

Once you have [set up the survey](#) environment, it's time to add questions. Click on **Save and display** or open the item from your course main page and click on **Add questions**.

Common Options

As you create questions, you will always have these options to consider:

- **Question Name.** You have the choice of entering a name for each question. This name will be included when you export responses, but will not be displayed anywhere else.
- **Response Required.** If you select "Yes," respondents will not be able to submit the questionnaire until this question has been answered.

Common Question Types

To create a question, select the type of question you wish to add from the pull-down menu and click on the **Add selected question type** button (Figure 1). Your choices include formatting options (i.e., page breaks and labels) as well as question types. Questions, labels and page breaks can be moved around as you create your survey.

Screenshots and descriptions of the most common question types are provided below. Descriptions of less frequently used question types follow.

Figure 1: Question Types

Radio Buttons. To solicit a single answer from among a batch of options, choose radio buttons (Figure 2). The possible answers may be listed **vertically** or **horizontally**. Enter your question in the **Question Text** field. Type (or paste) each possible response on a separate line in the **Possible answers** box. To create an "Other" option, see the **Advanced Features** section below. **Save changes**.

Figure 2: Add a Radio Button Question

Question Types

▼ Adding Check Boxes question ?

Question Name ?

Response is required ? ☐ Yes ☒ No

Min. forced responses ?

Max. forced responses ?

Question Text ?

Which of the following terms are familiar to you?

Possible answers ?

Work Breakdown Structures
Gantt Chart
Pert Chart

There are required fields in this form marked ! .

Figure 3: Add a Check Boxes Question

Check Boxes. Check boxes allow the user to select multiple answers from a list of options. Unlike other question types, you can require a minimum or maximum number of responses for these questions.

Enter the question in the **Question Text** field, then type (or paste) each possible response in the **Possible answers** field (Figure 3). Enter each response in a separate line. To create an "Other" option, see the **Advanced Features** section below. **Save changes.**

Which of the following terms are familiar to you?

- ☐ Work Breakdown Structures
- ☐ Gantt Chart
- ☐ Pert Chart

▼ Adding Essay Box question ?

Question Name ?

Response is required ? ☐ Yes ☒ No

Response format HTML editor ▾

Input box size

Question Text ?

Please describe your most challenging project.

Figure 4: Essay Box Question

Essay Box. This question type displays a text box where students can enter their replies (Figure 4). You may specify the **height** of the box (in lines), and the box can be expanded by the respondent if desired. Enter your question in the **Question Text** box and **Save changes.**

Please describe your most challenging project.

▼ Adding Rate (scale 1..5) question ?

Question Name ?

Response is required ? ☐ Yes ☒ No

Nb of scale items ?

Type of rate scale ? Normal [N/A column]

Question Text ?

To what degree are you interested in learning about each of the following elements? [1 = not very, 5 = extremely]

Possible answers ?

Project initiation
Risk management
Project charters

Figure 5: Rate Scale Question

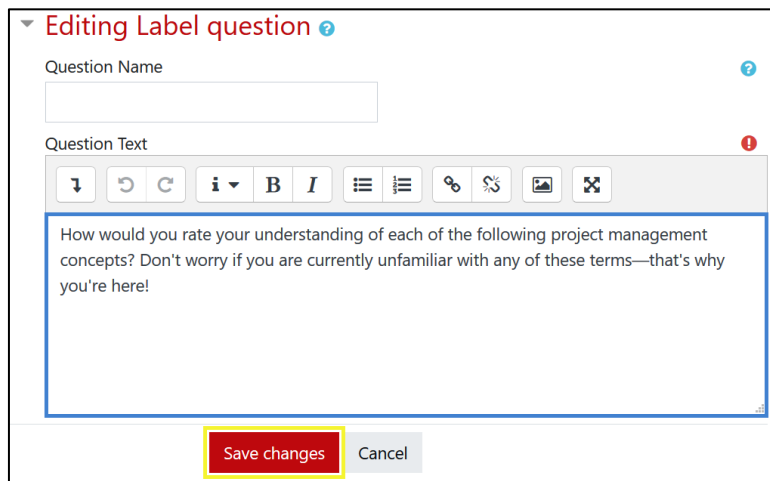
Rate (scale 1..5). Use Rate scale questions for Likert scale and ranking questions (Figure 5) for a single item or a matrix of items. You are not limited to a 5-point scale.

