

## EDUCATIONAL SUPPORT SERVICES

### Using Survey Monkey for Professional Development Evaluations

#### Survey Monkey Log-In Information

<http://www.surveymonkey.com/>

Click "Sign In" (upper right corner)

Username: scoeasaa

Password: scoe

*Please note that this account is shared by everyone that uses it, therefore surveys and survey responses are not private and extra caution needs to be used to ensure that someone else's survey isn't edited or deleted at all. You can copy existing surveys to make new templates for events.*

#### How To Create a Survey Using Existing Template

- Log in to Survey Monkey
- Click green "+Create Survey" button (upper right corner)
- Select "Edit a Copy of an Existing Survey" button
- In drop down bar, select the template you want to use (templates numbered "00" – "04").
- Change the "New Survey's Title" field to reflect your event info and include the date (mm-dd-yy), preferably with the date listed first (*example: "11-22-13 NGSS Training"*). Including the date in the title allows for easier sorting and helps differentiate between multiple sessions of the same event.
- Click "Let's Go"
- Add / delete / edit questions as appropriate for your event

#### How to Get A Shareable Link For Your Survey To Share With Participants

- Once your survey is complete, click the gray "Collect Responses" tab.
- The typical way to collect response is via a web link – select "Get Web Link" to have a survey link be created. Other options are available as appropriate for your event.
- If you selected "Get Web Link", a public web link will appear. You can use this link as-is, or hit "Customize" to change the public link to match your survey title or an abbreviation of the title. This link is what should be shared with participants taking the survey.

#### How To Access Your Survey Responses To Browse Responses

- Log in to Survey Monkey.
- Click the "View All Surveys" button to get a listing of all surveys, and sort by name or date to find your survey. Once you've found it, click the name of your survey to enter it.
- Click the gray "Analyze Results" tab.
- Use the options on the left to browse Responses, filter response, crosstab responses, and more.

#### How To Download Your Survey Responses

- Log in to Survey Monkey.
- Click the "View All Surveys" button to get a listing of all surveys, and sort by name or date to find your survey. Once you've found it, click the name of your survey to enter it.
- Click the gray "Analyze Results" tab
- Select "Exports" on the left. You can select from prepared PDF exports, or select "New Export" to customize what is downloaded, and the file type.