Series 2-Sharing digital learning practice for the European schools

”Tools for creation of digital learning materials and surveys (interactive maps, posters, presentations, surveys)”

8 June 2020,

Training Centre for Teachers by Bistrita-Năsăud County, Romania

This is a collaborative work done in the context of educational pilot program” Equitable and Secure Digitalisation-Emergent Digital Lab”, an educational initiative of Training Centre for Teachers by Bistrita-Năsăud County, Romania. These materials has been done by teachers:

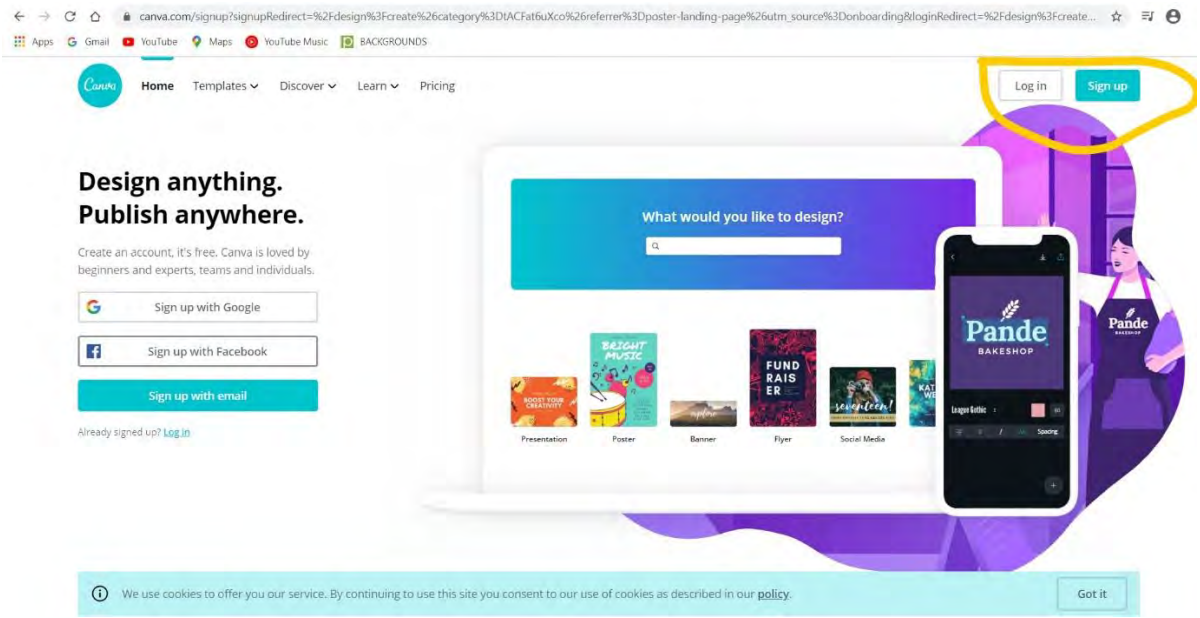
- Alina Gîmbuță, Training Centre for Teachers of Bistrita-Năsăud County, Romania
- Agnieszka Obrzud, Juliusz Slowacki Primary School STARY SACZ, Poland
- Luminita Ujică, High School for Performance in Sport BISTRITA, Romania
- Ferhat Simsek-26 Haziran Ortaokulu Tokat, Turkey

Instructions for creating a Poster in Canva_Basic Level

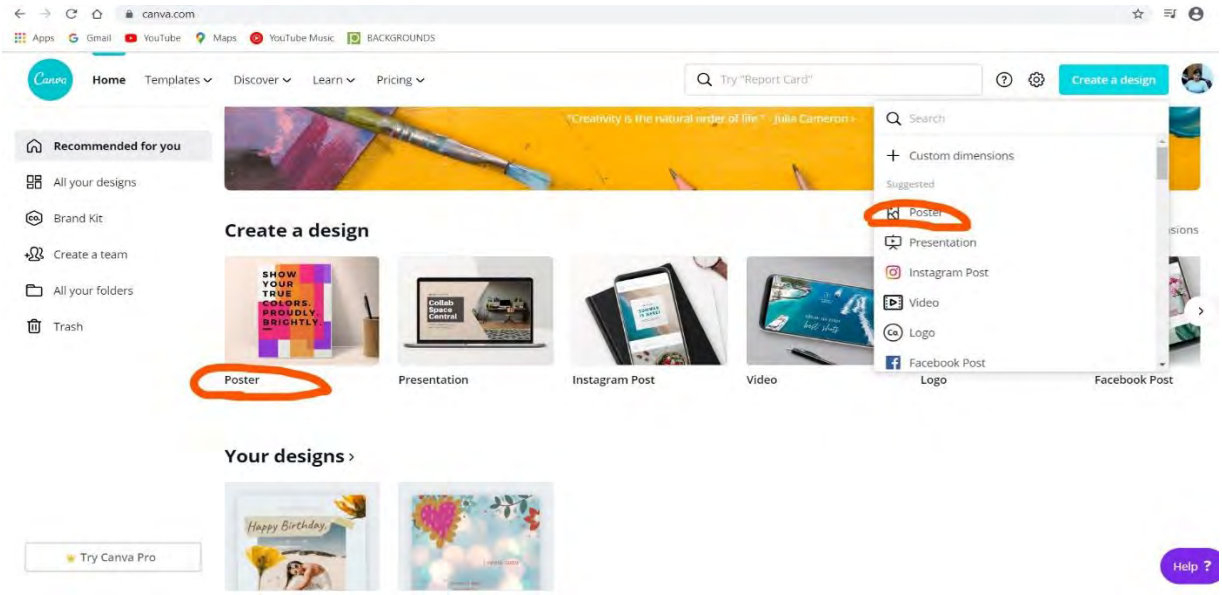
Canva is a graphic design platform, established in 2012, based in Sydney, Australia**.**

To create an online Poster using the Canva platform, we suggest that you follow these steps:

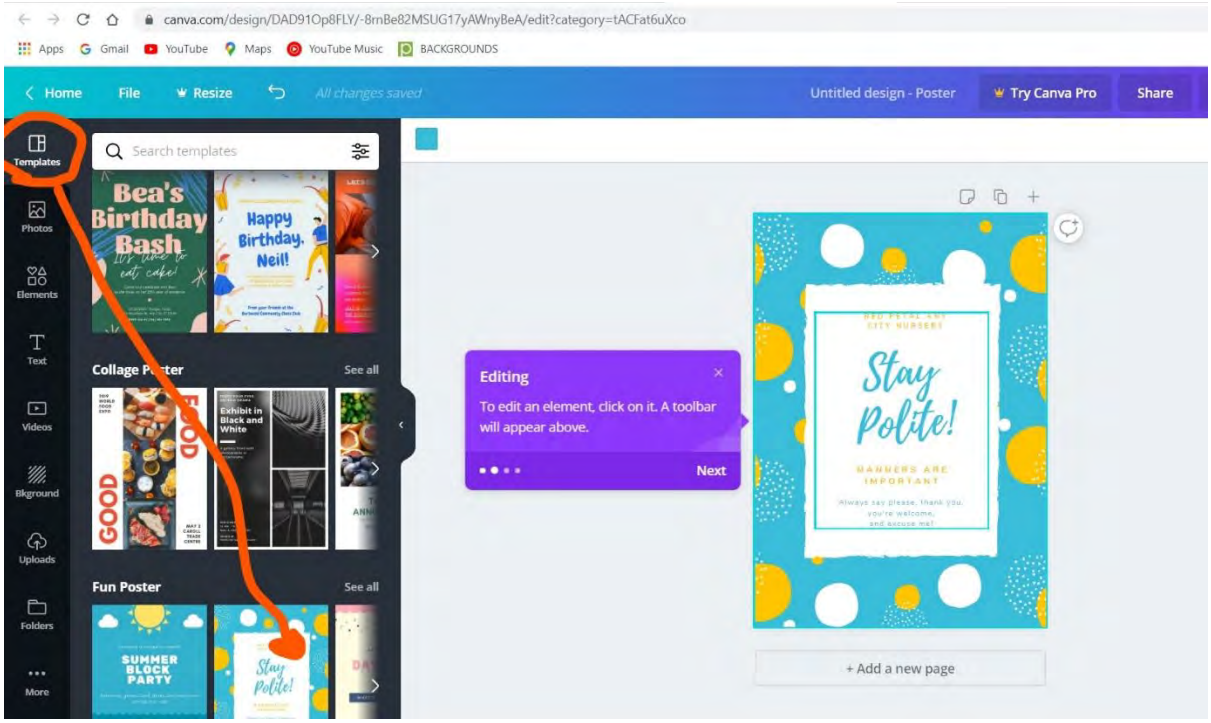
Step 1-Type www.canva.com and create a user account. If you have a Face Book account, you can log in directly with FaceBook account whenever you enter the program. If you log in from the same computer, the program will immediately identify your account.



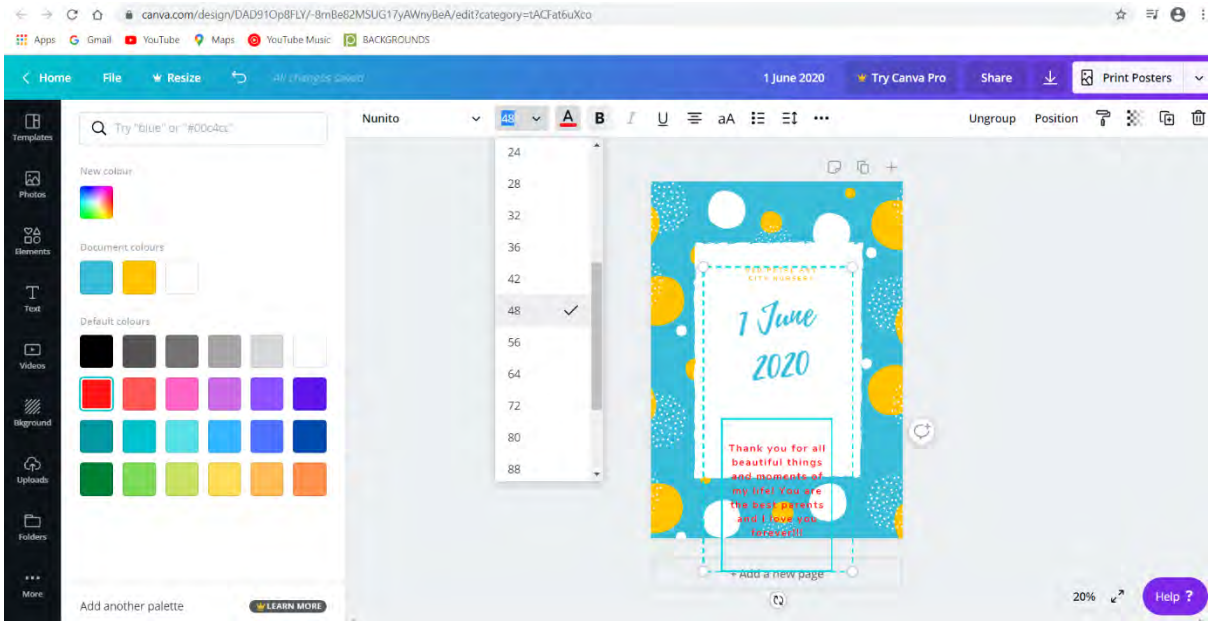
Step 2-After you have logged in, select the Poster section, as shown in the image below on the left or click on the blue rectangle in the upper right Create a design and select Poster.



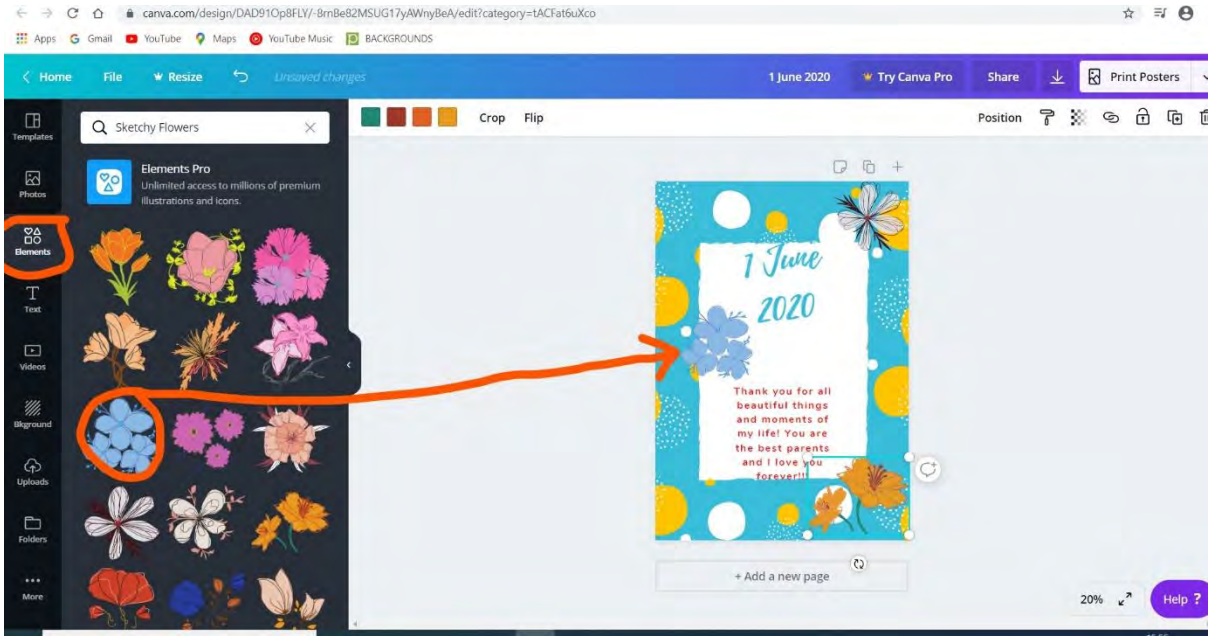
Step 3-To create the poster, a series of tools will be displayed on the left side, vertically. You can start by selecting a template from the Templates area. By default, the selected template will be loaded in the white section in the middle, as shown below. If you don't like the selected template, you can upload others, one by one, until you decide on the most appropriate option for the moment.



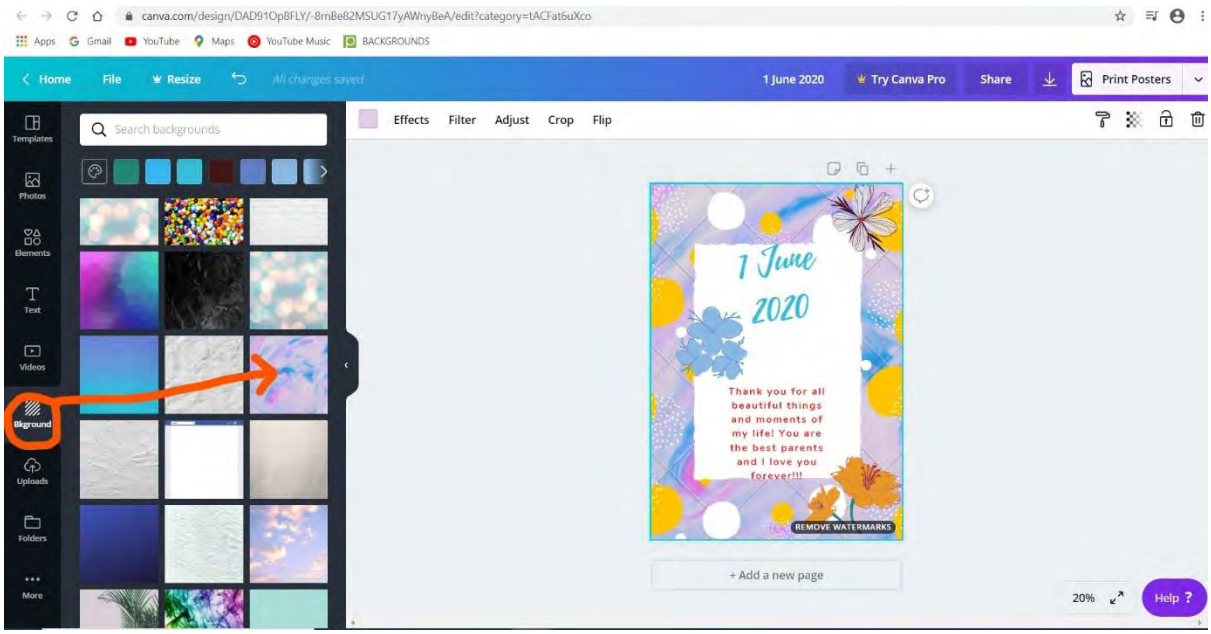
Step 4-After you have uploaded the desired template, you can start editing and enter what text you want, then arrange it, position it in the areas allowed by the template settings. For editing, you have the options in Word at the top bar.



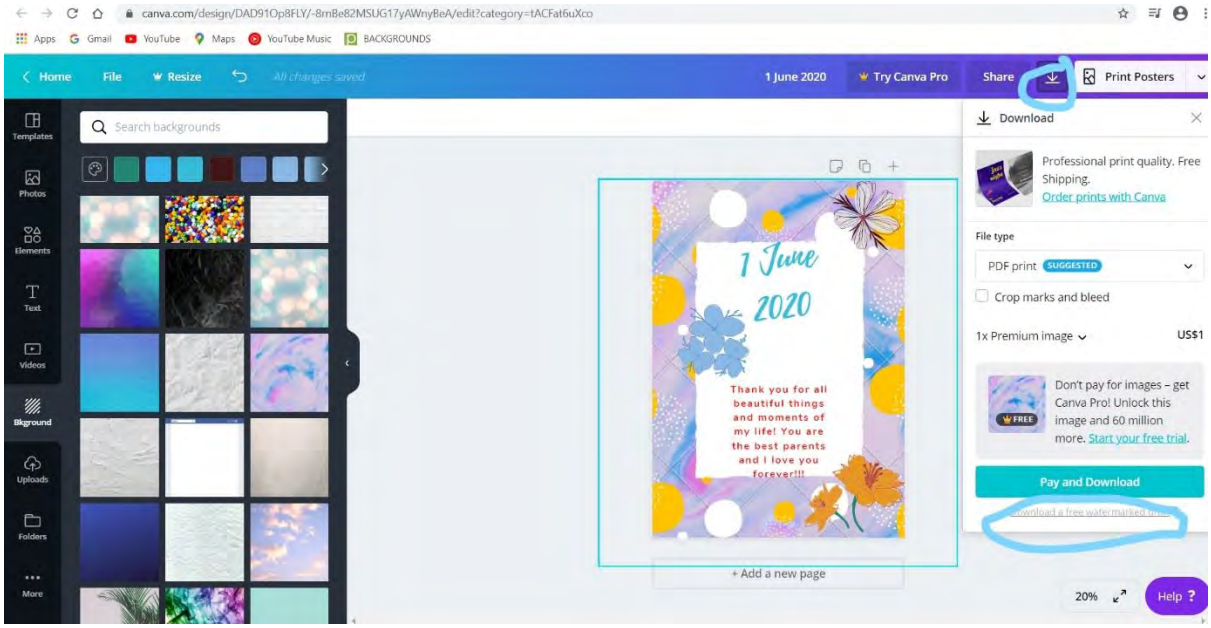
Step 5-To make the poster as visually appealing as possible, you can also insert elements, accessing the Elements area, on the vertical bar on the left.



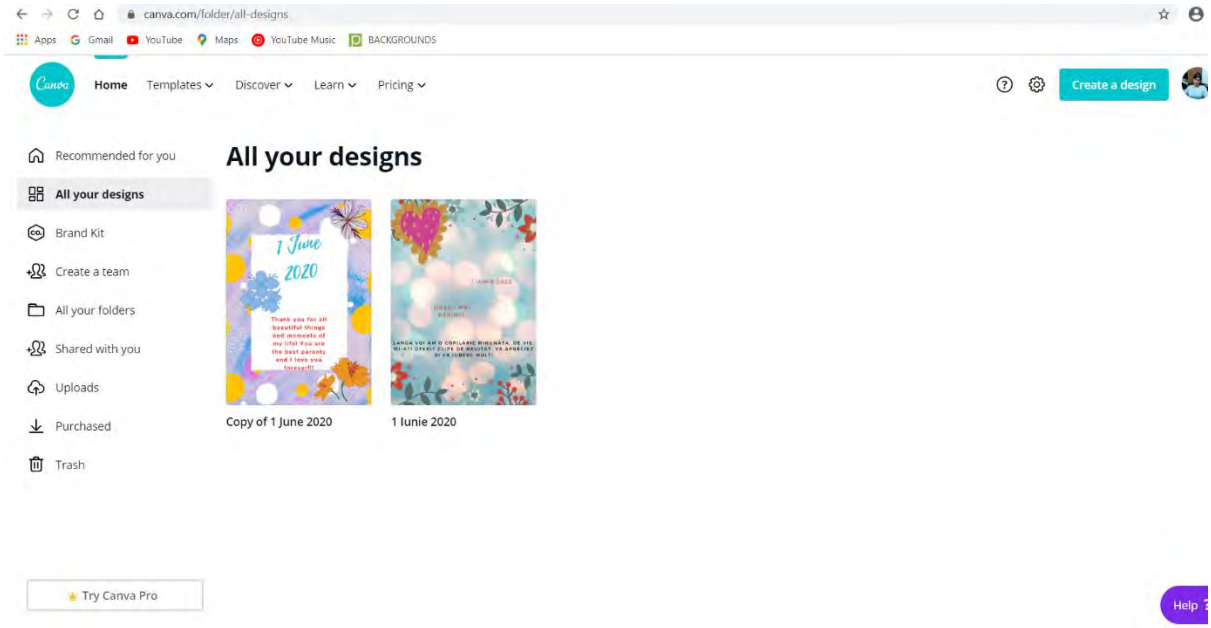
Step 6-If you want to change the background of the poster, click on the Background section in the left vertical bar and play with the backgrounds provided by the platform, until you are satisfied with the final shape.



Step 7-If you have reached a final form of the poster, download the file in PDF format from the box on the right of the page, as you can see in the image below .



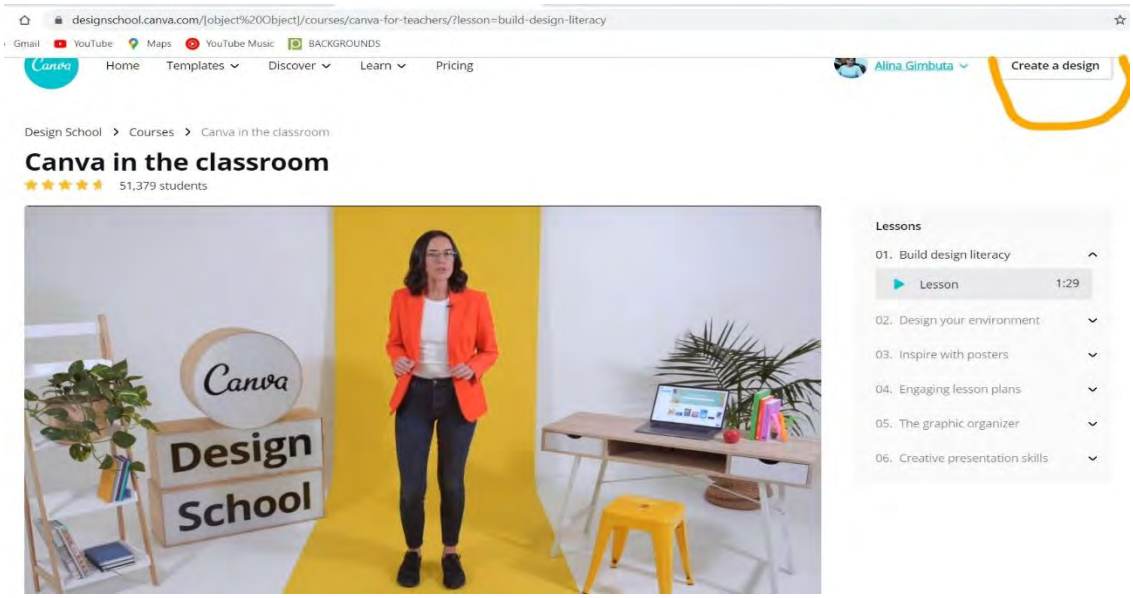
The final product can be uploaded to Google Classroom, on a FB page, on WhatsApp, Messenger, etc.

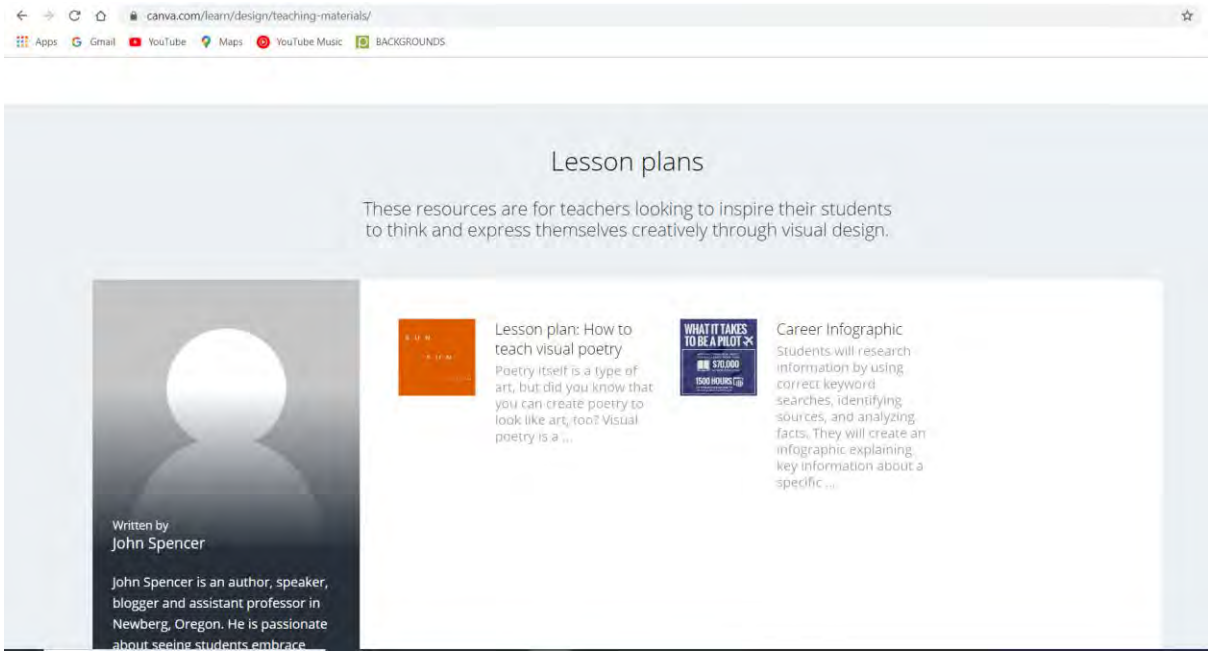


Such a surprise message will certainly be appreciated by the students' parents; the need to be loved and to say / confirm that you are loved is valid for all ages. Such a task of working for and with students, not only develops digital skills, but stimulates creativity, self-confidence, helps to express emotional feelings and strengthen the relationship of trust and appreciation between the child and his parent.

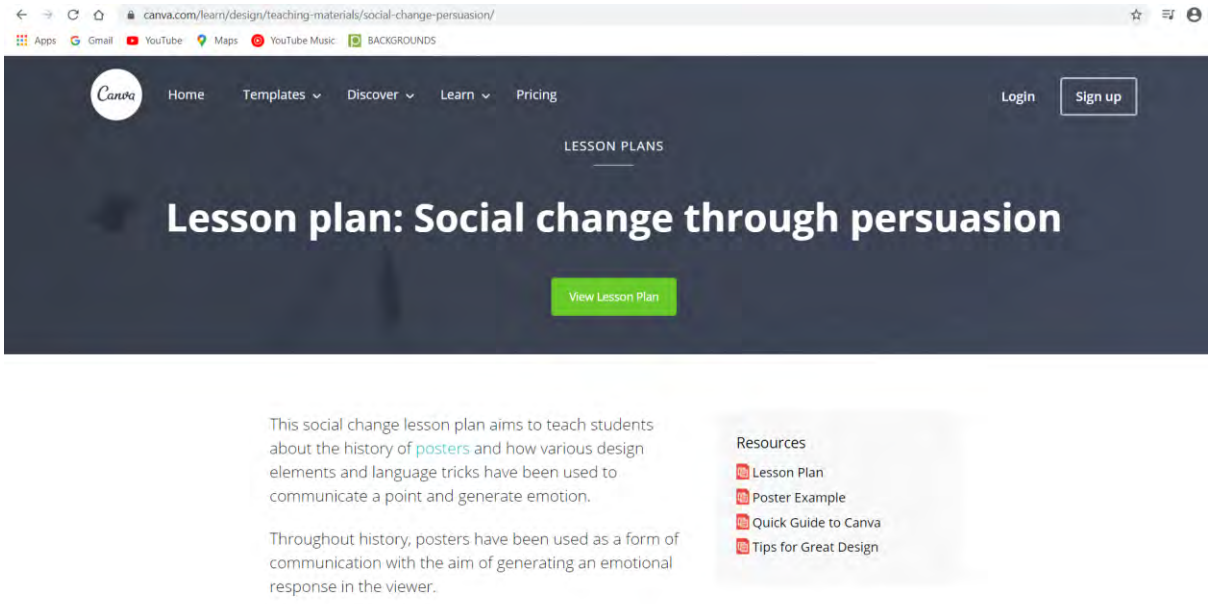
Aditional data about Canva for education

The Canva platform also offers teaching materials a section of teaching materials, by accessing the Teaching Materials area, from Resources. Those who want to use Canva in the educational process have free access to a series of courses, workshops and model lesson plans.





This is a lesson plan about how to use Canva Poster for a persuasive message to community

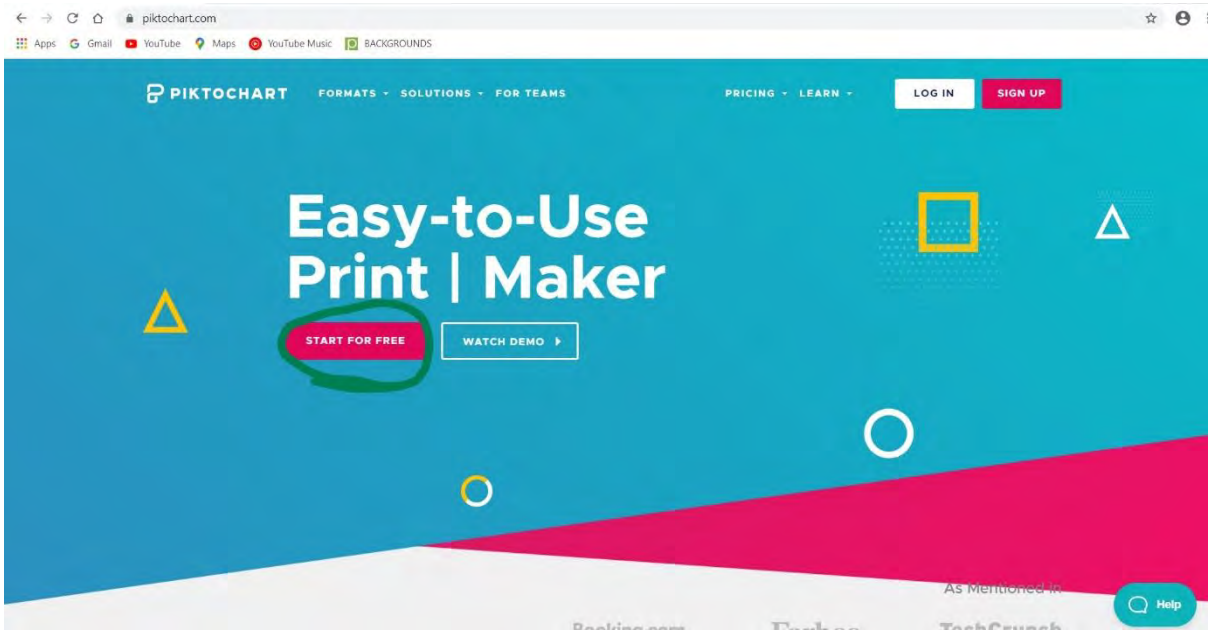


Instructions for creating a Poster in Piktochart_Basic level

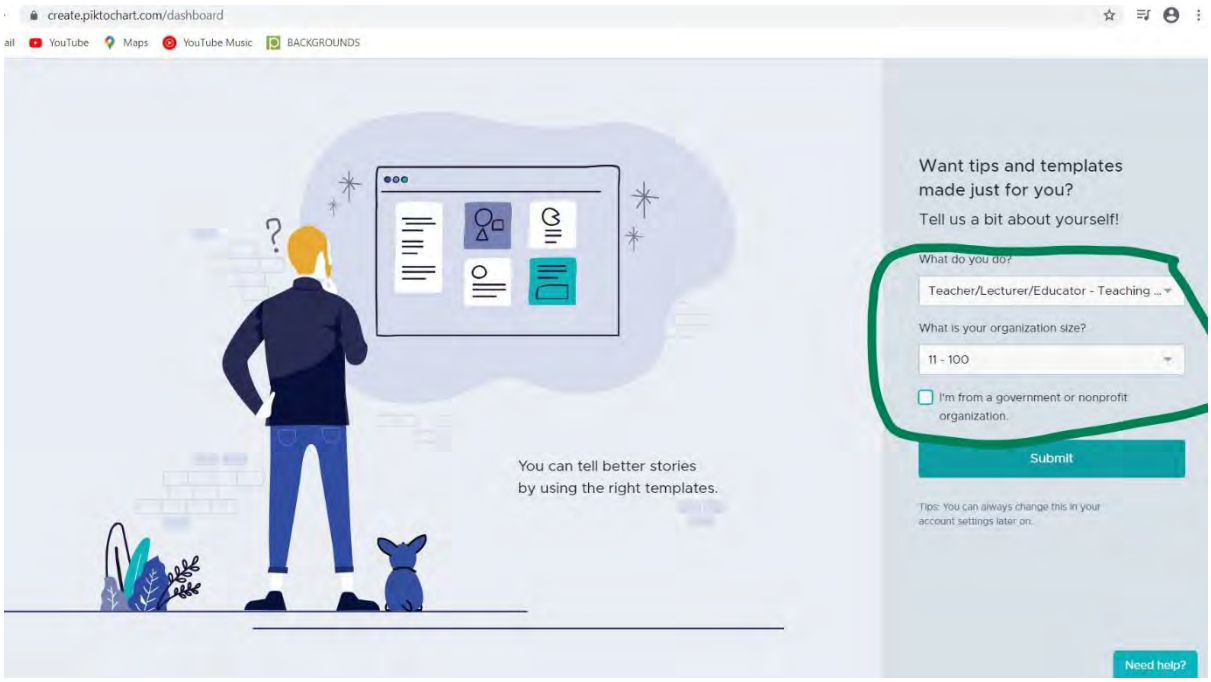
Data about the platform-Piktochart is a graphic design platform founded in 2011 in Malaysia by Ai Ching Goh and Andrea Zaggia.

