

# SurveyMonkey



# How to Acquire a SurveyMonkey 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.

The screenshot shows the IT Technology Support website with a navigation bar at the top containing links for About ITTS, All Services, Computing Labs, ShortCourses & Training, Software, and Web Development. The main content area displays a grid of software cards:

- Microsoft Defender Endpoint Protection:** TTU Price: Free; Eligibility: TTU, Faculty and Staff; OS: PC.
- Microsoft Imagine:** TTU Price: Free; Eligibility: TTU, Students, Faculty and Staff; OS: PC and Mac.
- Microsoft Office O365:** TTU Price: Free via Office 365; Eligibility: TTU, Students, Faculty and Staff; OS: PC and Mac.
- SAS:** TTU Price: \$120/license/Fiscal year; HSC Price: Same as TTU; Eligibility: TTU, HSC, Faculty and Staff; OS: PC.
- SurveyMonkey:** TTU Price: Free for TTU Faculty and Staff; Eligibility: TTU, Faculty and Staff; OS: PC and Mac and Linux. This card is highlighted with a red border.
- TOP HAT:** TTU Price: Free; Eligibility: TTU, Students, Faculty and Staff.

At the bottom of the page, there are links for CONTACT TTU, NEWS, and EVENTS, along with a mobile phone icon, a hamburger menu icon, and a calendar icon showing the date 23.

<https://www.depts.ttu.edu/itts/software/surveymonkey.php>



- 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](https://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 eraidr credentials**.

The screenshot shows the SurveyMonkey homepage. At the top, there is a navigation bar with the SurveyMonkey logo, links for Products, Templates, Pricing, Enterprise, and Resources, and a 'Log in' button highlighted with a red box. Below the navigation bar is a main promotional area with the heading 'Get answers with surveys' and a sub-headline 'Be the person with great ideas. Surveys give you actionable insights and fresh perspectives.' There are two buttons: 'Go premium' and 'Sign up free'. To the right of the text is a graphic of a smartphone displaying a survey question: '1. How would you rate our most recent company meeting?' with radio button options: Excellent, Very good, Good, Fair, and Poor. A man in a blue blazer and glasses is standing next to the smartphone. Below this is a link: 'Go to: Pricing | Enterprise | How it works | Templates | Create a survey'. The next section is titled 'Choose from our most popular plans' with the sub-headline 'Get an individual plan with features that fit your needs, or create a team instead!'. There are three plan cards: 'Individual Advantage' for \$39, 'Team Advantage' for \$25, and 'Team Premier' for \$75. On the right side, there is a chat widget with the question 'Need help choosing a new solution for your team?' and buttons for 'Yes please' and 'Not now'. Below the chat widget is a link to 'Privacy - Terms'.

SurveyMonkey Products Templates Pricing Enterprise Resources Contact Sales Log in Sign up free

## Get answers with surveys

Be the person with great ideas. Surveys give you actionable insights and fresh perspectives.

Go premium Sign up free

1. How would you rate our most recent company meeting?

- Excellent
- Very good
- Good
- Fair
- Poor

Next

Question 1 of 10

Go to: [Pricing](#) | [Enterprise](#) | [How it works](#) | [Templates](#) | [Create a survey](#)

## Choose from our most popular plans

Get an individual plan with [features that fit your needs](#), or create a team instead!

Plan	Price
Individual Advantage	\$39
Team Advantage	\$25
Team Premier	\$75

Need help choosing a new solution for your team?

Yes please Not now

I need product support for my current plan

This chat may be recorded as described in our [Privacy policy](#)

Privacy - Terms



Don't have an account? [Sign up](#)

## Log in

Email address

[Forgot email?](#)

Next

Or log in with



Microsoft



Facebook



LinkedIn



Google



Apple

**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*.

The screenshot shows a web application interface for creating surveys. At the top, a dark navigation bar contains links for 'Dashboard', 'My Surveys', 'My Team', and 'Plans & Pricing'. On the right side of the navigation bar, there is a 'Create survey' button, a grid icon, a bell icon, a question mark icon, and a user profile dropdown labeled 'dbeamle@...'. Below the navigation bar, the main content area is titled 'Create a Survey' and 'How would you like to get started?'. Two primary options are presented in a red-bordered box: 'Start from scratch' (with a pencil icon) and 'Use a starter survey' (with a circular arrow icon). Below these options, there is a section for 'View solutions' with a brief description and a 'View solutions' button. Further down, the text 'Or start from our selection of free templates' is displayed. A grid of template cards follows, including 'U.S. Demographics - Snapshot Template', 'Volunteer Feedback Template', and 'Quiz - Animal Facts'. The bottom of the page shows partial views of other template cards.

