

# Using SurveyMonkey for District-Wide Surveys

Before completing the steps below, please contact your Career Cruising Implementation Manager to create a new SurveyMonkey account.

## How to create a district-wide survey

- 1 – Log in to [SurveyMonkey](#).
- 2 – Click **Create Survey** in the top right corner of the page.
- 3 – Select **Edit a Copy of an Existing Survey**.

Build a New Survey from Scratch

Edit a Copy of an Existing Survey

Which survey? \* Select an Existing Survey

Pick from a list of surveys we can copy.

Let's Go! →

Start from an Expert Template

- 4 – Select either the **Grade 12** or **Grade 8 Exit Survey** from the dropdown menu.

Build a New Survey from Scratch

Edit a Copy of an Existing Survey

Which survey? \* Select an Existing Survey

Grade 12 Student Exit Survey

Grade 8 Student Exit Survey


Start from an Expert Template

5 – After selecting which survey you'd like to use, enter a **New Title**.

**Edit a Copy of an Existing Survey**

Which survey? \*

Pick from a list of surveys we can copy.

 New Survey's Title \*

Up to 250 characters, please.

6 – After clicking **Let's Go**, you'll be redirected to a preview of the survey. You can edit the survey at this time. Once you're happy with it, click **Next**.

7 – Under **Add a New Collector**, click **Email**.

**Copy of Grade 12 Student Exit Sur...** Summary Design Survey Collect Responses Analyze Results

Survey Collectors

COLLECTORS: 2 of 2

	NICKNAME	STATUS	RESPONSES	DATE MODIFIED
	Web Link 1 Created 3/15/2016	OPEN	0	Tuesday, March 15, 2016 11:35 AM
	Email Invitation 1 Created 3/15/2016	NOT CONFIGURED	0	Tuesday, March 15, 2016 11:35 AM

COLLECTORS: 2 of 2

ADD A NEW COLLECTOR

- Web Link  
Ideal for sharing via email, social media, etc.
- Email  
Ideal for tracking your survey respondents
- Buy Responses  
Find people who fit your criteria
- Facebook  
Post your survey on Facebook
- Website  
Embed your survey on your website
- Manual Data Entry  
Manually enter responses

8 – Click **Add Recipients** in the top right corner.

**Copy of Grade 12 Student Exit Sur...** Summary Design Survey Collect Responses Analyze Results

COMPOSE MESSAGE (Step 1 of 3)

SEND TO:

Save as new group (Optional)

SUBJECT:

MESSAGE:

9 – A window will appear asking you to **Add from the following**. Select **CSV File**. Click **Browse** to import contacts you want to send the survey to (you'll also have the option to **Name Your Group**). Click **Add**.

The screenshot shows a dialog box titled "Add Recipients" with a close button in the top right. Below the title bar is a section "Add from the following:" with a help icon. It contains six buttons: "CSV File" (highlighted with a red box), "Gmail", "Yahoo! Mail", "Outlook.com", "Contacts", and "Manual". Below this is a text instruction: "Import contacts with a comma separated value (CSV) file. Separate individual fields for each contact with a comma. Each contact should be separated by a line break." followed by a "Browse..." button. Below that is a dropdown menu: "If a contact already exists in your Contacts, update contact information". At the bottom is a "Name your new group:" section with a text input field containing "CSV\_1458056711419" and "Cancel" and "Add" buttons.

*\*A CSV file can be exported from your RRS account, and all fields should be **unchecked** except for **Email Address**. First Name, Last Name, and School will be included by default. Once this file has been exported, it must be **reformatted** to the order below and **saved as a CSV file**.*

### Spreadsheet (CSV)

You can create a CSV (comma-separated values) file in spreadsheet software, like Excel, Numbers, or Google Sheets.

Each contact needs to be on its own row in the spreadsheet. The columns must be ordered as follows to import correctly:

| Email | First Name | Last Name | Custom 1 |

*\*\*In the custom data field, you can include additional information such as school, grade, or student number. However, you cannot include more than ONE custom data field.*

**10** – You'll be returned to the page entitled **Compose Message**, where you can edit the subject line and body of the email that will be sent out with the survey. Once you've reviewed your message, click **Next**.