To create an online Poster using the Piktochart platform, we suggest you follow these steps:

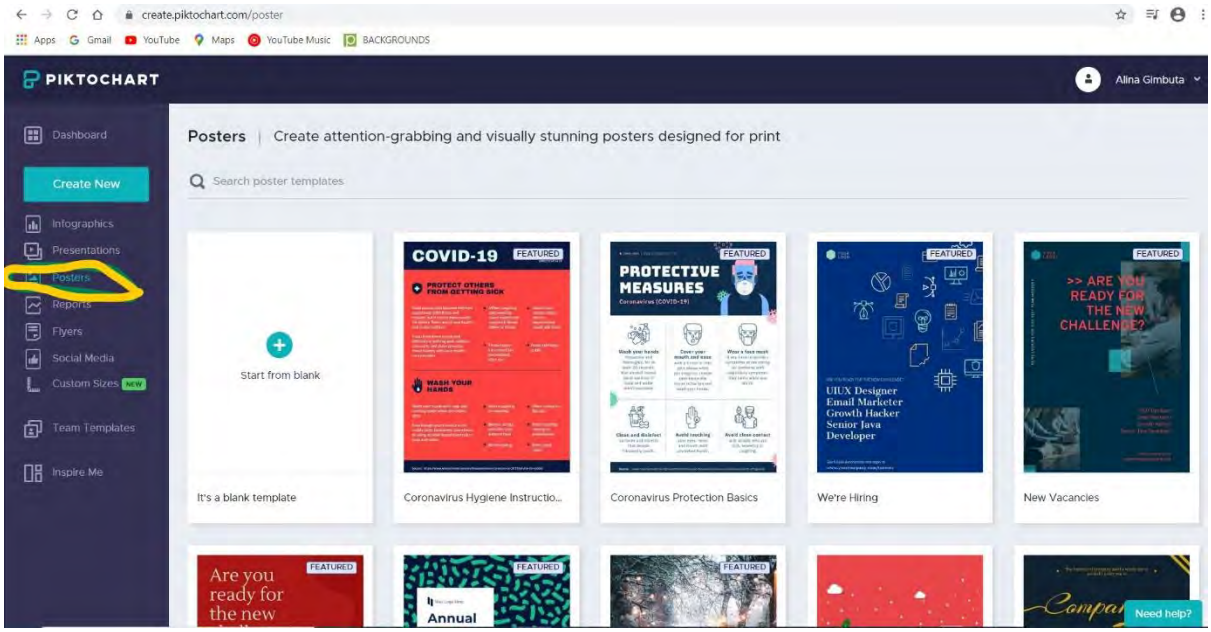
Step 1-Type www.piktochart.com and create an account directly, via FaceBook or indirectly via email and password. Select the Start for free version!



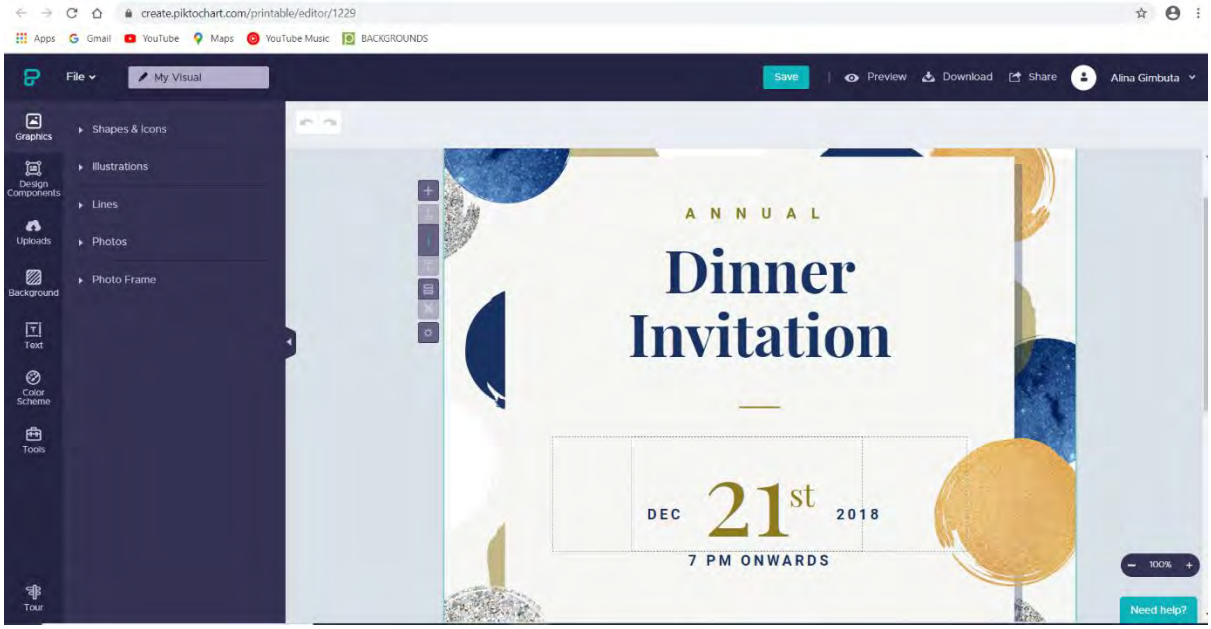
Step 2-Select the type of template you would like to work with.



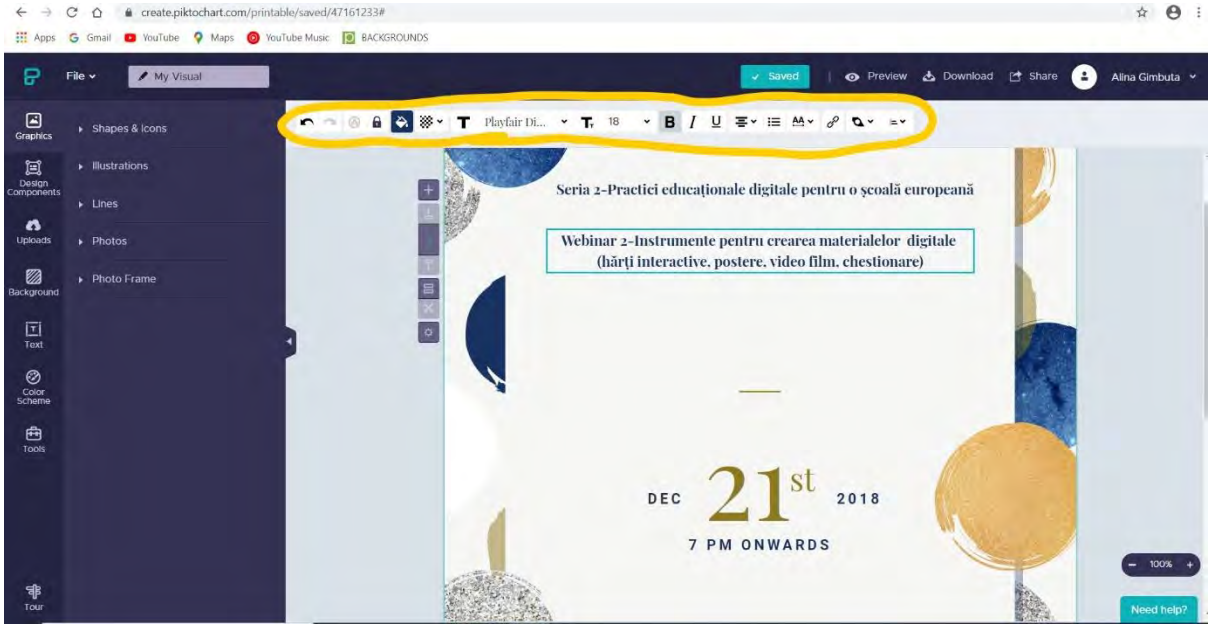
Step 3-Select the Poster section from the vertical bar on the left of the page. You will be opened several models from which you can choose.



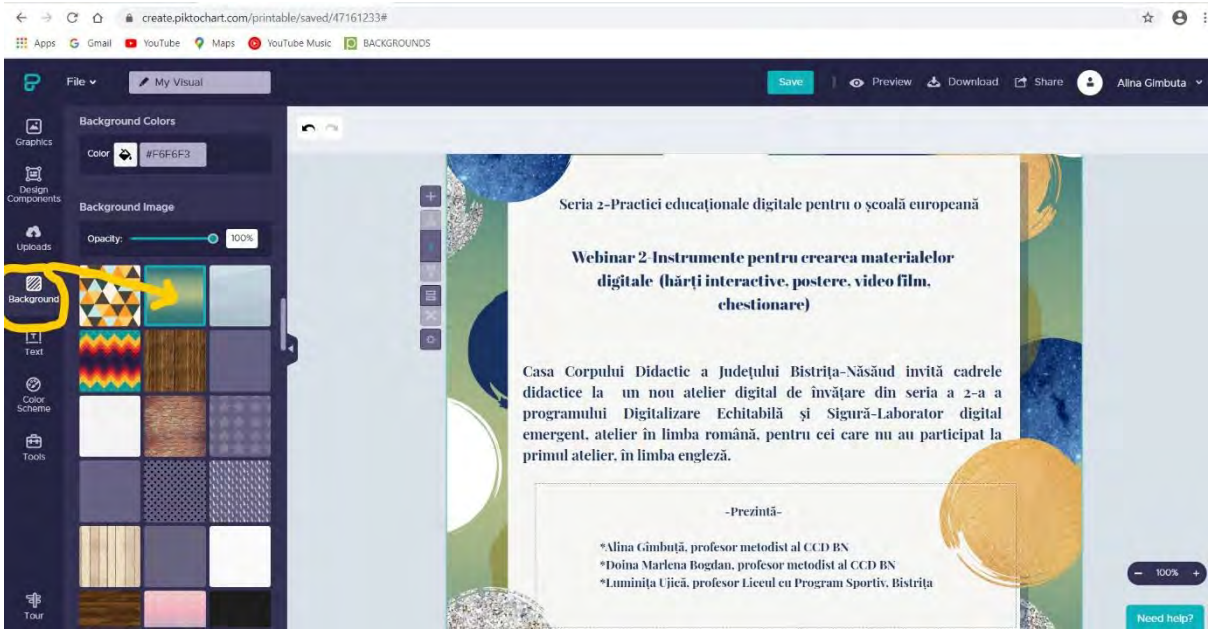
Step 4-Select a model and analyse in the vertical part on the left of the page the work tools provided by the platform!



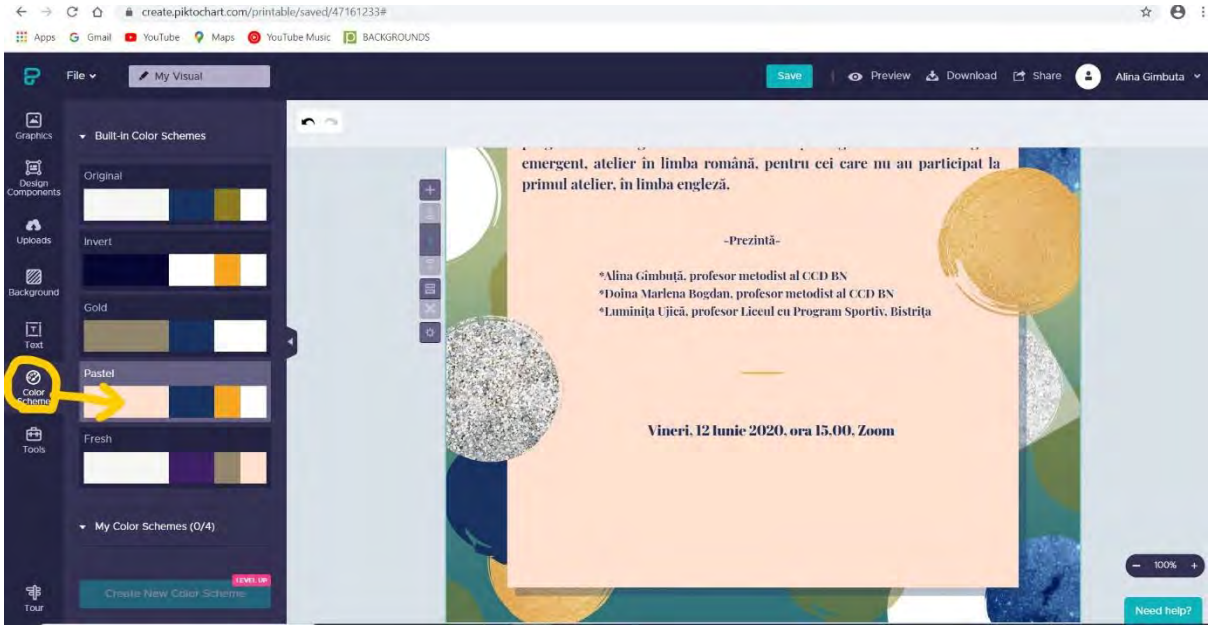
Step 5-Enter text and edit it as you wish!



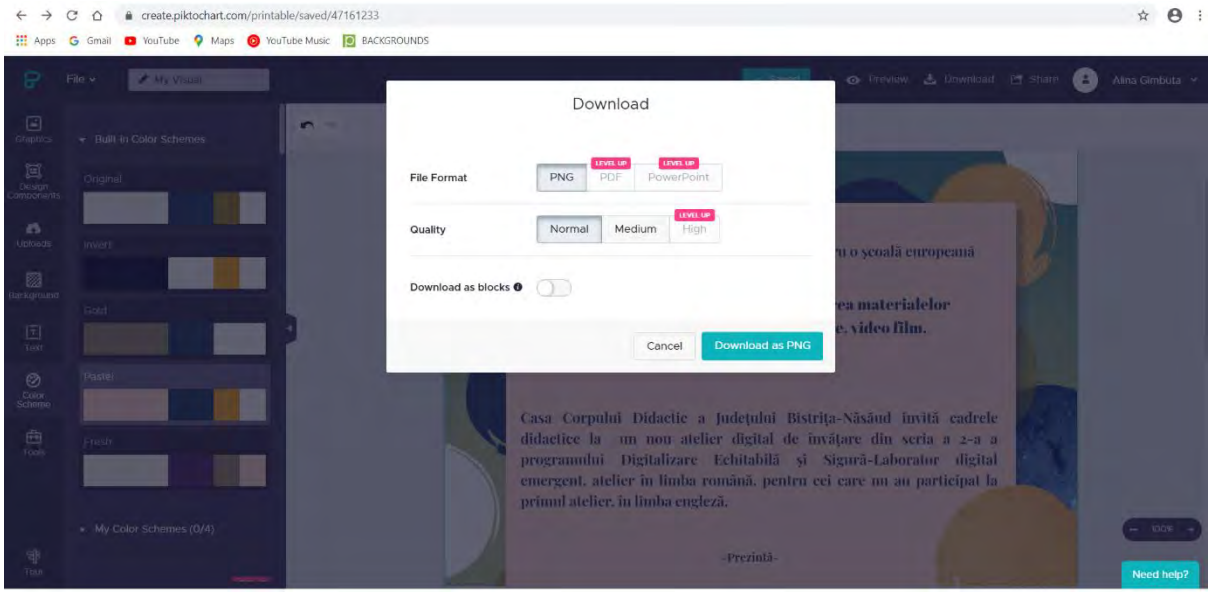
Step 6-Choose a background and give more colour the poster!



Step 7-You can also enter colour in the central box with text.



Step 8-Download the poster in PNG format (free format)



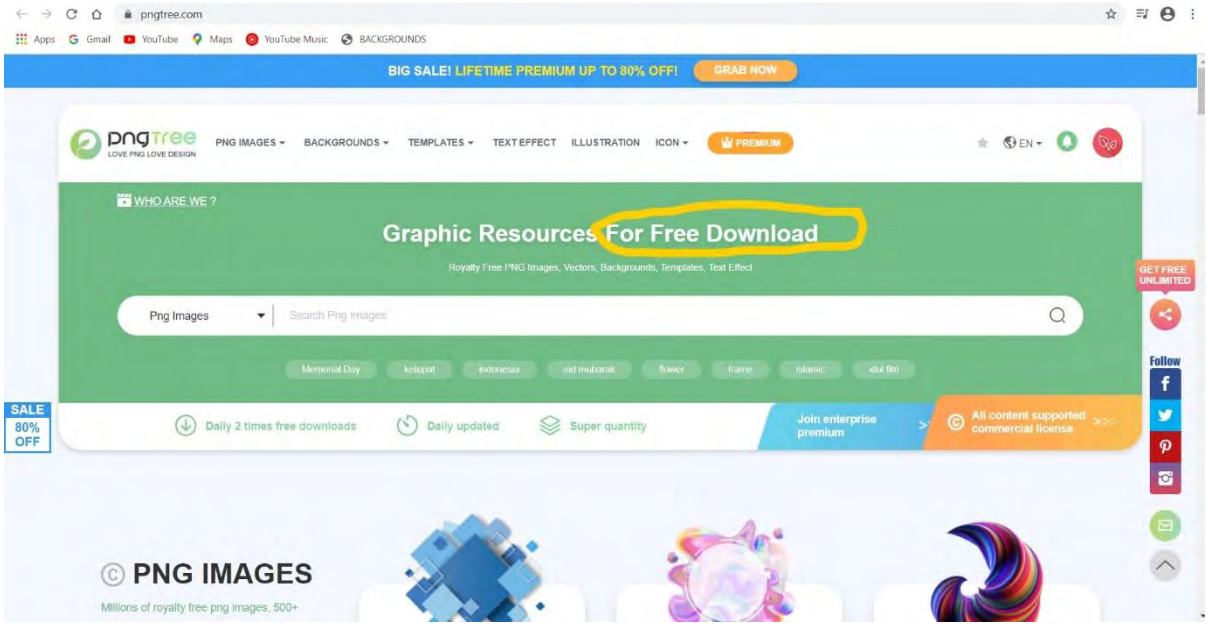
Step 9-The final shape in PNG format can be cut, processed.

Instructions for creating a Power Point Poster by importing a processed and downloaded background from the Pngtree graphics resource platform

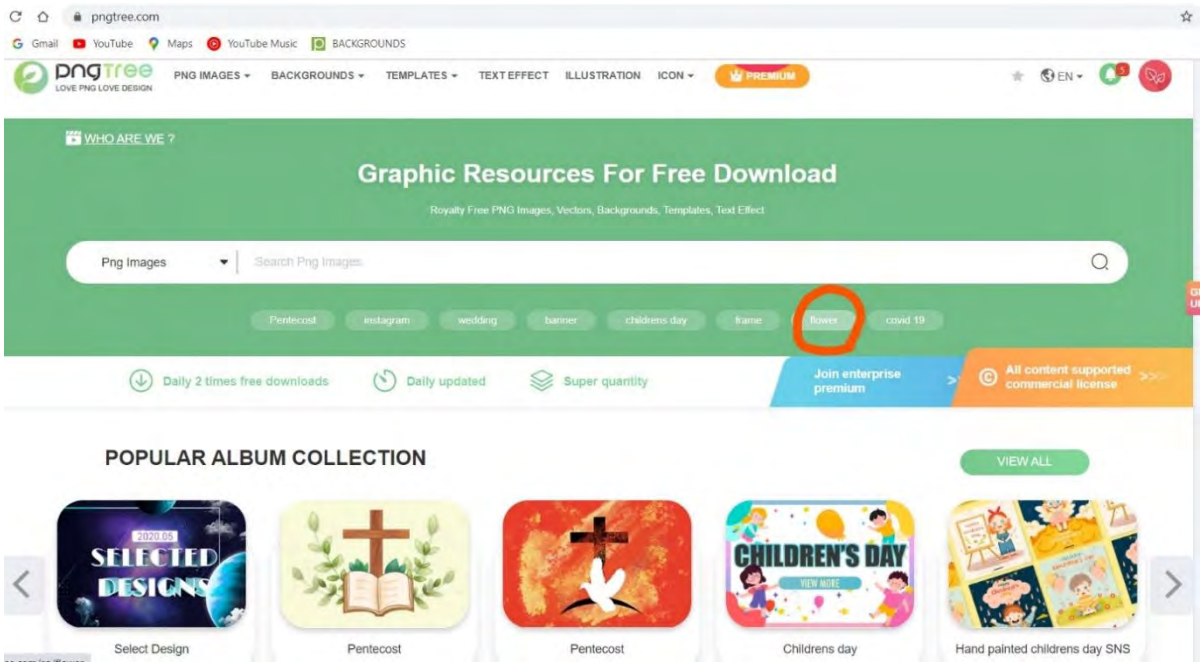
The Pngtree platform was created in 2006 and offers graphic design tools to professional designers and those interested in developing design skills. It is accessible in 17 foreign languages, but it does not have the Romanian version. Most online resources are paid, but the platform also offers the possibility to download for free your online creations, but not more than 2 daily.

To create an online background for an invitation or a digital poster in PPT format, we suggest you follow these steps:

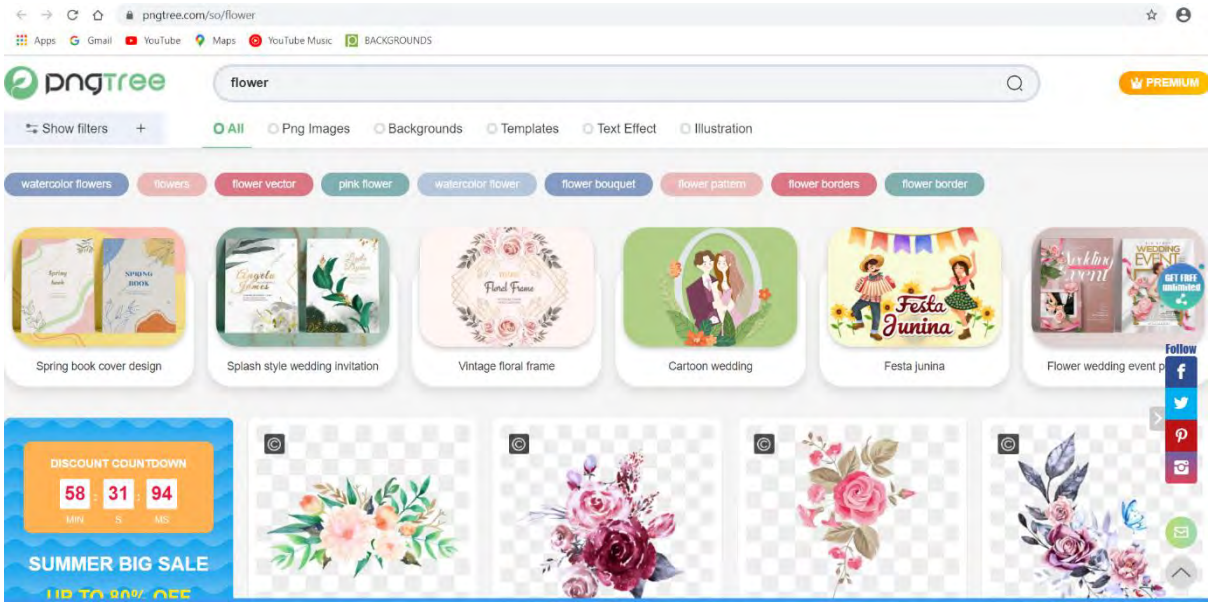
Step 1-Type in www.pngtree.com and sign up on the platform to access free graphic resources.



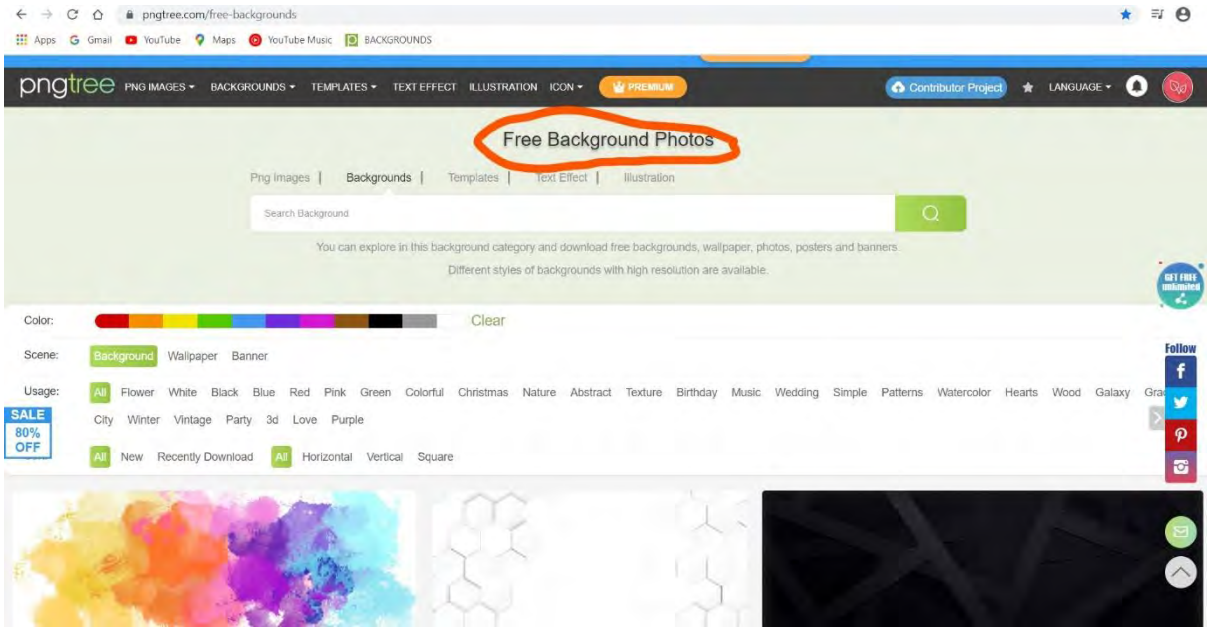
Step 2-Select one of the desired areas! For example-Flowers / Flowers.



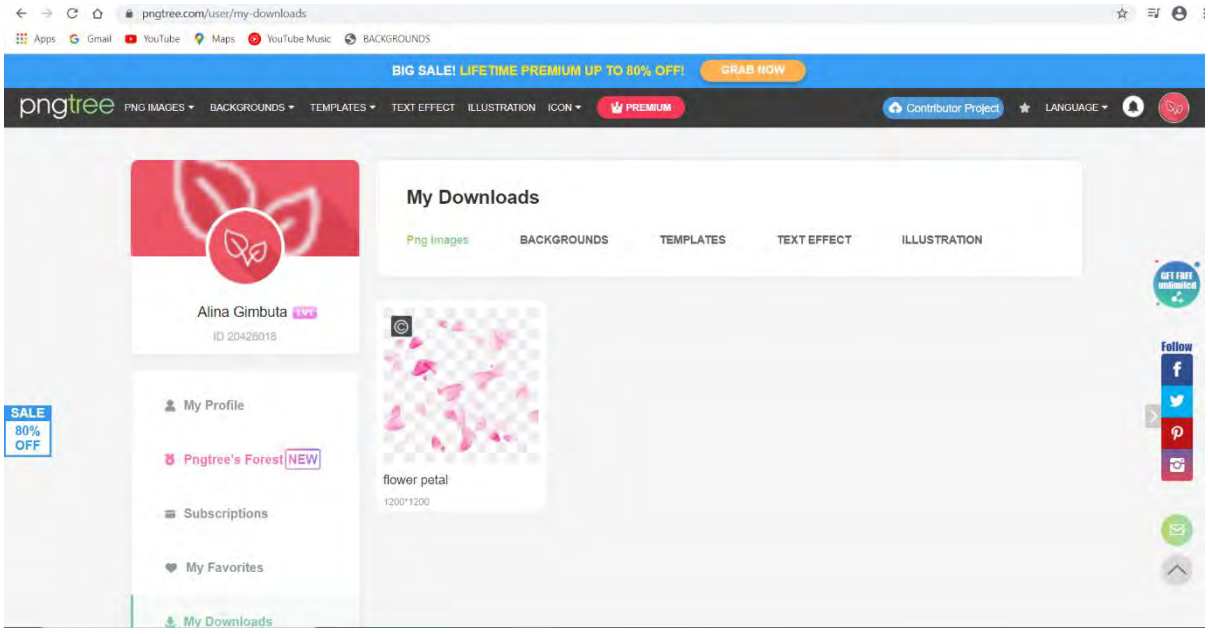
Step 3-You will open several subsections with flowers. Choose the desired image from them!



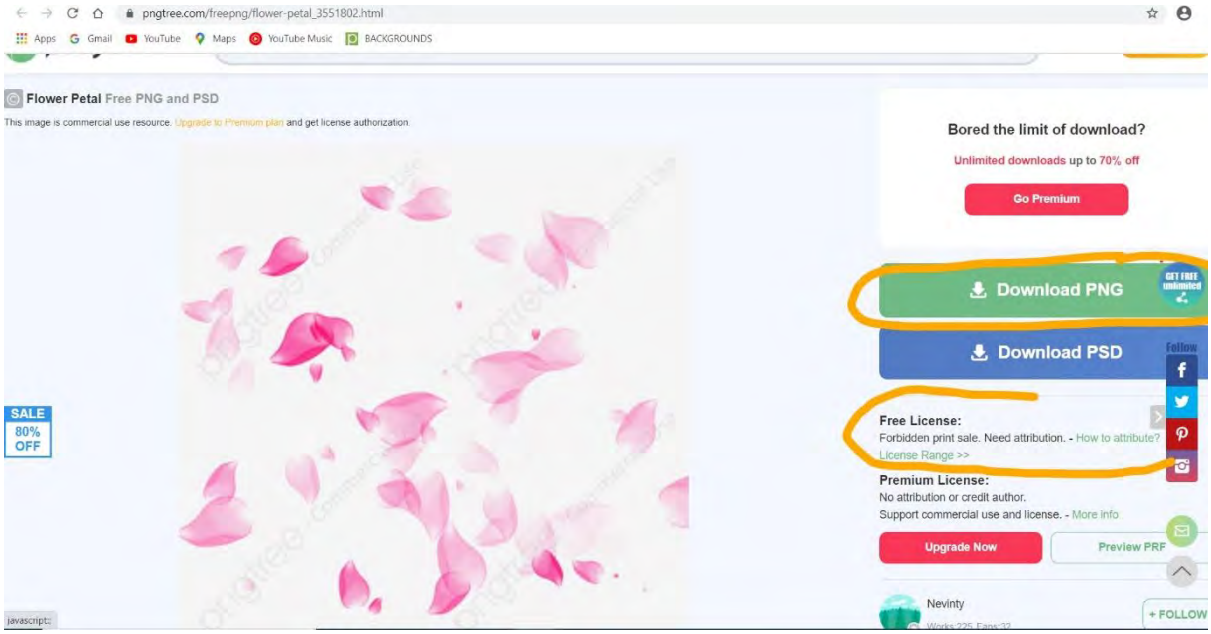
Step 4-You can change the background by accessing Free Background Photos, as is shown below:

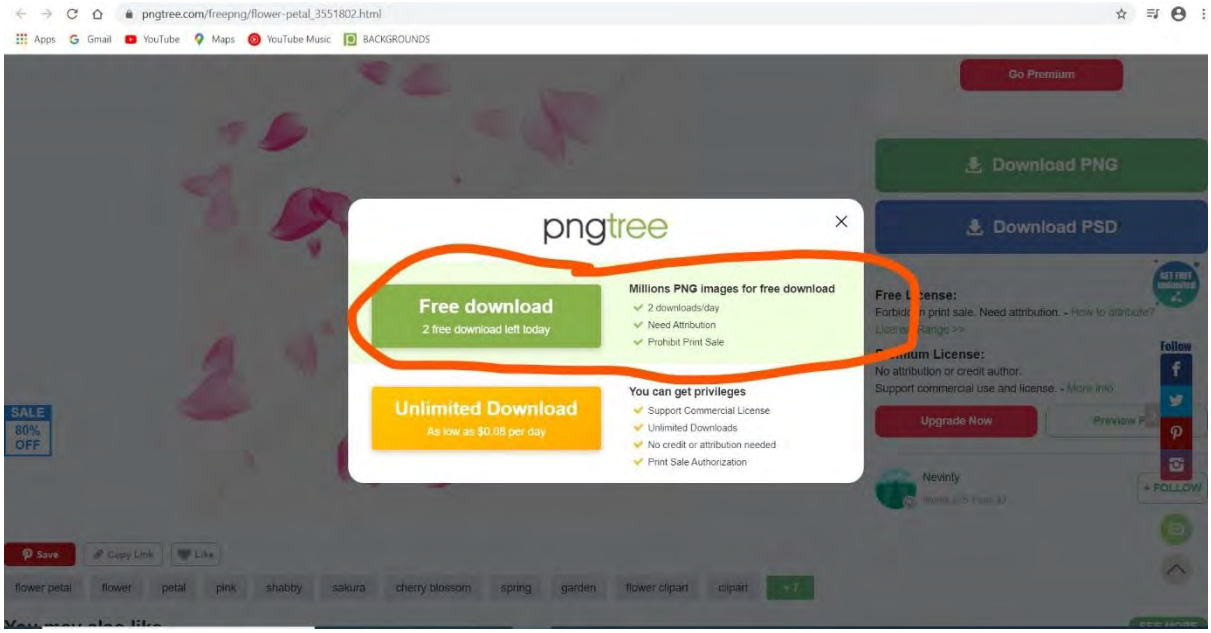


Step 5-Personal creation is saved in My Download

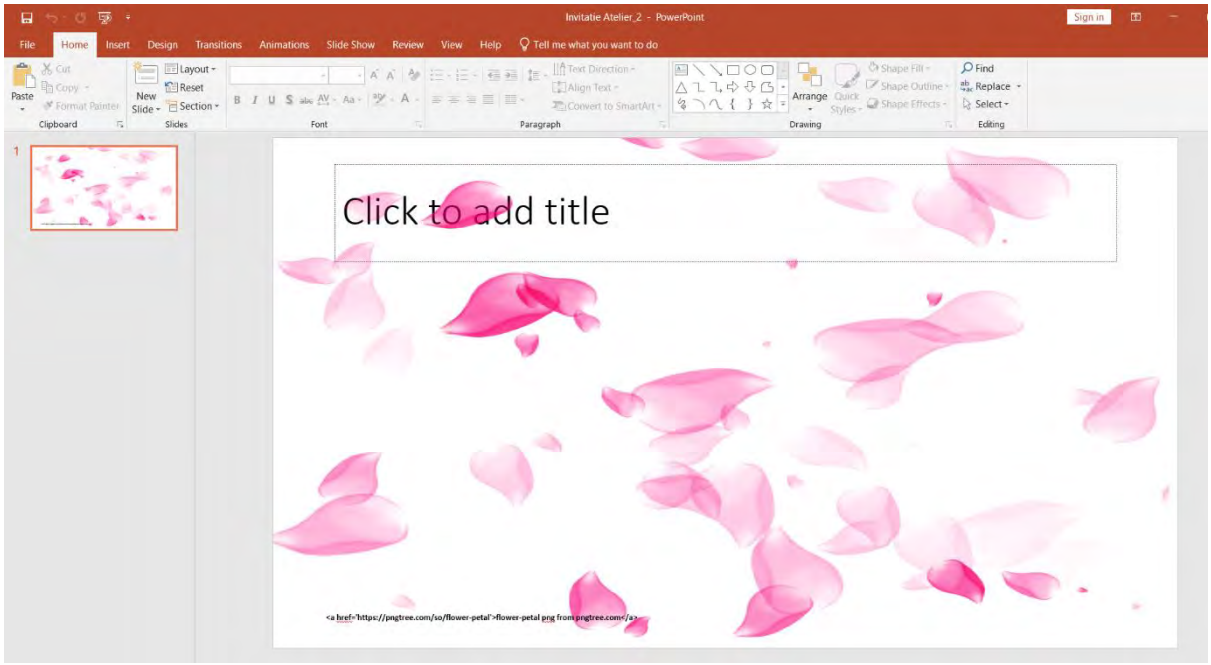


Step 6-Click on the saved image and download from the right side of the screen, accessing the Free/ Free version. The program allows free download of only two creations, daily.