Dashboard My Surveys My Team Plans & Pricing Create survey dbeamle@...

Create a Survey

### How would you like to get started?

**Start from scratch**

Begin with a blank survey and add the questions and content you need.

**Use a starter survey**

Check out the starter questions we've created. Then edit them and add content as needed.

Get deep market and brand insights from your ideal audience delivered in hours, not months. [View solutions](#)

Or start from our selection of free templates

**U.S. Demographics - Snapshot Template**

Ask people about their age, race, gender, education,...

**Volunteer Feedback Template**

Ask volunteers how it was working with you.

**Quiz - Animal Facts**

Quiz students about the animal kingdom to see how much they...

**Business Meeting**

Ask your team about their work experience.

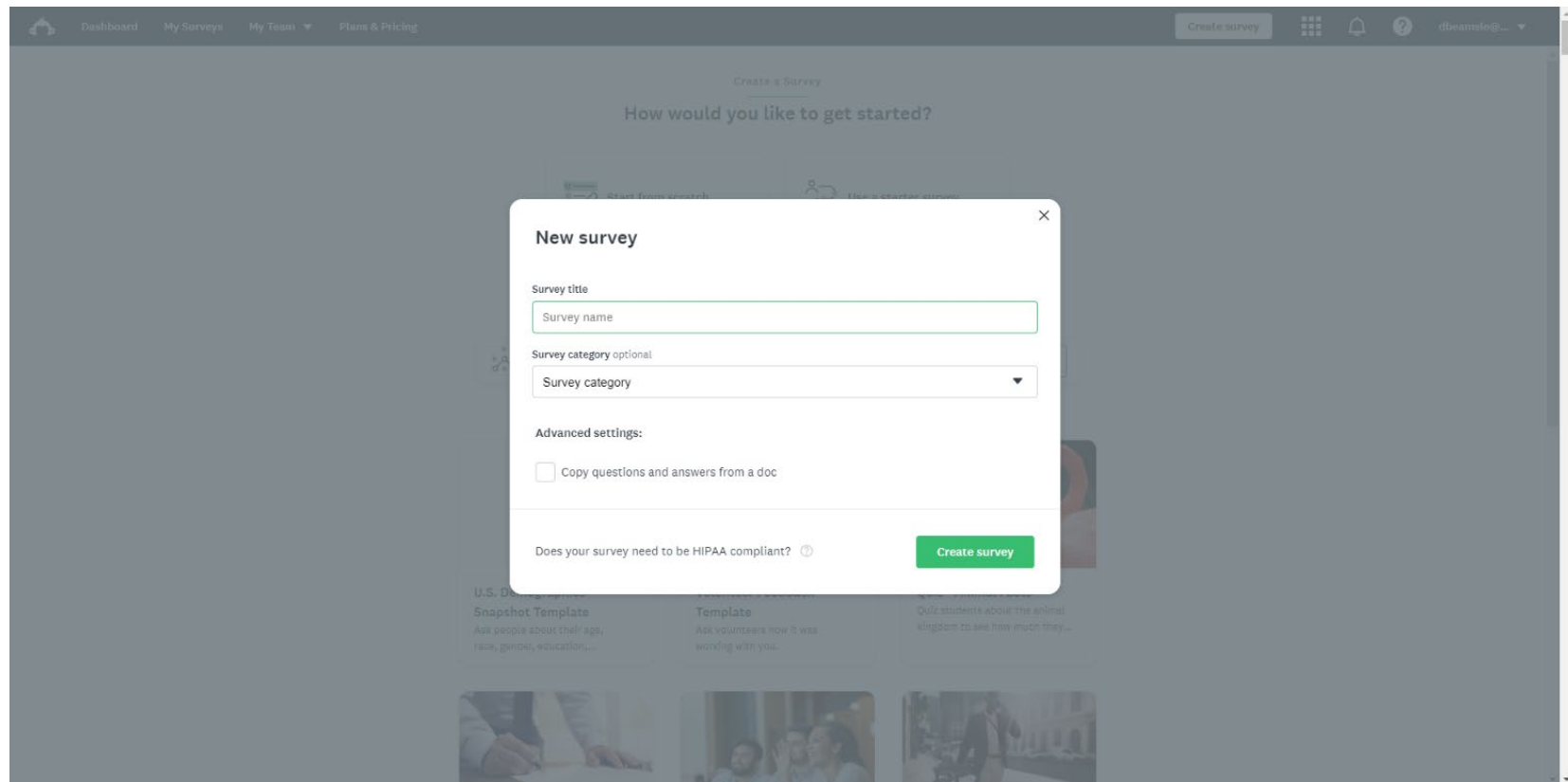
**Customer Feedback**

Ask your customers about their experience.

