

Lab 4: Working with Surveys

Purpose

In this lab, you will enable the instrument you created in the last lab to be a survey and you will configure it to be taken using.

RECAP: In Lab 2, you created the Transportation Questionnaire instrument. Return to this same project for this lab.

Part 1: Modify the instrument

1. Enable the use of surveys in your project using the **Project Setup** page.
2. Using the **Online Designer**, configure the Transportation Questionnaire instrument so it can be used as a survey.
3. Return to survey designer by clicking on the instrument name.
4. As it stands, the Transportation Questionnaire instrument contains no sections. You will add two new sections.
 - a. Between the study_id and tq_commute fields, click the **Add Field** button to add a “Begin New Section (with optional text)” field. Add the following text to the new section field label: **Commuting**.
 - b. Between the “Other commute option” and “Do you own a car” fields, click the **Add Field** button to add a “Begin New Section (with optional text)” field. Add the following text to the new section field label: **Car Ownership**.

Continue to the next page for part 2.

Part 2: Configure survey settings

1. Using the **Survey Settings** page, change the default configuration of the survey using the following table and save your changes.

Section	Item	Setting
Basic Survey Options	Survey Title	Change the title to "Transportation Survey"
Survey Customizations	Pagination	Multiple pages (display one section per page)
Survey Termination Options	Survey Completion Text	Remove the "Have a nice day!" sentence from the completion message.

Part 3: Anonymous survey

1. Open the **Survey Distribution Tools** (found in the left-hand nav bar under Data Collection) page.
2. Click **Open public survey** to try out your survey as a survey participant will see it. Complete the survey.
3. Fix any issues your usage of the survey reveals.

Continue to the next page for part 4.

Part 4: Inviting participants using a participant list

1. Open the **Survey Distribution Tools** (found in the left-hand nav bar under Data Collection) page.
2. Click on the **Participant List** tab of the Survey Distribution Tools.
3. Click **Add participants** to open the Add Emails to Participant List dialog box.
4. Add your email address to the list. If you have more than one email address, add one per line. Click **Add participants** to save the list.
5. Back at the Participant List tab, click **Compose Survey Invitations**.
6. Complete the Send a Survey Invitation to Participants dialog box using the following table..

Item	Setting
Display name	The Transportation In Action Study
Subject	Take the Transportation Survey
Email Body	Being careful not to delete the existing body text, insert the following signature at the bottom of the email: Sincerely, The Transportation In Action Study
Participant List	Verify that at least one email address is selected.

7. Click **Send Invitations** to invite yourself to the survey.
8. Check your email and when the email invite arrives in your box, click on the link in the body of the email message to take the survey. Complete the survey.