

Remark I: Creating a Survey

Created by: SVSU ITD Lab, x7471

Setting up Remark:

1. Open Remark
2. Click Tools on the main menu -> Options
3. Select the Form tab
4. Enter the information as shown below in the image being sure to **change the directory itd to your own directory.**

The image shows a screenshot of the 'Options' dialog box in a software application. The dialog has a blue title bar and a tabbed interface. The 'Form' tab is selected, and within it, the 'Server Properties' sub-tab is active. The 'Attributes' sub-tab is also visible. The 'Server Properties' section contains the following fields and options:

- Admin Script URL:** A text box containing the URL `http://www.svsu.edu/cgi-bin/remark3/itd/rwsad3.pl`.
- Data Script URL:** A text box containing the URL `/cgi-bin/remark3/itd/rws3.pl`.
- Error Message Style:** A section with a checked checkbox for **Display Border**. Below this is a preview window showing the word **Example** in red text. To the right of the preview are a **BackColor:** dropdown menu and a **Font...** button.
- Display Progress Bar On Pages:** An unchecked checkbox. Below it are three dropdown menus: **Vertical Align:** set to **Bottom**, **Horizontal Align:** set to **Left**, and **Bar Color:** set to a red color.

At the bottom of the dialog are three buttons: **Defaults**, **OK**, and **Cancel**.

Remark is a web survey creation software. Creation of the survey occurs on a local machine and is then uploaded to the web. Once published, the survey can be accessed by anyone with a web browser. The URL of the survey can be Emailed to a particular audience to promote the completion of the survey.

Creating a Survey:

1. Open Remark
2. File -> New Form. After completing this step, two pages will be automatically created for you. These pages are a question page and a form complete page. Both pages are necessary to upload your form to the web.

Adding Text Boxes/Labels:

You may wish to add text to a page for the title of your survey, instructions on completing the survey or to thank your audience for completing the survey.

1. Select the page you would like the text to be located.
2. Click on the Label tool which looks like the letter A with a plus symbol on it (Figure 1).
3. Type your text in the dialogue box that pops up (Figure 2). You can edit the font and other attributes by clicking the Display as Rich Text Checkbox and choosing the desired attributes at the top of the dialogue box.

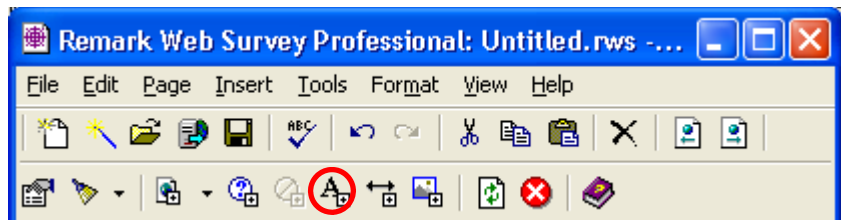


Figure 1

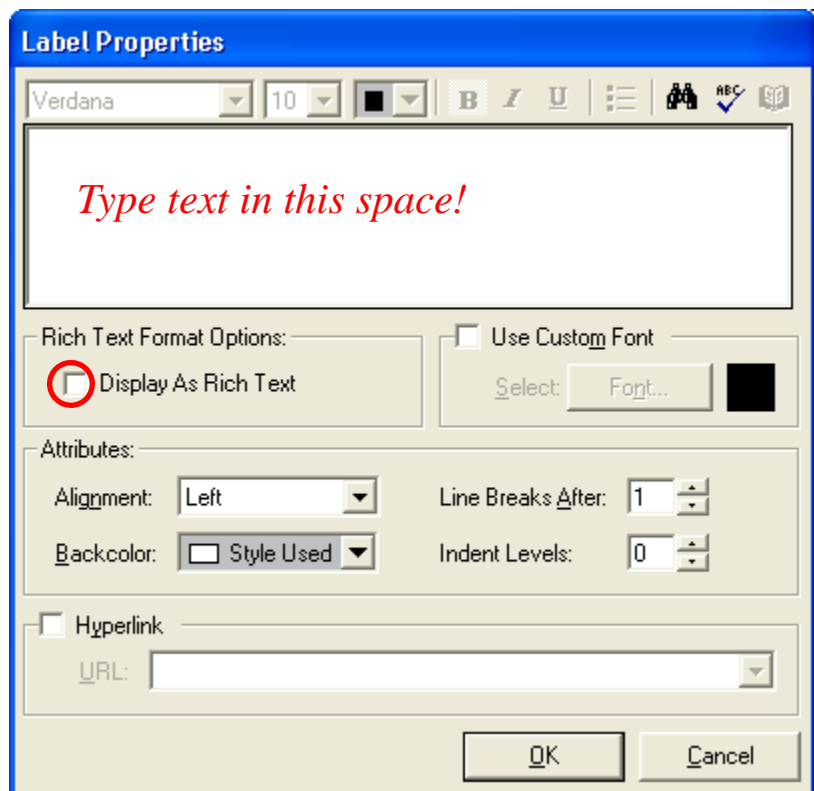


Figure 2

Adding Questions:

1. Select the page that you would like the question positioned on.
2. Click on the icon with the circle and blue question mark (Figure 3).

