MONTCLAIR STATE UNIVERSITY

Creating Surveys Using the OIT Survey Tool

OIT's online survey tool allows you to create and distribute professional-quality surveys, collect responses, and download the data quickly and easily. This simple-to-use survey tool provides a variety of questions and options to meet your needs.

Getting Started

1) Open a web browser and navigate to **http://surveys.montclair.edu**
2) Enter your **MSU NetID** and **password**
3) Click **Login**

MONTCLAIR STATE UNIVERSITY
Office of Information Technology

surveys.montclair.edu

Please login with your MSU NetID

MSU NetID: _____

Password: _____

[Login]

Having trouble? Click here for help logging in.

Use Policy

By login at surveys.montclair.edu you agree to adhere to the University's Guidelines for Responsible Computing.

Please be responsible when publicizing a survey. The preferred method of advertising a survey is a link on your web site. If you need to use e-mail be aware that others might regard your message as spam.

Surveys.montclair.edu does not include any support for sampling, selection and notification of potential respondents.

Survey response data will be retained on the server for a period of 6 months. If you wish to archive your survey results please do so within the 6 month retention period. Please be aware that there is no automatic notification that survey data has reached the 6 month threshold.

Does my use of this survey tool require IRB review?
According to federal law, any survey used for research needs prior approval from the IRB. The IRB is charged with facilitating research while protecting human subjects. Read more...

All active or pending surveys will be listed.

To Create a New Survey:

1) Click **Create new survey**
2) Type a name for the survey
3) Click **OK**

4) Click **Edit Survey Form** under **Preparation**

5) Click **add question here**

There are 4 types of questions to choose from:

- Multiple Choice
- Check all that apply
- Short answer – one line
- Comment/Essay question

6) Click on a **question type** and follow the steps provided for each question.
7) Click **OK** when done with each question.

Note: At anytime you can preview the survey by clicking on **Preview.**

There are additional options under **Preparation** that are explained below:

Edit Exit Page
This will allow you to customize the page that is viewed after completing the survey. As a default the exit page text is**: Thank you for your feedback!**

Change e-mail Notification
If you wish to receive an email notification after a survey is completed.

Add/Remove Administrators
If you wish to give permission to others to modify the survey. They must have an active MSU NetID.

Edit Entry Restrictions
This is where you indicate who you would like to share the survey with.

To Activate Your Survey:
1) Under **Start/Stop**, click **Open for data collection** (start survey and make it available on the web)

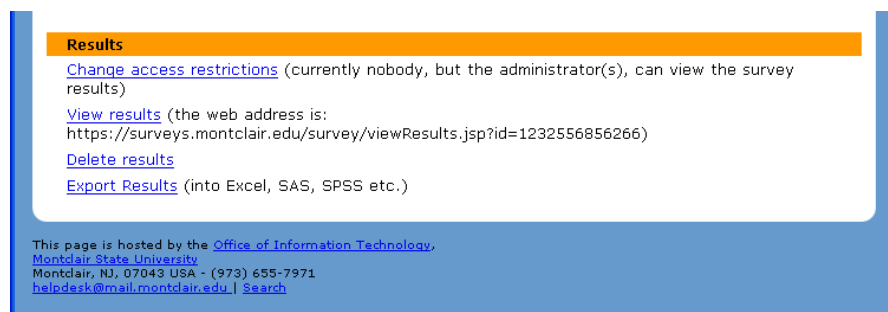The survey link will be provided. This is the link you will provide to the participants to access the survey.
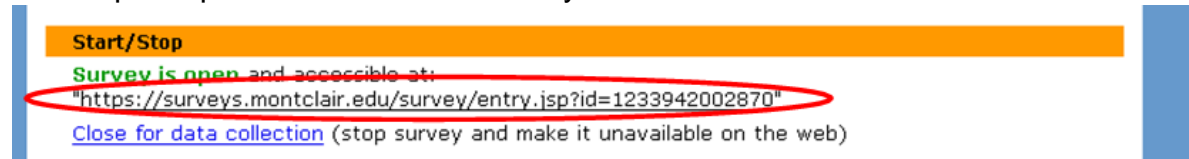
To Close the Survey:
Click **Close for data collection**

Viewing the Results of the Survey:
Click **View Results** under **Results**

To Export the Results into Excel:
1) Click **Export Results**
2) Click **semicolon** as the "delimiter"
3) Click **Yes** to include the questions and labels
4) Click **OK**
5) Click the link **Click here to display the data in a pop-up window**
   The data comes up in a new window

6) Right-click and select **Save As**
7) Type a name for the text file and save it to your computer

To View in Excel:
1) Open Excel
2) Click the **Data tab**
3) Click **From Text** in the Get External Data group
4) Locate and click on the text file and click **Import**
5) Click **Delimited** under Original data type
6) Click **Next**
7) Click **Semicolon** as the "delimiter"
8) Click **Next**
9) Click **General** under Column data format
10) Click **Finish**
11) Click **OK** for the Import Data prompt