



Building Projects with Campus Labs - Baseline

Last updated March 2014

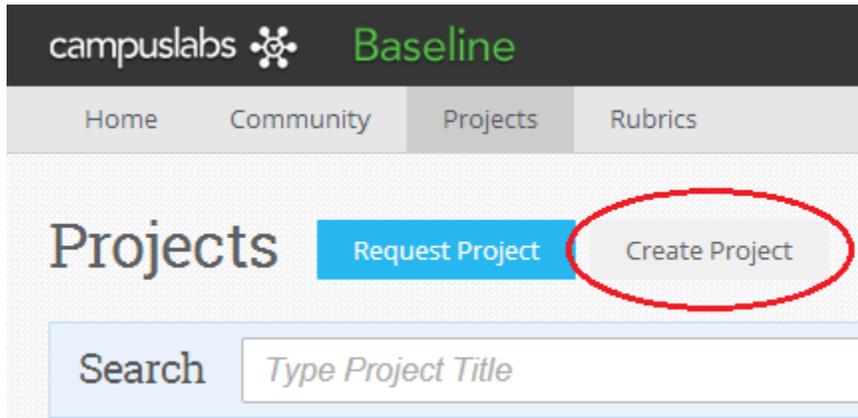
Contents

- Create New Project 3
- Project Builder 4
 - Add Questions..... 4
 - Edit Questions..... 4
 - Add Pages..... 5
 - Edit Pages..... 5
 - Preview Project 6
 - Administer Project 7
- Question Types 10
 - Single Select 10
 - Dropdown 11
 - Multiple Select 13
 - Ranking..... 15
 - Textbox..... 16
 - Multiple Textbox..... 18
 - Sum 20
 - Matrix..... 21
 - Dual Matrix 23
 - Instructions 25
 - Question Bank..... 26
 - My Projects 27
- Display Logic..... 28
 - Update Existing Conditions 29
- Additional Options 30
 - Shuffle Questions..... 30
 - Search Questions 30
 - Copy Project 30
 - Reset Answers..... 32

Create New Project

You do not need to submit a project request to Campus Labs to start a new project on our site.

1. Log in to your Campus Labs site.
2. Click on the “Project” tab on the top of the page.
3. Click the gray “Create Project” button



5. Complete the project information, including:

Project Title

Department (where the project should live on the site and who should have access to it)

Open Date (automatically set to 1 business days in the future but can be adjusted as needed)

Close Date (required and can be any date in the future)

Notes (optional)

Project Link (required and allows the project to be accessed publicly)

Advanced Options:

Require Secure Connection (https)

Hide User Information in Report (sets the data as confidential)

Hide Project Results from Cross-Project Reporting (disables access to the data from other projects with the same identified respondents)

*** These details can be edited at a later date under the Settings for the project if needed. ***

6. Click “Create” at the bottom of the page.

*** You will now be taken to our [Project Builder](#) software where you can specify the content to be included on your project. ***

Project Builder

All projects start with no questions on page 1. Additional pages can be added as you are building the survey. Your work is saved each time you confirm an action. You can return to the project dashboard at any time by clicking on the Dashboard breadcrumb at the top of the page.

Add Questions

You must add one question at a time to your project.

1. Click “New” in the top-left corner.



2. Select the question type from the list that you’d like to add.
*** See [Question Types](#) for instructions on each question type. ***
3. Fill in the appropriate information for the question type.
4. Click “OK” when all information has been filled in.



*** Your question will now appear on the page. You can make edits to the question and answers at this time, or you can continue adding questions. ***

Edit Questions

Once a question has been added to your project, you can update the text of the question and/or answer set along with various other settings at any time. Please note that any removal of answer choices will also remove any data collected associated with that answer.

While accessing the page in the project that contains the question you wish to edit:

1. Click on the question that you want to update.
2. As you mouse over the question text and /or answer text, the edit options will display.
 - a) Move the question to a different location on the page:

- i) Changing the sequence number of the question on the project



- ii) Dragging and dropping the question into its new position



- b) Move the question to a different page.



- c) Duplicate the question immediately after the original.



- d) Convert to a different question type. Options display based on the original type of question. Data may be affected.



e) Delete the question. This will completely remove all data associated with the question.



f) Edit the question text and settings.



g) Move answers around within the question.



h) Edit the individual answer text and settings.



i) Delete the existing answer.



j) Add more answer choices.



**** Some of the options and settings may be different based on the question type. See [Question Types](#) for detailed information on the settings and options for each one. ****

3. Confirm all actions taken. The project updates with each action and displays a “Saved” icon in the top right corner.



Add Pages

If you want your project to include skip logic or branching, you must have multiple pages. Otherwise, you do not have to include multiple pages.

