



This guide will address the following tasks for getting started in PsychData:

1. Create a new survey.
2. Modify the survey options.
3. Collect and download survey data.
4. Find PsychData assistance.

Detailed Instructions

1 Create a new survey.

- a. Log in to PsychData and click the drop-down menu called **Survey Tools**.
- b. Select **Create New Survey** (Fig. 1).
- c. Under *Configure*, select the **Edit** link to add questions to the survey. Click the **Add Questions to this Survey** button.
- d. Select the type of question you want to add. Mouse over a question type to view an example of the type. Add your question and then click **Submit**. You can continue to add questions in this way, or you can add from the Survey Editor page.

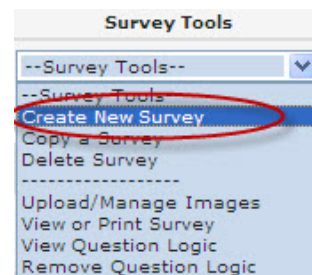


Fig. 1

2 Modify the survey options.

- a. After you have added your questions, return to the **Research Manager** page.
- b. Under *Configure*, click the **Options** link (Fig. 2).
- c. Type a name for the survey.
- d. Additional options:
 - You can add a survey password and allow participants to save and return to their survey.
 - You can select what information will display in your survey data (e.g., IP address, question numbers, etc.).
 - You can enable survey linking, which will link the respondents to another survey upon completion of the current survey.
 - You can add text to show at the conclusion of the survey.
 - You can allow survey participants to recruit other participants for the survey.
- e. Change the survey status to **ON** when you are ready to launch the survey to the public. Click **Submit Changes** to save your options

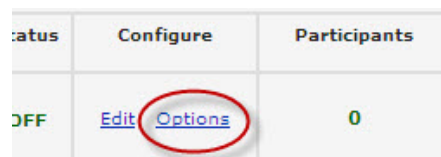


Fig. 2

3

Collect and download survey data.

- a. Copy the hyperlink for your survey and distribute that link to your participants. To close your survey, navigate to the survey **Options** page, and change the survey status to **OFF**.
- b. Under Survey Tools, select **View Survey Data** to view your survey results. This tool provides an overview only.
- c. Return to the Research Manager and, under Survey Tools, select **Download Survey Data**.
- d. Select the file format you want to download. Click the **Download** button to download the data and save it to your computer (Fig. 3).

Select	Survey # and Title
<input checked="" type="radio"/>	#128168: Food and Stuff surve

Select File Format ([Read about downl](#))

SPSS (version 14+)

Excel (version 2002+)

Tab Delimited

Comma Separate Values (CSV)

Fig. 3

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Find PsychData assistance.

PsychData provides support at the following website:

<https://www.psychdata.com/content/support.asp>

There is a technical support form and email launcher for assistance.

You can also view PsychData's support materials:

<https://www.psychdata.com/content/library.asp>

If you are a faculty or staff member at Texas Wesleyan and you want a PsychData account, email the CETL: cetl@txwes.edu