To Login <http://www.andrews.edu/surveys/indexeva.php>

For PSWD’s (to take a survey) <http://www.andrews.edu/surveys/indexstud.php>

**How to Create a Questionnaire**

**(A Non-active survey)**

**Editor Controls**

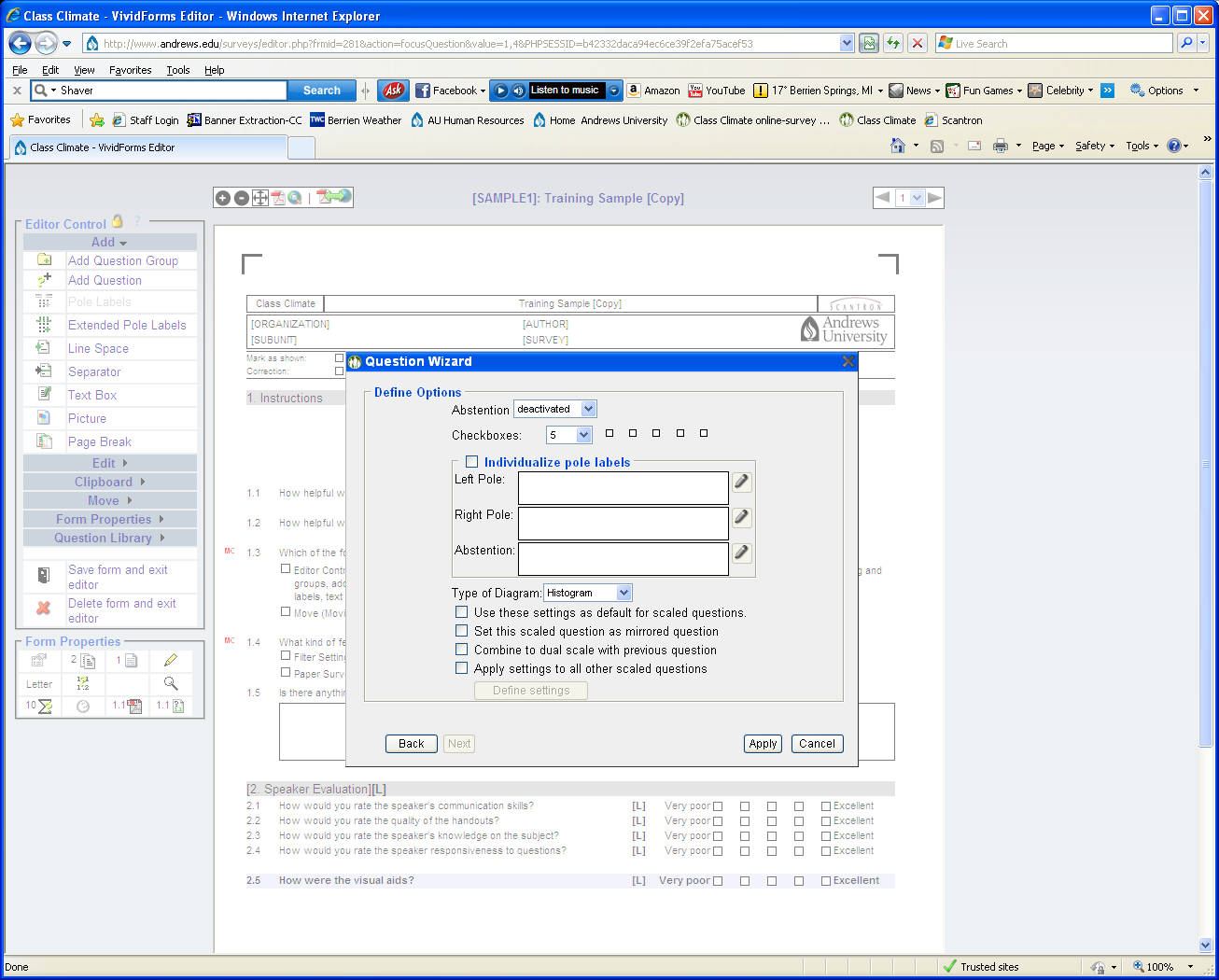
**Add**

**How to Create a Questionnaire (A Non-active survey)**

* **Go to top and select Questionnaires**
* Then on the left side bar select Create Questionnaire
* Then Select Vivid Forms Editor
* Name your Questionnaire
* Add Question Group on Top left corner.
  + Give the question group a title.
    - If it is a group with scaled questions, please indicate how many options for the scale there are (not including NA).
    - Select size of Font.
* Now you may add a Text Box with instructions OR Add a Question
* Adding a Text Box- Click on Text Box. Then add the sentence you would like displayed.
* **Adding a Question -**There are 6 questions types you can select.
  + **Scaled**- Is the likert scale of how ever many options you would like typically 1 to 5, strongly disagree to strongly agree. These you can have pole labels or extended pole labels.
  + **Open Question**- This is a write in question for open ended types of answers.
