



## Tool 4.4: Sample Survey Monkey Data Entry Protocol

### Why is this tool useful?

*This data entry protocol is a step-by-step process for entering paper surveys into Survey Monkey. Following these tips will help reduce error even when multiple people are entering data. This protocol assumes that you have matched your paper survey and online database to look the same. You can customize this tool to fit with your survey's needs.*

You will enter your survey data via Survey Monkey, which is designed to match the paper surveys. Fill in the survey based on the paper survey answers.

- **Keep the answers as they are on the survey**, even if you don't think they make sense. **Leave blank answers blank** in the form.
- **If 'other' is selected** in any question, be sure to write in the response exactly as it appears in the text box provided. **If nothing is written in, write "none specified."**
- If notes are written in the margins or next to answer options on the paper survey but are not written in the space for "other" or write-in responses, do not try to enter them somewhere else in the survey monkey.
  - If you'd like to keep a separate spreadsheet or word document to track these comments, you can do so. But do not enter these notes into survey monkey if there is not a specific place for them.
- "Check one" vs. "check all that apply":
  - The online form will only allow you to check one answer for certain questions. **If there are multiple answers checked on the paper survey, but the online survey only allows you to check only one answer, leave the question blank in survey monkey.**
  - Some survey questions ask the respondent to check only one answer. However, on the online version, we will allow more than one response, since many people will disregard the instructions! In these cases, you may check all the boxes that are checked on the paper survey.
  - The basic rule of thumb is: **check multiple responses if the online form allows it.**
- **For open ended responses and "contact information", type in answers exactly as they appear.** If there is a word that is illegible, indicate that using [illegible].
- **For the "Office Use Only" section:**



- **You will want to include an “office use only” section on the survey monkey and paper survey.** This should include survey number, language of survey and organization that collected survey.
- **The ‘Survey Number’ box:**
  - **You will want to include a ‘Survey Number’ box on the survey monkey form with your initials followed by a number**, starting at 1. For example, if your initials were MG, your first entry in the ‘Survey Number’ box will look like this: MG1 and the second like this: MG2. **Write this code in the ‘Office Use Only section of the hard copy survey (bottom of page 2).** Survey numbers are used to match the online version to the hard copy version, so writing it on the hard copy is very important!
  - **Continue this numbering system for all surveys you enter. DO NOT restart at survey number 1 for a new batch of surveys.** This means you’ll need to keep track of what number you leave off on. Keeping a post-it note on your computer is a good strategy. You can also look at the last hard copy survey you entered.
- The “Survey Language” is simply the language the survey is printed in.
- Double check your work!
- Make sure you click ‘Done’. This will return you to the beginning, and you may enter the next survey.
- **Once you have entered all your surveys**, put them back in the envelope marked with your name, the date, and write “Entered” on the envelope. **If for any reason you enter only some of the surveys**, put those in a *separate* envelope, with the same information and write “Entered” on that envelope.

### **Discrepancies between paper survey and Survey Monkey**

If there are any discrepancies between the paper version and Survey Monkey version, such as a different ordering of the answer choices, they should be listed here.

#### **Example:**

**Q20 and Q22:** *The answer options are in a different order (horizontal) on the paper survey than how they appear in survey monkey (vertically). Be extra careful that you enter the correct information into survey monkey.*