

# The Survey Builder Tutorial

Survey Builder was designed so that you could easily build and administer surveys to gauge the opinions and wants of our student body, our residents, their parents, or the general public, or any combination of the above, without the limits imposed by other websites, with a format that works well on mobile devices, and more reporting capabilities. It can also be used for tracking attendance, or as a way to make a quick webform. Any questions about its various uses can be addressed to [resnet@missouristate.edu](mailto:resnet@missouristate.edu).

The Survey Builder can be found at <https://survey.missouristate.edu/dashboard>

To accomplish the items below, please see the appropriate page:

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## The Survey Builder's Dashboard

The front page of the Survey Builder looks like this:

The dashboard features a header with the 'SURVEY BUILDER' logo. Below the header is a navigation bar with 'SURVEYS' and 'HOME' tabs. The 'SURVEYS' tab is active, showing a list of survey categories: Unpublished Surveys, Published Surveys (with sub-items: RHA Comments, Questions, & Suggestions; Residence Hall Association (RHA) Program Evaluation; Green Room Certification; ResNet Student Survey), and Closed Surveys. The 'HOME' tab shows three columns: 'Newest' (listing RHA Comments, Questions, & Suggestions; Residence Hall Association (RHA) Program Evaluation; Green Room Certification; ResNet Student Survey), 'Most Active' (listing ResNet Student Survey; Green Room Certification; RHA Comments, Questions, & Suggestions; Residence Hall Association (RHA) Program Evaluation), and 'Recently Concluded' (listing HC Signup; ResNet T-Shirts 2013; RMS One-Day Workshop; Log your Green Games Points; Project Greenway Sign up). At the bottom, it states 'Most Popular Survey: ResNet Student Survey' and 'Total Ballots cast through the Survey Builder: 204'. The footer includes the 'RESIDENCE LIFE' logo and 'Housing and Dining Services MISSOURI STATE UNIVERSITY'.

**SURVEY BUILDER**

**SURVEYS** **NEW** **HOME**

- Unpublished Surveys
- Published Surveys
  - RHA Comments, Questions, & Suggestions
  - Residence Hall Association (RHA) Program Evaluation
  - Green Room Certification
  - ResNet Student Survey
- Closed Surveys

**Newest**

1. RHA Comments, Questions, & Suggestions
2. Residence Hall Association (RHA) Program Evaluation
3. Green Room Certification
4. ResNet Student Survey

**Most Active**

1. ResNet Student Survey
2. Green Room Certification
3. RHA Comments, Questions, & Suggestions
4. Residence Hall Association (RHA) Program Evaluation

**Recently Concluded**

1. HC Signup
2. ResNet T-Shirts 2013
3. RMS One-Day Workshop
4. Log your Green Games Points
5. Project Greenway Sign up

Most Popular Survey: ResNet Student Survey  
Total Ballots cast through the Survey Builder: 204

**RESIDENCE LIFE**  
Housing and Dining Services  
MISSOURI STATE UNIVERSITY

It was designed to show useful information, link to the most recent projects, projects you may have started, and allow you to build a new project. If you ever need to return to this page, you can simply click on the Survey Builder's logo, like so:



## Building a New Survey

Since the entire purpose of this application has been to build surveys, we've done our best to make this process simple. To start, simply click the button for a new survey:



Clicking on the New button will bring up the survey form.

The 'Build A Survey' form is shown. It has a title field and a description field. To the right is a toolbox with icons and labels for: MULTILINE TEXT BOX, TEXT BOX, CHECK BOXES, RADIO BUTTONS, DROP-DOWN LIST, LIKERT SCALE, and SAVE SURVEY.

After you fill out the title of your survey and a brief description, you can begin to construct the actual survey itself by clicking on the options in the toolbox.

The toolbox is this list of options at the right of the screen:



As you add questions to the survey, the toolbox will float down the page so that it is always available, so you needn't scroll back up as you create your survey.

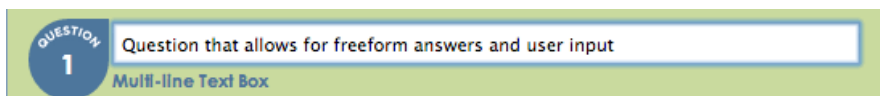
## Adding Questions Using the Toolbox

Adding questions is as simple as clicking on the options that exist in the toolbox. Each question type will be explained in this section.

