

AIM SURVEY MONKEY INTEGRATION

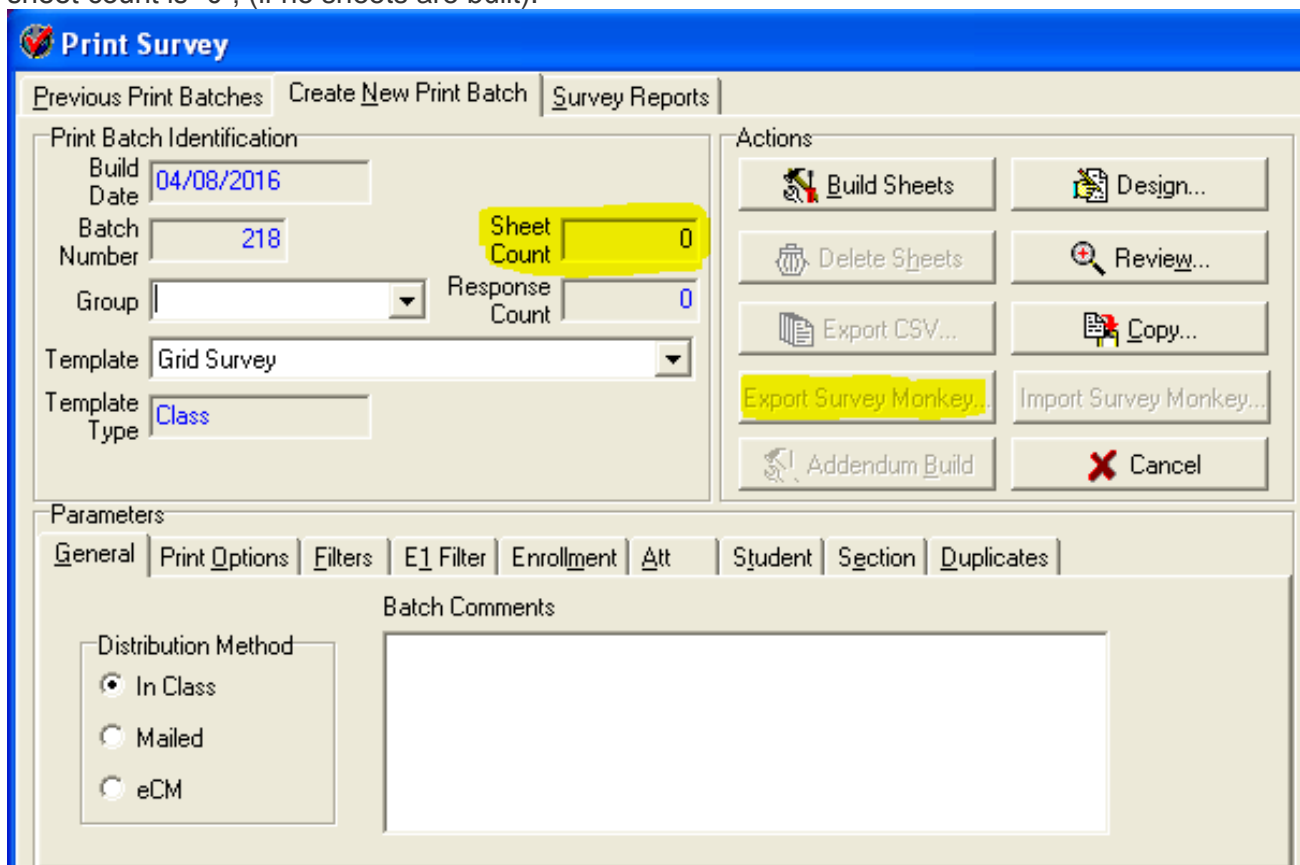


AIM Survey Monkey Integration

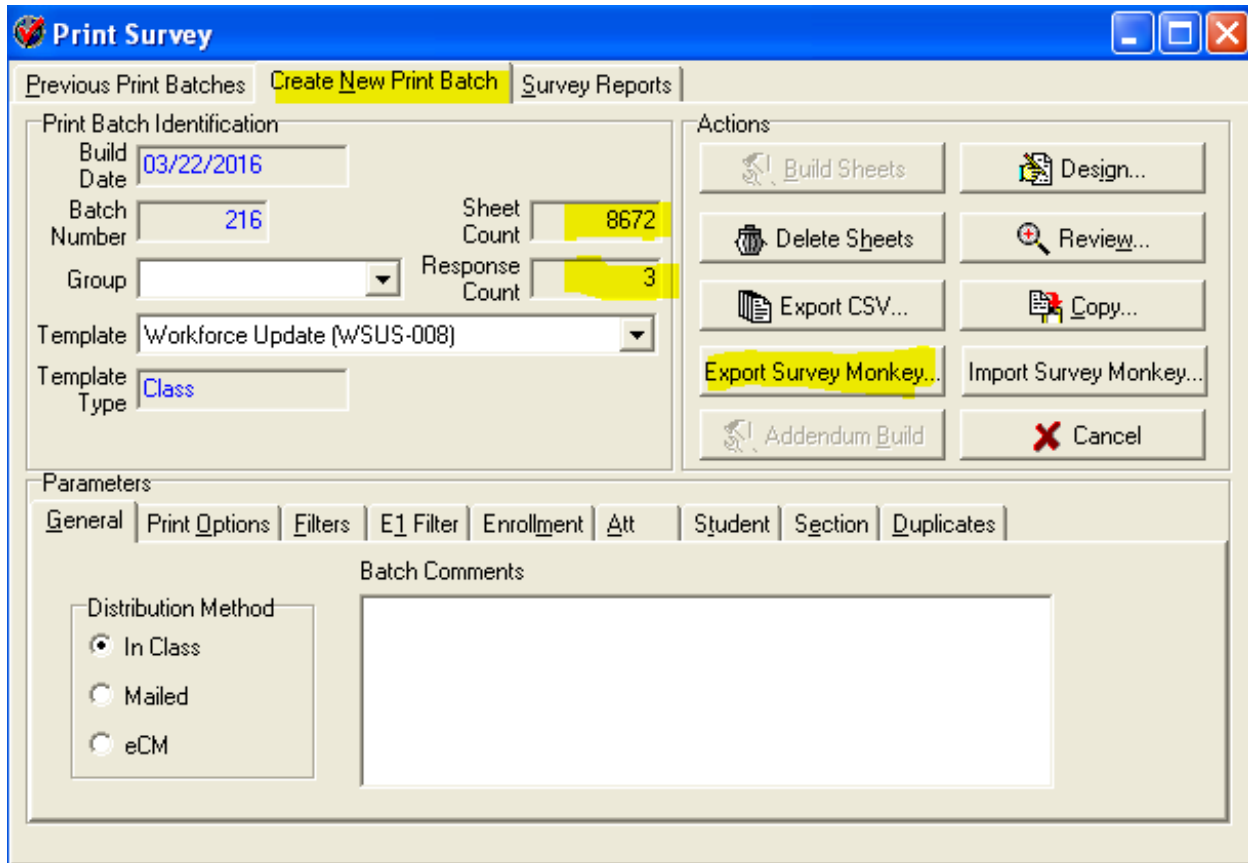
With AIM version 6.3.0.0, you are now able to utilize a web-based survey website to help collect survey response data and import the results back into AIM for reporting purposes. Surveys in AIM are most commonly used to collect follow-up data for Perkins reporting but can also be used for Student Satisfaction surveys. This new AIM Survey Monkey capability could be used instead of (or in combination with) your existing process of making mass phone calls to help increase your response rate by giving your students a way to provide feedback on-line with a program they already may be familiar with.

The following document describes the process to export an AIM Survey Module Contact List, import it into Survey Monkey®, export Survey Monkey’s Response List, and then import it back into the AIM Survey Module. First, you will need a Survey Monkey account to use Survey Monkey. You will also need to be able to create survey batches in AIM and build survey sheets. When the sheets are built for a survey print batch you will export the list of students/recipients from that particular batch to Survey Monkey.

Below, you can see that we created a new button “Export Survey Monkey...” in the Create New Print Batch tab of the Print Survey screen. This button shows as disabled or grayed when the sheet count is “0”, (if no sheets are built):



The button is enabled when the sheet count is more than “0”:



After sheets are built for a particular batch and the “Export Survey Monkey...” button is enabled, click that button to create a student/recipient export list. After clicking on the “Export Survey Monkey...” button, a save dialog box will appear asking you for a file name and location to save the file. The file should be saved as a “csv” file.

The recommended format to save the file is: “TemplateName_BatchNumber”, so if the template name is “ABC” and the batch number is “123”, then save the file as “ABC_123”. It will be easier for you to keep track of batches for that template.

We create multiple files, if needed, to overcome a limitation of Survey Monkey that requires unique email addresses for each import file. If an AIM print batch consists of multiple courses, and any student is enrolled in more than one course in that batch, then multiple files will be created for those students. Those multiple files will be created with the same name that you specified but will automatically add a number to the file name. An example of this is if a student, “Bob”, is enrolled in three courses in the print batch 218, and you saved the file as ABC_218.csv; three files, ABC_218_0.csv, ABC_218_1.csv and ABC_218_2.csv, will be created to accommodate that “Bob” is enrolled in each course. If “Bob” is not enrolled in more than one course in the batch, then no additional files will be created.

It is mandatory that your student records' "Email" field is not empty. If any students' email field is blank or null then that student will go into an "ABC_218.err" file and will not be included in any other export list.

Below is a sample of the format for a valid export recipients list where the recipients' Email field is not null:

```
1 EMAIL,FIRST_NAME,LAST_NAME,FORM_ID,STUDENT_ID,COURSE_TITLE
2 bob+36948@gmail.com,"RADOSEVIC JOVANA","RADOSEVIC JOVANA",36948,61487,"FOOD SERVICE"
3 john+36925@hotmail.com,"ACUNA FERNANDA A","ACUNA FERNANDA A",36925,61483,"FOOD SERVICE"
```

Here is a sample of the err file; the recipients whose Email field is null:

```
1 Student_ID>>70875,Student_Name>>GASKINS, ANGELA M
2 Student_ID>>85868,Student_Name>>BOBO, BY
3 Student_ID>>85941,Student_Name>>DOE, JOHN
4 Student_ID>>53954,Student_Name>>GALVAN, JAVIEZ OMARS
5 Student_ID>>42647,Student_Name>>NGUYEN, KHA N
```

In the err file, you can see how many and which students have null Email fields and use their Student_id and Student_Name to address this.

