Go to Socionomy | SNA Toolkit
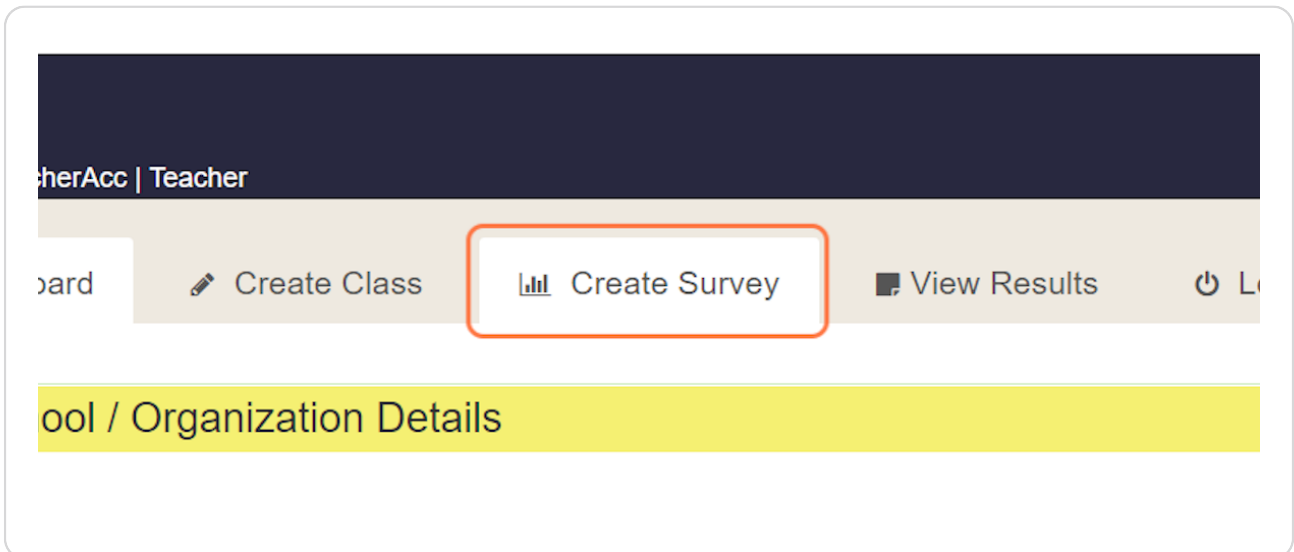
Click on Dashboard
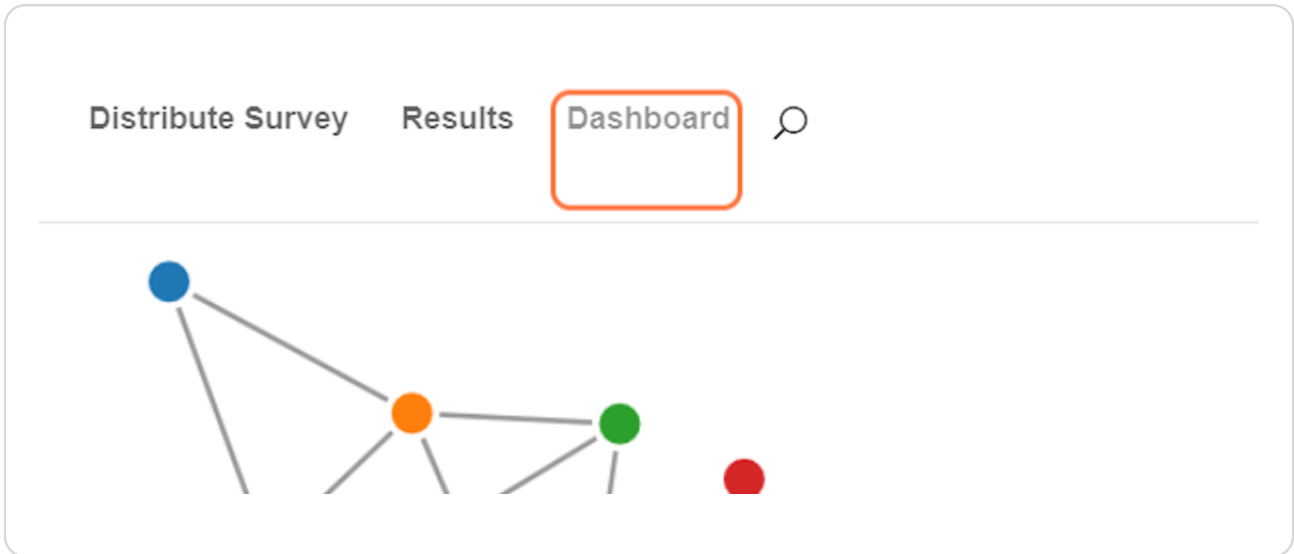
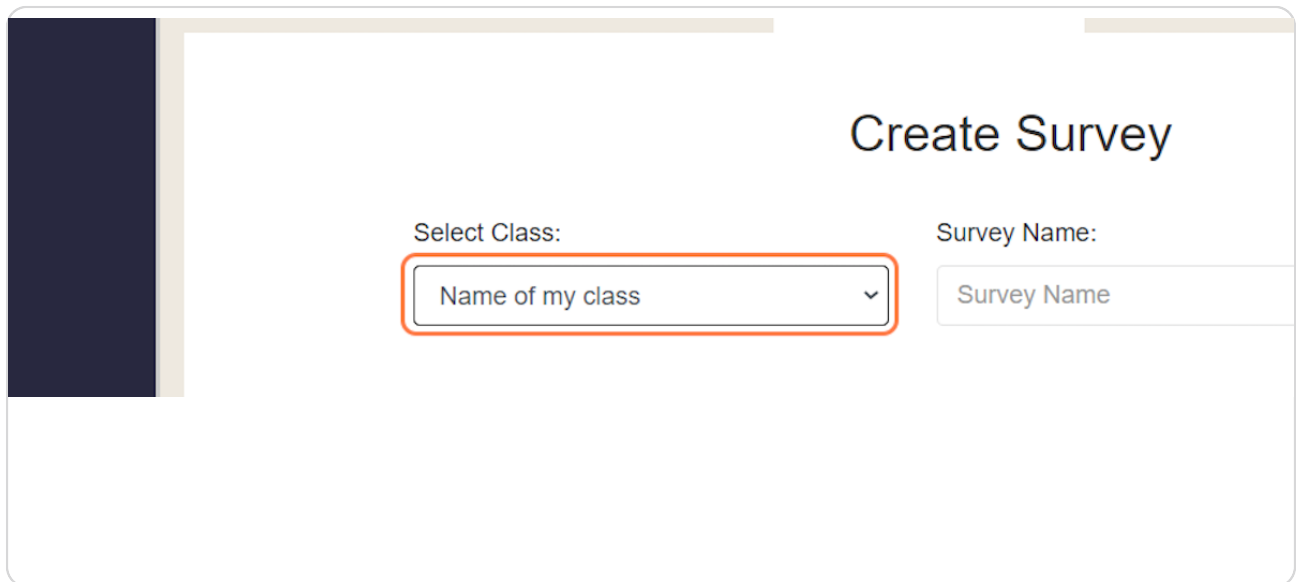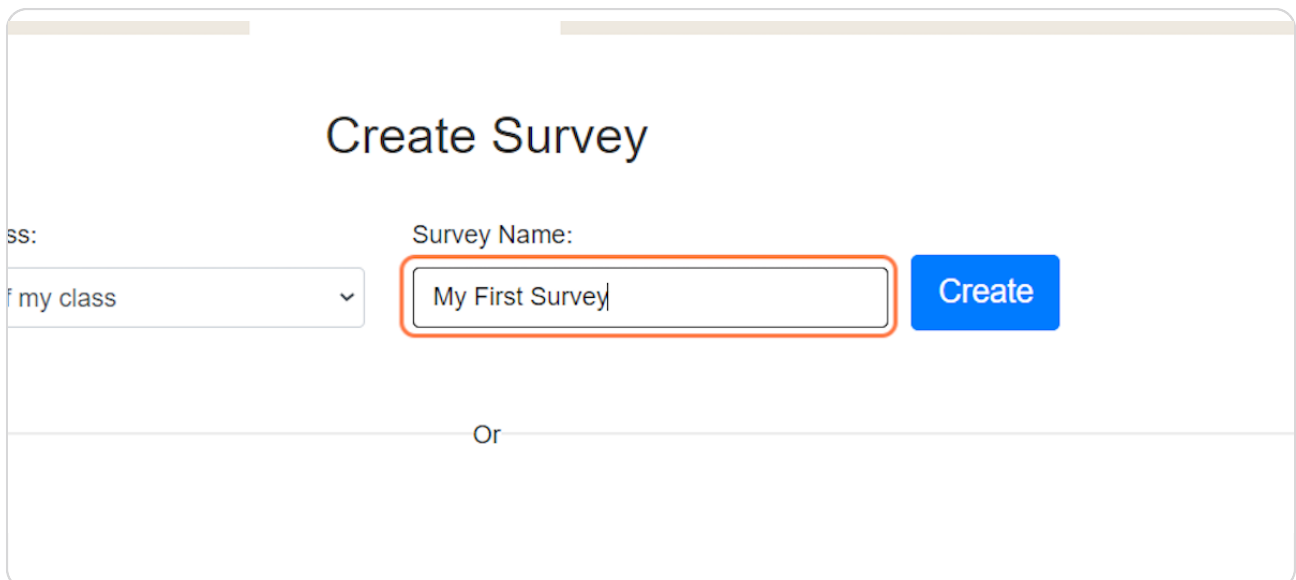## Click on Create Survey