### Multiline Text Boxes



Multiline text boxes are best used for asking the survey participant things like their opinion on particular matters that can't be easily summed up in a few words. Note that these answers will show up in the spreadsheet results, but since they can't be easily tallied, they will not appear in the graphic results. Clicking on the option for a multi-line text box will bring up a question field that looks like this:



Just enter your question or statement, and you'll be ready to move on to the next question.

### Text Boxes



Similar to the multi-line text boxes, these fields allow for the participant to enter a freeform response and can't be numerically tallied. The difference is that these are best used for when you expect a short answer, like their name, E-mail address, the title of a program, or something similar.

Clicking on the text box option will bring up a field that is nearly identical to the multiline text box with the exception of the label. Simply fill in your question and you can move on to your next question.

## Check Boxes



Check box fields are useful for giving your audience multiple options that they can select. Answers to these questions are tallied. Clicking on the Check Boxes option will bring up this question field:

Simply fill out the question field and options you wish to give the participants. If you'd like more choices to be available to the user of the survey, just click the button to Add Choice and another choice field will appear.

If you need to remove a choice after you've accidentally added too many, hover over the choice field and an X will appear. Click on it and the choice will be removed.

If you need to insert a great number of checkboxes with similar choices, consider selecting the Preset Choices option. The list of preset choices will expand as the application is used, but an example of preset choices is the list of residence halls. Choosing this will automatically populate the choices for you, saving time and preventing repetition.

You may want to contact [resnet@missouristate.edu](mailto:resnet@missouristate.edu) if you would like additional preset choices created.

## Radio Buttons



Radio buttons are very similar to check boxes, but whereas the participant can select multiple answers with check boxes, the radio buttons allow only one response. The responses to radio buttons are tallied for the report. Clicking on the Radio Buttons option will bring up a question field nearly identical to the check box question's field.

This screenshot shows the "QUESTION 4" editor. It has a "Question" text field at the top. Below it are two "Choice" text fields, each preceded by a radio button icon. At the bottom are three buttons: "Add Choice", "Preset Choices", and "Required".

Simply fill out the question field and options you wish to give the participants. If you'd like more choices to be available to the user of the survey, just click the button to Add Choice and another choice field will appear.

This is a close-up of the bottom of the question editor. It shows three buttons: "Add Choice", "Preset Choices", and "Required". An orange arrow points to the "Add Choice" button.

If you need to remove a choice after you've accidentally added too many, hover over the choice field and an X will appear. Click on it and the choice will be removed.

This screenshot shows the "QUESTION 3" editor for a "Checkbox Question". It has a "Choice 1", "Choice 2", and "Choice 3" text field, each preceded by a checkmark icon. An orange arrow points to a small "X" icon in the right margin next to "Choice 2". A tooltip that says "Delete this choice" is visible next to the "X". At the bottom are three buttons: "Add Choice", "Preset Choices", and "Required".

If you need to insert a great number of check boxes with similar choices, consider selecting the Preset Choices option. The list of preset choices will expand as the application is used, but an example of preset choices is the list of residence halls. Choosing this will automatically populate the choices for you, saving time and preventing repetition.

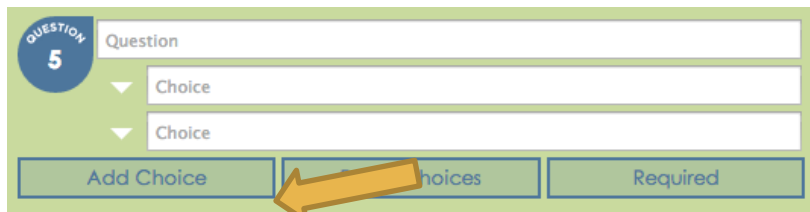
This is a close-up of the bottom of the question editor. It shows three buttons: "Add Choice", "Preset Choices", and "Required". An orange arrow points to the "Preset Choices" button.

You may want to contact [resnet@missouristate.edu](mailto:resnet@missouristate.edu) if you would like additional preset choices created.


