

Tutorial: Online surveys with Kwik Surveys

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Extra resources:

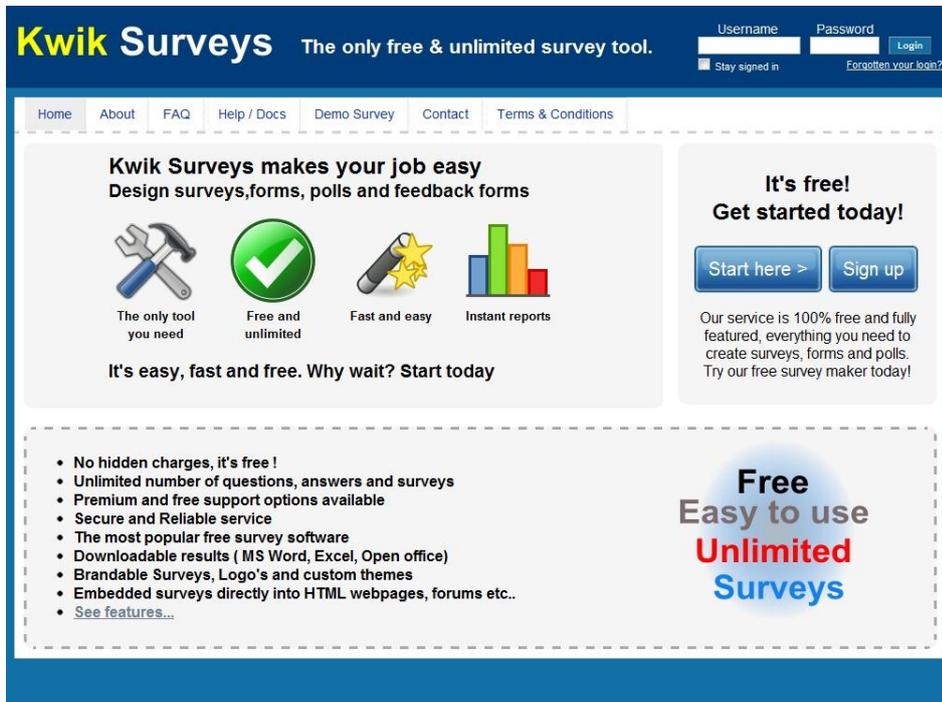
Online tutorials: <http://www.kwiksurveys.com/docs/?Welcome>

You Tube movie: <http://www.youtube.com/watch?v=YkBqiHkuHeE>

1 How to register?

Step 1: Go to <http://www.kwiksurveys.com>.

Step 2: You'll see the next screen:



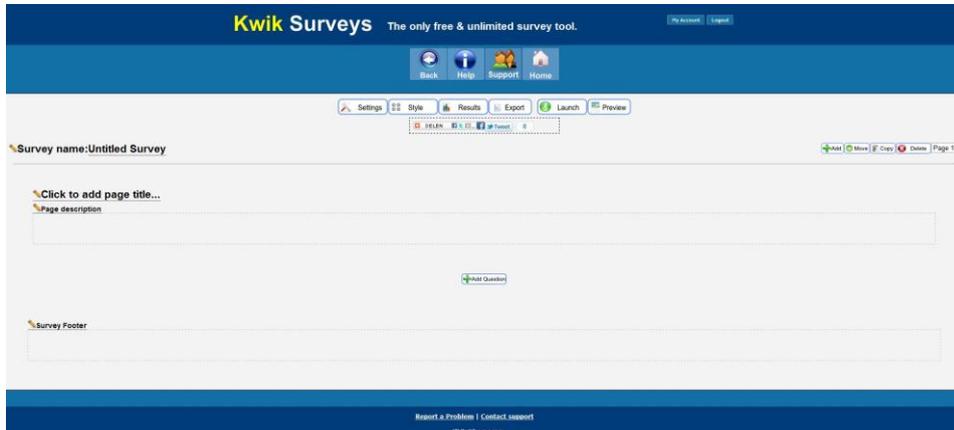
Click on the button:

Step 3: You'll see the next screen. Complete all gaps as in the example with your own personal data.



