Before You Begin

**Note to researchers:** All human subject research must be cleared through the Institutional Review Board (IRB). Please contact the IRB for details before submitting your survey your to us for approval.

**Note:** Currently surveys are not reusable. That is, once your survey has been submitted for approval and approved you cannot modify it. Additionally, surveys run for a limited amount of time. You are free to choose the amount of time...
however; it is important to note that you cannot change the stop time or reactivate a survey after it has expired. Please keep this in mind. If you need to use the same survey at a later date you will not be able to do so. Instead you will have to create a new copy of the survey and resubmit it for approval. With this in mind we recommend that you retain a copy of all your survey questions and answers in a Word document for future reference.
Create a Survey

Log In Info to Create/Edit or Approve a Survey

Point your web browser to http://survey.ou.edu. Click the Create/Edit/Approve link located above the interlocking OU.

You will be prompted for your username and password. Use your OUNetID (4+4) and sooner domain password. If you don’t know our sooner domain password contact the help desk at (405)325-4357.
The next screen displays all surveys you have created. In this case there are no existing surveys so we need to create one. Click the **Go here to create a new online survey** link to get started.

Fill in the details about your survey here.

When entering start and stop dates please note that you cannot reactivate this survey if time runs out before your research is complete. As such, we suggest that you set the stop date further in the future than you anticipate needing. It doesn’t hurt anything to have the survey active after you expect to be finished with your research. Complete the Basic Survey Details as follows;
What the Survey Detail Fields Mean

**Survey Title:** [Enter the title of your survey here]

**Survey Description:** [enter a description of your survey here. 256 characters]

**Requested Start Date:** [what date do you want the survey to be available? The system will not allow you to set this date for the same day you create your survey.]

**Requested Stop Date:** [What date do you want to survey to be shut off?] 

**Questions Per Page:** [How many questions do you want to appear on each page of the survey? We recommend 5-10.]

**Authentication Types:**
- **Anonymous**
  Anyone can take the survey anonymously.
- **Login**
  Anyone with a valid OUNetID (4+4) can take the survey.
- **Pin**
  Anyone with the valid pin can take the survey. The survey creator needs to specify a pin.

Click **Enter Details** to submit your responses.

After doing so you will be shown an overview of the details entered and given the opportunity to make correction (Edit).
If you find that you need to edit Your Survey Details you may do so by clicking **Edit Survey Details**. Doing so will take you back to the Edit Survey Details screen as in the following image.
When you are finished editing Your Survey Details click the **Update Details** button to continue.
Adding Questions to a Survey

Step One
From the Survey Details page you may add questions to your survey by clicking the **Add questions to survey** link at the bottom of the page.

Note: The “please limit yourself to 10 questions” statement pertains to polling. It is recommended that you limit short surveys to ten questions if possible. However, there is no limit to the number of questions you can include in a survey.

Step Two

Select a question type from the dropdown menu. See the Guide to Question Types on the following page for details about each question type.
Guide to Question Types

**Open Ended**: Subject can enter a text based answer not limited in size.

**ONLINE SURVEY TOOL**

Add a Question to your Survey

**Step 2:**

Enter your question in the box below:

Enter your question here.

[Save the Question]

**Choose One Answer**: Multiple choice allowing only one answer to be selected.

**ONLINE SURVEY TOOL**

Add a Question to your Survey

**Step 2:**

Enter your question in the box below:

Enter your question here.

Enter the multiple choices for the questions in each box:

- 0
- 0
- 0
- 0
- 0

Enter the weight for each answer:

- 0
- 0
- 0
- 0
- 0

[Save the Question]
Multiple Answer: Multiple choice allowing more than one answer to be selected.

**ONLINE SURVEY TOOL**

*Add a Question to your Survey*

**Step 2:**

Enter your question in the box below:

Enter your question here.

Enter the multiple choices for the questions in each box:  Enter the weight for each answer:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Save the Question

---

Scale 5pt Important: (see the following)

**ONLINE SURVEY TOOL**

*Add a Question to your Survey*

**Step 2:**

Enter your question in the box below:

Enter your question here.

Scale of importance given to your question  Enter the weight for each answer:

- [ ] Completely Important
- [ ] Somewhat Important
- [ ] Neither Important or Unimportant
- [ ] Somewhat Unimportant
- [ ] Completely Unimportant

Save the Question
Scale 5pt Likely: (see the following)

ONLINE SURVEY TOOL

Add a Question to your Survey

Step 2:

Enter your question in the box below:

Enter your question here.

<table>
<thead>
<tr>
<th>Scale of importance given to your question</th>
<th>Enter the weight for each answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completely Likely</td>
<td>0</td>
</tr>
<tr>
<td>Somewhat Likely</td>
<td>0</td>
</tr>
<tr>
<td>Neither Likely or Unlikely</td>
<td>0</td>
</tr>
<tr>
<td>Somewhat Unlikely</td>
<td>0</td>
</tr>
<tr>
<td>Completely Unlikely</td>
<td>0</td>
</tr>
</tbody>
</table>

Save the Question

Scale 5pt Agree: (see the following)

ONLINE SURVEY TOOL

Add a Question to your Survey

Step 2:

Enter your question in the box below:

Enter your question here.

