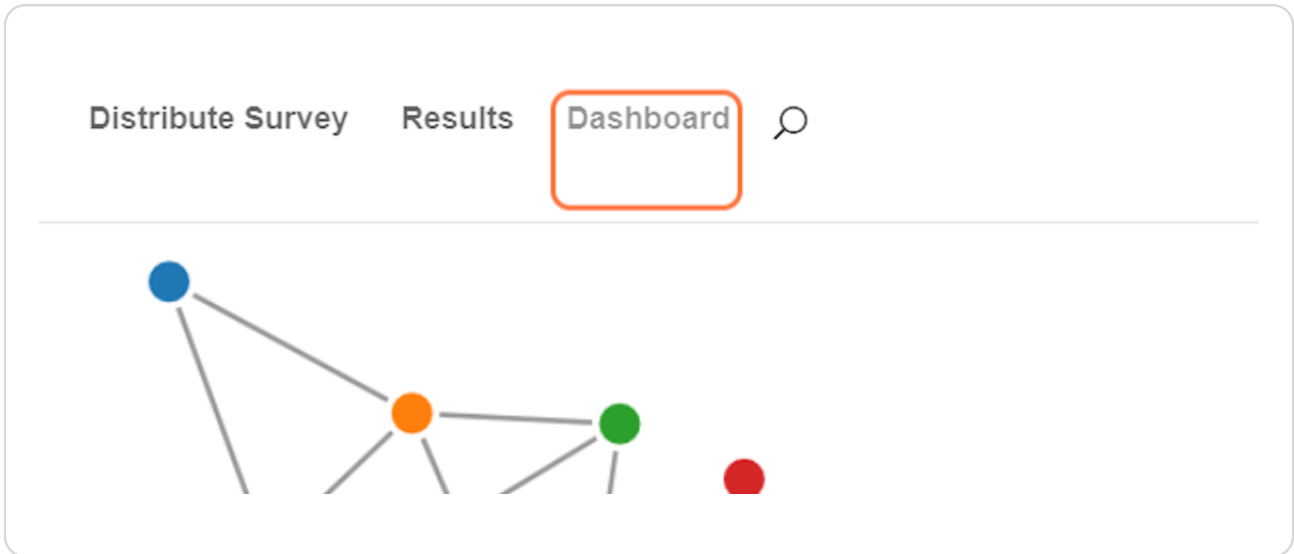


STEP 1

Go to Socionomy | SNA Toolkit

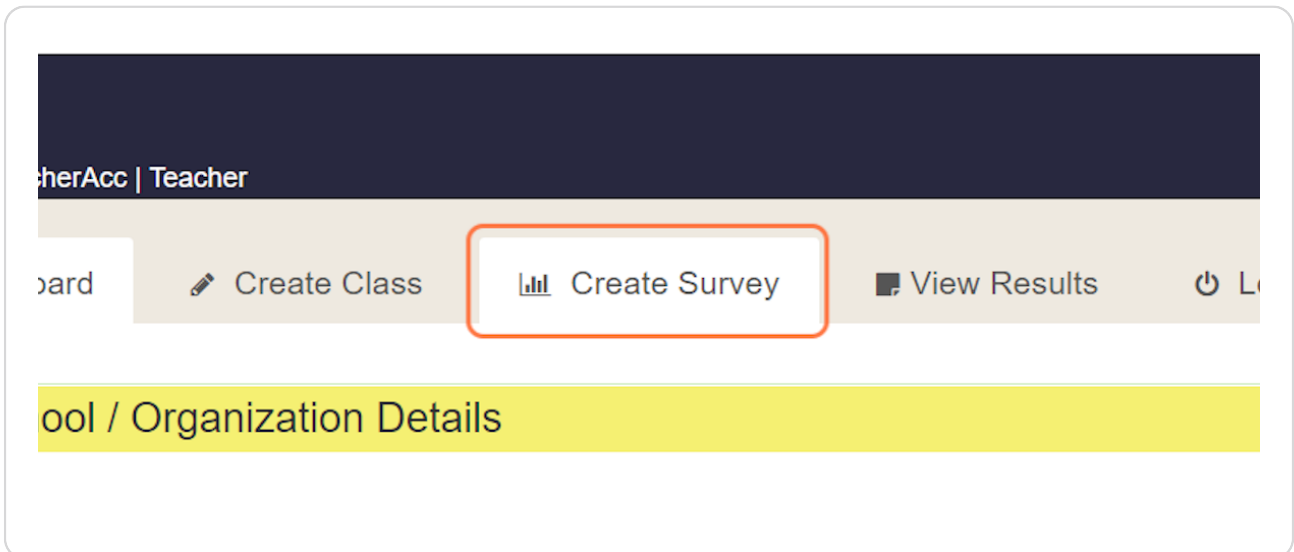
STEP 2

Click on Dashboard



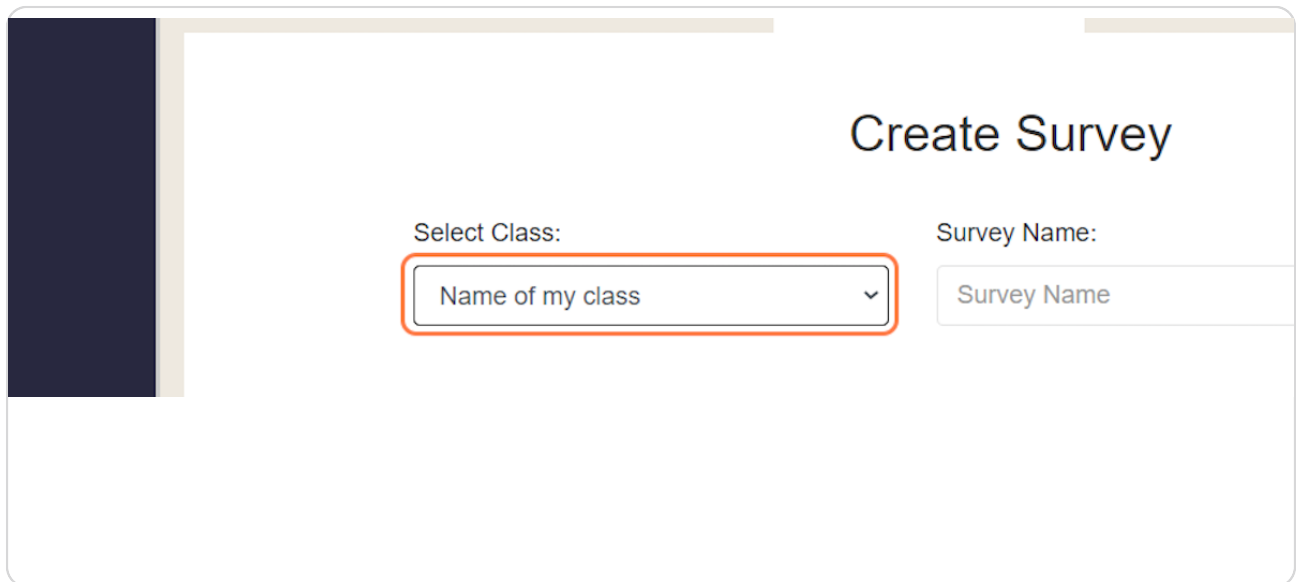
STEP 3

Click on Create Survey



STEP 4

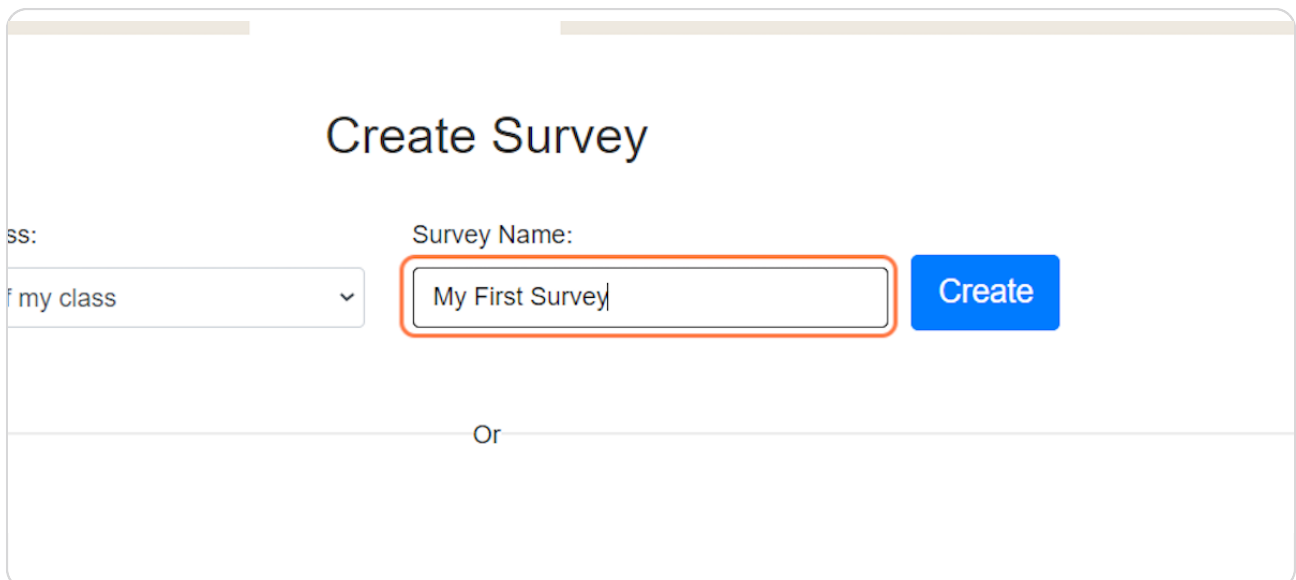
Select one Class that you will assigned your Survey too. In our example we choose the class with the name: "Name of my class", created in the previous guide.



The screenshot shows a web interface titled "Create Survey". It features two input fields: "Select Class:" and "Survey Name:". The "Select Class:" dropdown menu is highlighted with a red rectangular box and contains the text "Name of my class" with a downward arrow. The "Survey Name:" field is empty and contains the placeholder text "Survey Name".

STEP 5

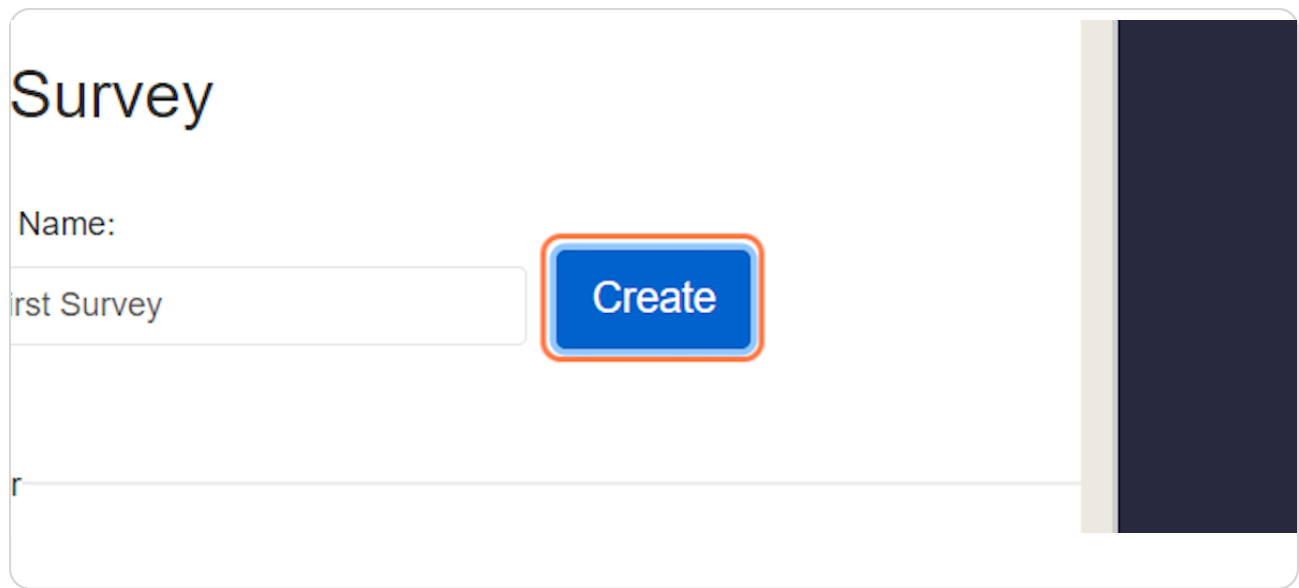
Name your Survey



The screenshot shows the "Create Survey" form with the "Survey Name:" field highlighted by a red rectangular box. The text "My First Survey" is entered into this field. To the right of the field is a blue button labeled "Create". Below the "Survey Name:" field, the word "Or" is centered, indicating an alternative method for creating the survey.

STEP 6

Click on Create



The image shows a user interface for creating a survey. At the top left, the word "Survey" is displayed in a large, dark font. Below it, the label "Name:" is positioned to the left of a text input field. The input field contains the text "First Survey". To the right of the input field is a blue button with rounded corners and a white border, labeled "Create". This button is highlighted with a red rectangular border. On the right side of the form, there is a vertical sidebar consisting of a thin light-colored bar and a wider dark blue bar. The entire form is enclosed in a light gray rounded rectangle.