1. Click the appropriate Insert Page button at the top of the page:

Insert Page - Before



Insert Page - After



2. Confirm insert of new page, if inserting in between existing pages.

**** An empty page will be created before/after the page you were accessing. Skip logic/branching can be applied when there are multiple pages in your project. ****

Edit Pages

Pages within your project also have certain settings and options that can be updated.

While accessing the page you'd like to adjust the settings for:

1. Click “Page Properties” at the top of the page.



2. Include/edit the Page Title. This will display at the top of the page.
3. Enable/disable the back button on the page, if more than one page in your project.
4. Indicate where that page should Skip To no matter what is answered for the questions on the page.
5. Specify the Display Logic for that page. See [Display Logic](#) for complete details.
6. Click “OK” when all updates have been to the page.

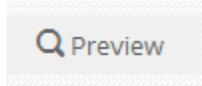


Preview Project

You can preview your project at any time while you’re building your project as well as when you’ve finished. This will show you exactly how the project will look for someone taking it.

From any page in the Project Builder:

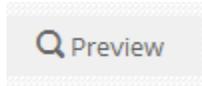
1. Click “Preview” on the right side of the page.



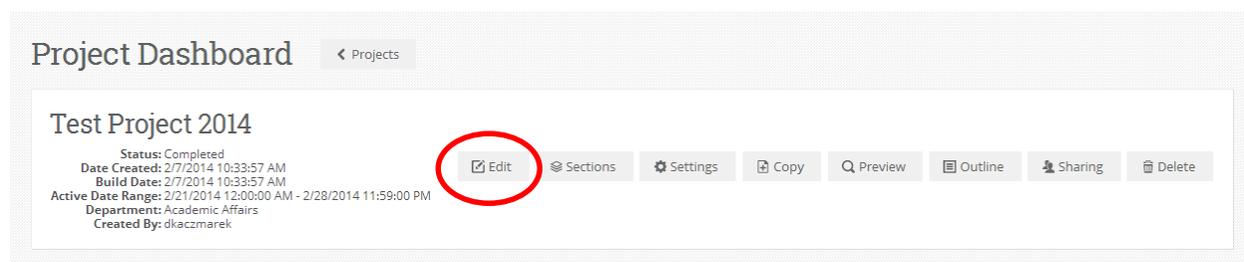
2. You must answer all questions throughout the project in order to progress to the end. No responses will be recorded.
3. Return to your original browser window/tab to make any updates to the project after previewing it.

From the Project Dashboard:

1. Click “Preview” on the right side of the page.



2. You must answer all questions throughout the project in order to progress to the end. No responses will be recorded.
3. Return to you original browser window to access the project dashboard. Click “Edit” on the right side of the page to make all necessary updates to the project.



4. Copy the administration link or create a mass mailing to administer your project now that it’s complete.

Administer Project

Once you've added all questions and pages to your project, your project can be administered during the date range you specified. You can use the general link you created or the mass mailing service to administer your project.

1. Click the "Dashboard" link in the breadcrumb from inside Project Builder, or access the dashboard for your project from the main project list page.

General Link:

2. Go to the Administration Methods module on the left side of the page. Click the module bar to expand.
3. The link you created will display. Copy the link and use on your campus.

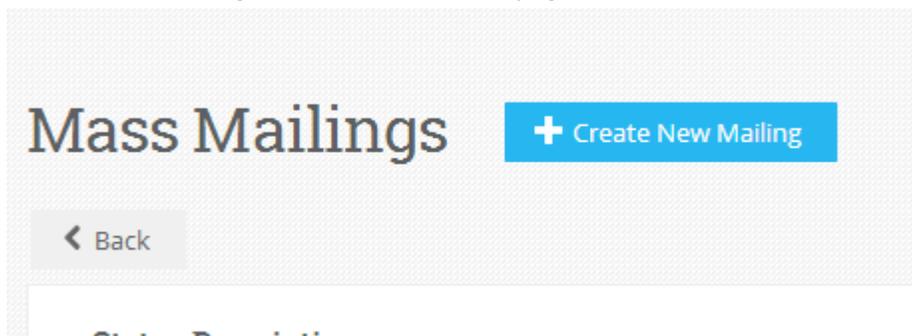
**** Data collected via this link will be completely anonymous. ****

Mass Mailing:

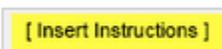
2. Go to the Mass Mailing module on the left side of the page. Click the module bar to expand.
3. Click "Manage" inside the module.