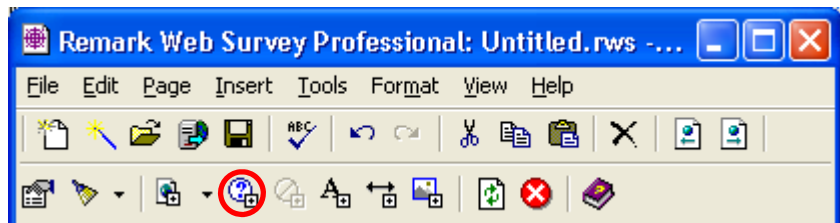


Figure 3

3. The Question Properties dialogue box will open (Figure 4). Here, you can select what question type you would like to use in your survey.
 - Text Box = allow your user to type any answer.
 - Checkbox = a
 - Radio Button = a
 - Drop-Down Single = ▾
 - Drop-Down Multiple =

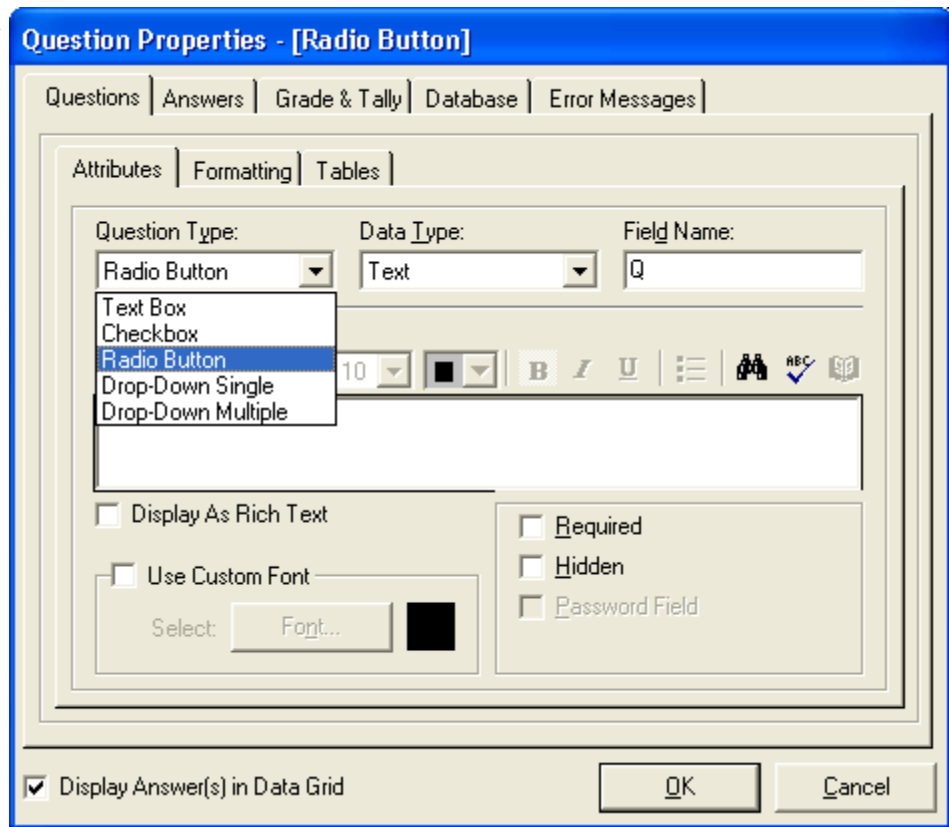


Figure 4

4. Type your question in the question text box. Check Display as Rich Text to change font and other text attributes.
5. Click the Answers tab (Figure 5).
6. Depending on what question type you chose, you may have different options than what is pictured here. Text box questions will not allow you to enter answers in this screen. Only survey responders can enter text box answers.
7. Type Your answers in the HTML Display

