

# SelectSurvey – Tutorial for Designing an On-Line Survey at CCSU

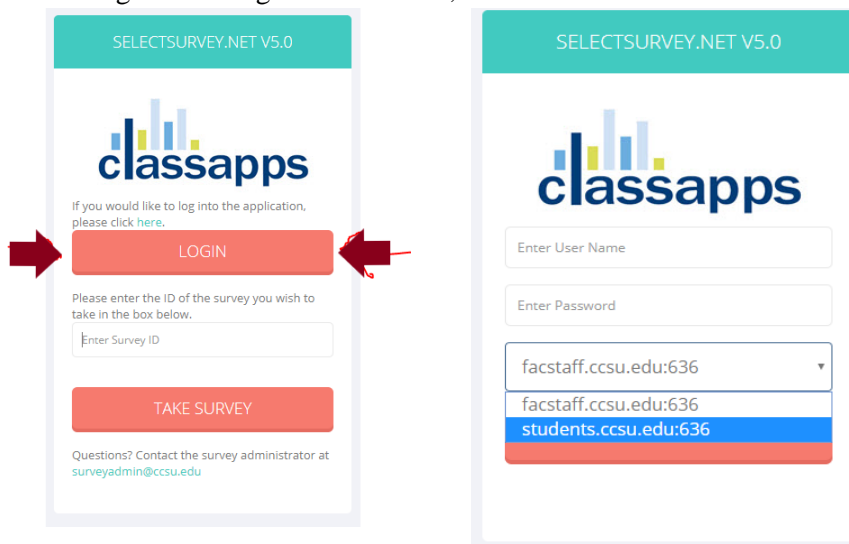
Prof. Conway (Original)  
Prof. Bragg Update  
Spring 2020

SelectSurvey.net is an on-line survey platform that is available for free to CCSU students, faculty, and staff. Students need to have access requested by a faculty member (you may already have access).

## Accessing SelectSurvey

Go to <https://survey.ccsu.edu/> and use your CCSU login credentials. **Make sure you select the correct domain.**

- Faculty/staff, select “facstaff.ccsu.edu:636”
- Undergraduate or graduate student, select “students.ccsu.edu:636”



After you login, you will be brought to the dashboard screen, that will look kind of like this (except in my account, shown below, there are many existing surveys; you won't have that):

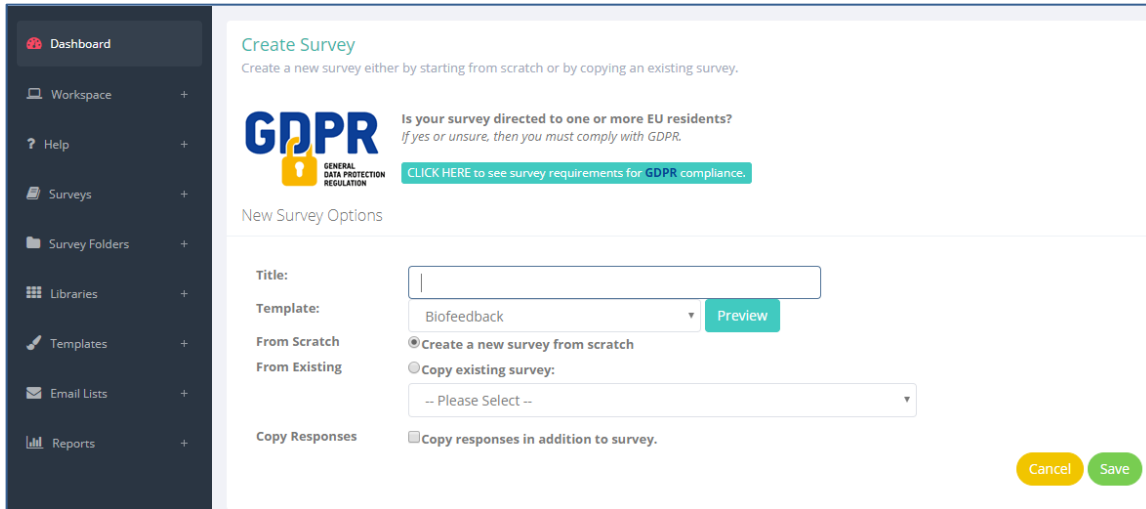
The screenshot shows the SelectSurvey.net V5.0 dashboard. The 'Create Survey' button is circled in red. The 'Active Surveys' table is visible below.

Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Total	Comp/ Incomp.	Archive	Delete	Clear
<span>CLOSE</span>	Open	302 Example	03/16/2020	<span>✓</span>	<span>B</span>	<span>✓</span>	<span>✗</span>	1	0 / 1	<span>☑</span>		<span>✗</span>
<span>CLOSE</span>	Open	221Template	04/04/2019	<span>✓</span>	<span>B</span>	<span>✓</span>	<span>✗</span>	1	0 / 1	<span>☑</span>		<span>✗</span>
<span>OPEN</span>	Closed	Bragg_221_Example_F18	11/06/2018	<span>✓</span>	<span>B</span>	<span>✓</span>	<span>✗</span>	0	0 / 0	<span>☑</span>		
<span>LAUNCH</span>	Design	B_221_Data	04/03/2018	<span>✓</span>	<span>B</span>	<span>✓</span>	<span>✗</span>	0	0 / 0	<span>☑</span>		
<span>LAUNCH</span>	Design	Bragg_Example_2	04/03/2018	<span>✓</span>	<span>B</span>	<span>✓</span>	<span>✗</span>	0	0 / 0	<span>☑</span>		
<span>CLOSE</span>	Open	Bragg_Example	11/06/2017	<span>✓</span>	<span>B</span>	<span>✓</span>	<span>✗</span>	2	0 / 2	<span>☑</span>		<span>✗</span>

## Creating a Survey

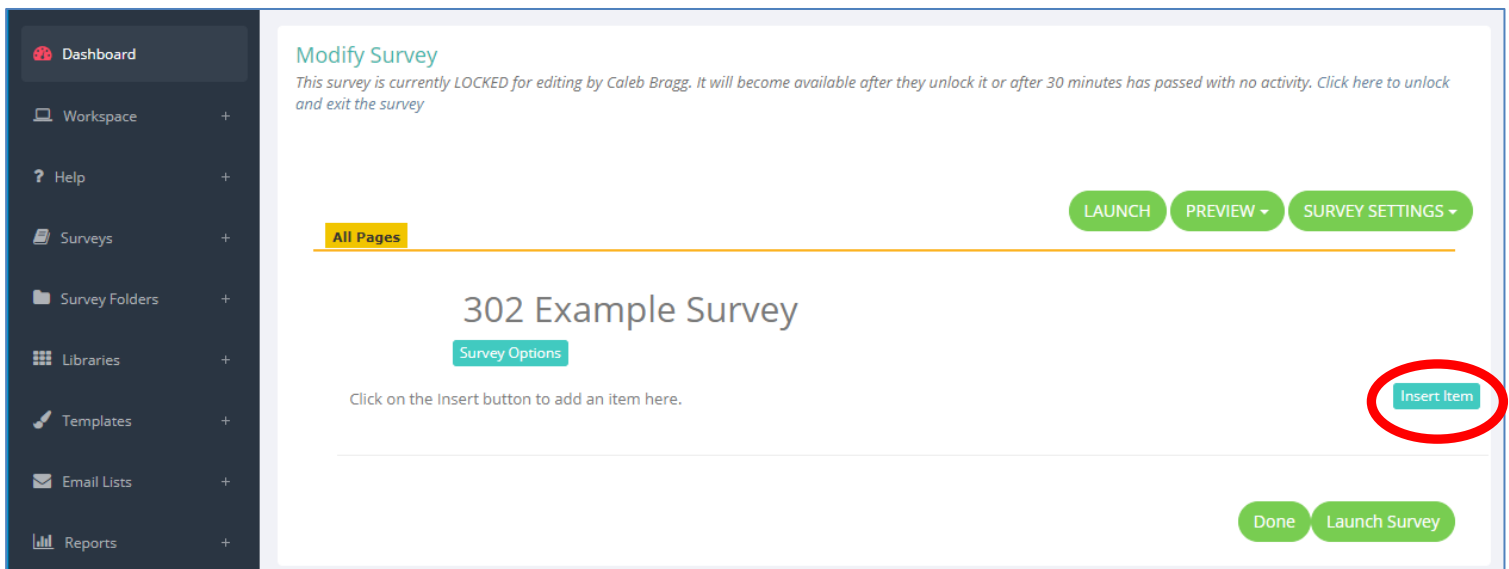
Click the “CREATE SURVEY” link (see red ovals in screen shot above, either ).