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.

Name your Survey

Click on Create

Survey

Name:

irst Survey

Create

r

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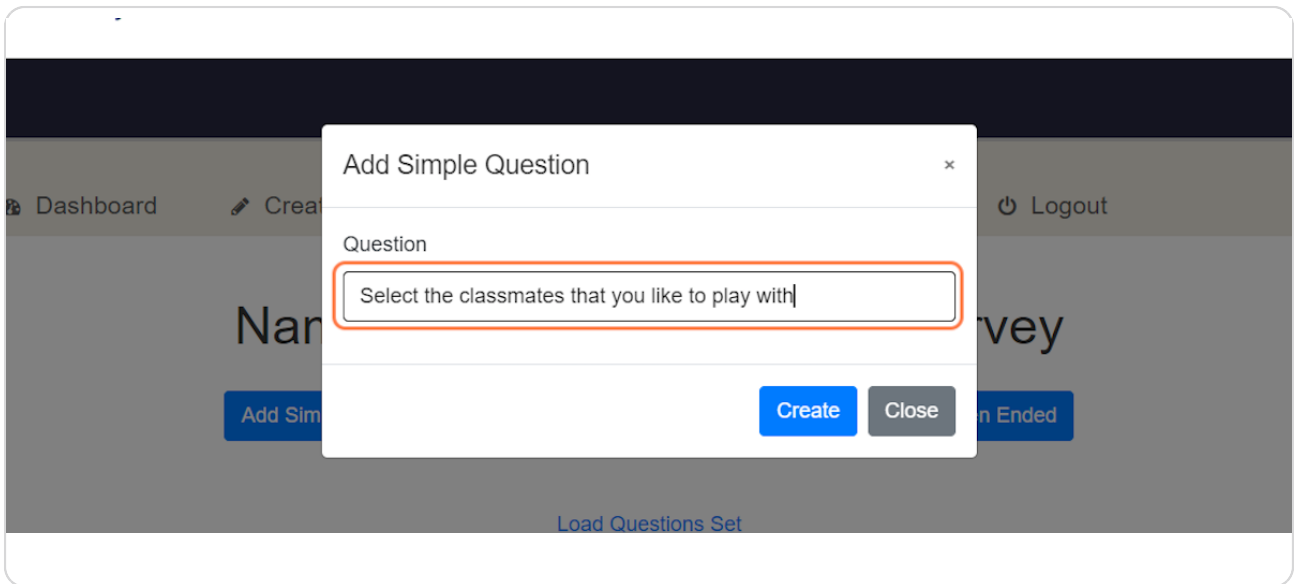
Scale: Set of statements where the student is meant to select his scale of agreement/disagreement.