## Drop-Down Lists



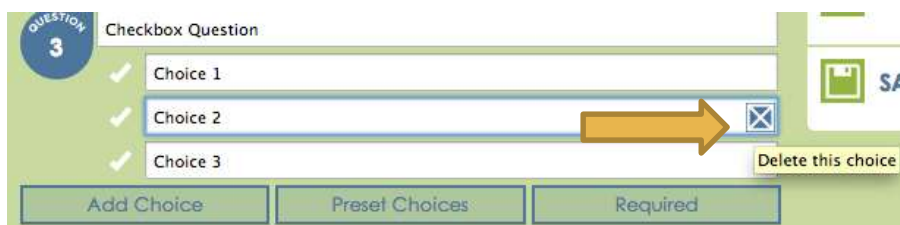
A drop-down list is functionally very similar to the radio buttons option, but it takes up considerably less space on the screen. However, it may be more annoying on mobile devices. The results will still be listed in the overall tally of results. Clicking on the icon will bring up the question form, which looks like this:



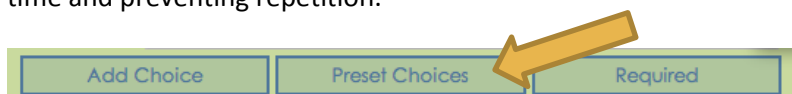
Simply fill out the question field and options you wish to give the participants. If you'd like more choices to be available to the user of the survey, just click the button to Add Choice and another choice field will appear.



If you need to remove a choice after you've accidentally added too many, hover over the choice field and an X will appear. Click on it and the choice will be removed.



If you need to insert a great number of check boxes with similar choices, consider selecting the Preset Choices option. The list of preset choices will expand as the application is used, but an example of preset choices is the list of residence halls. Choosing this will automatically populate the choices for you, saving time and preventing repetition.



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## Likert Scales



LIKERT SCALE



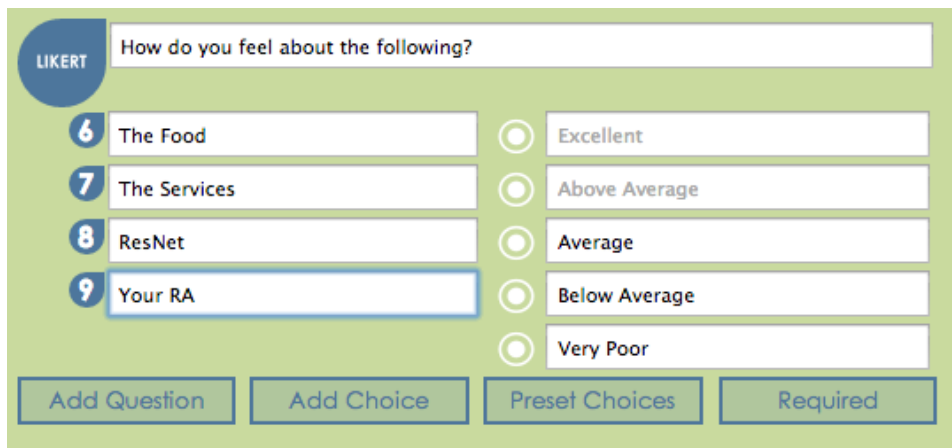
A Likert Scale is the name for questions that typically ask you to rate your opinion on a matter on a sliding scale. The answers to these questions will appear in the report tally. Selecting the Likert Scale option will bring up a question dialog that looks like this:

Fill out the question field, then you can either add choices or select the Preset Choices. We've already created a common Likert answer set, so it may speed up your process considerably.

Which results in

If you would like custom options, you can create your own options and choices.

We recommend that you bundle the Likert questions together if they have the same answer range. As a result, you can add multiple Likert categories with the same range just by clicking the Add Question button. This can be done many times, as in the example below.



The screenshot shows a 'LIKERT' question type. The question text is 'How do you feel about the following?'. Below the question, there are four numbered items: 6 The Food, 7 The Services, 8 ResNet, and 9 Your RA. To the right of each item is a radio button and a text field for the response. The response options are: Excellent, Above Average, Average, Below Average, and Very Poor. At the bottom, there are four buttons: Add Question, Add Choice, Preset Choices, and Required.

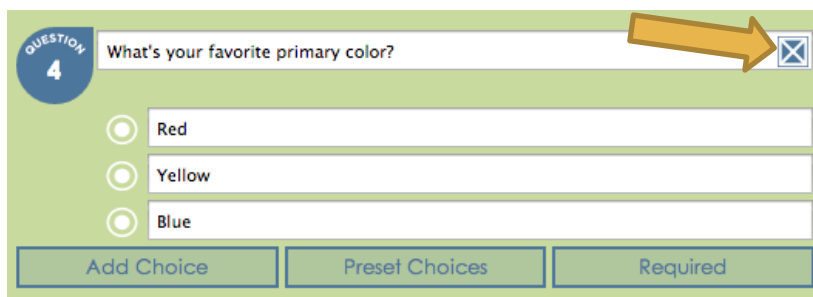
## Moving and Removing Questions

After you've written your questions, you can easily re-order your questions to make the survey flow or make more logical sense. To do this, simply hover your mouse over the question number (the cursor should change to a cross), and drag the question up or down to the position and number you want.



