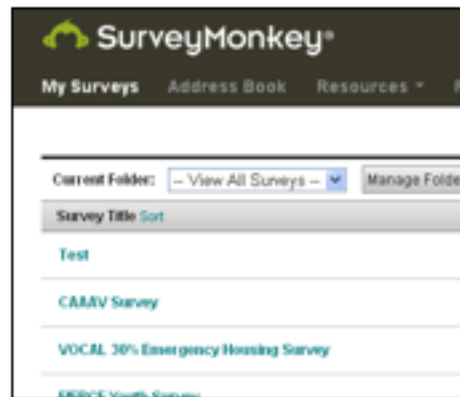


Tool 4.2: Survey Monkey How to and Tips

Tips for Entering Data

- 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 in the text box provided.
- Double check your work.
- Ask if you have any questions or are unclear about how to input something.

You will enter your survey data via Survey Monkey, which is designed to match the paper surveys. The form is a way to see and enter information that is stored in a table. When you enter information into the form, it automatically gets entered into an underlying table.



To start...

Log into Survey Monkey and click on the survey you want to open for data entry.

Then click the "Collect Responses" tab in the upper right corner. Select the "Collector Name" that you want to use to enter the data ("collectors" are used to track who collects which surveys and how).



Click "Manual Data Entry" in the right hand grey column. Finally, click the green "Add New Response" button on the right. Enter the data in the window that pops up. It should look very similar to the paper surveys.



After you've finished entering the survey, the window will close and a new survey will be added to the list on the main window. Simply, click on "Add New Response" again to enter another survey.