Enter your question in the **Question Text** box, then type each item to be rated on a separate line in the **Possible answers** text box.

To what degree are you interested in learning about each of the following elements? [1 = not very, 5 = extremely]					
	1	2	3	4	5
Project initiation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project charters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project selection	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question Types

Choose the **Type of rate scale** you wish to use. For **ranking** or **ordering** a series of items, choose **No duplicates** to prevent entering more than one response in a column. Choose the **N/A option** to include a column for not applicable. Other rate types are described at the end of this guide.

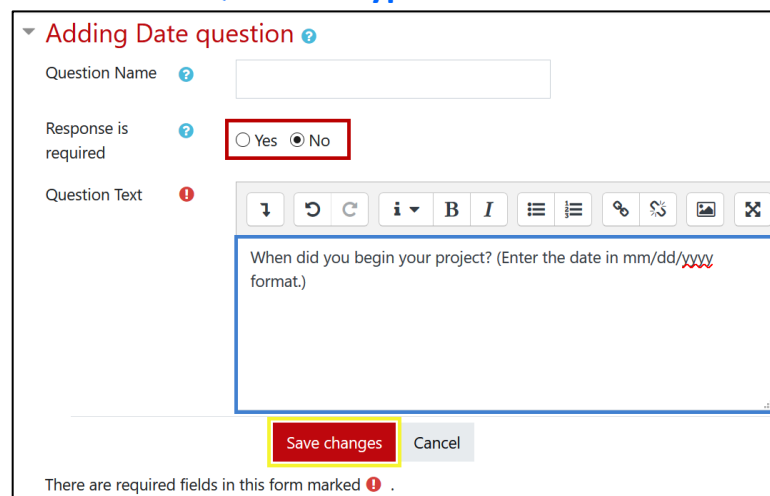


Label. Inserting a label allows you to introduce the questionnaire itself or a series of questions (Figure 6). You can use labels to instruct students how to complete the questionnaire and to thank them for their responses. Enter your text in the **Question Text** box, then **Save changes**.

How would you rate your understanding of each of the following project management concepts? Don't worry if you are currently unfamiliar with any of these terms—that's why you're here!

Figure 6: Add a Label Question

Uncommon Question Types

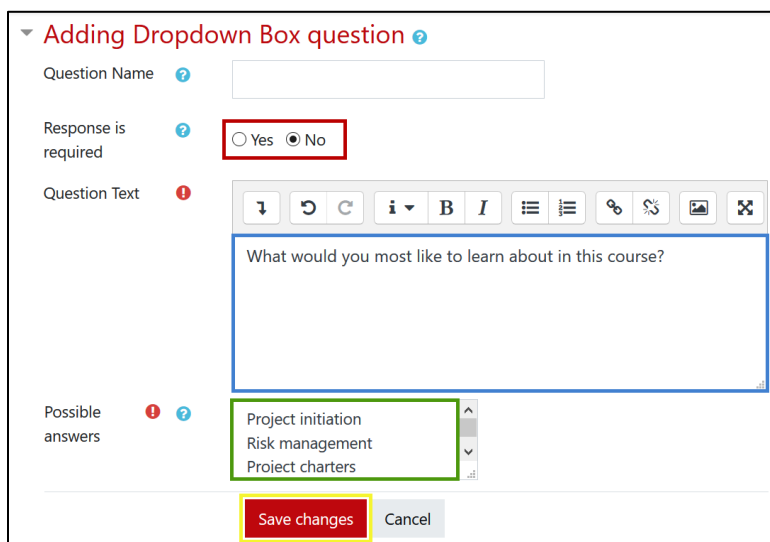


Date. Select this question type if you want your students to respond with a specific date. Indicate in your question that they should respond in mm/dd/yyyy format.

