SurveyMonkey

How to Acquire a ServeyMonkey License

TTU has agreements with some software vendors that allow us to distribute software to our customers at greatly reduced prices. Please note that Survey Monkey is only available for Faculty/Staff/Student Assistants.

Go to https://www.depts.ttu.edu/itts/software/ and click on *Survey Monkey* at the very bottom of the page to request your license.

About ITTS ∨   All Services   Computing Labs ∨   ShortCourses & Training   Software   Web Development

- Use your insights to make better, data-informed decisions.

Training and Help

Additional training is available at the SurveyMonkey Help Center ↗. Categories for assistance include topics such as:

- Design and Manage Surveys ↗

- Analyze Results ↗

- Improving Responses ↗

Obtain a License

TTU Faculty and staff can request a SurveyMonkey license by submitting the SurveyMonkey Request Form.

For questions about software site licenses, please contact Technology Support Licensing ✉.

CONTACT TTU

NEWS

EVENTS

IT Technology Support

You will then fill out the form to submit a request. Upon requesting your license, an email will be sent from the site license coordinator that contains instructions on activating it.

Getting started with SurveyMonkey

Head to surveymonkey.com and click *Log in* at the top right corner of your screen. There will be a few options below the Email Address text box, you want to select the option that says *SSO* – this will allow you to log in with your **TTU eraider credentials**.

Here, you will sign in using your eraider credentials

Creating a Survey

When creating a survey, you have two options, *start from scratch, or use a starter survey.*

Starting from Scratch

Starting from scratch allows for full customization of your survey. That includes Questions, Answers, Themes, Styles, and many more options.

To begin, name your survey, and pick a category. You may notice that there is also an option to import questions from another document.

Using a Starter Survey

Using a starter survey will automatically import question types based on the template you choose, in this case, *Customer Satisfaction Template* was selected
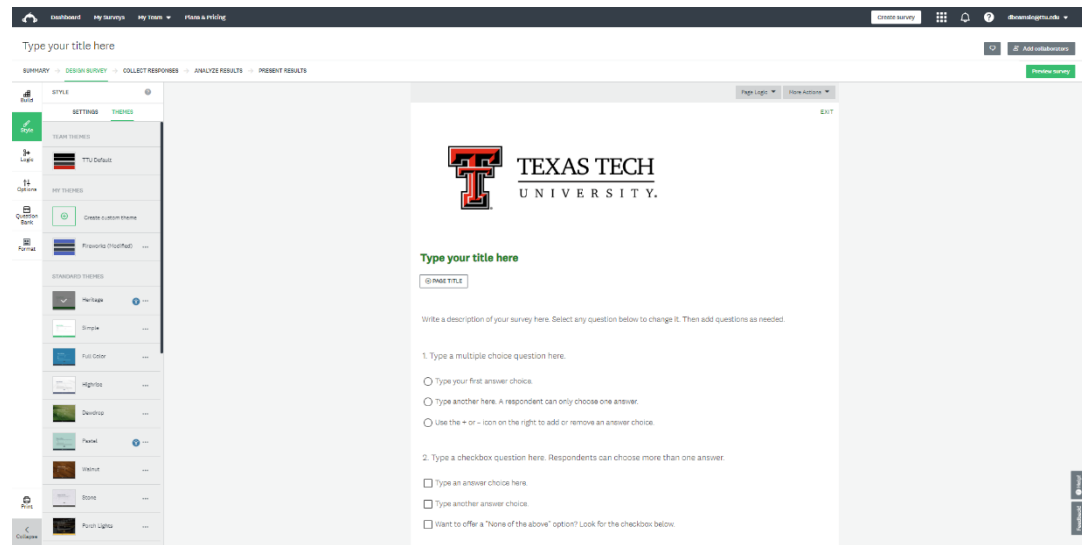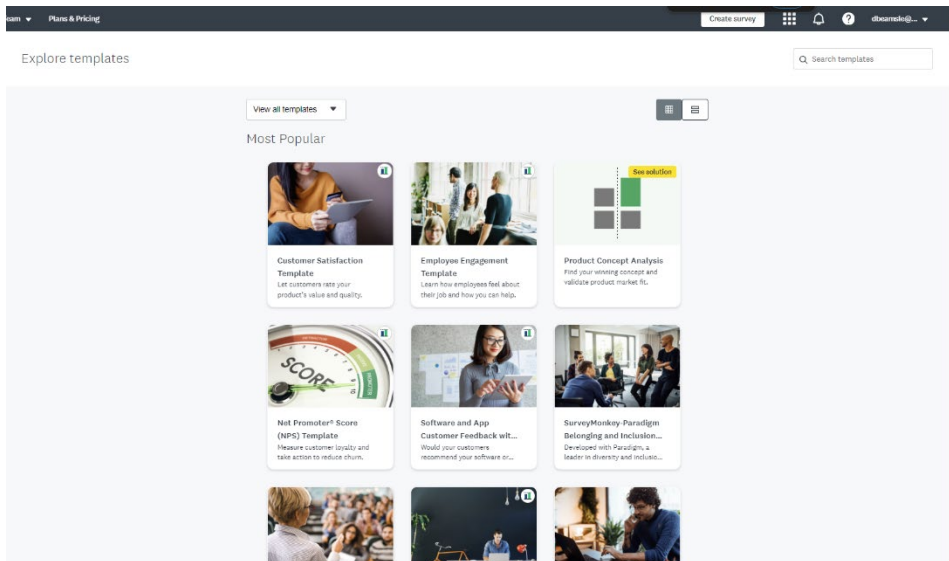
Designing your Survey Style

