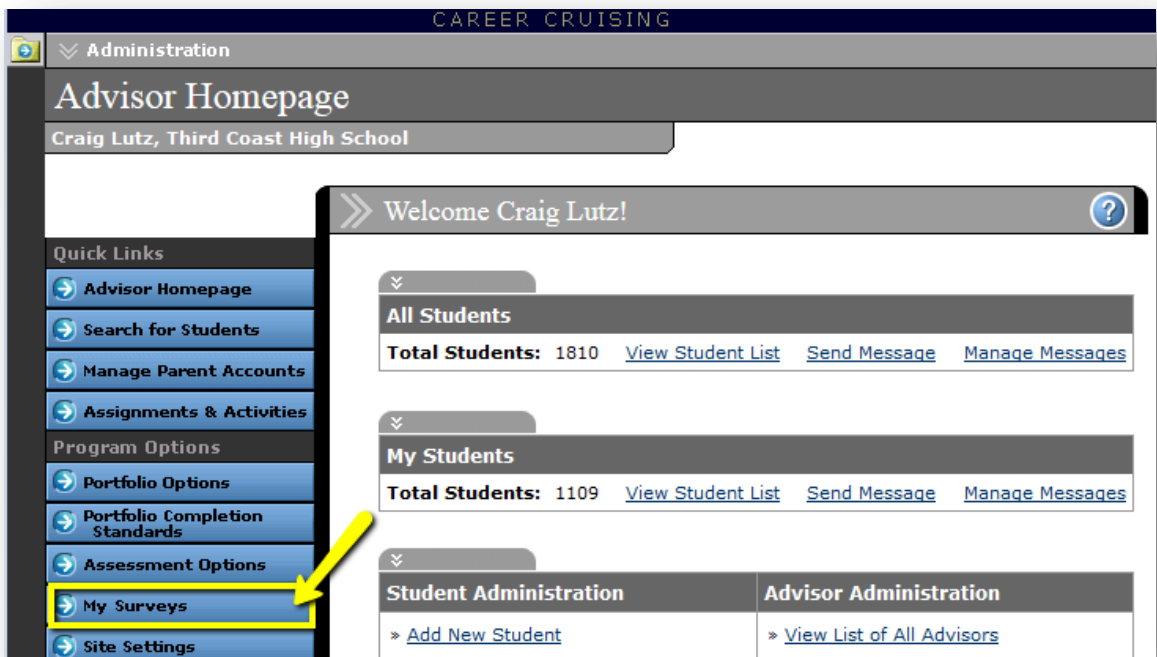


SENDING SURVEYS IN CAREER CRUISING

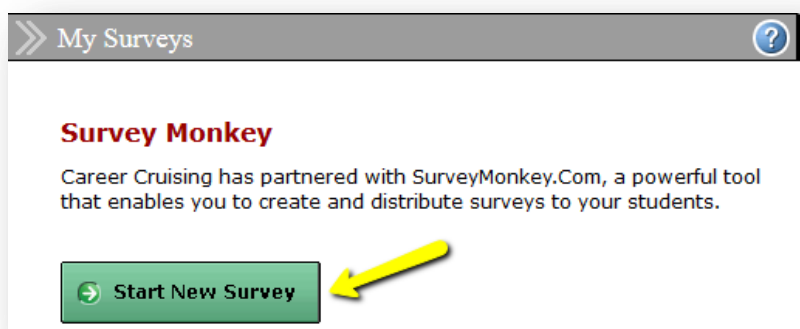
Career Cruising has partnered with Survey Monkey to allow you to send surveys to your students through the Career Advisor Management System.

STEP 1: Contact your Client Account Manager to let them know who will be setting up and sending surveys at your school. Your account will be set-up and you will receive a username and password you will use in Step 5.

STEP 2: From your Advisor Homepage, click on the **MY SURVEYS** button on the left-hand side.



STEP 3: Click on the **START NEW SURVEY** button.



STEP 4: Create your survey

- a) Begin by giving your survey a name and optional description

Create a New Survey

Give your Survey a Name

Choose a name for your survey and the template that is most appropriate for your intended use.

New Survey Name: *

Description:

Select a Template:

Next

- b) Select a template and click **NEXT**.

- i. Senior Exit Survey. This survey has a complete list of questions (see appendix for questions). You can choose to edit the questions provided and add your own.
- ii. Base template with minimum formatting. This survey template does NOT contain questions, but is formatted for you. Simply add your questions to complete your survey.

Create a New Survey

Give your Survey a Name

Choose a name for your survey and the template that is most appropriate for your intended use.