When did you begin your project? (Enter the date in mm/dd/yyyy format.)

Use the month/day/year format, e.g. for March 14th, 1945: **3/14/1945**

Figure 7: Add a Date Question



Dropdown Box. With this question type, students select one answer from a long list of choices appearing in a drop-down menu. The advantage to using this question type over radio buttons is that you can save screen space where you have a lengthy list of choices.

What would you most like to learn about in this course?

Choose...

Choose...

Project initiation

Risk management

Project charters

Monitoring progress

Project communication

Figure 8: Add a Dropdown Box Question

Question Types

▼ Adding Numeric question ?

Question Name ?

Response is required ? ☐ Yes ☒ No

Max. digits allowed ?

Nb of decimal digits ?

Question Text !

↓ ↺ ↻ i ▼ B I ≡ ≡ 🔗 ⚙️ 🖼️ ✕

How many hours do you intend to set aside each week for studying for this course?

Numeric. Use this question type if you expect the response to be a number. By using the "Max. digits" allowed and "Nb of decimal digits" parameters, you can specify the number's length and the number of decimal places required.

How many hours do you intend to set aside each week for studying for this course?

Do not use thousands separators.

Figure 9: Add a Numeric Question

▼ Adding Text Box question ?

Question Name ?

Response is required ? ☐ Yes ☒ No

Input box length ?

Max. text length ?

Question Text !

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What project do you intend to plan for this course?

Text Box. For short answers, a Text Box offers an alternative to an Essay. As you create a question of this type, update the **Input box length** and the **Maximum text length** if you expect responses to be longer than the default values provided (20 and 25 characters, respectively).

What project do you intend to plan for this course?

Figure 10: Add a Text Box Question

▼ Adding Yes/No question ?

Question Name ?

Response is required ? ☐ Yes ☒ No

Question Text !

↓ ↺ ↻ i ▼ B I ≡ ≡ 🔗 ⚙️ 🖼️ ✕

Have you ever served as a project manager?

Yes/No. No surprises here! Enter a question and save your changes.

Have you ever served as a project manager?

☐ Yes ☐ No ☒ No answer

Figure 11: Add a Yes/No Question

Question Types

---Page Break--- Use this item to insert a page break in a lengthy questionnaire. Note that if a page contains questions with required responses, students cannot navigate to the next page until those responses have been given.

✖ [----- Page Break -----]

Figure 12: Page Break

Advanced Settings

More on Rate (scale 1..5) Question Types

Figure 13 shows how to create a question where the scale numbers (1-5) will be replaced with named labels. In the *Possible answers* field, enter the scale labels as shown with each one introduced by its corresponding number (1=Not at all, 2=Not very, etc.). Note that there should be no spaces between the number, the equals sign, and the name. Immediately following the scale labels, list the items to be rated as you would normally. Figure 14 illustrates how this question looks after it's been saved.

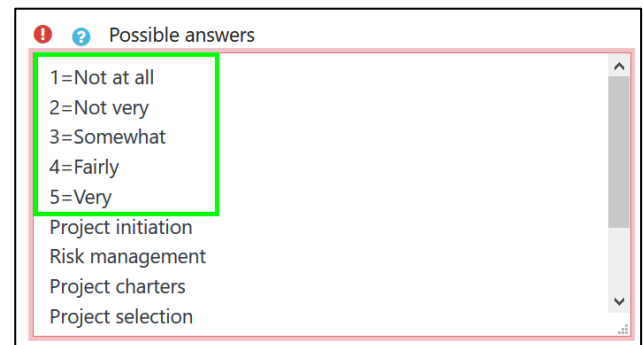
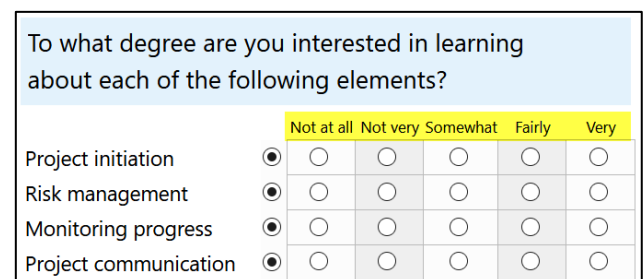