**Employee Survey**

Ask your employees about their work experience.

# Starting from Scratch



The screenshot shows a web application interface for creating a survey. At the top, there is a navigation bar with links for 'Dashboard', 'My Surveys', 'My Team', and 'Plans & Pricing'. A 'Create survey' button is visible in the top right corner. The main content area displays the heading 'How would you like to get started?' and a 'New survey' modal form. The modal form includes the following fields and options:

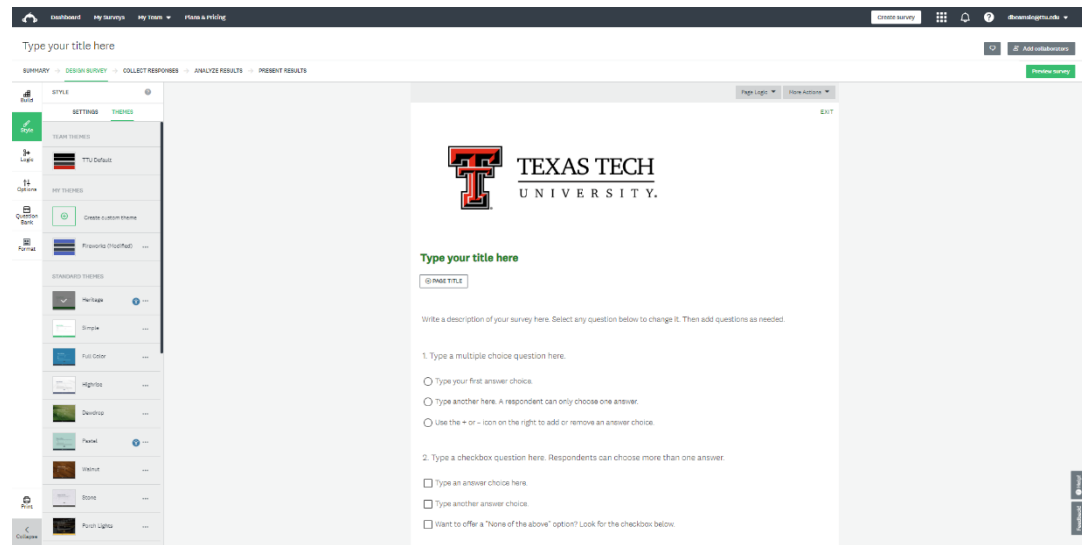
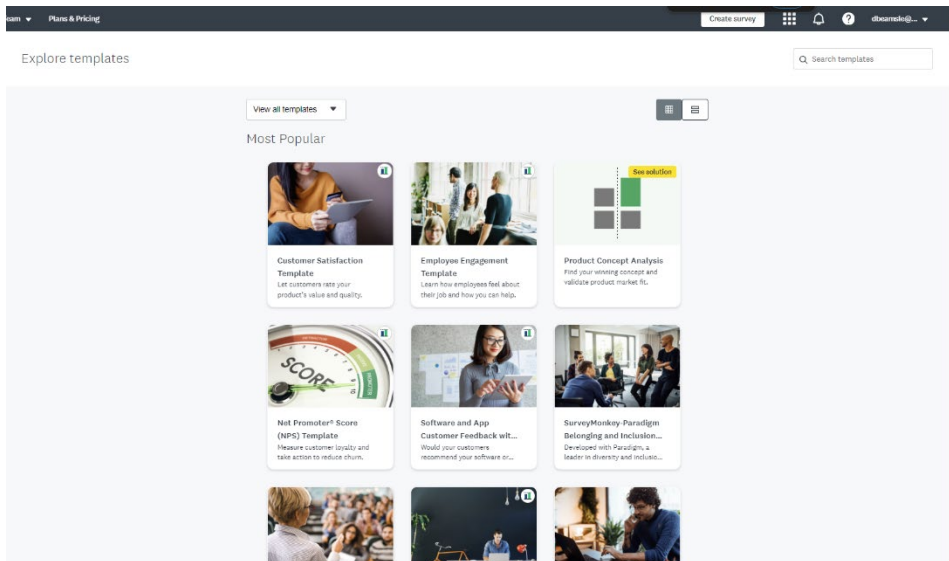
- Survey title:** A text input field with the placeholder text 'Survey name'.
- Survey category optional:** A dropdown menu with the placeholder text 'Survey category'.
- Advanced settings:** A section containing a checkbox labeled 'Copy questions and answers from a doc'.
- Compliance:** A checkbox labeled 'Does your survey need to be HIPAA compliant?'.
- Create survey:** A green button to submit the form.