Step 7-Insert the special background, created in Pngtree, in the Power Presentation Template



Step 8-You can add text, depending on what we want to transmit.

Step 9-Convert PPT material to PDF or JPG to be easily uploaded to social networks or transmitted via WhatsApp. If you do not have a conversion program installed on your computer, you can convert online, for free, here:

To convert from PPT to PDF: https://www.ilovepdf.com/powerpoint_to_pdf
To convert from PPT to JPG: https://www.zamzar.com/convert/ppt-to-jpg/

Genially
a genial tool not only for teachers

Basic information by **Agnieszka Obrzud**,

Juliusz Słowacki Primary School no. 2,

Stary Sącz, Poland

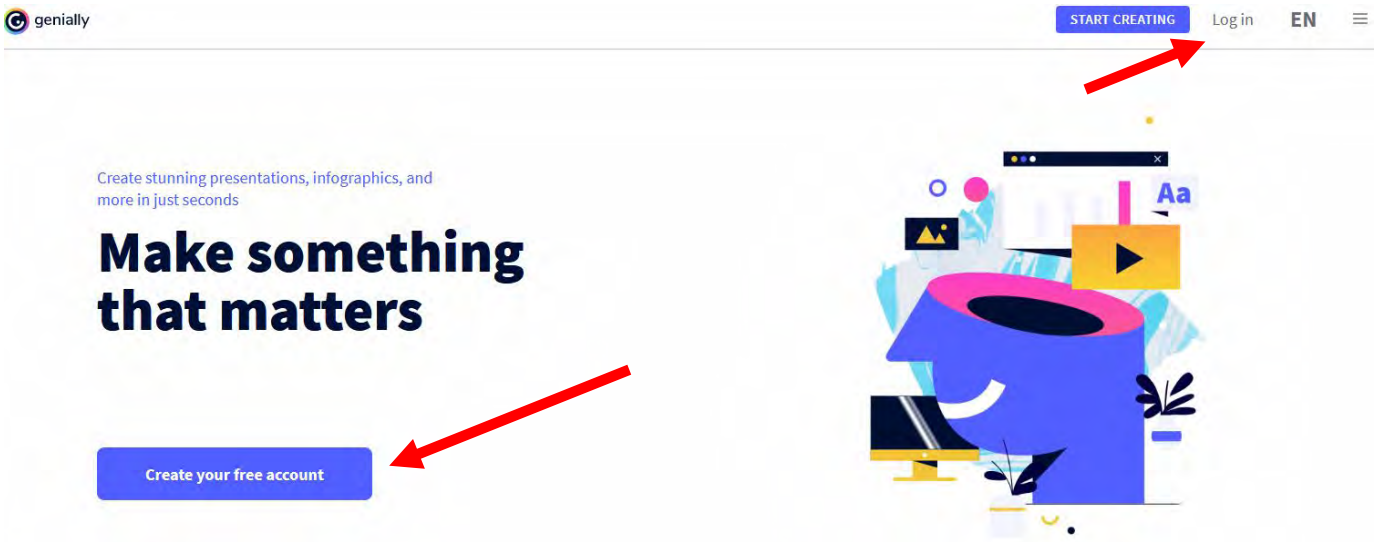
Genial.ly is an online application that you can use to create interactive presentations, escape rooms, quizzes and many more.

The main aim of the workshop is to present how to create interactive presentations using a free plan of Genially. To use more advanced features eg. brand personalization – eliminating genially logo and putting your own one plus link to your website or more templates or a possibility to insert audio file from your own device, you need to upgrade it to master plan. But with the free plan you can create a lot of creative things.

You can see the final product by clicking the link Genially – workshop for teachers

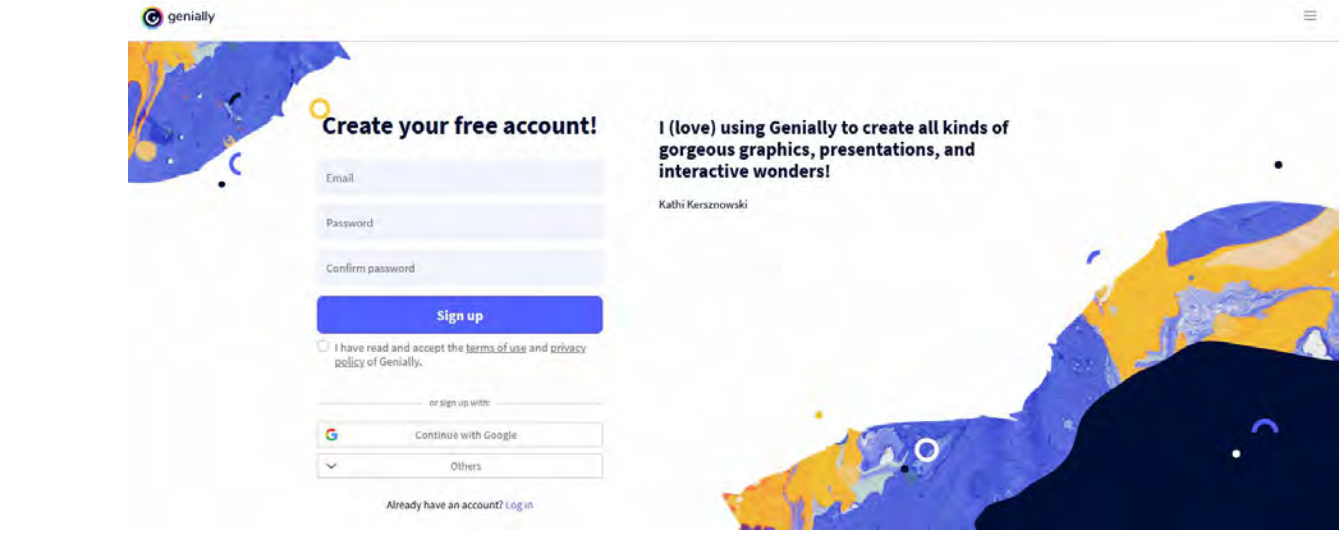
Step 1

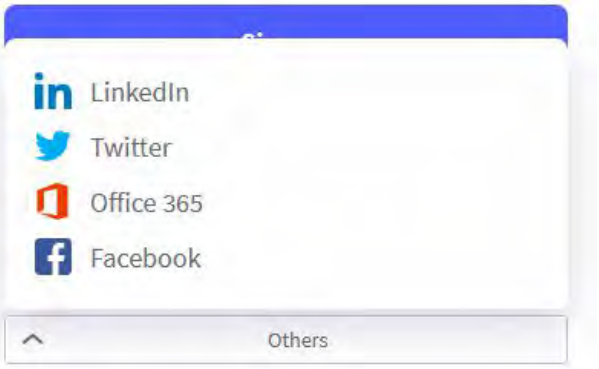
Type genial.ly and a website will open.



Step 2

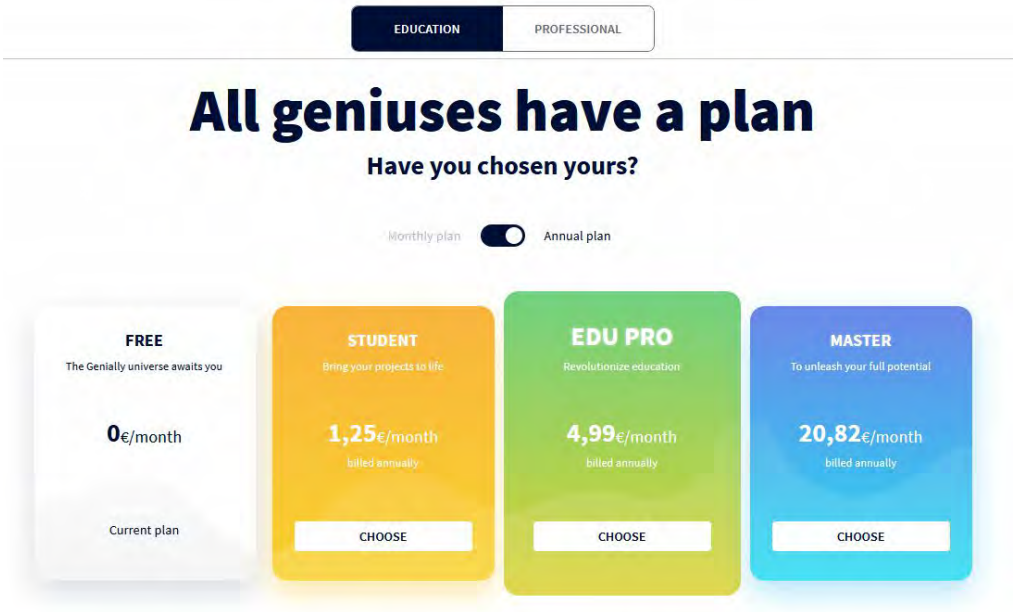
Click “Create your free account” or “Log in” if you’ve already created and account. Type your email, password and remember to confirm the password. You can also sign up using your Google account, Facebook, Office365, Twitter or LinkedIn.





Step 3

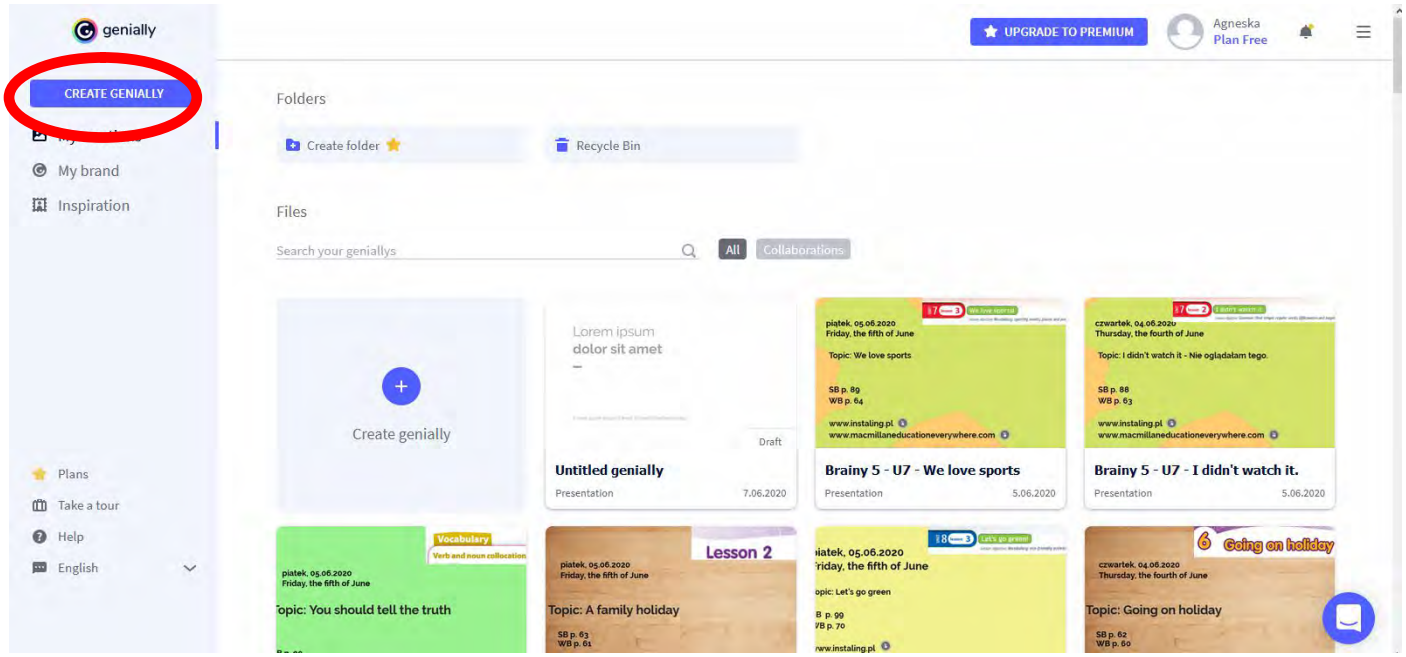
You can use a free plan or upgrade it. Below you will find the price list and features with no payment.



	FREE
USE	
Unlimited creations	●
Unlimited visits	●
PRIVACY	
Public	●
RESOURCES	
Free templates	●
Resource gallery	●
Graphs & Charts	●
GROUP WORK	
Collaborative edition	●
ORGANIZATION	
Recycle Bin	●
OTHER FEATURES	
SEO Module	●
Function “Move elements”	●
Function paint	●

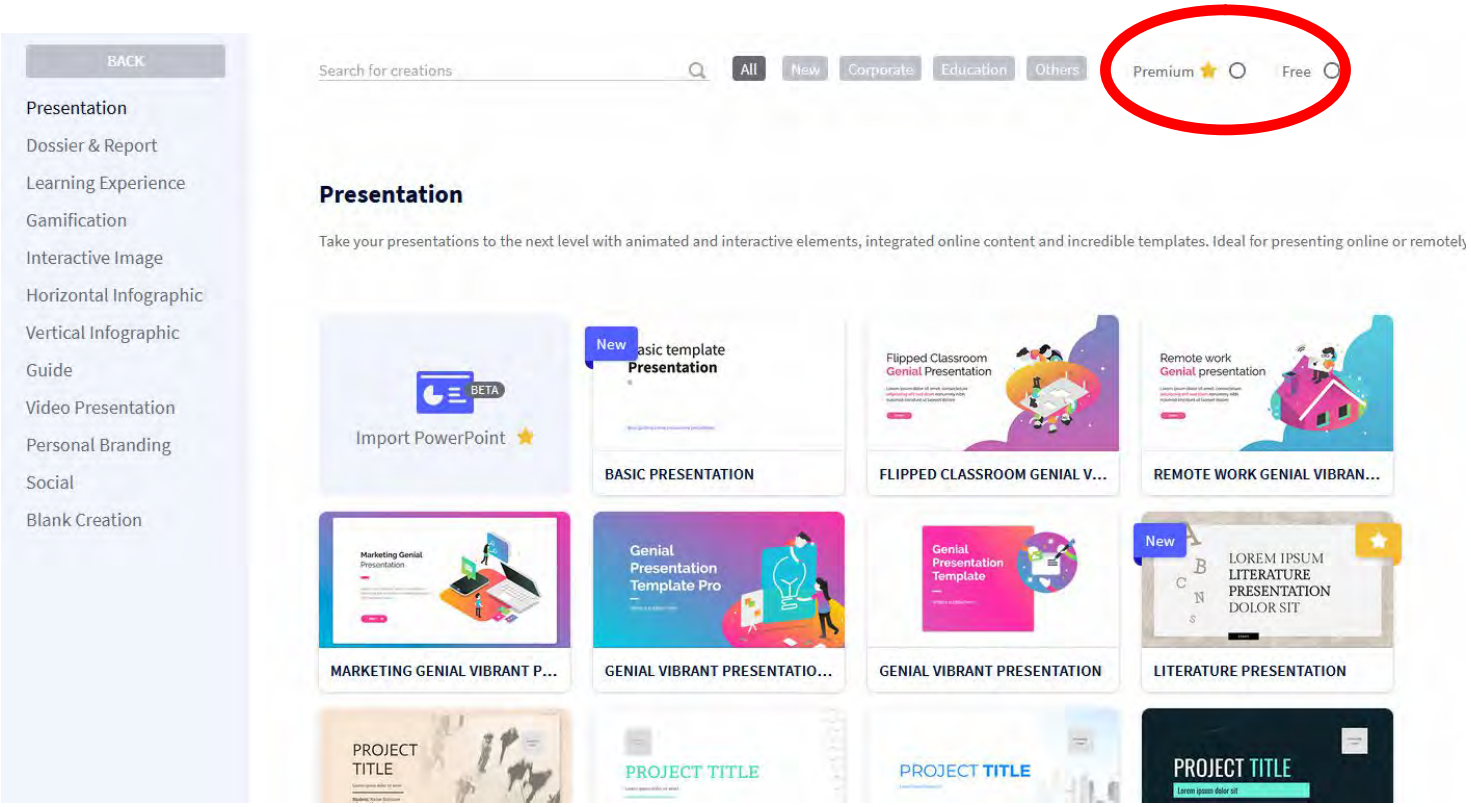
Step 4

After you logged in click “Create genially”



There is a range of things that can be created using Genially:

When you click any of the above you will find a lot of templates to choose.

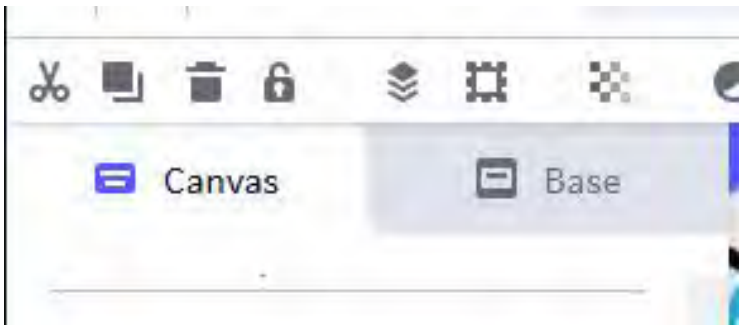


If you use a free plan then a very good idea is to mark “Free” at the top of the page.

When you have your own vision of the presentation and want to create it from scratch choose “Blank presentation” or “Basic presentation”.

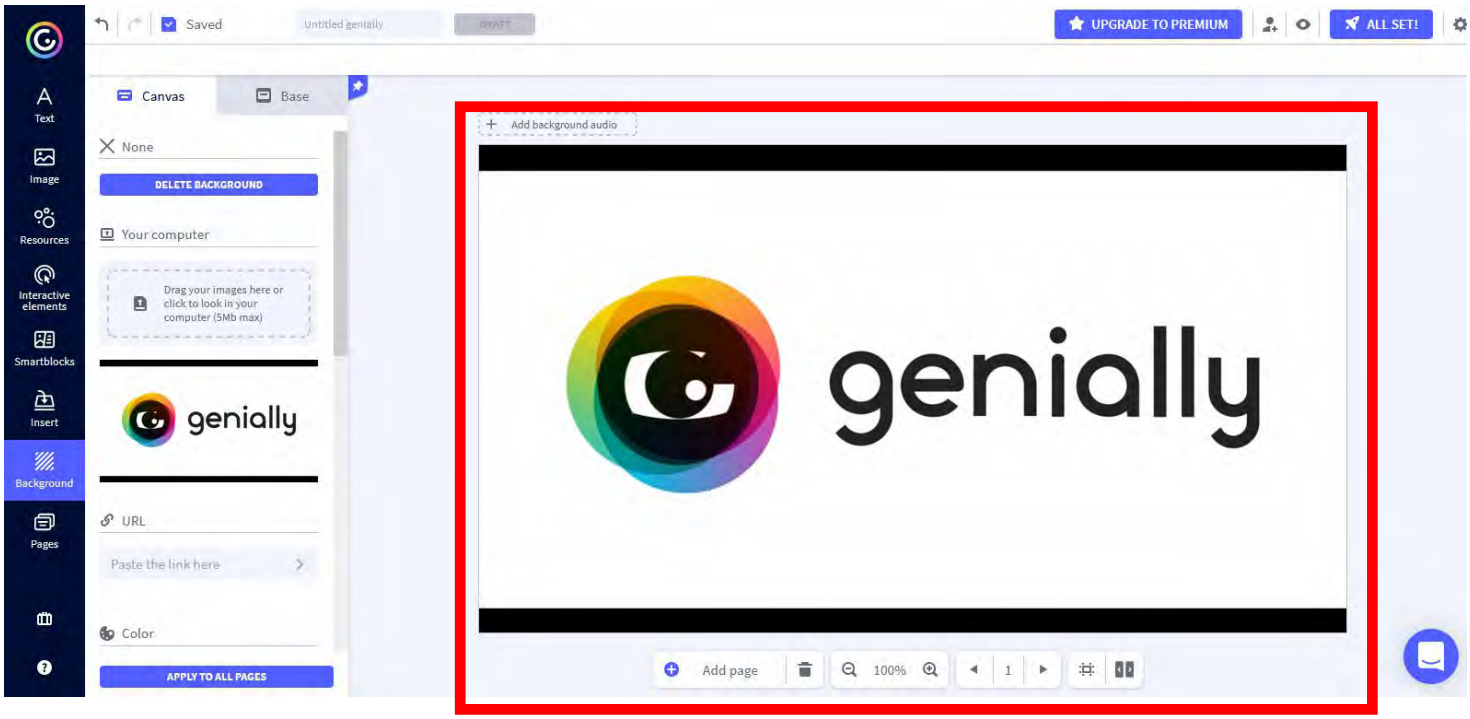
Step 5 Background

You can choose the background from a library, pixabay, a link to a picture (URL). You can just change a colour of the background or pick a photo from your own device. There are two types of background: canva and base.

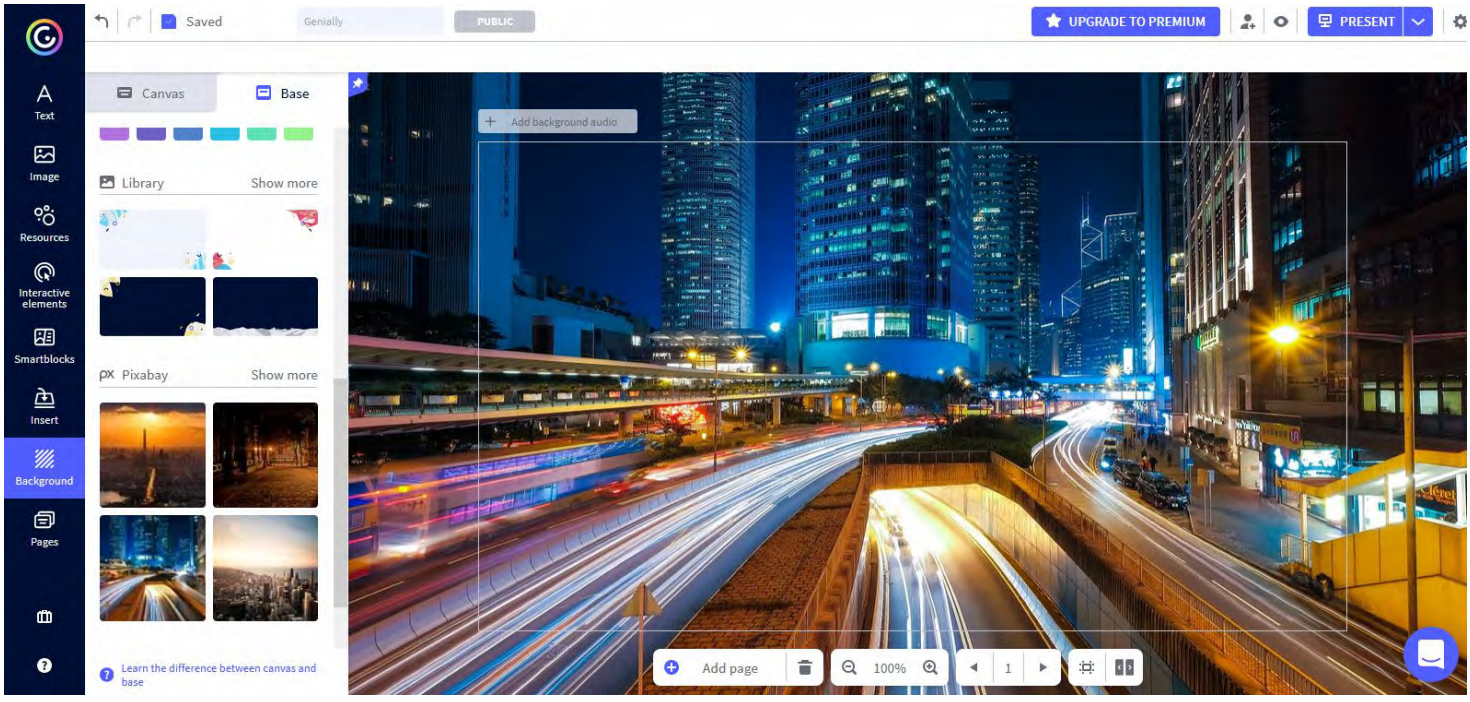


Let’s see the difference:

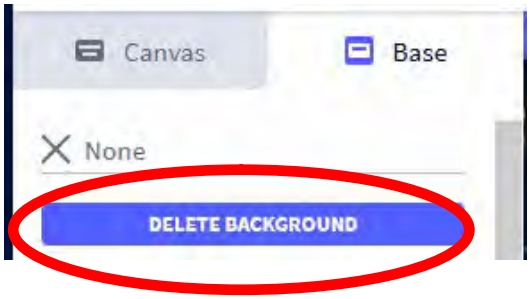
A canva background:



A base background:



If you do not want to use any background, just click “Delete background” both for canva and base.

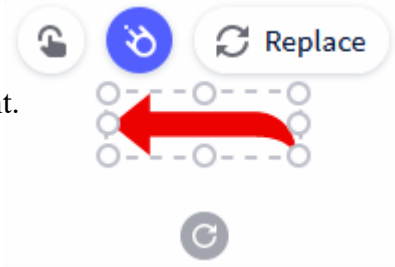


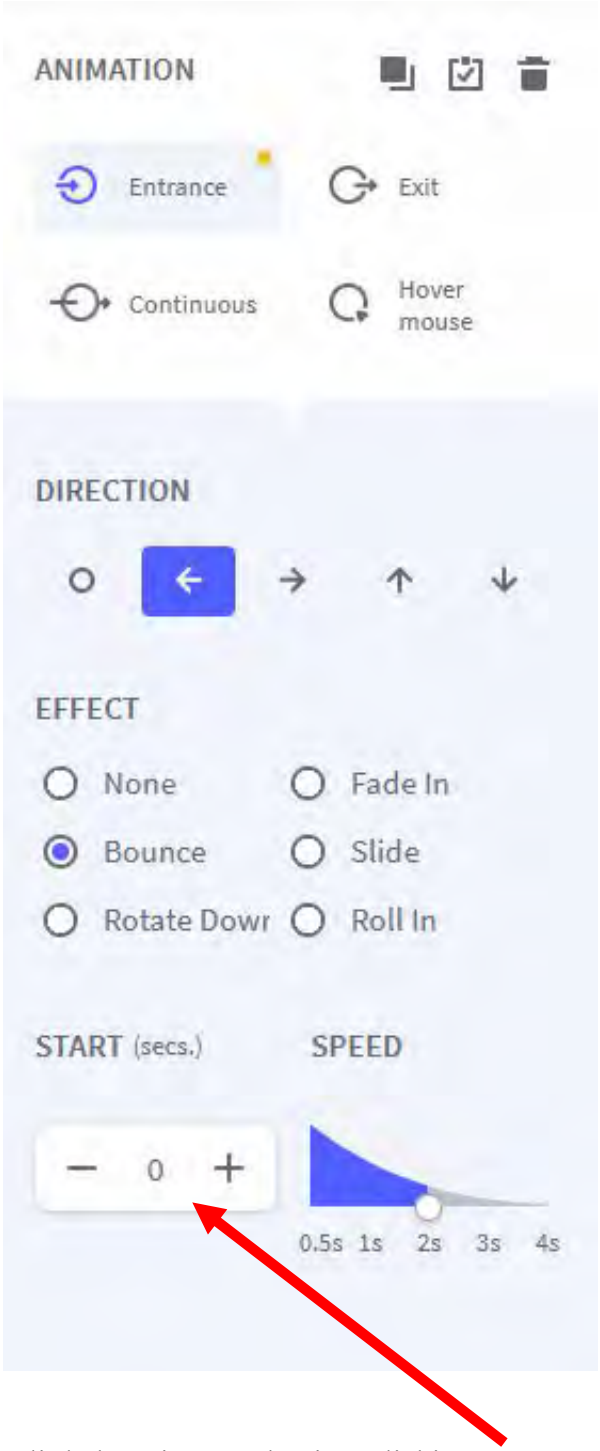
Step 6 Images

If you want to insert an image just drag it from your folder or choose from a genially cutouts (pictures with transparent background), pixabay. You can also paste a link to the picture or use some gifs from a giphy library.

Almost every element can be changed into an interactive one. Just click on it and you will see:

Click at the blue sign and there will be a lot of different options to animate the element.



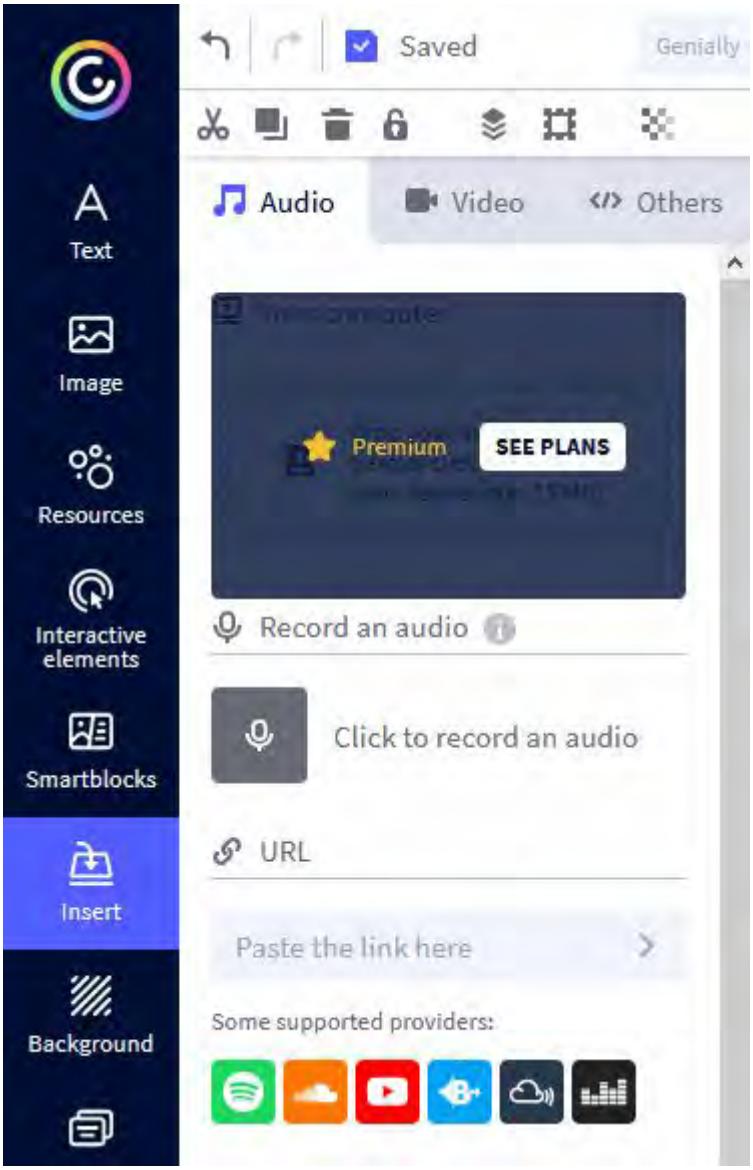


If you want the element to appear a little later just set the time clicking – or + . Speed can be adjusted as well.