The screenshot shows a question interface with a question field, two choice fields, and three buttons: Add Choice, Preset Choices, and Required. A blue circular icon with a white crosshair is positioned over the question number '1'. An orange arrow points from the question number to the left, indicating the move handle.

To remove any question, just hover over the question field and an X will appear in the right-hand side of the field. Click the X and the question will disappear.

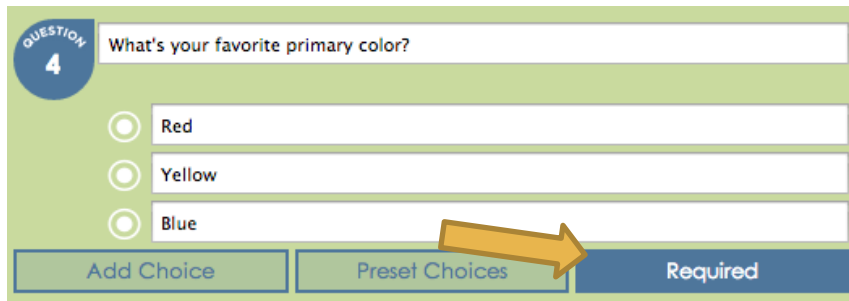


The screenshot shows a question interface with a question field, three choice fields, and three buttons: Add Choice, Preset Choices, and Required. The question text is 'What's your favorite primary color?'. A blue circular icon with the number '4' is positioned over the question number. An orange arrow points from the question field to the right, where a small 'X' icon is visible, indicating the remove handle.

## Making Questions Required

We designed Survey Builder to produce surveys that are as close to paper as possible, which means that initially all questions are optional. If you'd like to ensure that some questions must be answered, you

can make them required by clicking on the button below the question, labeled Required. Once it changes color, you will know that those questions will be required.



QUESTION 4

What's your favorite primary color?

☐ Red

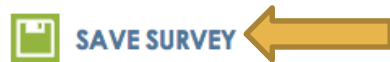
☐ Yellow

☐ Blue

Add Choice   Preset Choices   **Required**

## Saving the Survey

Once you've finished the survey to your liking, simply click the save icon in the toolbox.



## Setting the Survey Criteria and Publishing

After saving the survey, it will return you to the dashboard. The survey you've created will be in the left-hand navigation bar, under the Unpublished Surveys header.



Clicking upon the name of the survey, you'll be given the Survey overview.



# TEST SURVEY

GENERAL   EDIT   BALLOTS   DELETE   PREVIEW   CLONE

## Survey Duration

The date and time for a survey to start and end

Start:

End:

## Survey Options

☐ Allow Survey Station

☒ Show Social Media Links



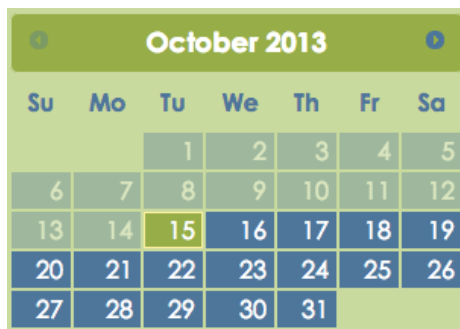
Save Survey Details

## Survey Overview: General Options

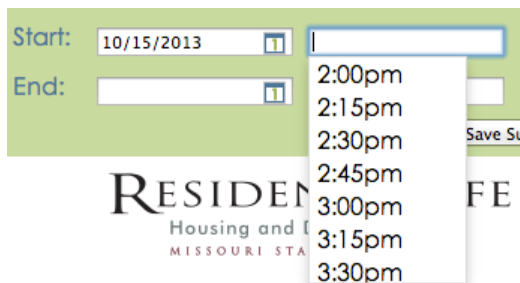
The general options of the survey allow you to set the parameters for when the survey will be available and other useful and important options.

