



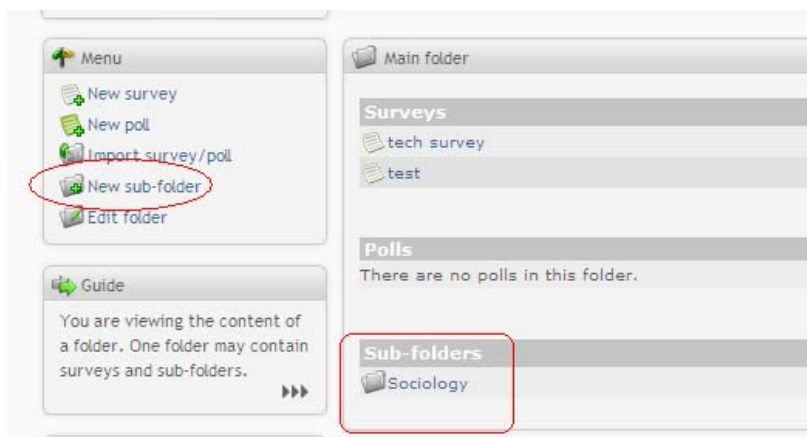
# Quick Start Tutorial for Online Survey Creation/Management Using Opinio

<https://survey.gc.cuny.edu/>

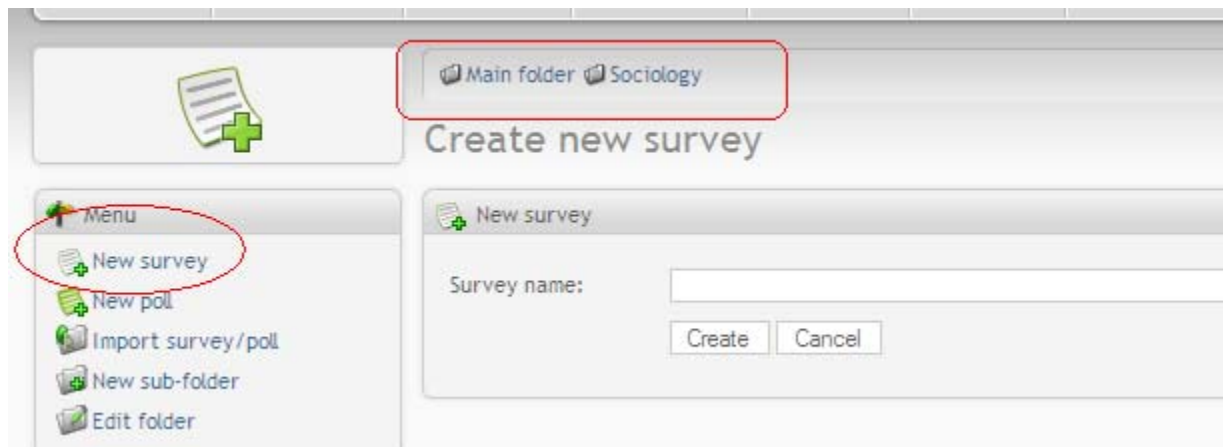
## Create a survey

1. Create a subfolder, such as sociology, if one does not already exist — to house all your surveys.

Click on “New sub-folder” link from the menu on the left to create a subfolder.



2. Click on your department’s folder, in this example, sociology. Then click on “New survey” link from the menu on the left to create a new survey.



## Design a survey

### Question Types

- **Rating.** Allows the respondent to select a rating level.
- **Numeric.** Allows the respondent to enter a number. Prevents any other type of input.
- **Multiple Choice.** Allows the respondent to select one or more choices from a list. Same as Dropdown but choices are displayed with selection button in front.
- **Dropdown.** Allows the respondent to select one or more choices from a list. Same as multiple choices, but items are displayed in a dropdown list.
- **Matrix.** Allows the respondent to respond to almost any question layout and type. Labels, input fields and lists are organized in cells in a table. This is a very flexible question type and can be used for complex questions, for example, rating of several items in a single question or rating and importance question.
- **In-text elements.** Allows respondent to select answer from a list and enter text and numbers directly in the question text. Perfect for essay questions and fill in the blanks.
- **Open-ended question.** Allows respondent to enter any text at the end of the question. Perfect for "Comment" boxes.

## Creating questions

Click on “Questions” link from the menu on the left.

New question

Question 1 / 1

Save Next >>

[Advanced edit]

Enter question text

Rating Multiple choice Numeric Dropdown Matrix No type

Minimum value label: Poor

Maximum value label: Excellent

No selection label: N/A

Scale from 1 to: 5

Validation

Required

Validation message

Please answer the rating question.

Open ended question

## Editing questions

Click on the “Edit” link shown below

Split section | New text | New question | New question from library

Question 3 Edit | Add to library | Delete

3. What's the official color of the Graduate Center?

blue  
 green  
 silver  
 white  
 other

New text | New question | New question from library

### Edit question

Question 3 / 3

<< Previous   Save   Next >>

[Advanced edit]

What's the official color of the Graduate Center?

