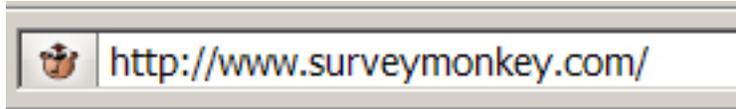


How to set up a survey in SurveyMonkey:

Visit Survey Monkey on the web at:



Log-in with the Dept. of Medicine account credentials. Contact Kate Gilbert to obtain username and password for Dept. of Medicine purposes.

Click the “Create Survey” link at the top of the page:



There are survey templates available, but in most cases, you want to create a blank survey from scratch (last option). Enter a name for your survey and then click the yellow “Create Survey” button to get started:

How Would You Like to Create a New Survey?

Copy an existing survey

--Select an Existing Survey--

Use a survey template

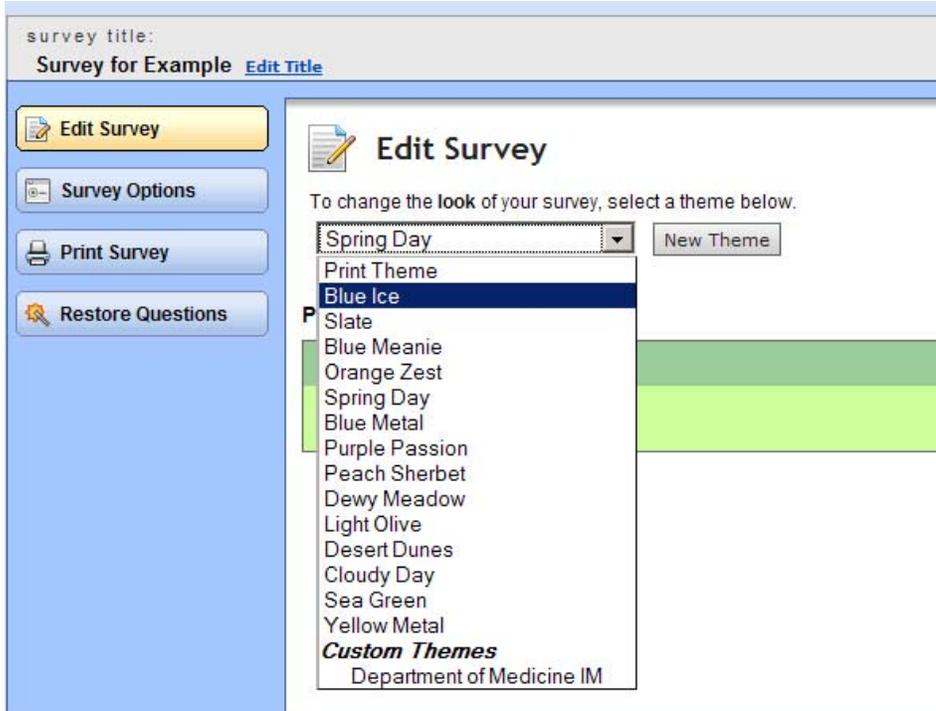
--Select a Template Category--

Create a new survey from scratch

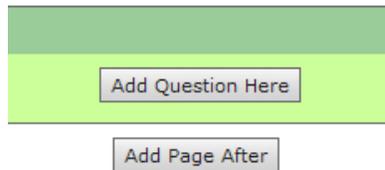
Enter a Title for this Survey:

Title: (max 100 characters)

Now you have the opportunity to select the color scheme for your survey.



Once you have set your color scheme/theme, click the “Add Question” to get started building your survey



A pop-up box will appear with the question’s options.

The screenshot shows the 'Edit this question' interface. At the top, there is a blue header with the text 'Edit this question' and a close button. Below the header, there is a section titled 'Select a Type of Question (Examples)' with a dropdown menu currently set to 'Matrix of Choices (Only One Answer Per Row)'. Underneath, there is a 'Question Text' field containing the text: 'The patient/referral coordinator is able to get an appointment with the consultant in a timely manner.' Below the text field is a 'Check spelling (in English)' link. The next section is 'Row Choices (each choice on separate lines)', which contains a list of choices: 'Cardiology', 'Pulmonary/Allergy', 'Center for Digestive Diseases', and 'Hematology/Oncology'. There is also a 'Check spelling (in English)' link and a checkbox for 'Sort/Randomize Rows (optional)'. The final section is 'Column Choices (each choice on separate lines)', which contains the choices 'Strongly disagree' and 'Disagree'. At the bottom of the interface, there are two buttons: '<< Back to Survey' and 'Save Changes'.

The first drop-down in the list allows you to change the question’s format and style. If you are unsure about the type of questions offered, click to “Examples” link directly above the drop-down menu to learn more about the available question types.

This screenshot shows the same 'Edit this question' interface, but with the 'Select a Type of Question (Examples)' dropdown menu open. The menu lists various question types: 'Matrix of Choices (Only One Answer Per Row)', 'Multiple Choice (Only One Answer)', 'Multiple Choice (Multiple Answers)', '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', and 'Descriptive Text'. The 'Matrix of Choices (Only One Answer Per Row)' option is currently selected and highlighted in blue. The rest of the interface, including the question text and row choices, is visible in the background.

The next field is where you enter the question text. This is how the question will be presented in your survey.

Question Text

The patient/referral coordinator is able to get an appointment with the consultant in a timely manner.

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

The following fields will vary depending on the question type you selected.

You may choose to add a comment field so that the respondent can elaborate on their answer. Checking the “add a comment” box will cause the view to expand and show options for the comment box size and placement underneath.

Add Comment Field (optional)

Field Label: [Check spelling \(in English\)](#)

Comment Box Size:

Text Validation:

Note: In most cases, you do not need to validate the comment text.

You may also choose whether the question should be required or not. If a question is required, the system will not let the respondent complete the survey until an answer is submitted. The text field allows you to enter text that will be displayed if a respondent does not answer the question.

Require Answer to Question (optional)

Respondent must answer rows

When the question is not answered, display this error message:

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

When you are done with your edits, be sure to click “save changes” in the bottom of the edit box. In most cases, you can disregard the “Question size and placement” options.

Now you should see your survey in edit view with the new question displayed.

When you have entered all the questions, click the “Collect Responses” tab in the upper right corner

Survey title: Survey for Example [Edit Title](#) design survey collect responses analyze results

Collect Responses for "Survey for Example" Next Step >>

Select the method you would like to use to collect responses. We refer to the method that you use to collect responses as a "collector". While most people use only a single collector, you may want to use multiple collectors if you are sending your survey to different groups of people. Each collector can have its own unique settings and restrictions, and can be closed and opened independently. For more information about collectors, visit the [help center](#).

How Would You Like to Collect Responses?

-  **Create a link to send in your own email message or to place on a webpage**
The simplest and fastest way to collect responses. We generate a link for your survey that you can just copy and paste.
-  **Upload your own emails and have us send a survey invitation**
You can upload your emails, and we will send a survey invitation on your behalf. You can customize the message that is sent, and track who responds in your list.
-  **Create a popup invitation for your webpage**
We give you the code to generate a popup invitation on your own webpage.

Enter a Name for this Link:

Name: (max 100 characters) Next Step >>

In most cases, you will want to select the first option – Create a link to send in your own email message or to place on a website. This option will generate a unique URL to the survey that you can disseminate to respondents however you see fit.