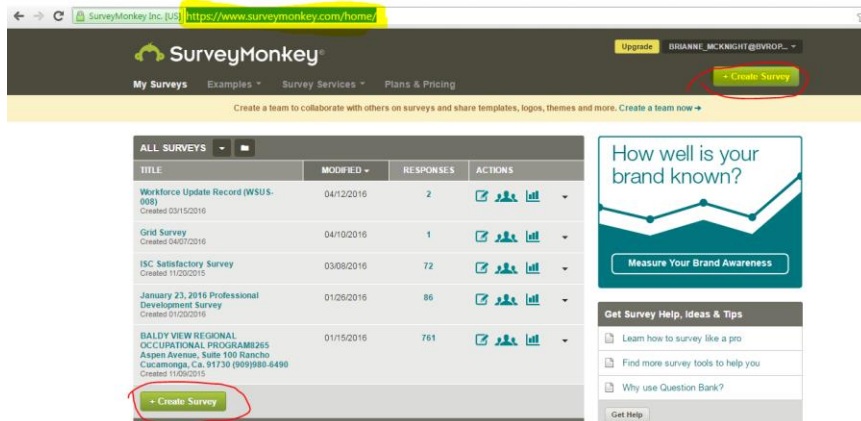
The valid export list(s) will be imported into Survey Monkey to send your survey to them all.

Creating Surveys in Survey Monkey

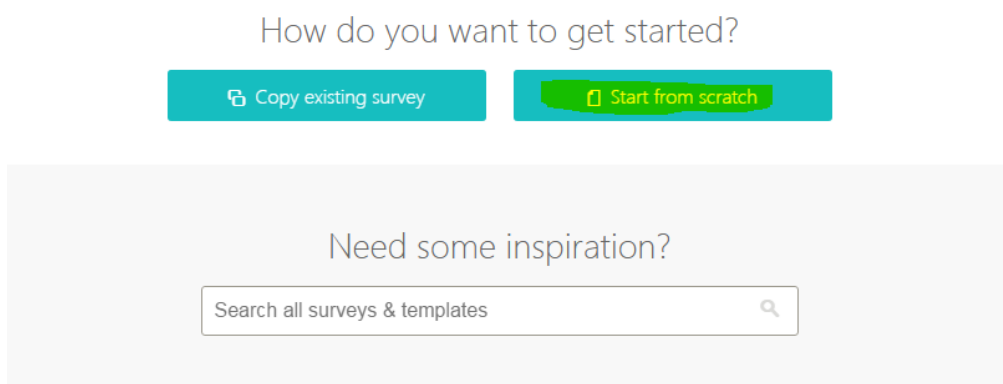
There are certain preconditions for creating survey in Survey Monkey:

- 1- The survey in Survey Monkey must be created with the **same number** of questions and same number of answers that are in the AIM survey.
- 2- The questions and answers should be in **same order** as are in AIM survey.
- 3- The Survey Monkey questions and answers should be the **same type** as the AIM survey.

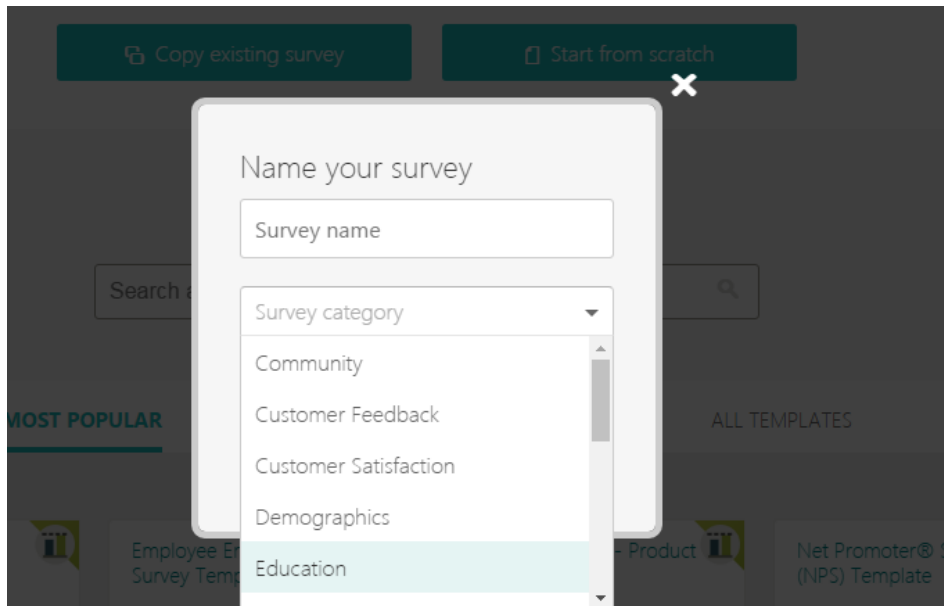
Go to: <https://www.surveymonkey.com/home/> to create the survey in Survey Monkey:



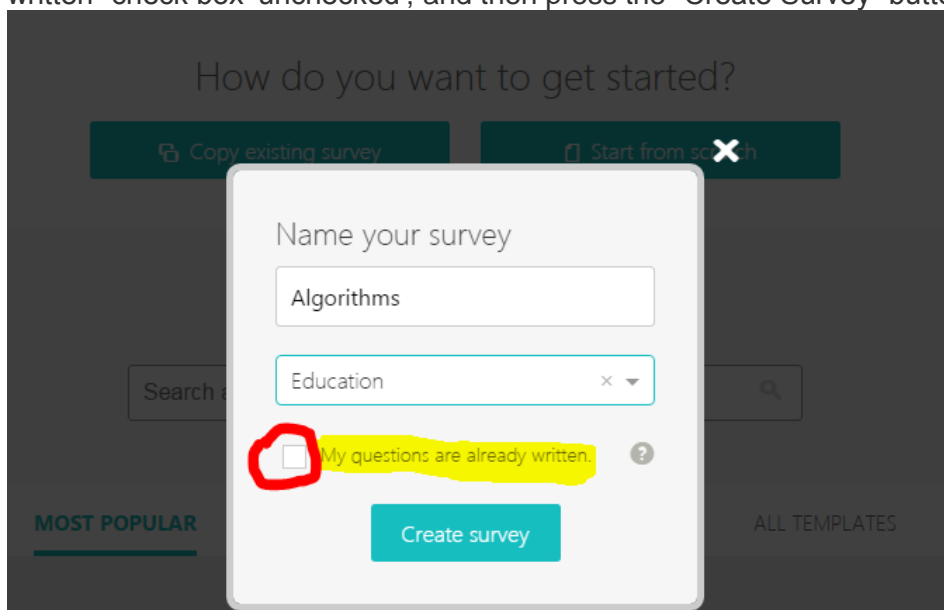
The “Create Survey” button will redirect you to the following screen:



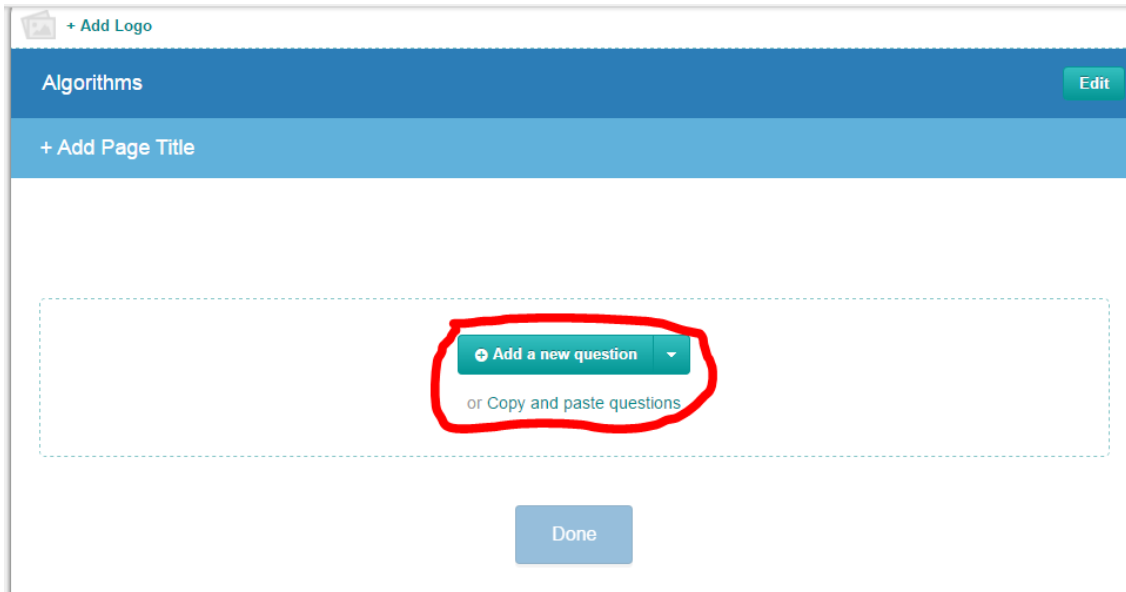
You are creating a survey first time, so select “Start from Scratch”. You will then be asked to name your survey. The name could be the title of the course that you are creating the survey for or any other name you would like. You will also be asked to select the category for your survey (as shown below). Since you are creating a survey for students, normally your category will be “Education”:



Name your survey, select the category for your survey, keep the “My questions are already written” check box ‘unchecked’, and then press the “Create Survey” button (as shown below):



Clicking “Create Survey” will then take you to the following page to select “Add a new question”:



Some of your questions in the AIM Survey may have Valid Responses set to ONE (1):

All Survey Templates Survey Description Questions Answers Question Report Type				
#	Total Answers	Valid Responses	Question Text	
2	4	1	What is your Class Level?	
3	6	1	What is you Racial or Ethnic Group?	
4	6	6	I enrolled in an ROP class for the following reasons:	
5	5	1	Who assisted you in choosing this class?	
6	4	1	Did you enroll in this course to meet UC a-g requiremen	

For these type of questions, select the “Multiple Choice” question type in Survey Monkey, keeping “Allow more than one answer to this question (use checkboxes):” **unchecked** (as seen below):

Multiple Choice ? Show Suggested Questions ?