**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

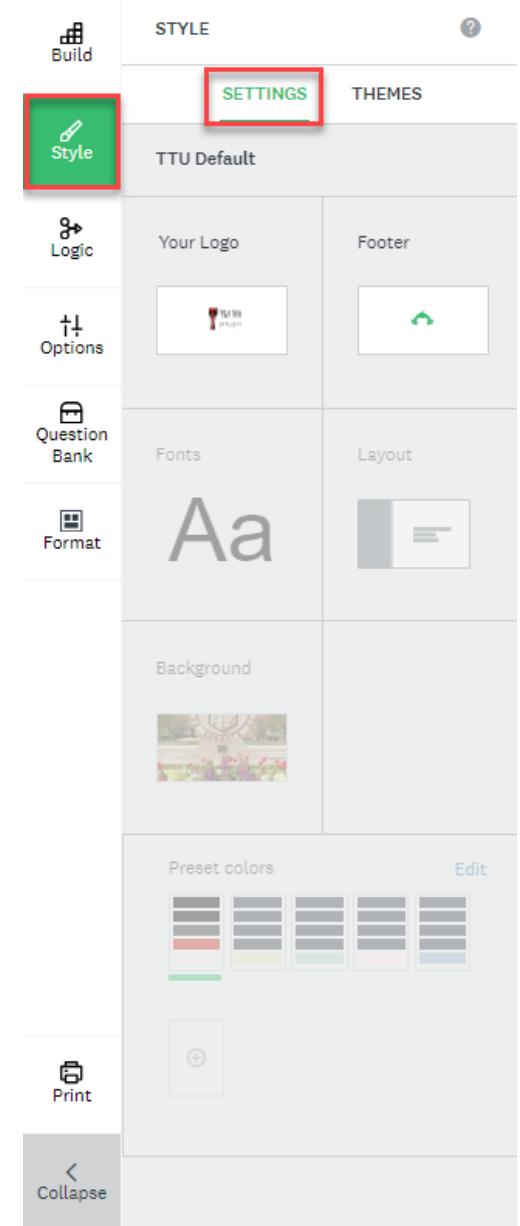
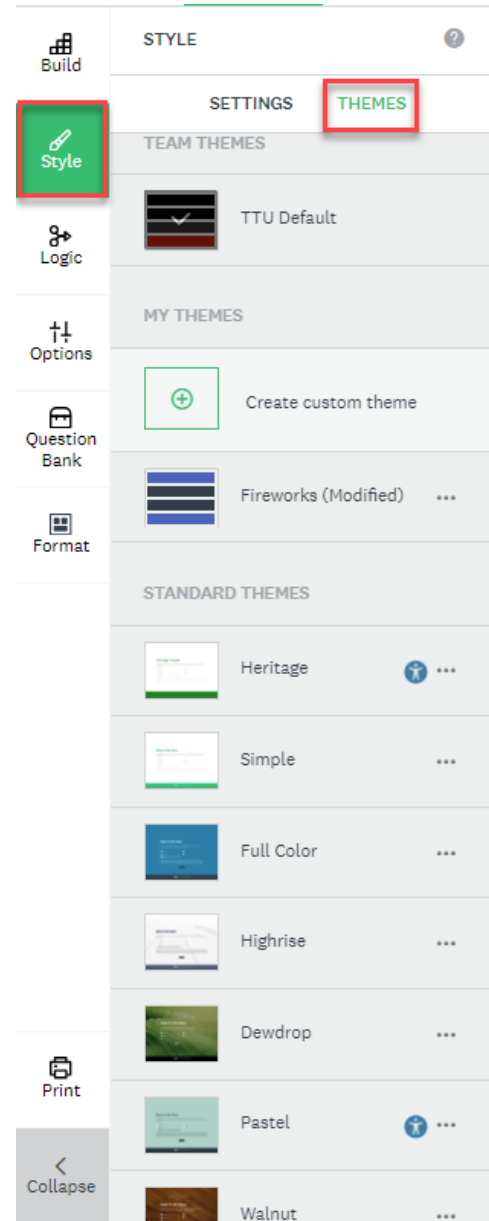