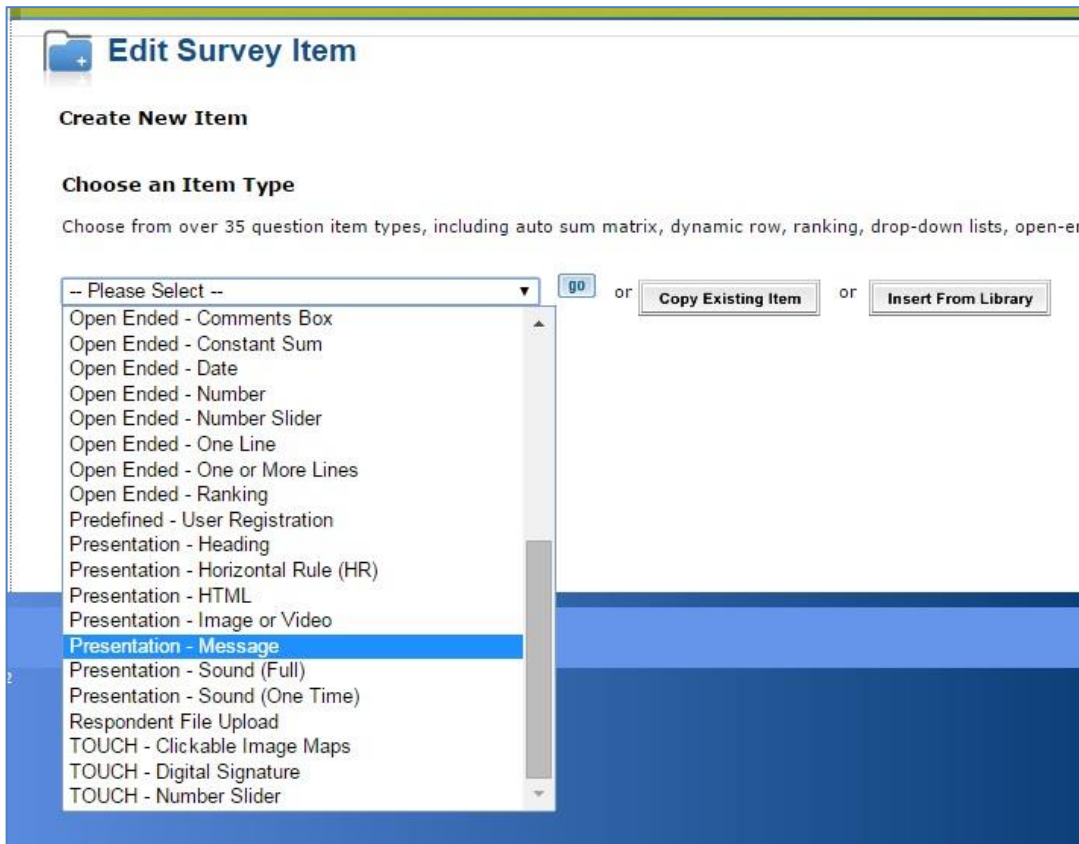
You will go to a screen like the one shown below. Type in a title for your new survey and then click “Save”.