Q1: What is your class Level

Answer Choices Add Answers in Bulk ?

9th Grade + -

10th Grade + -

11th Grade + -

12th Grade + -

Allow more than one answer to this question (use checkboxes) ?

Use previous answer choices (carry forward responses) ?

Some of your questions in the AIM Survey may have Valid Responses set to more than one:

#	Total Answers	Valid Responses	Question Text
2	4	1	What is your Class Level?
3	6	1	What is your Racial or Ethnic Group?
4	6	6	I enrolled in an ROP class for the following reasons:
5	5	1	Who assisted you in choosing this class?
6	4	1	Did you enroll in this course to meet UC a-g requiremen

For these type of questions, select the “Multiple Choice” question type in Survey Monkey, keeping “Allow more than one answer to this question (use checkboxes).” **checked**:

[Edit](#) [Options](#) [Logic](#) [Copy](#)

Multiple Choice ? Show Suggested Questions ?

Q1: What is your class Level

Answer Choices Add Answers in Bulk ?

- 9th Grade + -
- 10th Grade + -
- 11th Grade + -
- 12th Grade + -

Allow more than one answer to this question (use checkboxes) ?

In surveys, many times we need answers to the same question answered multiple times for different variations of the question. Consider the following example for these unique and very useful type of “Grid” answers:

ACADEMIC GROWTH		FREQUENTLY	OCCASIONALLY	RARELY	NOT AT ALL
During this course I used the following resources:	Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Textbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Basic Math Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced Math Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is a special way to handle this answer type in the AIM Survey module and in Survey Monkey.

For handling Grids in the AIM Survey module there will be only one question with the number of answers define as: “**ROWS X COLUMNS**”. For example; above there are 6 rows and 4 columns, so there will be 24 answers for this question. **Valid Responses will be equal to the number of rows.** The Valid Responses are 6 and the total Answers are 24:

All Survey Templates Survey Description Questions Answers Question Report Type				
#	Total Answers	Valid Responses	Question Text	
▶ 2	24	6	During this course I used the following resources:	

All Survey Templates | Survey Description | Questions | **Answers** | Question Report Type

2 Question During this course I used the following resources:

#	Col	Row	Answer Text
A	-1	?	Computer - Frequently
B	-1	?	Computer - Occasionally
C	-1	?	Computer - Rarely
D	-1	?	Computer - Not At All
E	-1	?	Internet - Frequently
F	-1	?	Internet - Occasionally
G	-1	?	Internet - Rarely
H	-1	?	Internet - Not At All
I	-1	?	Textbook - Frequently
J	-1	?	Textbook - Occasionally
K	-1	?	Textbook - Rarely
L	-1	?	Textbook - Not At All
M	-1	?	Basic Math Skills - Frequently
N	-1	?	Basic Math Skills - Oc
O	-1	?	Basic Math Skills - Rarely
P	-1	?	Basic Math Skills - Not At All
Q	-1	?	Advanced Math Skills - Frequently
R	-1	?	Advanced Math Skills - OC
S	-1	?	Advanced Math Skills - Rarely
T	-1	?	Advanced Math Skills - Not At All
U	-1	?	Problem Solving - Frequently
V	-1	?	Problem Solving - Occasionally
W	-1	?	Problem Solving - Rarely
X	-1	?	Problem Solving - Not At All

For handling Grid answers in Survey Monkey, the question type should be defined as “Matrix / Rating Scale” using a single question. For example: for the question, “During this course I used the following resources:”, all the sub-questions go under Rows and all answers go under Columns:

Q13: **Matrix / Rating Scale**

During this course I used the following resources:

Rows Add Answers in Bulk ?

Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Textbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Math Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Math Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Columns

Frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occasionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rarely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not At All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forced ranking (one response per column) ?

You may also want to use 'other' as an answer, with either a fill-in space to define what other means or without defining it. Consider the following example:

Which flavors of ice-cream do you prefer?

- 1- Vanilla
- 2- Strawberry
- 3- Chocolate
- 4- Other: _____

Here you need to embed a comment into a multiple choice question in case the student checks "Other" in the question above and then types in something; like "Mango".

Or you may want to supply "Other" as an answer with no further chance to define what "Other" is:

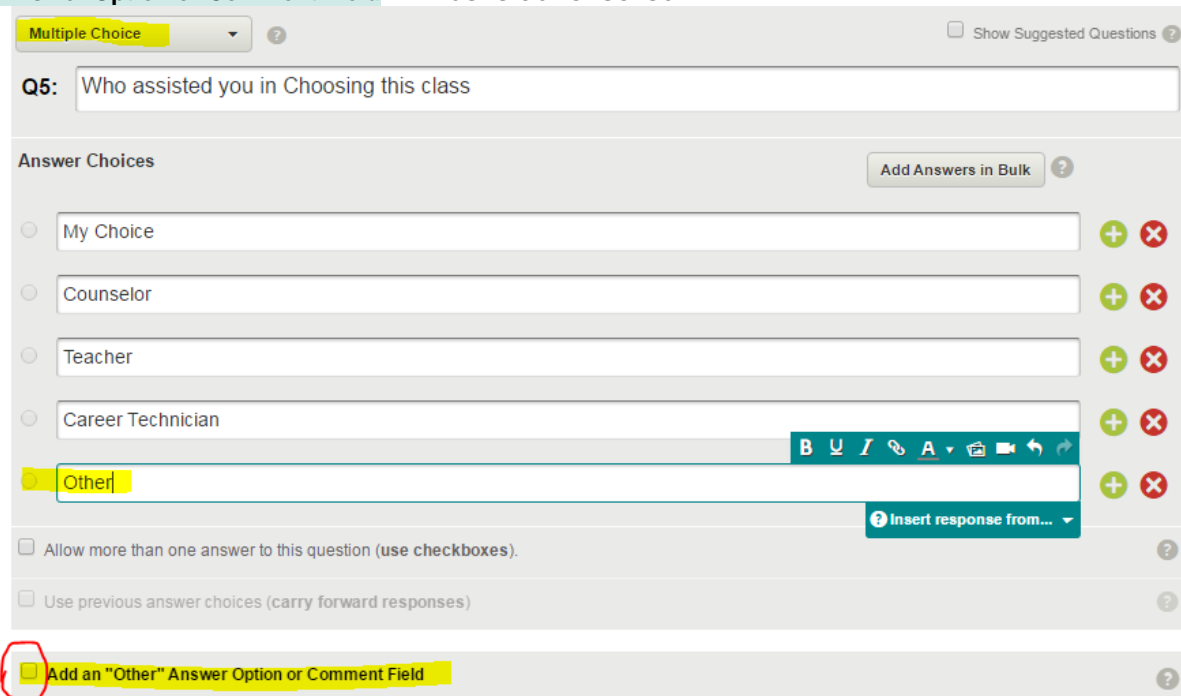
Who assisted you in choosing this class?
 My choice Other
 Counselor Teacher Career Technician

For handling the later type of Answer, in AIM we enter the question and answers as shown below:

#	Total Answers	Valid Responses	Question Text
2	24	6	During this course I used the following resources:
3	4	1	What is your Class Level?
4	6	1	What is your Racial or Ethnic Group?
5	6	6	I enrolled in an ROP class for the following reasons:
6	5	1	Who assisted you in choosing this class?

#	Col	Row	Answer Text
A	-1	?	My Choice
B	-1	?	Counselor
C	-1	?	Teacher
D	-1	?	Career Technician
E	-1	?	Other

In Survey Monkey, if no comment is required for the “Other” answer then use the following format to add the question and answers. Other **will** be in Answer Choices and “Add an “Other” Answer Option or Comment Field” will be left unchecked:



Multiple Choice ? Show Suggested Questions ?

Q5: Who assisted you in Choosing this class

Answer Choices Add Answers in Bulk ?

- My Choice + ×
- Counselor + ×
- Teacher + ×
- Career Technician + ×
- Other + ×

Allow more than one answer to this question (use checkboxes) ?

Use previous answer choices (carry forward responses) ?

Add an "Other" Answer Option or Comment Field ?

If a comment **is** required for the ‘Other’ choice, use the following format to add the question. Other will **not** be in Answer Choices and “Add an “Other” Answer Option or Comment Field” will be **checked**:

Multiple Choice ? Show Suggested Questions ?

Q5: Who assisted you in Choosing this class

Answer Choices Add Answers in Bulk ?

- My Choice + -
- Counselor + -
- Teacher + -
- Career Technician + -

Other is not in Answer Choices

Allow more than one answer to this question (use checkboxes). ?

Use previous answer choices (carry forward responses) ?

This Box should be checked

Add an "Other" Answer Option or Comment Field ?

Label

Other (please specify) **You can add any label**

Display as answer choice

Display as comment field **Should be Comment field**

Size

Single Line of Text 50 characters

Validation

Don't validate this answer.

In surveys, we also need to deal with the feedback/suggestion/comment type of questions:
Please list any areas which our service could be improved:

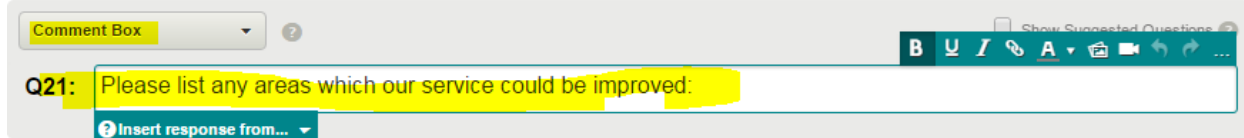
Please share any additional comments:

In the AIM Survey Module, these types of questions will be saved with a single question with a

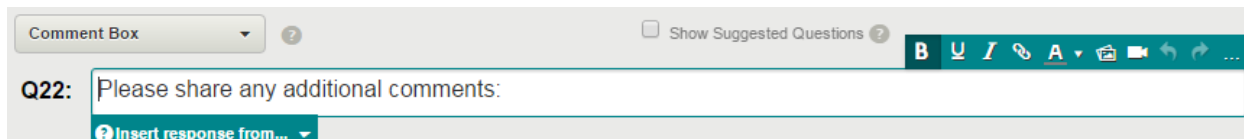
single answer:

21	1	1	Please list any areas which our service could be improv
22	1	1	Please share any additional comments:

In Survey Monkey, the Question Type for these type of questions should be “Comment Box”:



Q21: Please list any areas which our service could be improved.



