

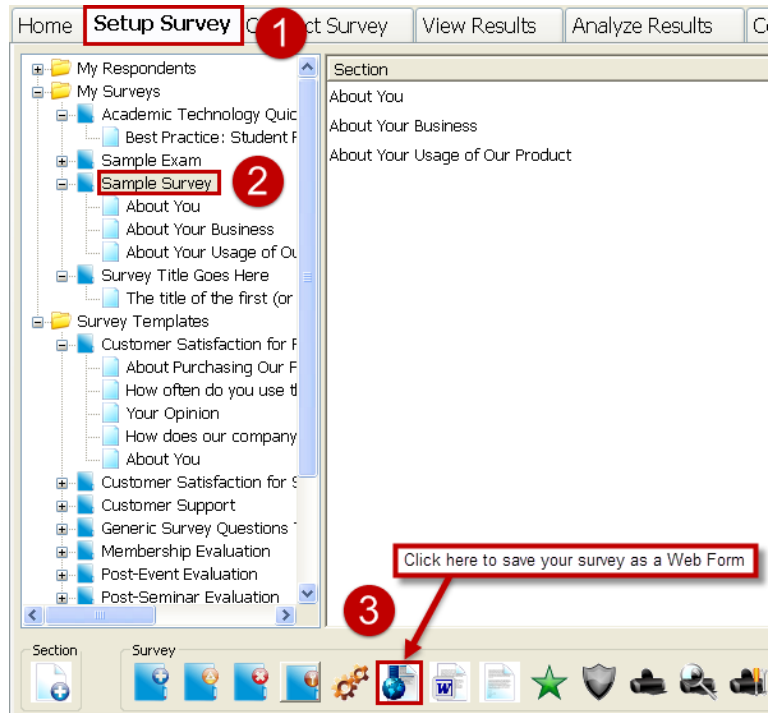


SurveyGold: Getting Started – Deploying a Web Survey

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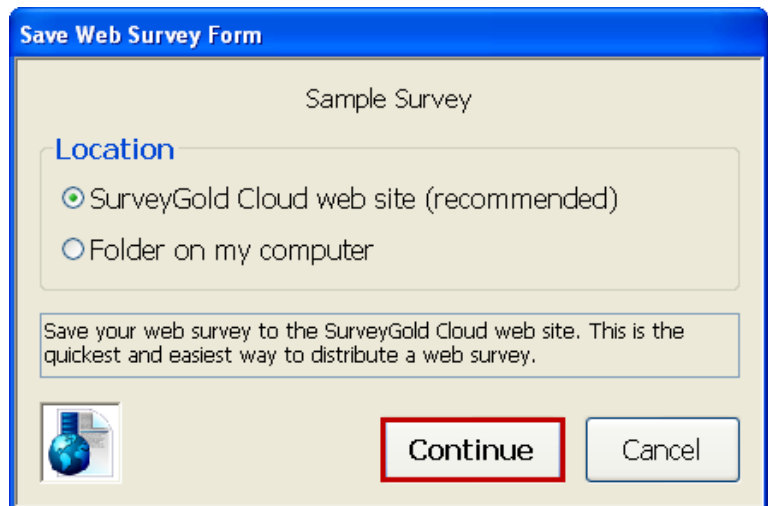
To deploy your web survey, open the SurveyGold program.

1. Click the “Setup Survey” tab.
2. Click the name of the survey that you want to deploy.
3. Click the **Web Form** button.



2

Leave the settings as they appear and click **Continue**.





3

There are several options in the “Behavior” tab.

Make sure you look through each section including *Email Responses*, *Email Notification*, and the *Save and Finish Later Button*. Choose each option according to your needs.

Create Web Survey Form

Sample Survey

Behavior Appearance Navigation Restrictions Password Autoresponder Advanced

Responses are recorded securely on the www.surveymold.com web site. You can collect these responses into this SurveyGold application by clicking the Get Web Responses button in the Conduct Survey tab. Also, responses can be emailed and you can receive daily email notifications of new responses.

Email Responses

Send responses to the following email address(es):

+
-

Email responses to the respondent Collect the respondent email address
Send responses to the respondent's email address. Record the respondent's email address or not.

Email Notification

Notify me daily via email whenever new responses are submitted
Send a courtesy email reminding me to collect web survey responses via the Conduct Survey tab.

Save and Finish Later Button

Include button that saves a partially completed form for completion at a later time.
Provide a convenience for surveys that are lengthy or that need to be completed in multiple sessions.

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1. Click on each tab at the top of the screen and determine if you need to change any of the settings in these tabs.

2. Click **Create Your Web Survey** at the bottom of the screen.

Create Web Survey Form

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Click here once you have read over all of the options.

Create Your Web Survey Cancel

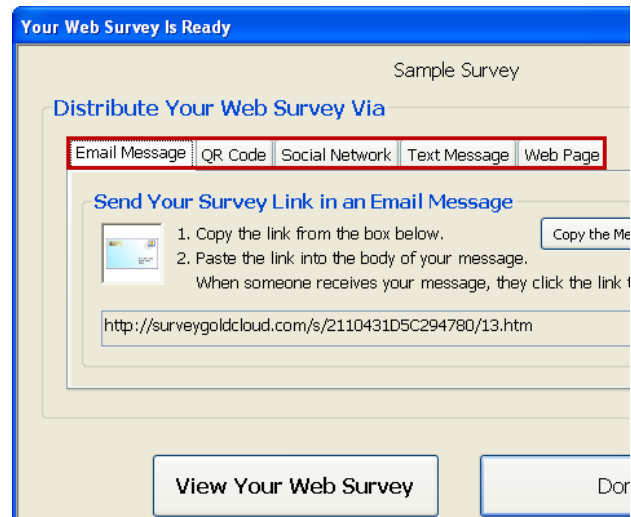


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A dialog box will appear when the survey is ready.

