PERFORMANCE AND DEVELOPMENT CULTURE

How to create your own online surveys using SurveyMonkey

WHY WOULD I WANT TO KNOW HOW TO DO THIS?
- To provide the P&D Culture Self Assessment Questionnaires in an online format
- To provide online surveys for a range of other applications in your school, including student surveys
- To access quick to learn, easy to use and free survey software

Setting up your own SurveyMonkey account
1. Go to www.surveymonkey.com
2. Create your own free account by clicking on the yellow ‘Join now for free’ button. You will be sent an email from SurveyMonkey confirming your new account.
3. In the web browser, you should be logged in to your new account. If not, go to www.surveymonkey.com and click on ‘Member login’ to access your new account. Now you are ready to create your own surveys!

Creating your own survey
1. Once logged in to your own account, click on the ‘Create Survey’ tab.
2. Enter the title for your survey. Click ‘Create Survey’.
3. Change the ‘look’ of your survey by selecting from one of the 15 colour themes.
4. Insert a title and introductory text to each page of the survey by clicking on ‘Edit Page’.
5. Build your survey by clicking on ‘Add Question Here’ and ‘Add Page Here’.
6. Click ‘Survey Options’ to alter page/question numbers, add a progress bar, etc.
7. Preview your survey at any time by clicking on ‘Preview Survey’.

Seeking responses to your survey
1. Select the survey from the ‘My Surveys’ tab.
2. Click on the ‘Collect Responses’ tab. Select the way you would like to seek responses to your survey, e.g. a link to send in your own emails, or have SurveyMonkey email invitations.
3. Follow the steps to set up your chosen method of seeking responses.
4. Before seeking responses to your survey, review the collector settings and restrictions by clicking on ‘Change Settings’ and ‘Change Restrictions’, to select options such as a cut-off date, display a ‘Thankyou’ message on completion, etc.
5. If you have chosen to send a link in your own email, copy the link into your email and send it to seek responses!

Analysing the responses to your survey
1. Select the survey from the ‘My Surveys’ tab.
2. Click on the ‘Analyse Results’ tab. A summary of responses to the survey to date will be displayed.
3. To look at individual responses, click on ‘Browse Responses’.
4. You can print the survey results by clicking on ‘File’ and then ‘Print’ in the web browser.

Limitations of the free SurveyMonkey account to look out for
- Only 10 questions are allowed per survey. If you want to ask a lot of questions in the same format (e.g. ‘Yes/No’ questions) you can select the ‘Matrix of Choices’ question type which allows 50+ questions of the same type to be counted as one.
- Only 100 responses are allowed per survey.
- Only 3 rounds of collecting responses are allowed per survey. If you want to use the same survey regularly, you can make several copies of the original survey, one for each time you use it. Click on ‘Create Survey’ and select ‘Copy an existing survey’.
- You can’t download your survey results easily, so the only way to view them is via the SurveyMonkey website.

Questions and further assistance
If you have difficulties using SurveyMonkey, you can click on ‘Help Center’ and then on ‘Contact Support’.