# Designing your Survey Style

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.

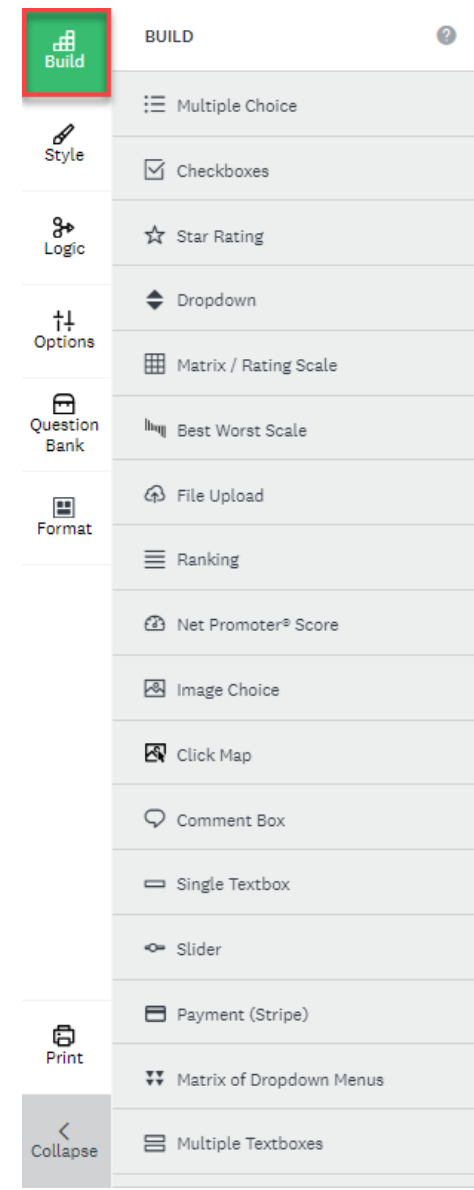
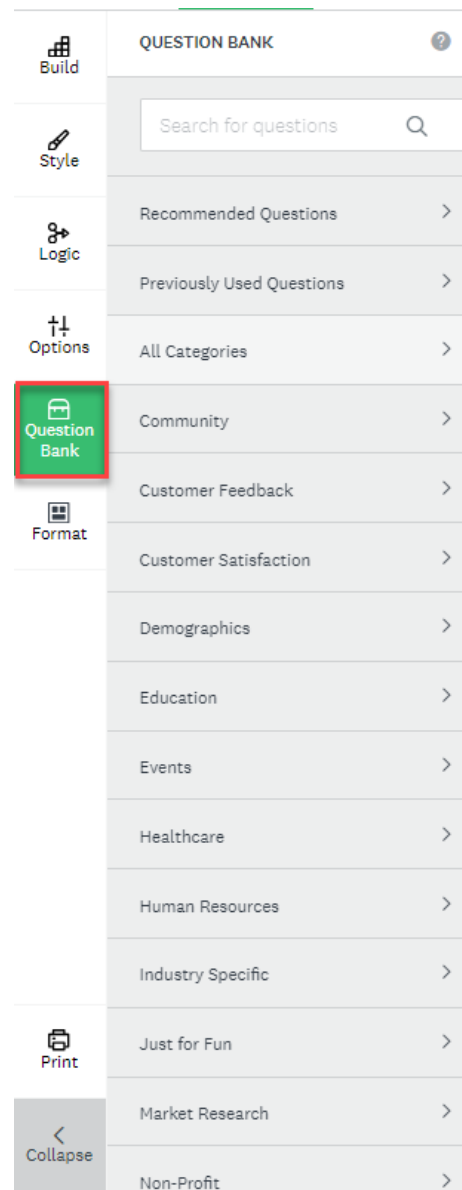
Also in the *style* tab, under *settings*, you can change your logo, footer, fonts, layout, background, and preset colors.