STEP 7

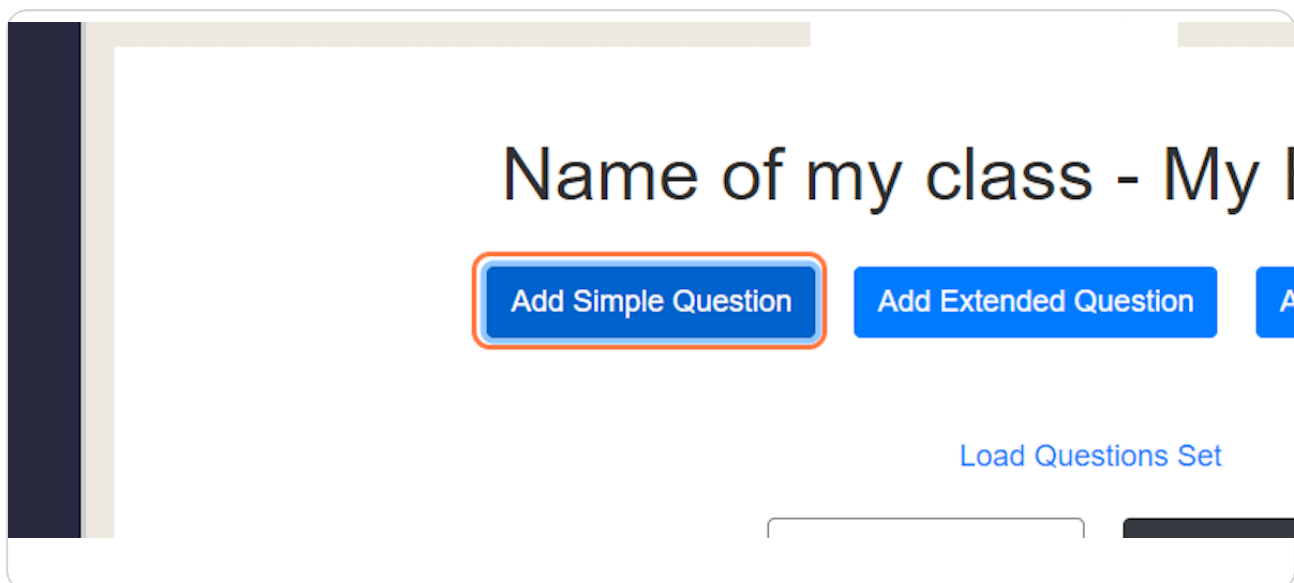
After you create your Survey, you are redirected to the Survey Design panel. Here you can design your Survey

Simple questions: Questions that the students will be asked to choose his classmates that match the question.

Extended questions: Questions that the students will be asked to choose his classmates that match the question, along with a strength of the selection (Very Good, Good, Sort of).

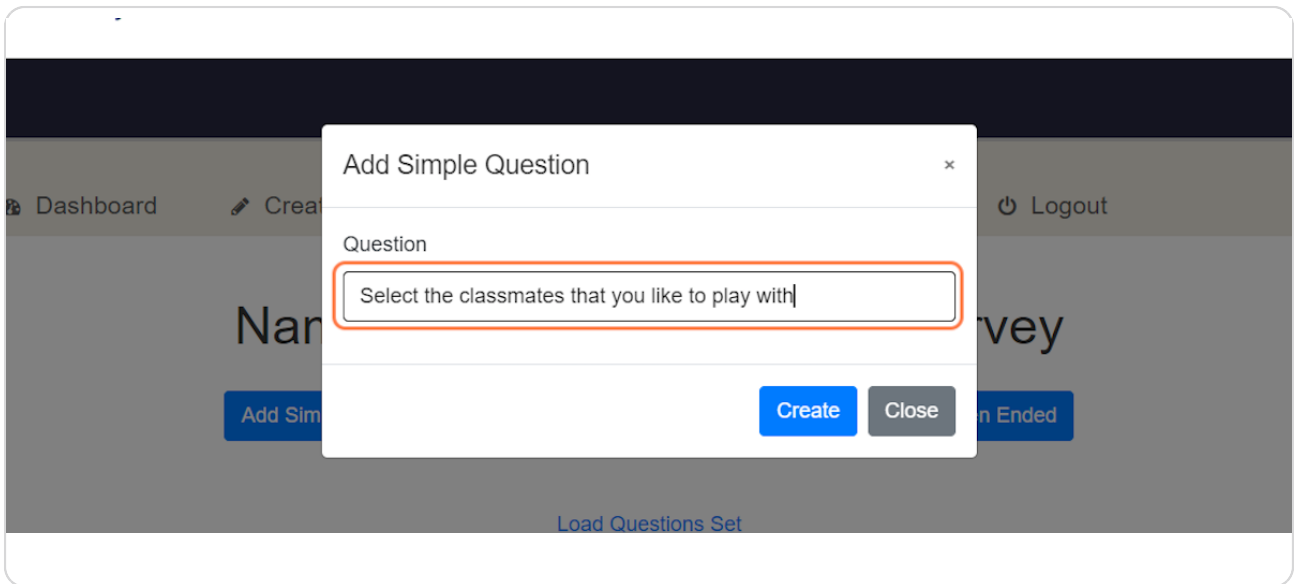
Scale: Set of statements where the student is meant to select his scale of agreement/dis-agreement.

Open Ended questions: Questions that the students write his/her answer.