**11** – You'll be redirected to the **Review Options** page. Click **Next**.

**12** – You'll be redirected to the **Schedule** page, where you'll have the option to send your survey now or at a later time/date. You'll also be able to see a summary with the details of your survey. Click **Send Now** to send your survey!

SCHEDULE (Step 3 of 3)

Send Now / Send Later ?

Send now.

Schedule a later date and time to send.

Summary

**6**  
People total

Sender Email Address: caitlynn@careercruising.com via surveymonkey.com


- Respondents are not anonymous
- Respondents can edit responses during the survey only
- Survey link domain is surveymonkey.com
- Custom thank you page is off
- After survey, respondents go to www.surveymonkey.com
- Disqualification message on
- Instant results are off
- No cutoff date and time
- No maximum response count
- No IP access
- No password protection

[← Back](#) [Resume Later](#) [Test Email](#) [Send Now](#)

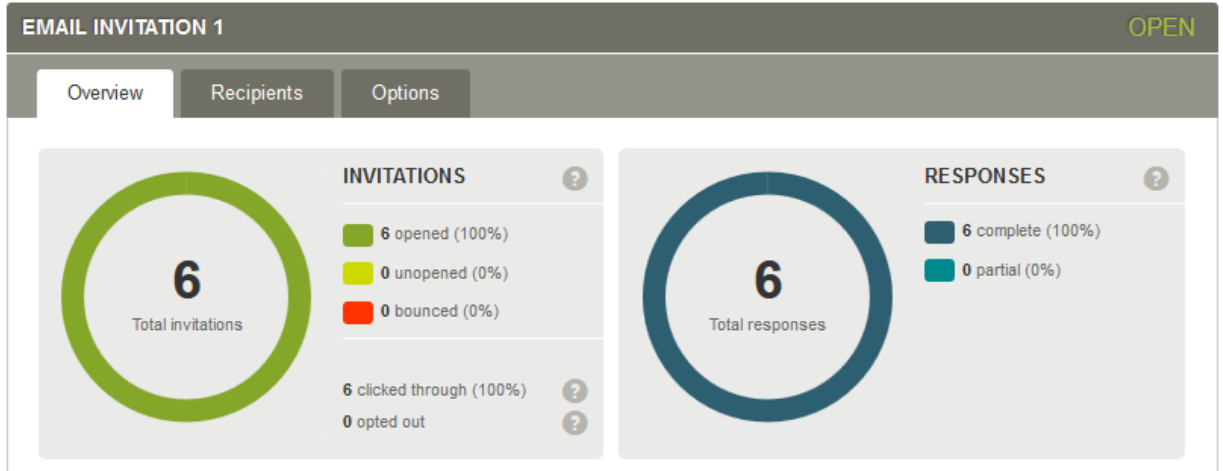
## After your survey has been sent...

### Collecting Responses

- Click **My Surveys** to view your current surveys. From here, click the **Analyze Results** icon.

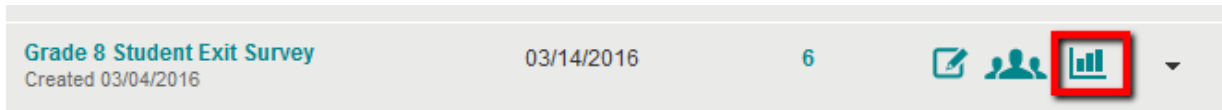
Grade 8 Student Exit Survey Created 03/04/2016	03/14/2016	6		▼
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- Under the **Collect Responses** tab, you'll be able to see who *has* and *hasn't* completed your survey by clicking the **Recipients** tab. Click **Email Invitation 1** for an overview of your invitations and responses. On this page, you'll also have the option to **Invite More**, **Send a Reminder**, and **Send a Thank You**.



### Analyzing Responses

- Click **My Surveys** to view your current surveys. From here, click the **Analyze Results** icon.



- You'll be redirected to the **Analyze Results** page, where you'll have the option to **Filter/Compare/Show Your Results** and view **Question Summaries**, **Data Trends**, and **Individual Results**. You'll also be able to **Export All** and **Share All**.