## Inserting Items

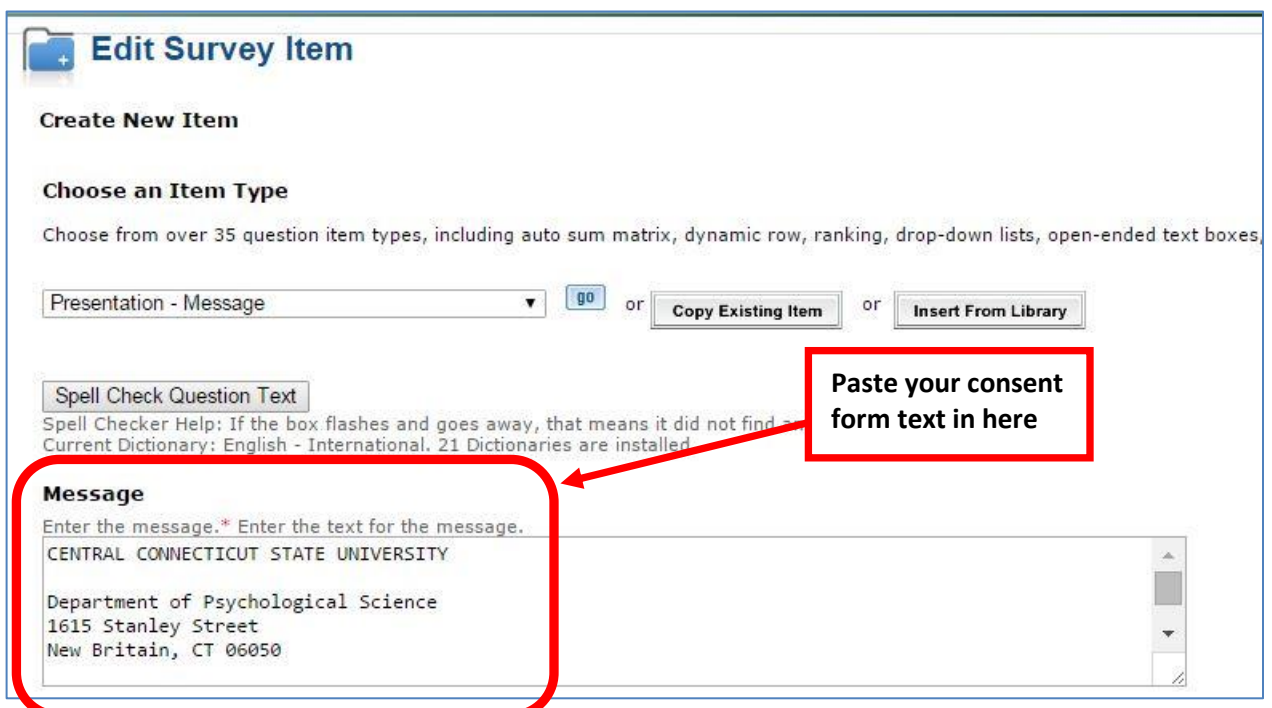
You will add content by inserting items. This will allow you to add your consent form, survey items, and debriefing statement. In the screen shot below, click the “Insert” button:



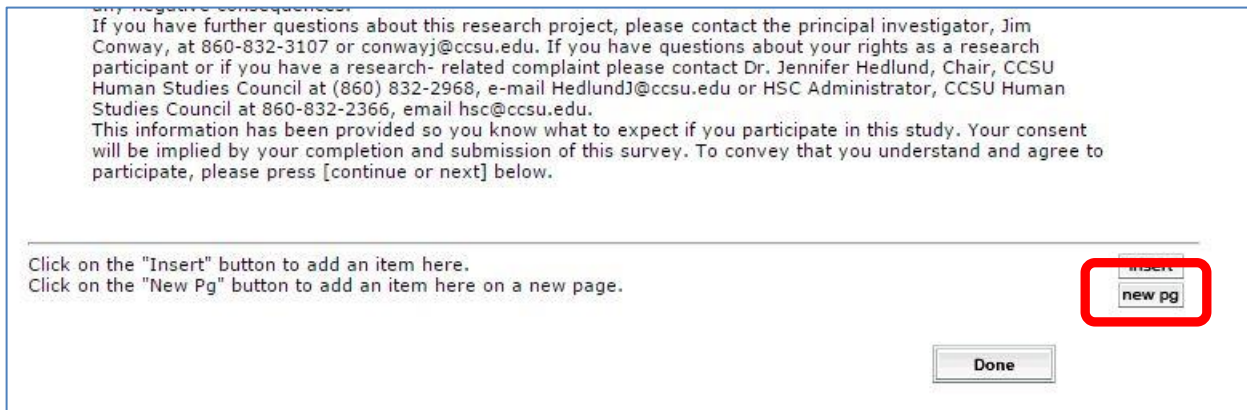


**Consent form.** Once in the “Create New Item” screen (see screen shot above), to insert your consent form, click “—Please Select —” to pull down the menu of item types, scroll down, and choose ‘Presentation – Message.’

Then, as shown in the next screen shot, copy and paste the text of your consent form into the “Message” box. Note: most of the text in the screen shot cannot be seen. The formatting will not look particularly nice; e.g., you will probably need to put in some line breaks. It takes out bolding centering etc., and I won’t go into how to spruce it up here (you might play around and see if you can improve the formatting). Click “Save.”