  + **Single choice**- These are questions they are only allowed to answer with a single choice (radio buttons) These are the types of questions you can do skip logic with. If you want to have them say yes or no and then skip questions depending on the answer.
  + **Multiple choice**-Choose all that apply.
  + **Matrix Field**-Allows the capturing and evaluation of five-digit numbers (horizontal matrix) or ten digit numbers (vertical matrix). Could be used for ID numbers. It is a matrix that gives you ones, tens, hundreds, thousands and so on to fill in with specific numbers.
  + **Grade Value**-This is a 1 to 5 scale that also has capabilities of doing partial numbers like 1.4 or 4.6 or whatever combinations the teacher wants to give.

**Entering a scaled question**

* Select Scaled Question
* Select Next
* Enter desired question.
* Select Next
* Below is a picture of the next screen. It has many options.



**The Abstention:**

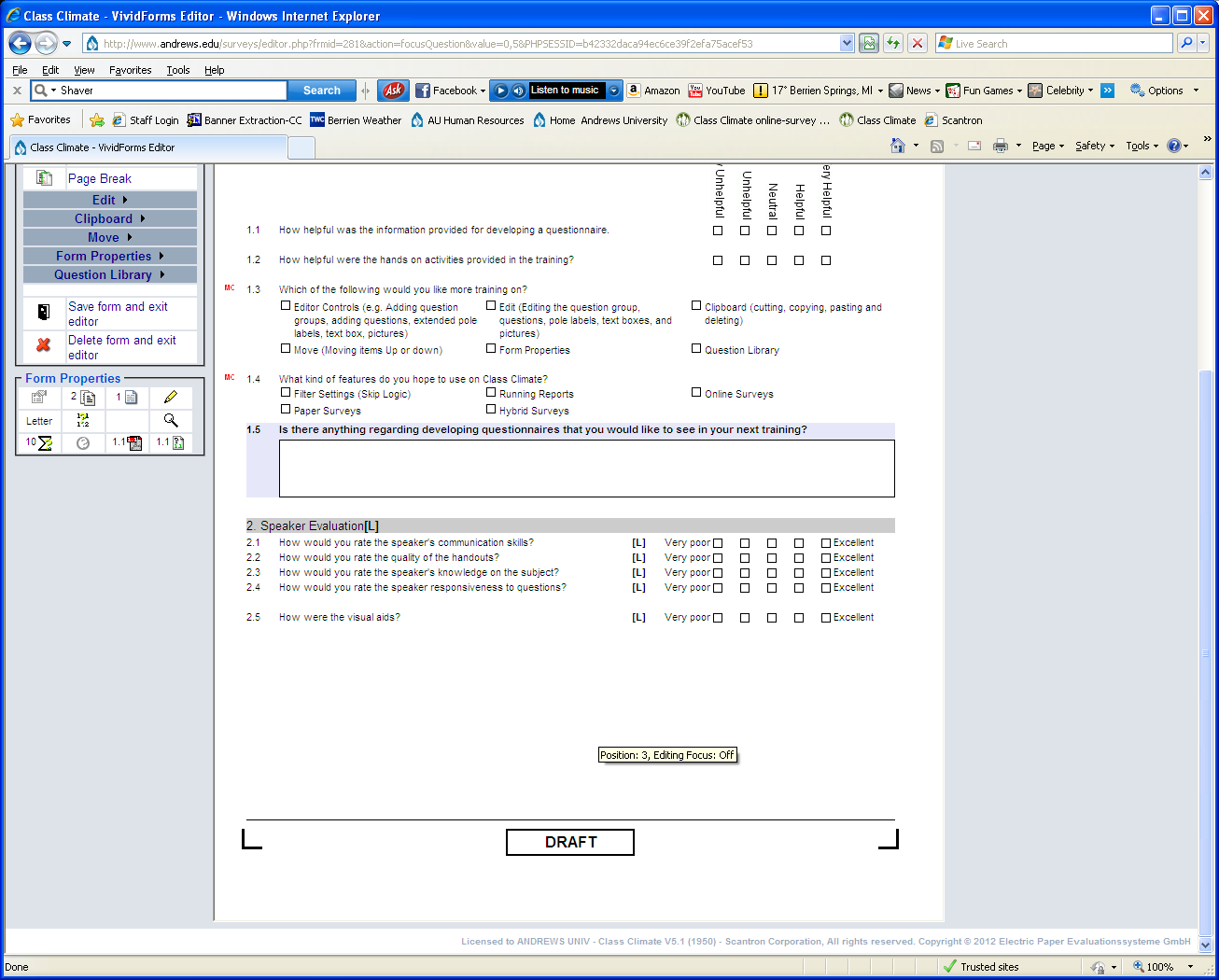
* Deactivated – The ability for the participant to say NA is gone.
* Activated- The ability for the participant to say NA is available.