Q22: Please share any additional comments:

After exporting the Contact Lists into Survey Monkey and creating the matching survey in Survey Monkey, you need to send the Survey to those in the Contact List.

Adding & Managing Your Contacts

Contacts in Survey Monkey is an online address book of your potential survey respondents that integrates with the Email Invitation Collector so you can easily send survey invitations to groups of contacts you create. You are able to give your group a unique name.

Contacts are unique to your account. When sharing surveys, you can only send email invitations to contacts stored in your Contacts.

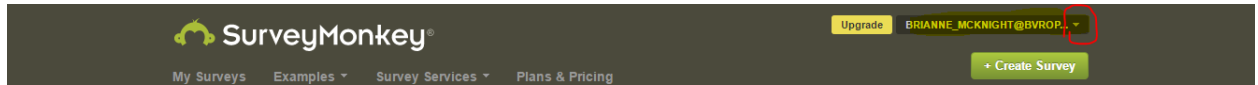
Importing Contacts

You can import contacts in Contacts or in Email Invitation. If you're importing a large number of contacts, please [review import and sending limits](#).

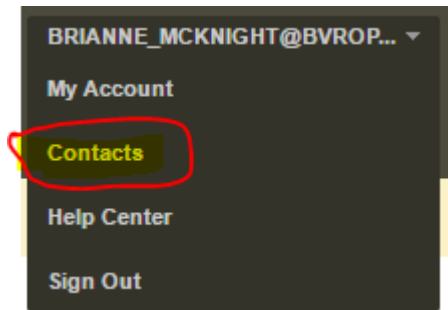
1- Contacts

It can be very tricky to import contacts in Survey Monkey, particularly when you have multiple csv files. When a print batch consists of multiple courses, and there are students enrolled in multiple courses in that batch, then multiple files will be created for those students. To import contacts in Contacts please follow the instructions carefully. For multiple contact files the following sequence should be used to send the survey:

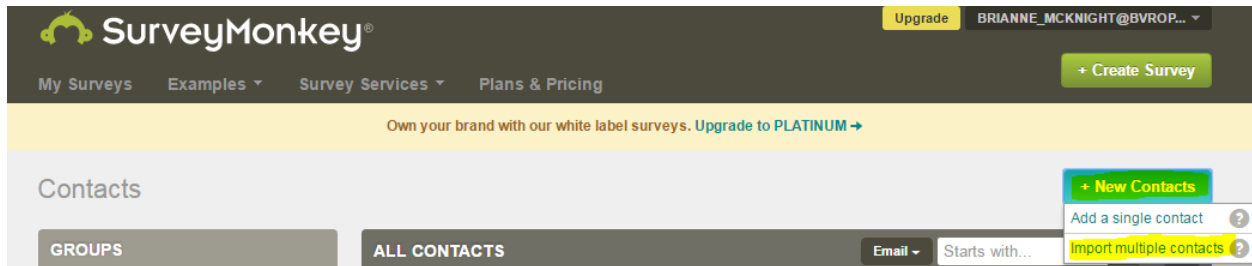
1. Sign in to Survey Monkey and click your username in the upper-right corner of your account:



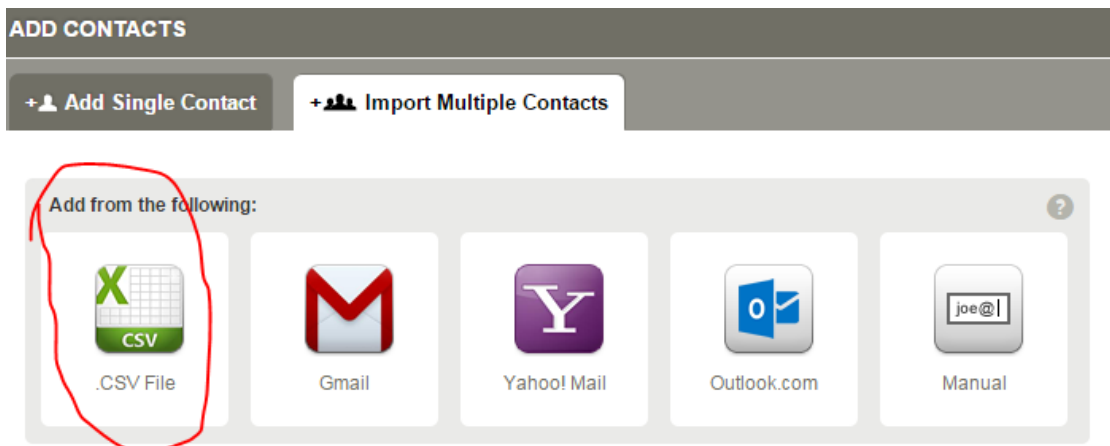
2. Click **Contacts** from the drop-down menu:



3. Click the **+ New Contacts** button in the upper-right corner and select **Import multiple contacts**:

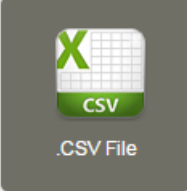


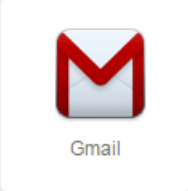
4. Choose **CSV** from “Add from the following”:




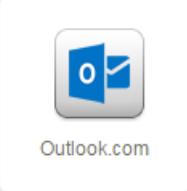
5. Name the group what your csv filename is so that contacts can be tracked easily and you will know that these contacts are from that file.

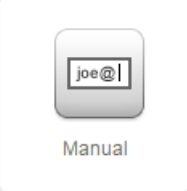
Add from the following:


CSV File


Gmail


Yahoo! Mail


Outlook.com


Manual

Import a CSV file

Field Order: Email, First Name, Last Name, Custom Data 1, Custom Data 2, Custom Data 3, Custom Data 4, Custom Data 5, Custom Data 6 (each recipient starting on a new line)

Email - 255 characters or less
 First Name - 50 characters or less
 Last Name - 50 characters or less
 Custom Data 1 - 1000 characters or less
 Custom Data 2 - 100 characters or less
 Custom Data 3 - 100 characters or less
 Custom Data 4 - 100 characters or less
 Custom Data 5 - 100 characters or less
 Custom Data 6 - 100 characters or less

Example #1: tjones@myemail.com, tom, jones, 1001, 650-555-1234, Software Engineer, 32, Palo Alto, 5-7-2005
 Example #2: tjones@myemail.com,,,,,,,,,Operations Manager

Add to a group (Optional)

Add to a group (Optional)

Group Name:

Recommended

6. Confirm what will be done if a contact already exists—either “**update contact information**” associated with the email address, or “**ignore import information**” so the info you already have for that contact stays as is.
7. Click **Add Contacts**.

If a contact already exists,

Use the Settings button in upper right corner to rename the fields. Renaming Custom Data Fields is useful when sending the survey to users.

Contacts + New Contacts

GROUPS

All Contacts (2)

+ New Group

ALL CONTACTS Email ▾ Starts with... 🔍

EMAIL	FIRST NAME	LAST NAME	FORM ID	STUDENT
bob+36948@gmail.com	RADOSEVIC JOVANA	RADOSEVIC JOVANA	36948	61487
john+36925@hotmail.com	ACUNA FERNANDA A	ACUNA FERNANDA A	36925	61483

Rename Custom Data 1, 2 and 3 with the following text since we are using the following three fields while exporting contacts for Survey Monkey. You can follow the following link:

http://help.surveymonkey.com/articles/en_US/kb/Custom-Data for further details about Custom Data.

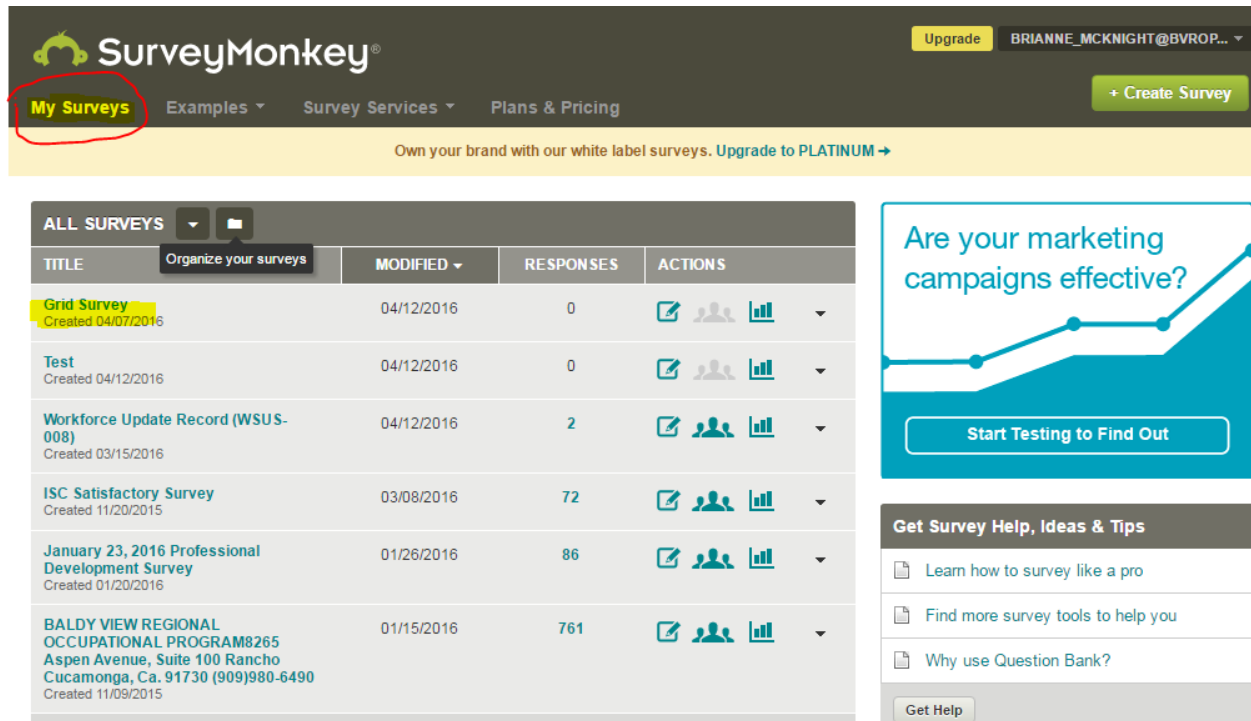
Edit display options ✕

<p>Custom 1</p> <input style="width: 90%;" type="text" value="Form ID"/>	<p>Custom 2</p> <input style="width: 90%;" type="text" value="Student ID"/>	<p>Custom 3</p> <input style="width: 90%;" type="text" value="Course Title"/>
<p>Custom 4</p> <input style="width: 90%;" type="text" value="Custom 4"/>	<p>Custom 5</p> <input style="width: 90%;" type="text" value="Custom 5"/>	<p>Custom 6</p> <input style="width: 90%;" type="text" value="Custom 6"/>