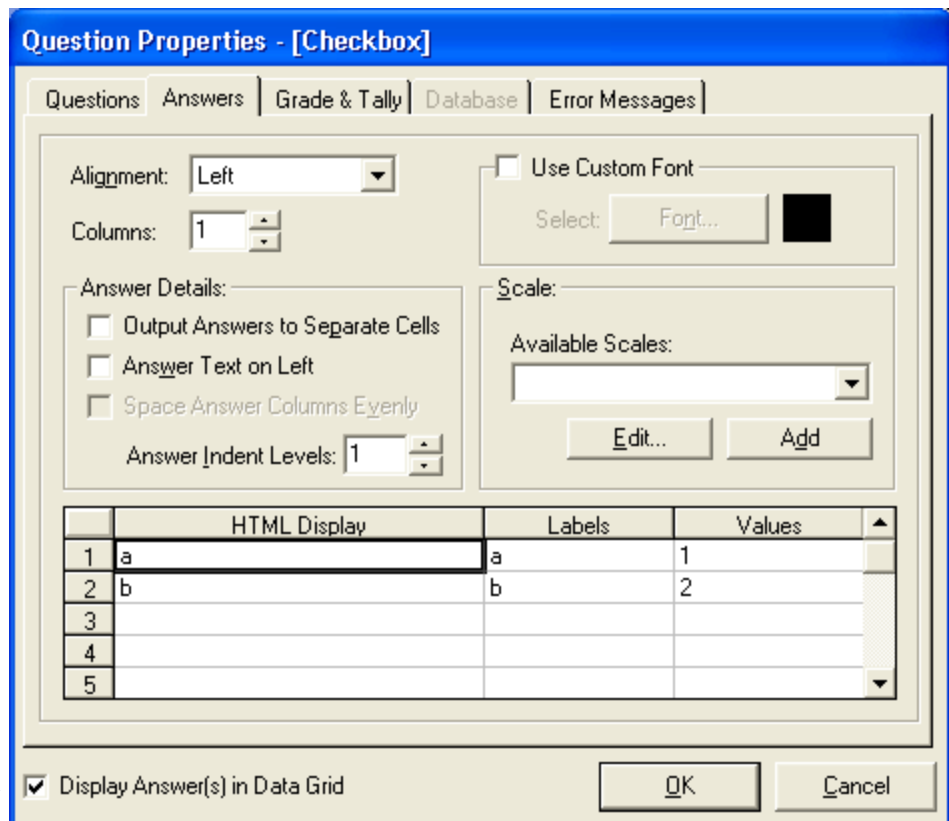


Figure 5

column. You can also select preprogrammed scales from Available Scales drop-down list. The values column will record numeric data that correlates to the HTML Display column. These values will only be available in SPSS data format.

Adding Pages:

There are many different Page types that you can insert. They are described below.

- *Standard Page*: Add any question, label, etc. to a standard page.
- *Login Page*: Allows password protection and tracking of survey respondents.
- *Form Complete Page*: Lets your user know that they have completed the survey. You can have this page automatically link to a web site.
- *Confirmation Page*: Reports back all answers for user to see.
- *Pause Page*: Allows user to come back to the survey at a later time, starting where they left off.
- *Server Error Page*: Customized page of errors reported by the server.

1. Click the Insert Standard Page After button to insert a new standard page or click the triangle next to the button to choose from the options listed above (Figure 6).

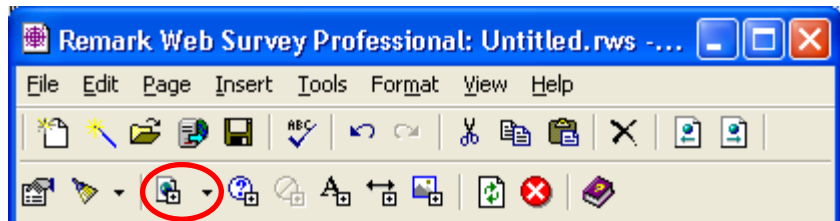


Figure 6

Uploading the Survey:

1. File -> Upload Form -> Automatic...
2. Enter the password when prompted.
3. Copy the URL to send it to your audience. The URL can also be used as a link from an existing web page.

Downloading the Data:

1. Open Remark
2. File -> Open -> Web Form
3. Navigate to Remark file you wish to download data from.
4. Click on the Respondent tab
5. File -> Download Data
6. Enter the password when prompted.
7. Choose Download All Records
8. Click the Download... button
9. File -> Save Data As...
10. Choose Excel 97/2000 from the Save As Type dropdown menu
11. Type a filename and a sheet name
12. Click Save