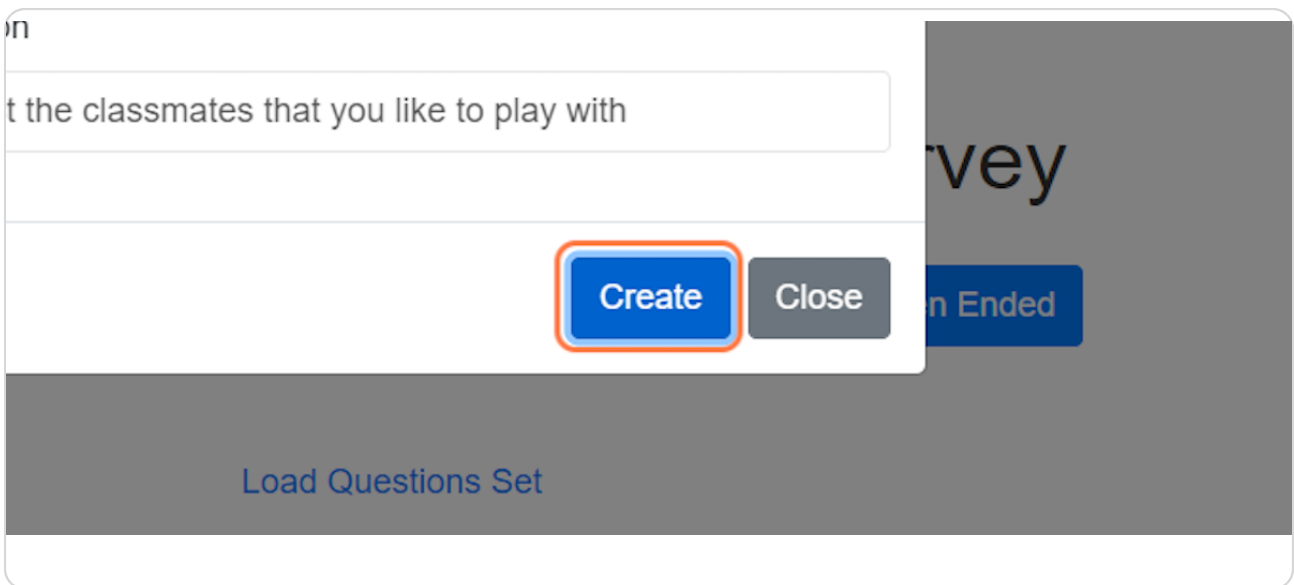**Open Ended questions**: Questions that the students write his/her answer.
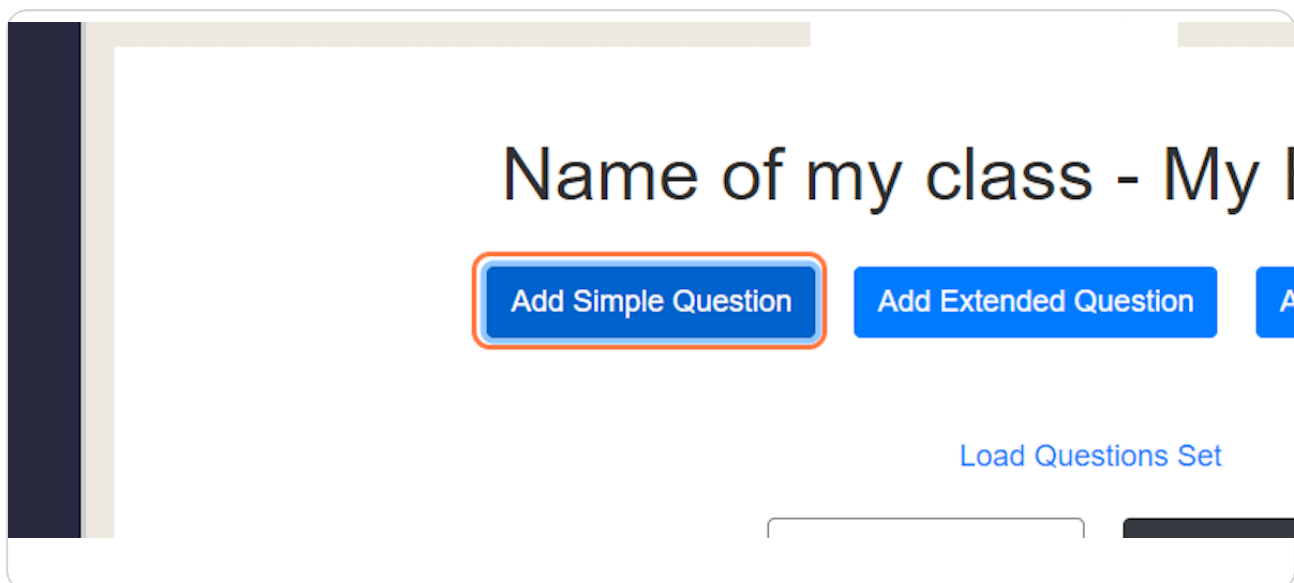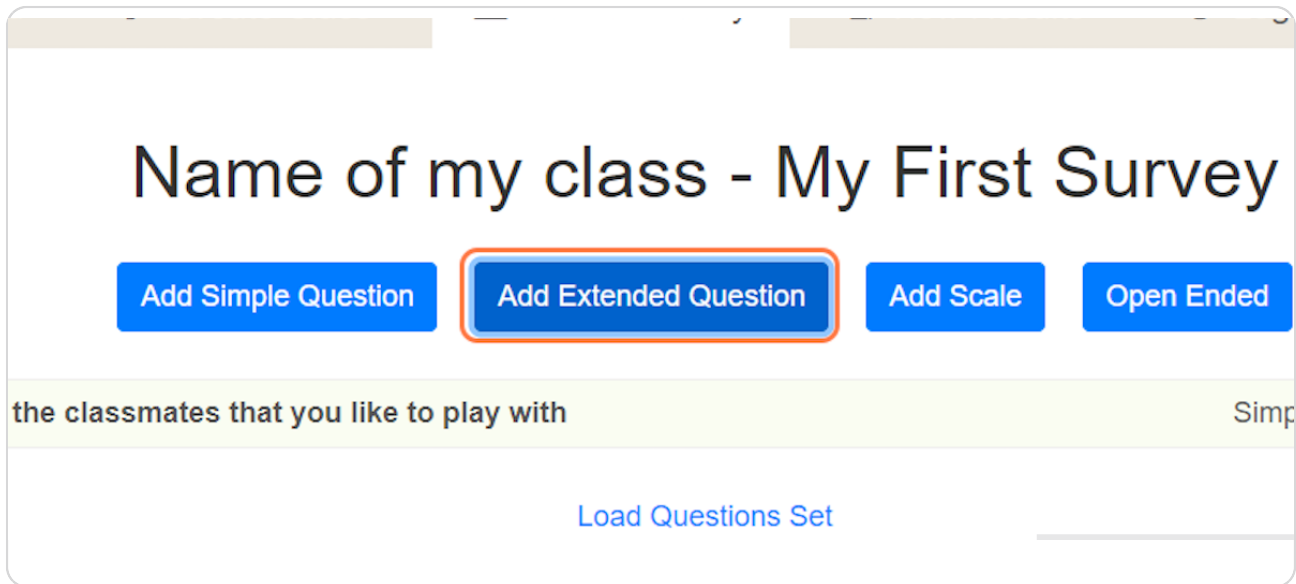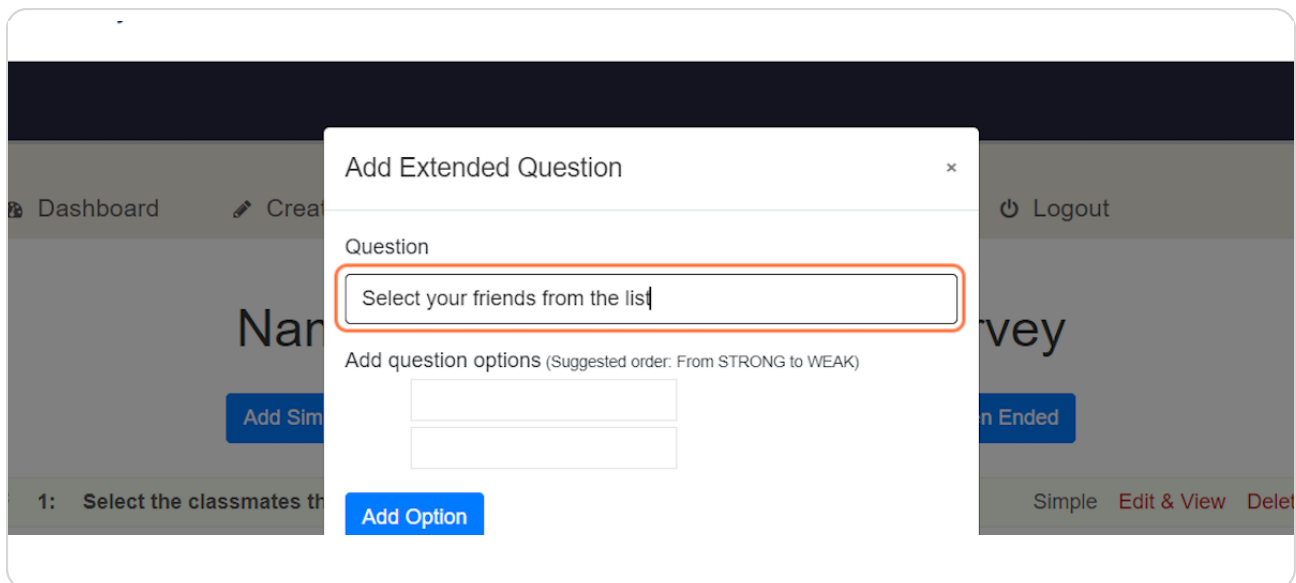
Type a Simple Question

