



Getting Started in Survey Monkey

Getting Started

Click “create survey” to get started. Enter a title. You may copy a survey template, however **you may not download any other PIs data.**

SurveyMonkey.com
because knowledge is everything

Home Create Survey My Surveys Address Book My Account Need Help?

Create a New Survey

Select one of the options below to get started. If you already have an idea for your survey, just create a new survey from scratch. If you are a Professional user and need a creative spark, select one of our pre-existing templates to modify and use for free.

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)

Cancel Create Survey >>

[Anti-Spam Policy](#) [Terms of Use](#) [Privacy Statement](#) [Opt Out/Opt In](#) [Contact Us](#) [We're Hiring!](#)

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Choose a background and start adding questions.

The screenshot shows the SurveyMonkey Question Builder interface in a Windows Internet Explorer browser window. The browser's address bar displays the URL: http://www.surveymonkey.com/MySurvey_EditorPage.aspx?sm=1g75DToJCDRVAlajcT2ms8XVXNpo6HCKpgpYUa8o%3d. The page title is "SurveyMonkey - Question Builder".

The SurveyMonkey.com logo is visible at the top left, with the tagline "because knowledge is everything". The user is logged in as "aggieirb" and can click "Log Off". Navigation links include "Home", "Create Survey", "My Surveys", "Address Book", and "My Account". A "Need Help?" link is also present.

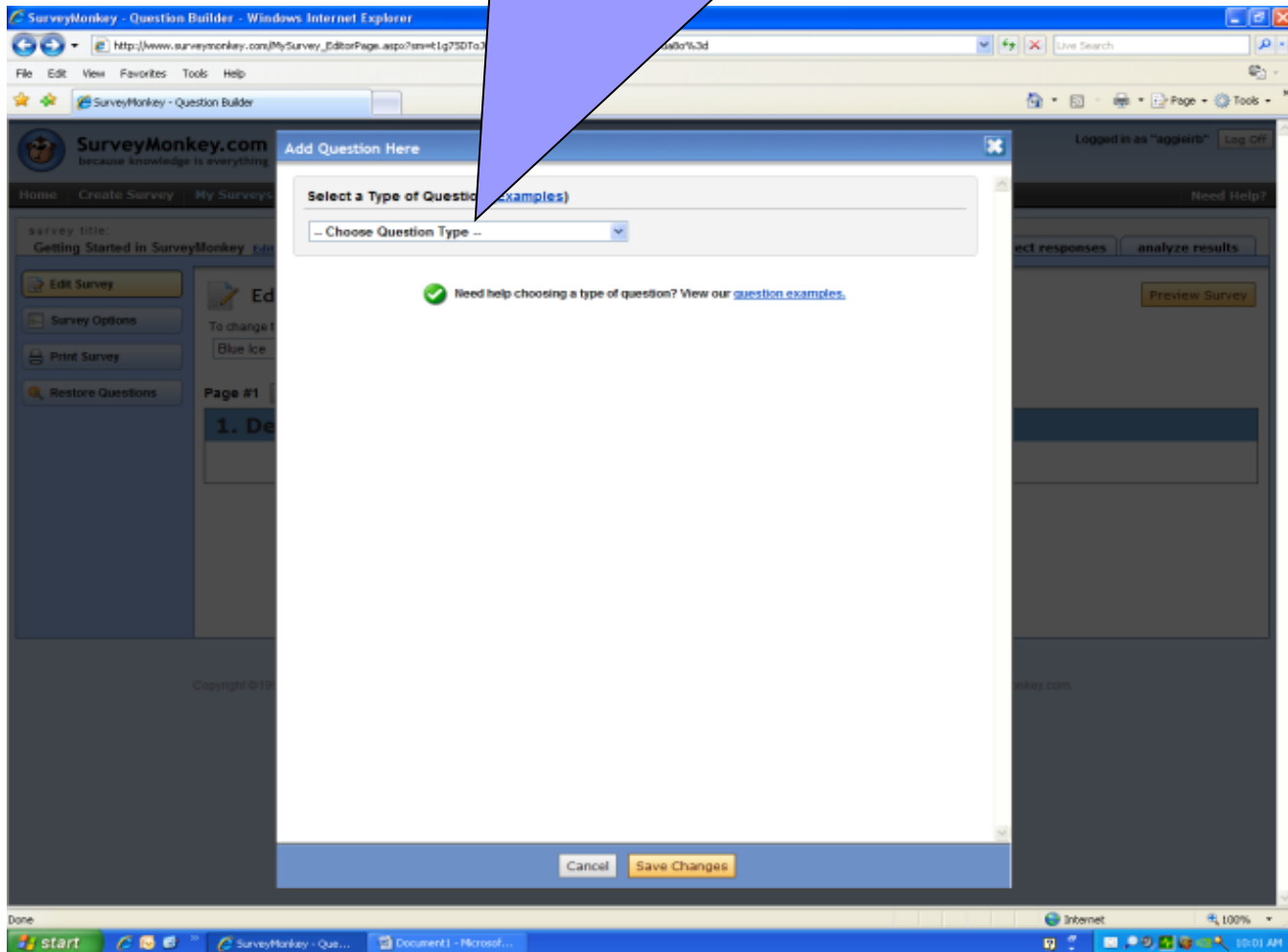
The main content area is titled "Edit Survey" and includes a "Preview Survey" button. Below the title, it says "To change the look of your survey, select a theme below." and shows a dropdown menu set to "Spring Day" and a "New Theme" button. The current page is labeled "Page #1" with "Edit Page" and "Copy" options.

