**Survey Monkey Quick-Start Guide**

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1. <https://www.surveymonkey.com>

2. “create survey” (upper right corner)

3. Left side, default setting is “create a new survey”

 Title your survey

 Select a category (I usually choose other)

 Click “continue” at bottom

4. You are now on the New Survey Edit Survey Page.

 Chose a color scheme (drop down menu)

 Title & Logo…I don’t usually change the title once I have done so. I’ve never inserted a logo.

 Page 1. This is where I put a welcome, and an “informed consent” statement.

 To do so, click “edit page options” then “edit page information.”

 One can enter content directly in the box or “cut/paste” from something else.

5. Now you’re ready to add questions. Click “Add Questions” (center of page)

 And now the real work begins. “Choose Question Type” drop down menu.

 You are faced with 16 choices.

 We will demonstrate some of these choices in the sessions.

 Be sure and then click, lower right, “Save & Add Next Question”

6. When you are done with the questions you can Preview Survey (lower right)

 You can also click “send survey” which brings you to…

7. Collect Responses.

 This instantly gives you the link that you give to others whom you want to fill out the survey. There are several choices, click at the bottom to see more.