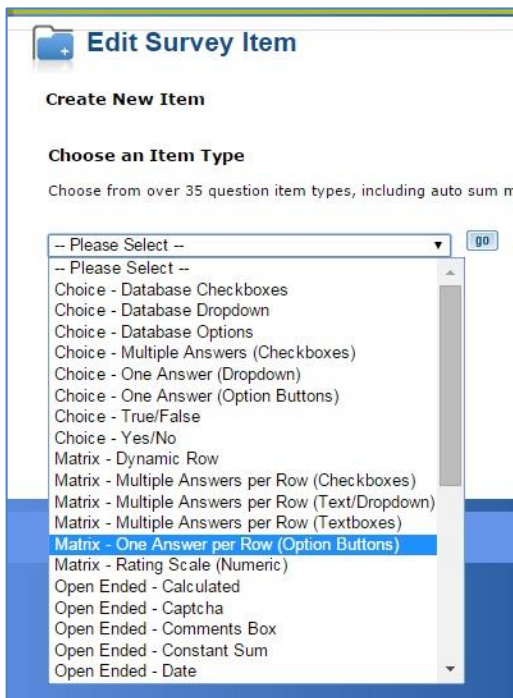


**Survey items on new page.** To make sure your respondents need to click “Next” to move past the consent form, start a new page for your survey items. Do this by scrolling to the bottom of the page (where your entire consent form will now be visible) and clicking the “new pg” button as shown below:



**Multi-item surveys.** It is very likely that you will have at least one survey in which multiple items have the same format and response scale (like our Attitudes Toward Table Top Gamers survey). Doing this is not the most straightforward thing in SelectSurvey (nor in SurveyMonkey, for that matter) but here’s how you do it.

First, from the Create New Item screen, pull down the menu of item types, and choose “Matrix – One Answer per Row (Option Buttons)” as shown in the next screen shot.



The thing to understand is that your use of the various boxes in this item type is not intuitive. First, let’s talk about the “Question” box. Do **NOT** put questions or items in that box. Instead, put in whatever general instructions you have for the multi-item scale, as shown below.

**Question**

Enter the question. \* Use this field to enter the text for your question or input prompt.

**B** *I* U ABC | | | | Format | Font family | Font size

The statements below are about your opinions regarding people referred to as "table-top gamers". [put in the rest of your instructions here too....]

Enter the question alias. Enter alternate text for use in the reports. If blank, the actual question will be displayed.

Next, in the “Rows” box, put your items, with each item on a new line:

**Rows**

Row names. \*Enter each row name on a separate line below. Example:  
 Row1  
 Row2  
 Row3

Advanced Option-  
 Format: left text|right text Alias can be specified after a semi-colon: left text|right text;alias;defaultcol1value|defaultcol2value

Advanced Option-  
 You can prepopulate a column answer for each row for that column.  
 Dynamic/Piping Tokens can be used in row and/or column text and/or default answers.  
 For example:  
 ###DT=EMPLOYEES\_1###;;###DT=EMPLOYEEENAME\_1###|###DT=EMPLOYEEETITLE\_1###  
 ###DT=EMPLOYEES\_2###;;###DT=EMPLOYEEENAME\_2###|###DT=EMPLOYEEETITLE\_2###

Advanced Option-  
 Custom Query for row names: Must start with "QUERY:" and return a variable named as "RESULTS" which contains the row name  
 EXAMPLE: QUERY:select top 5 title AS RESULTS from sur\_survey

Table-top gamers have a lot of creativity.  
 Table-top gamers lack common courtesies when playing in public.  
 I am uncomfortable associating with table-top gamers.  
 Table-top gamers invest too much time in their games.

Last, you need to deal with “Columns,” which has multiple boxes. Type your response options into the boxes as shown below. If you have more than five response options you can click the “insert new answer” button at the bottom to create more boxes. When you’re done, click “Save.”

**Columns**

Select answer choices. Select a group of answers or enter the answers below.

Select answer group (optional)

Enter the answers. \*Enter each of the answers in the text boxes below.