New Survey Name: *

Description:

Select a Template:

Next

- c) Create your distribution list by searching for students using the criteria provided. Confirm the list and click **NEXT**.

Create a New Survey

Who is this Survey for?

Create a distribution list by selecting a group of students and/or using other specific criteria.

Recipient Criteria

Group	Please Select
Grade Level	<input type="checkbox"/> 6th Grade <input type="checkbox"/> 7th Grade <input type="checkbox"/> 8th Grade <input type="checkbox"/> 9th Grade <input type="checkbox"/> 10th Grade <input type="checkbox"/> 11th Grade <input checked="" type="checkbox"/> 12th Grade
Advisor	Please Select
Status	Active
Gender	<input type="radio"/> Male <input type="radio"/> Female

Back [Reset Choices](#) **Next**

Create a New Survey

Distribution List Summary

Total Recipients: **306**

You selected the following criteria for the recipients:

- 12th Grade
- Males & Females
- Active

If this Distribution List is correct, save it by clicking "**Next**".

Back **Next**

STEP 5: In order to design your survey, you will need to login to Survey Monkey. When you Click **“login to Surveymonkey.com”** a browser new tab will open.

Create a New Survey

Design your survey in SurveyMonkey.com

VERY IMPORTANT
Use the Username and Password provided by your Career Cruising Account Manager to login.

Login to SurveyMonkey.com ▶

Back

VERY IMPORTANT!
Follow these instructions carefully.

When your survey is complete, DO NOT click "Send Survey" in surveymonkey.com.

Send Survey

When you have finished creating your Survey, close the Survey Monkey tab in your browser and click the Career Cruising tab.

Career Cruising x SurveyMonkey x

https://www.surveymonkey.com

Not now Login to SurveyMonkey.com ▶

It is **VERY IMPORTANT** that you use the Username and Password provided by your Client Account Manager when you login to [www.SurveyMonkey.com](https://www.surveymonkey.com).

- Please note that the login is case sensitive.
- Please **DO NOT** use Google or Facebook to login as it will not have the integration with CAMS.

SurveyMonkey®

Sign In Help

Sign in to your account

Don't have an account? [Sign Up](#)

Enter your username:

Please enter a username.

Enter your password:

Remember me!

[Forgot password or username?](#)

Sign In ▶

Or sign in with your Google or Facebook account

Now you can link your accounts and sign in to SurveyMonkey using your Facebook or Google Account. It's quick, easy, and secure - your SurveyMonkey data will be completely private.

Sign In with Google

or

Sign In with Facebook

STEP 6: Edit your survey in Survey Monkey

- If you selected the “Senior Exit Survey” template, you can review the list of questions, delete questions and add your own.
- If you selected the “Base Template” you can add the questions you would like to use.

Edit existing questions by clicking here.

Add new questions by clicking here.

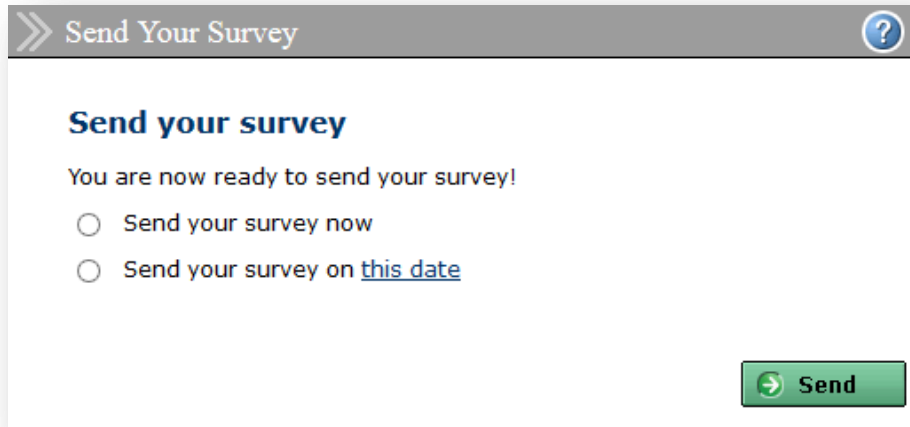
Delete unwanted questions by clicking here.

- When you complete your survey edits, **DO NOT SEND** in SurveyMonkey.com
- Close the internet browser tab for Survey Monkey at the top of the screen and return to Career Cruising.

Click here to close the browser tab.