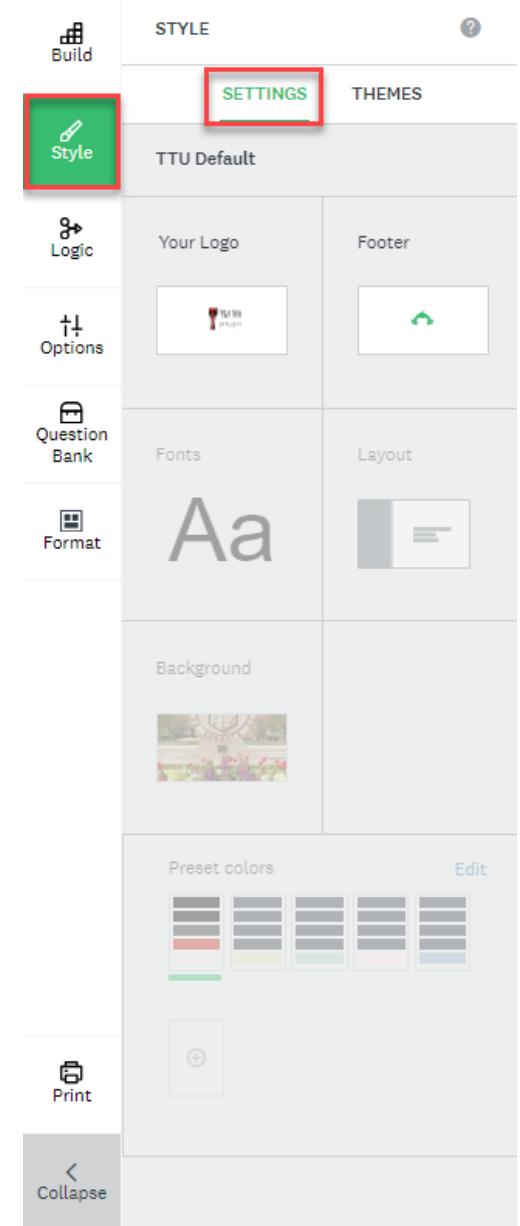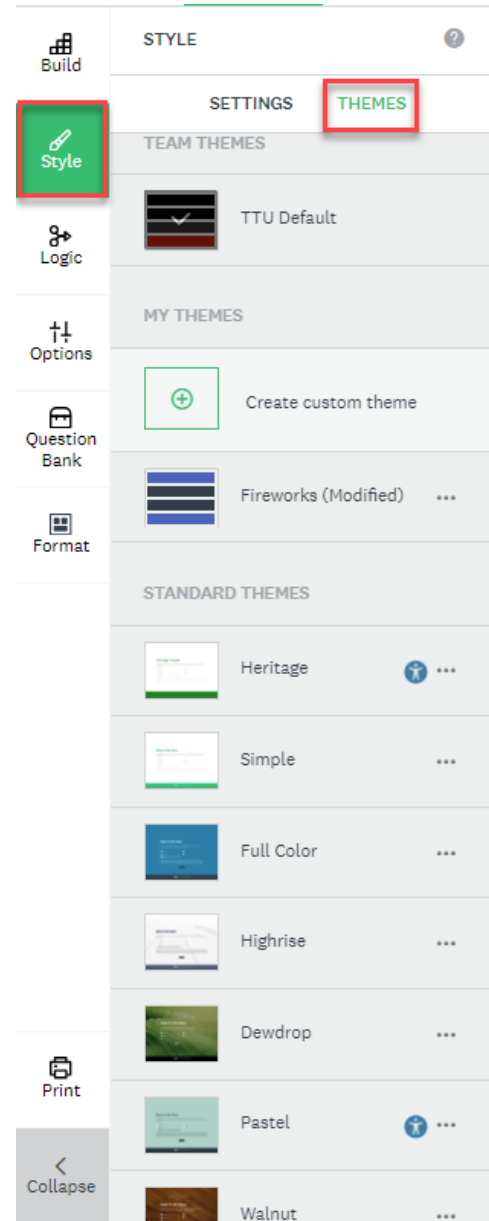When your survey opens, you will find in the *style* tab, under *themes*, there is already a TTU default theme selected. Along with that are many other themes to choose from.