**Checkboxes:**

* This is how many choices you have them to choose from for the rating scale. Most commonly 5 is chose for Strongly Disagree, Disagree, Neutral, Agree, and Strongly Agree.

**Individualize pole labels:**

* This will give you the extreme left and extreme right pole labels. I have given you an example below. If you choose this option this would be where you would put your Abstention if you had activated that feature.



**Type of Diagram:**

This is the type of chart that will be displayed for your results when you make your reports.

* Histogram- This includes a small bar chart within a diagram that shows the mean and SD.
* Bar Diagram-Shows a bar graph of the responses
* Pie Diagram-Shows a pie chart of the responses. Use when you are talking about percentages.
* Line Diagram-This is a line graph
* Donut Diagram-This is a lot like a pie diagram just shaped like a donut.

**Use these settings as default for scaled questions-** If you check this box it will remember your setting for all of your scaled questions.

**Set this scaled question as mirrored question-** This changes the value from being Lowest value on the left to Highest value on the left. So it would look like 5, 4, 3, 2, 1 OR Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree. There is no noticeable difference when you select this checkbox. But you as a user have to remember that the positive and high values go on the left if you choose to use this feature.

* **How to add an open ended question.**
* Select Add question on the left under Editor Control
* Select Open Question in the Question Wizard box that appears
* Select Next at the bottom
* Type in your question into the text box
* Select Next at the bottom
* For Box Size click on dropdown arrow and select the height that you want your text box to be.
* Max number of characters- (I leave this at 0 which gives the participants however many characters they want.) You can limit the number of characters if you wish by placing the number in the box.
* Then click apply.
* **How to add Single Choice questions.**
* Select Add question on the left under Editor Control
* Select Single Choice in the Question Wizard box that appears
* Select Next at the bottom
* Type in your question into the text box
* Define your options by typing in one answer at a time and clicking add option.
  + Once add option is clicked your answer choice will appear in the option list below.
  + If you decide that you want to edit one of your options.
* Select the option from the option list so that it is highlighted.
* Then click the pencil on the left side of the option list.
* This will make this option appear back in the top text box that says option.
* Edit the option and then click update option (this is the same button that previously said add option)
* Now select how you want the answer choices to appear Online.
  + Select the drop down arrow and select one of the following: Check box list or Drop down list.
* Decide if you want the Mean to be disabled or enabled. If the mean does not make sense to calculate you would want to disable calculation.
* Decide the Position of the answer options:
  + Select one of the following: Default Questionnaire Layout, next to the question text, beneath the question text.
* If you would like to Integrate an Image, Select Integrate Image on the right toward the bottom. In order to do this you will need to upload pictures.
  + To upload pictures go to Form Properties on the left side of the screen.
  + Then select picture library
  + The Library Assistant will appear
  + Select Browse
    1. Find picture in your files
    2. Then select Open
    3. Give the picture a description
    4. Then select Upload Pictures
       1. Repeat if you have more than one picture.
  + Then click apply.
* Now that there are pictures in the library. **To add a picture** do the following.
  + Under Editor Control.
  + Select picture
  + Then select the dropdown arrow and click on the description of the picture you want.
  + Select the alignment you would like to have with the picture: left aligned, centered, or right aligned.
  + Then type in the % you would like for the scaling in % of page width into the text box provided.
  + Then click apply.