Use the following link for further details about importing the contacts:
http://help.surveymonkey.com/articles/en_US/SurveyMonkeyArticleType/Contacts

Sending Survey to Contacts:

Click on “My Surveys” in the left top corner to go to the list of surveys that you have created and click on the survey that you want to send to your contacts list:



SurveyMonkey® Upgrade BRIANNE_MCKNIGHT@BVROP... [+ Create Survey](#)

My Surveys Examples Survey Services Plans & Pricing

Own your brand with our white label surveys. Upgrade to PLATINUM →

TITLE	MODIFIED	RESPONSES	ACTIONS
Grid Survey Created 04/07/2016	04/12/2016	0	
Test Created 04/12/2016	04/12/2016	0	
Workforce Update Record (WSUS-008) Created 03/15/2016	04/12/2016	2	
ISC Satisfactory Survey Created 11/20/2015	03/08/2016	72	
January 23, 2016 Professional Development Survey Created 01/20/2016	01/26/2016	86	
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM 8265 Aspen Avenue, Suite 100 Rancho Cucamonga, Ca. 91730 (909)980-6490 Created 11/09/2015	01/15/2016	761	

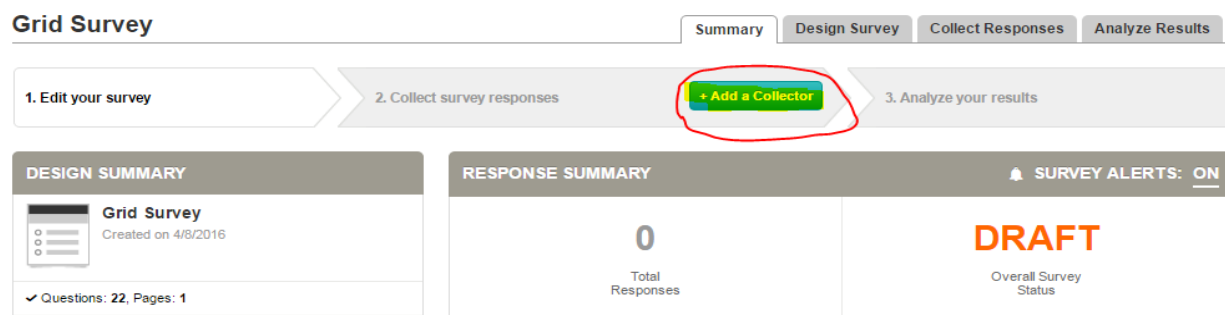
Are your marketing campaigns effective?
[Start Testing to Find Out](#)

Get Survey Help, Ideas & Tips

- Learn how to survey like a pro
- Find more survey tools to help you
- Why use Question Bank?

[Get Help](#)

On next screen, click the “Add Collector” or the “Edit Collector” button if needed. Select to “Send by Email”:



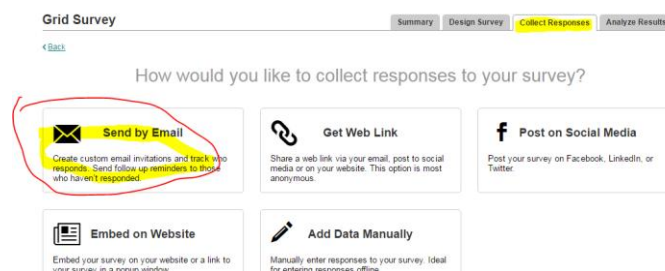
Grid Survey Summary Design Survey Collect Responses Analyze Results

1. Edit your survey 2. Collect survey responses [+ Add a Collector](#) 3. Analyze your results

DESIGN SUMMARY
Grid Survey
Created on 4/8/2016
Questions: 22, Pages: 1

RESPONSE SUMMARY
0 Total Responses
DRAFT Overall Survey Status
SURVEY ALERTS: ON

Select Send by Email Option:



Grid Survey Summary Design Survey **Collect Responses** Analyze Results

How would you like to collect responses to your survey?

- Send by Email**
Create custom email invitations and track who responds. Send follow-up reminders to those who haven't responded.
- Get Web Link**
Share a web link via your email, post to social media or on your website. This option is most anonymous.
- Post on Social Media**
Post your survey on Facebook, LinkedIn, or Twitter.
- Embed on Website**
Embed your survey on your website or a link to your survey in a popup window.
- Add Data Manually**
Manually enter responses to your survey. Ideal for entering responses offline.

COMPOSE MESSAGE (Step 1 of 3)

SEND TO: + Add Recipients ?

Type Group Name here or Select Add
 Recipients to add directly from Csv file
 Please enter at least one contact.

Save as new group (Optional)

SUBJECT:

We want your opinion **Edit this subject as per your requirement, Your recipients will receive survey with this subject**

Edit the message body as per your requirement by clicking the edit button. You can use Custom Data Tags to compose your message.

You can also use placeholder tags in your messages to populate custom data from Contacts. When a recipient reads the message, the tags are replaced with your Contacts information. This is similar to merge tags in Mail Chimp or mail merge in Word.

To add custom data to your message:

1. While editing a message, click the place in the message where you'd like to insert the tag.
2. Click **Insert Custom Data** and select the tag to insert.
3. Keeps the tags exactly as they are inserted, including the brackets.

SEND TO: + Add Recipients ?

Test (2) ▾

Save as new group (Optional)

[FirstName]

S [LastName]

[Email]

M [CustomData1]

H [CustomData2]

[CustomData3]

[CustomData4]

[CustomData5]

B [CustomData6]

HTML Template Plain Text Custom HTML ?

Insert Custom Data.. ?

B U I Font Family Font Sizes

Hello [FirstName]

You can use the following tags in messages to pull information from Contacts:

[Email]
[FirstName]
[LastName]
[CustomData1] is equal to Form ID
[CustomData2] is equal to Student ID
[CustomData3] is equal to Course Title
[CustomData4]
[CustomData5]
[CustomData6]

Example Message

Here is an example message you might use in the Email Invitation Collector (placeholders highlighted in yellow for the example):

Hi **[FirstName]**,

We're conducting a Survey for the Course with the title of **[CustomData3]** and would love to get your feedback.

Please do not forward this message since it's associated with your email address: **[Email]**

Thanks for your participation!

- Annie

The message is sent to each email address in the collector separately, and placeholders are replaced with each contact's information from Contacts.

Here is what the recipient sees (placeholder content highlighted in yellow for the example):

Hi **Bob**,

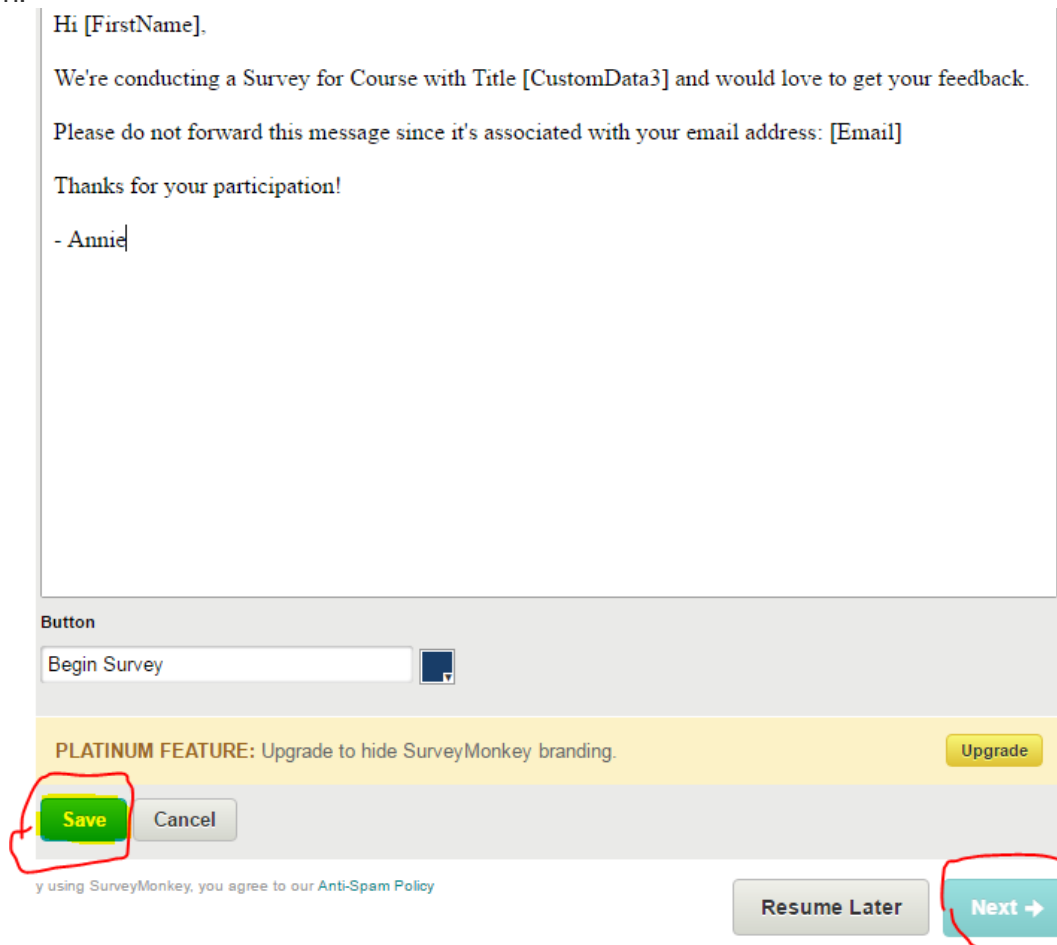
We're conducting a Survey for the Course with the title of **FOOD SERVICE** and would love to get your feedback.