### Setting the Start and End Times for the Survey

Setting the Start and End dates and times should be pretty straight forward. Clicking on the date button in the start field will bring up a calendar.



The field just to the right up of the date field will allow you to set a specific time for the beginning or end of the survey's availability (in 15-minute increments).



### Understanding and Selecting the Survey Station

To prevent people from stuffing the virtual ballot box, the survey system will not allow the same IP address to submit a second ballot within a set timeframe. If you are interested in having a computer or tablet at an event where the participants can fill out a survey, you may want to disable this setting so that it will actually work for you without flagging it as being a cheat. To do this, just select the check box for Allow Survey Station.



### Showing Social Media Links

If you'd like the survey to be sharable via Twitter or Google +, you can add a link on the Thank You screen that appears at the end of the survey. If you want the public to be able to take this survey, just select the check box next to Show Social Media Links.

### Survey Options

☐ Allow Survey Station

☒ Show Social Media Links

The result will be links that look like this:



### The QR Code

On the general page for the survey, there is a QR code.

## TEST SURVEY

**GENERAL** EDIT BALLOTS DELETE PREVIEW CLONE

### Survey Duration

The date and time for a survey to start and end

Start:

End:

### Survey Options

☐ Allow Survey Station

☒ Show Social Media Links

If you click on the image, it will automatically be downloaded to your computer so that you can use it in advertising for your survey. Then, when scanned in with a smartphone or PDA, it'll direct the device to your survey.

## Saving Survey Details

**TEST SURVEY**

**GENERAL** EDIT BALLOTS DELETE PREVIEW CLONE

**Survey Duration**  
The date and time for a survey to start and end

Start:   ☐ Allow Survey Station

End:   ☒ Show Social Media Links

**Survey Options**



After you've set the criteria for your survey, you can save those details by clicking the button that states Save Survey Details. You may keep editing the survey until it goes live. If you save it so that it is immediately available, a pop-up will appear that will warn you that the survey cannot be edited once a ballot has been submitted.

## Editing the Survey

On the Dashboard, if you'd like to go back in and change anything about the survey, you can do so simply by clicking on the Edit tab. The process is exactly the same as when you built the survey initially.

**TEST SURVEY**

**GENERAL** EDIT BALLOTS DELETE PREVIEW CLONE

## Previewing the Survey

Selecting the tab to preview the survey will open up the survey in a new browser window.

**TEST SURVEY**

**GENERAL** EDIT BALLOTS DELETE PREVIEW CLONE

The survey appears just as it will when users will visit it once it's published.

**Test Survey**

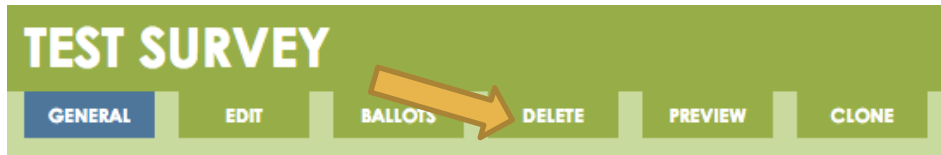
1. What do you like most about living in the residence halls?

2. Please Enter your E-mail Address:

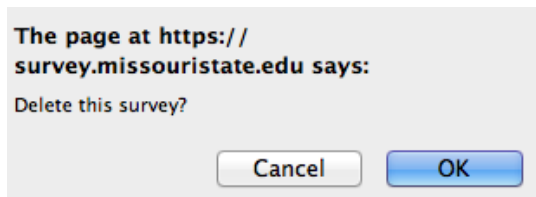
3. In which Residence Hall do you live?

## Deleting the Survey

Clicking on the Delete tab is how you delete the survey at any point during the process.



It is purposely removed from the Save Survey option so as to make it less likely to be selected by accident. There will be a warning to ensure that you aren't deleting the survey on accident.

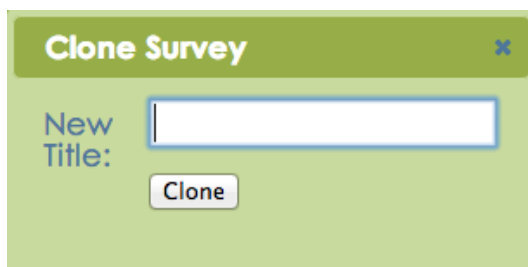


## Cloning a Survey

If you would like to replicate a survey that's been published previously, you can't simply re-use it (because the old ballots that are cast are tied to the survey), but we wanted to ensure that you didn't have to re-create the entire survey from scratch, especially if it's something extensive that you'd like to do annually. First, find the survey you'd like to clone in the navigation section.