Make sure that you use a e-mail address which you can check on line (without being at home). Click on Sign up when finished.

Step 4: You'll see the next screen now.



Before you can continue to make your own survey, check your mailbox first and click on the hyperlink in the mail from Kwik Surveys. Otherwise you won't be able to save your survey.

KwikSurveys.com - Registration



2 How to make a simple online survey?

Step 1: Log in with your login and password after you had registered yourself on Kwik Surveys.

Step 2: If it's the first time ever that you have logged in, then you'll see the next screen:

My Surveys											
Title	Status	Settings	Edit	Preview	Results	Duplicate	Launch	Export	Delete Survey	Clear Results	Responses
Untitled Survey	Open								<input type="button" value="Delete"/>	<input type="button" value="Clear"/>	0

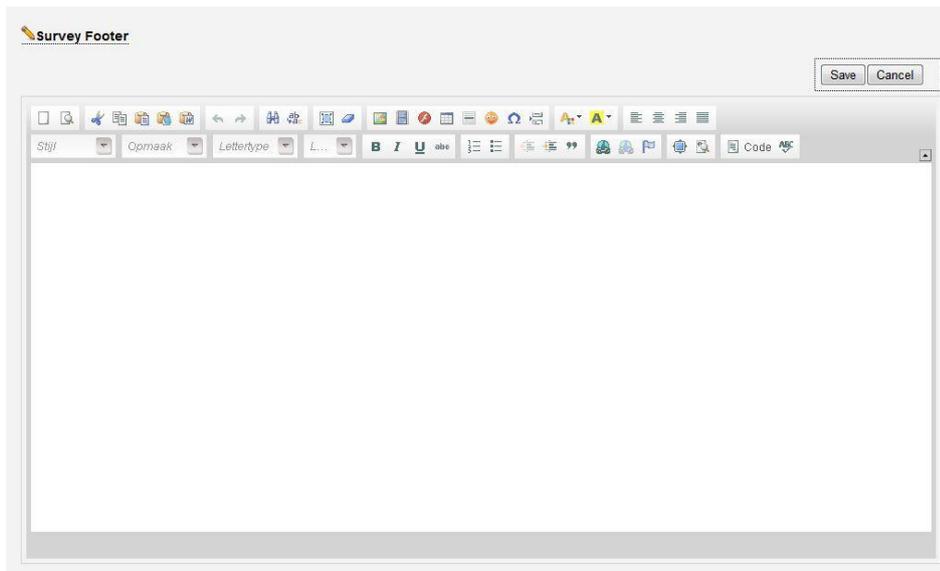
If you have been making surveys before, you'll see your old survey(s) displayed there. Then you'll need to push the NEW button in the next horizontal bar:



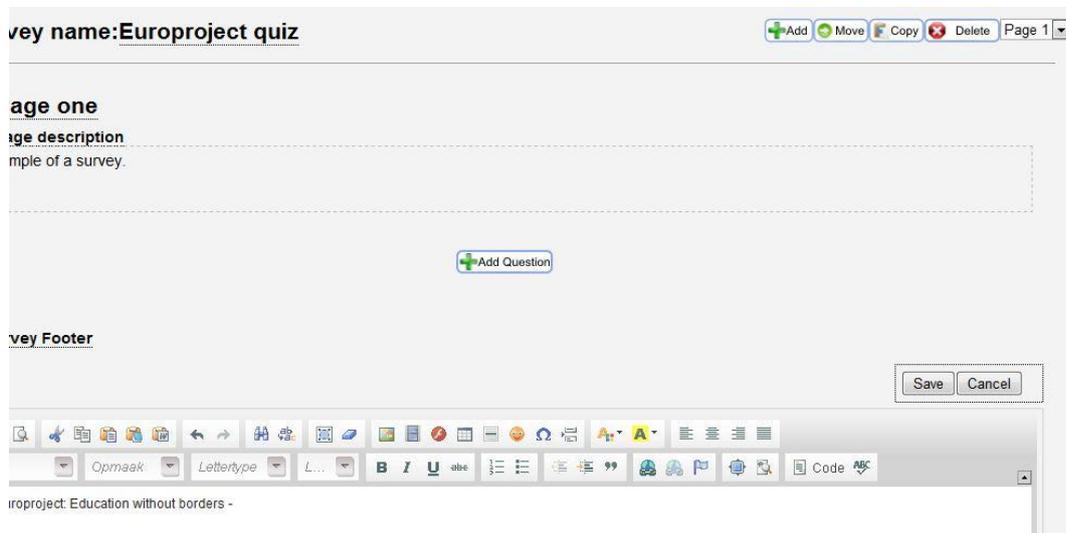
Step 3: Click on *Untitled Survey* in the column of Title. Then you'll see the next screen.



Step 4: Click on *Untitled Survey* to give your survey an appropriate title. Click on *Click to add page title* to add a page title. Click in the boxes to add information there and click on *Save* to save your data. For instance when you'll click in the box of *Survey Footer*, you'll see the next screen.

