How to Create a District-Wide Survey Using SurveyMonkey

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**.

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

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

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**.

8 – Click **Add Recipients** in the top right corner of the **Compose Message** section.

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

*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**.*

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

10 – You'll be returned to the page entitled **Compose Message**, where you can edit the subject line and the 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!

After your survey has been sent…

Collecting Responses

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

- 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.**

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