Clicking on the Clone tab brings up a dialog for the new survey's name, like so:

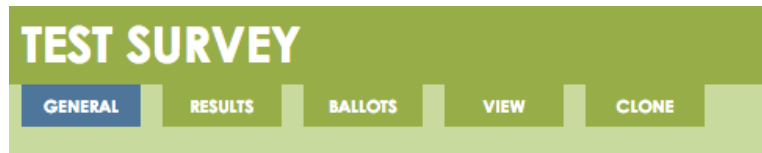


It will then appear under the unpublished surveys and be as editable as a survey that has just been created.

## Publishing the Survey

Publishing the survey happens automatically when the selected start date and time arrives. If you would like for it to be published immediately, simply set its start time into the past, then save the survey

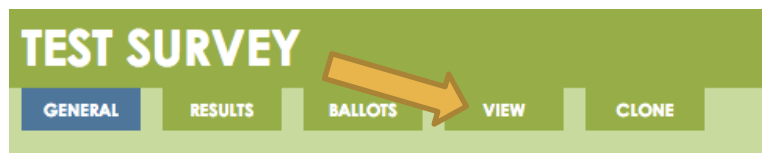
details. Upon its being published and becoming active, the tabs available on the Dashboard for your survey will change.



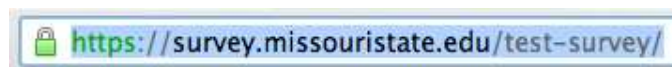
You'll notice that there is a tab for the results, the tab to edit the survey is gone, and the tab to preview the survey now says View.

## Sharing the Survey

If you click the view tab, you can get to the live, share-able version of the survey.



At this point, it's up to you to share the survey in whatever form seems most suitable for the survey. After viewing the survey, you can copy the URL for the survey and E-mail it out, put it on a flyer, or use it in any fashion you see fit.

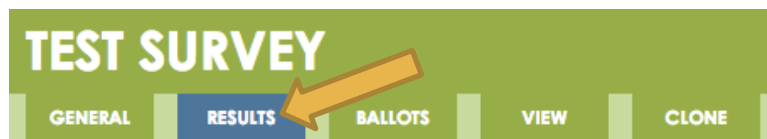


Alternatively, you can do the same basic thing with the QR code from the Dashboard's General tab.



## Viewing the Results

At any point after you've begun receiving results on your survey, you can view those results. Just click on the tab for the results.



The results are broken down by question. Any question that has a typed response will not have the answers displayed, as a heavily used survey's results would take up so much room that it would be



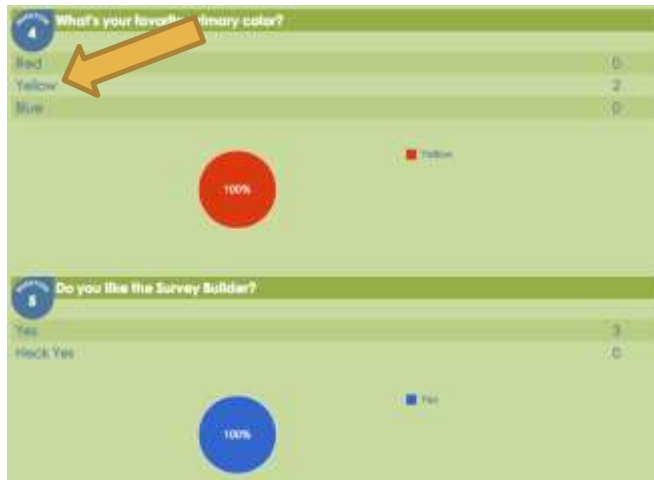
unwieldy. These results are more of an overview for quickly discerning those questions that have multiple-choice style options.