4. Click "Create New Mailing" at the bottom of the page.



5. Enter the following information:
 - a.) From Name: Add the name of the project coordinator/sender.
 - b.) From Address: notification@email.studentvoice.com is populated by default so that undeliverable e-mails are returned to the Campus Labs system. Another e-mail address can be used, but they will receive all undeliverable notifications.
 - c.) Reply to Address: Enter your personal or department e-mail address to receive any project-related questions from recipients.
 - d.) Subject: Enter the title of the survey or similar identifying information.
6. Enter the text of the e-mail message. Leave the greeting blank if you wish to personalize the message for each recipient.
7. Click "Insert Instructions" just above the text box for the mailing. This will put a placeholder in the e-mail text that will populate with some brief instructions and a unique link per e-mail address for the survey.



8. Click “Create” at the bottom.

**** You are now taken to the Edit screen for the mailing. You can continue setting up the mailing or you can save it and return at a later time. ****

9. Enter your desired send date and time in the “Requested Schedule Date” module on the right side of the page. The date/time must be at least 10 minutes in the future.

10. Click on “To” in the Details module on the left side of the page to enter the e-mail addresses you’d like to send the mailing to.



11. Enter the e-mail addresses in the left side (copy and paste addresses from the text/Excel files). Add up to 10,000 e-mail addresses to one mailing. Do not include a listserv or distribution list address, as a unique link is created for each e-mail address provided.

12. Click “Add Addresses” below the box. The e-mail addresses you entered will display in the right side and any errors will show below the left side.



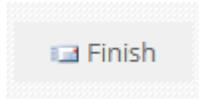
13. Click “Close” in the bottom left corner when all e-mail addresses have been added.



14. Enter a time and date you would like the mailing to be sent. ****The time must be at least 10 minutes into the future. You will have the opportunity to send the mailings immediately once you click the “Finish” button.****

A form titled "Date To Send" with two input fields: "Send Date:" and "Send Time:". The "Send Date:" field has a calendar icon and a help icon. The "Send Time:" field has a clock icon and the text "(Eastern time)".

15. Click “Finish” above the Details module once you’re ready to send the mailing.



16. A pop up will appear asking if you would like to send the mailing at the scheduled time or immediately. It will also show you a preview of your mailing and a blue notice reminding you that the mailing sends unique links to each individual. Select when you would like to send the mailing and then click "Send" at the bottom of the page.

Finish Mailing

Please select to send the mailing on the date you indicated or send immediately. The mailing will automatically be sent for you on the specified date. You will not need to take any further action.

Schedule the mailing to be sent out on **03/31/2014 12:00 AM**

Send Immediately

Preview Mailing:

Notice: You are using the unique link option. This link can only collect responses from one person. Do not send to a listserv.

From: Jane Smith, Provost
Subject: Your feedback is needed!
Reply: jsmith@hometown.edu

Dear First-Year Student:

The Community Service Office is interested in learning about your community service experience both on and off campus. Please take a few minutes to complete our assessment. Information collected in this assessment will help us to understand what students gain from their experience and how we can enhance your learning.

To access the survey please click [here](#). If the survey does not open automatically, please copy and paste the following link to your internet browser's address bar:

<http://www.studentvoice.com/p/?uuid=5924b62578784769b155ba11745d7ccf&p=1>

Question Types

We have identified several standard question types that you can include on your project and can be adjusted to meet your needs. You can also use questions from another project or a predetermined question bank.

Single Select

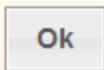
The single select question allows you to enter question text and an answer set where only 1 answer can be selected during administration. This can also be used for scaled questions. If you have multiple questions with the same scale, you can use the [Matrix](#) question.

Add New Question

1. Click "Single Select" from the question type list.

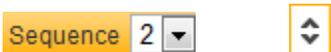


2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.
3. Enter the answer set in the bottom box. Each answer must be on a separate line.
4. Check the box to set the last answer of your answer set as an opt-out. These include answers such as Not applicable, No opinion, and No response. This answer automatically receives an alternate code of 0 and is excluded from statistics in the reporting site.
5. Click "Ok" to add the question to your project.



Edit Existing Question

1. Click on the single select question that was added to the project.
*** As you mouse over the question text and /or answer text, the edit options will display. ***
2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Convert to a different question type: Multiple Select or Dropdown. Click "Ok" to confirm.



6. Delete the question.



7. Edit the question text and settings:



- a.) General - Shuffle Answers: Check this box to have the answer choices display in a different order for each respondent.

