



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 (i.e Mozilla/Firefox/Internet Explorer)
- 2) Go to **<http://surveys.montclair.edu>**
- 3) Enter your **MSU NetID** and **password**
- 4) Click **Login**

surveys.montclair.edu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://surveys.montclair.edu/survey/login.jsp?r=1

Getting Started Latest Headlines iPrint Printers

Office of Information Technology
Montclair State University

surveys.montclair.edu

Please login with your MSU NetID

MSU NetID:

Password:

Having trouble? [Click here](#) for help logging in.

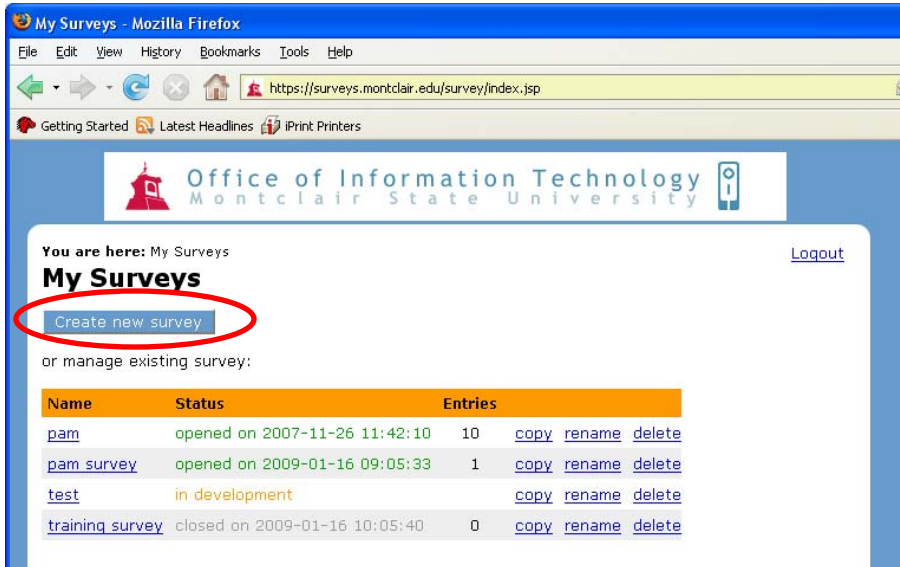
Please Note: According to federal law, any survey used for research needs prior [approval from the IRB](#). The IRB is charged with facilitating research while protecting human subjects.

Mailing List: To join the survey-users mailing list, send a blank e-mail to join-survey-users@msu-lists.montclair.edu, or visit [this webpage](#).

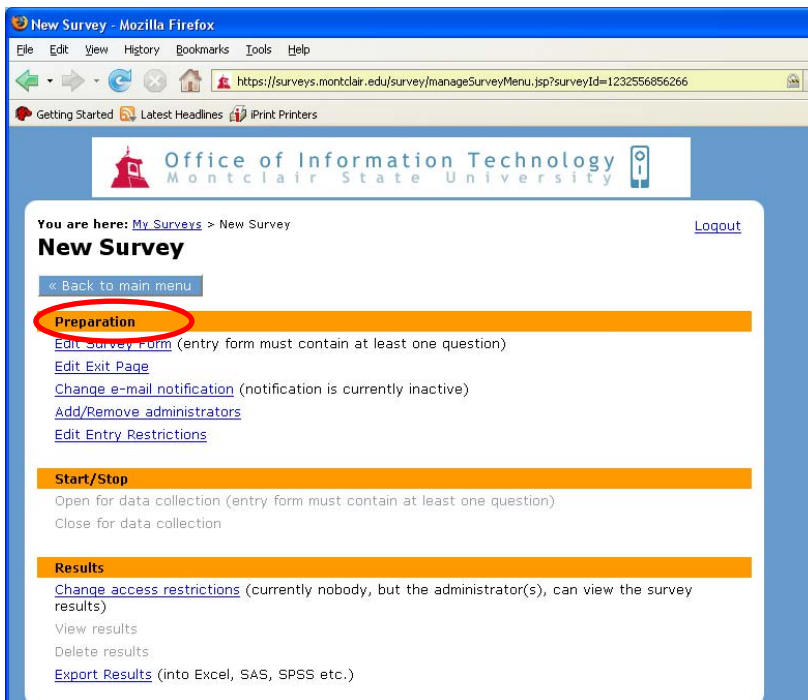
All active or pending surveys will be listed here.

To Create a New Survey:

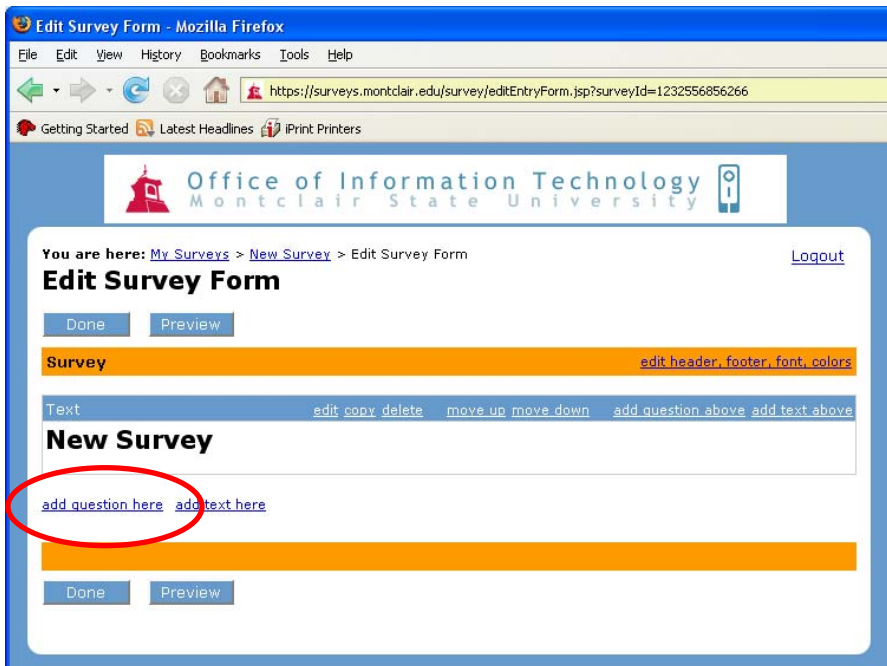
- 1) Click **Create new survey**
- 2) Type a name for the survey
- 3) Click **OK**



Follow the steps under **Preparation** to create the survey.



4) Click **Edit Survey Form** to create and add your questions



5) Click **add question here**

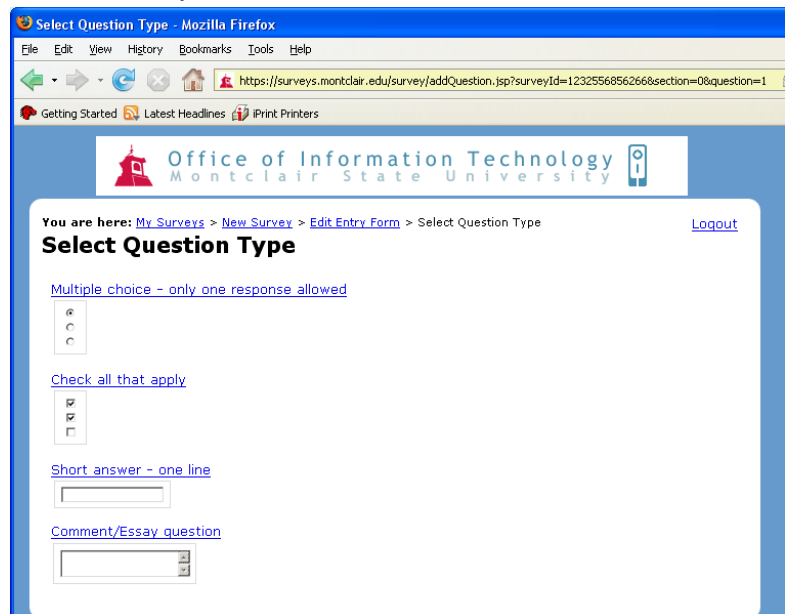
6) Click on the **question type** and follow the steps provided for each question. Click **OK** when done with each question.

There are 4 types of questions to choose from:

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

Click **add question here** each time you are adding a new question.

Click **Done** when all questions have been added.



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.

Start/Stop
Survey is open and accessible at:
["https://surveys.montclair.edu/survey/entry.jsp?id=1233942002870"](https://surveys.montclair.edu/survey/entry.jsp?id=1233942002870)
[Close for data collection](#) (stop survey and make it unavailable on the web)

To Close the Survey:

Click **Close for data collection**

Viewing the Results of the Survey:

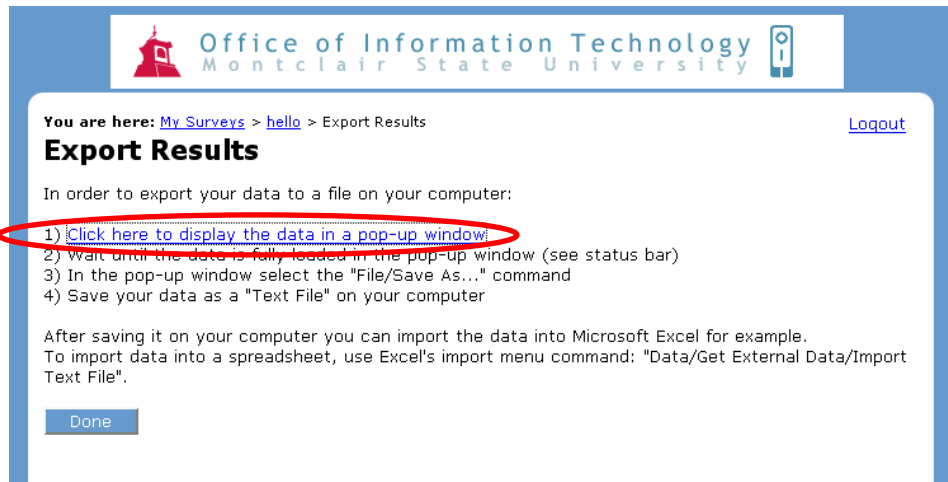
Click **View Results** under **Results**

Results
[Change access restrictions](#) (currently nobody, but the administrator(s), can view the survey results)
[View results](#) (the web address is:
<https://surveys.montclair.edu/survey/viewResults.jsp?id=1232556856266>)
[Delete results](#)
[Export Results](#) (into Excel, SAS, SPSS etc.)

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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) Click **File**
- 7) Click **Save Page As...**
- 8) 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