1	Strongly Disagree		points	Alias:	
2	Disagree		points	Alias:	
3	Neither Agree nor Disagree		points	Alias:	
4	Agree		points	Alias:	
5	Strongly Agree		points	Alias:	

Column width: Enter the width, in pixels, of the columns (default 300)

**Demographics.** I suggest putting demographics on a new page, so click the “new pg” button at the bottom of the screen. In fact, if you have other multi-item surveys (which you probably do) I suggest putting each one on a new page. Now, as for demographics, you will probably need different kinds of items. Some, such as age, may require respondents to fill in a blank; others, such as sex/gender, will give separate response options and only one will be chosen; others (e.g. race/ethnicity) will be “check all that apply.”

**Fill-in-the-blank items.** We’ll use age as the example here. Click to create a new item, then choose item type ‘Open-ended: Number.’ In the ‘Question’ box, type in the text of your item (e.g., What is your age in years?). You don’t need to worry about other boxes, although you have options of putting in a minimum value, maximum value, etc. Note: this item type will only accept numbers as responses. If you want respondents to be able to type in words (e.g., for a different item), you would need a different item type. Click ‘Save.’

**Choice – One Answer items.** For an item like sex, insert a new item and choose either ‘Choice – One Answer (Dropdown)’ or ‘Choice – One Answer (Option Buttons).’ I always go with option buttons but that’s a

personal choice. In the 'Question' box type your question (e.g., What is your biological sex?). In the 'Answer' boxes type each possible answer (e.g. Female in one box, Male in another). Click 'Save.'

**Choice – Multiple Answer items (e.g., “check all that apply”).** Race/ethnicity should be “check all that apply.” So insert a new item and choose item type ‘Choice – Multiple Answers (Checkboxes).’ In the Question box type your question (e.g., What is your race/ethnicity? Check all that apply.). In the ‘Answer’ boxes type each possible answer (e.g. African American or Black in one box, Asian or Asian American in the next, etc.). **\*\*Also click the checkbox at the bottom (see screen shot below) to allow an additional answer, “Other, please specify.”** Click ‘Save.’

**Answers**

Select answer choices. Select a group of answers or enter the answers

Select answer group (optional)

Enter the answers.\*Enter each of the answers in the text boxes below.

1	African-American or Black	<input type="checkbox"/> Default
2	Asian or Asian-American	<input type="checkbox"/> Default
3	Hispanic or Latino(a)	<input type="checkbox"/> Default
4	Non-Hispanic White	<input type="checkbox"/> Default
5	Hawaiian or Pacific Islander	<input type="checkbox"/> Default
6	American Indian or Alaska Native	<input type="checkbox"/> Default

Allow additional answer or file upload. Check this box if you would edit the text of the "Other" prompt in the text box below.

Other, please specify

## Debriefing

You must put in your debriefing statement at the end of your survey. You can do it the same way you put in the consent form – insert an item, then choose the ‘Presentation – Message’ type, then paste in the text of your debriefing statement.

## Other Important Information

### Automatic Closing Date

I found out the hard way that SelectSurvey sets an automatic date on which your survey closes, one month from the date of creation. I originally didn't know this and it closed while I was still directing respondents to the survey; the respondents got annoyed and I lost data. So be proactive and set the date far enough in the future that it won't close while you want it open. Click the ‘Options’ button at the top of the screen:

Modify Survey  
*This survey is currently LOCKED for editing by Caleb Bragg. It will become available after they unlock it or after 30 minutes has passed with no activity. Click here to unlock and exit the survey*

Page 1 | All Pages

LAUNCH PREVIEW SURVEY SETTINGS

Survey Options

- Page Condition List
- Email Trigger List
- Print Survey
- 360 Question Groups
- Import Questions
- Piping Tokens

302 Example Survey

Options

Click on the "New Pgg" button to add a new item on a new first page.

New Page

[No Title Entered]

Edit Page

Central Connecticut State University  
Department of Psychology  
1515 Stanley Street  
New Britain, CT 06050  
860-382-3100

Edit Item

On the “General” tab, “End DateTime” is at the bottom (see next screen shot). Change it to some reasonable date (e.g., the last date for Sona studies in the semester).

