

Creating a survey in NoviSurvey

How to login

Go to <https://surveys.smccd.edu/n/> and click on:



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Survey Software

Welcome

If you have an account, you can login [here](#)
To register for a new account please click [here](#)

Click here to login

User login the first part of your email address **without the @smccd.edu** and Password is your email password. Click on **Login**. You are now in NoviSurvey. If New Survey is grayed out, please go to the [ITS Service Request Form](#) and request an account.

Help for the Survey list is here:

<https://surveys.smccd.edu/Help/en/index.html?SurveyList>

Need help? Go here: <https://surveys.smccd.edu/Help/en/index.html?SurveyList>

Need more help? Go here: <https://novisurvey.net/Survey-Software-Help.aspx>

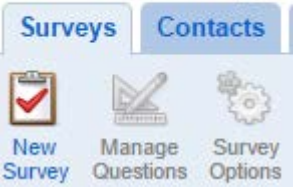


Every page has a help button

Creating a new survey

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On the Surveys tab click on **New Survey**.

Type a **Title** for the survey then click on **Save**.

You have created a new survey. You will now be able to add questions to the survey.

You will now insert a question onto the survey. You can add new questions or import questions from other surveys. Click on **Insert Question**



There's a lot of question types. A sample of the selected question type appears at the bottom of the Choose questions dialog box. Our survey is going to have five questions.

Under Multiple Choice, choose Radio Button, Vertical and click on OK.

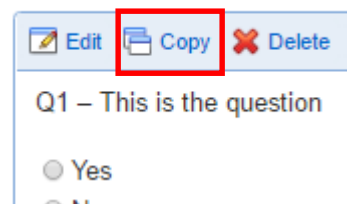


On the Main tab, **Question** type the text for the first question.

On the Answers tab, click on the pulldown on the right of the Predefined answers field. A list of common answers appears. Choose Yes – No.



Click on Save Changes You have created your first question.



Click on Copy then enter 4 in to the Number of Copies field then click on OK.

You now have five questions on your survey. Click on Edit on the second question. Change the question text. Click on Save Changes.

Repeat with the other three questions. You now have a five question quiz. Click on Preview Page. That's your survey.

You have just created a survey.

Deploying your Survey



On the Surveys tab, click on Survey Options



These tabs are on the left:

The **Main** tab defines the basic information for the survey.

The **Responses** tab lets you define how the survey is accessed. Anonymous lets anyone in the world who has the link to take the survey. Semi-anonymous and identifying force users to log in with a password.

A resumable survey only works with a login. Users can come back later and answer more questions.

The **Deployment** tab lets you set an open and close date and time for the survey and the link that you'll send to people who will take the survey.

Once you've created the survey and are ready for people to take it, change the **Status** to **Open**.

The **Completion** tab lets you set what happens when a responder completes the survey. You can send the responder a completion email. You can give them a link to their answers or to a report. You can redirect the user to a different page with the Completion action.

Help for deploying your survey is here:

<https://surveys.smccd.edu/Help/en/index.html?SurveyAddEdit-Deployment>

Creating a Report



Click on the Reports tab then click on New



Report Give the report a name and choose the survey upon which it's based by clicking on the pulldown. Click Save. At this point you



have created a basic and useful report. Click on Run Report . The report will open in a new browser tab. Copy the link. You can then send that link to anyone who needs to see the report. They don't need to login to see the data, just to follow the link in any browser

You can change the data that appears on the report and filter the report in various ways.

Help for reports is here:

<https://surveys.smccd.edu/Help/en/index.html?ReportSectionList>

Advanced Topics

Email invitations:

<https://surveys.smccd.edu/Help/en/index.html?InvitationGroupList>

Sending Alerts: <https://surveys.smccd.edu/Help/en/index.html?AlertList>

Managing Contacts for login control and invitations:

<https://surveys.smccd.edu/Help/en/index.html?AddressBook>

Exporting Survey Data to Excel:

<https://surveys.smccd.edu/Help/en/index.html?ExportList>