SurveyMonkey
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.
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.
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 raider credentials.
Here, you will sign in using your eraider credentials
When creating a survey, you have two options, *start from scratch, or use a starter survey.*
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 will automatically import question types based on the template you choose, in this case, *Customer Satisfaction Template* was selected.
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.

Using logic, you can also do other things like randomize questions.
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.
Click *Next* to collect push out your survey
Click *Send surveys your way* to view various different means of distribution.
Here you can choose from the options what would be best for pushing your surveys out
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.