Click on Create

STEP 10

Click on Add Extended Question

STEP 11

Type your question

Type the question options

Minimum options: 2

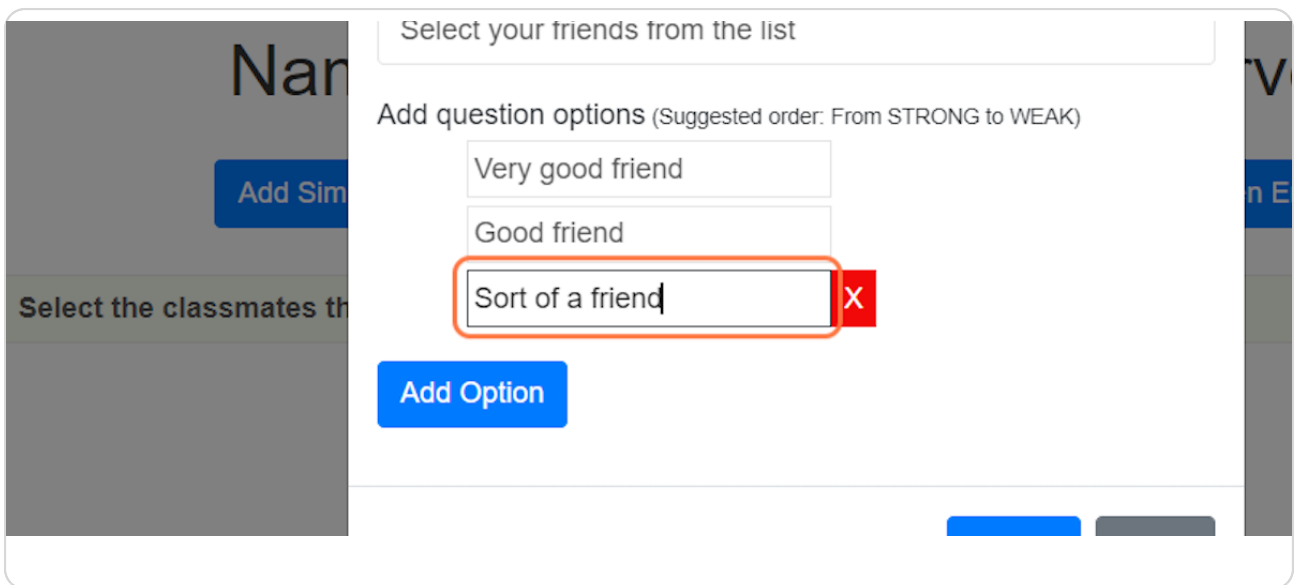## You can add more options by pressing: "Add Option"
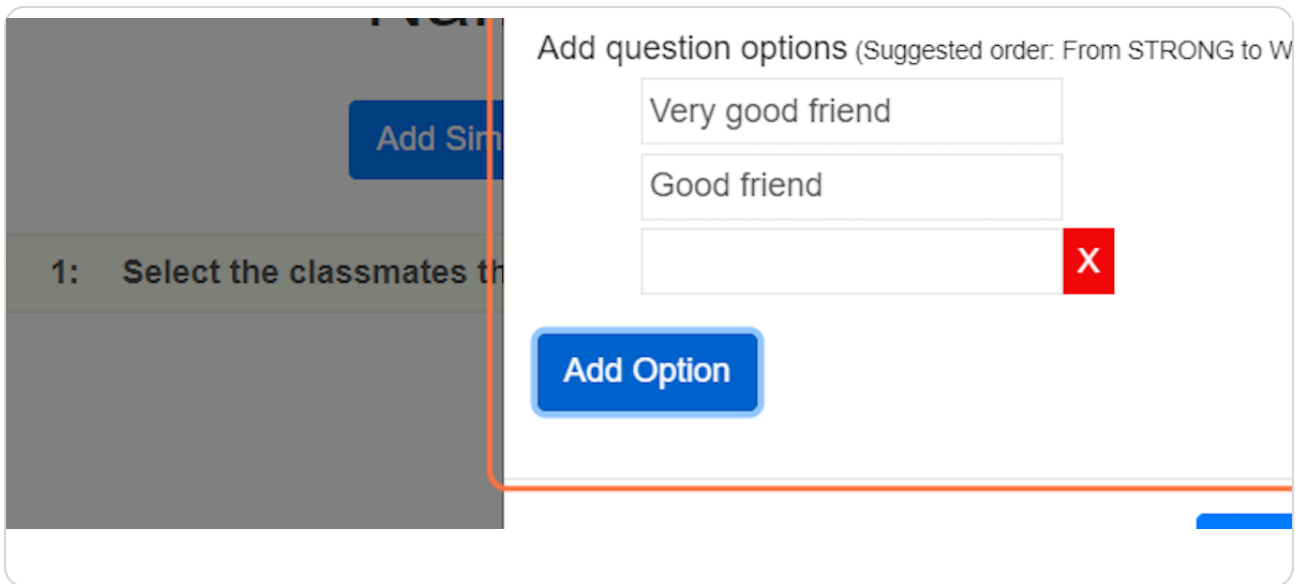
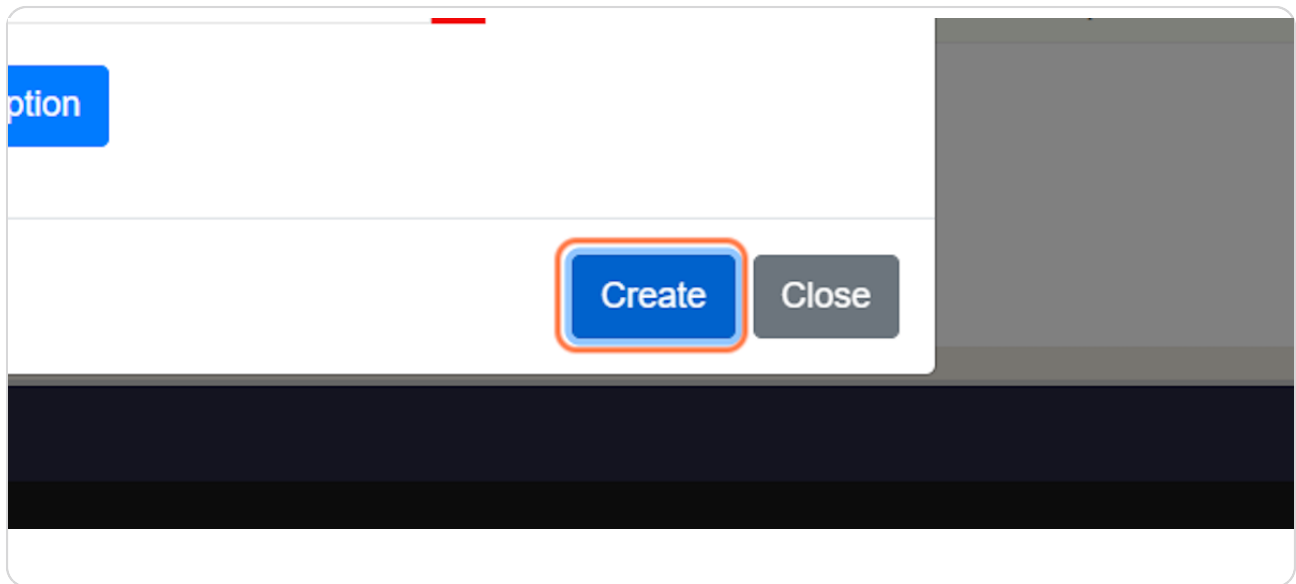## Type the option

