SPC Survey Creation Manual

~ This manual is a step-by-step guide on how to build Surveys at SPC.

Step-by-Step Guide:

Step 1: Access the Survey Builder

- 1. Navigate to the Survey Builder: Go to SPC Survey Builder.
- 2. Sign In: Click on SPC Single Sign-On and use your SPC username and password to sign in.

Step 2: Main Survey & Form Builder Page

Once signed in, you will see the main Survey & Form Builder page.

Survey Details Tab

Step 3: Create a New Survey

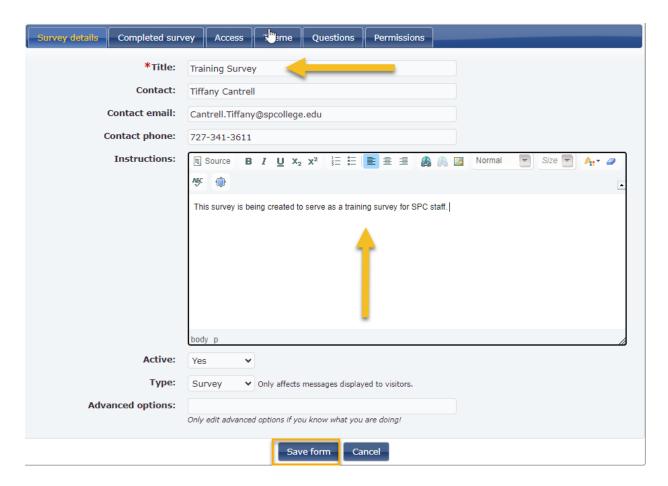
- 1. Click on Create | New: To create a new survey.
 - Note: If you already have other surveys created, you can choose to Clone one and then edit
 it.

Step 4: Enter Survey Details

The next screen will contain auto-populated information because you are signed in with SSO. It defaults to the **Survey Details** tab to start.

On the Survey Details Tab:

- 1. Enter a Specific Title for your new survey.
- 2. **Provide Instructions**: Include any instructions users might need to fill out the survey.



3. Click Save Form.

Questions Tab`

Step 5: Add Questions & Sections to Your Survey

After you click **Save Form**, you will be automatically placed on the **Questions** tab.

- Note: You can navigate to the various tabs in whatever order you want.
- 1. Add Questions: Use Add button to add different types of questions to your survey.
 - o You can add text, true/false, multiple-choice, open-ended and other types of questions.
 - Each question type comes with a list of options that relate directly to the type of question you are creating.
 - You can select those options according to your unique specifications per question.

Click here to learn More About Questions

2. **Save Questions**: Make sure to save your questions as you add them by **clicking Save Question** when you are done.

Additional Tabs and Features

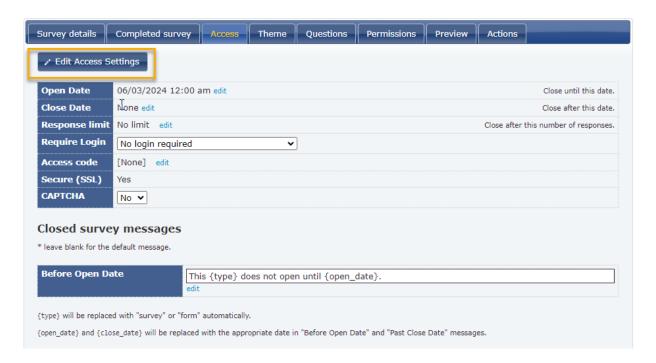
Completed Survey Tab



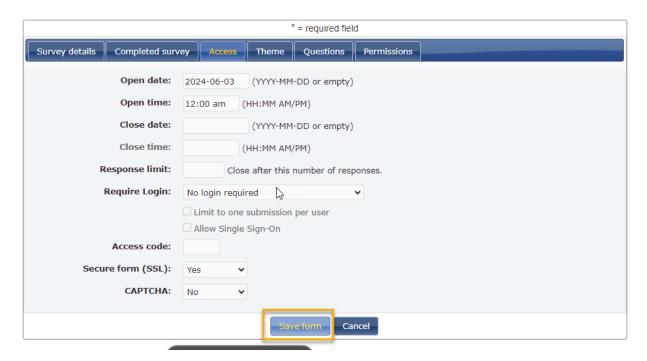
- Adjust settings for survey submissions: Send Submissions (not necessary, but could be emailed)
- Submission Email message: Main email to send to
- Thank You message
- Confirmation page for the user: Set to Yes
- Confirmation email
- Redirect (not necessary- leave blank)

Don't forget to click Save Form

Access Tab



Click Edit Access Settings to open the options



- By default, the survey is set to Auto Open
- Open Date: If you want it to open on a certain date
- Open Time: If you want it to open at a certain time
- Close Date: If you want it to close on a certain date
- Close Time: If you want it to close at a certain time
- Response Limit: If you want to limit the number of responses that come in

- Require Login: If you want to ensure people taking the survey login to take it
- Adjust settings for survey submissions: Send Submissions (not necessary, but could be emailed)
 - 1. If you want to limit it to 1 submission per user
 - 2. If you want to Allow Single Sign On (SSO)
- Access Code: If you want to give one out for Survey Access

Don't forget to click Save Form

Theme Tab



- Banner: Choose your own Banner
- Theme: Click Default Theme to choose from one of the pre-populated themes

Don't forget to click Save Form

Preview Tab

Here you can preview your survey to see how it would appear to users.

Share Your Survey with Others

You can share your Survey with others by copying and pasting the URL address or sharing via a QR code.



Actions Tab

- 1. Close the survey
- 2. Delete the survey

Survey Results

Watch this video on how to get your Survey Results

Step 6: Finalize and Publish

- 1. **Review**: Go through all tabs to ensure everything is set up correctly.
- 2. **Publish**: Once you are satisfied with your survey, publish it and start collecting responses.