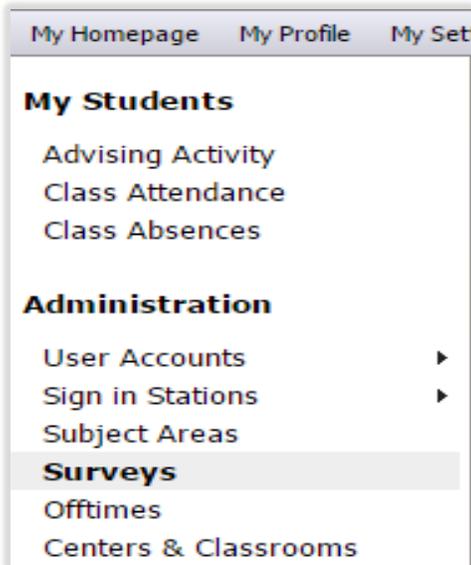
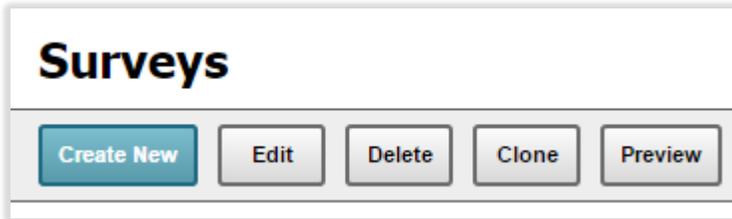


How to Make a Survey for Your Center

1. In the Accudemia homepage, Click on Surveys



2. Click the Create New button at the top of the Surveys menu



3. On the Create Survey page you can name the survey, choose when it is available to students, and how the student accesses the survey.

A screenshot of the "Create Survey" page. The page title is "Create Survey". At the top are three buttons: "Save Changes" (highlighted in blue), "Cancel", and "Preview". Below the buttons are three tabs: "General Information" (selected), "Questionnaire", and "Centers". The "General Information" tab contains the following fields and options:

- Survey Name: [Text input field]
- Display To User: Only once, Recurrent, Manual
- Survey Event: Signs in, Accesses through Internet
- Sign in basis: Center, Service, Subject Area, Advisor
- Show at: Internet access, Sign in, Sign out
- Show to: Students, Advisors, Instructors, System users

The "Advanced Settings" section contains:

- Show on: [Text input field] visits
- Reminder after: [Text input field] days
- Force answer after: [Text input field] days
- Start date: [Calendar icon]
- End date: [Calendar icon]

4. The Survey Event buttons decide whether the survey is offered to students when they sign in at the center or accessed through the internet which appears when students log in to Accudemia at home to make an appointment.

Survey Event: Signs in Accesses through Internet

5. The "Show at:" section is to allow the survey to appear at sign in, sign out, or at home when accessed through the internet.

Show at: Internet access Sign in Sign out

6. The "show to:" section is to assign who can take this survey, usually only students

Show to: Students
 Advisors
 Instructors
 System users

7. The advanced settings determine the number of visits necessary for the student to be able to take the survey, if and when a reminder would be sent to the student, a timeframe when the survey will be offered, and whether or not the survey is mandatory.

Advanced Settings

Show on: visits

Reminder after: days

Force answer after: days

Start date: 

End date: 

8. Next click on the Questionnaire tab to input your questions.

General Information | **Questionnaire** | Centers

9. Edit your survey's name

Create Survey

General Information | **Questionnaire** | Centers

Tip: You can use keywords to provide information about the survey. [\[View Keywords\]](#)

Survey Designer

Survey Title
[\[Edit Survey Title\]](#)

10. Click on Add New Page, you can create a title for the new page and a description. Then click on Add New Question

Create Survey

[Save Changes](#) [Cancel](#) [Preview](#)

General Information | **Questionnaire** | Centers

Tip: You can use keywords to provide information about the survey. [\[View Keywords\]](#)

Survey Designer

Survey Guide

[\[Edit Survey Title\]](#)

Page Information ([Remove this page](#)) [Add page before << 1 >> Add page after](#)

Page Title

[\[Edit Page Title\]](#)

[\[Edit Description\]](#)

[Add new question](#)

11. Edit your question after you have added it. Type out your question and choose what type of question it will be: Multiple choice, Open text, or Label. Determine whether the question is required. (For multiple choice: Add the answers and determine whether you want to allow multiple responses)

Survey Designer

Survey Guide

[\[Edit Survey Title\]](#)

Page Information ([Remove this page](#)) [Add page before << 1 >> Add page after](#)

Advisor Satisfaction

[\[Edit Page Title\]](#)

rate your advisor based on the service provided
[\[Edit Description\]](#)

[\[Accept changes\]](#)

How helpful was your advisor on a scale from one to five?

Type:

Answer Required?

Allow multiple responses

Options:

Add new: Text: Weight: [Create](#)

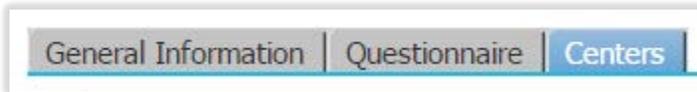
	Weight	Text
Delete	0	1
Delete	0	2
Delete	0	3
Delete	0	4
Delete	0	5

Write here the question text
[\[Edit Question\]](#)

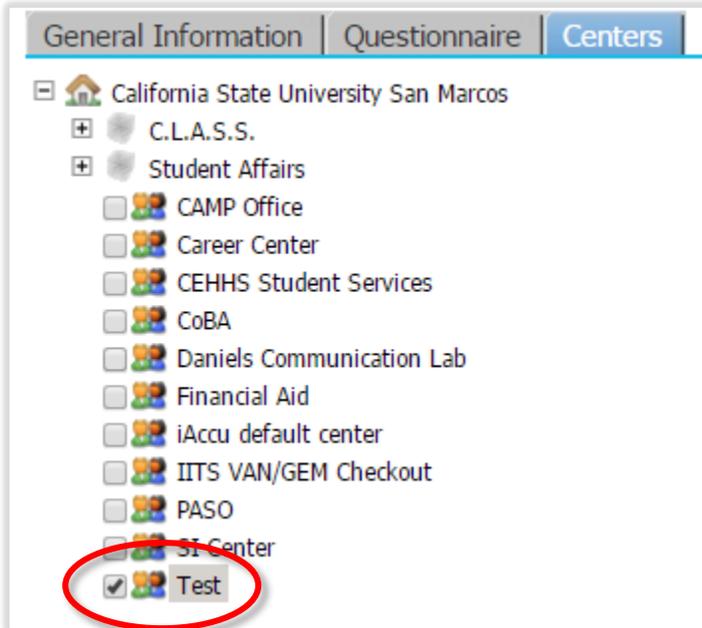
Type:

Answer Required?

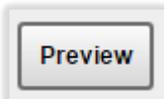
12. Click on the Centers tab next.



13. Make sure your center is selected in this tab



14. Select Preview to see how your survey will look



15. Ex:

Survey Guide

Advisor Satisfaction

rate your advisor based on the service provided

Note: Questions marked with (*) are required.

How helpful was your advisor on a scale from one to five? (*)

Name something that your advisor did that you found helpful or fun

Would you return to this center? (*)

16. If you are satisfied with your survey, Save Changes