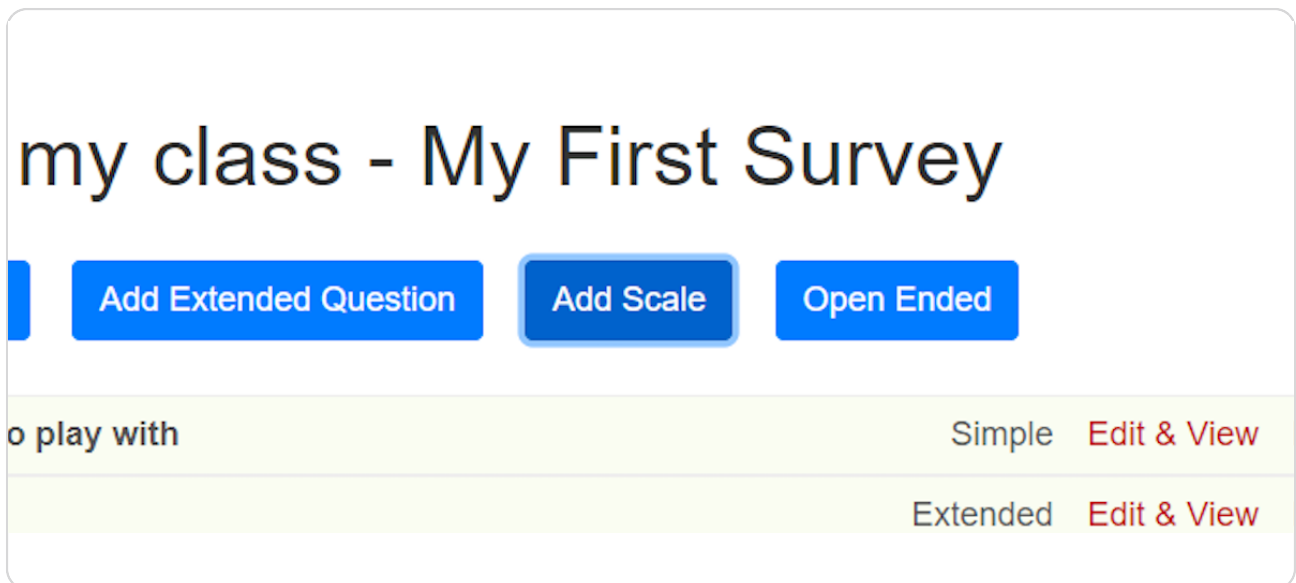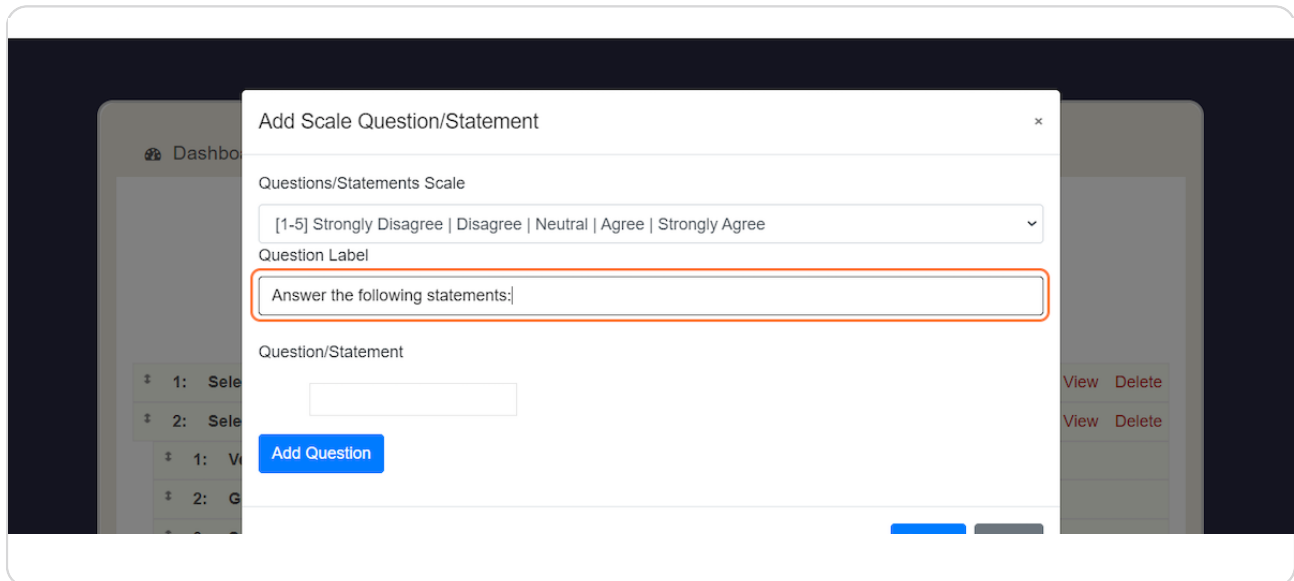**Click on Create**