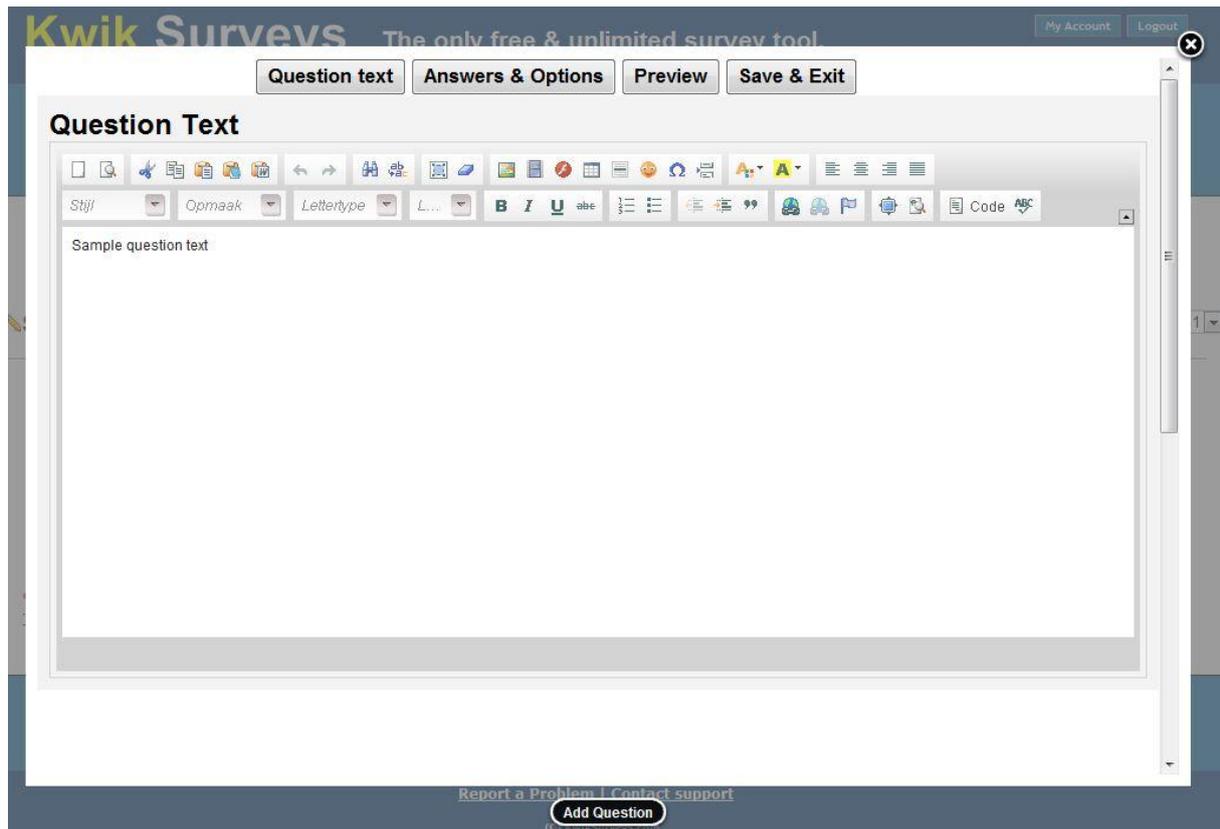


Clicking on *Save* in the right corner will save your text.



Step 5: In order to add questions to your survey you need to click on

Step 6: You'll see the next screen. Type in the box the text of your question and click on the grey Answers and Options button in the horizontal bar then.



Step 7: After having clicked the *Answers and Options* button (this will save your question text), you can choose the question type now. The following questions types are possible:

Question Types

The following question types are available in the question editor:

- Multiple Choice (Single answer)
- Multiple Choice (Multiple answers)
- Star Rating
- Single Text Box
- Matrix of Choices (Single Answer)
- Matrix of Choices (Multiple Answers)
- Multiple Text Boxes
- Pictures and Text
- Order list of items / Ranking

You can select the question type in the dropdown box below the title **Question type**.

Question text Answers & Options Preview Save & Exit

Question type ([See example questions](#))

Multiple Choice (Single answer)

Answer Choices

Select a predefined answer set --Select--

or

enter each option on a separate line in the area below

Check Spelling

Randomize / Sort Answers

Question options

Display options

Buttons 1 Column

Multiple Choice (Single answer)

In this example we have chosen:

It is possible to choose an automatic scale for your answers like from very bad to very good. Then you have to work with the dropdown box next to the title *Select a predefined answer set*.

Select a predefined answer set --Select--

You can also choose your own answers by typing them in the text box. In that case each line has to contain one criterion as in the next example.

Answer Choices

Select a predefined answer set --Select--

or

enter each option on a separate line in the area below

Check Spelling

HP
Apple
Dell
Toshiba
Acer
Other

Randomize / Sort Answers

By ticking *Randomise* the answers will be shuffled around.

By ticking *Require answer*, this question cannot be skipped.

By ticking *Additional comment field*, you can give the respondent a chance to add a comment.

Require answer

Validation message:

Additional Comment Field

Comment Label:

Input Box Size: One Line 5 Wide

Comment Field Is An Answer

Step 8: If you want to see how your new question will look, click on the *Preview* button.

Step 9: If you are satisfied with the result, click on the *Save & Exit* button in the horizontal menu. Then you'll see the next screen.

Survey name: Europroject quiz + Add Move Copy Delete Page 1

Page one
 Example of a survey.

+ Add Question

Edit Copy Move Skip Split Page Delete

* 1.
 Give the brand of your pc at home.

- HP
- Apple
- Dell
- Toshiba
- Acer
- Other

[Reset](#)

+ Add Question



To add a new question, click again the  button and repeat the steps from *Step 6*.

Step 10: Try out all possible question types now! Don't forget to click on the *Save & Exit* button after each new question. Use the next on line tutorials for any problem:

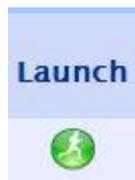
<http://www.kwiksurveys.com/docs/>.

3 How to share your online survey?

Step 1: When you are logged in, you'll see the next screen.

My Surveys											
Title	Status	Settings	Edit	Preview	Results	Duplicate	Launch	Export	Delete Survey	Clear Results	Responses
Untitled Survey	Open								Delete	Clear	0

Step 2: Click on the green symbol under *Launch* to get the link of your survey.