- b.) General - Required: Checked by default and distinguishes that the question must be answered.
- c.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.
- d.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.
- e.) Reporting - Scale Values: Applies numeric values to each answer choice in the order selected.
- f.) Reporting - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is selected by default.
- g.) Skip Logic: Indicate what the next page should be for each answer choice.
- h.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

8. Move answers around within the question.



9. Edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
 - b.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
 - c.) General - Opt-Out: Removes the answer choice from being included in statistics in reporting and gives it an alternate code of 0.
 - d.) General - Include Textbox: Associates a textbox with the answer choice, which can be Text, Number, or Specific and formatted for size, character limit, statistics, or other specific information.
- ✔ Text

Number

Specific
- e.) General - Pre-Selected: Indicates the answer choice is selected for all respondents.
 - f.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
 - g.) Reporting - Alternate Code: The individual code for the answer choice.
 - h.) Reporting - Scale Value: The individual numeric value for the answer choice.

10. Delete the existing answer.



11. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Dropdown

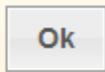
The dropdown question presents a single select question with the answer set as a drop-down menu.

Add New Question

1. Click “Dropdown” from the question type list.



2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.
3. Enter the answer set in the bottom box. Each answer must be on a separate line.
4. Check the box to set the last answer of your answer set as an opt-out. These include answers such as Not applicable, No opinion, and No response. This answer automatically receives an alternate code of 0 and is excluded from statistics in the reporting site.
5. Click “OK” to add the question to your project.



Edit Existing Question

1. Click on the dropdown question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Convert to a different question type: Multiple Select or Single Select. Click “Ok” to confirm.



6. Delete the question.



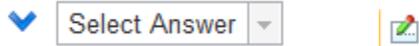
7. Edit the question text and settings:



- a.) General - Shuffle Answers: Check this box to have the answer choices display in a different order for each respondent.
- b.) General - Required: Checked by default and distinguishes that the question must be answered.
- c.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.
- d.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.
- e.) Reporting - Scale Values: Applies numeric values to each answer choice in the order selected.
- f.) Reporting - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is selected by default.

- g.) Skip Logic: Indicate what the next page should be for each answer choice.
- h.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

8. Show/Hide Answers and then edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- c.) General - Opt-Out: Removes the answer choice from being included in statistics in reporting and gives it an alternate code of 0.
- d.) General - Pre-Selected: Indicates the answer choice is selected for all respondents.
- e.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- f.) Reporting - Alternate Code: The individual code for the answer choice.
- g.) Reporting - Scale Value: The individual numeric value for the answer choice.

9. Move answers around within the question.



10. Delete the existing answer.



11. Add more answer choices; enter the answer text and adjust other settings as appropriate.

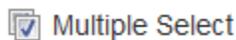


Multiple Select

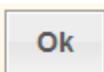
The multiple select question allows you to enter question text and an answer set where multiple answers can be selected during administration.

Add New Question

1. Click “Multiple Select” from the question type list.



- 2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.
- 3. Enter the answer set in the bottom box. Each answer must be on a separate line.
- 4. Check the box to set the last answer of your answer set as an opt-out. These include answers such as Not applicable, No opinion, and No response. This answer automatically receives an alternate code of 0, is excluded from statistics in the reporting site, and is set so that no other answer choice can be selected at the same time (Exclusive).
- 5. Click “Ok” to add the question to your project.



Editing Existing Question

1. Click on the multiple select question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Convert to a different question type: Single Select or Dropdown. Click “Ok” to confirm.



6. Delete the question.



7. Edit the question text and settings:



- a.) General - Shuffle Answers: Check this box to have the answer choices display in a different order for each respondent.
- b.) General - Answers: Indicate the minimum and maximum number of answers that can be selected. 1 and Always All are set by default.
- c.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.
- d.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.
- e.) Reporting - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is selected by default.
- f.) Skip Logic: Indicate what the next page should be for any opt-out answer choices.
- g.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

8. Move answers around within the question.

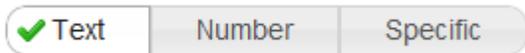


9. Edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- c.) General - Required: Dictates that the answer choice needs to be selected/populated.

- d.) General - Opt-Out: Removes the answer choice from being included in statistics in reporting and gives it an alternate code of 0.
- e.) General - Exclusive: Dictates that no other answer can be selected if this answer choice is also selected.
- f.) General - Include Textbox: Associates a textbox with the answer choice, which can be Text, Number, or Specific and formatted for size, character limit, statistics, or other specific information.



- g.) General - Pre-Selected: Indicates the answer choice is selected for all respondents.
- h.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- i.) Reporting - Alternate Code: The individual code for the answer choice.

10. Delete the existing answer.



11. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Ranking

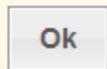
The ranking question allows you to provide a list of items to be identified in a particular order. All items do not need to be ranked, i.e., you can indicate to rank 3 of 5 items.