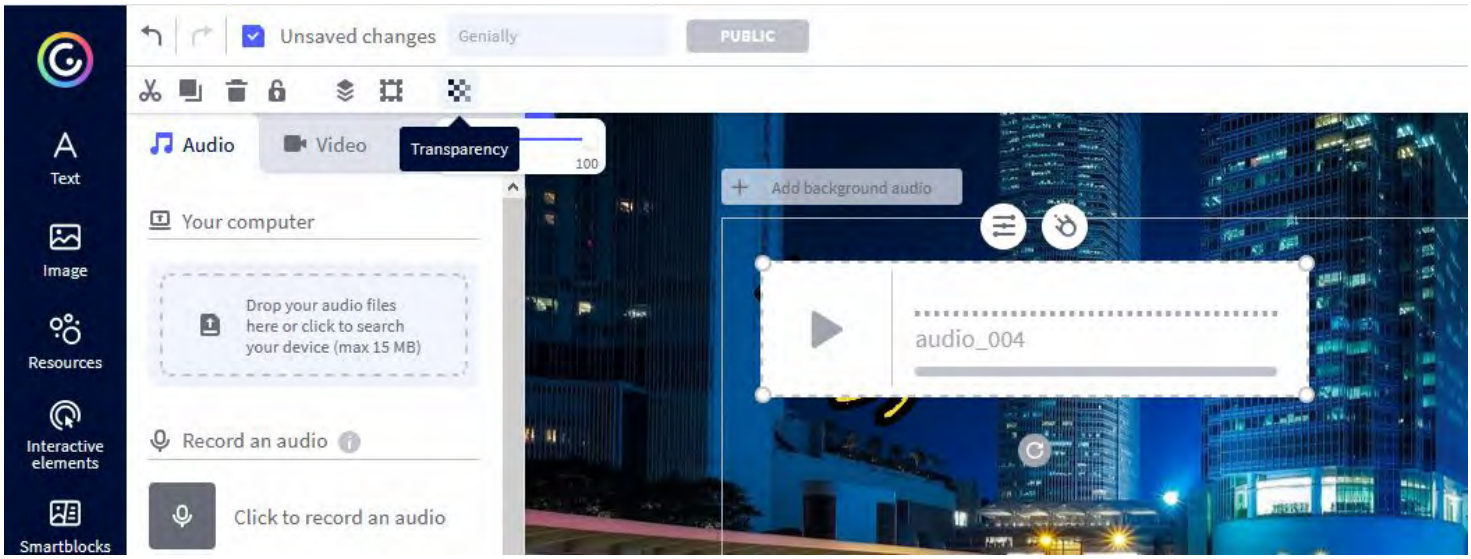
Step 7 - Sound

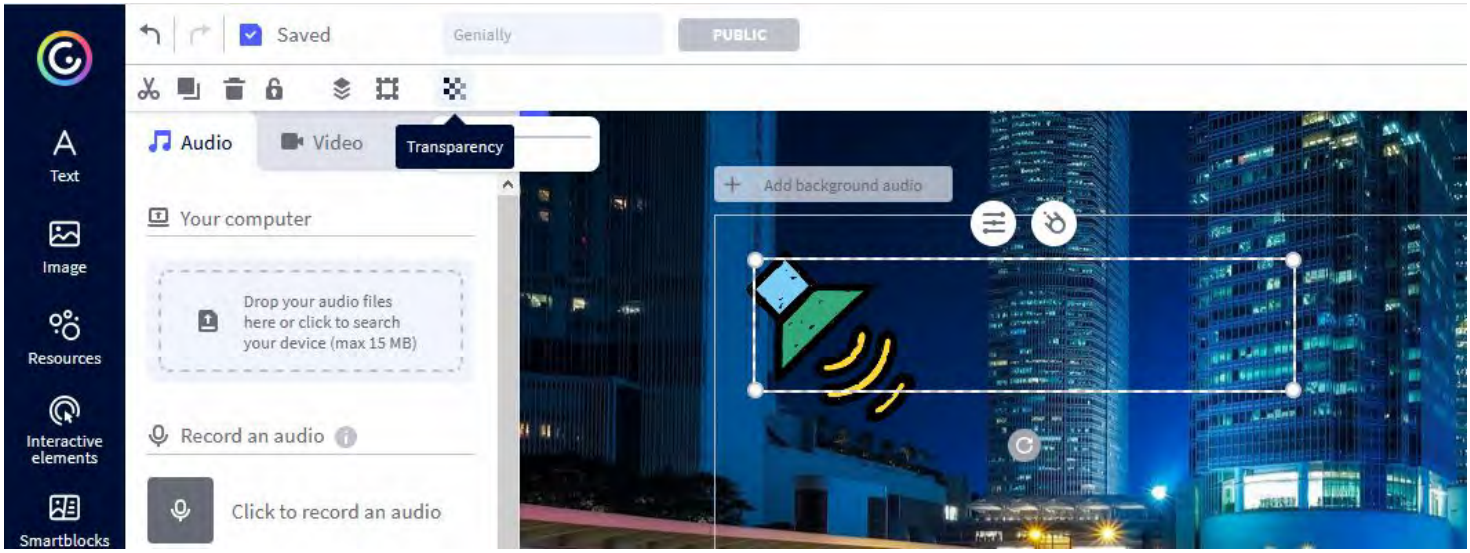
You can insert audio to your presentation by recording it on your own or using an URL of the audio file. Unfortunately with the free plan of Genially you cannot insert an audio file from your own device.

When you insert a link to a music file a new tab will open. And when you record an audio there will be not a very nice picture of the recording. To make it nicer a transparency function can be used. So I found a picture of a speaker and pasted the recording on the picture and made it transparent. Below you will see the result

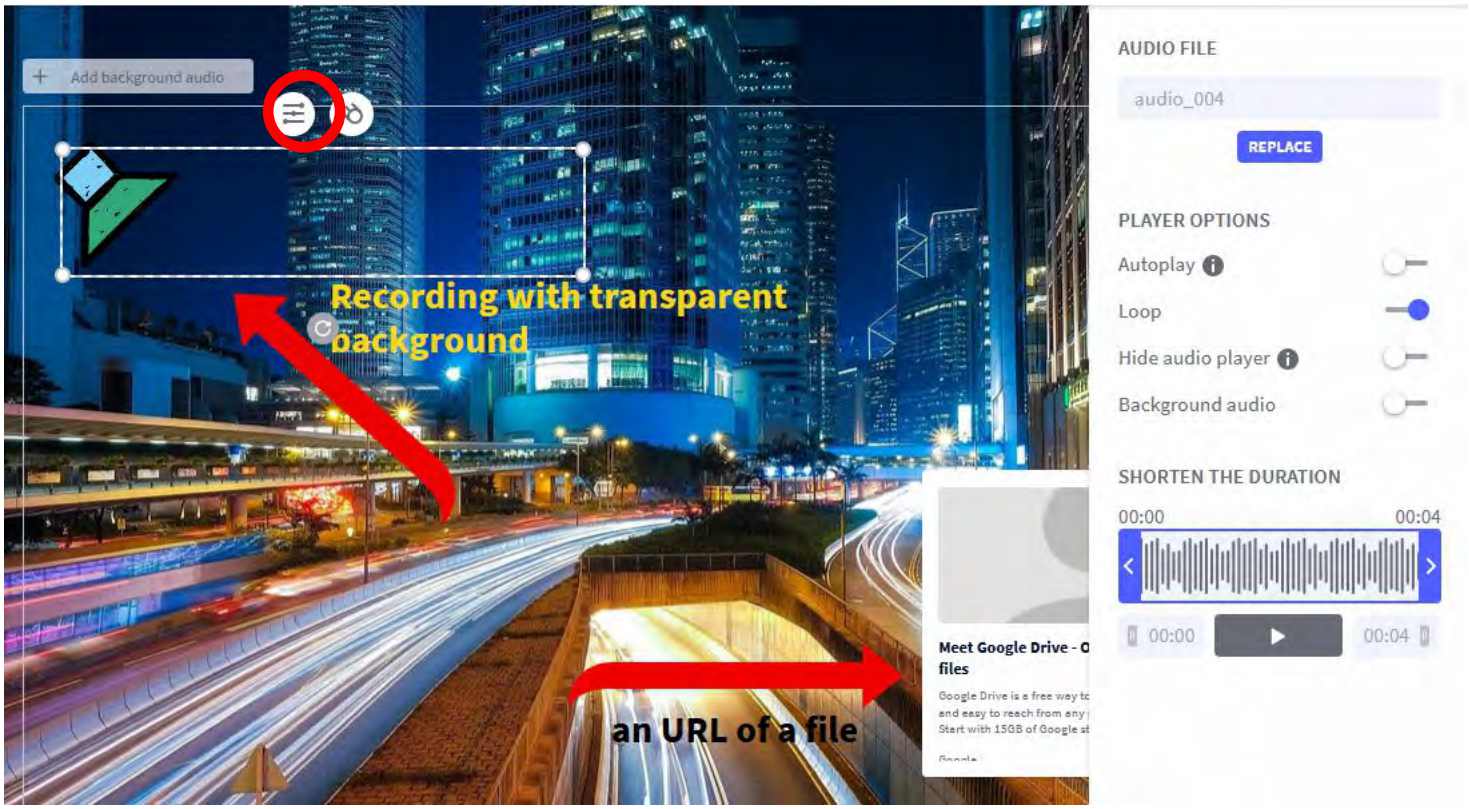


The result of using transparency:





There are some audio file settings, too. Just click at the marked sign.

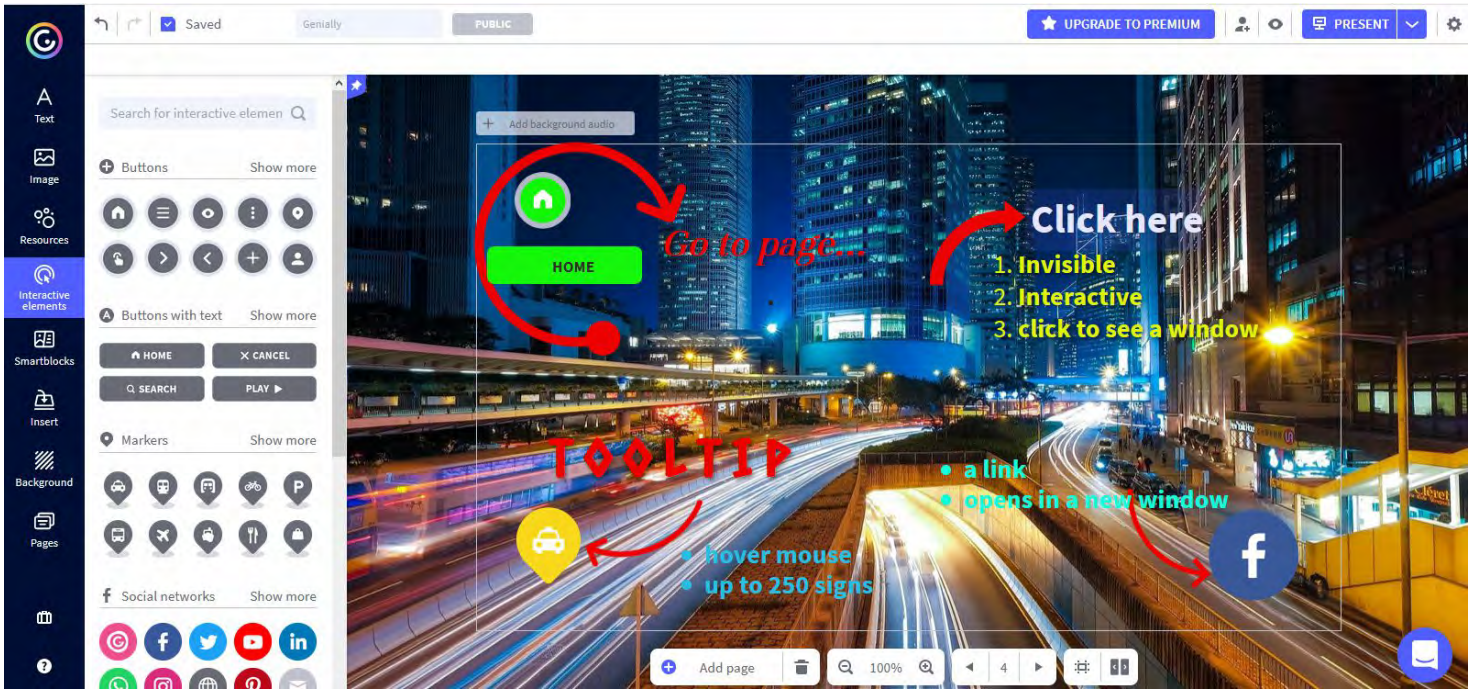


You can set the audio as Autoplay – so when you move to the slide you will hear the recording. You can also set it as loop or you can hide audio player - but then you cannot play it during presentation. When you set it as background audio then it will be played during the entire presentation.

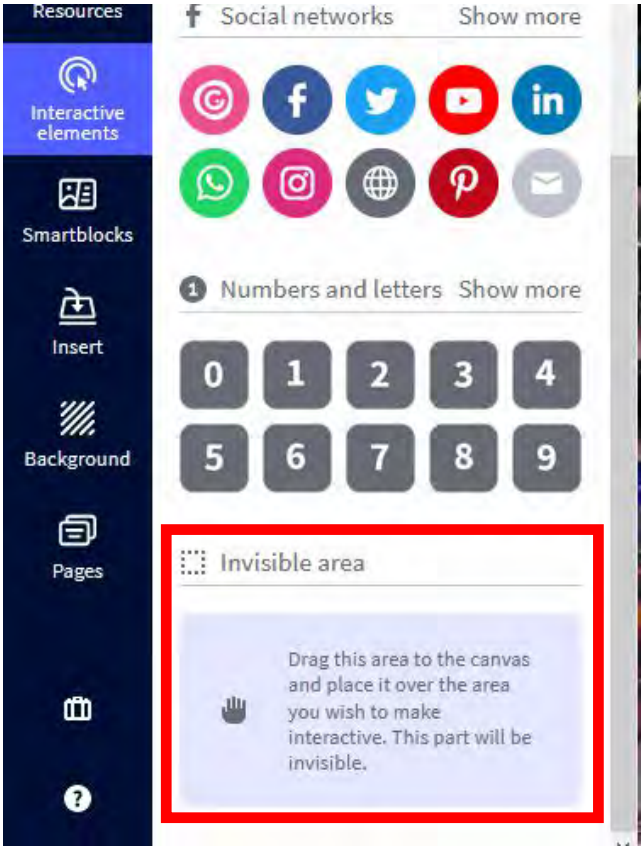
You can even shorten the length of the audio recording, just to clear the silence or some interfering sounds.

Step 8 – Interactive elements

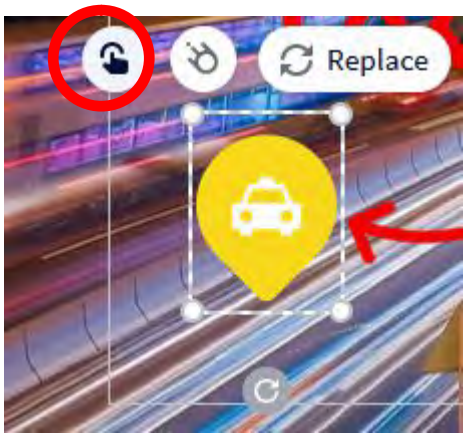
There are a lot of interactive elements that can be used in the presentation.

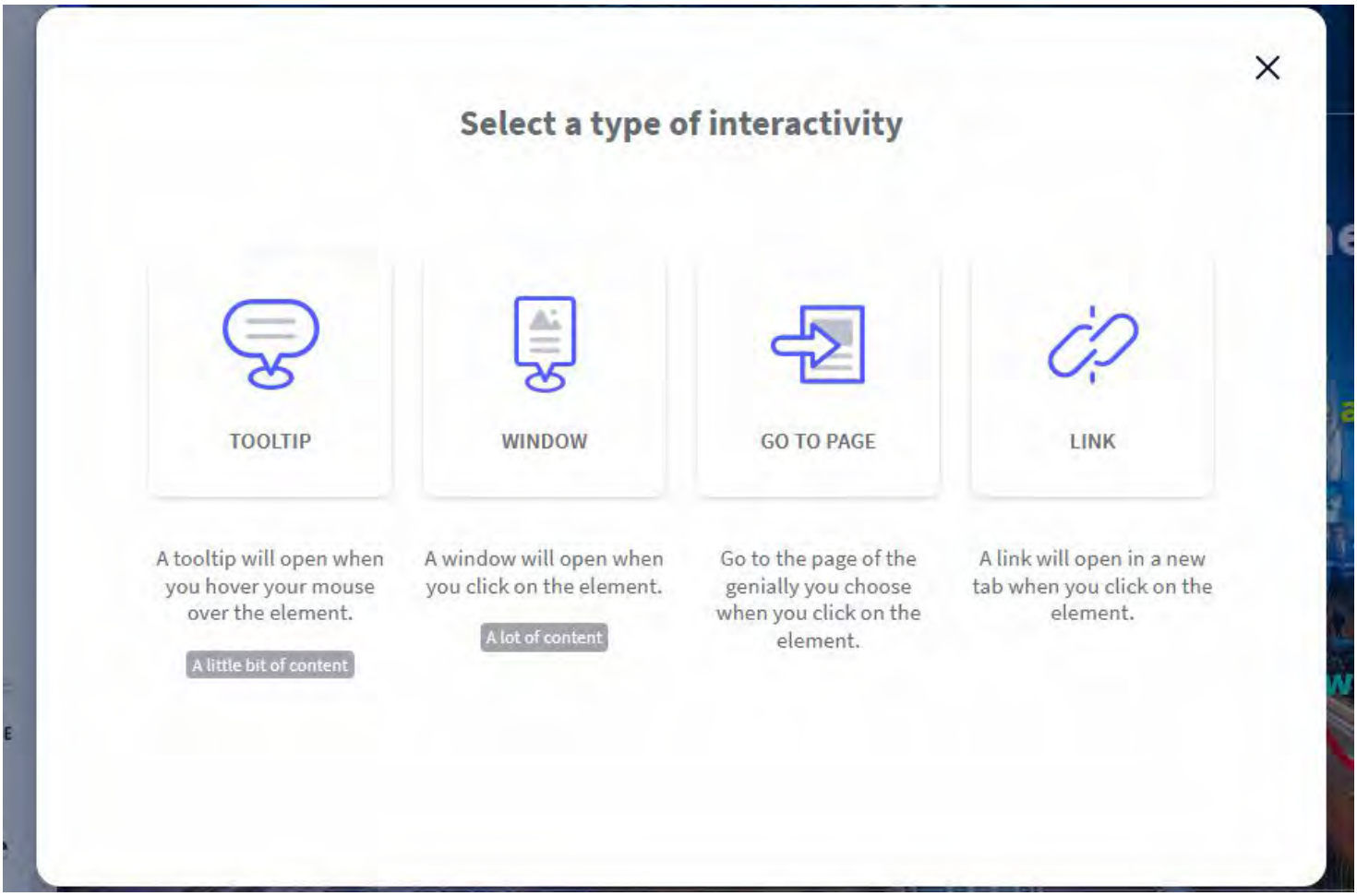


There is also an invisible part which you can drag and put on any area – during the presentation it is enough to click the area.



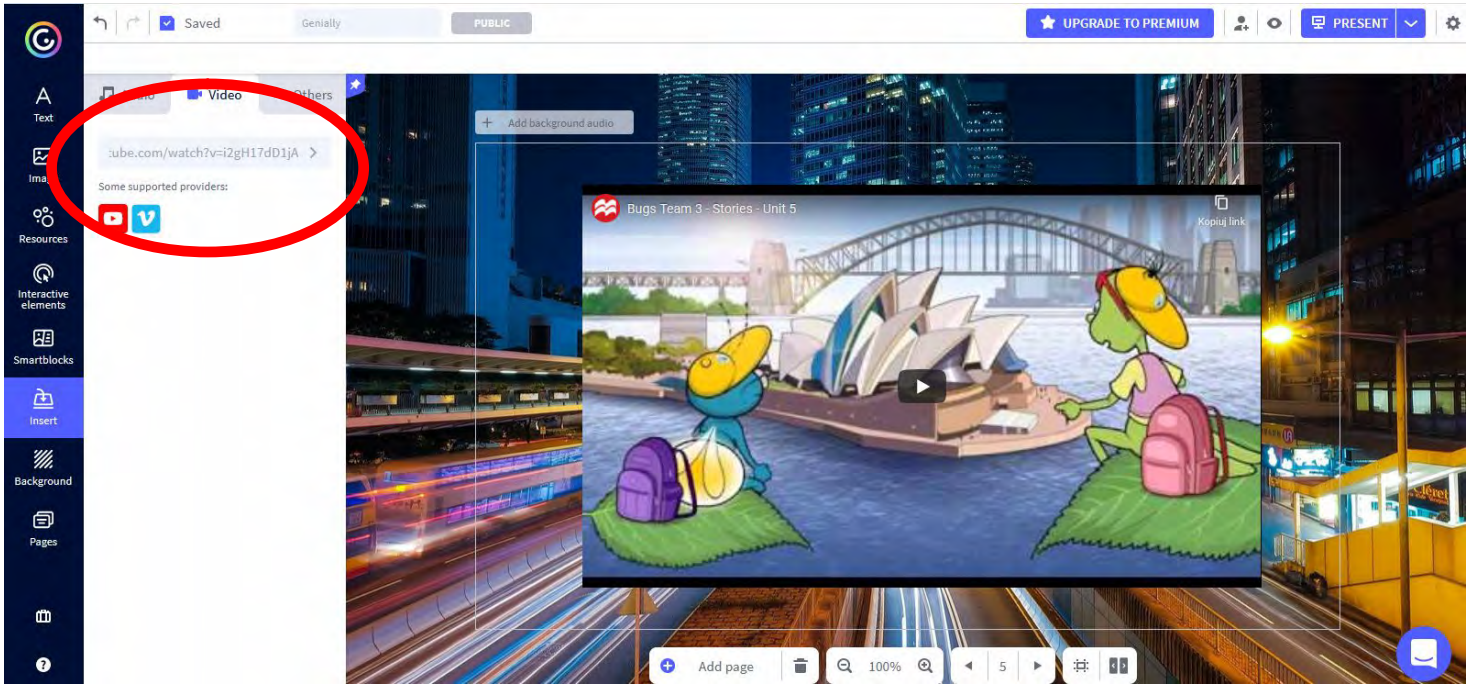
The interactive elements can be used in four different ways. You can find the possibilities by clicking the element and then the marked button.



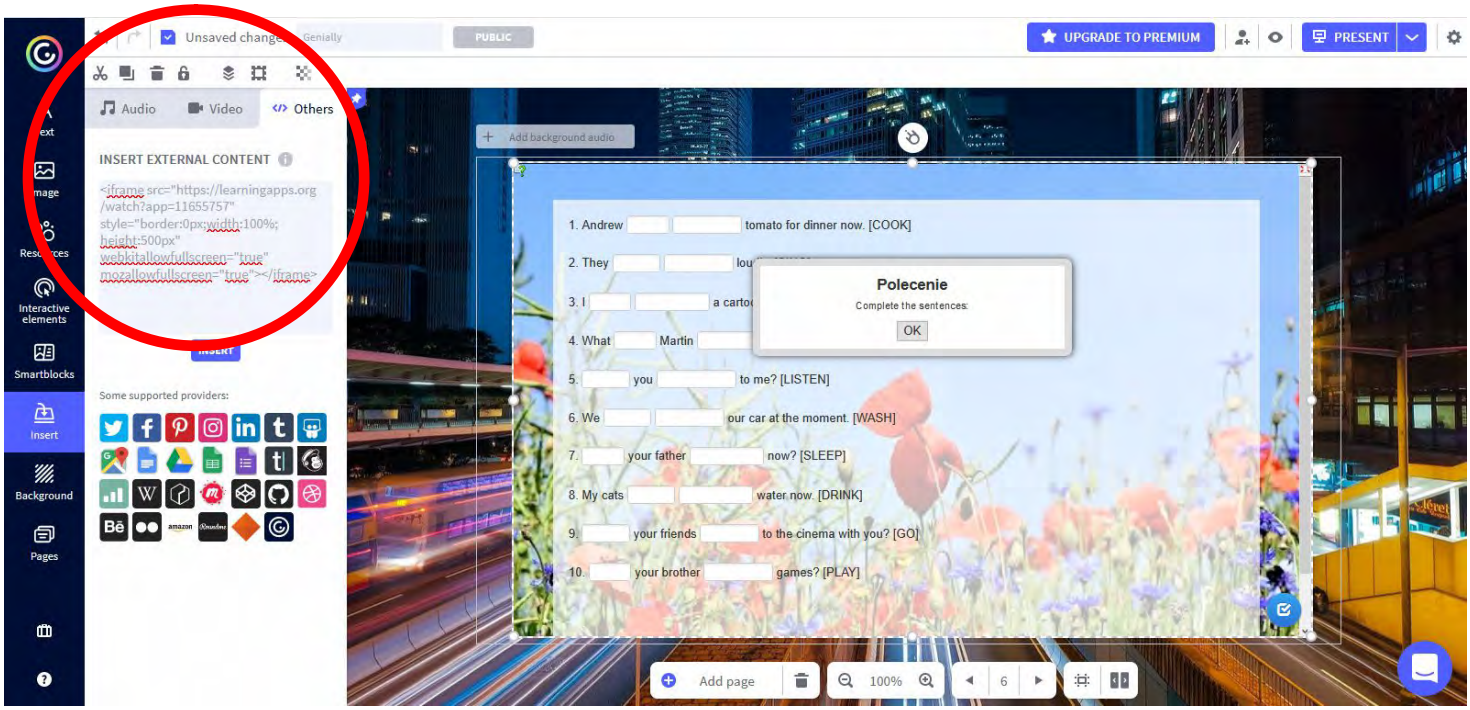


Step 9 – Video and others

You can also paste a video into the presentation – just go to INSERT section and paste the link to the video. There are only two acceptable providers – youtube and vimeo.

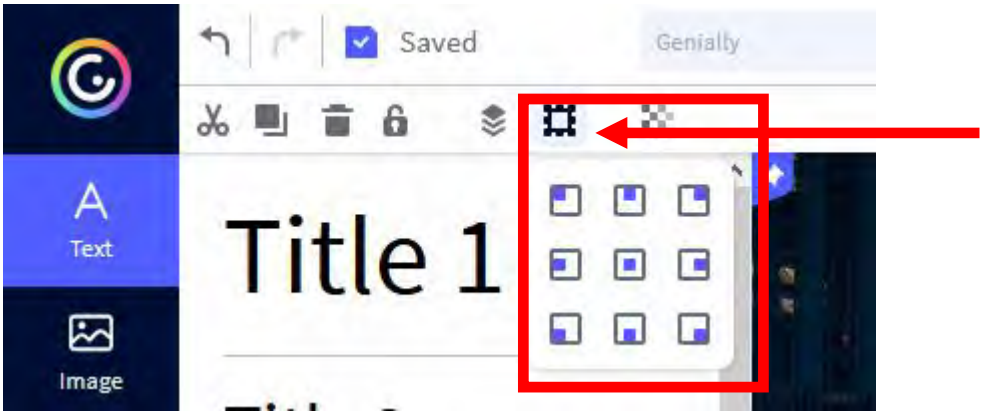


By clicking OTHERS you can paste some embedded applications.

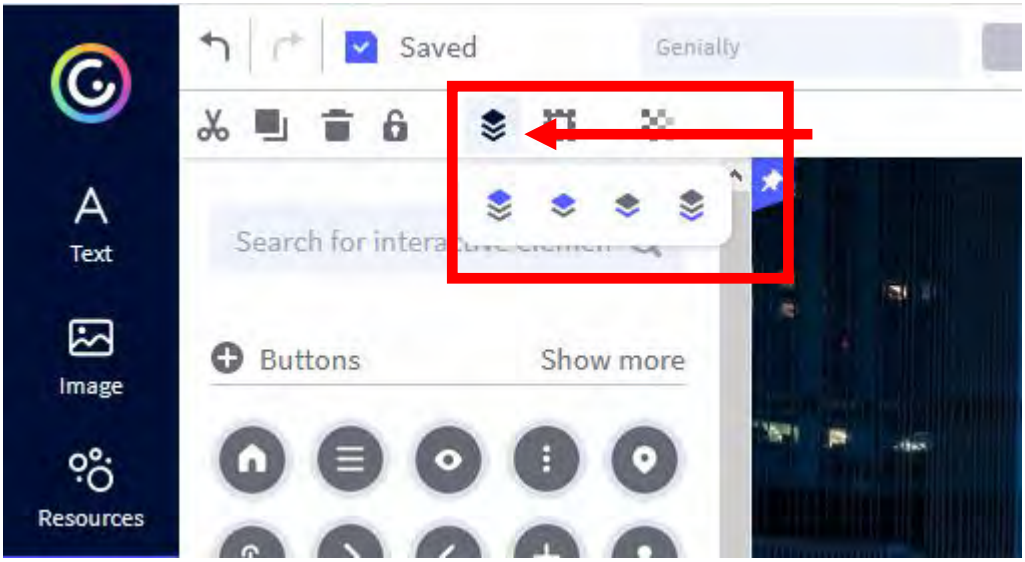


Step 10 – position of elements, the order of elements, colours

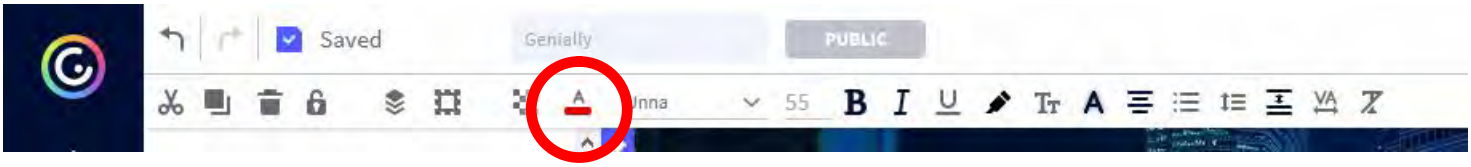
You can easily change the position of element – first click the element and then click:

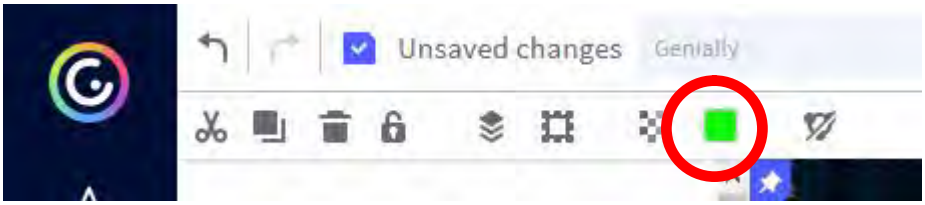


To be sure that all the inserted elements work you need to remember about the order of the elements. If a button is “under” another one it is not possible to click it during the presentation.



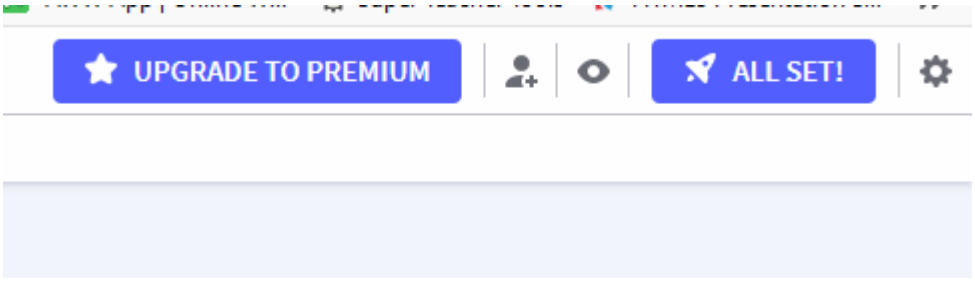
You can easily change colour of the elements and resources. Just click the element to change and then find a square or a letter with the same colour. Click and change.



