**How to make an online survey**

**OPTION 1: Google forms**

If you have a Google account, this is the easiest way to make a survey and analyze the results.

1. Go to your **Google Drive**, click **Create**. A drop down menu should appear. Select “**Form**”
2. Choose a **title** and **theme** for your survey 🡪press OK
3. Question Title 🡪Type your survey question here.
4. “**Help Text**” is for further details or hints
5. Choose a **question type**: multiple choice, scale, list, text box…
6. **Add Item** for adding the next question
7. How to Edit, Copy or Delete. Scroll over the question you would like to edit and three tabs appear on the right: **Edit, Copy or Delete**.
8. Click “**Done**” when you are finished. Then “**Send form**”. This will provide you with a link to share your survey with those you want to take it. Copy and paste the url and share in any way you wish.
9. Menu Bar at the top- “**View Live Form**” allows you to see what the survey will look like

“A**ccepting Responses**” – allows you to open or close survey

“**View Responses**” – allows you to see the responses in a spreadsheet format

**OPTION 2: Survey Monkey**

**Go to** [**www.surveymonkey.com**](http://www.surveymonkey.com)*Survey monkey* is a free online survey making tool.

1. **Create an account**. You can sign up for free. All you need is to make a username, password and provide an email.
2. Select “**Create a survey**”
3. Give it a **Title** and Select a **theme**.
4. Click “**Add Question**” and type your survey question in the question box.
5. Choose the **question type** from the drop down menu: multiple choice, rating scale etc.
6. Type **answer options** in the box
7. “**Save and close**” or “Save and add next question”
8. At the top of every question there are options to **Edit/Move/Copy/Delete** the question.
9. At the top right hand of your page are two options to “Preview survey” and “Send Survey”. **Preview survey** allows you to see what your survey will look like, **Send survey** provides you with a url for your survey that you can share with future participants.
10. Above the “Preview” and “Send survey” bar, are three options: **Design survey, Collect responses, Analyze results**. When you are making your survey you are in Design mode. Collect responses allows you to see how many have responded and when, Analyze results is where you look at all the results.