The main section is titled "1. Default Section" and contains a green highlighted area with an "Add Question Here" button and an "Add Page After" button below it.

At the bottom of the page, there are links for "Anti-Spam Policy", "Terms of Use", "Privacy Statement", "Opt Out/Opt In", "Contact Us", and "We're Hiring!". A copyright notice reads: "Copyright ©1999-2009 SurveyMonkey.com. All Rights Reserved. No portion of this site may be copied without the express written consent of SurveyMonkey.com."

The Windows taskbar at the bottom shows the "start" button, several open applications, and the system tray with the time "9:58 AM".

Click the link provided to see the different question types.



As you click on the text, a sample of each question type will appear.

The screenshot displays the SurveyMonkey Question Builder interface. A window titled "SurveyMonkey - Question Examples" is open, showing a list of question types on the left and a preview of a "Multiple Choice (Only One Answer)" question on the right. The question preview shows the text "Do you like peanut butter?" with two radio button options: "Yes" and "No". The "Yes" option is selected. The interface includes a navigation menu on the left with options like "Edit Survey", "Survey Options", "Print Survey", and "Restore Questions". The top of the page has a "Add Question Here" button. The bottom of the window has "Cancel" and "Save Changes" buttons. A large blue arrow points from the bottom left towards the question type list.

Follow instructions on how to set up the question. You can copy paste into these sections.

Notice that multiple choice answers must appear on separate rows and you can add a comment box. Save your changes.

The screenshot displays the SurveyMonkey Question Builder interface in a Windows Internet Explorer browser. The main window is titled "Edit this question" and contains the following elements:

- Select a Type of Question (Examples):** A dropdown menu is set to "Multiple Choice (Only One Answer)".
- Pick a display format:** A dropdown menu is set to "Display Choices as Buttons (1 column)".
- Question Text:** A text input field contains the question "What color is the sky?". A "Check spelling (in English)" link is visible below the field.
- Answer Choices (each choice on separate lines):** A text input field contains the following choices:
 - blue
 - gray
 - white
 - yellowA "Check spelling (in English)" link is visible below the field.
- Sort/Randomize Choices (optional):** An unchecked checkbox with the text "To sort or randomize the choices to this question, click the checkbox above."
- Add Comment Field (optional):** An unchecked checkbox with the text "To allow respondents to enter in their own comment to this question, click the checkbox above."

At the bottom of the dialog, there are "Cancel" and "Save Changes" buttons. The background shows the SurveyMonkey dashboard with a sidebar on the left containing "Edit Survey", "Survey Options", "Print Survey", and "Restore Questions". The top right of the dashboard shows "Logged in as 'aggleirb'" and "Log Off". The browser's address bar shows the URL "http://www.surveymonkey.com/MySurvey_EditorPage.aspx?st=mtLg75DT0XCDRWAajcT2ms8XVWp06HCKppfYua8o%3d". The Windows taskbar at the bottom shows the "start" button, several application icons, and the system tray with the date and time "10:08 AM".