Please do not forward this message since it's associated with your email address:
Bob@hotmail.com

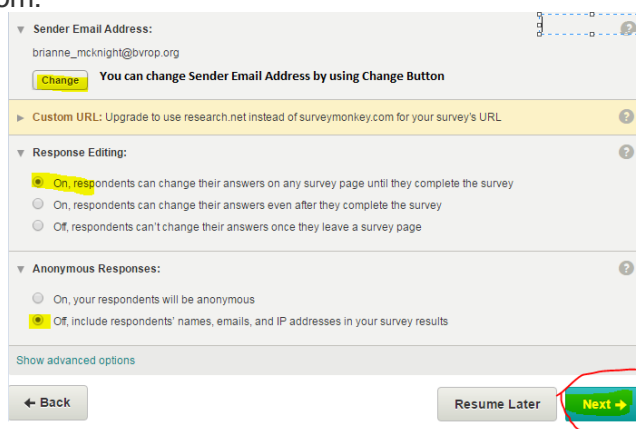
Thanks for your participation!

- Annie

After composing the message press the Save Button at the bottom and then press the Next button:




On the next screen, select the appropriate options as per your requirement and press the Next button at the right bottom:



On the next screen, you have the option to send the survey mail instantly or schedule it for a later date:

Send Now / Send Later ?

Send now. **Use this option to Send Instantly**
 Schedule a later date and time to send.



Time Zone: GMT+0500 (Pakistan Standard Time)

You can test the email by pressing the “Test Email” button at the bottom. The mail will be sent to given email address.

Summary

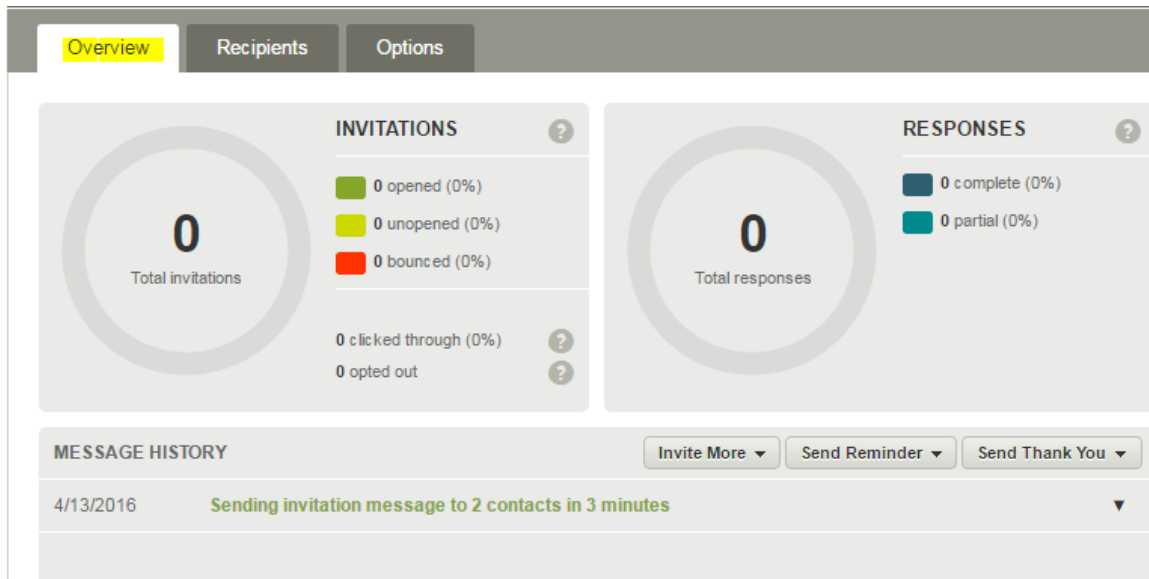
Test Email Invitation ✕

Send a test to make sure both your invite and survey are working as expected. ?

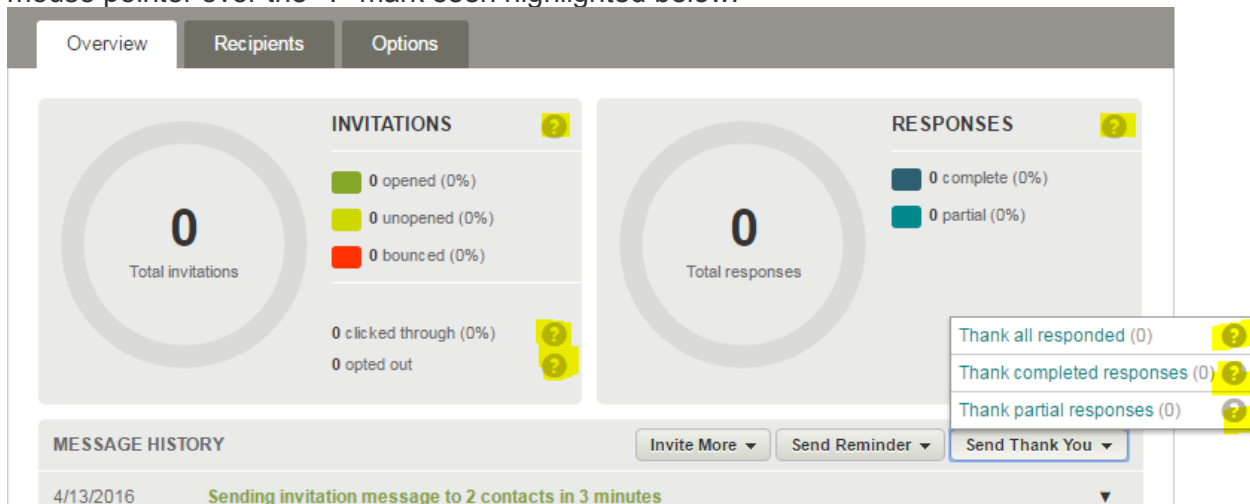
To:

• No password protection

Press the “Send Now” button to send the survey. The survey will be delivered to the recipients and you will be re-directed to an overview of the survey status.



You can send reminders or invitations to more recipients for your survey from the Overview screen. Various options are available under the “Invite More”, “Send Reminder”, and “Send Thank You” button dropdowns. You can get further details about all the options by moving the mouse pointer over the “?” mark seen highlighted below:



The Recipient tab will provide you details about who the survey was sent to and who has responded:

Overview Recipients Options					
All messages (2) ▾		All recipients (2) ▾		Export All (.CSV)	
Search recipients <input type="text"/>					
MAIL ▲	FIRST NAME	LAST NAME	SENT	RESPONDED	FORM ID
bidislam+36925@hotmail.com	ACUNA FERNANDA A	ACUNA FERNANDA A	Yes	No	36925
bidislam+36948@gmail.com	RADOSEVIC JOVANA	RADOSEVIC JOVANA	Yes	No	36948

Under the Options tab, you will see various options. You can get details about all the options by moving your mouse pointer over the “?” mark.

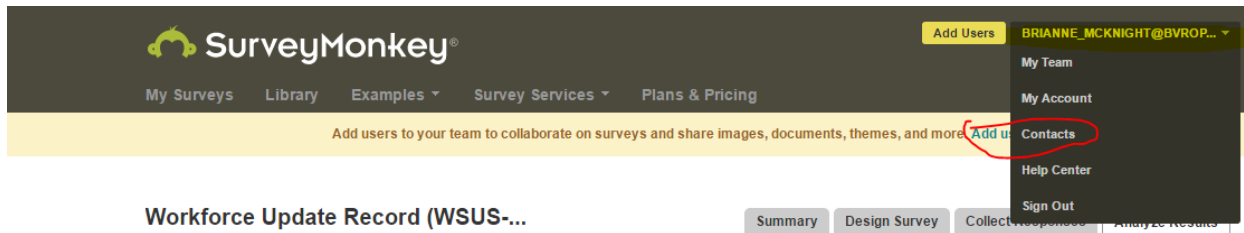
Overview Recipients Options	
▲ Your survey is open. Any changes to options may affect new respondents to the survey.	
▶ Sender Email Address: brianne_mcknight@bvrop.org	?
▶ Custom URL: Upgrade to use research.net instead of surveymonkey.com for your survey's URL	?
▶ Response Editing: On, until survey complete	?
▶ Anonymous Responses: Off	?
▶ Instant Results: Off	?
▶ Cutoff Date and Time: Off	?
▶ Response Limits: Off	?
▶ IP Restrictions: Off	?
▶ Password Protection: Off	?
▶ Custom Thank You: Off	?
▶ Custom Disqualification: Off	?
▶ Survey End Page: Upgrade to show a custom page to people who complete your survey.	?

If you have more than one contacts file, the process of sending surveys is not over yet. You need to send the survey to all of your contact csv files. For multiple contact files, the following sequence should be followed.