The screenshot shows a web-based survey configuration interface with the following fields and values:

- General** (tab selected)
- Title\***: 302 Example Survey
- Status**: Status Definitions: Master: Only admins can edit, owners can create surveys from the master survey. Design: Survey cannot be previewed or taken because it has not been launched. Open: Survey is open and it can be previewed and deployed. Closed: Survey is closed it cannot be previewed or responded to. Archived: Survey is archived, cannot delete until unarchived. Design (dropdown)
- Language**: HTML formatting inside question text will be removed upon translation. English (Standard) (dropdown)
- Owners\***: Enter the usernames for all owners of this survey. Separate each name with a semi-colon, and make sure that your username is in the list. Example: sales1;tech1; (NO SPACES!) cb9962; (input) Search demostu\_murdica\_ (dropdown) Add
- User Group Owners\***: Enter the User Group names who are owners of this survey. Separate each name with a semi-colon. Example: salesgroup;techgroup; (NO SPACES!) (input) Search -- No Available Gro (dropdown) Add
- Active Directory User Group Owners\***: Enter the Active Directory User Group names who are owners of this survey. Separate each name with a pipe character(|). (input) Browse
- Survey Security\***: Default- restricted to Survey Owners or Folder Owners (Note: if user has permission to see Folder they can see surveys in that folder) Restricted to Survey Owners or Folder Owners (dropdown)
- Folders\***: Select folders that this survey will show up in: (use shift key to select multiple folders then click save) --No Folder-- (dropdown)
- List of Current Folders this Survey resides in:** No folders contain this survey.
- Admin Email\***: Enter ONLY ONE email address that will be used as the "FROM address" for the administrator of the application. bragg.cb@ccsu.edu (input)
- Date Created**: 03/17/2020 10:29:20
- Time Zone**: Central Standard Time Click here to Set Time Zone
- Start Date Time**: 03/17/2020 10:29:20 (input) (01/01/2010 or 01/01/2010 22:00:00)
- End Date Time** (leave blank for none): 04/16/2020 10:29:20 (input) (01/01/2010 or 01/01/2010 22:00:00)

Buttons: Cancel, Save

## Previewing

You cannot preview your survey until you launch it to make it live. Once you have launched/opened the survey you can preview to make sure it looks and works the way you want it to.

## Finding Out the Web Address (You Need to Give This to Respondents)

To direct respondents to the survey you will need the web address. From your “Manage Surveys” page, click the “Deploy” link (see below). The “E-mail Link” box will give you the web address for your survey.

Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Total	Comp/Incomp.	Archive
<a href="#">CLOSE</a>	Open	302 Example Survey	03/17/2020					0	0 / 0	

## Instructions for “Anonymizing” On-Line Survey Responses

The Human Studies Council expects that you will “anonymize” the survey, i.e., prevent it from collecting IP addresses of the computer used to respond to a survey (see <http://www.ccsu.edu/irb/surveyGuidelines.html>). The issue is that, by default, SelectSurvey does collect the IP addresses, so you need to tell it not to.

Here’s what you need to do in the survey. When you click “Design” to edit your survey, click the “Options” button (the same button you used to change the End Date Time earlier).

The screenshot shows the survey configuration interface with the following elements:

- A tabbed interface with tabs: General, Display, **Access**, Completion, ActiveLogic, Report, Advanced, and Validation. The 'Access' tab is highlighted and circled in red.
- A section titled 'Respondent Access Level' with a link for 'Response Level Help'.
- An 'Authentication' dropdown menu with the option 'Force Anonymous (Removes Identifying Info)' selected and circled in red.
- A 'Responses' dropdown menu with the option 'Multiple Responses Not Updateable' selected.
- Two red callout boxes with arrows pointing to the 'Access' tab and the 'Authentication' dropdown menu. The first callout says 'Click the “Access” tab'. The second callout says 'Choose “Force Anonymous (Removes Identifying Info)”'.

Click the “Access” tab (see screenshot above).

Pull down the “Authentication” menu.

Choose “Force Anonymous (Removes Identifying Info).”

Save the change and you’re all set.