Rating   **Multiple choice**   Numeric   Dropdown   Matrix   No type

Choice labels	Label position	Images (enable <input type="checkbox"/> )
blue	button left	<input type="checkbox"/> image left
green	button left	<input type="checkbox"/> image left
silver	button left	<input type="checkbox"/> image left
white	button left	<input type="checkbox"/> image left
other	button left	<input type="checkbox"/> image left

Options

Allow multiple selections:

Last choice has text field for other:

Display columns:

## Customize survey look and feel

Click on “Customize look and feel” link from the menu on the left.

test

Look and Feel

Template Style sheet (CSS)

default blue sky cool water midnight opinio pale green

romantic simple black simple darkgreen simple maroon simple navy blue sunset

Layout

HTML file:

Form width:

Number of columns:

Question numbering:

Progress bar:

Progress bar label:

Save Cancel

To choose a Graduate Center Survey Template, please follow this link:  
[http://web.gc.cuny.edu/informationtechnology/pdf/GC\\_Survey\\_Template.pdf](http://web.gc.cuny.edu/informationtechnology/pdf/GC_Survey_Template.pdf)

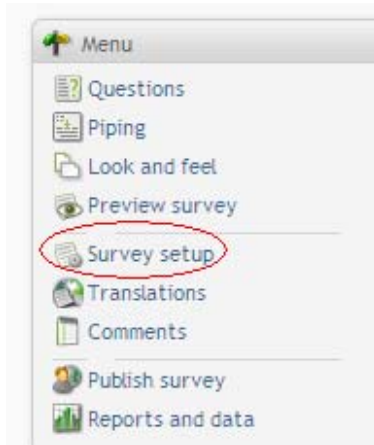
## Preview survey

Click on the “Preview survey” link from menu on the left.

## Set up survey security

Click on “Surveys” on the top menu, select a survey from the list of surveys created. Click on “Survey setup” from the menu on the left. Anonymous /no authentication is the default option. (To send a survey to a list of invited respondents, please refer to the “Publish survey – Invitations” section of the online documentation:

<http://www.objectplanet.com/opinio/userguide/index.htm> )



### Survey setup: Security and privacy

test

**Authentication**

Off:

Password:

Password assigned by invitations:

**Anonymity of respondents in invitations**

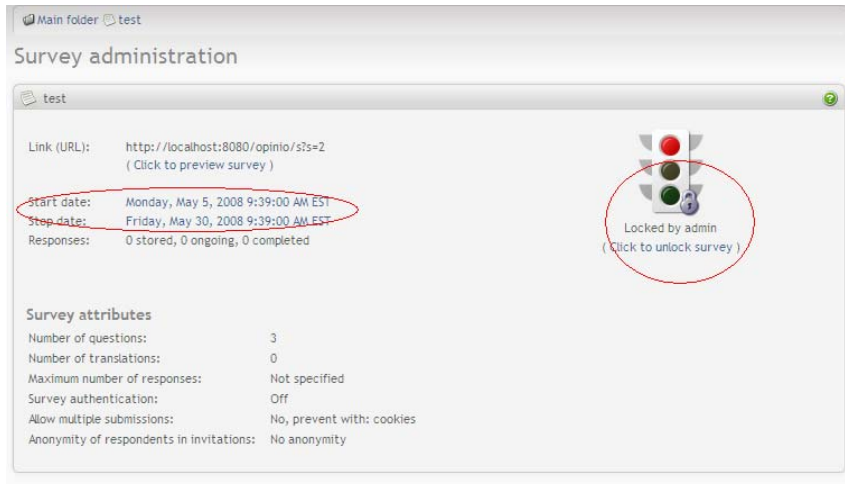
No anonymity:

Partly anonymity:

Full anonymity:

## Set survey start and end dates

Click on “Surveys” on the top menu, select a survey from the list of surveys created.



To set the start and end date, click on the links after start date or end date. Save the dates and unlock the survey.



## Publish survey

Publish survey

test

### Publish survey

There are several ways to publish the survey:

- Publish link to the survey on a web page.
- Send survey link to the potential respondents via email. You can either use your own email program or built-in Invitations module.
- Telephone interviews

### Checklist before survey publishing

- Survey has been tested (especially branch conditions, if any)
- Translations are up to date
- Survey open dates are set
- Survey is unlocked (green light on the survey admin screen)

### Survey links for distribution

Language	Survey link (URL)
English (default)	http://localhost:8080/opinio/s?s=2

## Analyze data

Click on “Reports and data” link from the menu on the left.

## More information

For more information, please visit the survey home page:  
[http://web.gc.cuny.edu/informationtechnology/app\\_develop/opinio.htm](http://web.gc.cuny.edu/informationtechnology/app_develop/opinio.htm)

## Need Help

Please contact the HelpDesk at 212-817-7300 or email [HelpDesk@gc.cuny.edu](mailto:HelpDesk@gc.cuny.edu)