Add New Question

1. Click "Ranking" from the question type list.



- 2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.
- 3. Enter the items to be ranked in the bottom box. Each item must be on a separate line.
- 4. Specify how many of the items listed should be ranked. A number must be used to designate this.
- 5. Click "OK" to add the question to your project.



Edit Existing Question

1. Click on the ranking question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the question text and settings:



- a.) General - Shuffle Items: Check this box to have the answer choices display in a different order for each respondent.
- b.) General - Require All Questions: Distinguishes that each item must be given a ranking.
- c.) General - Number of Items to Rank: Indicates how many of the items will be ranked.
- d.) Reporting - Scale Values: Applies numeric values to each answer choice in the order selected.
- e.) Reporting - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is checked by default.
- f.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

7. Move items around within the question.



8. Edit the individual item text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- c.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- d.) Reporting - Alternate Code: The individual code for the answer choice.
- e.) Reporting - Scale Value: The individual numeric value for the answer choice.

9. Delete the existing item.



10. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Textbox

The textbox question provides a single open-response field with question text. You can specify that this field collects text entries, number values, or information in a specified format.

Add New Question

1. Click “Textbox” from the question type list.



2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.

3. Indicate the type of information to be entered in the field: Text, Number, or Specific.



4. Specify the appropriate settings for your selected type:

a.) Text – Indicate the number of rows the field should display as.

Indicate if a character limit should be applied and specify the desired character limit.

b.) Number – Indicate if the data collected should be in whole or decimal number format.

Indicate if you'd like statistics displayed on the reporting site. The statistics will directly correlate to the number that is entered in the field.

Indicate if a character limit should be applied and specify the desired character limit.

c.) Specific – Select the type of information to be collected from the drop-down menu.

Date: entry must be in mm/dd/yyyy format (e.g., 12/20/2011)

Time of Day: entry must be a time between 12:00 and 11:59

E-mail Address: entry must contain an @ and an mail extension (e.g., .com, .edu)

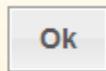
Phone: entry must be in one of the following formats: (425) 555-0123, 425-555-0123, 425 555 0123, OR 1-425-555-0123

State (US): entry must be a 2 letter abbreviation for a state/province

Zip Code (US): entry must be a standard 5-digit zip code

Postal Code (Canada): entry must follow the Canadian postal code format of letters and digits

5. Click "Ok" to add the question to your project.



Edit Existing Question

1. Click on the textbox question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the question text and settings:



a.) General - Required: Checked by default and distinguishes that the question must be answered.

b.) General - Textbox Validation: Indicates if the open-response field can accept Text, Number, or Specific information. The formatting for size, character limit, statistics, or other specific information will update based on the type of validation selected.



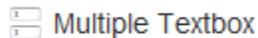
- c.) General - Default Text: Automatically populates the open-response field with specified text.
- d.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.
- e.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.
- g.) Reporting - Alternate Code: Specifies the reference code for the textbox.
- h.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

Multiple Textbox

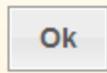
The multiple textbox question allows you to include multiple open-response fields as the answer set for a question. This can be used for questions that have open-response fields associated with answer text, such as contact information or providing a list.

Add New Question

1. Click "Multiple Textbox" from the question type list.



2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.
3. Enter the answer text to be associated with each textbox. Each answer must be on a separate line.
4. Click "Ok" to add the question to your project.



Edit Existing Question

1. Click on the multiple textbox question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the question text and settings:



- a.) General - Shuffle Answers: Check this box to have the answer choices display in a different order for each respondent.
- b.) General - Required: Checked by default and distinguishes that the question must be answered.
- c.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.
- d.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.
- e.) Reporting - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is checked by default.
- f.) Skip Logic: Indicate what the next page should be for each answer choice.
- g.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

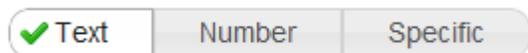
7. Move answers around within the question.



8. Edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- c.) General - Required: Dictates that the answer choice needs to be selected/populated.
- d.) General - Exclusive: Dictates that no other answer can be selected if this answer choice is also selected.
- e.) General - Textbox Validation: Indicates if the open-response field can accept Text, Number, or Specific information. The formatting for size, character limit, statistics, or other specific information will update based on the type of validation selected.



- f.) General - Default Text: Automatically populates the open-response field with specified text.
- g.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- h.) Reporting - Alternate Code: The individual code for the answer choice.

9. Delete the existing answer.



10. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Sum

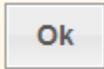
The sum question automatically creates a multiple textbox question with the fields set to collect numbers and then displays the total of the values entered. This question can be used when asking about expenses or time spent, often adding up to 100%. You can also indicate a value that the numbers are required to add up to.

