.

The screenshot shows the SurveyMonkey 'Edit Survey' page for a survey titled 'Mix and Match Channi's 18th'. The interface includes a sidebar on the left with options like 'Edit Survey', 'Survey Options', 'Question Bank', 'Print Survey', 'Restore Questions', and 'Page Randomization'. The main area has a 'Theme' dropdown set to 'Aqua', an 'Add Page' button, and a 'PAGE' section with 'Edit Page Options' and 'Add Question' buttons. A 'Back to My Surveys' button is at the bottom left, and 'Preview Survey' and 'Send Survey' buttons are at the bottom right.

Callout boxes provide the following instructions:

- Select a colour theme from the drop down menu.
- Click "Edit Page Options" to add a title and/or description to a page of questions.
- Click "Add Page" to separate questions onto different pages.
- Click "Add Question" to open a new window with many options to help you create your survey.

When you click on "Add Question" a window similar to that below will appear.

The screenshot shows the 'Question' configuration window. It includes a text input field for the question, a 'Question Type' dropdown set to 'Multiple Choice (Only One Answer)', and an 'Answer Options' text area with a list of choices: 'To a sporting event', 'To Rottnest Island', 'To a club/pub/casino', and 'To the movies'. There are also checkboxes for 'Add "Other" or a comment field (Optional)', 'Require an answer to this question (Optional)', and buttons for 'Save & Add Next Question' and 'Save'.

Callout boxes provide the following instructions:

- Type your question here. As you type some suggestions will be made below.
- Select the type of question/answer you would like (eg. multiple choice or a comment box).
- Type in your answer options here (if applicable). Separate each by pressing enter. Just below there are options for making the question compulsory, for the random shuffling of the answers and for adding an other answer section.
- When you are happy with your question and answer options, either "Save & Add Next Question" or "Save" and return to the main survey editing page.

6. Once you have completed your questions you can preview your survey, send (or publish) your survey or change your survey's options. If you accidentally deleted a question that you still want, don't worry they have a "Restore Questions" page that lets you bring your deleted questions back to life.

The image shows a screenshot of the SurveyMonkey 'Edit Survey' interface. The page title is 'Mix and Match Channi's 18th'. The left sidebar contains several options: 'Edit Survey', 'Survey Options', 'Question Bank', 'Print Survey', 'Restore Questions', and 'Page Randomization'. The main content area is titled 'Edit Survey' and includes a theme selector (currently 'Aqua'), a 'Create Custom Theme' button, and a 'PAGE 1' section with 'Edit Page Options', 'Move', 'Copy', and 'Delete' buttons. Below this is a question titled 'What event?' with a list of radio button options: 'To a sporting event', 'To Rottnest Island', 'To a club/pub/casino', and 'To the movies'. At the bottom of the page, there are 'Back to My Surveys', 'Preview Survey', and 'Send Survey' buttons. Red circles highlight the 'Survey Options' and 'Restore Questions' buttons in the sidebar, the 'Preview Survey' and 'Send Survey' buttons in the top right, and the 'Preview Survey' and 'Send Survey' buttons at the bottom right. A red dashed arrow points from the top-right buttons down to the bottom-right buttons. Three callout boxes with red arrows provide instructions: one points to 'Survey Options', one points to 'Restore Questions', and one points to the 'Preview Survey' and 'Send Survey' buttons.

Click on "Survey Options" to change the layout of your survey.

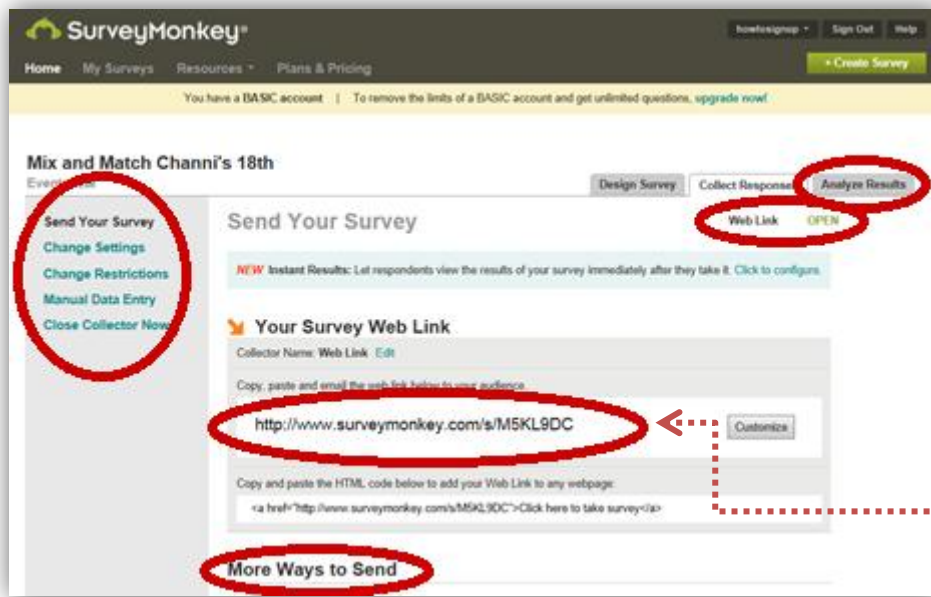
This is your life saver, it allows you to restore deleted questions.

Click on "Preview Survey" to view your survey as others will and/or click "Send Survey" to publish it.

Please note that some settings are exclusive to paying members of SurveyMonkey. This also includes the option of printing your survey, but why not take screenshots (instructions can be found here <http://www.youtube.com/watch?v=CSpETuSzpCM&feature=youtu.be>) of your completed survey and print them off.

7. Once you have sent your survey you are given a link to share so others can fill in your survey. You will see a page similar to that below.

The options on the left hand side of this page allow you to close the survey and set data collecting limits.



Here you can see the status of your survey and can view the results.

The all important url of your survey.

Below this there are many useful suggestions for sharing your survey.

8. Congratulations, you have now created your survey or quiz. Ensure you have told others about it and enjoy the convenience of SurveyMonkey's results collection and organisation.