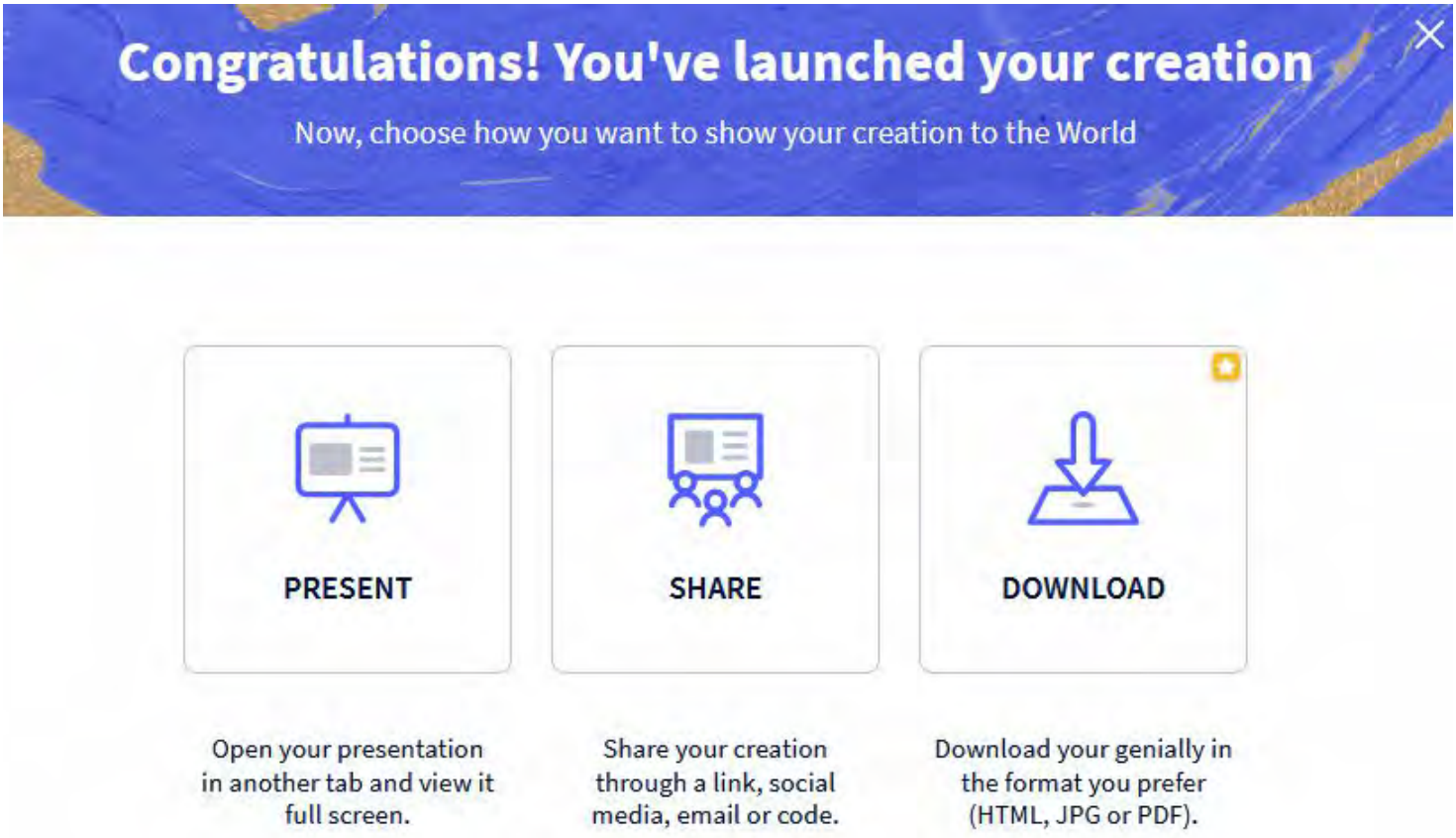


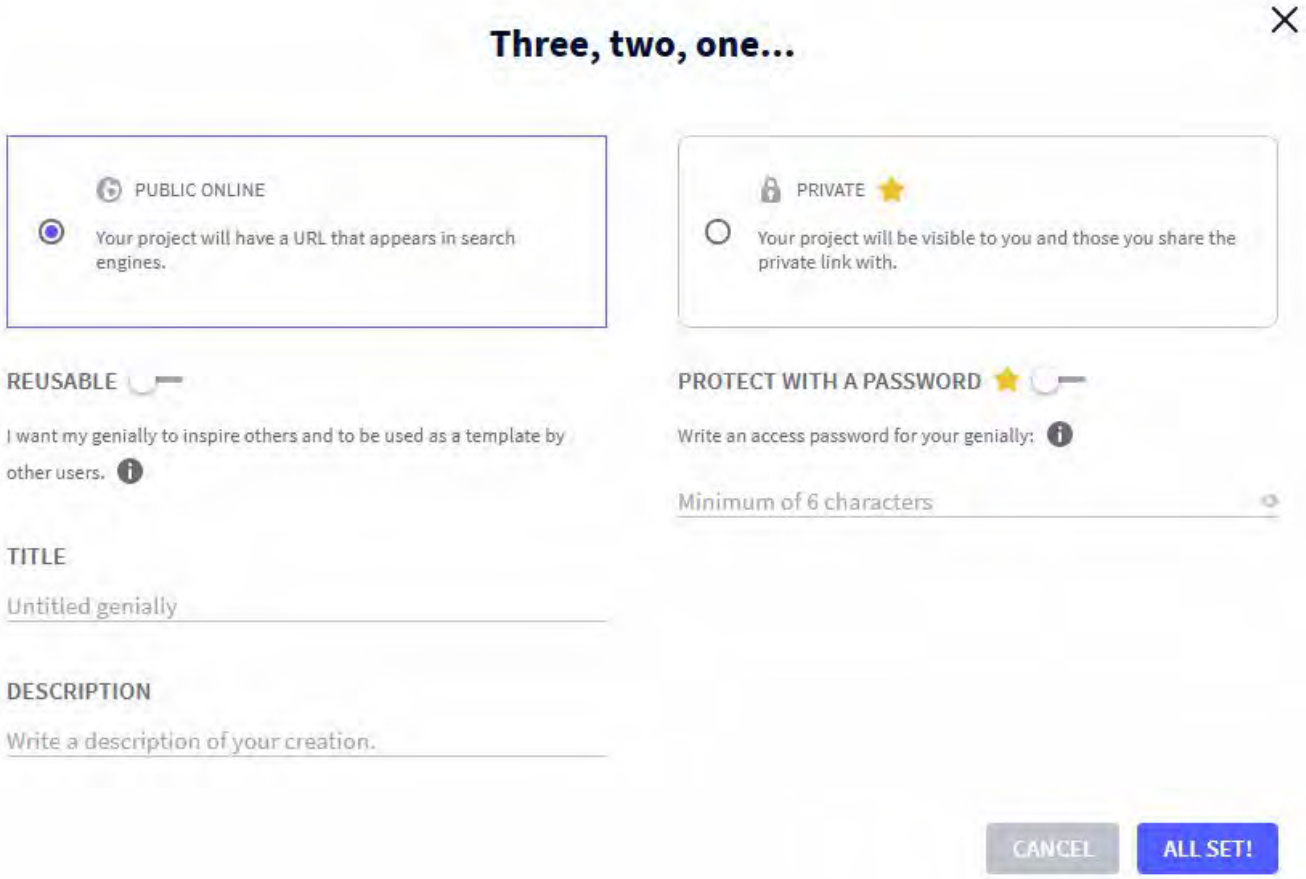
Step 11 – Publication

When your presentation is ready click “ALL SET” in the top right corner.

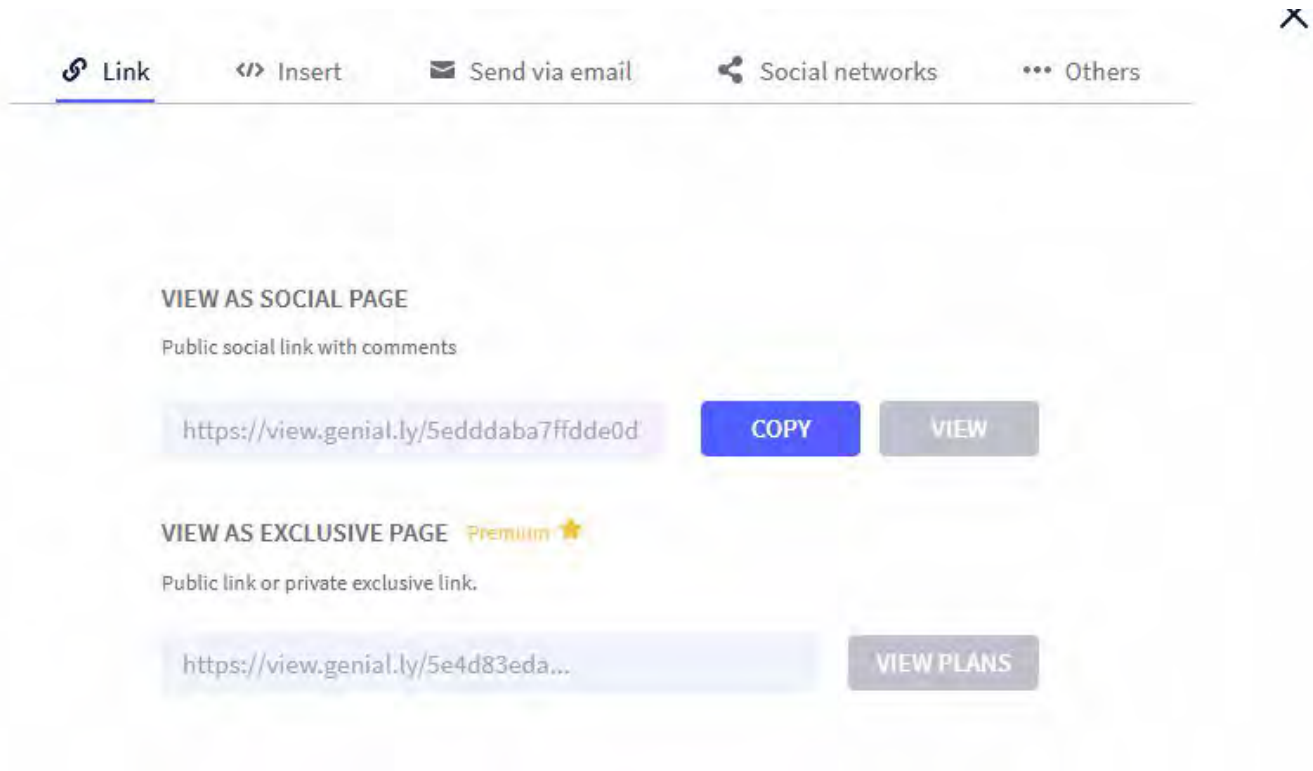


Your presentation is public due to your free plan. If you want others to use your presentation mark REUSABLE. Click “All set” one more time and SHARE or PRESENT.





The easiest way to share your presentation is to send a link.



Wish you a lot of fun with creating your own interactive presentations. If you have any further questions do not hesitate to contact me on gimn@o2.pl

Instructions for creating an interactive map in Google My Maps

Prof. Ujică Luminița, High School for Performance in Sport, Bistrița

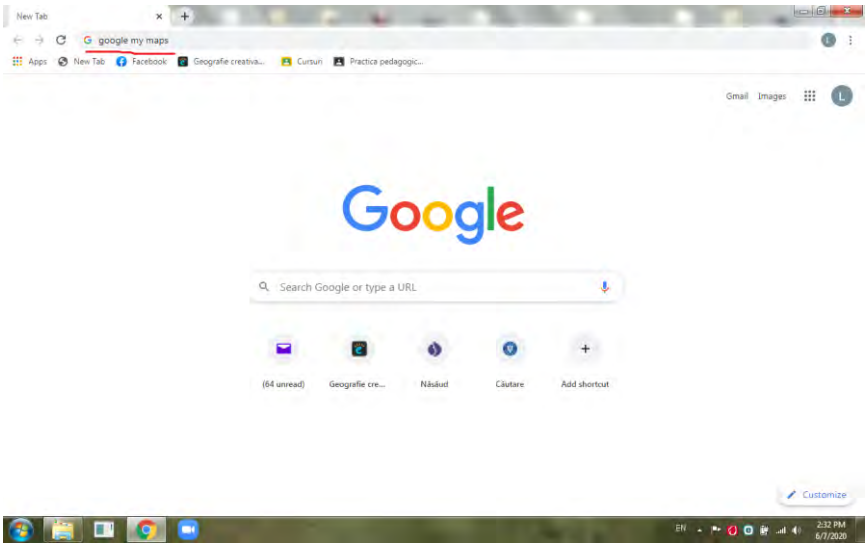
An **interactive map** is an image with hotspots. A map can be any image such as a diagram, photo, road map.

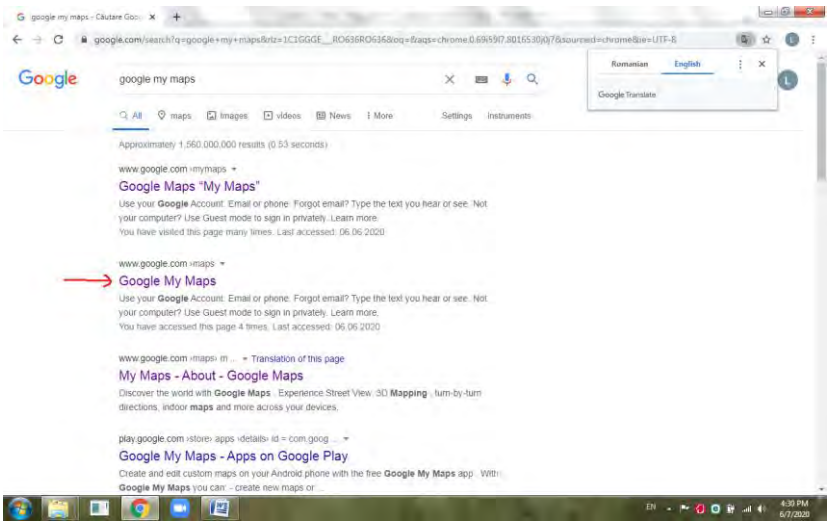
A **hotspot** is a location on the map that responds when the mouse moves over it, off it, or clicks it.

Google My Maps is a completely free platform that gives you a lot of options. Each map can have 10000 different lines, shapes or places. You need to have up to 10 layers.

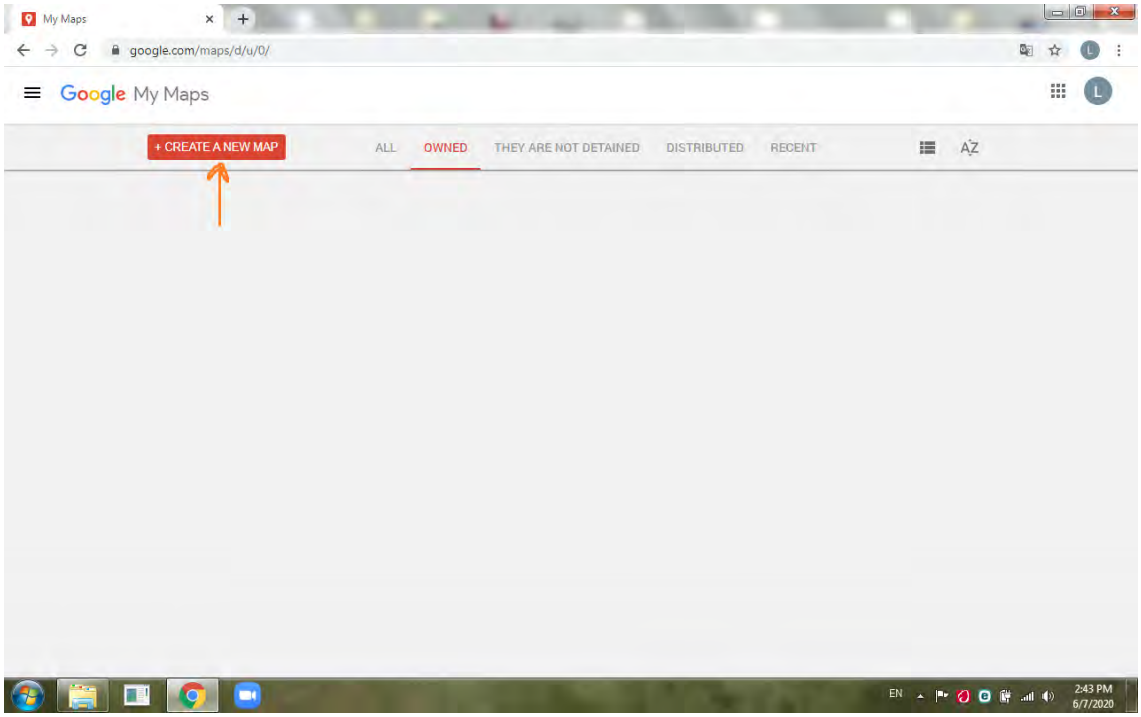
To create an interactive map in Google My Maps , we suggest that you follow these steps:

Step 1 – Log on the Google My Maps dashboard, from your Google account

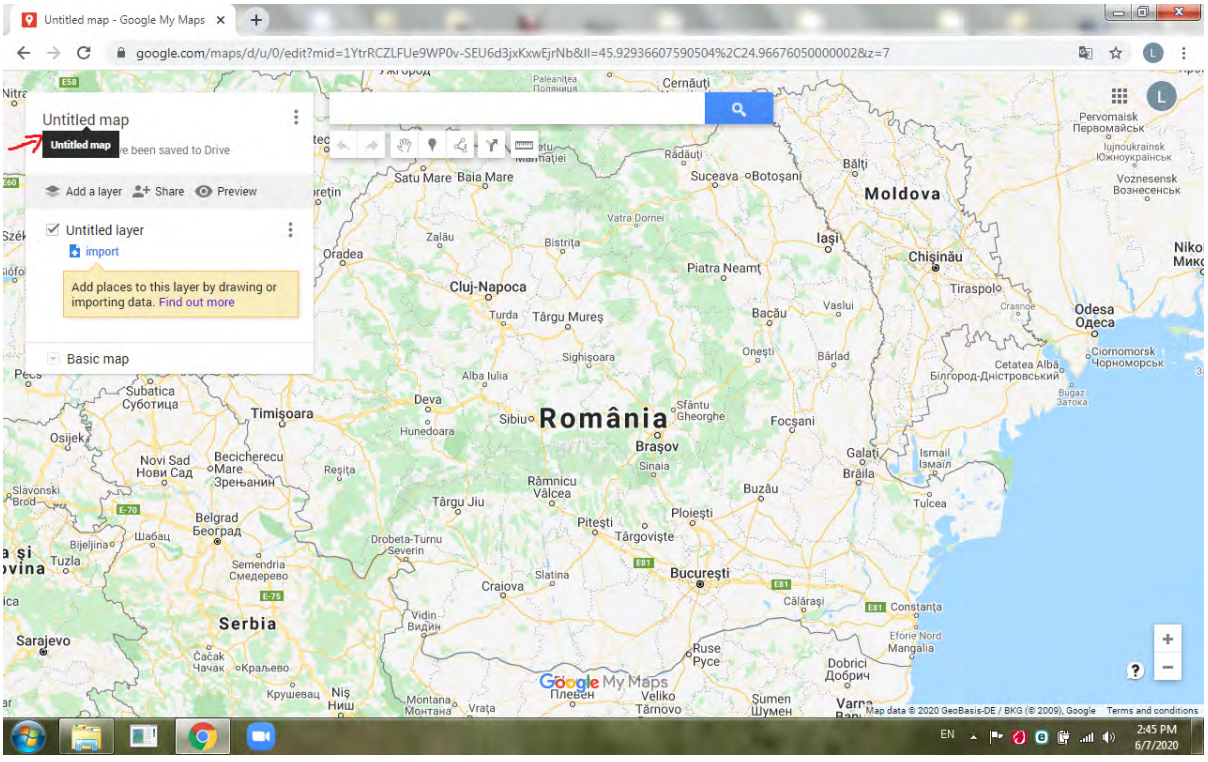


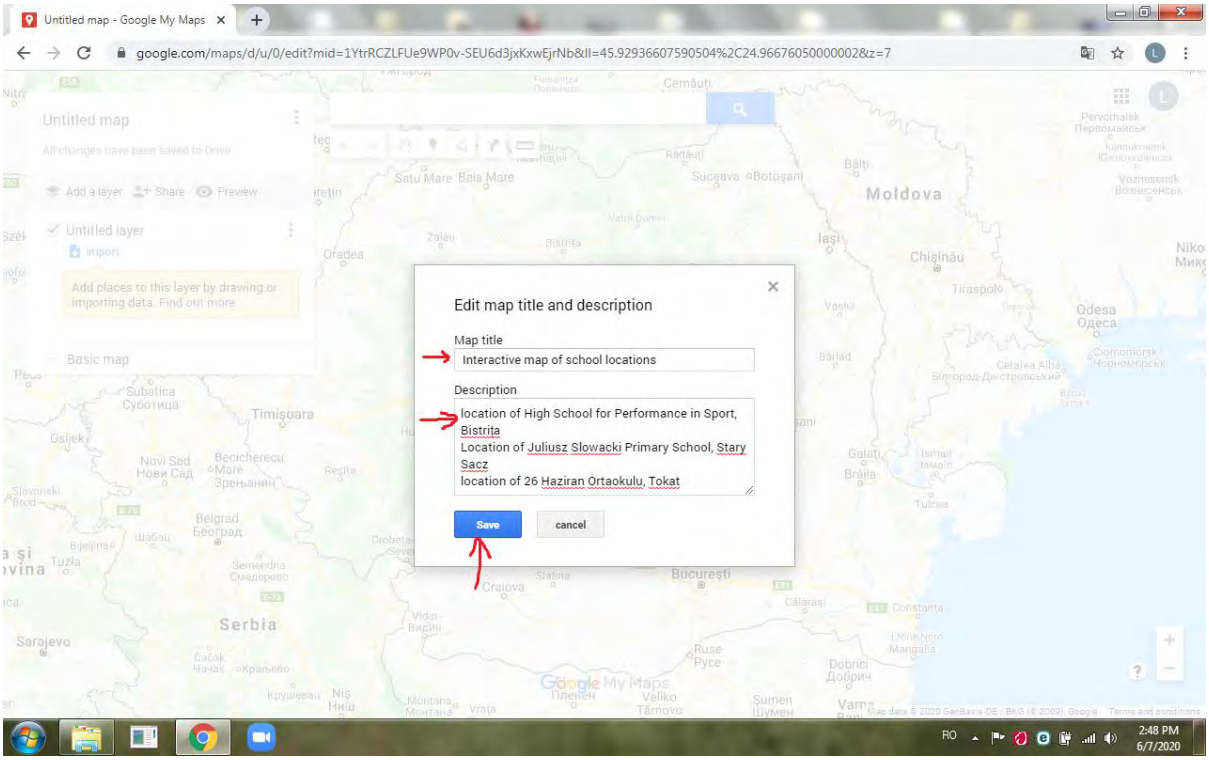


Step 2 – Log on the Google My Maps dashboard, from your Google account, and click on the orange rectangle to create a map.

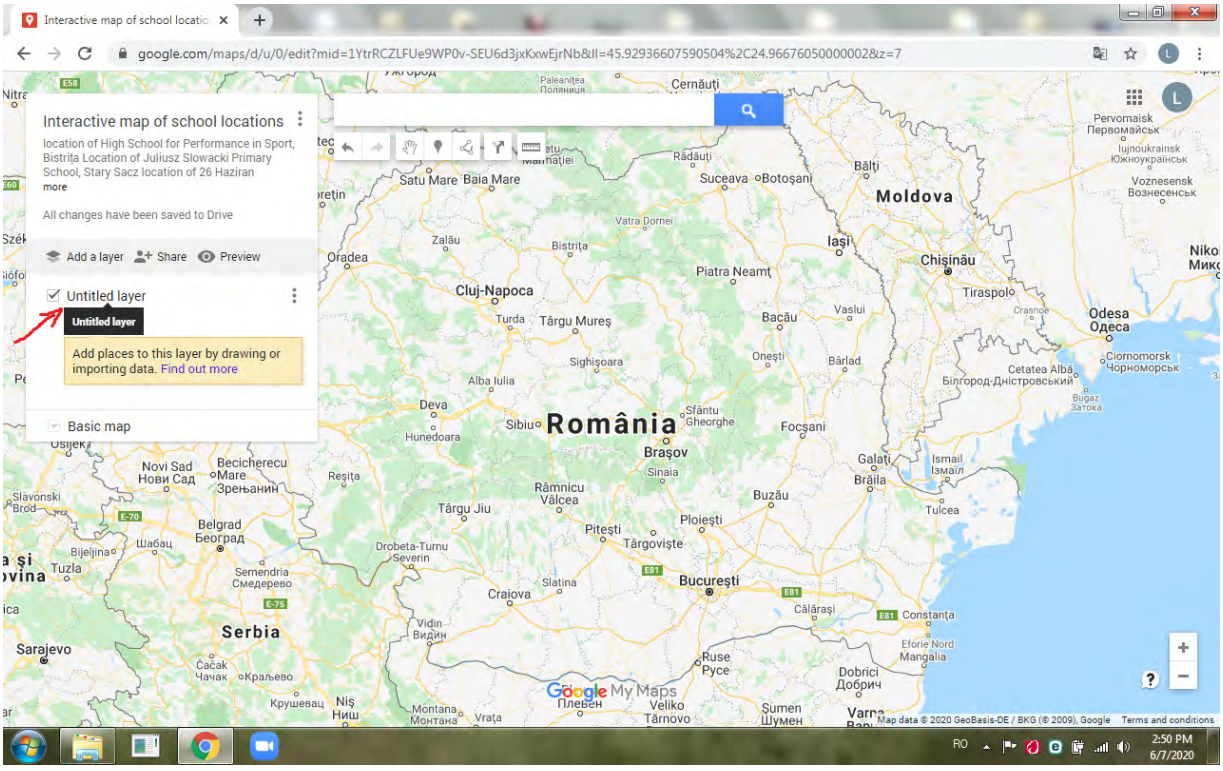


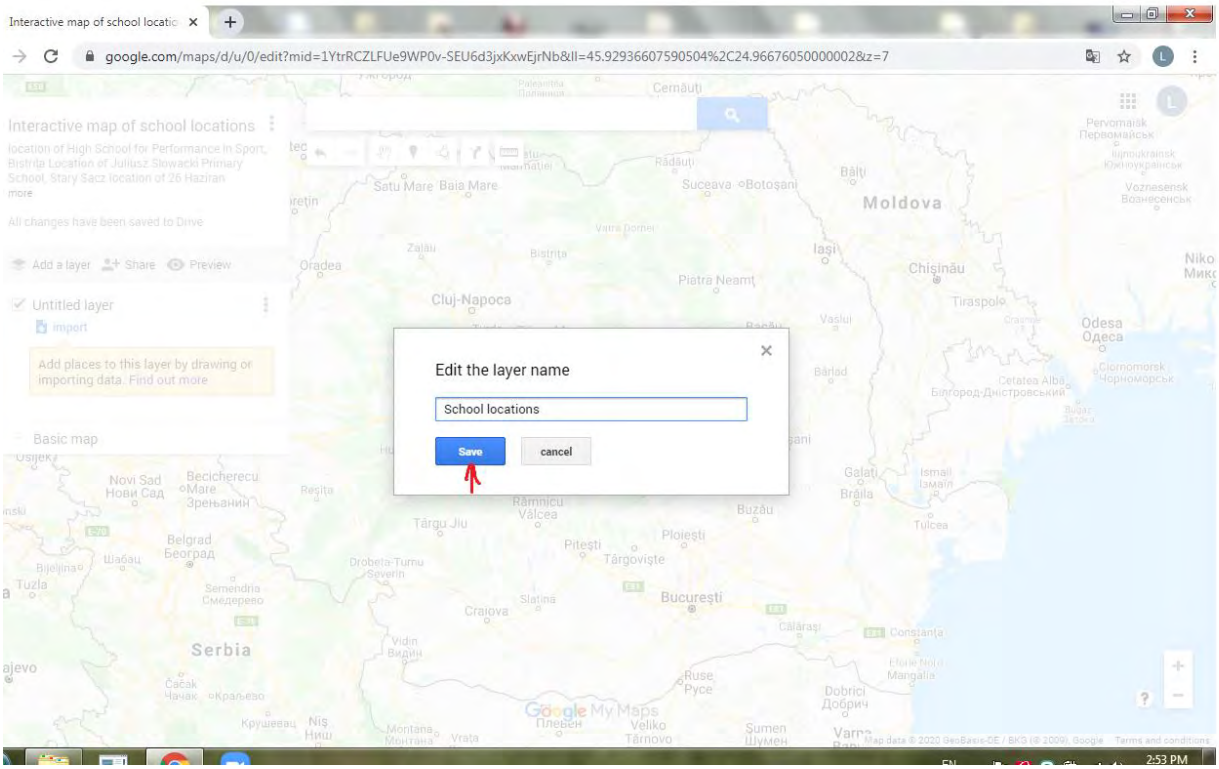
Step 3 – **Once you create that, add a new title name and a description, if you need to. Then click "save"**



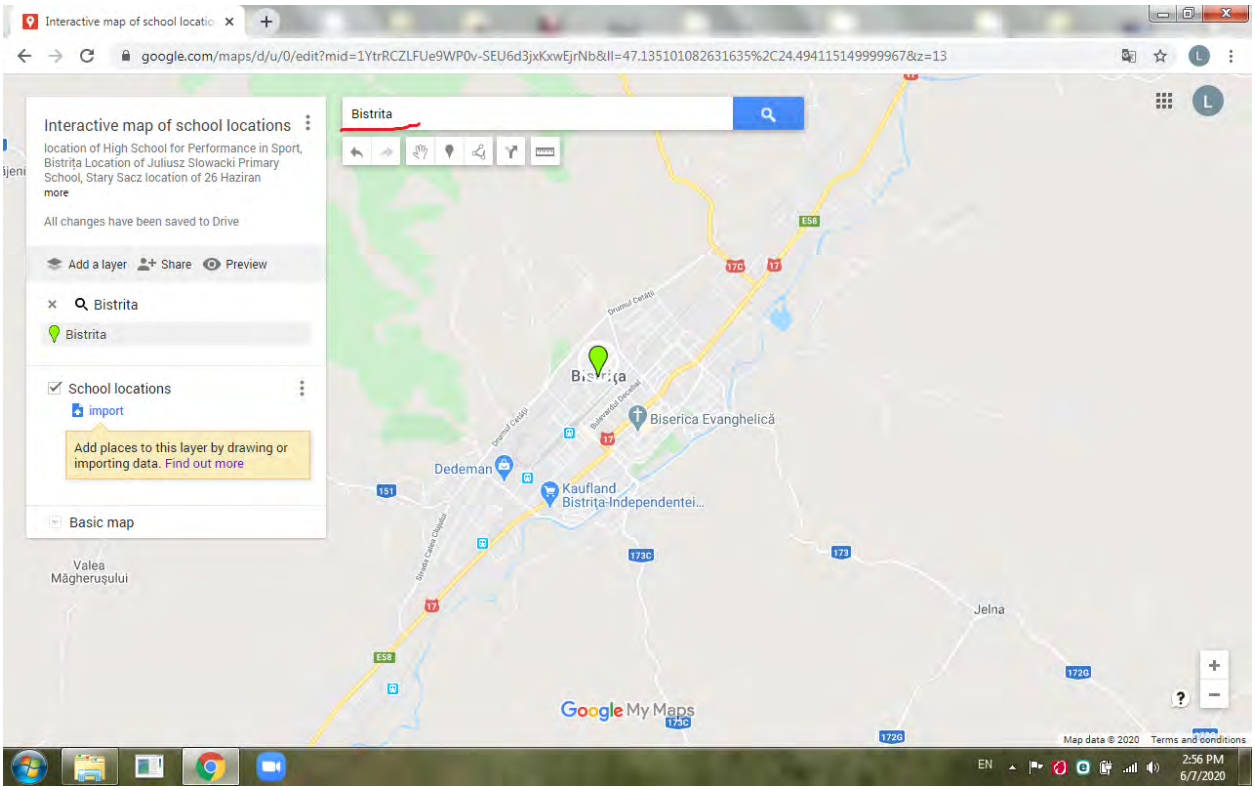


Step 4 – You need to familiarise with the interface, so the first thing you need to do is to assign everything that you`re going to be doing, to a layer.

