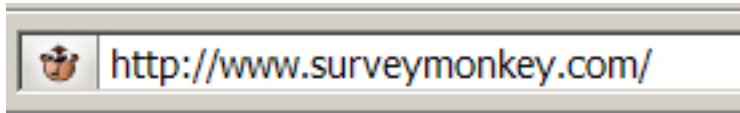


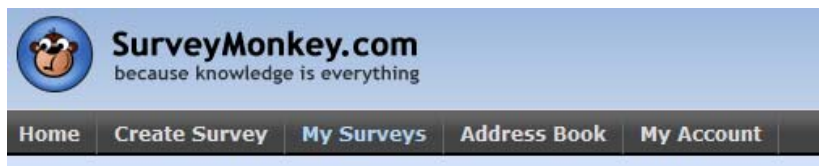
Instructions for editing questions in a SurveyMonkey survey:

Visit Survey Monkey on the web at:



Log-in with the Dept. of Medicine account credentials. Contact [Cassie Kraus](#) to obtain username and password.

Click on the “My Surveys” tab at the top and select survey



You will see the survey questions in the editor view.

A screenshot of the SurveyMonkey question editor interface. At the top left are four buttons: "Edit Question", "Move", "Copy", and "Delete". Below these is a question text: "1. The patient/referral coordinator is able to get an appointment with the consultant in a timely manner." Underneath the question text are two columns of radio button options: "Strongly disagree" and "Disagree". There are four rows of options, each with a yellow background: "Cardiology", "Pulmonary/Allergy", "Center for Digestive Diseases", and "Hematology/Oncology". At the bottom right are two buttons: "Add Question Here" and "Split Page Here".

To edit a question, click on the “Edit Question” button in the top left of each question view. A pop-up box will appear with the question’s options:

The screenshot shows a web interface for editing a question. 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)".

The next section is "Question Text", which contains a text area with the text: "The patient/referral coordinator is able to get an appointment with the consultant in a timely manner." Below the text area is a "Check spelling (in English)" link.

The third section is "Row Choices (each choice on separate lines)", which contains a text area with the following text: "Cardiology", "Pulmonary/Allergy", "Center for Digestive Diseases", and "Hematology/Oncology". Below this text area is another "Check spelling (in English)" link. There is also a checkbox labeled "Sort/Randomize Rows (optional)" with the text "To sort or randomize the choices to this question, click the checkbox above." below it.

The fourth section is "Column Choices (each choice on separate lines)", which contains a text area with the text: "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.

This screenshot shows the same "Edit this question" interface, but with the dropdown menu open. The dropdown menu lists various question types, including: "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.

The next field is where you enter or edit the question text.

The next 2 fields are for the options that appear in the rows and columns of a matrix of choices question. NOTE: You will only see these options if "matrix of choices" is the question style selected. Other question styles show other options.

The screenshot shows the 'Edit this question' interface. At the top, there is a 'CHECK SPELLING (in English)' link. Below that, the 'Row Choices (each choice on separate lines)' section contains a text area with the following text: 'Cardiology', 'Pulmonary/Allergy', 'Center for Digestive Diseases', and 'Hematology/Oncology'. There is a 'CHECK SPELLING (in English)' link below the text area. A checkbox labeled 'Sort/Randomize Rows (optional)' is present, with a note: 'To sort or randomize the choices to this question, click the checkbox above.' Below this is the 'Column Choices (each choice on separate lines)' section, which contains a text area with the following text: 'Strongly disagree', 'Disagree', 'Neutral', 'Agree', and 'Strongly Agree'. There is a 'CHECK SPELLING (in English)' link below the text area. A checkbox labeled 'Allow Only One Response per Column (Forced Ranking)' is present. Below this is the 'Add Comment Field (optional)' section, which is currently unchecked. It has a note: 'To allow respondents to enter in their own comment to this question, click the checkbox above.' At the bottom of the interface, there are two buttons: '<< Back to Survey' and 'Save Changes'.

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.

The screenshot shows the configuration options for the 'Add Comment Field (optional)'. The checkbox is checked. The 'Field Label' is 'Other (please specify)' with a 'CHECK SPELLING (in English)' link. The 'Comment Box Size' is set to 'single line of text' and '50 characters wide'. The 'Text Validation' is set to 'don't validate comment text'.

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.

The screenshot shows the configuration options for the 'Require Answer to Question (optional)'. The checkbox is checked. The 'Respondent must answer' is set to 'at least' and '1' rows. The 'When the question is not answered, display this error message:' section contains a text area with the text: 'This question requires an answer.' There is a 'CHECK SPELLING (in English)' link below the text area.

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.