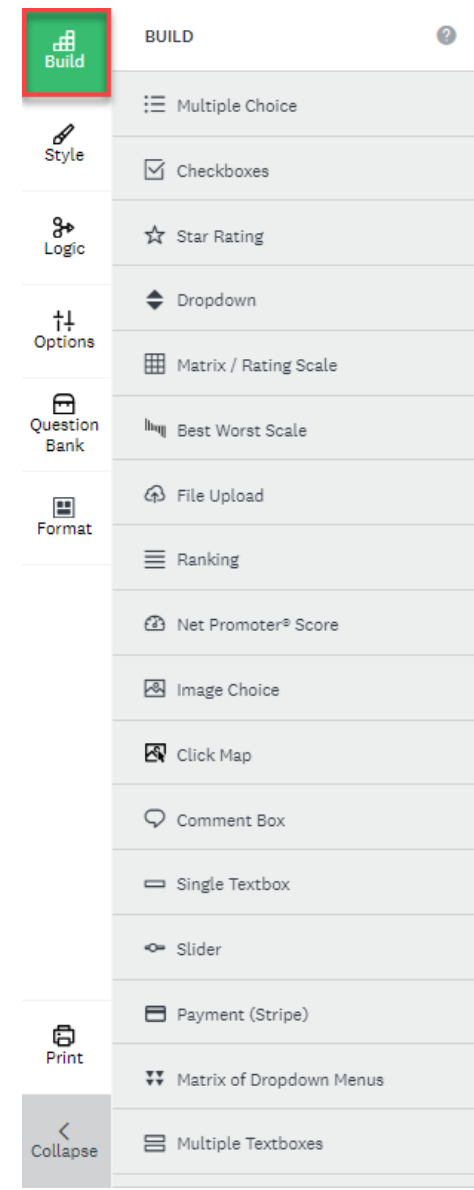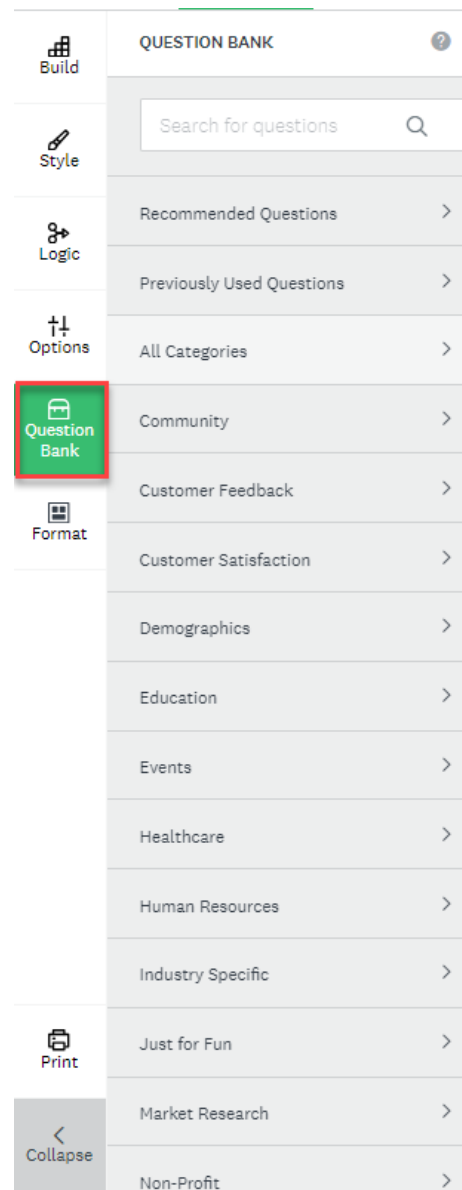
Also in the *style* tab, under *settings*, you can change your logo, footer, fonts, layout, background, and preset colors.