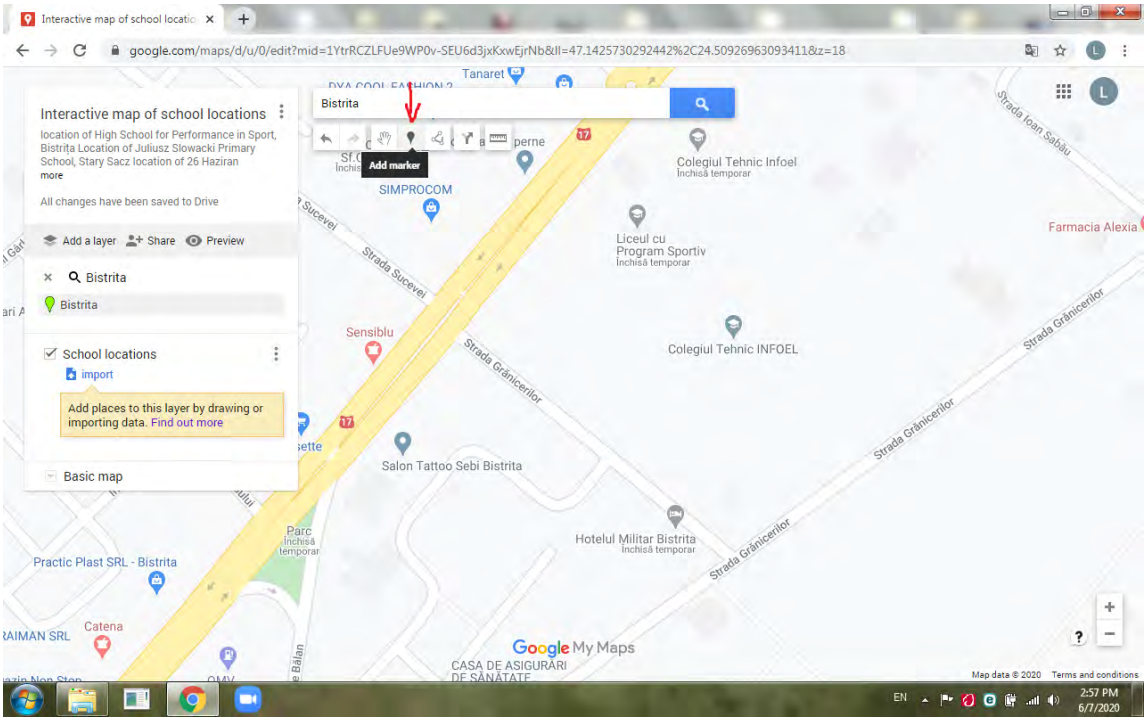




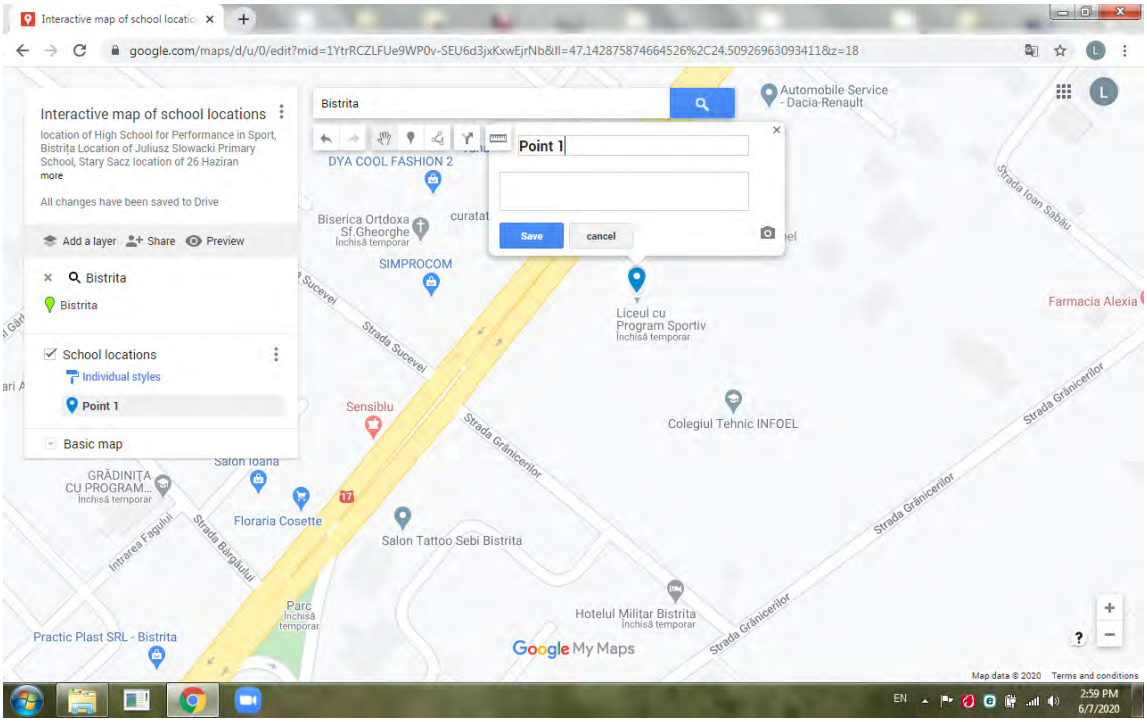
Step 5 – **After you have your layer created, you can search for the location of your objective.**

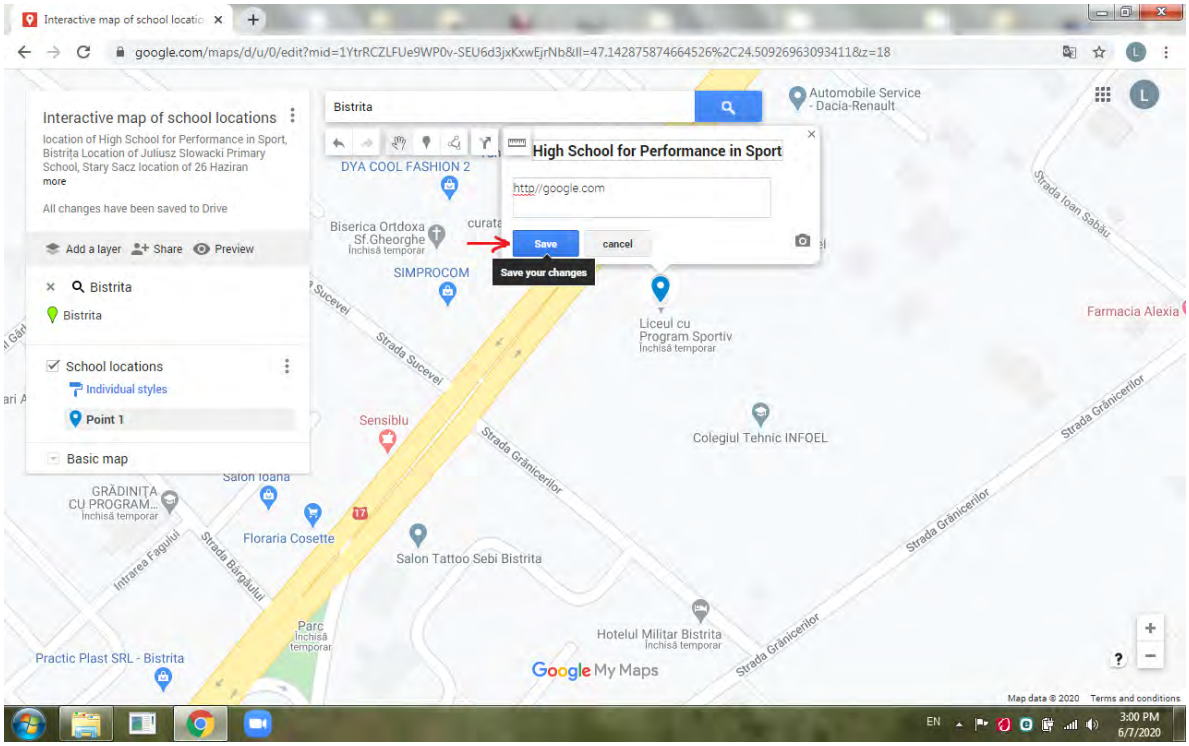


Step 6 – **You have to create the first marker. To do that, you just click on the "Add marker" and then search for the location you want your marker placed, or just zoom into the area you want your marker placed.**

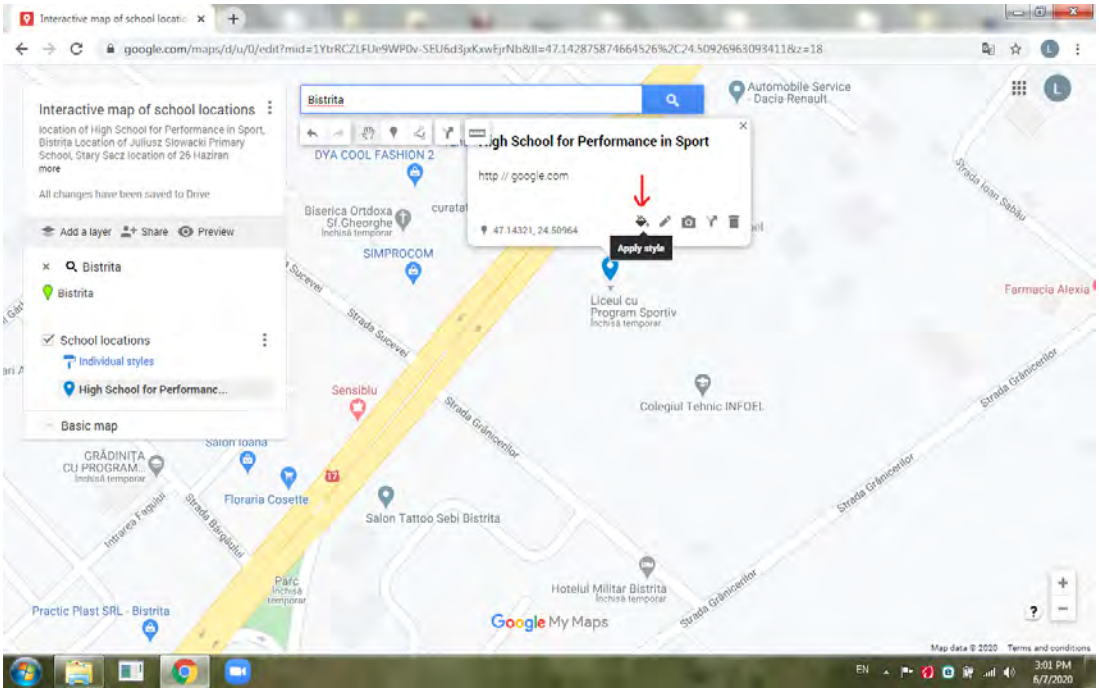


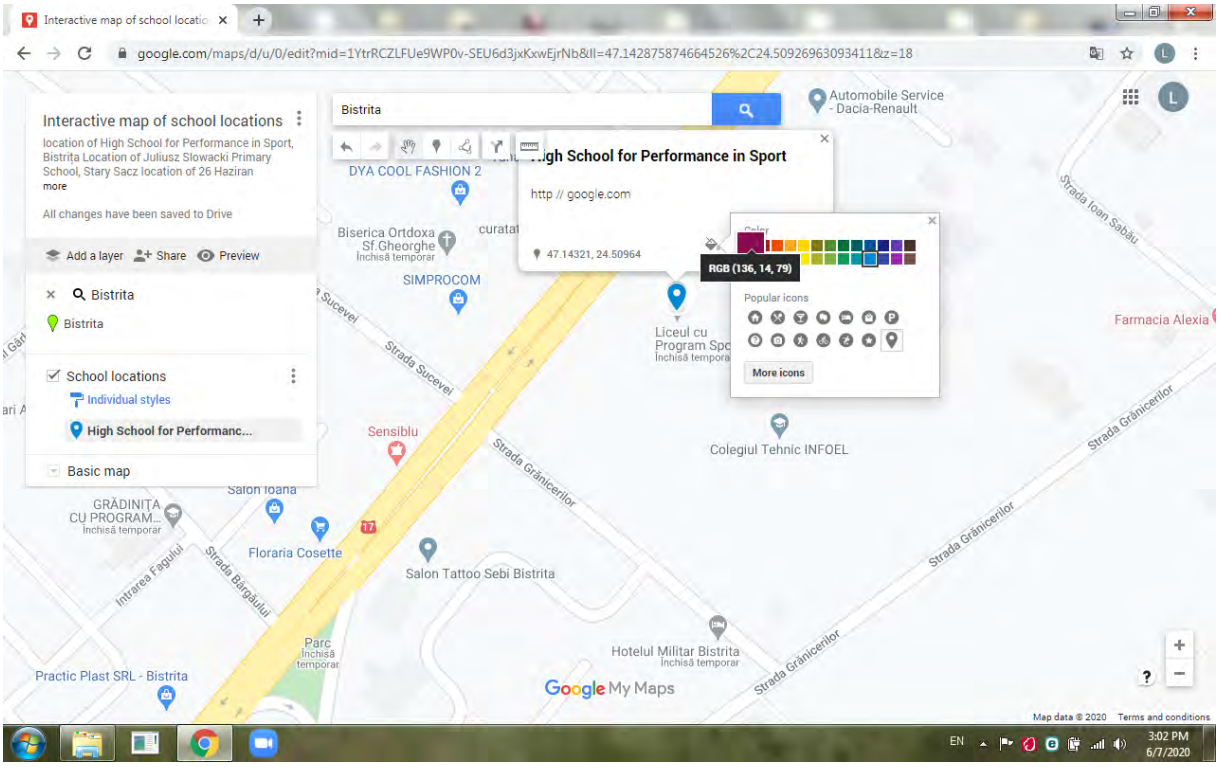
Step 7 – Title your marker, add a description. When you add tour text, you have to type the direct link that you need (http//google.com), and as you see, that`s a hyperlink. Then click "save".



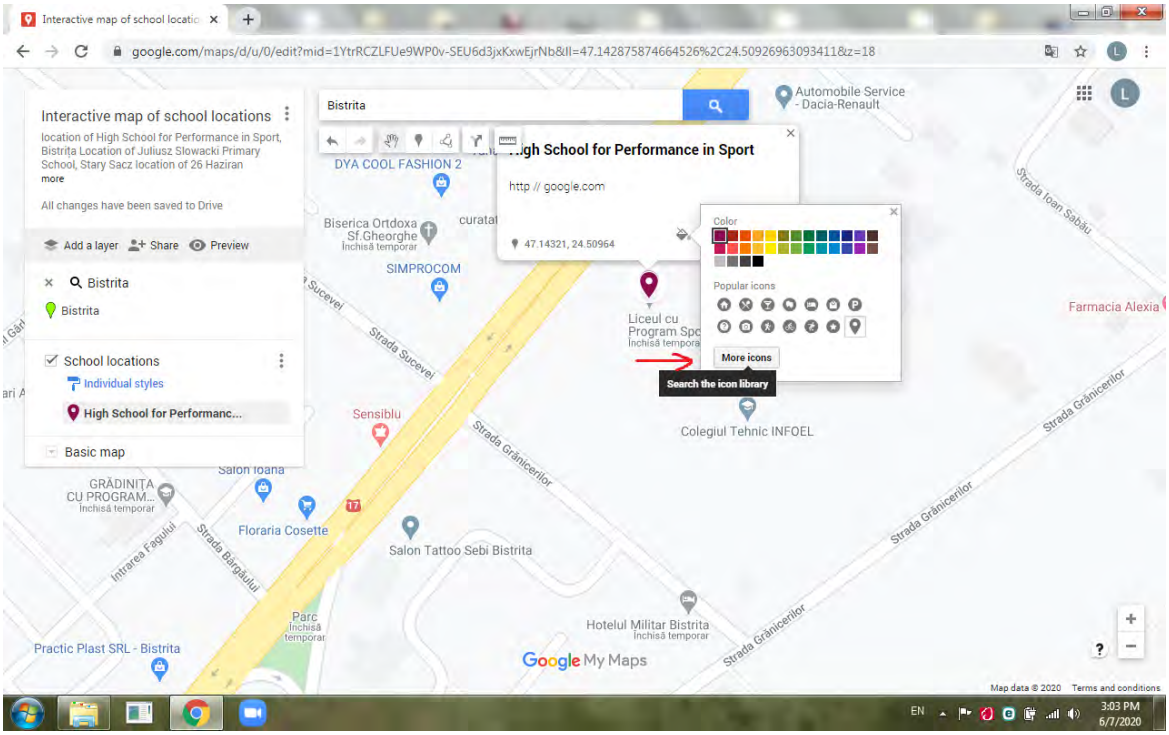


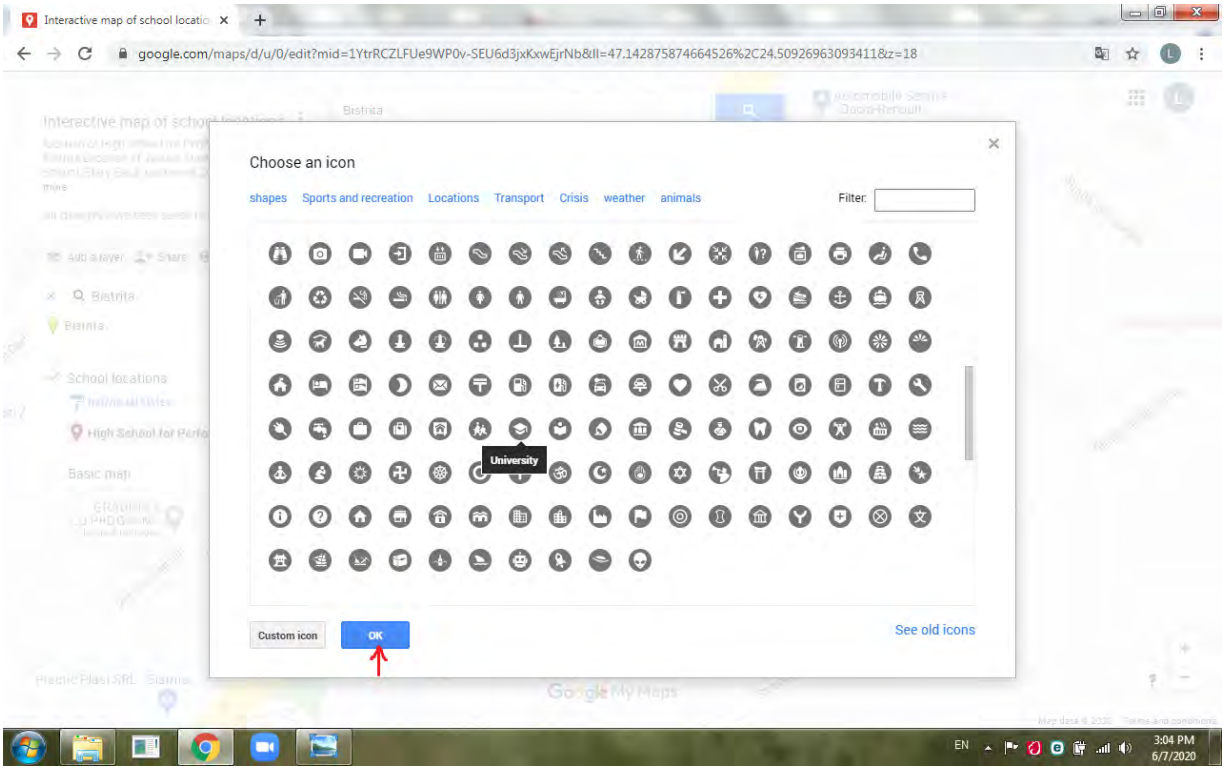
Step 8 – **Once your marker is created, you can change the way it looks. So, if you click the paint bucket there, you can change the marker`s color...**

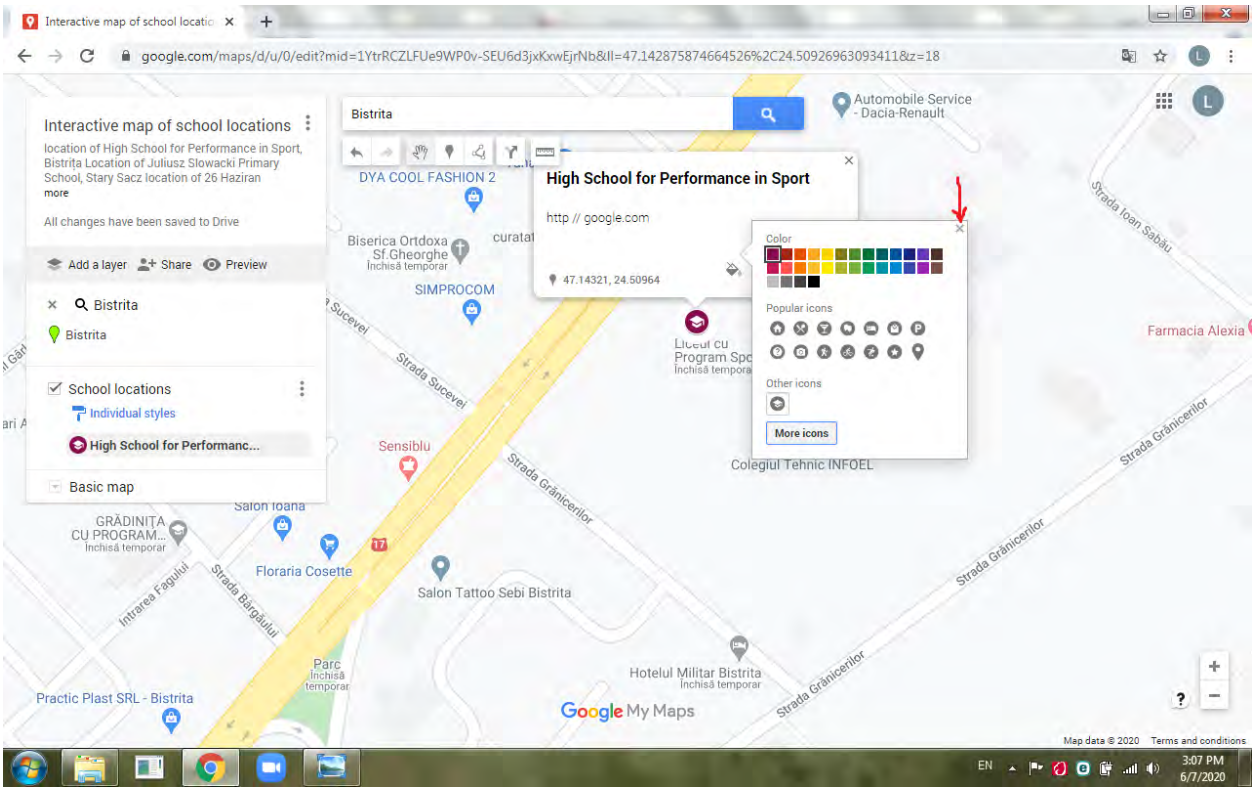




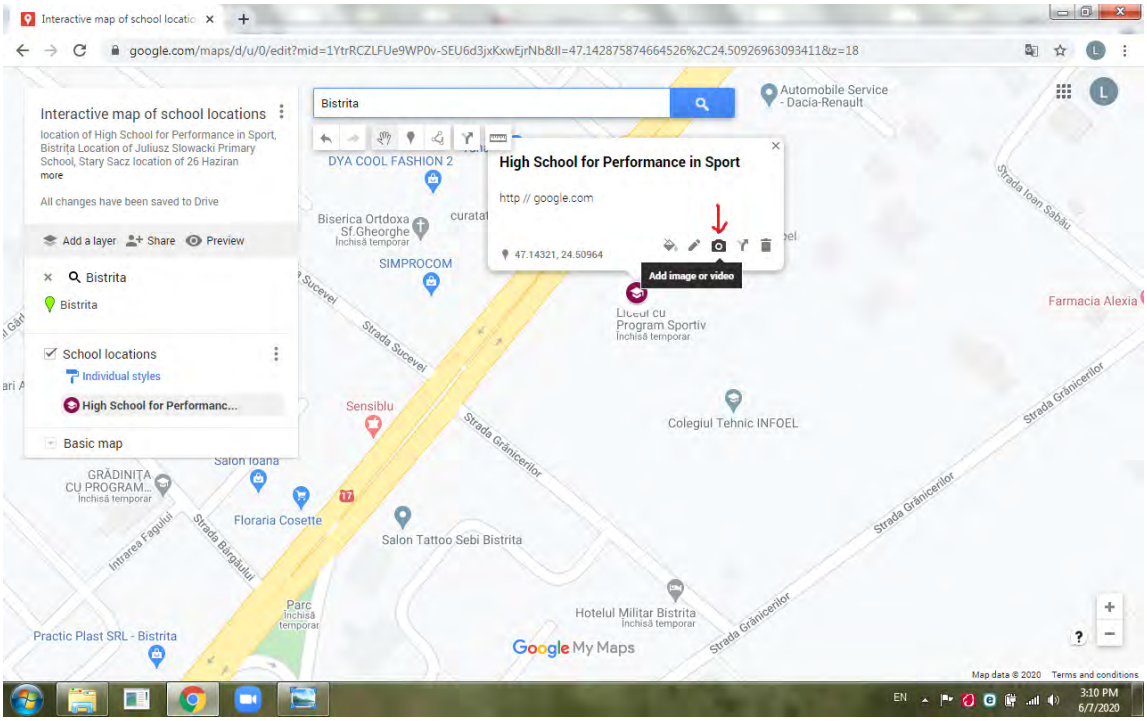
…you can change the marker`s shape…



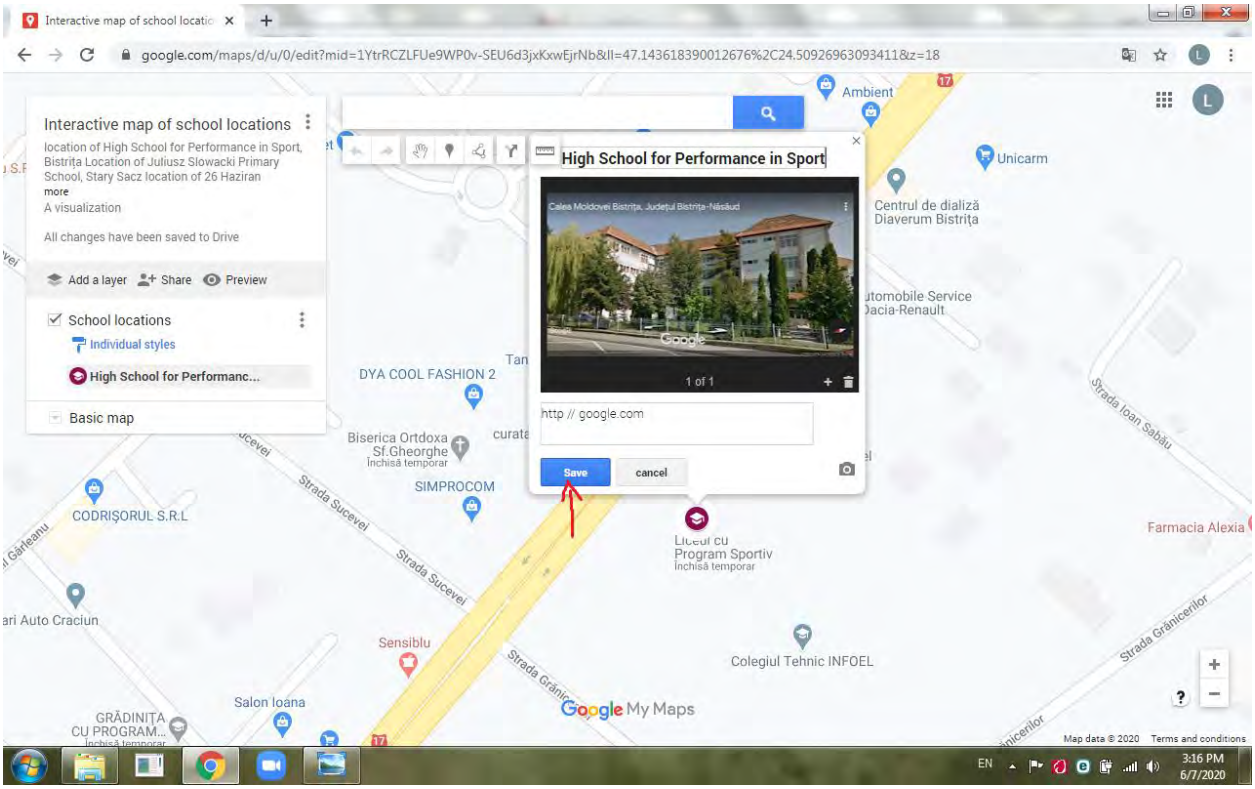




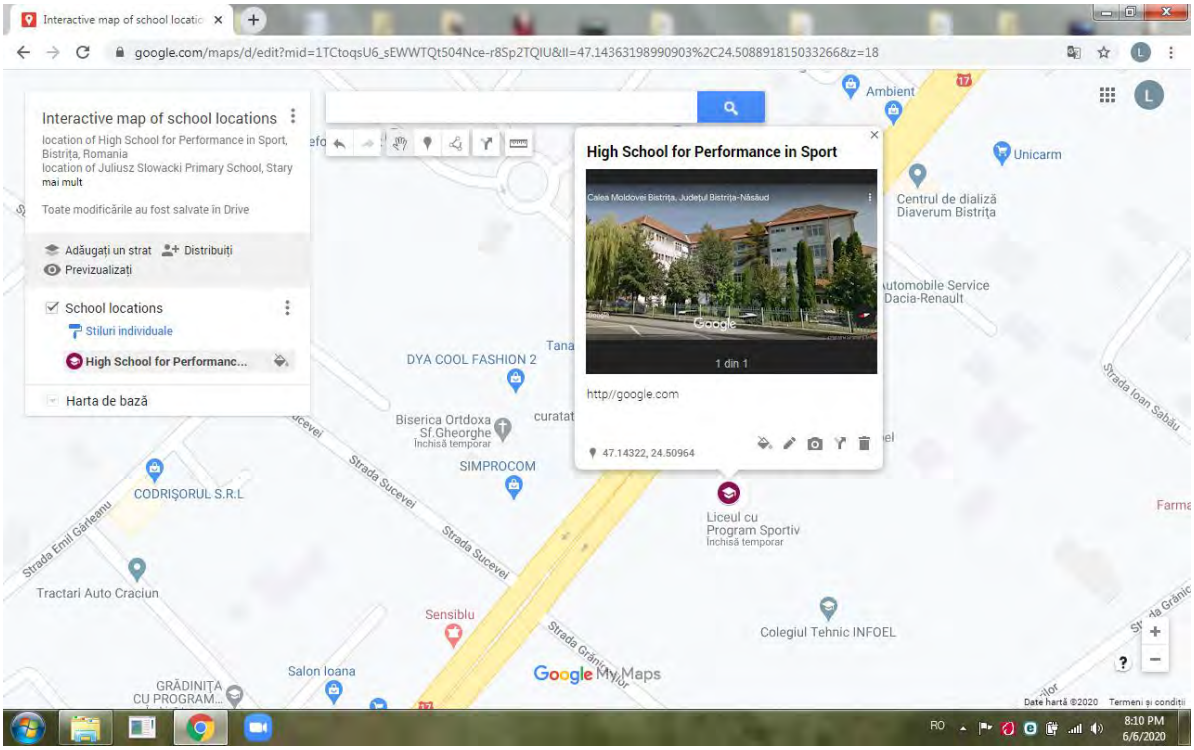
…or you can add some photos.



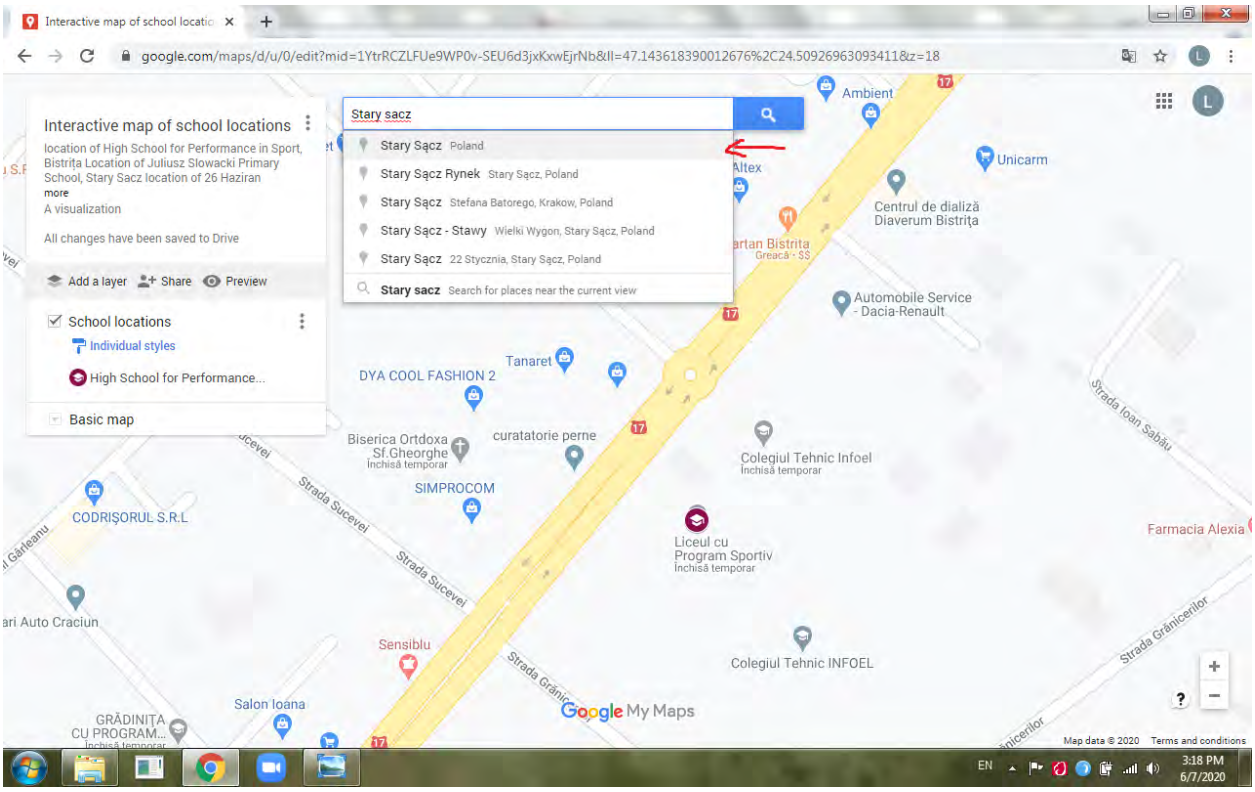
Let`s say you want to add some photos on your device. In this situation, you just click on “add photos on your device”, and then select the photo you need. Then click “save”.

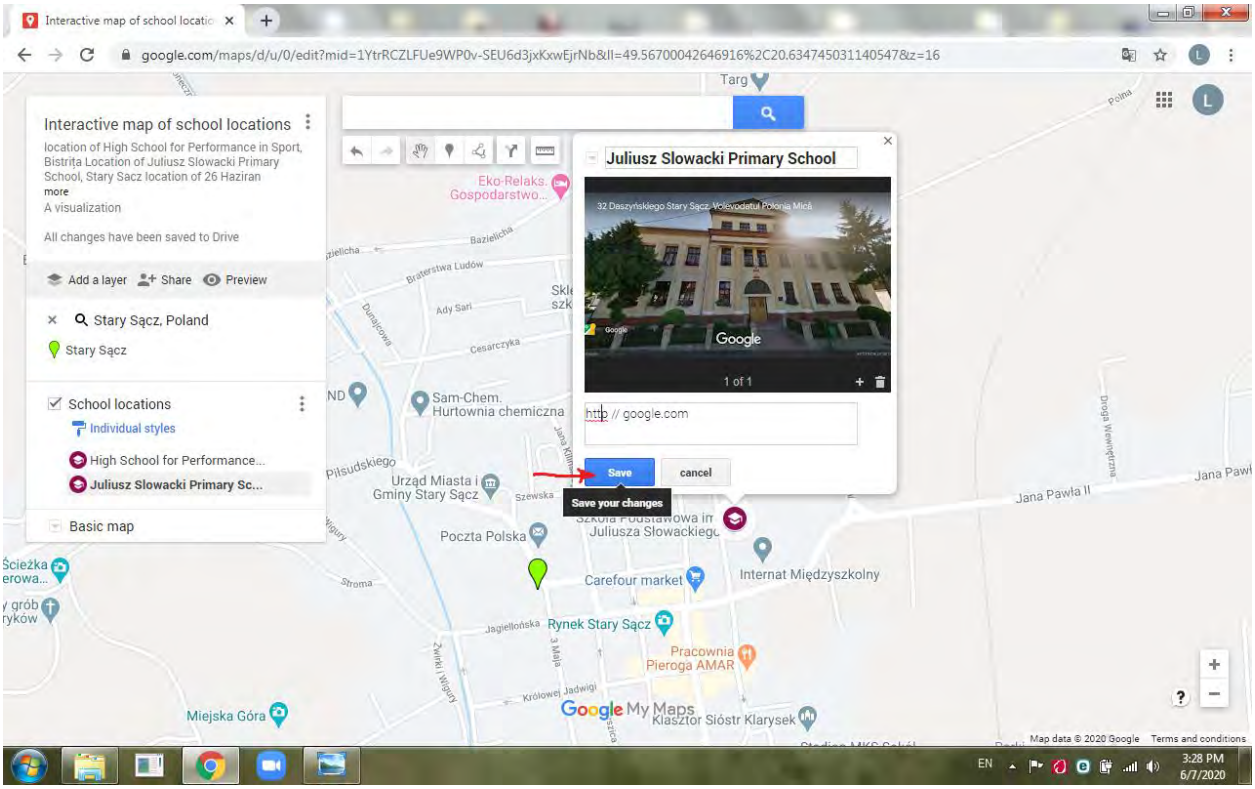


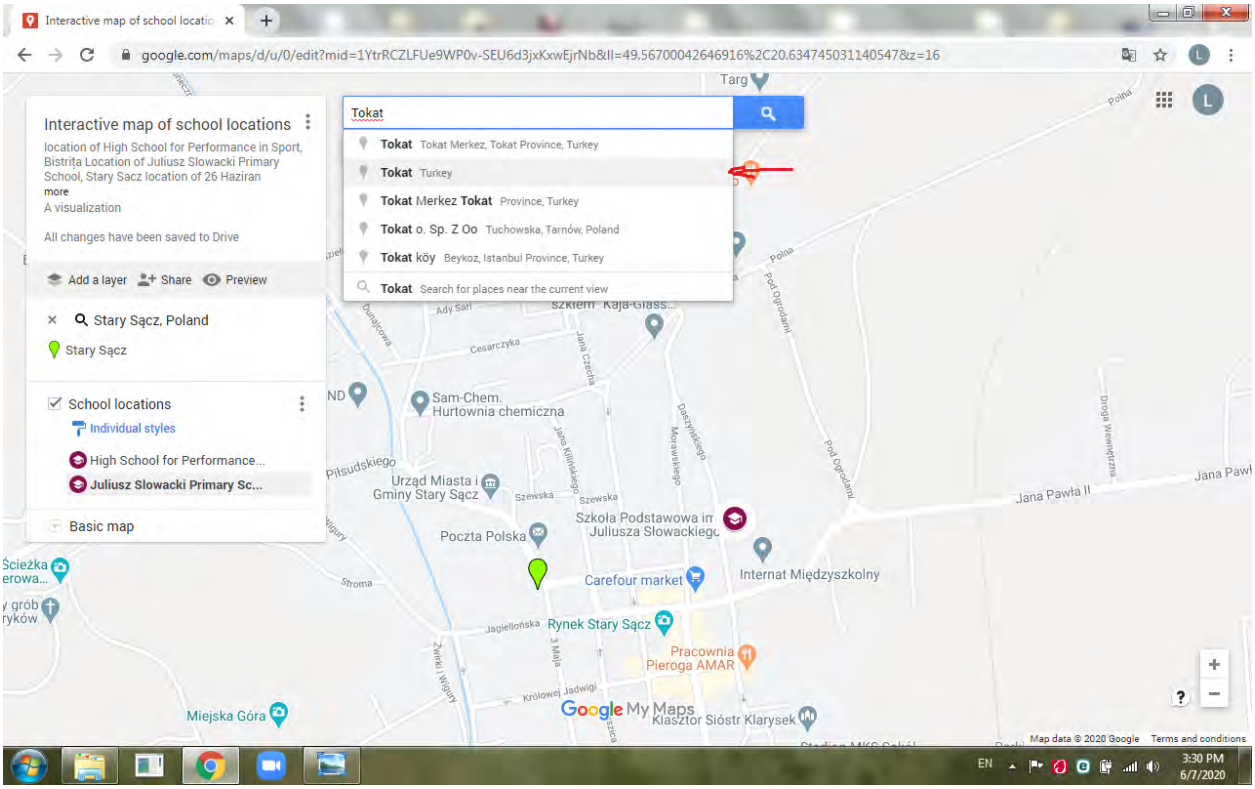
Now you have an image.