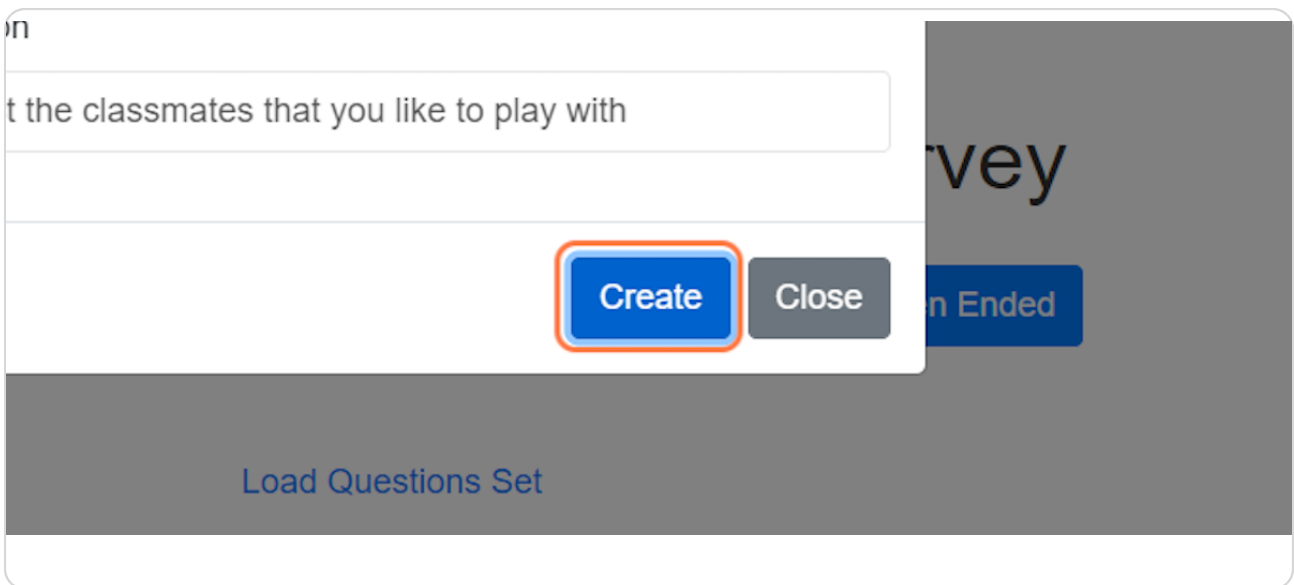
STEP 8

Type a Simple Question



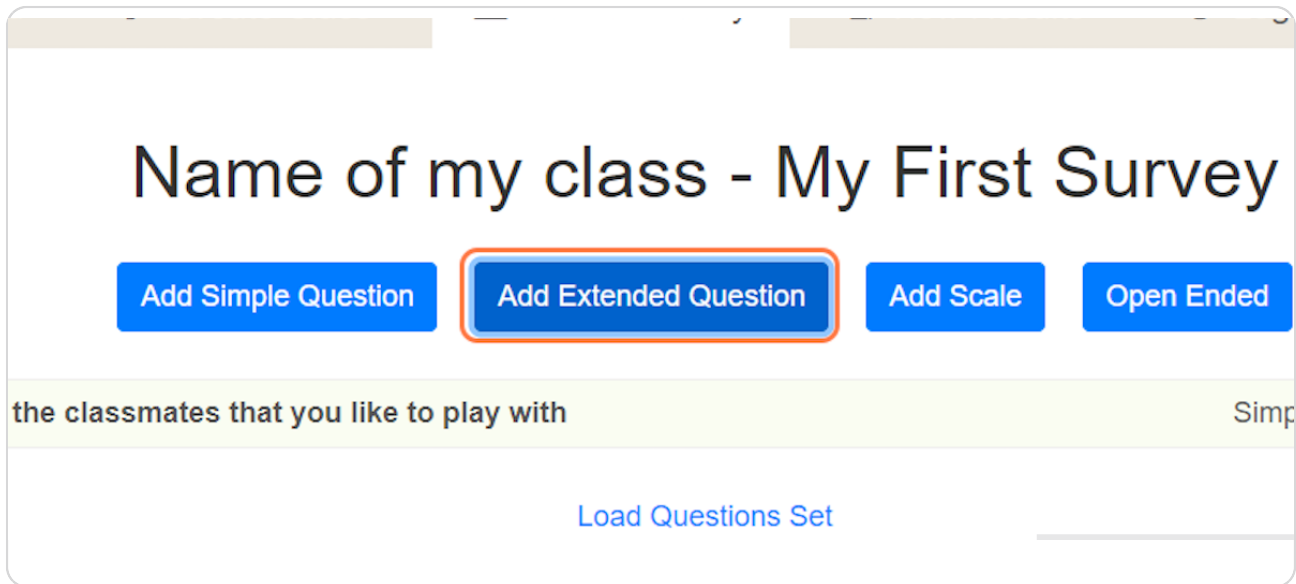
STEP 9

Click on Create



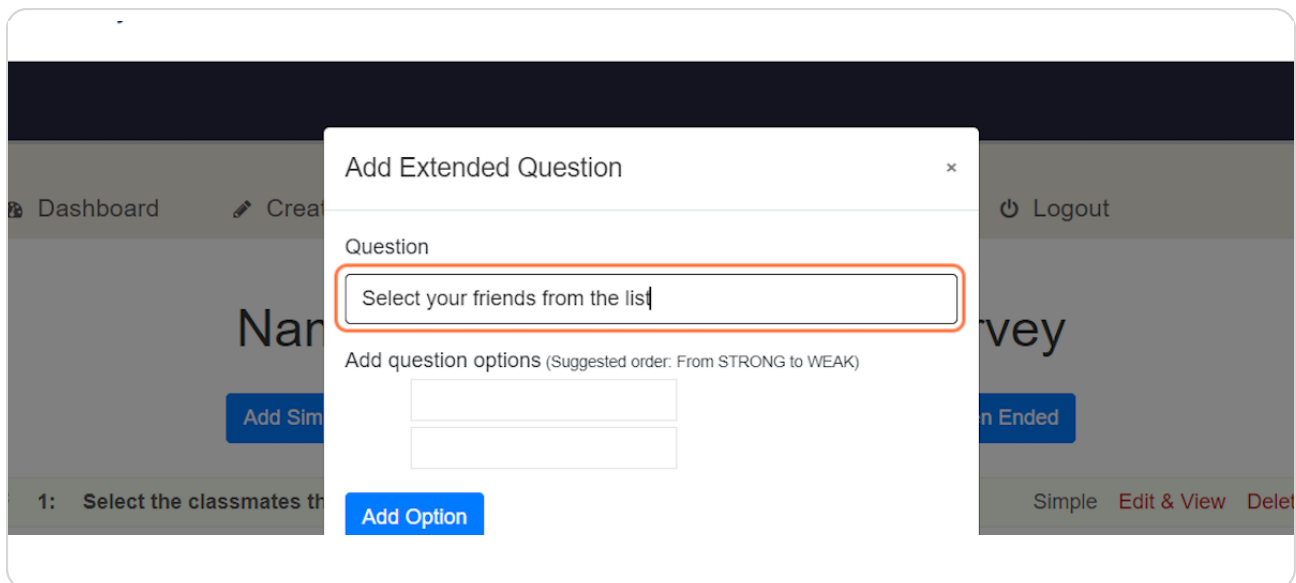
STEP 10

Click on Add Extended Question



STEP 11

Type your question



STEP 12

Type the question options

Question

Select your friends from the list

Add question options (Suggested order: From STRONG to WEAK)

Very good friend

Add Option

STEP 13

Minimum options: 2

Question

Select your friends from the list

Add question options (Suggested order: From STRONG to WEAK)