**To add a multiple choice question**

* Select Add question under the Editor control
* Select Multiple Choice
* Click Next
* Type in your question into the text box provided
* Click Next
* Define your options by typing in one answer at a time and clicking add option.
  + Once add option is clicked your answer choice will appear in the option list below.
  + If you decide that you want to edit one of your options.
* Select the option from the option list so that it is highlighted.
* Then click the pencil on the left side of the option list.
* This will make this option appear back in the top text box that says option.
* Edit the option and then click update option (this is the same button that previously said add option)
* Then click apply.

**How to add Extended Pole Labels**

Extended Pole Labels are used for Scaled questions. These labels are the ones that appear above each of the individual check boxes available.

* Click on Extended Pole Labels
* Then the default is that the most negative answers like 1 or Strongly Disagree should be added first. Then continue in the order that you would like the words to appear above the check boxes. If you had selected mirrored then you would want to do the opposite.
* If you had selected to have an Abstention then place a word or abbreviation in the Abstention textbox.
* Decide the inclination- I like 45 degrees best, it slants the words 45 degrees on the survey. The inactive survey the words will be completely vertical.
* Then click Apply

**How to add a page break**

* Decide where you would like the page break (this is more important for paper surveys than for online surveys)
* Then select the question or text right before location of the page break to make sure that EDITING FOCUS is set to ON (You will know that Editing Focus is on because the question be in bold and if you scroll over the question it will say Editing Focus: ON).
* Then select Page Break and it will appear underneath the question that has Editing Focus: On.

**How to add Line Space**

Line space is used when you want more white space.

* First click on the question where you would like more white space after it. Make sure that Editing Focus is On.
* Then click on Line Space under Editor control.
* This will place extra space beneath the question that has Editing Focus: On

**How to add a Separator (Horizontal Line)**

* First click on the question where you would like to add a separating line after it. Make sure that Editing Focus is On.
* Then click on Separator under Editor control.
* This will place a horizontal line beneath the question that has Editing Focus: On

**Edit**

* If you click on Edit Question Group on the left, you can edit the name you gave to the question group that currently has Editing Focus On.
* If you click on Edit Question on the left you can edit the current question that has Editing Focus On. Another way to edit a question is to just simply double click on the question.
* If there is something you would like to edit using the left side panel under Editor Control select the item to turn Editing Focus On and then select the appropriate edit button. But remember most of the time you can just double click the item you would like to edit and it will allow you to edit it.

**Clipboard**

* The clipboard has the same functions that we do in Microsoft Word is cutting, copying and pasting.
* To use these functions turn Editing Focus On by selecting your question, text box or picture then select from the clipboard the operation you would like to perform or simply do the short cuts on the key board.

**Move**

* On the left Editor Control there is a Move Section.
* You may move questions up and down within a question group. But if you want to move a question to a new question group use the clipboard functions.

**Form Properties**

**Form Properties**

* Under Form Properties there is another Form Properties where you can change the acronym of the survey and the Title of the survey if you wish.
* You may also change the type of paper you would like to use: Letter, A4 or Legal.
* You may activate or deactivate template mode (Where you can set your questionnaire as a template)
* You can force all new questions to be at the end of the survey.
* You can decide what the maximum length of the survey should be and the maximum number of items.

**Layout Settings**

* This is where you can choose a traditional layout or a optimized layout.
* You can also set the default for single choice questions to be either next to the question text or beneath the question text.
* Then click apply.

**Disable Numbering**

* You can disable numbering if you do not want your questionnaire to have numbers. There is only one type of numbering system.

**Edit Pole Template**

* This is only applicable to the pole labels like I showed you above on the top of page three. You could edit pole labels to have a template available to you if you would like.

**Filtering Settings, Validation, Required Questions, Cross Tabulation (p. 70-74)**

* Filtering Settings- Filtering can only be used for single choice questions.
* Validation questions- These are matrix fields or open ended questions
* Required Questions- Highlight the ones that are mandatory and click save.

**Form Properties (continued)**

**Filtering Settings, Validation, Required Questions, Cross Tabulation (continued) (p. 70-74)**

Cross Tabulation- You can use scaled questions or single choice questions up to 11.

**Change Color Scheme**

You may change the colors of the font, background of a question group, background of odd questions, and background of even questions.

**Picture Library**

You may upload pictures from your computer to the picture library to use.

**Line height, font size, size of the answer boxes and font type can all be adjusted.**

**On left: Save form and Exit Editor when you are finished or need to go away and come back to it.**