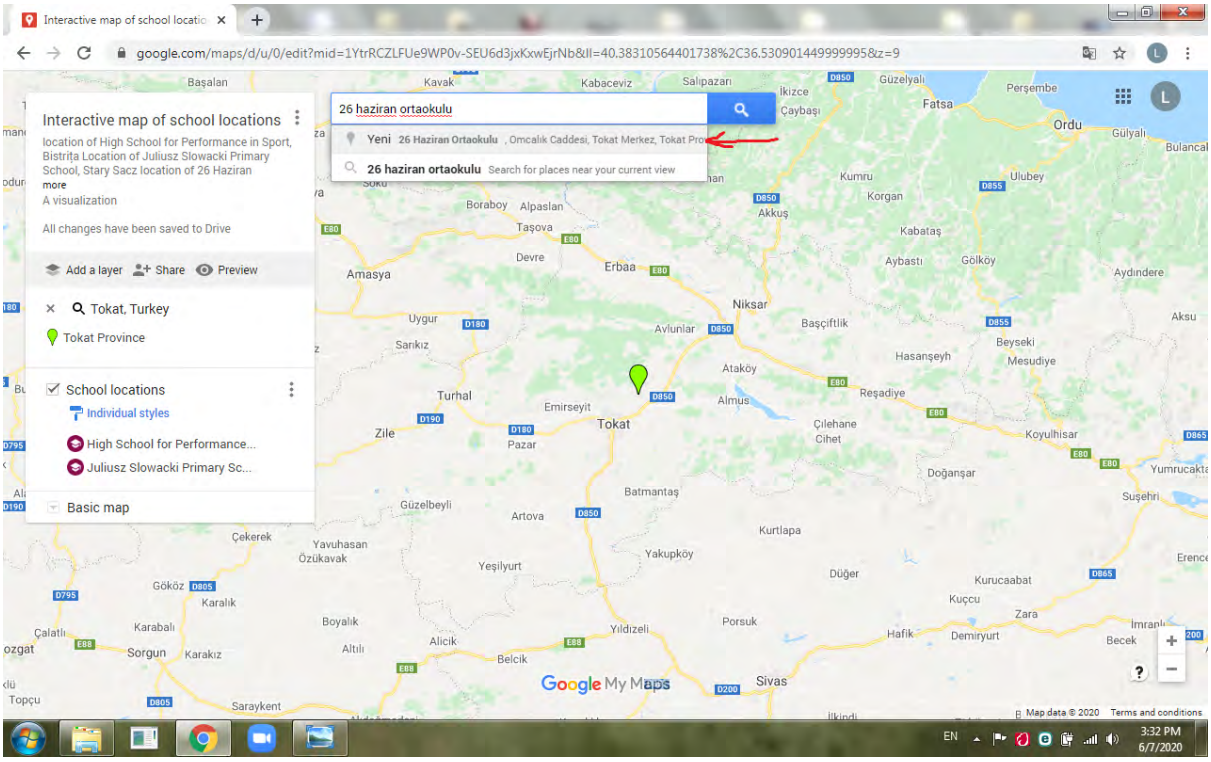
Step 9 – **Follow the same steps to create your other markers.**

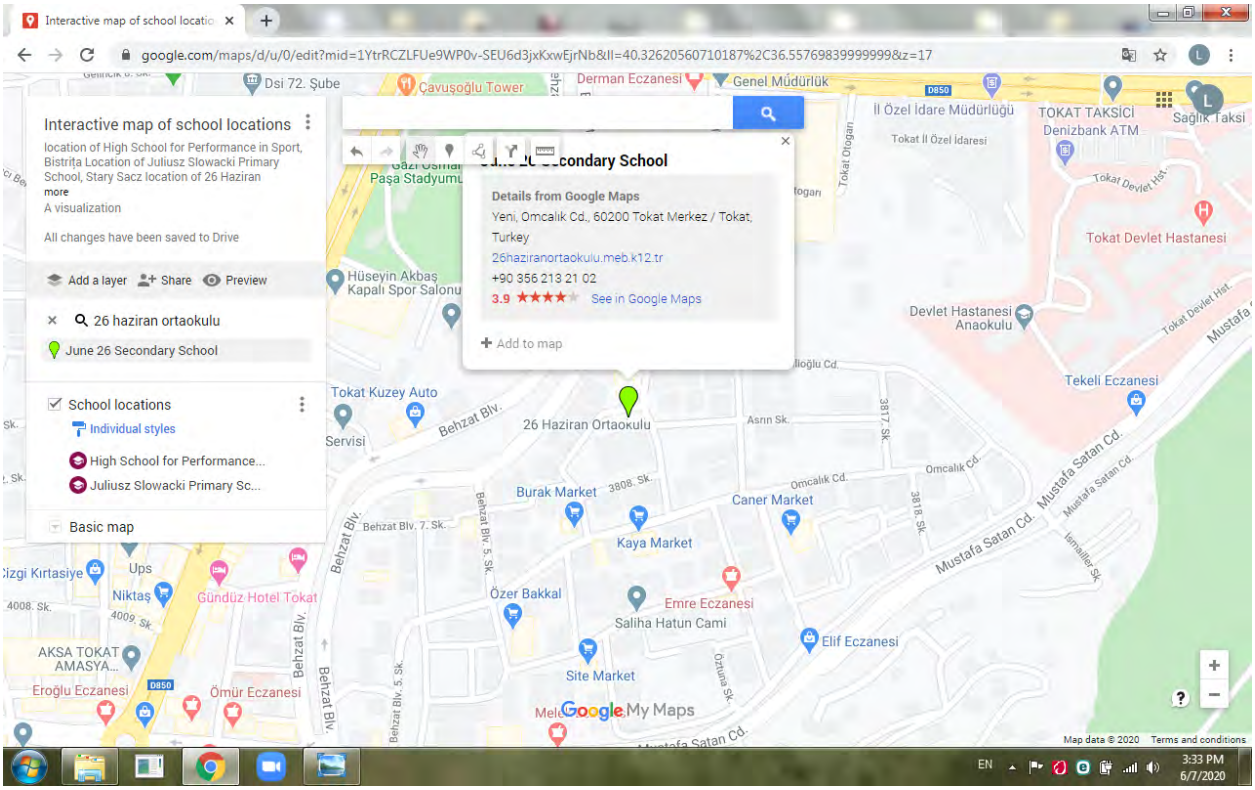


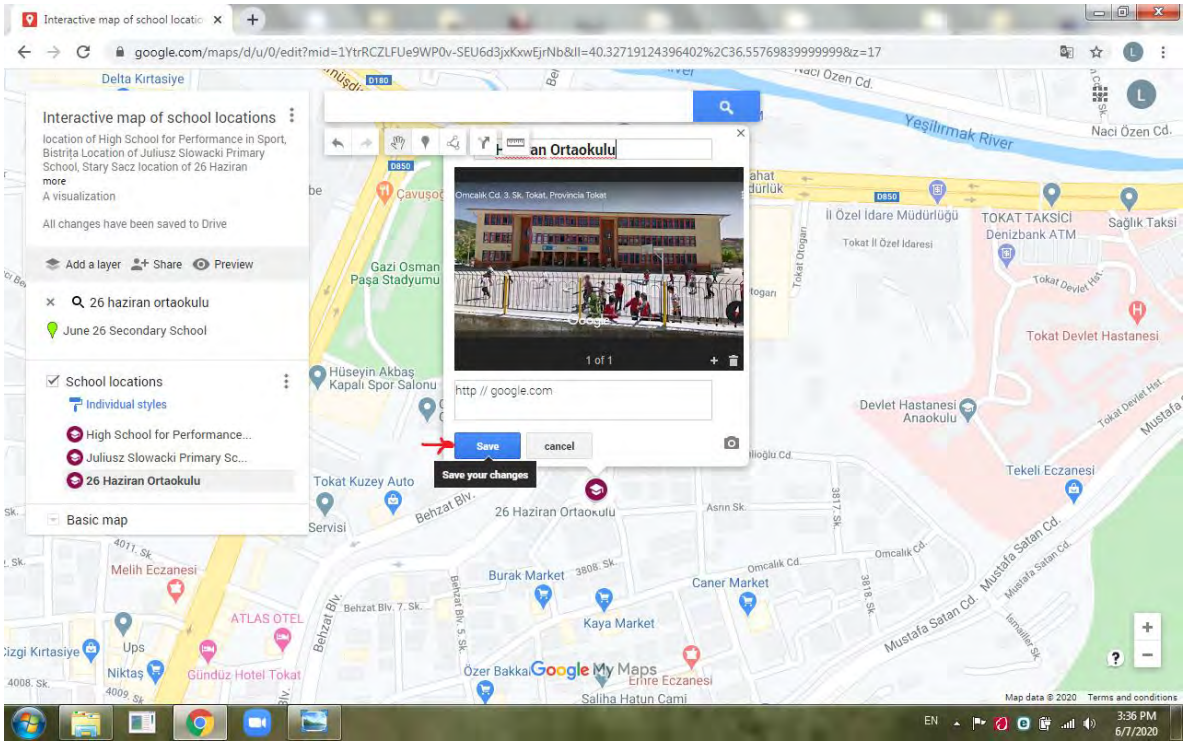




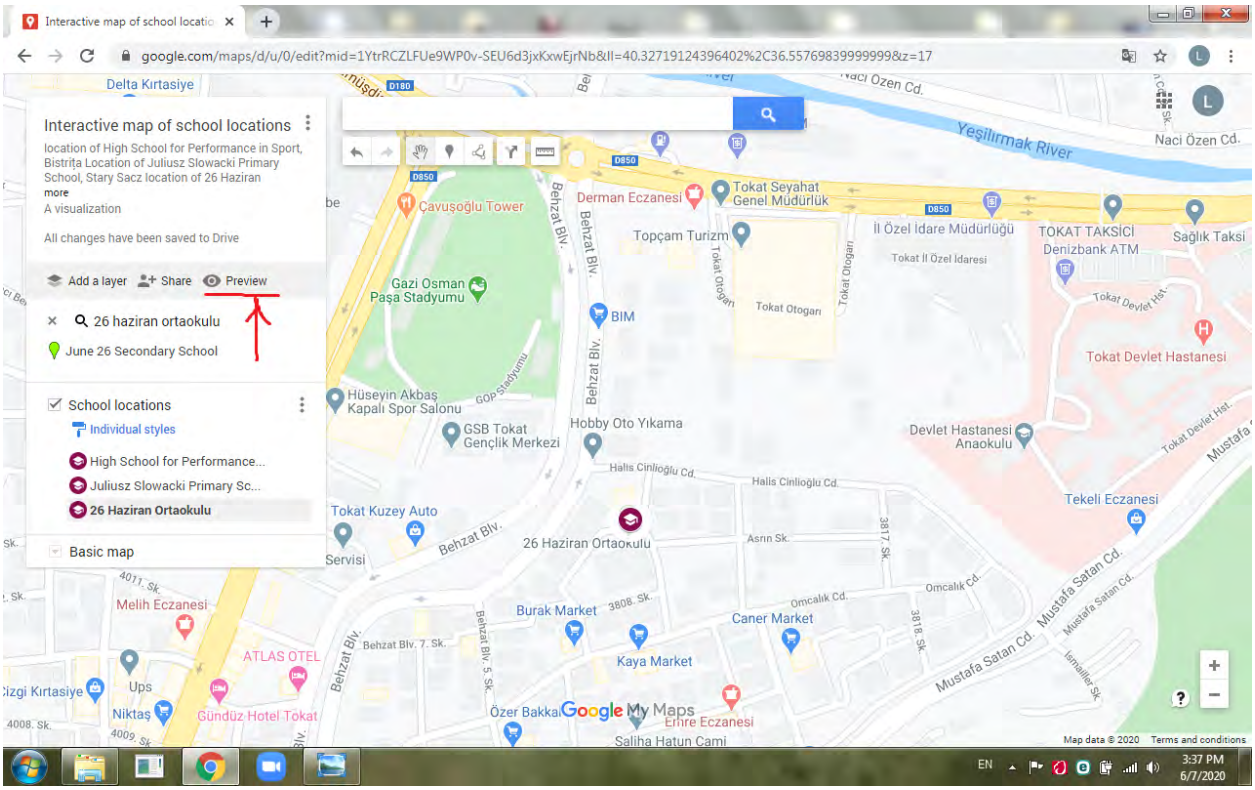
When you`re not so sure about the location, you can look for more detailed information.


Interactive map of school locatio
google.com/maps/d/u/0/edit?mid=1YtrRCZLFUe9WP0v-SEU6d3jxKxwEjrNb&ll=40.383105644017 38%2C36.530901449999995&z=9
Interactive map of school locations
location of High School for Performance in Sport, Bistrița Location of Juliusz Slowacki Primary School, Stary Sacz location of 26 Haziran
more
A visualization
All changes have been saved to Drive
Add a layer
Share
Preview
Tokat, Turkey
Tokat Province
School locations
Individual styles
High School for Performance...
Juliusz Slowacki Primary Sc...
Basic map
26 haziran ortaokulu
Yeni 26 Haziran Ortaokulu , Omcalik Caddesi, Tokat Merkez, Tokat Pro
26 haziran ortaokulu Search for places near your current view
Google My Maps
Map data © 2020
Terms and conditions
3:32 PM
6/7/2020

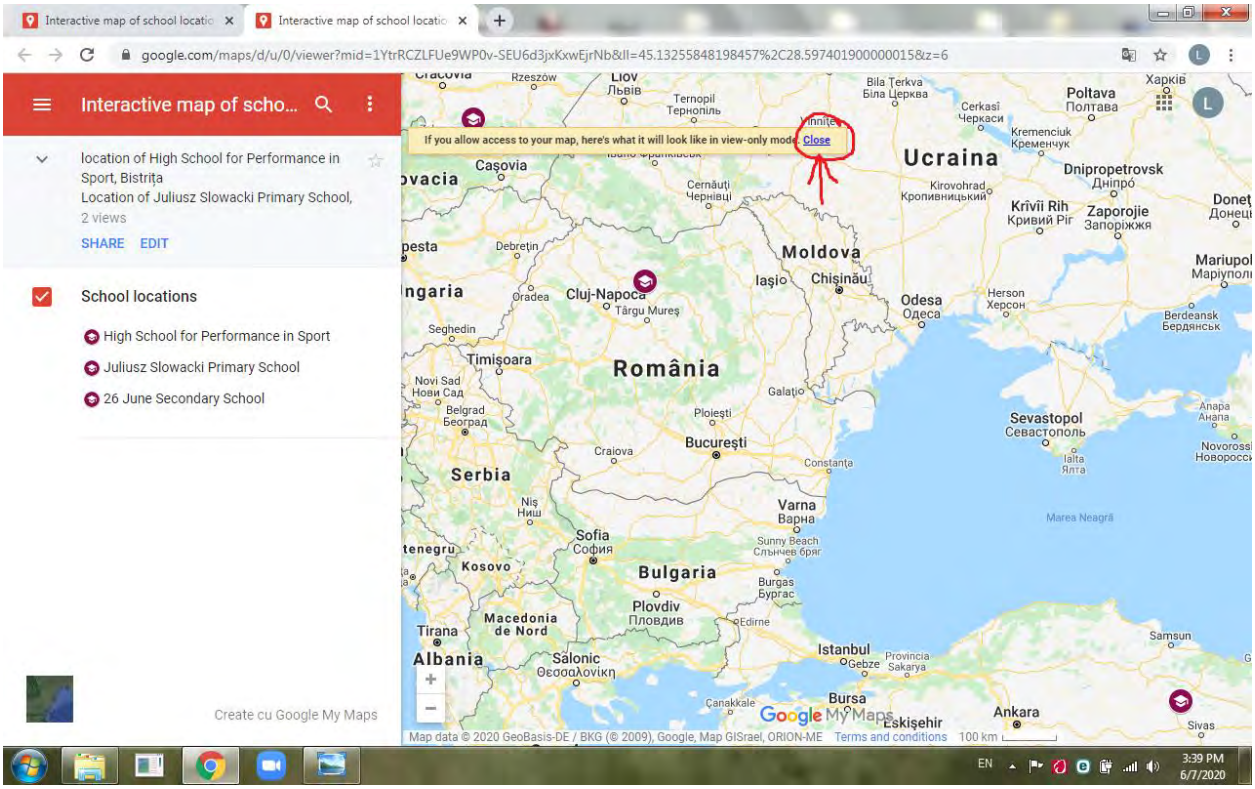

Interactive map of school locatio
google.com/maps/d/u/0/edit?mid=1YtrRCZLFUe9WP0v-SEU6d3jxKxwEjrNb&ll=40.32620560710187%2C36.557698399999998&z=17
Interactive map of school locations
location of High School for Performance in Sport, Bistrița Location of Juliusz Slowacki Primary School, Stary Sacz location of 26 Haziran
more
A visualization
All changes have been saved to Drive
Add a layer
Share
Preview
26 haziran ortaokulu
June 26 Secondary School
School locations
Individual styles
High School for Performance...
Juliusz Slowacki Primary Sc...
Basic map
Details from Google Maps
Yeni, Omcalik Cd., 60200 Tokat Merkez / Tokat, Turkey
26haziranortaokulu.meb.k12.tr
+90 356 213 21 02
3.9
See in Google Maps
Add to map
26 Haziran Ortaokulu
Tokat Kuzey Auto Servisi
Hüseyin Akbaş Kapalı Spor Salonu
Paşa Stadyumu
Çavuşoğlu Tower
Derman Eczanesi
Genel Müdürlük
İl Özel İdare Müdürlüğü
TOKAT TAKSİCİ
Denizbank ATM
Tokat Devlet Hastanesi
Devlet Hastanesi Anaokulu
Tekeli Eczanesi
Burak Market
Caner Market
Kaya Market
Özer Bakkal
Emre Eczanesi
Saliha Hatun Cami
Elif Eczanesi
Site Market
Ups
Niktaş
Gündüz Hotel Tokat
AKSA TOKAT AMASYA...
Eroğlu Eczanesi
Ömür Eczanesi
Behzat Blv.
Mustafa Satan Cd.
Omcalik Cd.
Google My Maps
Map data © 2020
Terms and conditions
3:33 PM
6/7/2020



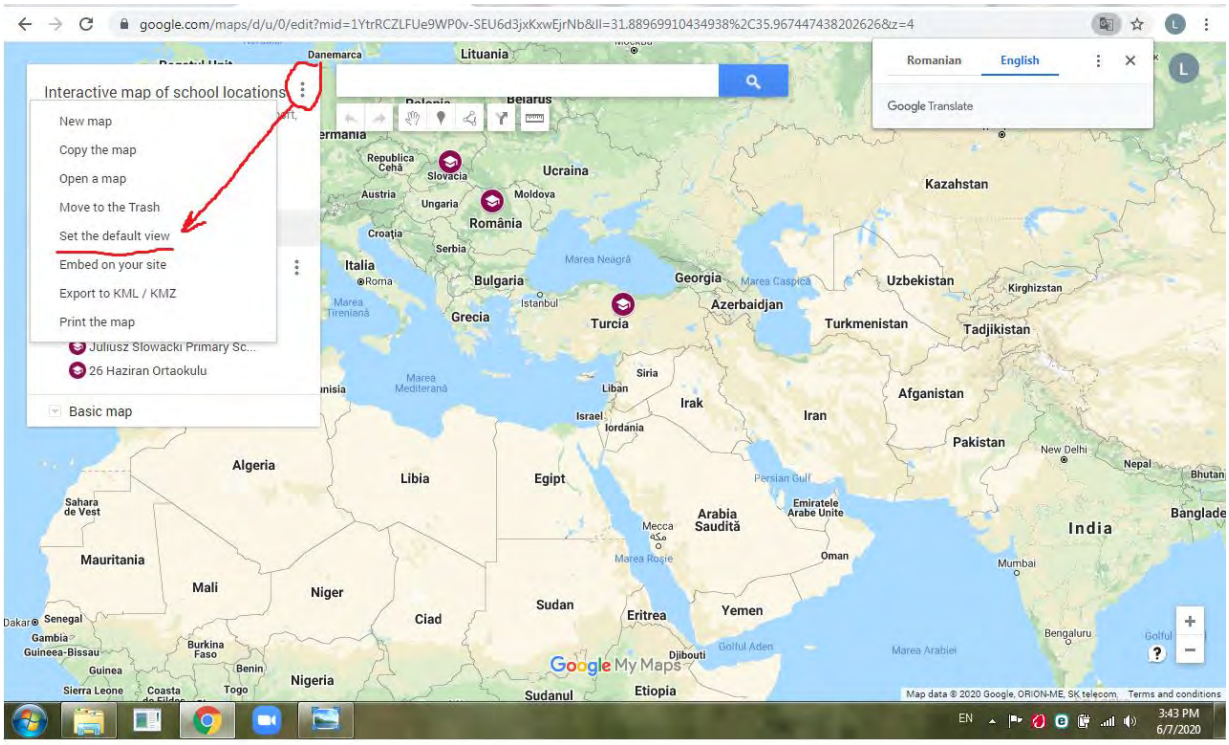
Step 10 – **Once you`re done adding your markers, you can click the preview button, so this is going to open up the preview of how it`s going to look, make sure that everything works and functions.**



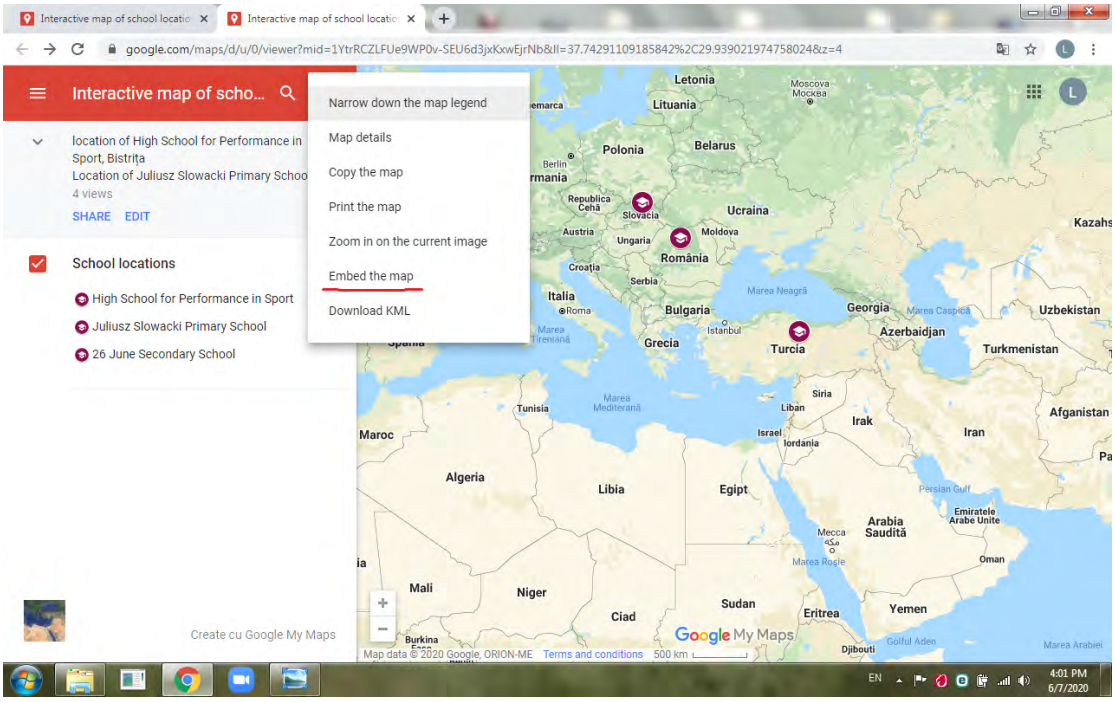
Then click “close”.



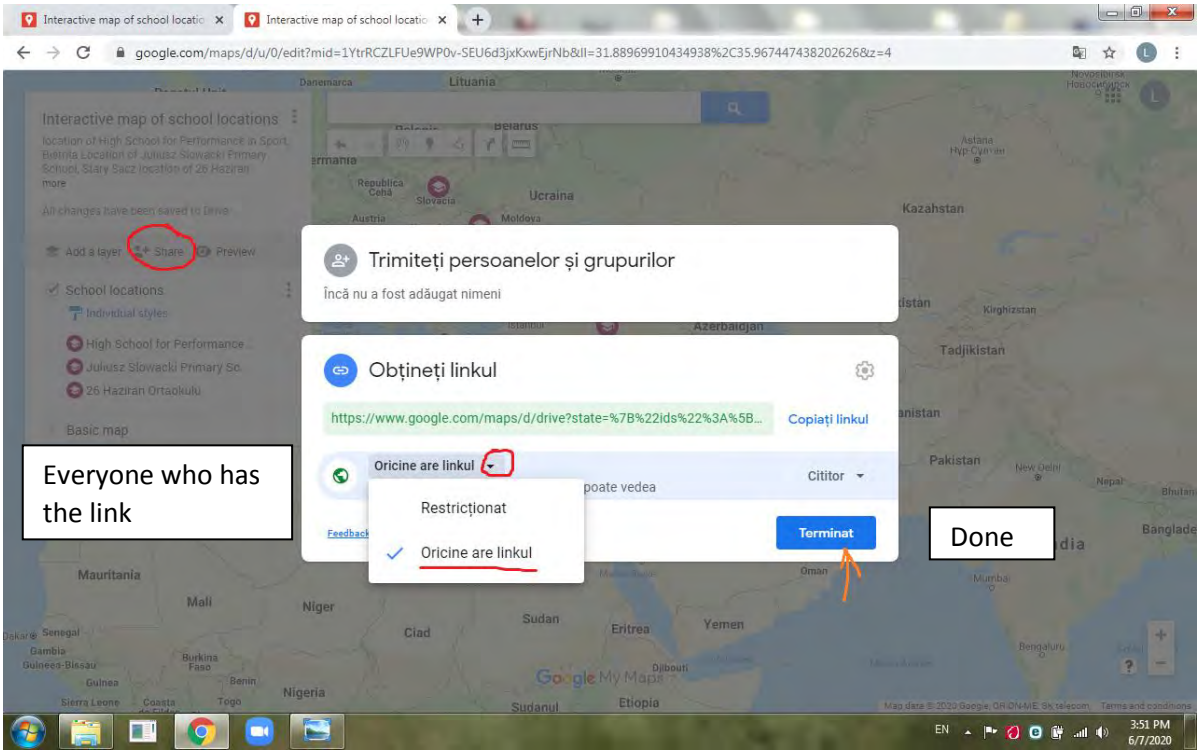
Step 11 – **You`re going to set the default view, as in the picture below.**



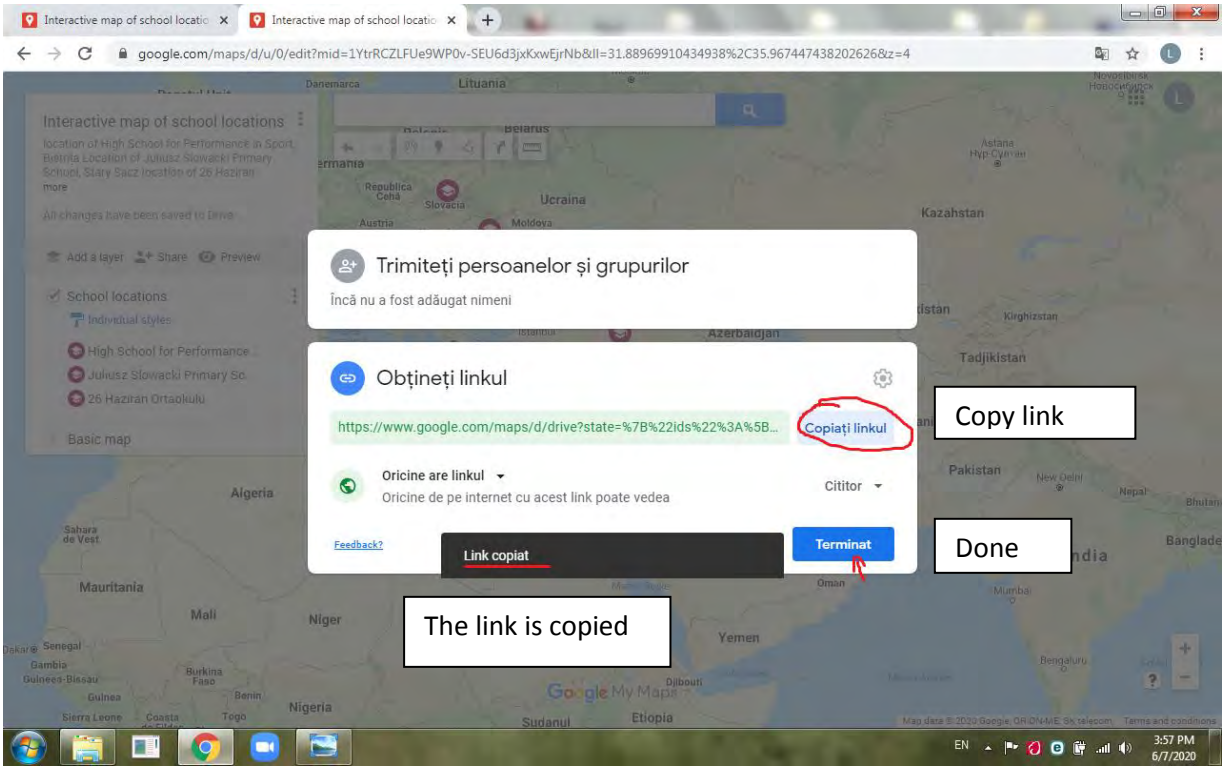
Step 12 – **The next step is to embade it.**



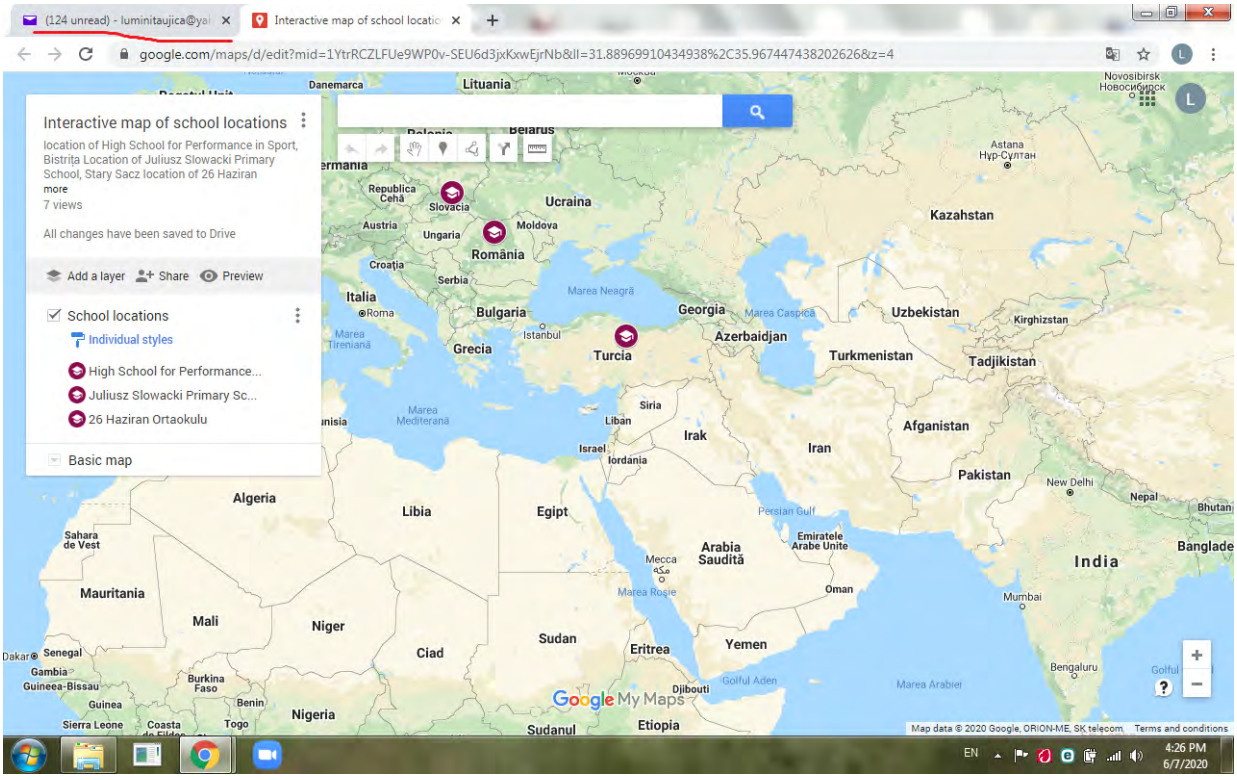
Step 13 –**If you want to share the map, you will get a message informing you that your map is private. In order to make the map public, you have to click the "share" button. Then select an option, click "save" and click "done".**



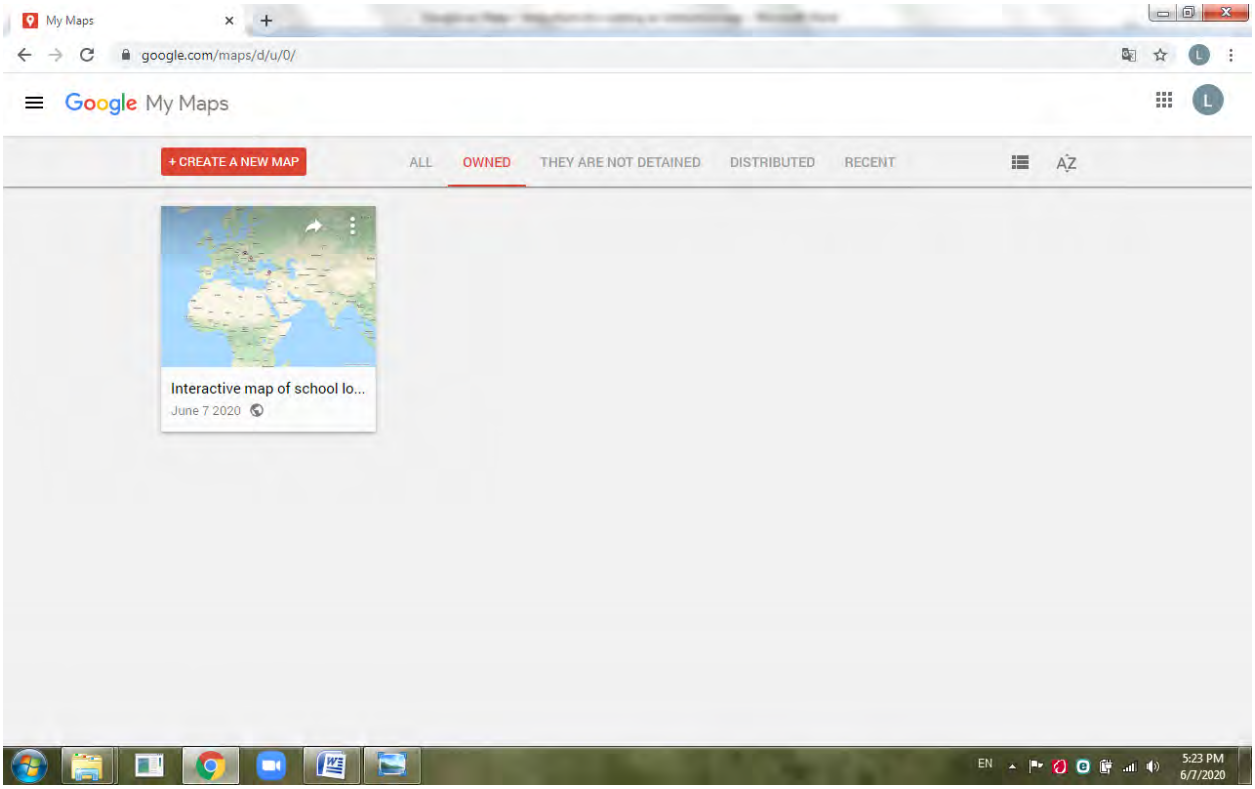
You can copy the link, and then go back to embade on your webb site.