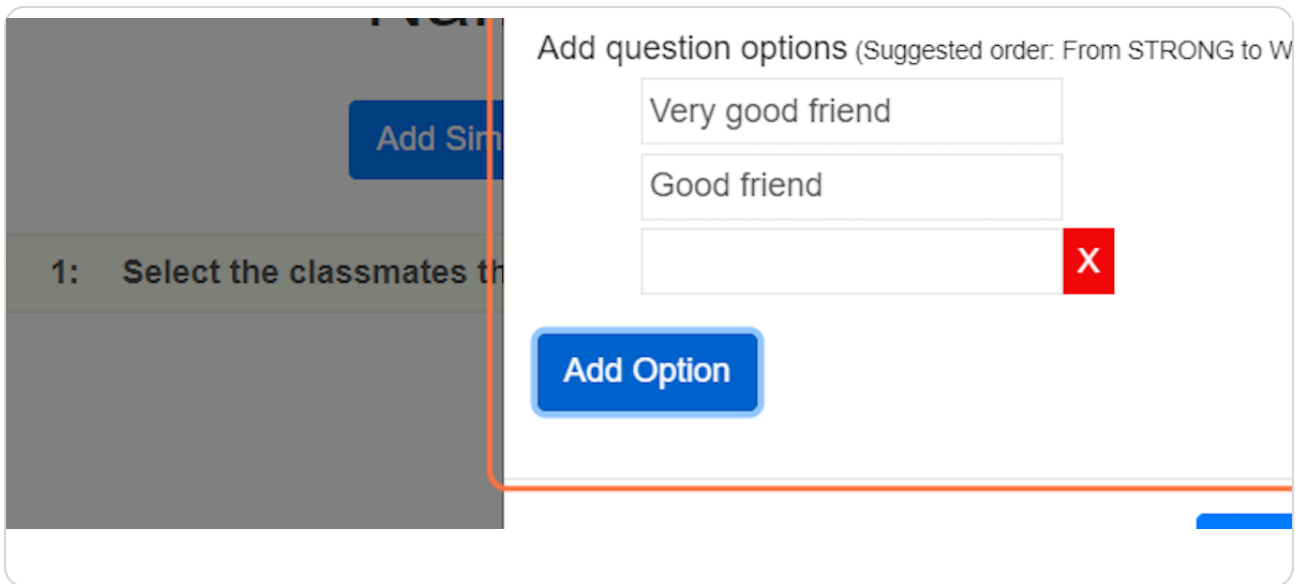
Very good friend

Good friend

Add Option

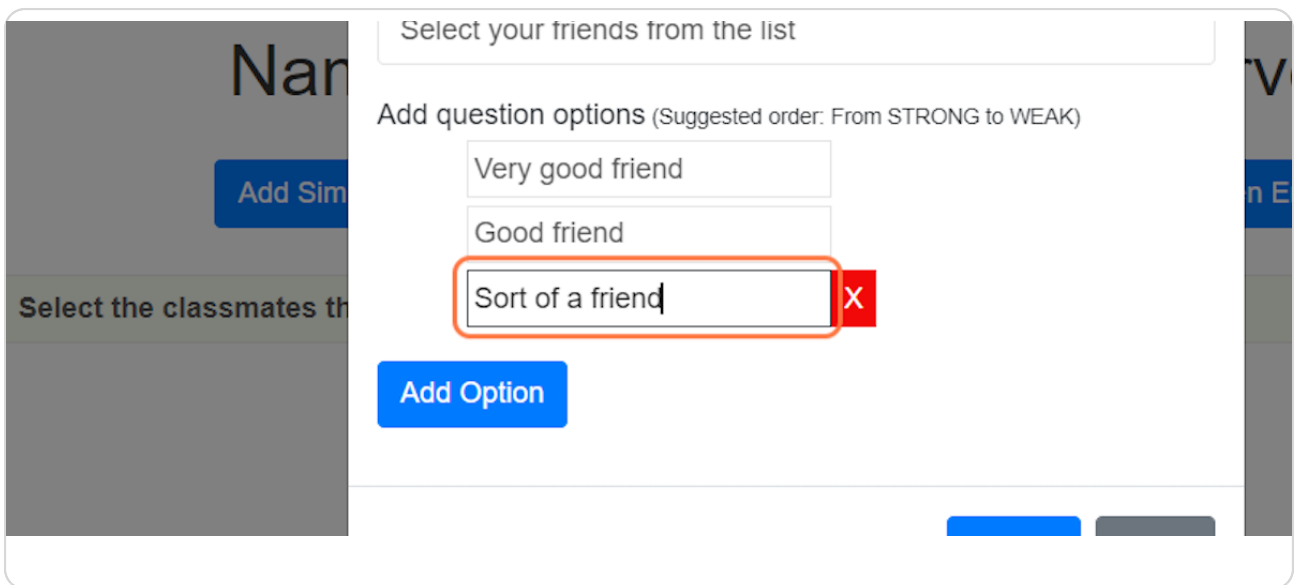
STEP 14

You can add more options by pressing: "Add Option"