# 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.

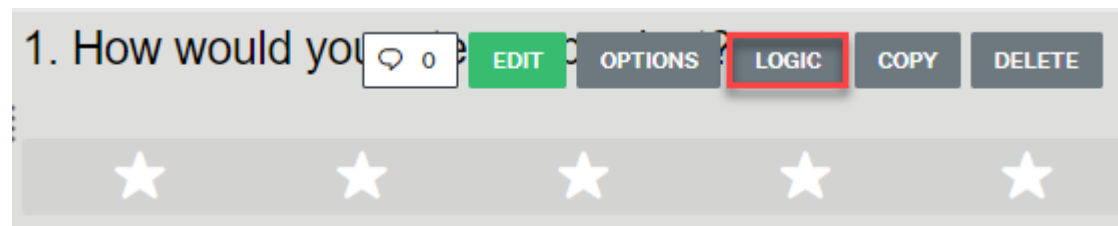
Alternatively, if you want to add your own question, click the *build* tab, select a question type, and enter in your question



# 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.



EDIT   OPTIONS   **LOGIC**   MOVE   COPY

If answer is ... ?	Then skip to ... ?	Clear All
1 Star	Page 2   5. How can we improve?	Clear
2 Stars	Page 2   5. How can we improve?	Clear
3 Stars	Page 2   5. How can we improve?	Clear
4 Stars	Page 3   6. What do we do well?	Clear
5 Stars	Page 3   6. What do we do well?	Clear

**NEXT QUESTION**   CANCEL   **SAVE**

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.

The screenshot displays the SurveyMonkey interface. At the top, a dark navigation bar includes a 'Plans & Pricing' dropdown, a 'Create survey' button, and user information 'dbeamste@ttu.edu'. Below this, a breadcrumb trail shows 'ANALYZE RESULTS' and 'PRESENT RESULTS'. A green 'Preview survey' button is highlighted with a red box in the top right corner. The main content area shows a survey preview for 'SurveyMonkey Course' at Texas Tech University. The preview includes the university logo, a question: '1. How would you rate our product?', a five-star rating scale, and a second question: '2. Employees in my organization take the initiative to help other employees when the need arises.' with radio button options for 'Strongly Disagree' and 'Disagree'. A 'PAGE TITLE' field is visible above the first question. On the right side of the preview, there are 'Page Logic' and 'More Actions' dropdowns, and a vertical 'Feedback' button.