Add New Question

1. Click "Sum" from the question type list.



2. Enter the question text in the top box. Use the toolbar to make any customizations to the text.
3. Enter the answer text to be associated with each textbox. Each answer must be on a separate line.
4. Indicate if you'd like the values to add up to a specific number. Specify that number if applicable.
5. Click "OK" to add the question to your project.

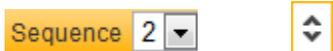


Edit Existing Question

1. Click on the sum question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page. by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the question text and settings:



- a.) General - Shuffle Answers: Check this box to have the answer choices display in a different order for each respondent.
- b.) General - Required: Checked by default and distinguishes that the question must be answered.
- c.) General - Require Total: Enter a Value that all entries must add up to.
- d.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.
- e.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.

- f.) Reporting - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is checked by default.
- g.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

7. Move answers around within the question.



8. Edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- c.) General - Required: Dictates that the answer choice needs to be selected/populated.
- d.) General - Default Text: Automatically populates the open-response field with specified text.
- e.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- f.) Reporting - Alternate Code: The individual code for the answer choice.

9. Delete the existing answer.



10. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Matrix

The matrix question allows you to group questions with the same answer set together. The questions are separate in the results; only grouped together during taking. The most common use of this question is for statement questions with an agreement scale answer set.

Add New Question

1. Click “Matrix” from the question type list.



2. Enter introduction text in the top box. Use the toolbar to make any customizations to the text.

3. Enter the questions/statements in the middle box. Each item must be on a separate line.

4. Enter the answer set in the bottom box. Each answer must be on a separate line.

**** Please be aware of the number of questions and answers you include in each matrix question as this may impact how it's displayed during taking. ****

5. Indicate the type of answer set you'd like to include:

Single Select – only 1 answer can be selected for each question with the answers displayed above the questions.

Multiple Select – more than 1 answer can be selected for each question with the answers displayed above the questions.

Multiple Textbox – open-response fields are displayed for each answer instead of radio buttons/check boxes, and can be formatted like other textboxes.

Multiple Dropdown – the answer set is displayed in drop-down menus next to each question instead of above the questions.

6. Click “Ok” to add the question to your project.



Edit Existing Question

1. Click on the matrix question that was added to the project.

*** As you mouse over the question text and /or answer text, the edit options will display. ***

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the matrix question text and settings:



- a.) General - Shuffle Questions: Check this box to have the questions display in a different order for each respondent.
- b.) General - Required: Checked by default and distinguishes that all questions must be answered.
- c.) General - Scale Values: Applies numeric values to each answer choice in the order selected.
- d.) General - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting. Ascending is checked by default.
- e.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the matrix should be displayed. See [Display Logic](#) for complete details.

7. Move questions around within the matrix.



8. Edit the individual question text and settings:



- a.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- b.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent. If the text is the same, there's no need to enter anything.

- c.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting.
- d.) Skip Logic: Indicate what the next page should be for any opt-out answer choices.
- e.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

9. Add more rows; enter the question text and adjust other settings as appropriate.



10. Move answers around within the matrix.



11. Edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Opt-Out: Removes the answer choice from being included in statistics in reporting and gives it an alternate code of 0.
- c.) General - Pre-Selected: Indicates the answer choice is selected for all respondents.
- d.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- e.) Reporting - Alternate Code: The individual code for the answer choice.
- f.) Reporting - Scale Value: The individual numeric value for the answer choice.

12. Delete the existing answer.



13. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Dual Matrix

The dual matrix functions the same as a matrix question with one difference; there is a second answer set available for the same set of questions. A popular use of this question type is asking satisfaction with as well as importance of various aspects of a program or event.

Add New Question

1. Click "Dual Matrix" from the question type list.



- 2. Enter introduction text in the top box. Use the toolbar to make any customizations to the text.
- 3. Enter the questions/statements in the middle box. Each item must be on a separate line.
- 4. Enter the first answer set in the left bottom box. Each answer must be on a separate line.
- 5. Enter the second answer set in the right bottom box. Each answer must be on a separate line.

**** Please be aware of the number of questions and answers you include in each matrix question as this may impact how it's displayed during taking. ****

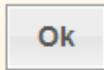
6. Indicate the type of answer set you'd like to include:

Single Select – only 1 answer can be selected for each question with the answers displayed above the questions.

Multiple Select – more than 1 answer can be selected for each question with the answers displayed above the questions.

Multiple Textbox – open-response fields are displayed for each answer instead of radio buttons/check boxes, and can be formatted like other textboxes.