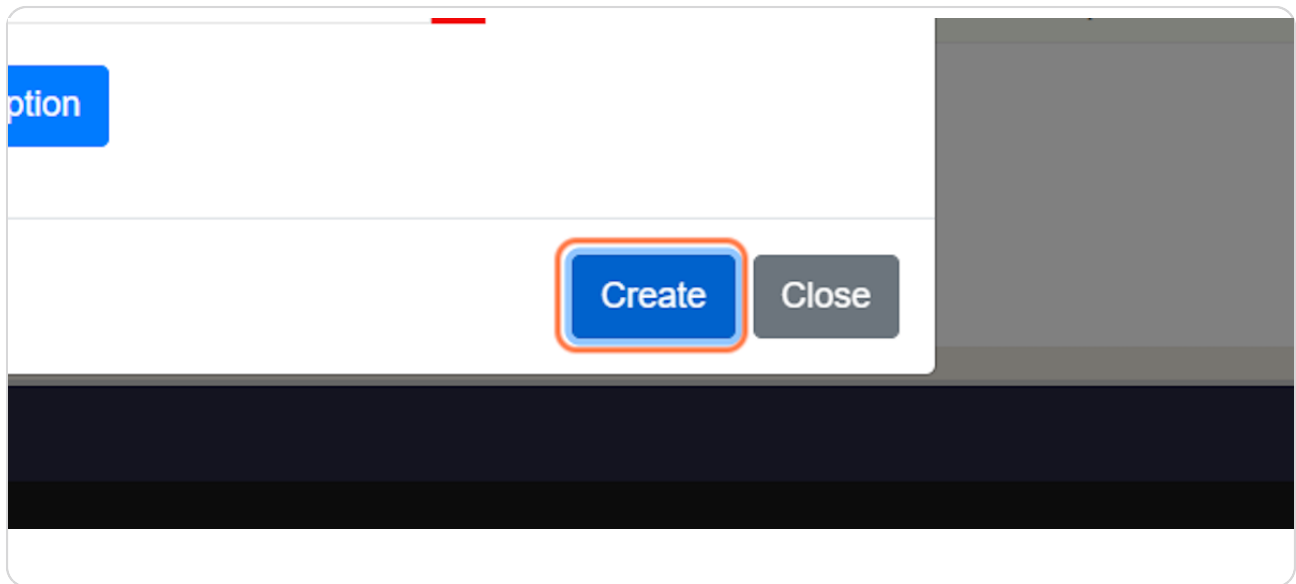
STEP 15

Type the option



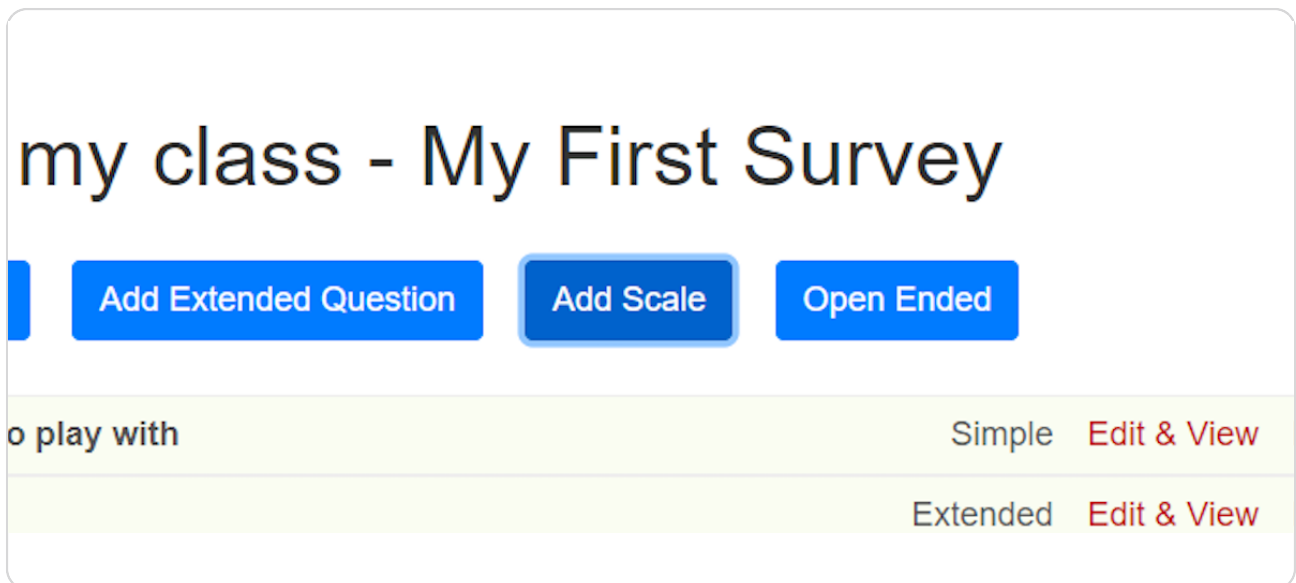
STEP 16

Click on Create



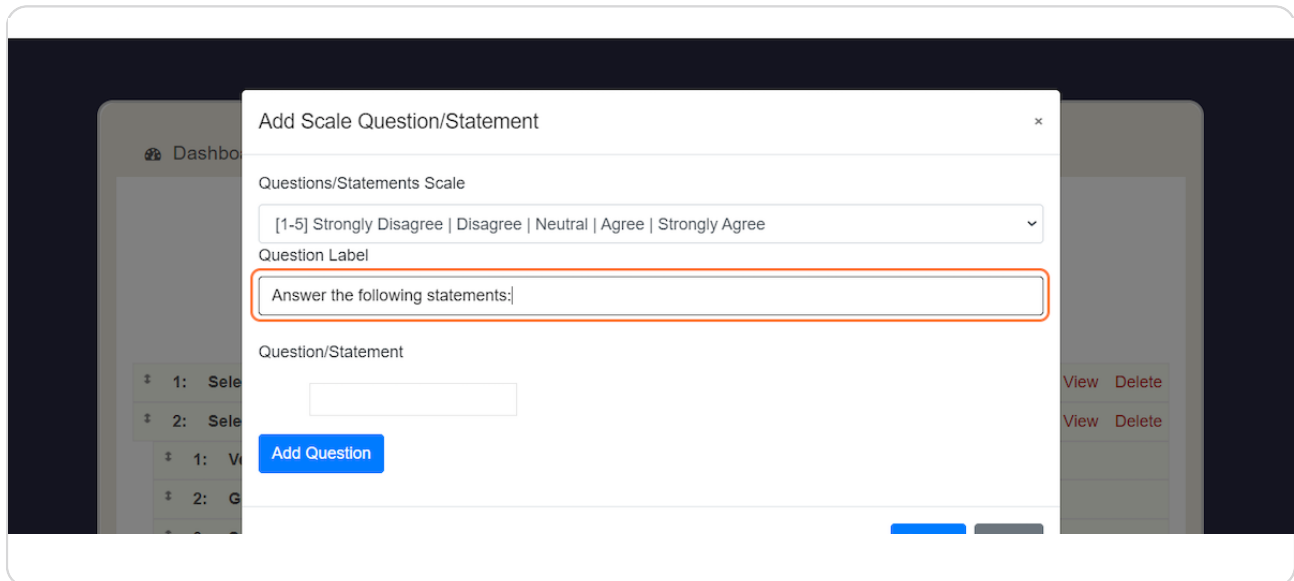
STEP 17

Click on Add Scale



STEP 18

You can select a scale type, or create your own scale. Then type a question label



Dashboard

Add Scale Question/Statement

Questions/Statements Scale

[1-5] Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Question Label

Answer the following statements:

Question/Statement

1: Sele

2: Sele

1: V

2: G

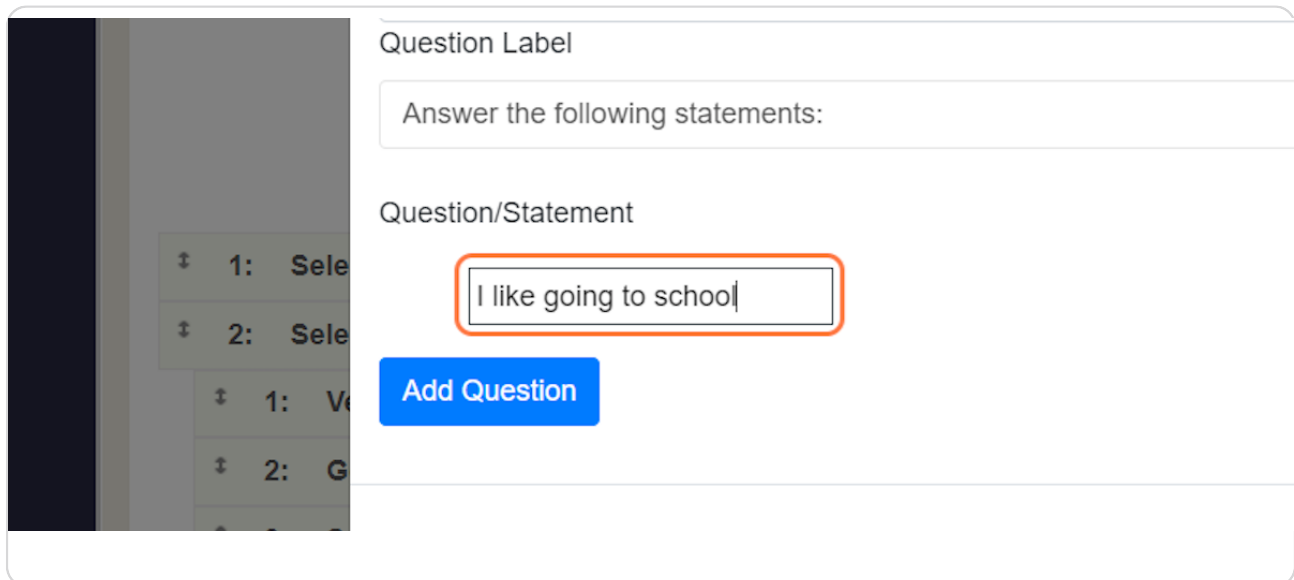
View Delete

View Delete

Add Question

STEP 19

Type your Questions/Statements



Question Label

Answer the following statements:

Question/Statement

I like going to school

Add Question

1: Sele

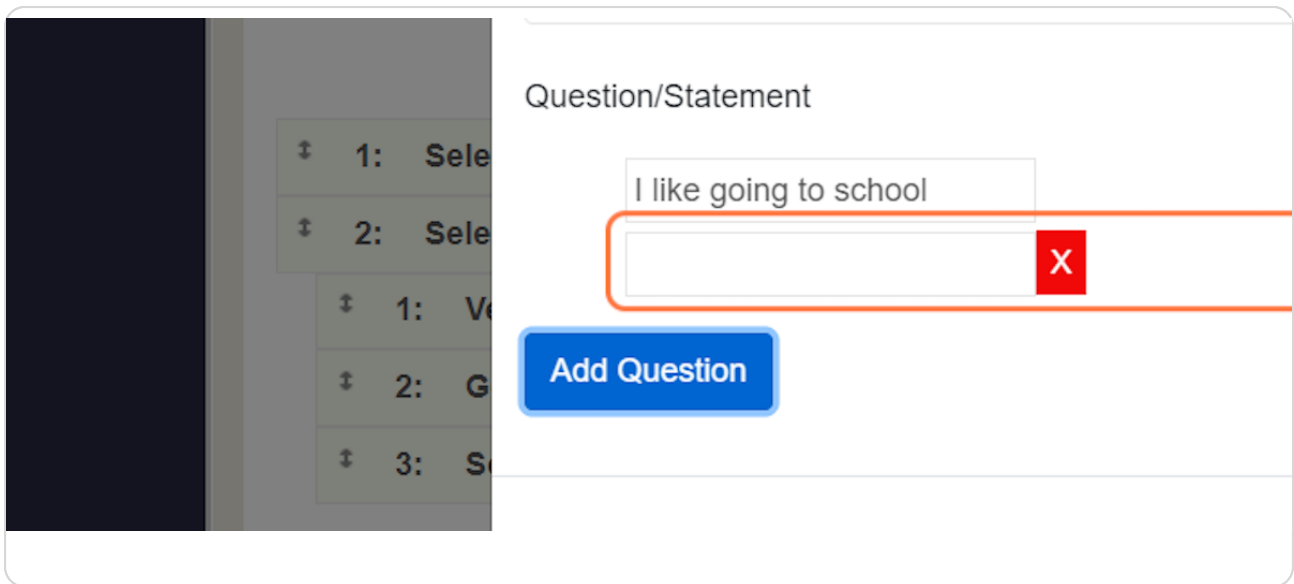
2: Sele

1: V

2: G

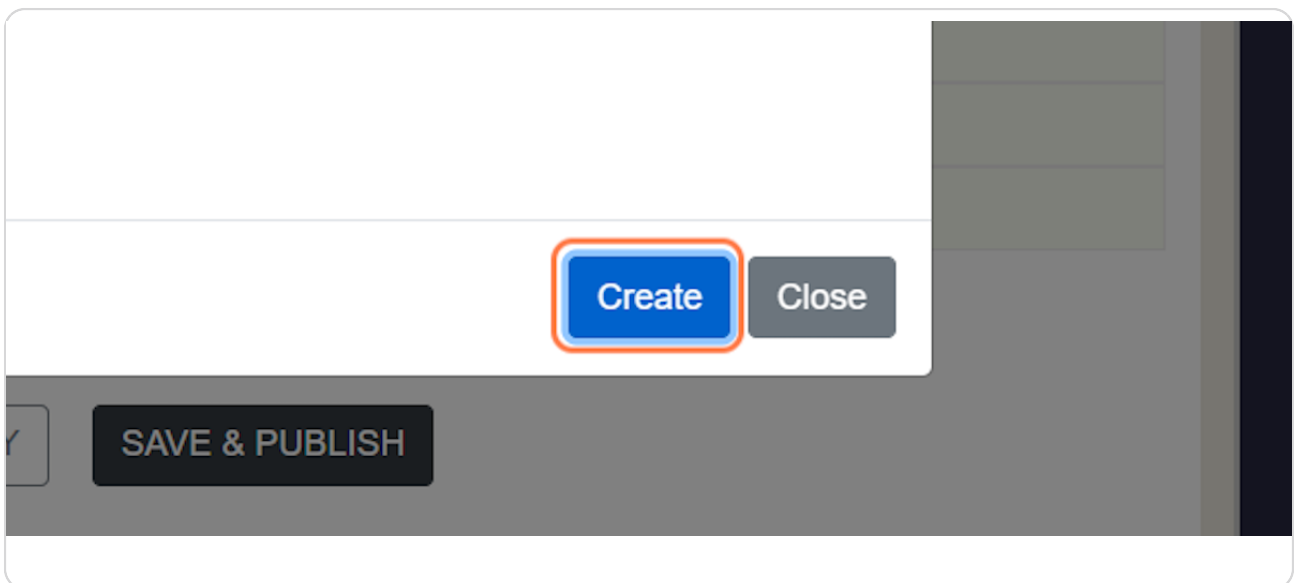
STEP 20

You can add more statements



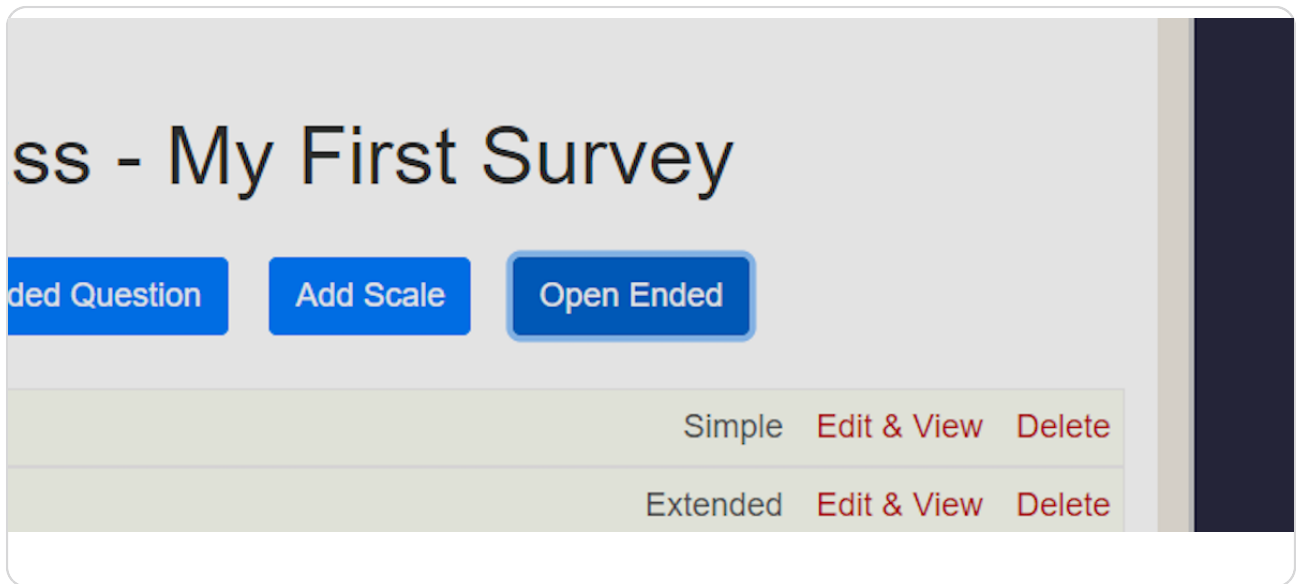
STEP 21

Click on Create



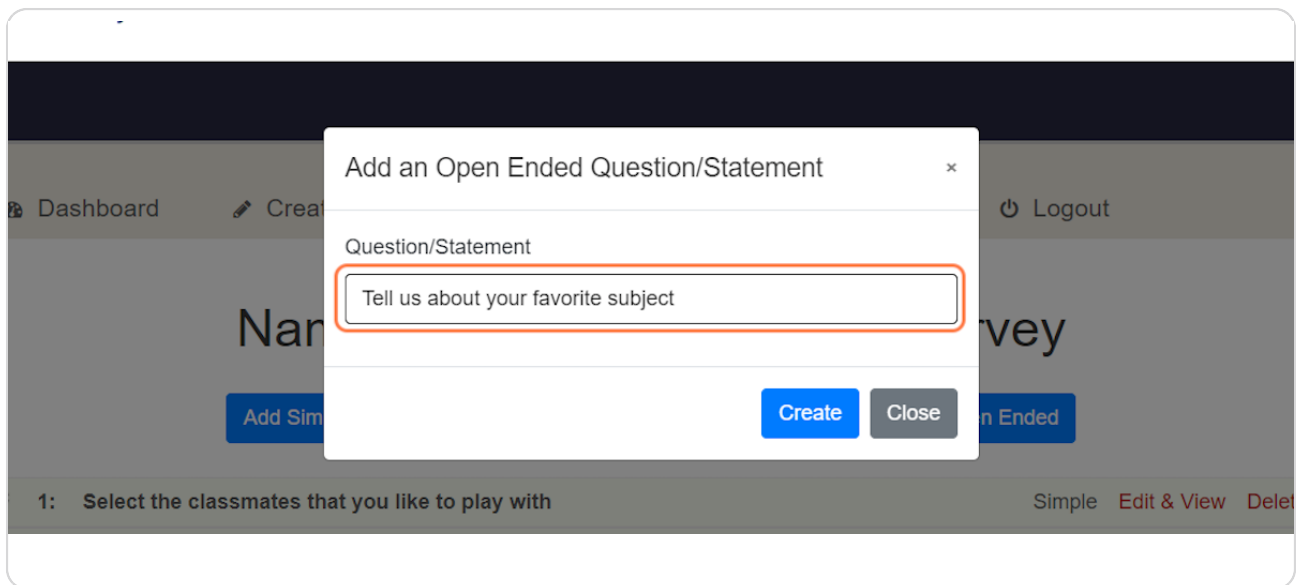
STEP 22

Click on Open Ended