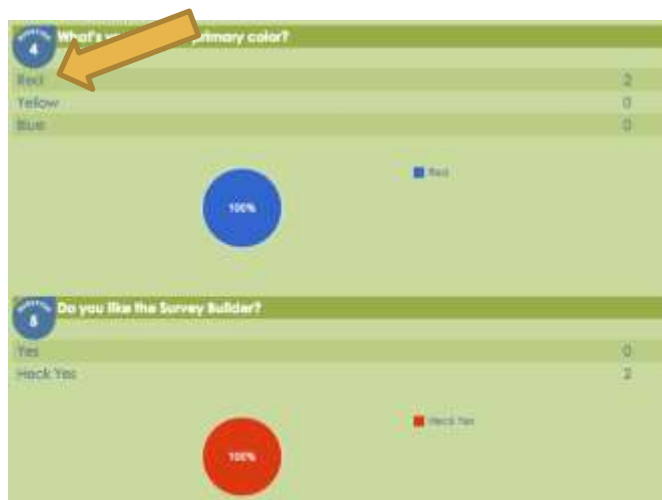
## Filtering Results

If you'd like to view the results based on one criterion, for example just the residents in one building, you can click on the answer for that one criterion. Every other question will show only the results where the respondents selected that answer.

In this example, all the respondents whose favorite primary color is yellow also selected "Yes" for whether or not they liked Survey builder.

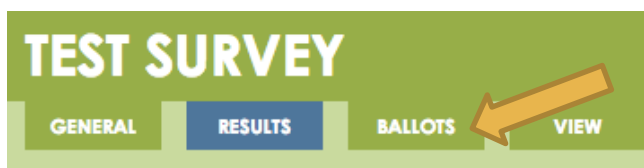


If you click on Red rather than Yellow, the responses to whether or not they liked Survey Builder, show that those users responded “Heck Yes”.



## Viewing Individual Ballots

The individual ballots are the exact results of each respondent’s response to your survey. This shows all of the results, including the typed responses as though you were looking at the filled-out piece of paper. To access the ballots, just click on the Ballots tab.



You’ll see their typed responses as well as their chosen answers to multiple-choice questions and those other questions with predetermined responses. To switch between ballots, simply click on the Previous or Next Ballot options near the top of the page.

**TEST SURVEY**

GENERAL RESULTS **BALLOTS** VIEW CLONE

Previous Ballot Next Ballot

**Ballot ID: 231**

**QUESTION 1** What do you like most about living in the residence halls?  
Everything

**QUESTION 2** Please Enter your E-mail Address:  
b@b

**QUESTION 3** In which Residence Hall do you live?  
☒ Woods House ☐ Wells House ☐ Survilla Tower ☐ Scholars House ☐ Monroe Apartments  
☐ Kentwood Hall ☐ Hutchens House ☐ Hammons House ☐ Freudenberger House ☐ Blair-Shannon House

## Viewing the Complete set of all the Results

To view a complete overview of the results, you must export the results to a Microsoft Excel document.

**TEST SURVEY**

GENERAL **RESULTS** BALLOTS VIEW

**View Results**  
Click on a question field to filter results.

Export to Excel: Full Report Export

## Viewing the Full Report

Exporting the full report puts all of the individual ballots into an Excel document:

	What do you like most about living in	Please Enter your E-mail Address:	In which Residence Hall do you live?
229	Everything	a@a.com	Monroe Apartments, Scholars House, Su
230	I don't	somefakeaddress@nowhere.com	Hutchens House
231	Everything	b@b	Woods House
232	All sorts of stuff	C@C	Scholars House

It doesn't tally any of the results, but it does show all of the content on a single page.

## Viewing the Summary

To view an easier to read report, just change the drop-down by the export button to Summary, then press the Export button. It will produce an Excel document. Rather than showing each ballot, it has a tally of the results, similar to the results page.

Question	Tally
<b>What do you like most about living in the residence halls?</b>	
Click to see text results	
<b>Please Enter your E-mail Address:</b>	
Click to see text results	
<b>In which Residence Hall do you live?</b>	
Woods House	2
Wells House	1
Sunvilla Tower	2
Scholars House	3
Monroe Apartments	2
Kentwood Hall	1
Hutchens House	3
Hammons House	1
Freudenberger House	1
Blair-Shannon House	1
<b>What's your favorite primary color?</b>	
Red	2
Yellow	2
Blue	2
<b>Do you like the Survey Builder?</b>	
Yes	3
Heck Yes	2

Notice that the results for the questions that are text boxes say “Click to see results”. If you click in this field, it’ll take you to the second page of the workbook and display all of the results from the filled text boxes.

Question
<b>What do you like most about living in the residence halls?</b>
The services
All sorts of stuff
Everything
I don't
Everything

You can also get to this page by clicking on the tab near the bottom of the Excel workbook.