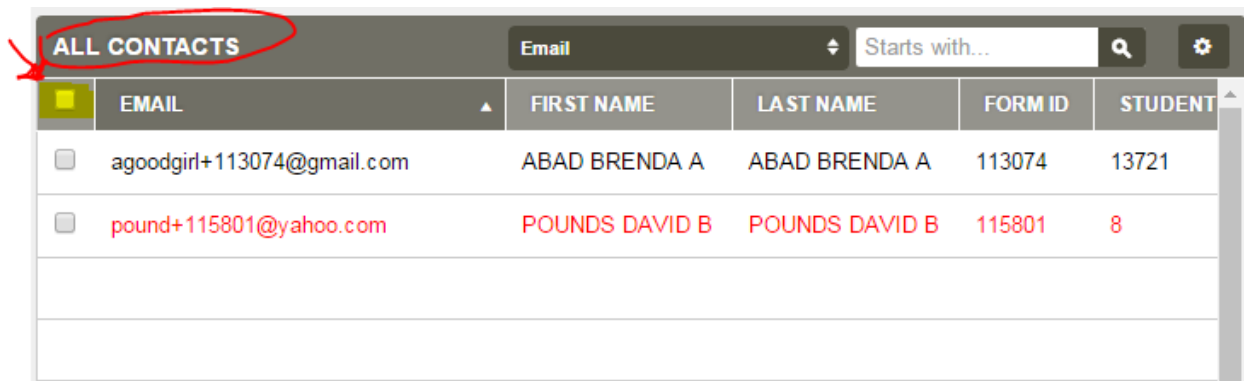
- 1- Create Survey
- 2- Import Contacts from first contact file.
- 3- Send the Survey to those contacts
- 4- Delete Global Contacts
- 5- Import Next CSV file
- 6- Repeat Step 3 to 5 in case of more files.

Step 1, 2 and 3 were explained previously.

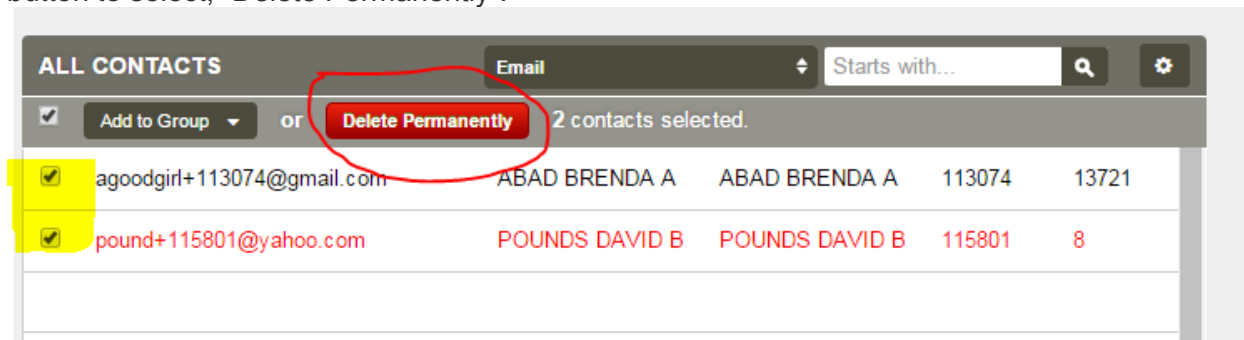
For Step 4, Delete Global Contacts, click on your username in the top right corner and select Contacts from the drop down menu. After clicking Contacts, you will be sent to your global contacts list.



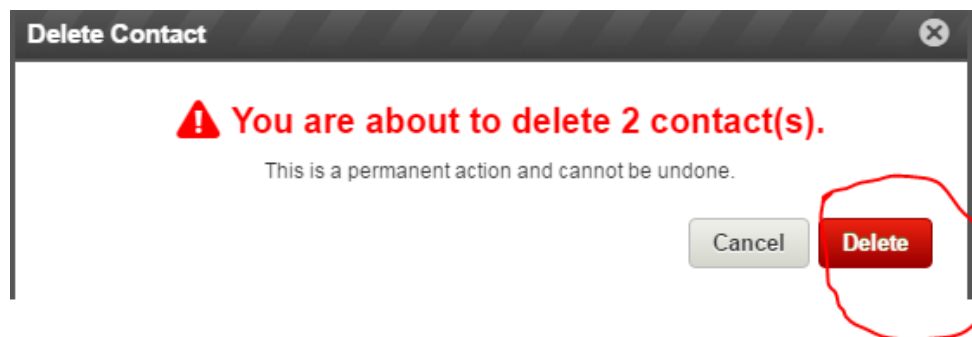
Click in the check box under the ALL CONTACTS heading:



By clicking that checkbox, all your contacts will be selected and you will be provided with a new button to select; "Delete Permanently":



After selecting it, a popup message will appear to confirm the delete process. Press "Delete" to confirm:



Now the contacts are deleted from your Global Contact list. Please note that Contacts are deleted only from your Global Contact list. These contacts are still present in the Survey Contacts. For Step 5, import the contacts of a new CSV file, following the Import contacts process as explained previous (starting back on page 12).

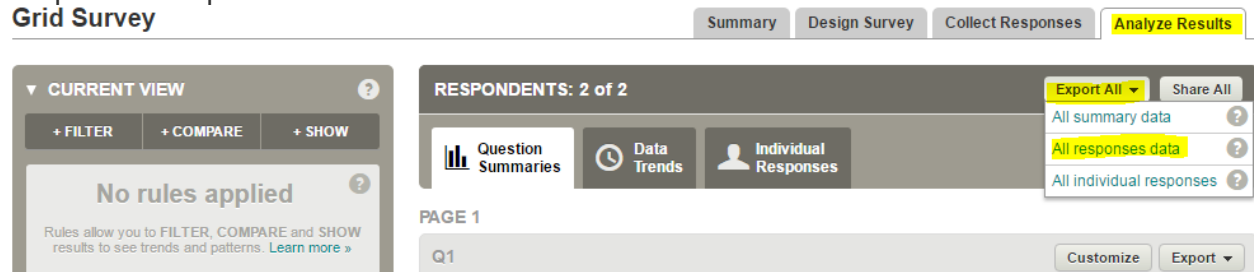
It is necessary to follow this sequence in order to send surveys to contacts in multiple files:

- 1- Create Survey
- 2- Import Contacts from first CSV file.
- 3- Send the Survey to those contacts
- 4- Delete Global Contacts
- 5- Import Next CSV file and Send the Survey to new contacts
- 6- Repeat Step 4 and 5 in case of more files.

Analyze the Results

After sending the survey to recipients and then receiving responses from recipients, you can analyze the results. You need to export the response file from Survey Monkey then import the responses in AIM.

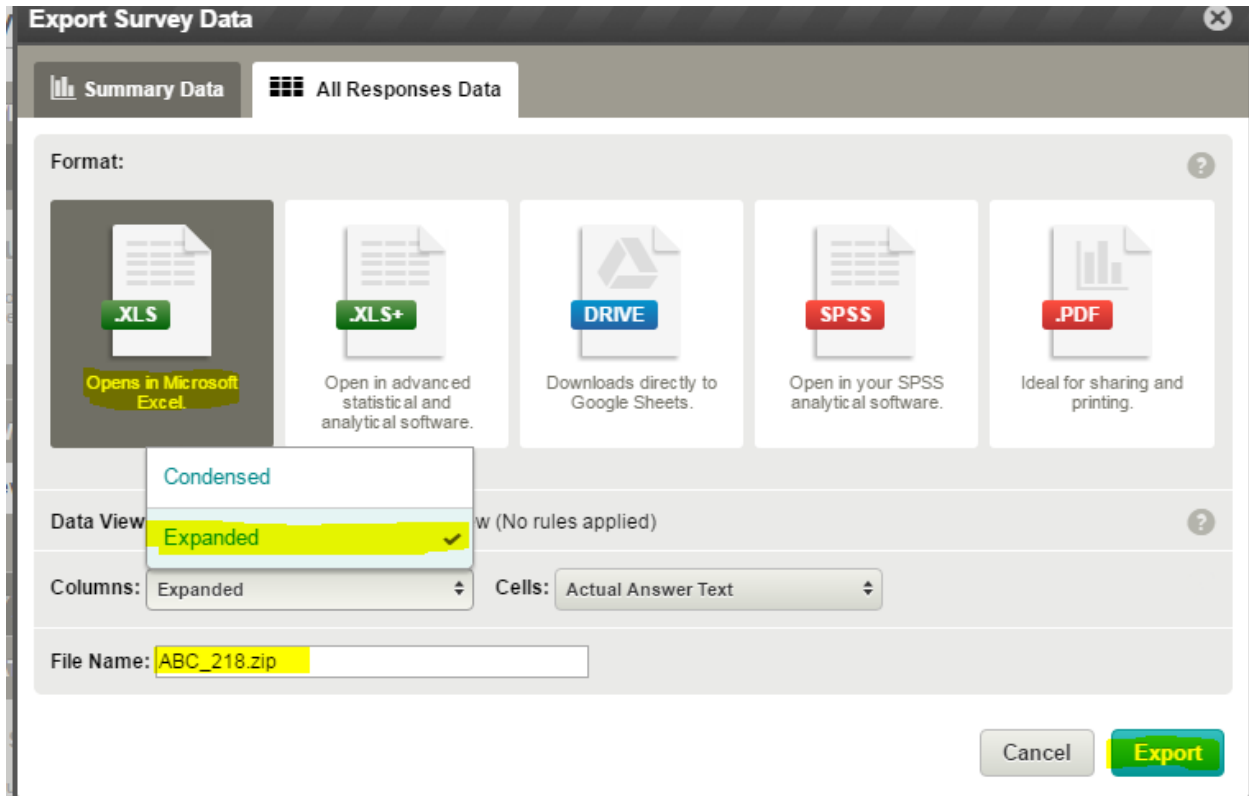
To export the response file, click the “Analyze Result” tab and select “All responses data” from “Export All” drop down button:



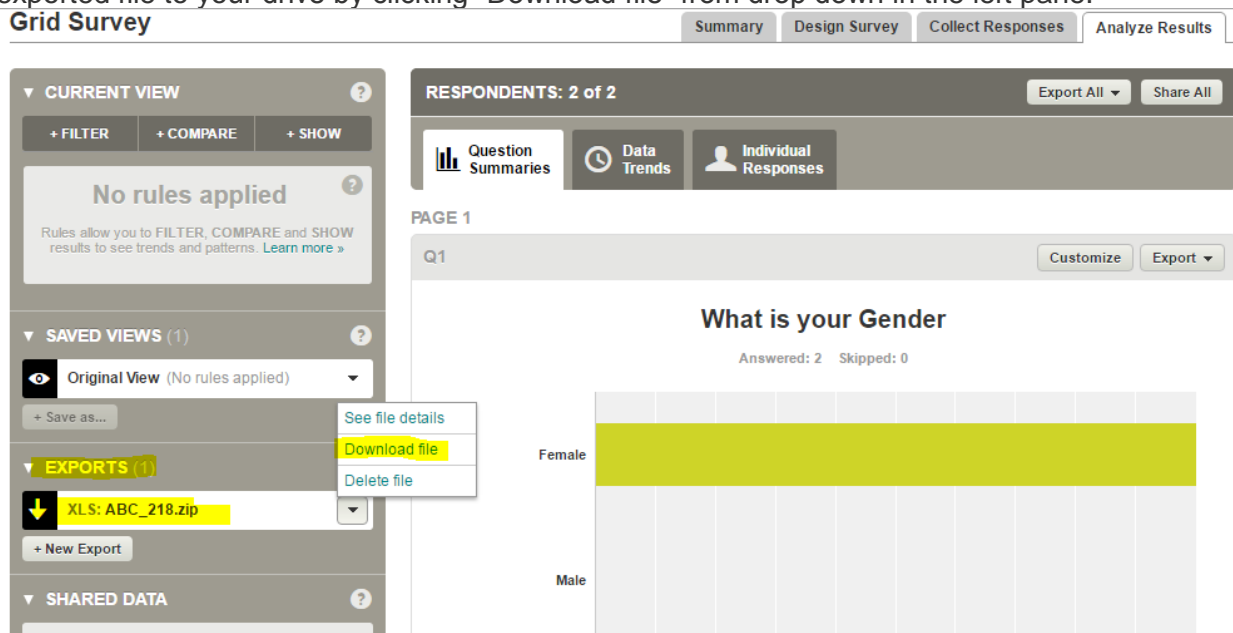
The screenshot shows the SurveyMonkey 'Analyze Results' interface. At the top, there are tabs for 'Summary', 'Design Survey', 'Collect Responses', and 'Analyze Results'. Below the tabs, the 'Analyze Results' section is active, showing 'RESPONDENTS: 2 of 2'. On the left, there is a 'CURRENT VIEW' panel with options for '+ FILTER', '+ COMPARE', and '+ SHOW', and a message stating 'No rules applied'. In the center, there are three main sections: 'Question Summaries', 'Data Trends', and 'Individual Responses'. On the right, there is an 'Export All' dropdown menu with options: 'All summary data', 'All responses data' (highlighted), and 'All individual responses'. At the bottom right, there are 'Customize' and 'Export' buttons.

The “Export Survey Data” window will appear. For AIM we support the “XLS” format since that includes the CSV format we use to load responses in AIM.

Select the Format as “**Open in Microsoft Excel**” and then select the Columns as “**Expanded**”. It is recommended to give the file name a “TemplateName_BatchNumber” format. This way it will be easy to keep track that this file is related to that batch of that template. Press the Export button at the right bottom to export the file.



After clicking on “Export”, the response file will be exported and listed in the left pane. Save this exported file to your drive by clicking “Download file” from drop down in the left pane:

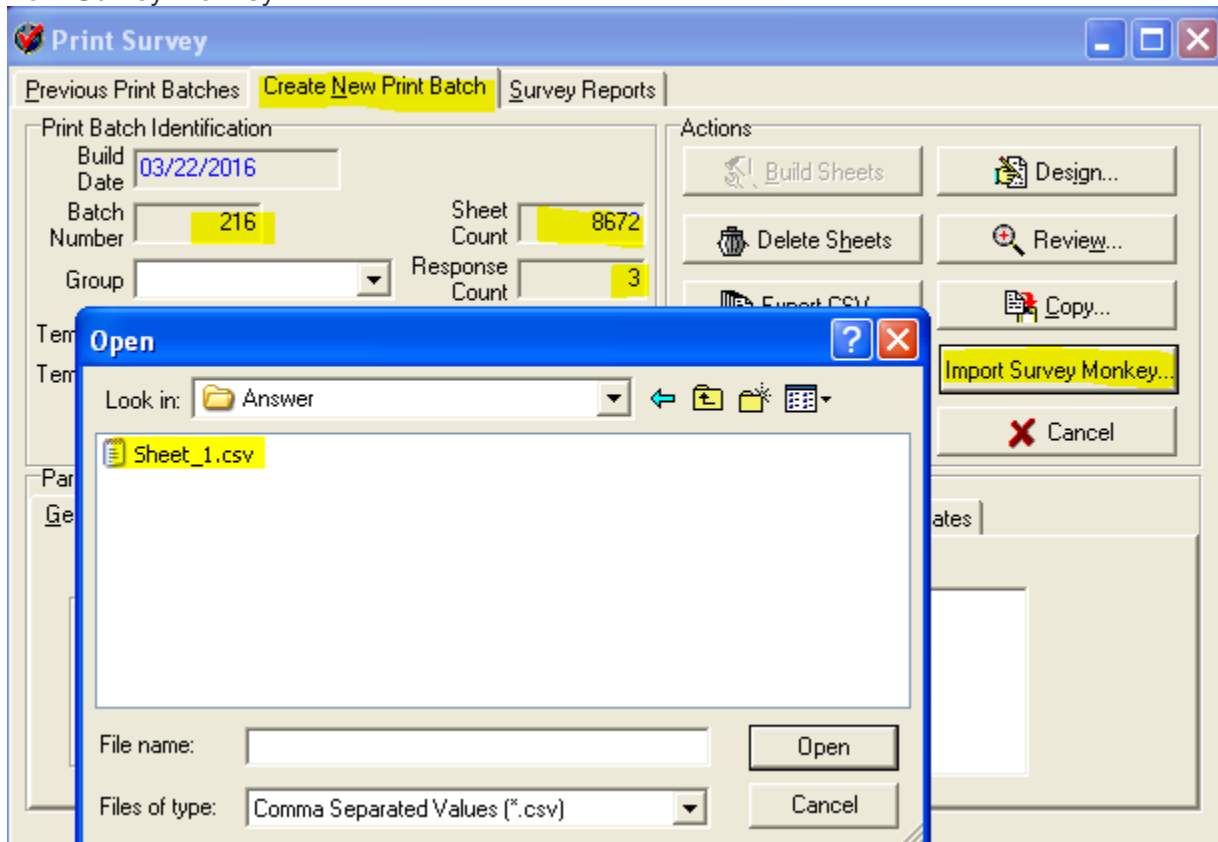


The file will be saved in the .zip compressed format on your hard drive. When you extract the file, you will see two folders; CSV and EXCEL. There will be two files under the CSV folder with the names CollectorList.csv and Sheet_1.csv. **Sheet_1.csv** is the file used to import the Survey Monkey responses into AIM.

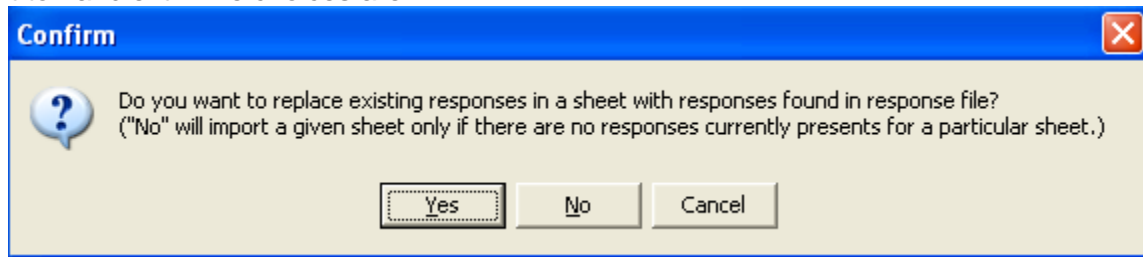
Before importing the response file in AIM, you should review the file. You expect certain columns to always be present and in a certain order in the first (header) row: **RespondentID, CollectorID, Start Date, End Date, IP Address, Email Address, First Name, LastName Custom Data, Custom Data2, Custom Data3, Custom Data4, Custom Data 5 and Custom Data6**. If any of those columns are missing then the file is not valid. In the second row, the first fourteen columns should be null, if not so then file is not valid.

RespondentID	CollectorID	StartDate	EndDate	IP Address	Email Address	First Name	LastName	Custom Data	Custom Data2	Custom Data3	Custom Data4	Custom Data5	Custom Data6

After reviewing the file, import the response file in AIM. Go to the Print Survey Screen->Create New Print Batch Tab, navigate to your desired batch, and then click on the “Import Survey Monkey” button. A File Open dialog box will appear. Select the response file that you exported from Survey Monkey:

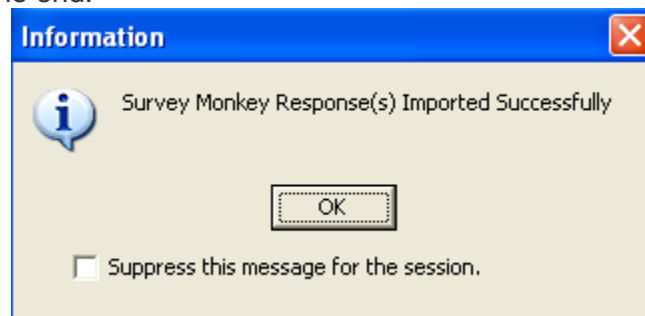


Importing the Survey Monkey responses will first validate the file for the columns mentioned earlier and then check the number of questions and the text of questions in the response file and compare it with number of questions and the text of questions in AIM. If the number and text are the same, then it will check for the number of answers in the response file with the number of answers in AIM. If there isn't the same number of answers found, it will how you want to handle it. The choices are:



If you select Yes, all existing responses for a sheet will be deleted and the new responses will be imported from response file. If you select No, that you don't want to replace the existing responses, then it will leave the previously imported or existing responses alone, and import a given sheet only if there are no responses currently presents for a particular sheet. If the number of questions or the text of the questions in the response file does not match with the AIM questions, then you will get exception message. Similarly, if the number of answers in a response file are not equal to number of answers in AIM, then you will get an exception message.

If you have a perfectly valid file with all good questions and all good answers, you will get a success message at the end:



With this new capability we hope that you are able to greatly increase your response count for your Perkins and Student Satisfaction surveys by giving your students a more familiar way to answer your surveys!