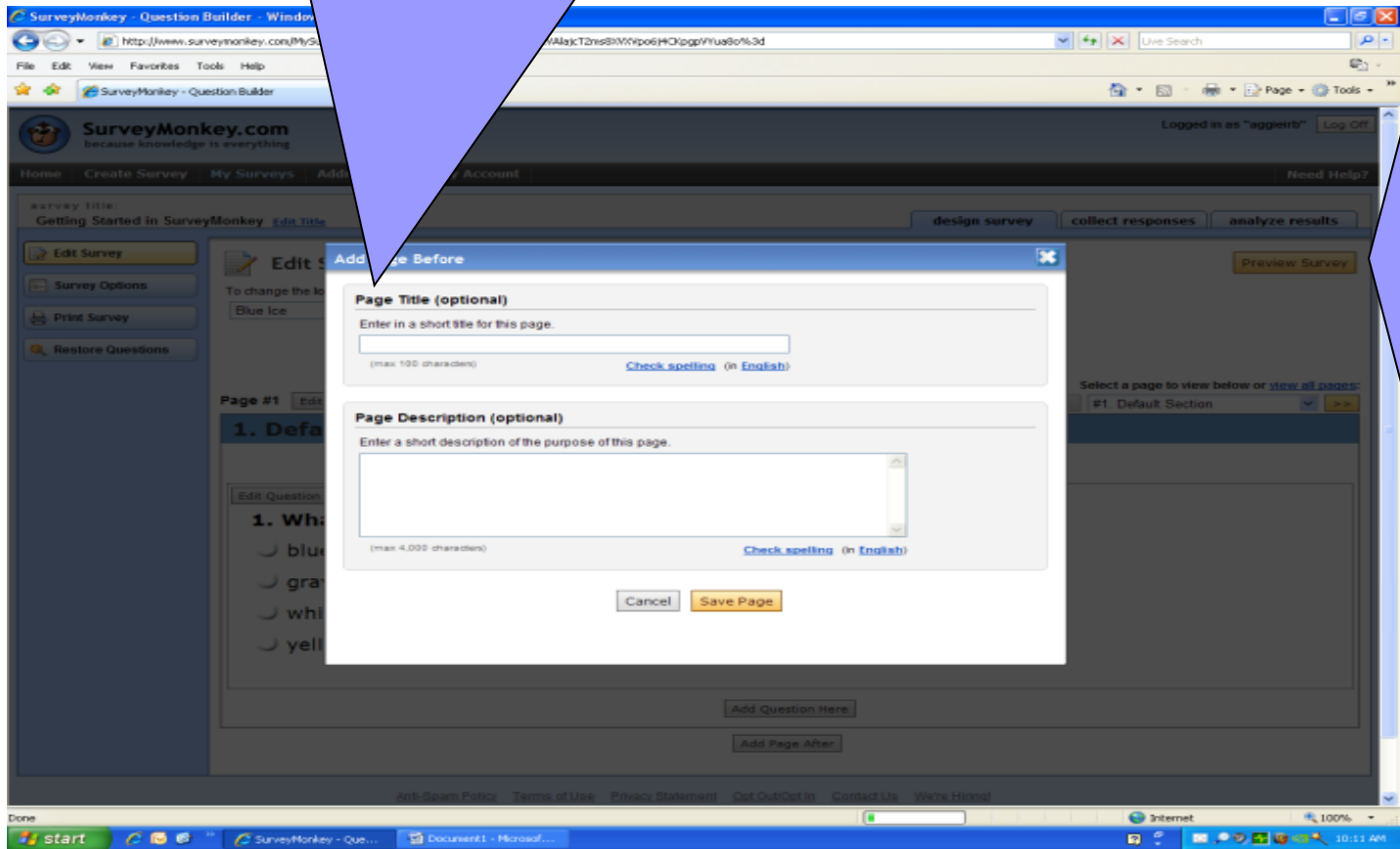
Next, notice that you can now add a page before. This is the opportunity to add your consent form.

The screenshot displays the SurveyMonkey Question Builder interface in a Windows Internet Explorer browser. The browser's address bar shows the URL: http://www.surveymonkey.com/MySurvey_EditorPage.aspx?srw=11g75DToJCDRkWajcT2res800V/po6H#Ckpgp4Yua8o%3d. The page title is "SurveyMonkey.com because knowledge is everything". The user is logged in as "aggiearb".

