

Site User Guide

1. Log in with your wechat id and password.
2. The next page will have a list of questionnaires created, or none if you haven't created any. Fetch will download a csv file of all the results collected from the questionnaire. Delete will permanently delete all data associated with the particular questionnaire.
3. Create questionnaire will allow you to create a new questionnaire for deployment.

Manage Questionnaire

The manage page will allow you to build a comprehensive questionnaire. The 4 textboxes at the top are important settings that will generate the questionnaire. Fill out the name, the number of questions, number of groups and group ratio.

- a) Name is the name of the questionnaire.
- b) Number of questions will control how many questions are deployed.
- c) Number of groups detail how many separate student groups the researchers wish to have. The group checkboxes for each question determine whether that question will be shown to that particular group. For example, if there are 3 groups specified and for question 1 the first 2 are ticked but the last one is not, that question will be deployed to groups 1 and 2 only.
- d) Ratio determines the approximate ratio the groups will be assigned to students taking the survey. For example, if there are 3 groups and the ratio is 3:2:1, the application will (approximately) assign students to groups in that ratio, which would be roughly 50% for group 1, 33% for group 2 and 16% for group 3.

It is **very important** that the length of the ratio matches the number of groups, and that the ratio parts are integer values above 0. Otherwise a default ratio of 1:1:1... (equal share of groups) will be submitted to the system.

- e) Press the change settings button to apply the above changes to modify the questionnaire layout. These settings can be changed again if there is a need to, however groups selection information will be lost and if the question number is lower, question data will be lost.

Manage Questionnaire.

Questionnaire name:

How many questions:

How many groups:

Group ratio:

Questionnaire optionality

For each question, the checkboxes will control which group receives the question as mentioned above. The large textbox holds the data of the question itself, for example “what is your name?”. We have implemented 5 question types. These are short answer, radio, multiple choice, rankings, and date. Should short answer be selected, a textbox will appear that specifies the maximum length of the answer. 0 will specify no limit. Should radio, multiple choice or rankings be selected, a textbox will appear with the number of ‘checkboxes’ that will appear to the respondent. This can be updated to include as many checkboxes as you desire. Each checkbox will have a corresponding textbox where the option for that can be filled in. Ratio type refers to single choice of any checkbox only, multiple choice will allow the survey respondent to select as many or few as they desire, and ranking will require the respondent to rank the selection. Finally date will require the user to specify a date, for questions such as “what is your date of birth?”

Question 1

☒ Group 1 ☒ Group 2

What is your name?

☒ short answer ☐ radio ☐ checkbox ☐ ranking ☐ date
character limit (leave 0 if no limit): 64

Question 2

☒ Group 1 ☐ Group 2

Whats your favorite fruit?

☐ short answer ☒ radio ☐ checkbox ☐ ranking ☐ date
Number of choices 4

Choice 1 description

mango

Choice 2 description

apple

Choice 3 description

banana

Choice 4 description

watermelon

After the questionnaire is completed, press the submit button at the bottom of the page to submit the questionnaire to the database. **Make sure** all data is correct before submitting! Once the questionnaire is submitted there is no way to modify it, so it would have to be deleted.