There are several different ways that your survey can be distributed, such as an email message or a social network.

You can view each method by clicking on the corresponding tab at the top of the dialog box.

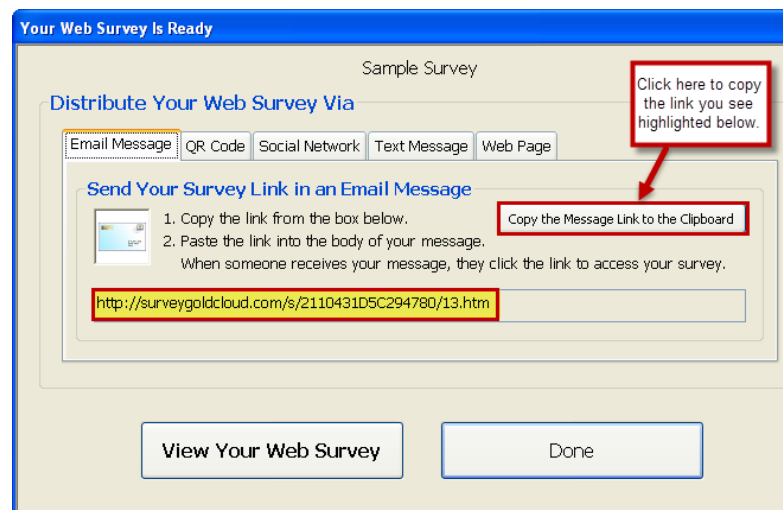


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If you are sending an email message, click the **Copy the Message Link to the Clipboard** button to copy the link you see highlighted. You will then be able to paste it into the body of an email message.

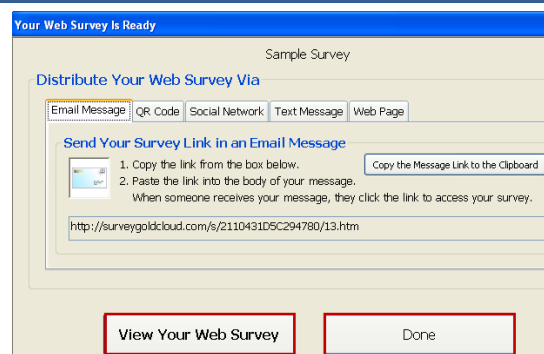
This is the link that respondents will click on to access the survey.

Note – The link can be added in other applications where you can add a URL (i.e. Blackboard).



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Click on **View Your Web Survey** to preview it, or click **Done**.

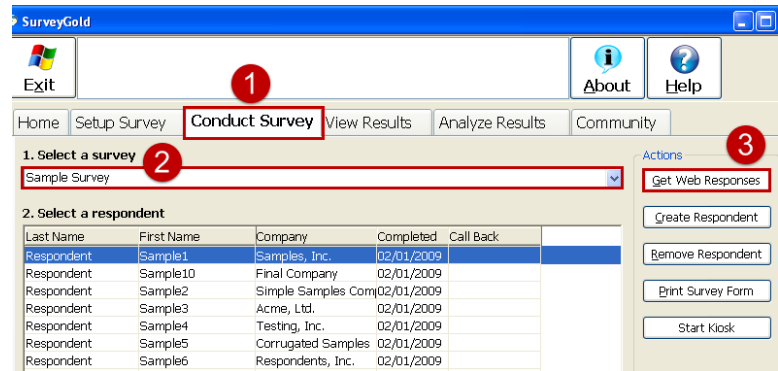




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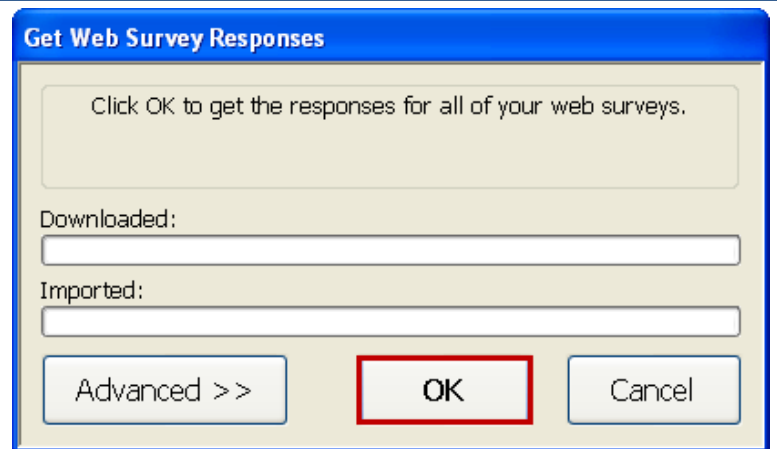
Once your survey has been deployed, you will need to be able to view your results.

1. To compile your web responses, click the **Conduct Survey** tab.
2. Select your survey name.
3. Click **Get Web Responses**.



9

Click **OK**.



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1. To see the results of your survey, click on the **View Results** tab.
2. Click on the **View Results** button.

