



# Faculty Quick Tips - Create a Survey



Survey Create a new survey in **SelectSurvey** at: <http://survey.ccsu.edu>

## Steps to follow

Log into <http://survey.ccsu.edu> using your BlueNet ID and password


### Creating a New Survey:

- Click on the “New Survey” button
- Type a title for your survey
- Click on the “Save” button

### Adding questions to a survey

- From the “Modify Survey” screen, click on the “Insert” button
- Click on the drop-down menu and select your item/question type (see “Additional Information” below for the SelectSurvey Manual that describes the questions types)
- Complete the required question fields, then click on the “Save” button.
- Continue this process until you have added all necessary items/questions to your survey.

### Deploying a Survey:

- From the “Manage Surveys” screen, click on the Deploy button  next to the survey you wish to deploy.
- From the “Survey Deployment” screen, determine which option you would like to use:
  - Email link- to use this method, highlight the link that is displayed, then copy and paste it into an e-mail message.
  - Web page link - to use this method, highlight the HTML code that is displayed, then copy and paste it in the desired location on your web page (using a web editing tool, such as Microsoft FrontPage).
  - Popup survey invitation link - to use this method, highlight the HTML code that is displayed, then copy and paste it in the desired location on your web page (using a web editing tool, such as Microsoft FrontPage).
- Click on the “OK” button to close the Survey Deployment screen.

## Additional Information

- For access to SelectSurvey as a creator contact the Help Desk at x21720 or visit the website: <http://www.ccsu.edu/it/serviceCatalog.html?id=6>
- For the complete SelectSurvey Manual view this document: <http://www.classapps.com/Documentation/SelectSurveyNETUserManual.pdf>