7. Click “Ok” to add the question to your project.



Edit Existing Question

1. Click on the dual matrix question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the matrix question text and settings:



- a.) General - Shuffle Questions: Check this box to have the questions display in a different order for each respondent.
- b.) General - Required: Checked by default and distinguishes that all questions must be answered for each answer set.
- c.) General - Scale Values: Applies numeric values to each answer choice in the order selected for each answer set.
- d.) General - Alternate Codes: Applies a code to each answer choice as a reference to that answer choice in the reporting and must be designated for each answer set. Ascending is checked by default.
- e.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the dual matrix should be displayed. See [Display Logic](#) for complete details.

7. Move questions around within the dual matrix.



8. Edit the individual question text and settings:



- a.) General - Exclude from Shuffle: Only displays if question is set to shuffle answers and designates that answer choice always displays in the same position in the answer set.
- b.) Reporting - Question Text for Report: This can be updated so the question text for reporting purposes can be different than what is seen by the respondent for each answer set.
- c.) Reporting - Show in Report: Checked by default and distinguishes that the question is included in the reporting. If the text is the same, there's no need to enter anything for each answer set.
- d.) Skip Logic: Indicate what the next page should be for any opt-out answer choices.
- e.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

9. Add more rows; enter the question text and adjust other settings as appropriate.



10. Move answers around within the matrix.



11. Edit the individual answer text and settings:



- a.) General - Display on Survey: Checked by default and distinguishes if the answer choice is seen by the respondent. It will remain in the reporting.
- b.) General - Opt-Out: Removes the answer choice from being included in statistics in reporting and gives it an alternate code of 0.
- c.) General - Pre-Selected: Indicates the answer choice is selected for all respondents.
- d.) Reporting - Answer Text for Report: This can be updated so the answer text for reporting purposes can be different than what is seen by the respondent.
- e.) Reporting - Alternate Code: The individual code for the answer choice.
- f.) Reporting - Scale Value: The individual numeric value for the answer choice.

12. Delete the existing answer.



13. Add more answer choices; enter the answer text and adjust other settings as appropriate.



Instructions

The instructions question contains only question text and no answers. You can provide instructional text or images as needed in this question type.

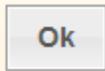
Add New Question

1. Click "Instructions" from the question type list.



- 2. Enter the text in the box. Use the toolbar to make any customizations to the text or insert images.
- 3. Enter Header Text to replace the question number displayed with the text, if applicable.

4. Click “Ok” to add the question to your project.



Edit Existing Question

1. Click on the instructions question that was added to the project.

**** As you mouse over the question text and /or answer text, the edit options will display. ****

2. Move the question to a different location on the page, by sequence or drag-and-drop.



3. Move the question to a different page.



4. Duplicate the question.



5. Delete the question.



6. Edit the question text and settings:

- a.) General - Header Text: Include text to be used instead of a question number.
- b.) Display Logic: Add conditions based on questions from previous pages to indicate when/if the question should be displayed. See [Display Logic](#) for complete details.

Question Bank

Campus Labs has compiled common questions that can be added to any project and edit as needed.

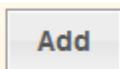
1. Click “Question Bank” from the question type list.



2. A list of template projects will display. Page through or use the search field to find the project you’d like to copy a question from.
3. Click on the project to view the questions contained within it.
4. Check the box next to each question you’d like to add to your project.
5. Click “Details” next to any question to review it before adding it to your project. The question text, answer set, and question type will display in the preview section.



6. Click “Add” once all of your questions have been checked.



Edit Existing Question

Your options for editing will differ depending on what type of question you added. Use the previous information for each question type as a reference for updating the question.

My Projects

You can copy the complete question from another project you've done in the past to add to your current project. You can make edits to the question after you've added it.

Add New Question

1. Click "My Projects" from the question type list.



2. A list of available projects will display. Page through or use the search field to find the project you'd like to copy a question from.
3. Click on the project to view the questions contained within it.
4. Check the box next to each question you'd like to add to your project.
5. Click "Details" next to any question to review it before adding it to your project. The question text, answer set, and question type will display in the preview section.



6. Click "Add" once all of your questions have been checked.



Edit Existing Question

Your options for editing will differ depending on what type of question you added. Use the previous information for each question type as a reference for updating the question.

Display Logic

Display logic can be applied to an individual question or an entire page. This logic indicates when the question/page should be displayed based on how a previous question was answered. The option to apply this in your project is only available if you have more than one page in your project, and the previous question must be on a separate page.

The functionality to apply display logic is the same for questions and pages. Follow these directions to complete either application. Access the page or question first to get to the Display Logic option.

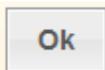
Conditions are applied in the order they appear or are added. They can also be grouped together for more robust conditional statements.