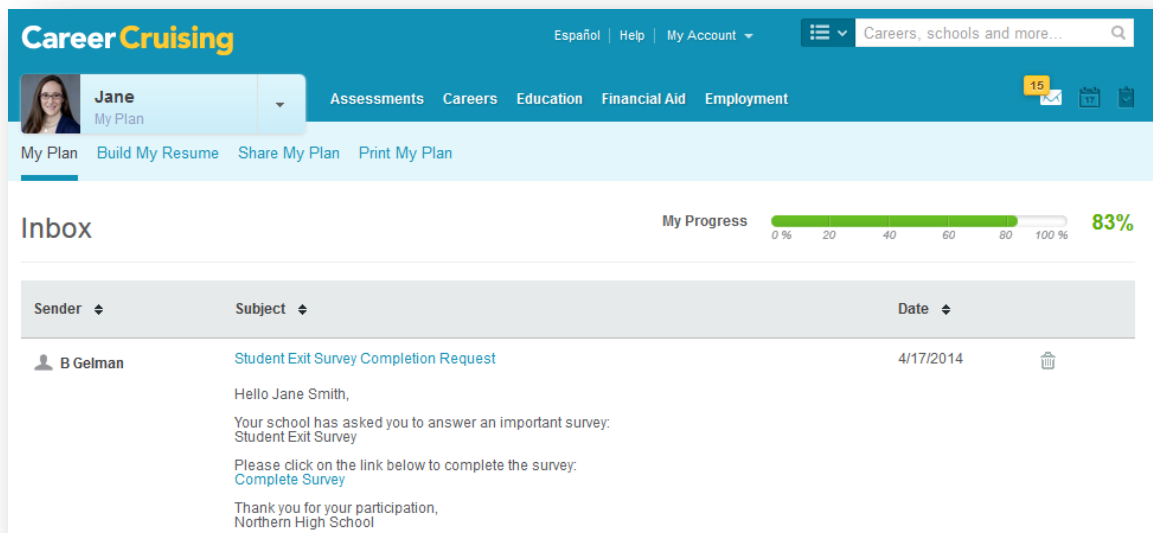
STEP 7: Return to Career Cruising (CAMS) to send your survey.

- You will send your survey through Career Cruising.
- You can choose to send your survey immediately or, you can set a date in the future, in which case the survey will auto deploy on that date. Click on the link, “**This date**” to select the date on a calendar.

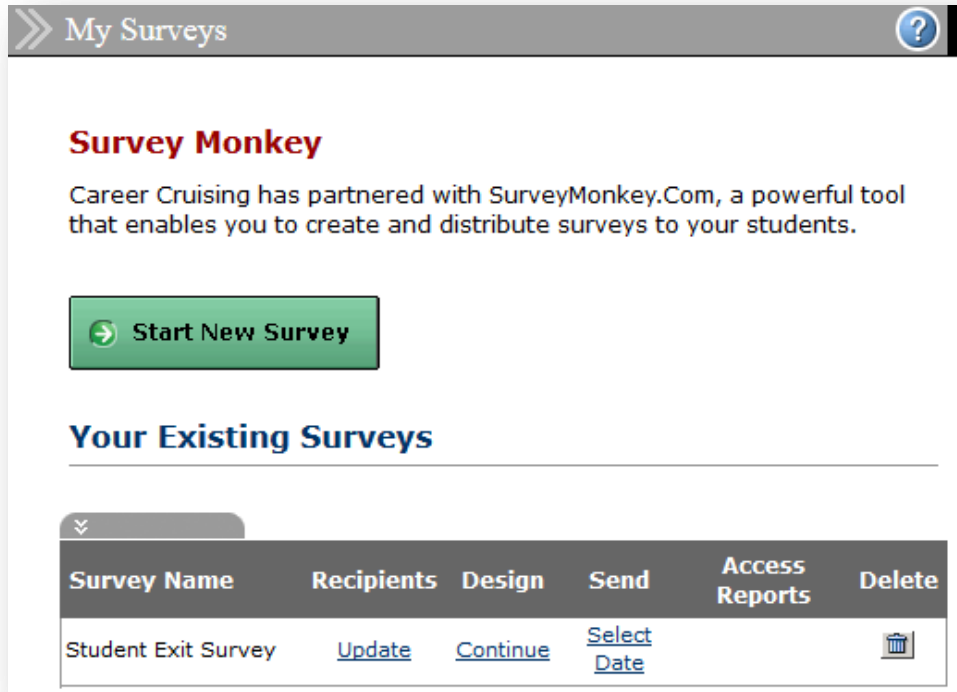


- Click **SEND** to deploy your survey.