You'll see the next screen then:

Kwik Surveys
The only free & unlimited survey tool.

[My Account](#)
[Logout](#)

Back Help Support Home

Create a survey link for your website or email
(Responses not tracked, may be forwarded in emails)

- Regular untracked survey link
- Results Link
- Iframe / Embedded
- Popup

Send invitations by tracked email
(May only be taken once by each recipient)

- Send Tracked survey requests
- Send Untracked survey requests
- Manage templates
- Manage contacts
- View survey invitations

Modify survey settings

(Thank you page, redirect or survey results)

Step 3: Click on the button *Create Link*.



Step 4: You'll see the next screen:



Links & embed codes

Normal link

Copy the link code below and insert it into your Website, Email, Forum or Blog

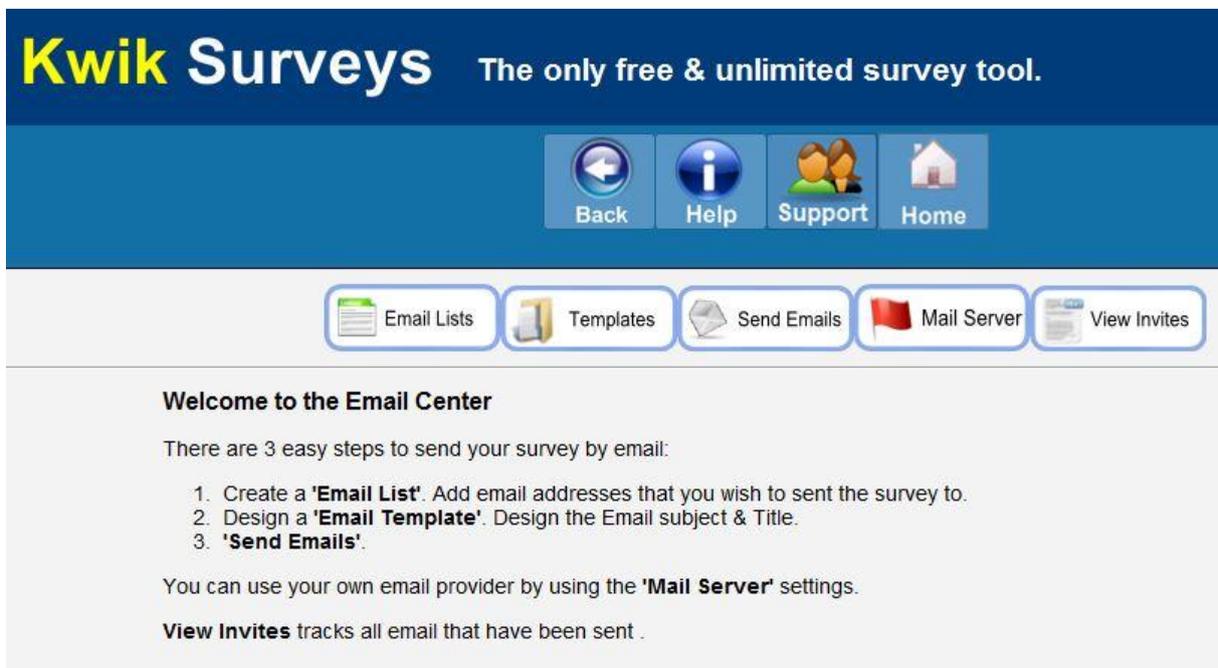
Select code

`http://www.kwiksurveys.com?s=OJMLFG_3ea9106`

You can now copy and paste the hyperlink under *Select code* into a mail to your respondents so that they will be able to do your survey.

NOTE:

You can also send mails from Kwik Surveys itself:



Kwik Surveys The only free & unlimited survey tool.

