Completing the Senior Comprehensive Project by On-line Survey

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By utilizing the on-line survey one is able to have total anonymity in one’s process. This method is also more practical for large sample sizes. Here is a step-by-step guide on how to create the survey, pass out the survey, and collect the data through Google forms.

1. Sign into Google Docs
2. At the end of the search bar click on browse template gallery
3. On the bar near the top select public templates
4. On the left side panel, under Narrow by type, select Forms
5. One can select what form one would like. The easiest is to simply use the blank survey template
6. One can go through and delete the select questions already entered which were provided as examples.
7. Near the top there are a few possible selections
   a. Make sure to not select Allow users to edit responses or students will be able to alter their responses to data one are collecting.
   b. Make sure to select Require Allegheny College sign-in to view this form because the IRB only approves for Allegheny College and one is not allowed to survey outside of the school without extra permission.
   c. Make sure to not select Automatically collect respondent’s Allegheny College username because anonymity is desired.
8. The very top bar on the left side has add item
   a. Under this tab one can select the different types of questions desired
      i. Selecting Text allows one to type in the Consent Form with all the information necessary and then one can make the first question the “signature question”
      ii. After selecting the question type, fill out the question with the given information.
      iii. Make sure to mark any required questions (such as the consent question) when filling out the information
      iv. Make sure to have a question specifically asking for class section and or professor’s name so that professors can know how many students completed the survey for their class.
   b. One can also add things such as section headers, if so desired.
9. After questions are entered they can be shifted around by simply dragging them up and down in this editing screen.
10. The very top bar, the second option, Themes, allows one to change the background of the published survey. This will not show up on the editing screen.
11. The very top bar also includes the options to email the form and see responses
12. Under **More Actions** one can edit the confirmation page and type up the debriefing form in this confirmation page. This is the page that students were asked to print out and turn in as proof that the survey was completed.
   a. Make sure to select **Require viewers to sign in with their allegheny.edu account to view summary**. This makes sure that students outside of Allegheny cannot view and complete the survey
   b. Make sure **Publish response summary** is not selected because some students will not be able to go back to the confirmation page and print it out.
13. The bottom of the screen there is an option to view the form as it would appear to those completing it.
14. With creating this form, a spreadsheet is automatically created in one’s personal Google docs. This is where the responses will be automatically filled in when the participant presses submit.
15. Under **Form** in the results spreadsheet there are a few options
   a. The number next to it is the amount of times the form has been completed. This number will not decrease if one deletes participants or pilot testing so do not rely on that for the total number of participants
   b. There is an option to edit the form which will take one back to the edit page
   c. There is an option to send the form out to more participants
   d. There is an option to go the form as it appears to participants
   e. Under this tab is where one will go to stop accepting responses when one is done testing
   f. One can also delete the form here
16. When one is done testing and ready to analyze, go under **File, Download As**, and then download into the appropriate selection for example Excel so that one can code any data necessary (such as gender). This can then be copied and pasted into SPSS and analysis can be completed.