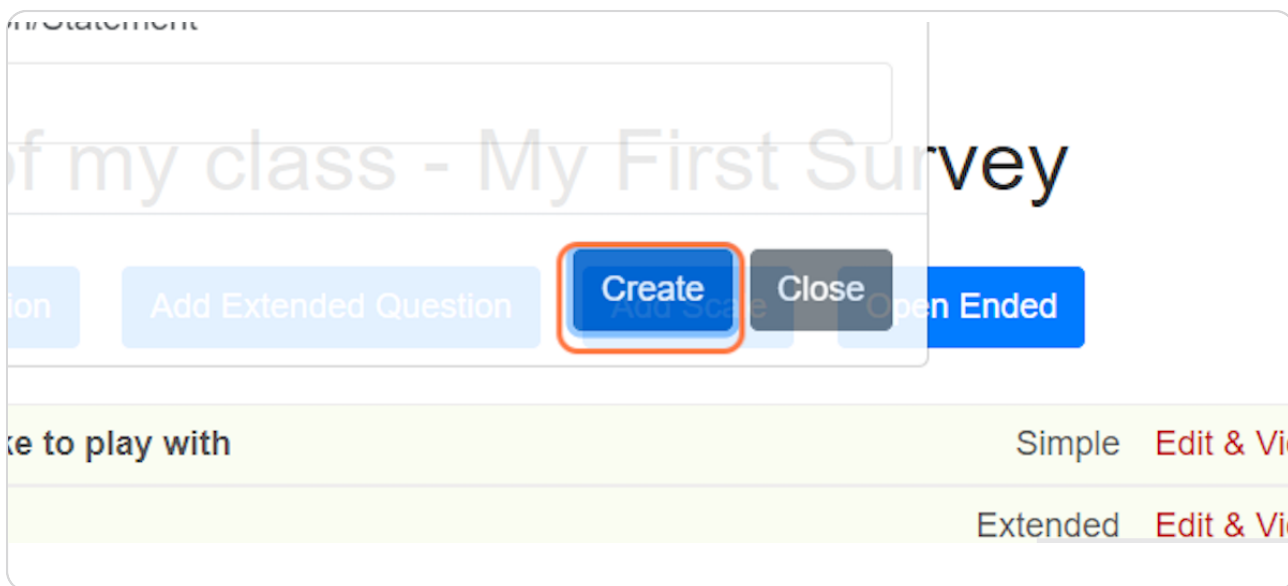
STEP 23

Type your open ended question



STEP 24

Click on Create



STEP 25

When you're done click on SAVE & PUBLISH to create your Survey

- You can create as many questions as you like
- You can delete/reorder questions while creating your Survey
- You can use (load) a ready Questions Set if you'd like and modify it before saving