Click on Add Scale

You can select a scale type, or create your own scale. Then type a question label
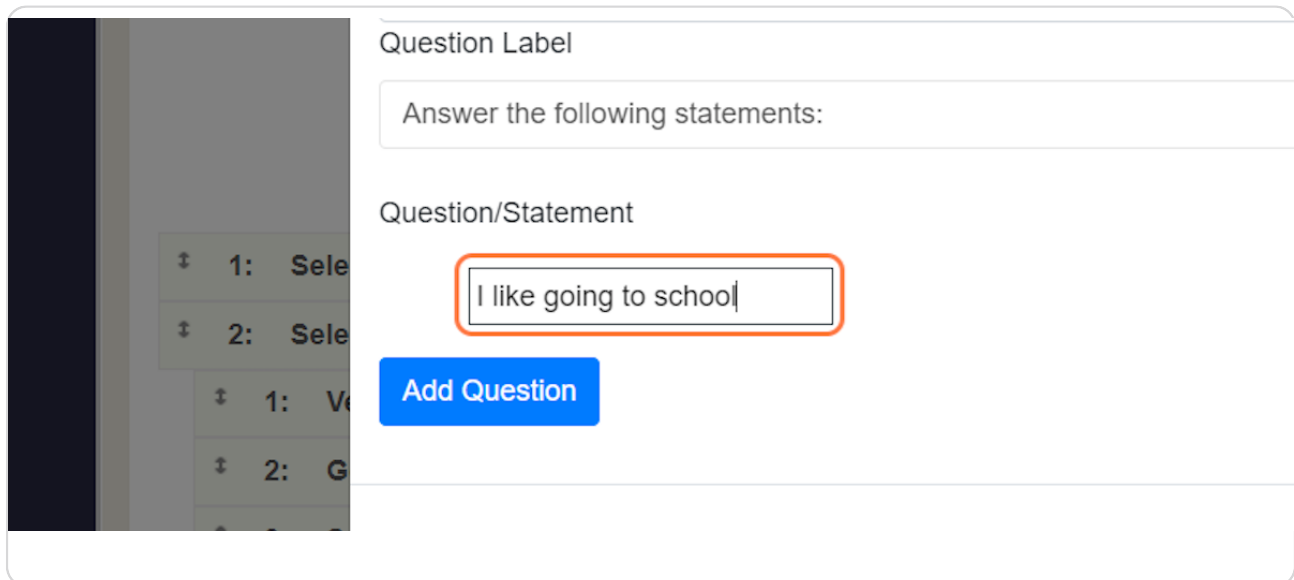
Type your Qustions/Statements