Your students will automatically receive an alert in their My Plan account and via email, if they have stored an email.

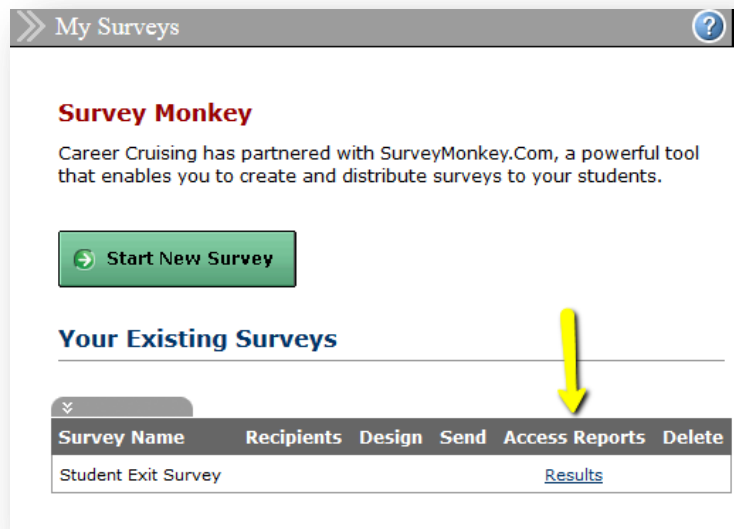


NOTE: If you need to stop while working on your survey, your changes are automatically saved in Survey Monkey. You can close the browser and when you are ready to continue, return to the My Surveys page, and select the step you wish to update. Once you have sent your survey, you will not be able to make any more changes.

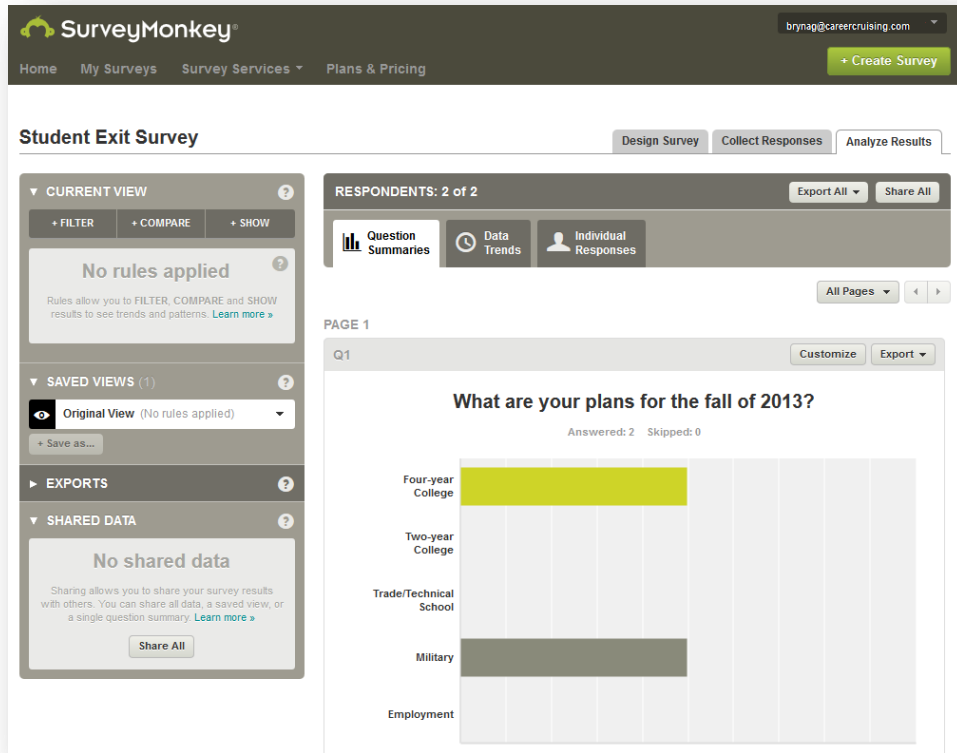


STEP 7: Analyze the data collected from your survey

- From your Advisor Homepage, click on the **MY SURVEYS** button on the left-hand side.
- You will now see a list of your existing surveys.
- Under **Access Reports**, click on the **Results** link



- You will return to Survey Monkey and can view the data from your survey.



- You can close the browser tab to return to Career Cruising.

NOTES

- Once your survey is sent, you no longer have the option to edit the survey or distribution list.
- If you would later like to send the survey you have created to another student, or group of students, you will need to set-up a new survey and can select the survey you created from the drop-down menu (see STEP 4b).