The main content area is titled "Edit Survey" and includes a "Preview Survey" button. Below this, there is a section for "Page #1" with buttons for "Edit Page", "Move", "Copy", and "Delete". A dropdown menu shows "1. Default Section" with a "View all pages" link. The main question area is titled "1. Default Section" and contains a question: "1. What color is the sky?" with radio button options: blue, gray, white, and yellow. There are "Add Question Here" buttons above and below the question, and "Add Page Before" and "Add Page After" buttons.

The bottom of the page features a footer with links for "Anti-Spam Policy", "Terms of Use", "Privacy Statement", "Out/Out/Out", "Contact Us", and "We're Hiring!". The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 10:09 AM.

Click (add page before). Make the title “**Informed Consent Information**” and copy/paste your consent into the text box. Save your changes.



Notice that you can also preview your survey, edit questions, and that the “next” buttons are automatically added.

Creating a Link for Email Solicitations
To create a link to your survey, click the
“collect tab.”

The screenshot shows the SurveyMonkey 'My Surveys' interface. At the top, there's a navigation bar with 'Home', 'Create Survey', 'My Surveys', 'Address Book', and 'My Account'. Below this is a table of surveys. A callout box from the text above points to the 'Collect' column of the table.

Survey Title [sort]	Created [sort]	Modified [sort]	Design	Collect	Analyze [sort]	Clear	Delete
Getting Started in SurveyMonkey	Thu, 5/7/09 6:58 AM	1 minute ago			0		
PREP Audit Tool	Wed, 5/6/09 1:56 PM	24 minutes ago			0		
Hip-Hop & Rap: Reality or Fantansy	Sat, 11/15/08 10:08 AM	56 minutes ago			74		
Enhancing Our Competitive Advantage through Healthcare Engineering Survey	Wed, 5/6/09 12:01 PM	12 hours ago			0		
Attitudes Toward Addiction	Mon, 3/16/09 7:03 AM	21 hours ago			2		
Steven Wray's PEATID-III	Tue, 3/17/09 1:46 PM	9 days ago			0		
The Impact of Leadership and Decision-making on Campus Morale	Tue, 11/18/08 8:55 AM	9 days ago			83		
Department of Journalism and Mass Communication Advising Survey	Sun, 4/19/09 8:11 PM	17 days ago			0		
Psychology Exit Exam	Mon, 4/13/09 3:22 AM	19 days ago			61		
Student Survey for Susan Richards	Thu, 4/16/09 1:57 PM	20 days ago			0		

Showing survey 1 - 10 of 42

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IRB policy requires that you select the first option which will allow you to copy the link for email notifications using your personal or ncat email. Click “next step.”

SurveyMonkey - Collection Wizard - Windows Internet Explorer

http://www.surveymonkey.com/MyCollector_Wizard.aspx?sm=t1g7SDToJCDRVAIajcT2ms8XVXVpo6HCKpgp/WUa8o%3d

SurveyMonkey.com
because knowledge is everything

Logged in as "aggleirb" Log Off

Home Create Survey My Surveys Address Book My Account Need Help?

survey title:
Getting Started in SurveyMonkey Edit Title

design survey collect responses analyze results

Collect Responses for "Getting Started in SurveyMonkey"

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 >>

[Anti-Spam Policy](#) [Terms of Use](#) [Privacy Statement](#) [Opt Out/Opt In](#) [Contact Us](#) [We're Hiring!](#)

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Done

Internet 100%

start SurveyMonkey - Colle... Document1 - Microsof...

10:16 AM

The next page will provide you with your link as the first option. Highlight, copy, and paste it. Be sure to save it !

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because knowledge is everything

Logged in as "aggieirb" Log Off

Home Create Survey My Surveys Address Book My Account Need Help?

survey title:
Getting Started in SurveyMonkey [Edit Title](#)

design survey collect responses analyze results

Get Survey Link

Change Settings

Change Restrictions

Manual Data Entry

Close Collector Now

collector name: Instructions for Survey Monkey Users [Edit Name](#) type: Web Link status: Open

Before you send out your link, be sure to review the collector's [settings](#) and [restrictions](#).