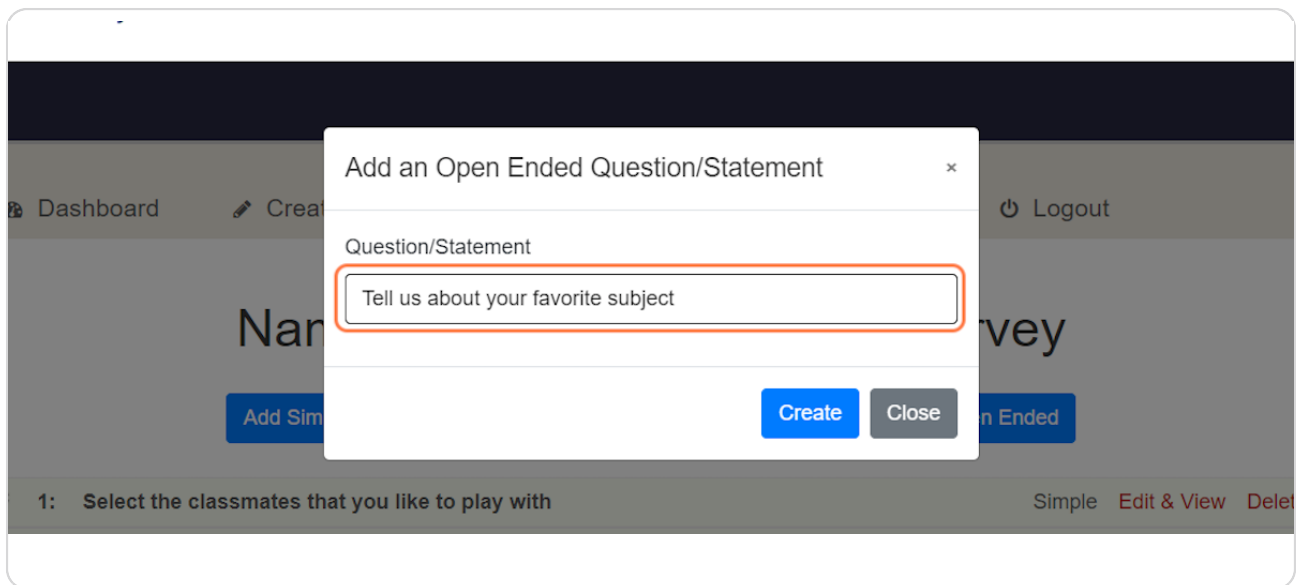
You can add more statements
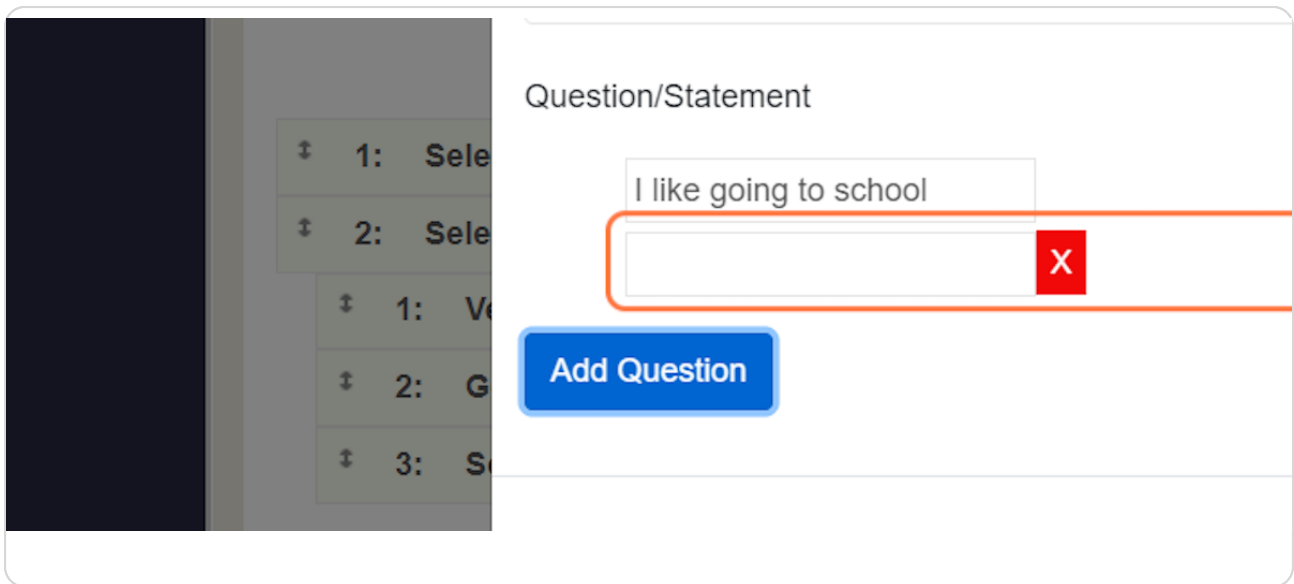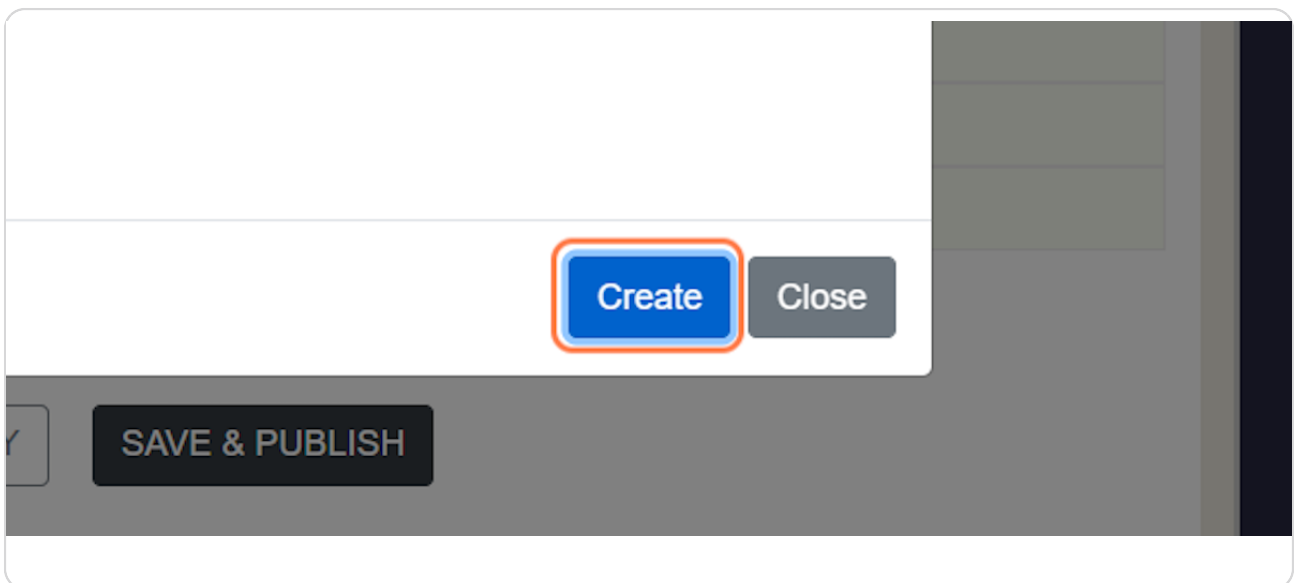
Click on Create

