

## Creating a new survey in What-Do-You-Think

To access this, log in to What-Do-You-Think through Bobcat as usual. You should see a tab for 'Survey' along the top:

**Survey**

CollegeNET

Archive →

### My Surveys

Name	Availability	Responses	Tasks
<a href="#">Acronym Survey</a>	Invitation — Thursday, July 31 2014 at 12:00am - Sunday, August 31 2014 at 12:00am	0	
<a href="#">Lighting Survey</a>	Public — Friday, August 1 2014 at 12:00am - Wednesday, December 31 2014 at 12:00am	0	
<a href="#">Temperature Survey</a>	Invitation — Always	0	

**Previously Created Surveys**

**Create a new Survey**

**Delete, clone (copy), and archive surveys**

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Version: 5.5.34586 Built: 11/21/2014 10:20

## Questions and Categories

Surveys are composed of categories containing questions. Both categories and questions are written by the survey author.

1. Click the Add Category button. Enter a category title, such as Facilities Survey or Environmental Survey.
2. Enter a description of the survey, such as why it was created or its intent.
3. Enter a category abbreviation. The abbreviation is shown only on survey reports

← Surveys List

### Temperature Survey

Adjust survey settings

[Edit](#) [Access](#) [Distribute](#) [Invite](#) [Results](#) [Settings](#)

No questions. Create a category to begin.

**Enter a Category Title**

**Enter a Category Description**

**Enter a Category Abbreviation**

Title

Description

Abbreviation  (Shown in results)

[Create](#) [Cancel](#)

4. Click Save Settings.
5. Click Add Question to produce a first question for the category. A category can contain an unlimited number of questions. Questions are added to a category one at a time and can be formatted as three distinct types. Depending upon the question type selected from these following, the options and fields change for question creation.
  - *Quantitative* - Participant provides an integer-based answer from a sliding scale
  - Select* - Participant chooses from answers you provide
  - Multi-select* - Participant chooses from several possible answers that you provide
  - Written (Short)* - Participant enters a short written answer of their own
  - Written (Long)* - Participant enters a longer written answer of their own
  - Video* - Participant uploads video answers

**Lighting**  
Questions about lighting quality

**Enter a question** → Question  Create Cancel

**Enter a question abbreviation** → Abbreviation

Report As  ↓

Display As  ↓

**Define answers, if applicable** → Possible Answers

Off	Off	Remove
On	On	Remove
No Opinion	No Opinion	Remove
Add		

**Note:** As you enter Category questions, you'll see they are bordered by a dotted line containing an up/down arrow in the top left corner, and an X in the top right corner. The arrows can be clicked to move or drag questions to suit the order you need in the survey. Click the X to delete the question.

6. Click Save to add the question to the survey.
7. Click Add Question to create more questions, or click Add Category to create more categories and question(s).

## Setting Survey Options

1. Click Settings. Perform the following:
  - *Title* - This field contains the name you initially gave the survey. You can change the name for the Settings, but it does not change the name of the survey.
  - *Survey Period* - Select Always to make the survey's availability open-ended. Select Date Range to make its accessible between start/end dates. If you select Between, use the calendar field to provide the survey accessibility dates.

- *Survey Availability* - Select Public to allow anyone to participate in the survey. Select By Invitation to limit participants to those that you invite.
- *Message on finish* - By default "Survey completed. Thank you" displays when a survey is completed. To change that message, enter the new text here.

**Environmental Concerns**

**Survey Name**

**Survey Period**  Always  Date Range

**Survey Availability**  Public  By Invitation

**Message on finish**

**Message to participant upon completion**

Default: "Survey completed. Thank you."