Sending Survey Link in an Email?

Simply copy the link in the blue box below. Then, paste the link into the body of your email message so that when others receive your email, they can click the link and access your survey.

http://www.surveymonkey.com/s.aspx?sm=w4uIlo_2be6nW_2fBte4HqTGaQ_3d_3d

Placing Survey Link on a Webpage?

Simply copy the code in the blue box below. Then, paste the code into the HTML of any webpage so that others can click the link and access your survey.

```
<a href="http://www.surveymonkey.com/s.aspx?sm=w4uIlo_2be6nW_2fBte4HqTGaQ_3d_3d">Click Here to take survey</a>
```

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Done Internet 100%

start SurveyMonkey - Colle... Document1 - Microsof...

10:19 AM

For further instructions, click “**need help**” and select the PDF of the user manual. Remember that some of the features you cannot use in our shared account (required to answer, send through survey monkey email account, tracking the identity of respondents).

The screenshot shows a web browser window displaying the SurveyMonkey Help Center. The browser's address bar shows the URL: http://www.surveymonkey.com/MyCollector_Detail.aspx?sm=HnrWpQDG9wF0DniscD0%2b%2FsbvCLBERIEtAQQUol4Yg%3d. The page is titled "SurveyMonkey.com" and "Help Center - Home". The main content area is titled "Welcome to the Help Center!" and contains several sections:

- Frequently Asked Questions:** "All questions that we receive regularly from our customers are covered in our FAQ pages, and you can browse through different categories or do a keyword search to find the topic you are looking for!"
- Tutorials:** "Our tutorials contain step by step instructions for how to get started with an account, create your surveys, and get responses. We also feature video tutorials in this section that will walk you through some of our most often asked about features!"
- Search Answers:** A search box with a "Search" button.
- Can't Find an Answer?:** "We're always here to help. Just [contact our support staff](#), and we'll get your question answered quickly."
- Documentation:** "New customer? Get up to speed quickly with our guide. [★ SurveyMonkey User Manual \(PDF\)](#)"

A large blue arrow points to the "SurveyMonkey User Manual (PDF)" link in the Documentation section. The browser's taskbar at the bottom shows the "start" button and several open applications, including "SurveyMonkey - Colle...", "Help Center - Home - ...", and "Document1 - Microsof...". The system clock in the bottom right corner shows "10:22 AM".

Analyzing and Downloading Data:
Go to “my surveys” and click the “analyze” tab.

The screenshot shows the SurveyMonkey.com interface. At the top, the browser address bar shows 'http://www.surveymonkey.com/MySurveys.aspx'. The page header includes the SurveyMonkey logo and navigation tabs: Home, Create Survey, My Surveys, Address Book, and My Account. The user is logged in as 'aggieirb'. Below the navigation is a search bar and a 'Manage Folders' button. The main content area displays a table of surveys with columns for Survey Title, Created, Modified, Design, Collect, Analyze, Clear, and Delete. A blue callout bubble points to the 'Analyze' column header. The table lists 10 surveys, with the first one highlighted in yellow. At the bottom, there are links for Anti-Spam Policy, Terms of Use, Privacy Statement, Opt Out/Opt In, Contact Us, and We're Hiring!, along with a copyright notice for 1999-2009.

Survey Title [sort]	Created [sort]	Modified [sort]	Design	Collect	Analyze [sort]	Clear	Delete
Getting Started in SurveyMonkey	Thu, 5/7/09 6:58 AM	1 minute ago			0		
PREP Audit Tool	Wed, 5/6/09 1:56 PM	24 minutes ago			0		
Hip-Hop & Rap: Reality or Fantansy	Sat, 11/15/08 10:08 AM	56 minutes ago			74		
Enhancing Our Competitive Advantage through Healthcare Engineering Survey	Wed, 5/6/09 12:01 PM	12 hours ago			0		
Attitudes Toward Addiction	Mon, 3/16/09 7:03 AM	21 hours ago			2		
Steven Wray's PEATID-III	Tue, 3/17/09 1:46 PM	9 days ago			0		
The Impact of Leadership and Decision-making on Campus Morale	Tue, 11/18/08 8:55 AM	9 days ago			83		
Department of Journalism and Mass Communication Advising Survey	Sun, 4/19/09 8:11 PM	17 days ago			0		
Psychology Exit Exam	Mon, 4/13/09 3:22 AM	19 days ago			61		
Student Survey for Susan Richards	Thu, 4/16/09 1:57 PM	20 days ago			0		

From this page, you can see bar graph and percentage data. You can also manage responses from the left side of the screen.

