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:
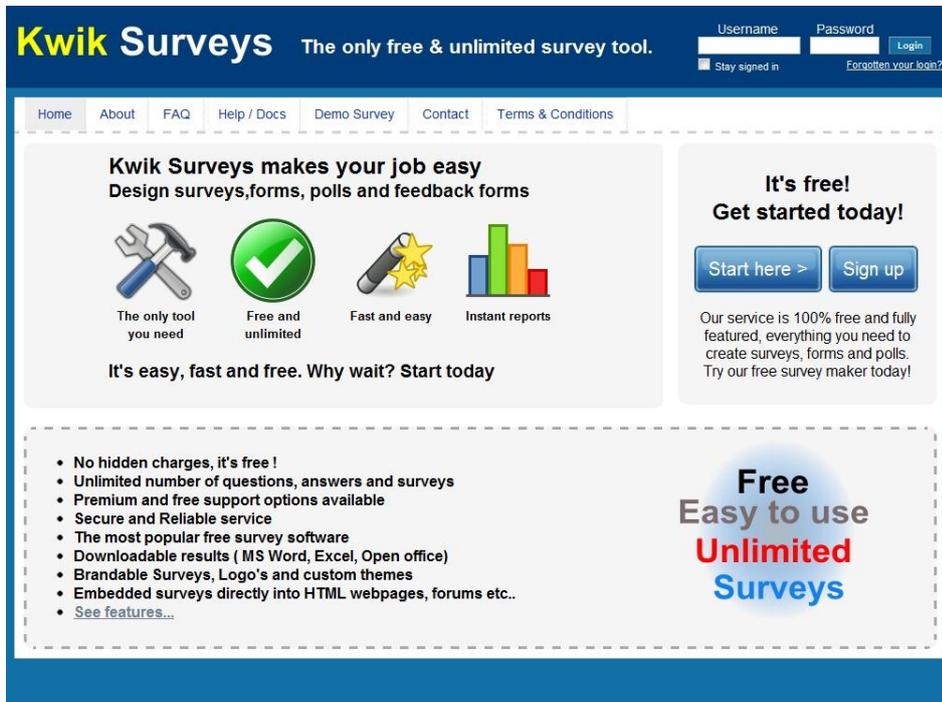
Click on the button: .

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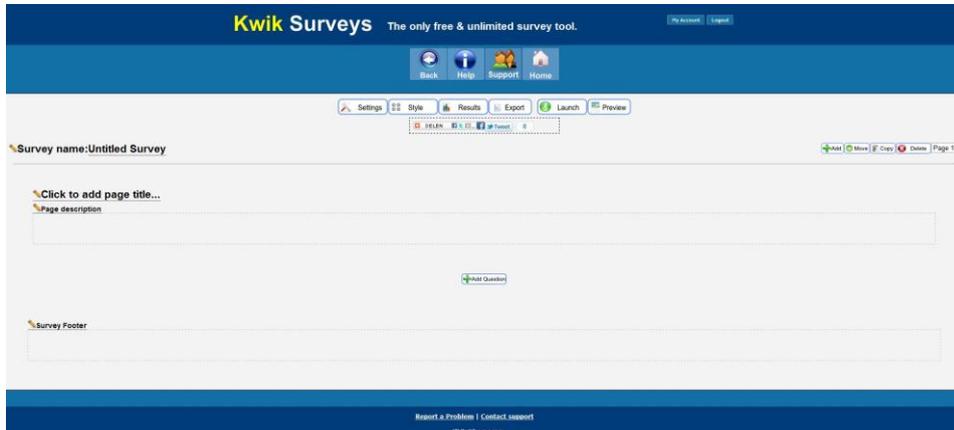
Before you can continue to make your own survey, check your mailbox first and click on the hyperlink in the mail from Kwik Surveys. Otherwise you won't be able to save your survey.

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:

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 a 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.
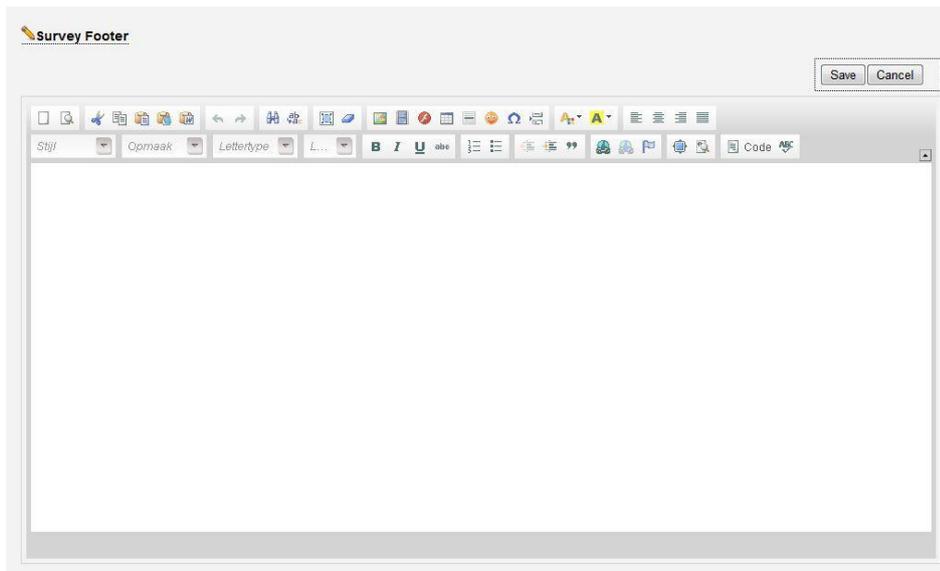
Clicking on *Save* in the right corner will save your text.
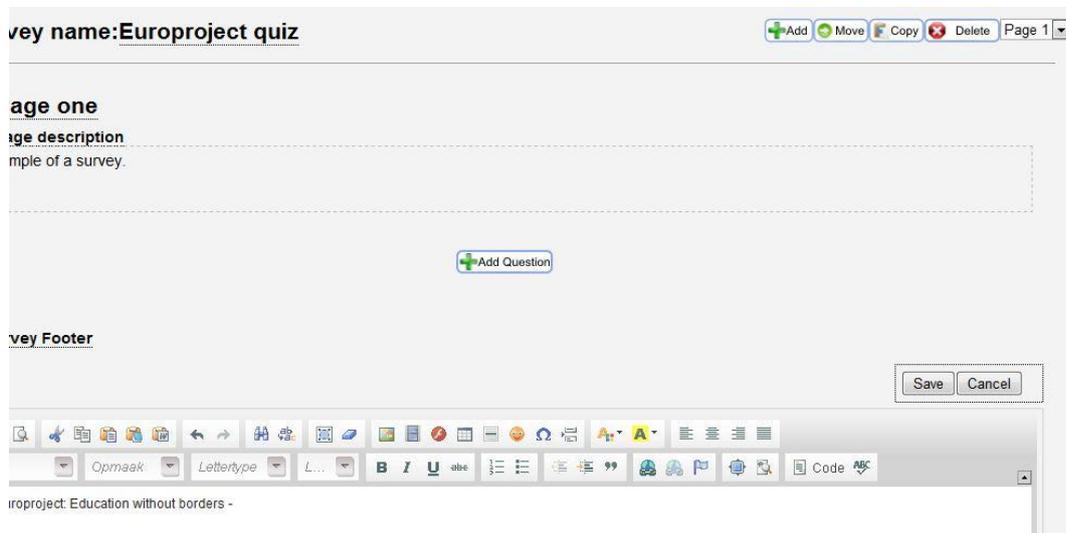
Step 5: In order to add questions to your survey you need to click on   .

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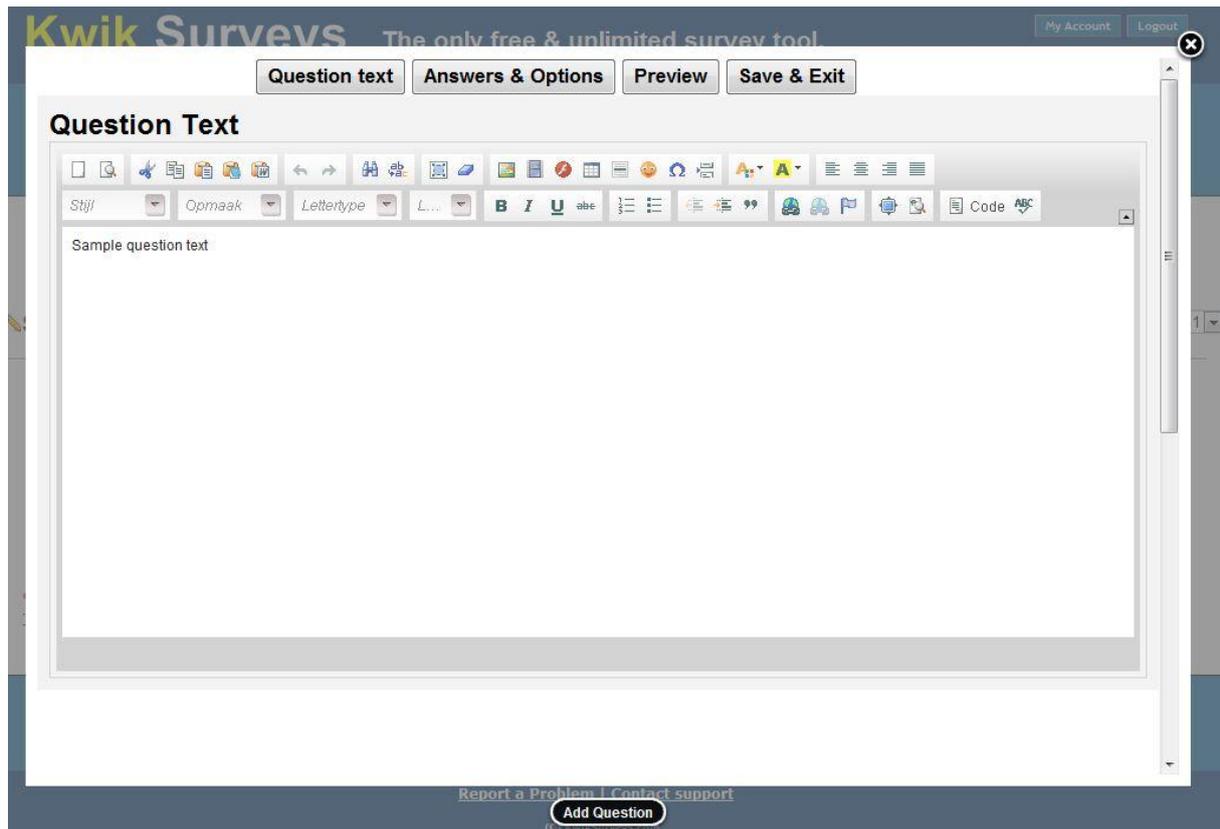
Step 7: After having clicked the *Answers and Options* button (this will save your question text), you can choose the question type now. The following questions types are possible:

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**.

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*.

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.

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.

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.

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.

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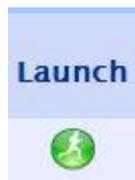
You'll see the next screen then:

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

Step 4: You'll see the next screen:

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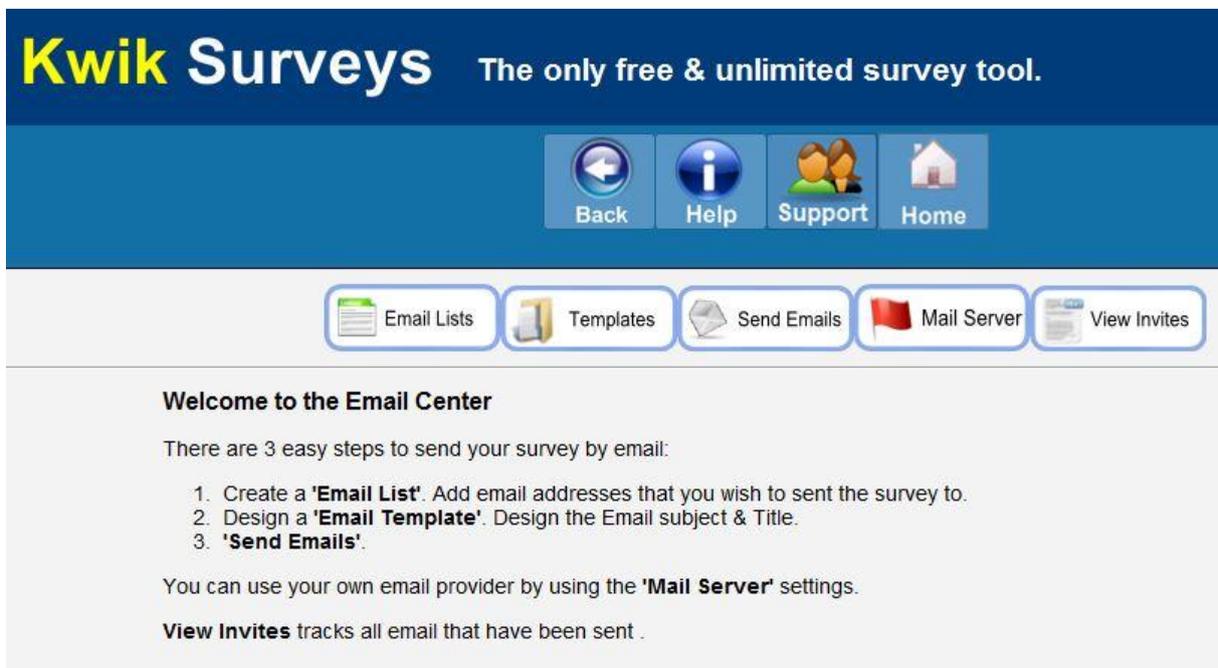
Check out http://www.kwiksurveys.com/docs/. for more information about this possibility.

4 How to see the results of your online survey?

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

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

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:

Now click on *Open* below Status.

You'll see the next screen then:

Put the dropdown box under the title *Open / Close survey* on Closed like this:
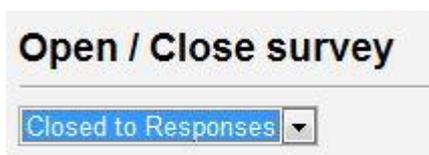
Then click the button to confirm the closure of your survey.