<table>
<thead>
<tr>
<th>Scale of importance given to your question</th>
<th>Enter the weight for each answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completely Agree</td>
<td>0</td>
</tr>
<tr>
<td>Somewhat Agree</td>
<td>0</td>
</tr>
<tr>
<td>Neither Agree or Disagree</td>
<td>0</td>
</tr>
<tr>
<td>Somewhat Disagree</td>
<td>0</td>
</tr>
<tr>
<td>Completely Disagree</td>
<td>0</td>
</tr>
</tbody>
</table>

Save the Question
Yes/No/Don’t Know: (see the following)

ONLINE SURVEY TOOL

Add a Question to your Survey

Step 2:

Enter your question in the box below:

Enter your question here.

Options for your question: 

Enter the weight for each answer:

○ Yes
○ No
○ Don’t Know

Save the Question

After you select the question type click the Submit button to enter your questions and response options. When finished click the **Save the Question** button. You will be returned to the Survey Details page where you can repeat the above process to add additional questions to your survey.
Managing Questions in Your Survey

Delete a Question:
To delete a question click the garbage can icon to the right of the question link under the Add a Question button.

Change the Order of Questions:
To change the order questions appear in click the up or down arrows to the left of the question link.

ONLINE SURVEY TOOL

Your Survey Details:

<table>
<thead>
<tr>
<th>Title</th>
<th>Socialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This survey measures the influence of socialization on a given population.</td>
</tr>
<tr>
<td>Estimated Start Date</td>
<td>November 16, 2004</td>
</tr>
<tr>
<td>Estimated End Date</td>
<td>March 25, 2005</td>
</tr>
<tr>
<td>Survey Status</td>
<td>Edit Mode</td>
</tr>
<tr>
<td>Questions Per Page</td>
<td>5</td>
</tr>
<tr>
<td>Survey Key</td>
<td>aaa75</td>
</tr>
<tr>
<td>Questions can be answered at</td>
<td><a href="http://webapps.ou.edu/survey/Default.cfm?SurveyKey=aaa75">http://webapps.ou.edu/survey/Default.cfm?SurveyKey=aaa75</a></td>
</tr>
<tr>
<td>Authentication</td>
<td>Anonymous</td>
</tr>
<tr>
<td>Pin Number</td>
<td>No need for Pin number for this type of authentication</td>
</tr>
</tbody>
</table>

Add a Question

△ ▼ 1 How important would you say your father was to your development? □
△ ▼ 2 Do you think socialization influenced your life? □
Submit Your Survey for Approval

To submit your survey for approval you have two options.

**Option One**

Click the “What’s my survey status” link from the Survey Question Preview screen.

<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
<th>Question Type</th>
<th>Answer Choices</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>How important would you say your father was to your development?</td>
<td>Scale 5pt Important</td>
<td>1. Completely Important</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Somewhat Important</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Neither Important nor Unimportant</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Somewhat Unimportant</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5. Completely Unimportant</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Do you think socialization influenced your life?</td>
<td>Yes/No/Don’t Know</td>
<td>1. Yes</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. No</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Don’t Know</td>
<td>0</td>
</tr>
</tbody>
</table>

[Add/Edit/Delete Questions]

[<< Go Back][What’s my Survey Status?]

**Option Two**

Click the Home link from any screen and then click the “Create/Edit my own survey” on the Welcome page.

| My Activities | Maintain the Survey Application | Create/Edit my own survey |

Then click the “Send for Approval” button.

[Send for Approval]

[<< Go back]
Your survey will be reviewed. If it is approved you will receive an email stating such. If for some reason your survey is not approved you will receive and email indicating the reason. In the majority of cases rejection of a survey occurs when proof of Institutional Review Board (IRB) clearance needs to be confirmed. If your survey is rejected and you are asked for proof of IRB clearance you will need to forward a copy of your IRB letter of approval to us. Call (405) 325-4357 and ask to speak with the http://survey.ou.edu administrator or email survey@ou.edu to find out where you should send a copy of your IRB approval letter.

Ending Your Session
After looking over the details of your survey, you will then click the Go Back link at the bottom of the page. This will take you back to the homepage and you will be shown a list of your previous surveys. When you are done, you may click the logoff link in the upper right hand corner of the page.

How to People Access Your Survey
Once your survey is approved, an email will be sent to you with the URL (web address) for the survey. Give that URL to the people you want to fill out your survey. If you request an access key it will be included in the above mentioned email from survey@ou.edu.

Contact US
If you have questions please contact us.
Email survey@ou.edu
Phone (405) 325-4357 Help Desk