The screenshot displays the SurveyMonkey.com interface in a Windows Internet Explorer browser. The page title is "SurveyMonkey - Survey Results - Windows Internet Explorer". The URL is "http://www.surveymonkey.com/MySurvey_Responses.aspx?sm=G68%2bObFVG4Tb2ncMJTICA3vu50EMadQ%2b5ZuV2BPv6%3d". The browser's address bar shows "Live Search". The page header includes the SurveyMonkey.com logo and the tagline "because knowledge is everything". The user is logged in as "aggieirb" and can log off. The navigation menu includes "Home", "Create Survey", "My Surveys", "Address Book", and "My Account". The "Need Help?" link is also present.

The main content area shows the survey title "Hip-Hop & Rap: Reality or Fantasy" and options to "design survey", "collect responses", and "analyze results". The "View Summary" button is highlighted. The "current report" is set to "Default Report". The "Response Summary" section shows the following data:

Total Started Survey: 74
Total Completed Survey: 74 (100%)

Page: Default Section

1. How old are you? Please check only one answer.

	Response Percent	Response Count
a. 16-18	0.0%	0
b. 19-21	58.1%	43
c. 22-25	35.1%	26
d. Above 25	6.8%	5
answered question		74
skipped question		0

2. What is your sex? Please check only one answer.

	Response Percent	Response Count
a. Male	12.2%	9
b. Female	87.8%	65

The interface also includes a left sidebar with buttons for "Browse Responses", "Filter Responses", "Crosstab Responses", "Download Responses", and "Share Responses". The Windows taskbar at the bottom shows the "start" button and several open applications, including "Compose Mail - Yahoo...", "SurveyMonkey - Surv...", and "Template for Survey...". The system clock shows "10:32 AM".

See the “**exporting data**” section of the manual to get more details on download options.

SurveyMonkey.com - Export Responses - Windows Internet Explorer

http://www.surveymonkey.com/MySurvey_Export.aspx?sm=G68%2bObFVG4Tb2rnzVjTJMwxX03NlctXZ4F70ChsYd%2b%2fG6si3%2fN5LAMdbJ9dtJ2Y

SurveyMonkey.com
because knowledge is everything

Logged in as "aggieirb" Log Off

Home Create Survey My Surveys Address Book My Account Need Help?

survey title:
Hip-Hop & Rap: Reality or Fantasy Edit Title

design survey collect responses analyze results

View Summary
Browse Responses
Filter Responses
Crosstab Responses
Download Responses
Share Responses

current report: Default Report Add Report

Download Responses View Download History

You can download the responses you've collected at any time, even while you are still receiving responses. We simply take a snapshot of your current responses, without disrupting your survey. If you are trying to retrieve a previous download, click "View Download History".

Choose Type of Download

- Summary Report
Download a summary report of your survey that you can save or print.
- All Responses Collected
Download the entire response set of your survey, for importing into a spreadsheet or database.

Choose Format

- CSV Format
The summary is formatted as a comma separated values file.
- Spreadsheet Format
The summary is formatted to open with spreadsheet software.
- XML Format
The summary is formatted as an XML file.
- HTML Format
The summary is formatted in HTML, and can be easily posted on a website.
- PDF Format
The summary is formatted as a PDF, and can be easily printed.

Open-Ended Responses (optional)

- Include Open-Ended Responses in Download



start Compose Mail - Yaho... SurveyMonkey - Exp... Template for Survey... Internet 100% 10:34 AM



Want to Do More With Your Survey?

You can:

- ✓ Print your survey
- ✓ Add a logo or other images
- ✓ Bold, underline, or use italics
- ✓ Randomize survey questions
- ✓ Use skip logic for survey pages
- ✓ Filter data



Please don't forget to complete the survey monkey user agreement. The link is provided below.

<http://www.ncat.edu/~divofres/compliance/irb/surveymonkey.php>