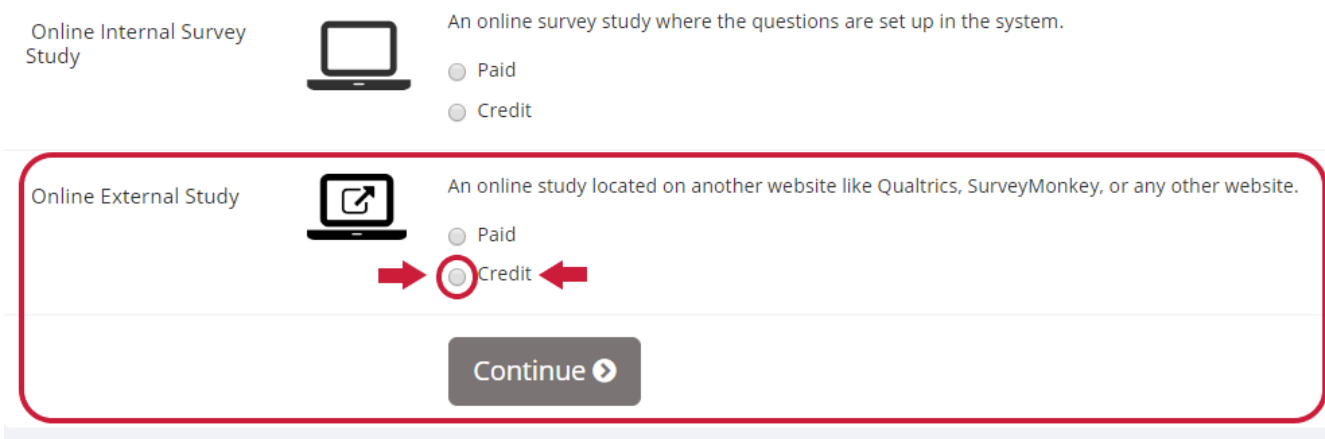
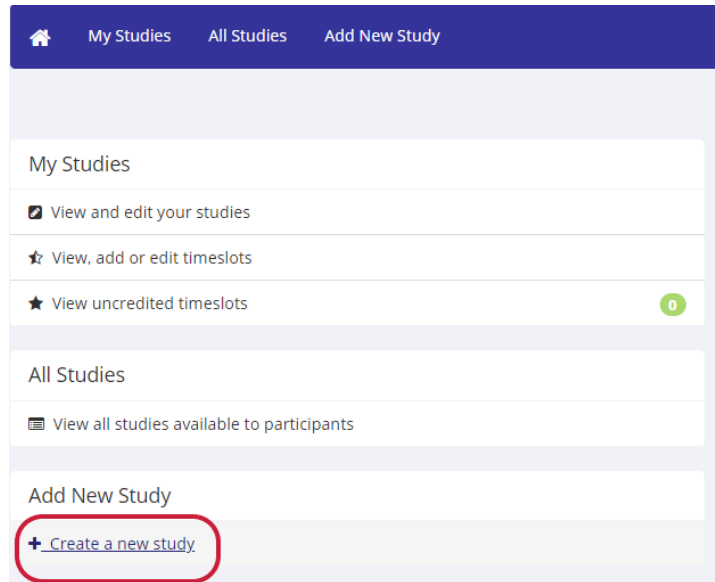
## Adding Select Survey Study to SONA

SONA lets you add a link to an external survey (like SelectSurvey) if you so wish. You will have to complete this step if you plan on giving your survey to registered SONA participants.

Take the link you got from following the steps above, copy it to your clipboard or a blank word document, then proceed with the next step.

## New External Study in SONA

Navigate to [ccsu.sona-systems.com](https://ccsu.sona-systems.com); login as a researcher, and created a new, external online study.



Fill out the study information as you normally would, but **DO NOT CLICK “ADD STUDY” YET!!** You first must adjust the advanced settings of the study to do 2 tasks:

1) Disqualify participation if someone has taken an on-ground version of your study already

**Advanced Settings**

Pre-Requisites

Participants must participate in ALL of these studies before they may sign up  
 Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies All Studies

search...

Self-Con and Work (Test Example, DO NOT SIGN UP)  
Test Example (Inactive)

Available Selected

Disqualifiers

Participants must **not** have participated in ANY of these studies before they sign up:

My Studies All Studies

search...

Self-Con and Work (Test Example, DO NOT SIGN UP)  
Test Example (Inactive)

2) Add the study URL that you copied from select survey, setting the other two options in the graphic below to “no”. Click ADD STUDY to save changes

Should survey participants be identified only by a random, unique ID code?

Yes  
 No **For external studies ONLY, leave this as "no".**

Study URL

If the text %SURVEY\_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.

Study URL Display

After participants complete this study, can they still access the Study URL? They will not be given the URL until they have signed up for the study. This setting controls if they can still see it after they have participated.

Yes  
 No

## Last Step

Send Approval Request, then add timeslots as you would for an Internal Study

Good luck!!!