# Previewing Survey and Collecting Responses

Click *Next* to collect push out your survey

Dashboard My Surveys My Team Plans & Pricing Create survey dbeamsle@ttu.edu

Add collaborators Next

SCORE SURVEY PREVIEW LOGIC

SURVEYMONKEY GENIUS

Critical issues

ESTIMATED COMPLETION RATE 86% Completed

ESTIMATED TIME TO COMPLETE 2 Minutes

1 Issue

1 Critical Issue

Survey Format

TEXAS TECH UNIVERSITY.

### SurveyMonkey Course

1. How would you rate our product?

★ ★ ★ ★ ★

2. Employees in my organization take the initiative to help other employees when the need arises.

Strongly Disagree

Disagree

Neutral/Neither agree nor disagree

Agree

Device View

# Previewing Survey and Collecting Responses

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

Dashboard My Surveys My Team Plans & Pricing Create survey dbeamste@...

SurveyMonkey Course

SUMMARY → DESIGN SURVEY → **COLLECT RESPONSES** → ANALYZE RESULTS → PRESENT RESULTS

### How would you like to collect responses to your survey?

#### Send surveys your way

Send your surveys by email, embed them on your website, share a link on social media or a web page, and more.

#### Target your ideal respondents

Buy responses from the right demographics on our global survey panel, SurveyMonkey Audience. Get results in minutes.

English

About SurveyMonkey • Careers • Developers • Privacy Notice • California Privacy Notice • Email Opt-In • Help • Cookies Notice • Copyright © 1999-2024 SurveyMonkey • Do not sell or share my personal information

Feedback

# Previewing Survey and Collecting Responses

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

The screenshot shows the SurveyMonkey web interface. At the top, there is a dark navigation bar with links for 'Dashboard', 'My Surveys', 'My Team', and 'Plans & Pricing'. On the right side of this bar are buttons for 'Create survey', a grid icon, a bell icon, a question mark icon, and a user profile 'dbeamste@...'. Below the navigation bar, the page title 'SurveyMonkey Course' is displayed on the left, and a share icon is on the right. A breadcrumb trail reads: 'SUMMARY → DESIGN SURVEY → COLLECT RESPONSES → ANALYZE RESULTS → PRESENT RESULTS', with 'COLLECT RESPONSES' highlighted in green. The main content area is titled 'How would you like to collect responses to your survey?' and features a grid of nine options:

- Send by email**: Send custom messages, track who responds, and schedule follow-up reminders and thank yous using our email system.
- Share a survey link**: Copy a link to share instantly—works great with scheduling recurring links, multiple responses, and tracking custom variables.
- Send by text** (SurveyMonkey Enterprise): Upload a contact list, SMS text them your survey link, and track who responds.
- Buy targeted responses**: Find people who fit your target criteria from our global panel—choose from region, age, income, and more.
- Embed on a site**: Embed your survey on a website, or link to your survey in a pop-up message.
- Embed in a mobile app**: Work with your dev team to integrate surveys and get in-app customer experience feedback.
- Add data manually**: Manually input responses to your survey that you collected offline or somewhere else.
- Use kiosk mode**: Run a survey in a loop, and turn your tablet or mobile device into a survey station on the SurveyMonkey Anywhere app. Offline-Enabled.
- Post on social media**: Post a link to your survey on Twitter, LinkedIn, or Facebook.

A 'Feedback' button is located in the bottom right corner of the page.

# 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.

SurveyMonkey Course 0

SUMMARY → DESIGN SURVEY → COLLECT RESPONSES → **ANALYZE RESULTS** → PRESENT RESULTS

**RULES** 0

+ FILTER + COMPARE + SHOW

No rules applied 0

Rules allow you to FILTER, COMPARE and SHOW results to see trends and patterns.

[Learn more >](#)

QUESTION SUMMARIES INSIGHTS AND DATA TRENDS INDIVIDUAL RESPONSES

RESPONDENTS: 0 of 0 ADD TO DASHBOARD SAVE AS

Page 1

Q1 Customize Save as

How would you rate our product?

Answered: 0 Skipped: 0

0.0★  
average rating

★ ★ ★ ★ ★

	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
★	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00

Q2 Show Benchmark Customize Save as

Employees in my organization take the initiative to help other employees when the need arises.

Answered: 0 Skipped: 0

[Help!](#)  
[Feedback](#)