Figure 13: Name a Rating Scale

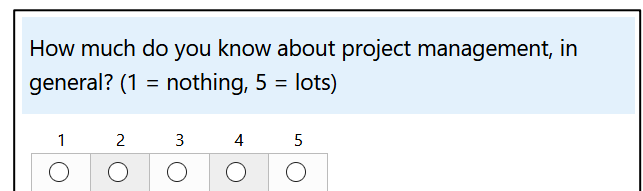


	Not at all	Not very	Somewhat	Fairly	Very
Project initiation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monitoring progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 14: Rate Scale with Named Degrees

Figure 15 shows a **Normal** rate scale question for a single item. When the question was drafted, a space was entered instead of possible answers.

To have your students indicate where they fall on a spectrum, choose an **Osgood** rate scale (Figure 16). This will create a range of elements for your students to consider (bad/good, hot/cold, etc.). ([Read more about Osgood's semantic differentials.](#))



1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 15: Normal Rate Scale with Single Item

For an Osgood scale, each range of choices is separated in the possible answer field by a pole character (bad | good). (Press Shift + \ (just above Enter) to type the pole character.)

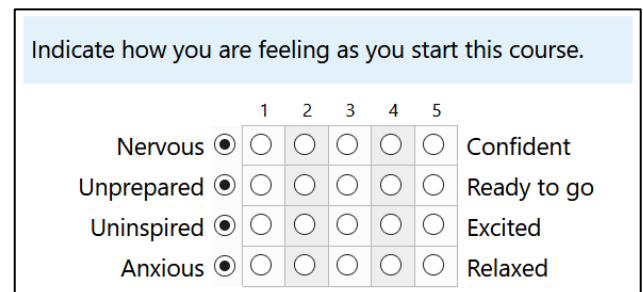
"Other" Option

To create an "other" fill-in-the-blank option for Check Box or Radio Button questions, enter **!other** as a possible answer (Figure 17). Enter **!other=prompt text** to solicit a more specific response. For instance, **!other=Other interests** displays as

Other interests:

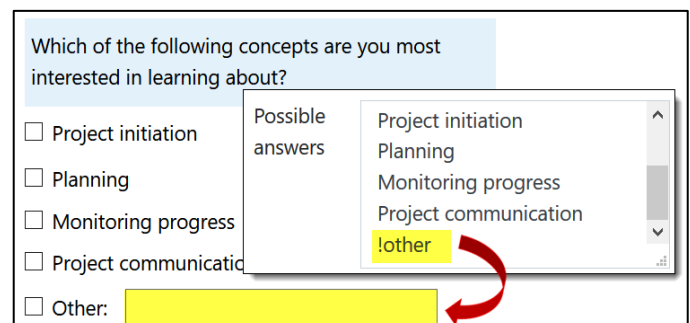
Also good to know:

- The length of the fill-in-the-blank response text box is limited to 25 characters.
- Insert only one fill-in-the-blank option per question to avoid data processing problems.



	1	2	3	4	5	
Nervous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Confident
Unprepared	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ready to go
Uninspired	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excited
Anxious	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Relaxed

Figure 16: Osgood Rate Scale



Which of the following concepts are you most interested in learning about?

☐ Project initiation

☐ Planning

☐ Monitoring progress

☐ Project communication

☐ Other:

Figure 17: "Other" Option