Click on Open Ended
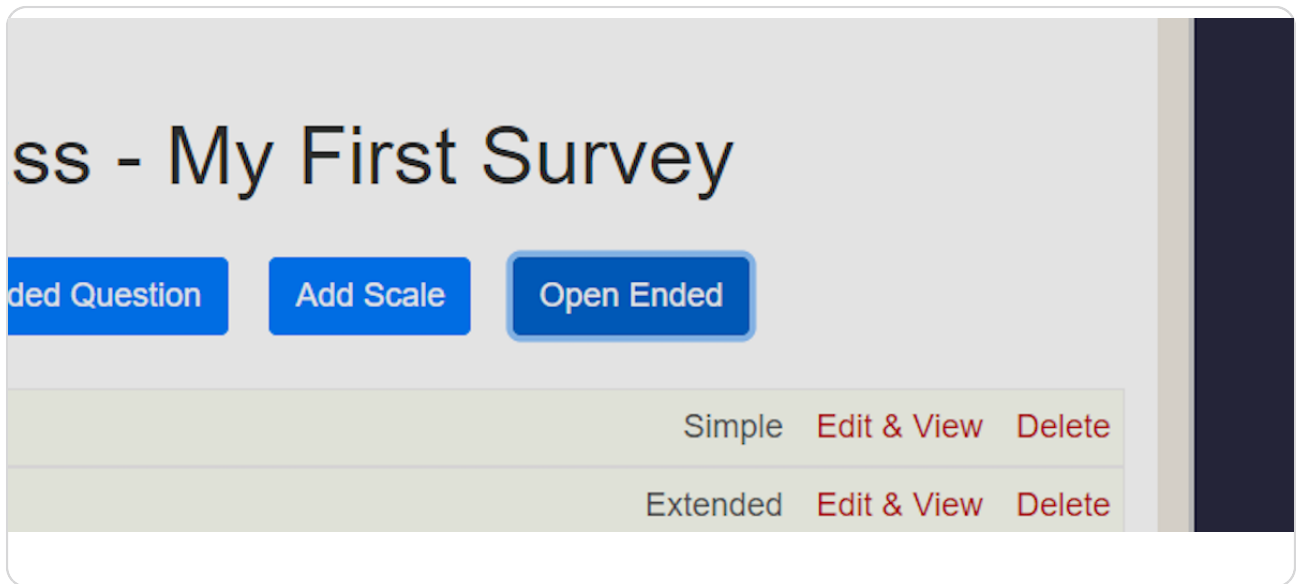
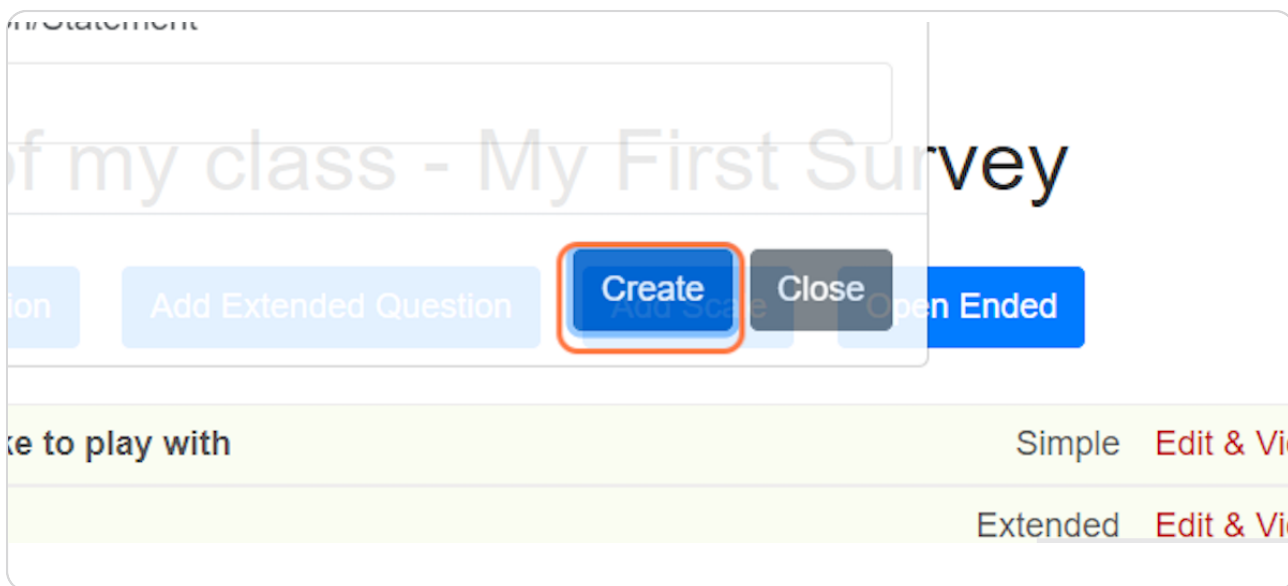**Type your open ended question**

Click on Create

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