Adding and Deleting Questions

To add questions, click on the *Question Bank* tab on the survey design page. Here, you can find some premade questions categorized by SurveyMonkey.

Alternatively, if you want to add your own question, click the *build* tab, select a question type, and enter in your question

QUESTION BANK

Build
Style
Logic
Options
Question Bank
Format
Print
Collapse

Search for questions

Recommended Questions >
Previously Used Questions >
All Categories >
Community >
Customer Feedback >
Customer Satisfaction >
Demographics >
Education >
Events >
Healthcare >
Human Resources >
Industry Specific >
Just for Fun >
Market Research >
Non-Profit >

BUILD

Build
Style
Logic
Options
Question Bank
Format
Print
Collapse

Multiple Choice
Checkboxes
Star Rating
Dropdown
Matrix / Rating Scale
Best Worst Scale
File Upload
Ranking
Net Promoter® Score
Image Choice
Click Map
Comment Box
Single Textbox
Slider
Payment (Stripe)
Matrix of Dropdown Menus
Multiple Textboxes

Applying Logic

If you would like to ask a follow-up question based on an answer that someone chooses, skip logic can be used here. You will need multiple pages to be able to skip to a specific question. If this is something you choose to do, simply add a page break which can be found in the build tab.

To use logic, hover over the question chosen, and click the *Logic* button. To add a new page, use the *page break function* at the bottom of the *build* tab.
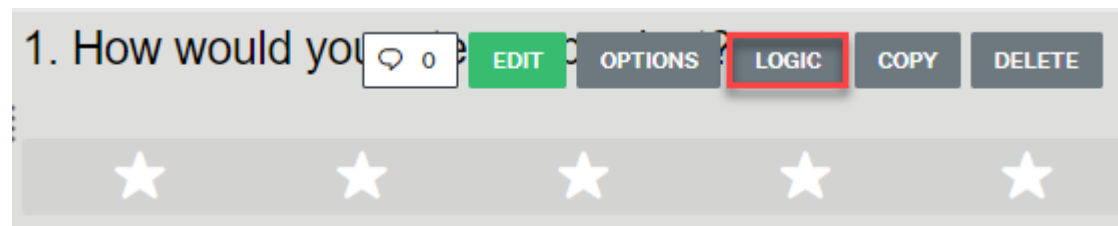
Using logic, you can also do other things like randomize questions

Previewing Survey and Collecting Responses

Once you have completed your survey, click the *Preview Survey* button at the top right of your screen. Here, you can view how the survey will look to those it will be sent to. You can also look at how it will be formatted on mobile devices.

Previewing Survey and Collecting Responses

Click *Next* to collect push out your survey

Previewing Survey and Collecting Responses

Click *Send surveys your way* to view various different means of distribution

Previewing Survey and Collecting Responses

Here you can choose from the options what would be best for pushing your surveys out

Analyzing Results

On this page, you can view all data coming in from your survey. There is a summary of total submissions, insights and trends, and you can also view individual responses.