Add new conditions

1. Click “Add Condition” to display the previous questions that can be used in the logic.



2. Select the Question from the drop-down menu that the logic should be based off of. The questions populated in the drop-down menu are the only ones available to you for that page/question based on its placement in the project.
3. Select the Answer from the drop-down menu that the logic should be based off of. The answers populate in the drop-down menu based on the selected question.
4. The last drop-down menu has “Selected” as the default. You can also indicate that the page/question displays if a particular answer is “Not Selected” for that question.
5. The condition statement will update at the bottom for your review. It should be read as:
“If answer Y of question X is selected, display this page/question.”
“If answer Y of question X is NOT selected, display this page/question.”
6. Continue to add conditions as needed.
7. Indicate if each condition should be treated separately (OR) or together (AND).
8. Click “Ok” when all conditions have been included.



Multiple conditions can also be grouped for more complex display logic.

1. Add each condition as usual.
2. Check the box for each condition that should be grouped together.
3. Click “Group Selected” at the top.



4. Indicate AND or OR for how the conditions should be read.
5. Indicate if the grouping should be True or False.

Update Existing Conditions

All conditions can be updated as needed. You can change the question/answer that it's based off of, add more conditions, remove conditions, and group/ungroup conditions.

Click "Add Condition" to put new conditions below the existing conditions.



Click add button to add a new condition into an existing group of conditions or to be inserted in a position to be applied before another condition.



Click red X to remove the condition all together.



Click broken link to ungroup conditions. They will be applied separately once ungrouped.



Additional Options

In addition to the basic question settings, there are some more advanced features available to you in project builder.

Shuffle Questions

The option to display questions in a random order is available for each page. Each respondent will see the questions on the page in a different order. You can then distinguish any question to remain in the same position on the page and not shuffled.

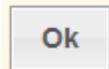
1. Go to the page you'd like to shuffle the questions on.
2. Click on shuffle questions icon at the top of the page.



3. Switch the setting to shuffle questions to "On".



4. Indicate any questions that should be excluded from the shuffling. They will remain in their original sequence position.
5. Click "Ok" when the settings are set.



Search Questions

From any page in Project Builder, there's a search field that looks for a question based on the question and/or answer text. This will search the entire project and not just the page you are accessing at the time.

1. Enter the text you are searching for in the field at the top of the page.



2. Hit "Enter" or click the magnifying glass.
3. The search results display in a small box just below the search field.
4. Click on the question you'd like to access.

**** It will take you directly to the appropriate page and question. ****

5. Make all appropriate edits to the question and answer set.

Copy Project

Any project can be copied in its entirety and then edited as needed. All questions and skip logic will be duplicated in the new project.

From the Projects page:

1. Find the project you'd like to copy.
2. Click near the name to display the drop-down options.
3. Click "Copy".
4. Update the project information to reflect the new project.

Project Title

Department (where the project should live on the site and who should have access to it)

Open Date (automatically set to 2 business days in the future but can be adjusted as needed)

Close Date (required and can be any date in the future)

Notes (optional)

Project Link (required and allows the project to be accessed publicly)

Advanced Options:

Require Secure Connection (https)

Hide User Information in Report (sets the data as confidential)

Hide Project Results from Cross-Project Reporting (disables access to the data from other projects with the same identified respondents)

Reference (used for comparative reporting)

**** These details can be edited at a later date under the Settings for the project if needed. ****

5. Click "Copy".



**** You are taken to the project dashboard of the newly created project. Edit the project or begin administration at this point. ****

From the project dashboard:

1. Click "Copy" on the right side.



2. Update the project information to reflect the new project.

Project Title

Department (where the project should live on the site and who should have access to it)

Open Date (automatically set to 2 business days in the future but can be adjusted as needed)

Close Date (required and can be any date in the future)

Notes (optional)

Project Link (required and allows the project to be accessed publicly)

Advanced Options:

Require Secure Connection (https)

Hide User Information in Report (sets the data as confidential)

Hide Project Results from Cross-Project Reporting (disables access to the data from other projects with the same identified respondents)

Reference (used for comparative reporting)

**** These details can be edited at a later date under the Settings for the project if needed. ****

3. Click "Copy".



**** You are taken to the project dashboard of the newly created project. Edit the project or begin administration at this point. ****

Reset Answers

You can reset the minimum/maximum allowed answers for every question on project. For instance, you may want the entire project to be optional and instead of editing each question, you can quickly make all questions have a minimum answer of 0.

1. Go to the full page listing of your project.
2. Click on the Reset Answers button.



3. Click the option you'd like to apply to all questions on the project:
 - Required: all questions must be answered.
 - Optional: all questions can be skipped.

**** This action cannot be undone and may affect any specific minimum or maximum answer settings that you previously set. Any questions added after this action will not have the setting. ****