Back Help Support Home

Email Lists Templates Send Emails Mail Server View Invites

Welcome to the Email Center

There are 3 easy steps to send your survey by email:

1. Create a **'Email List'**. Add email addresses that you wish to send the survey to.
2. Design a **'Email Template'**. Design the Email subject & Title.
3. **'Send Emails'**.

You can use your own email provider by using the **'Mail Server'** settings.

View Invites tracks all email that have been sent .

Check out <http://www.kwiksurveys.com/docs/>. for more information about this possibility.

4 How to see the results of your online survey?

Step 1: When you are logged in, you'll see the next screen.

My Surveys											
Title	Status	Settings	Edit	Preview	Results	Duplicate	Launch	Export	Delete Survey	Clear Results	Responses
Europroject without Borders: Survey test	Open										3

Step 2: Click on the symbol under *Results* to get the link of your survey. You'll see the next screen then:

The screenshot shows the survey results interface. At the top, there is a horizontal menu with icons for Back, Help, Support, Print, Export, Individual, View, Home, and PDF. Below this, the page title is "Results for survey: Europroject without Borders: Survey test".

On the left, there is a "Survey Invitations" section with the following statistics:

Invitations Sent:	0
Invitations Accepted:	0
Untracked Responses:	3
Total Completed Surveys Received:	3
Total Incomplete Surveys Received:	0
Total Responses Received:	3

Below these statistics is a link: [View invitations & email reminders](#)

On the right, there is an "Options" section with the following settings:

- Display completed surveys only ?
- Show all questions as raw values ?
- Show all responses
- Show Marked responses
- Hide Marked responses

There is an "Update results" button and a "Results filtering" section with an "Add Filter" button.

The main content area shows "Page: 1/1" and "Survey test". Below this, it says "Please complete the next survey." and "Question 1*".

Question 1: Name of your school:

ID	Text Answers (3)	View
8123523	Strabrecht College	View
8118576	Bundesrealgymnasium 19	View
8113451	Heilige Maagdcollge	View

Below the table is a "Pop-up" button.

Question 2: Your country:

You can see then the results for each question.

Step 3: You now have different options to export these data in the horizontal menu of this page:



Some possibilities are:

- Push *Print* to print out the results.
- Use the *Export* button to produce an Excel document.
- User the *PDF* button to produce a PDF document.

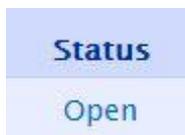
- Use the *Individual* button to see each entry separately.
- Check out <http://www.kwiksurveys.com/docs/>. for more information about each possibility.

When you are finished push the *Back* button or the *Home* button.

Step 4: After you have downloaded the results, you can stop a survey. After you have chosen the Home button, you'll see the next screen:

My Surveys											
Title	Status	Settings	Edit	Preview	Results	Duplicate	Launch	Export	Delete Survey	Clear Results	Responses
Europroject without Borders: Survey test	Open										3

Now click on *Open* below Status.



You'll see the next screen then:

Close

Survey status
End options
Display options
Misc
Exit

Open / Close survey

Open to Responses ▾

Response quota

Maximum number of responses

Survey Dates

Start: 2011-10-04 [Select Date](#)

End: 0000-00-00 [Select Date](#)

Time Zone: ▾

Participant Options

Allow Participants to:

Take survey once, then block access Using cookies or unique link generated by the email center

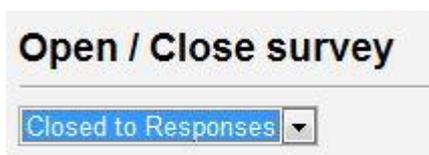
Take survey once, then allow participant to edit responses Using cookies or unique link generated by the email center

Take survey many times Untracked surveys only

Block duplicate responses using IP address Users in the same network/office/campus may be blocked

Block responses without email invitation All links must must be generated using the email center

Put the dropdown box under the title *Open / Close survey* on Closed like this:



Then click the **Exit** button to confirm the closure of your survey.