The final product can be uploaded to Twitter, on a Facebook page, you can e-mail it etc.



After you create the maps and you want to see them, you just have to log to Google My Maps, and they will appear on the Google My Maps dashboard.


My Maps
google.com/maps/d/u/0/
Google My Maps
+ CREATE A NEW MAP
ALL
OWNED
THEY ARE NOT DETAINED
DISTRIBUTED
RECENT
Interactive map of school lo...
June 7 2020
EN
5:23 PM
6/7/2020

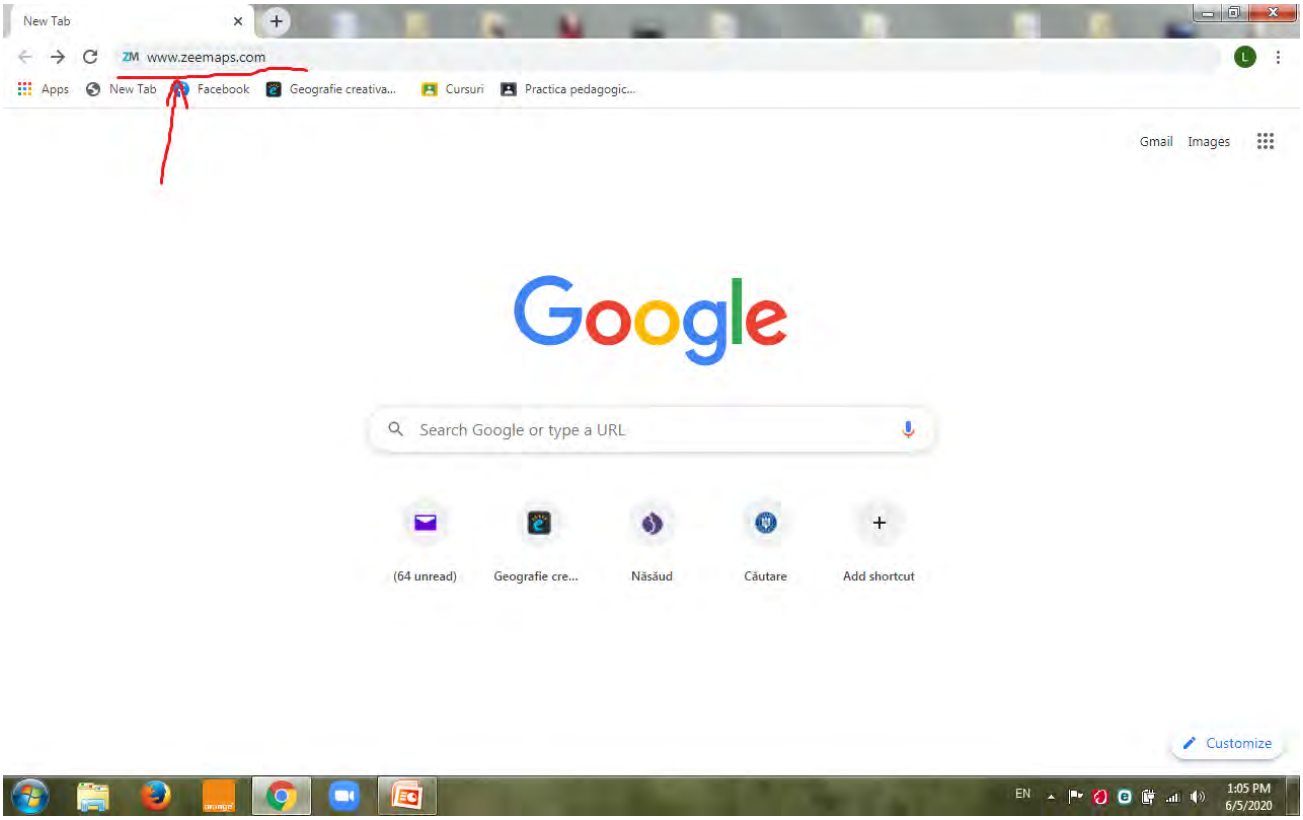
Instructions for creating an interactive map in ZeeMaps

Prof. Ujică Luminița, High School for Performance in Sport, Bistrița

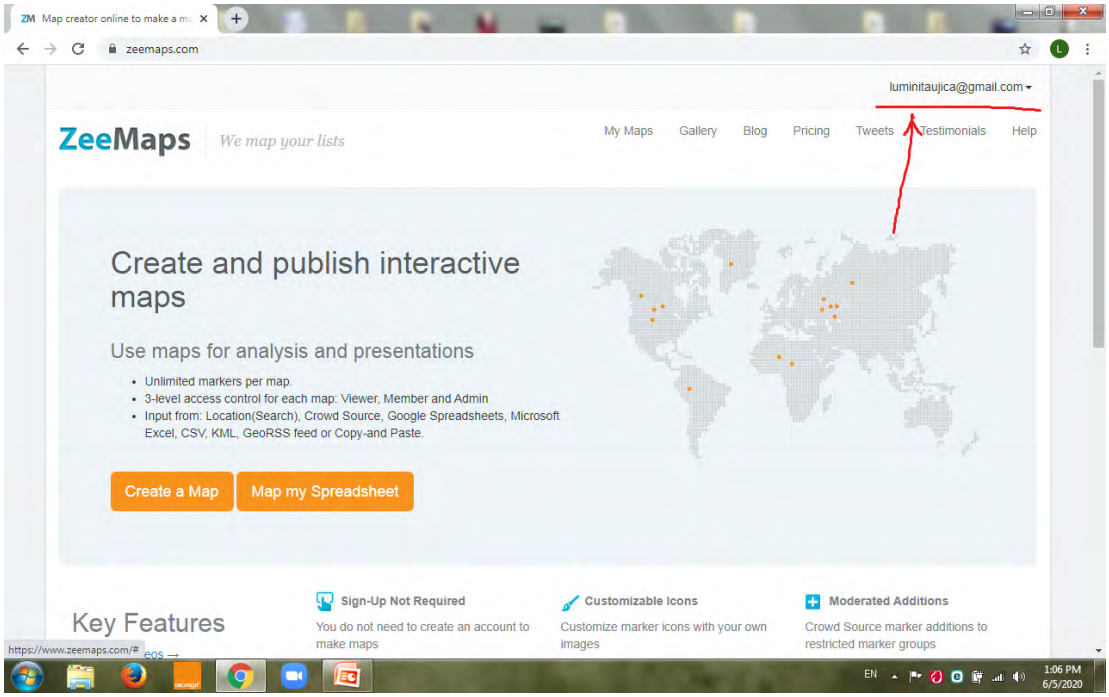
An **interactive map** is an image with hotspots. A map can be any image such as a diagram, photo, road map.
A **hotspot** is a location on the map that responds when the mouse moves over it, off it, or clicks it.
ZeeMaps is an enterprise-class mapping service. It allows you to easily create, publish and share interactive maps. You can do dynamic views of geographic information, producing maps from your list of locations. You can even use ZeeMaps to make travel plans on a world map.

To create an interactive map in ZeeMaps , we suggest that you follow these steps:

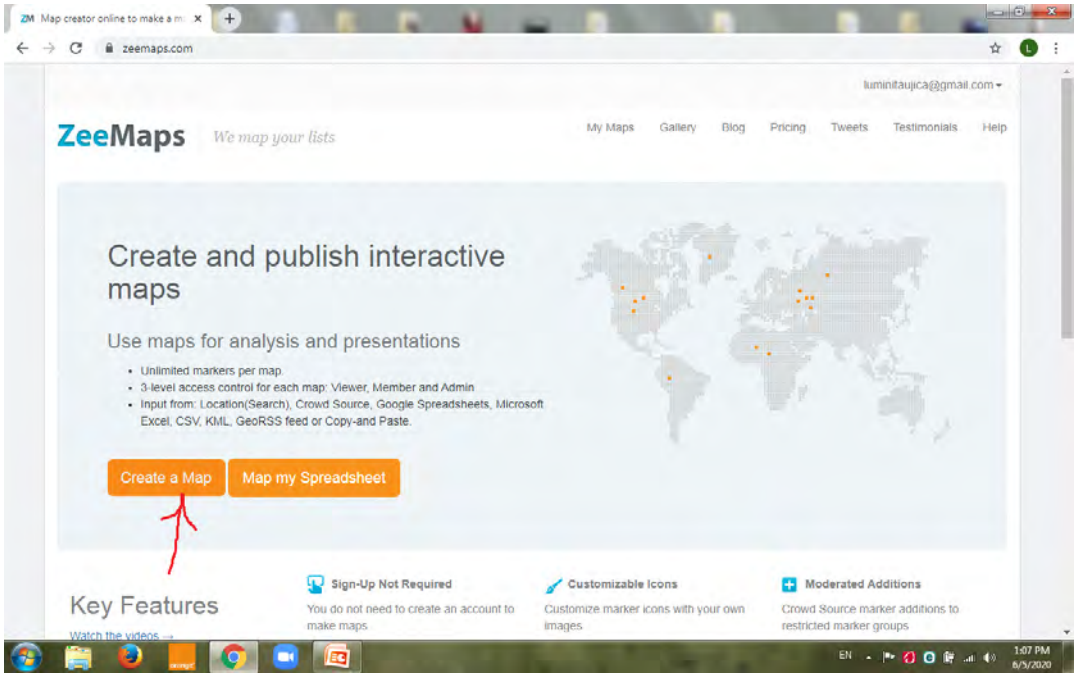
Step 1-Type www.zeemaps.com and create an user account, by going up to the top, where you can see *sign in* or *sign up*
-If you don`t have an account, click ***sign up***
- If you already have an account, click ***sign in***
(You don`t have to sign up to create a map, but it is advisable to do so, then you can come back to ZeeMaps anytime and have full access to all your maps)



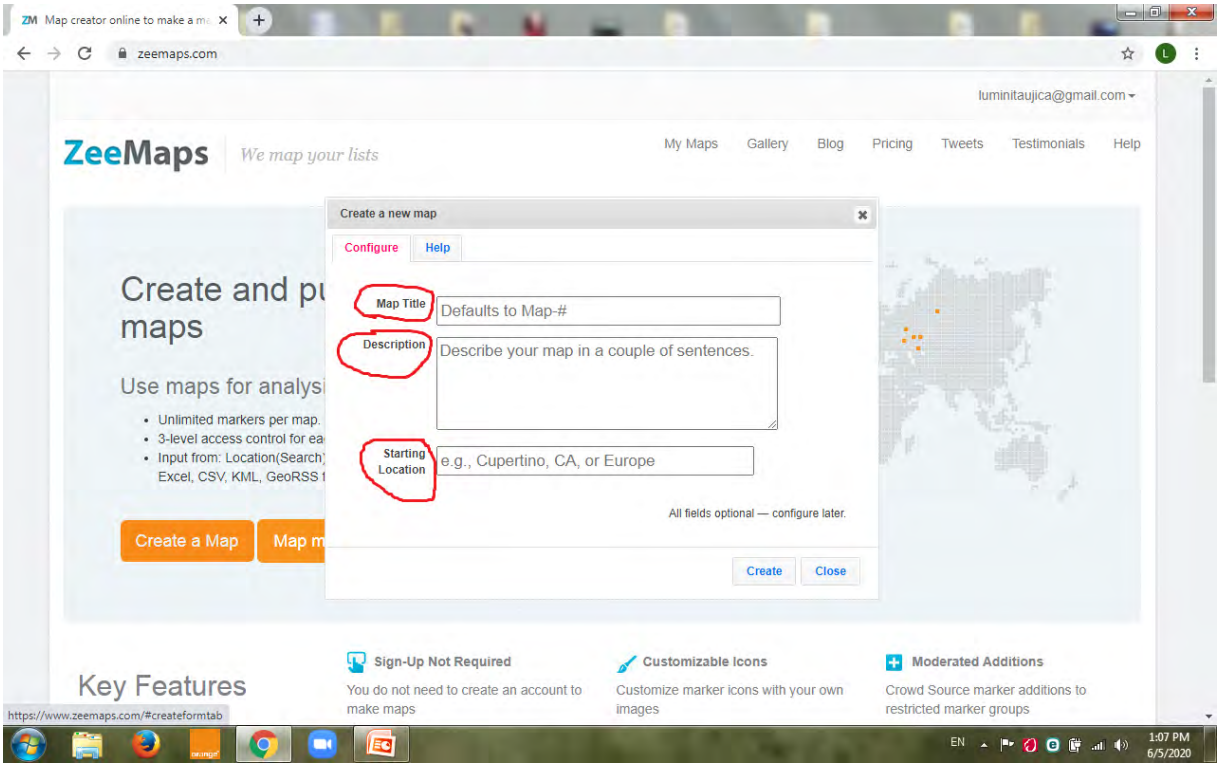
I am already registered, so I am ready to create my map.

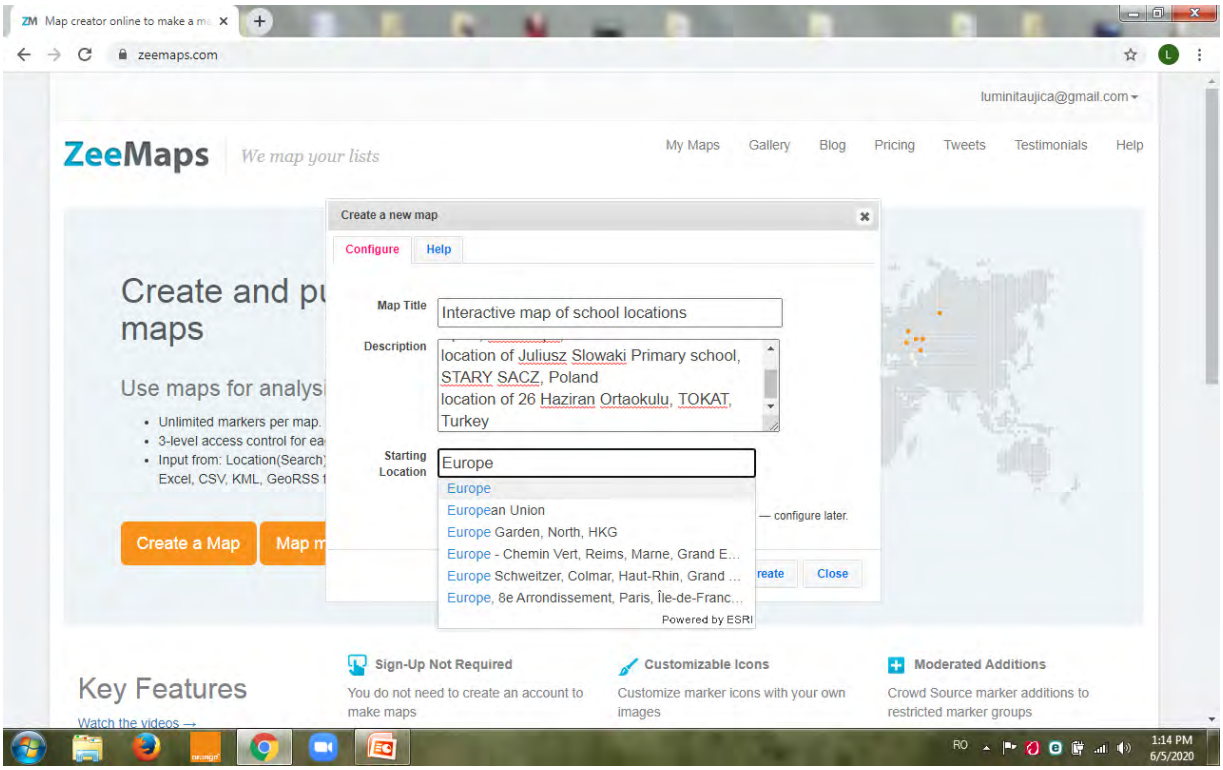


Step 2 - After you have logged in, click on the orange rectangle to create a map.

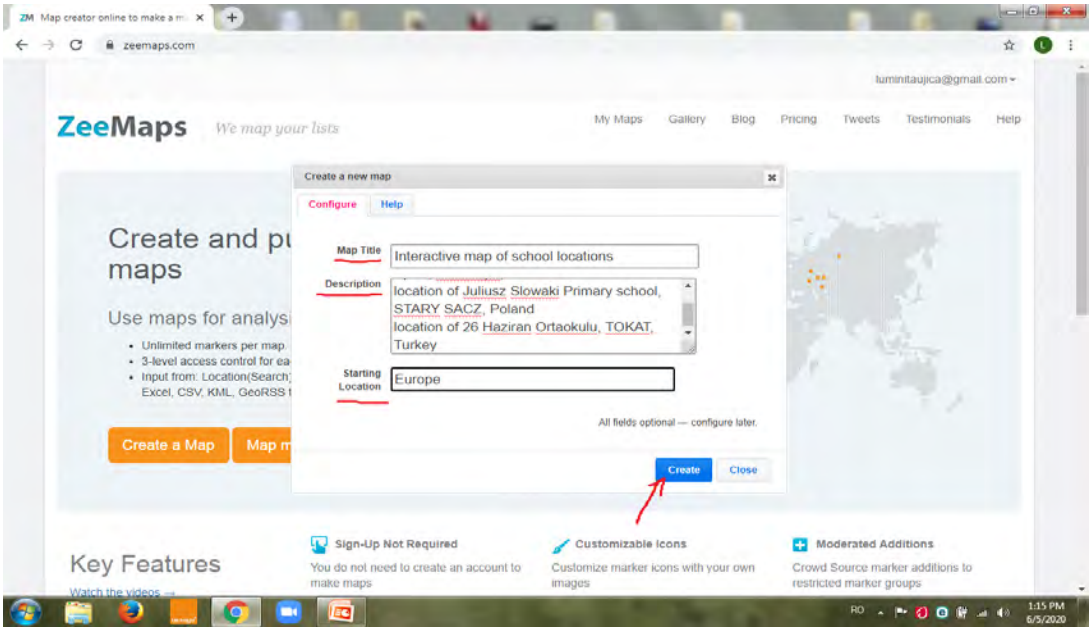


Step 3 – After clicking on "Create a map", you have to configure your map, by naming your map, add descriptions and giving a starting location, as in the picture shown below.

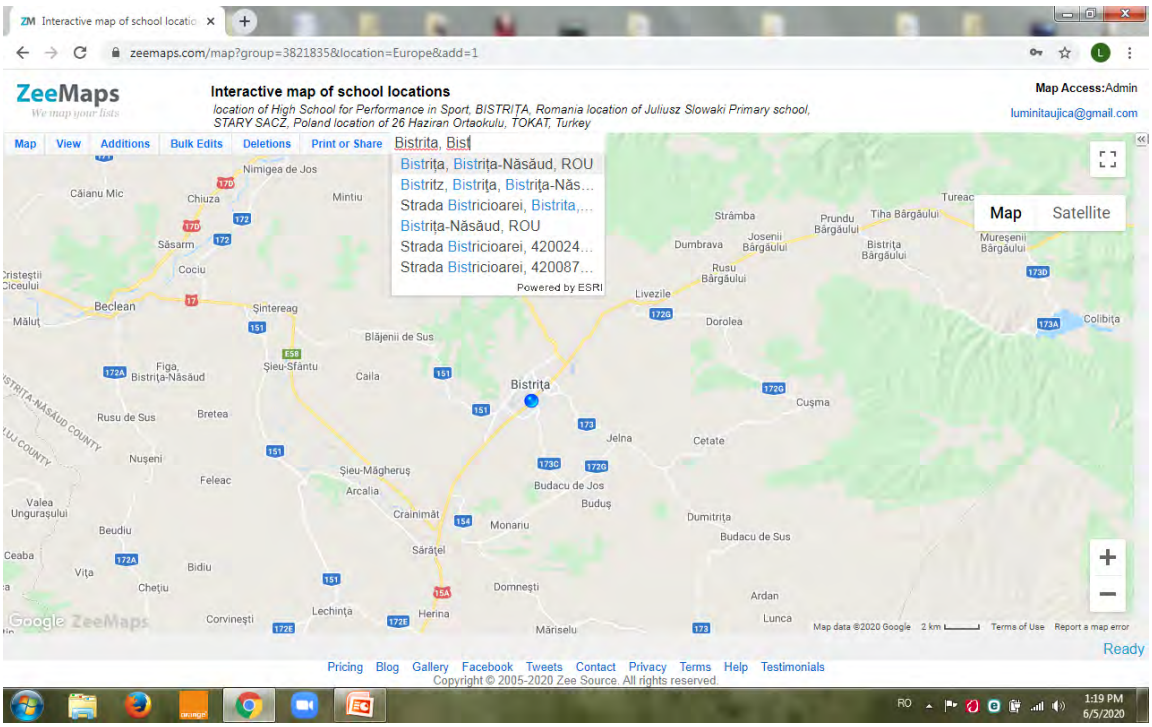




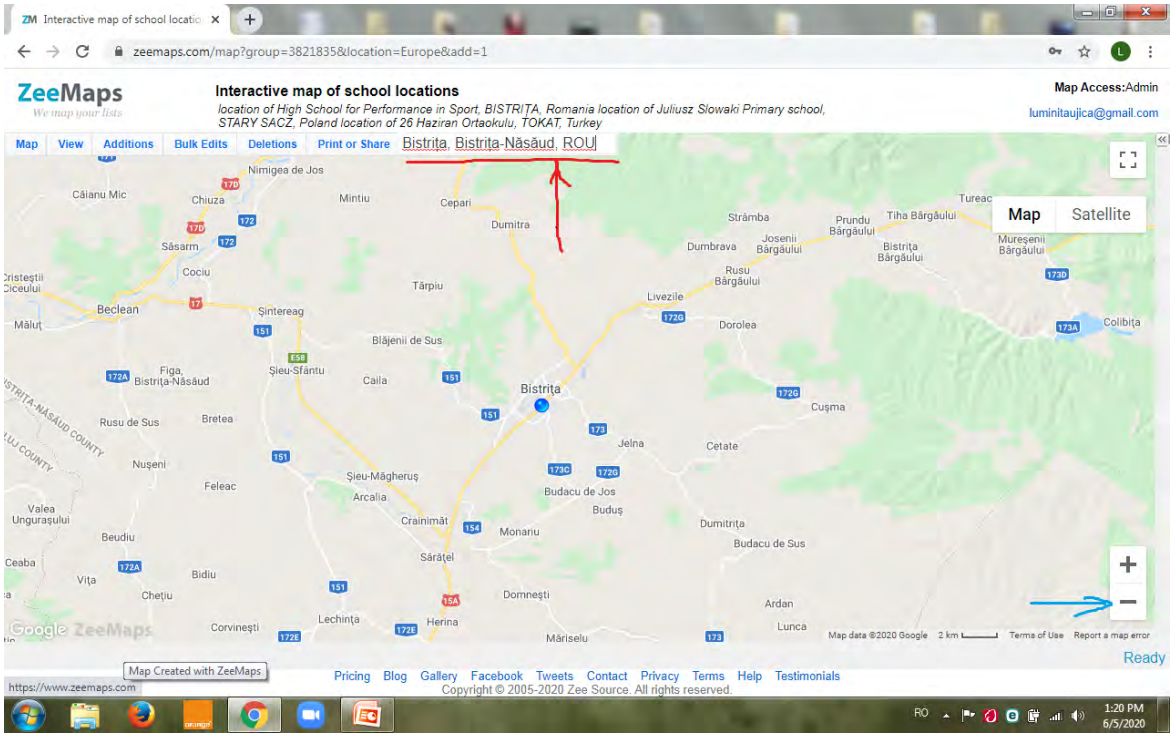
Step 4 – After configuring your map, click on the blue rectangle "Create", as in the picture shown below.

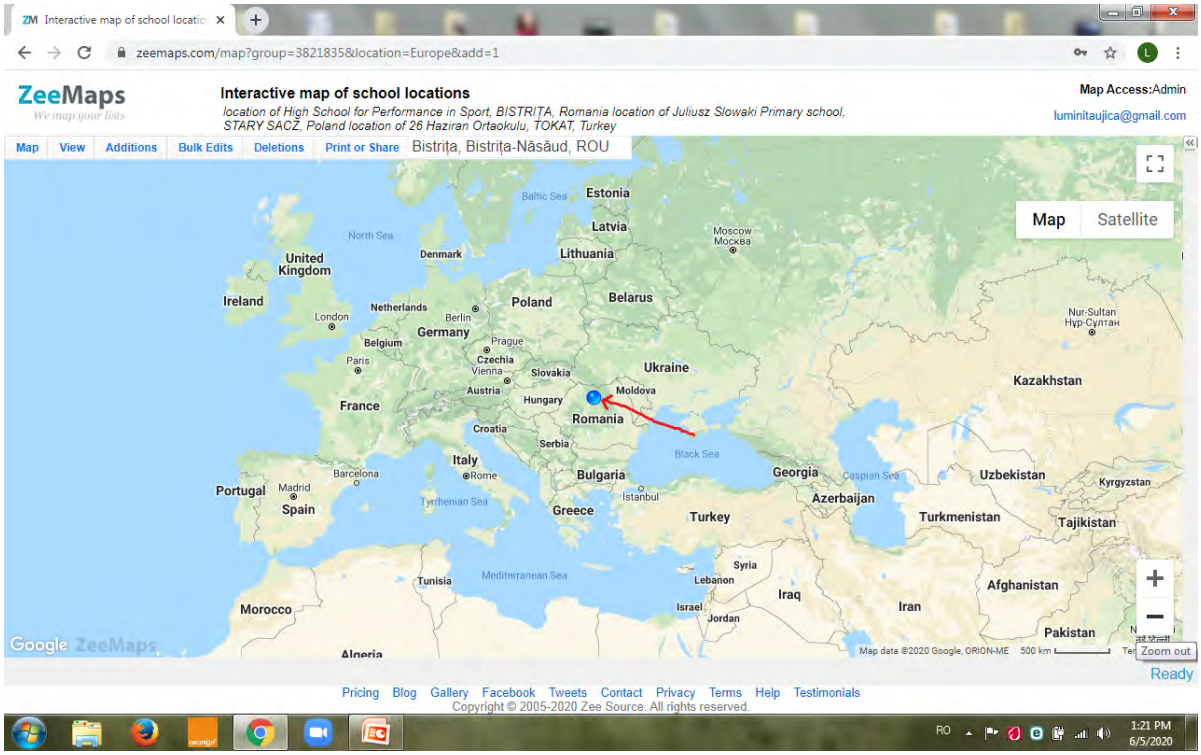


Step 5 – If you don`t like the location chosen, you can change it from the header.

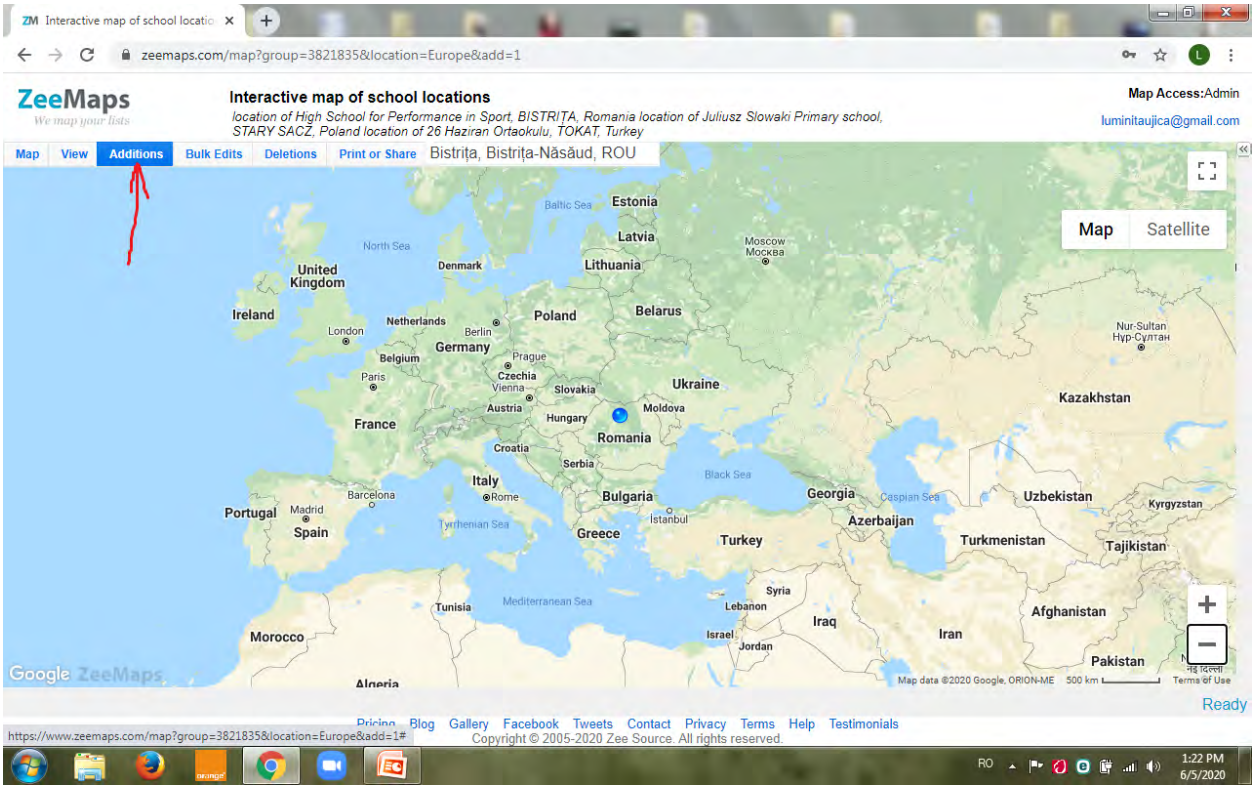


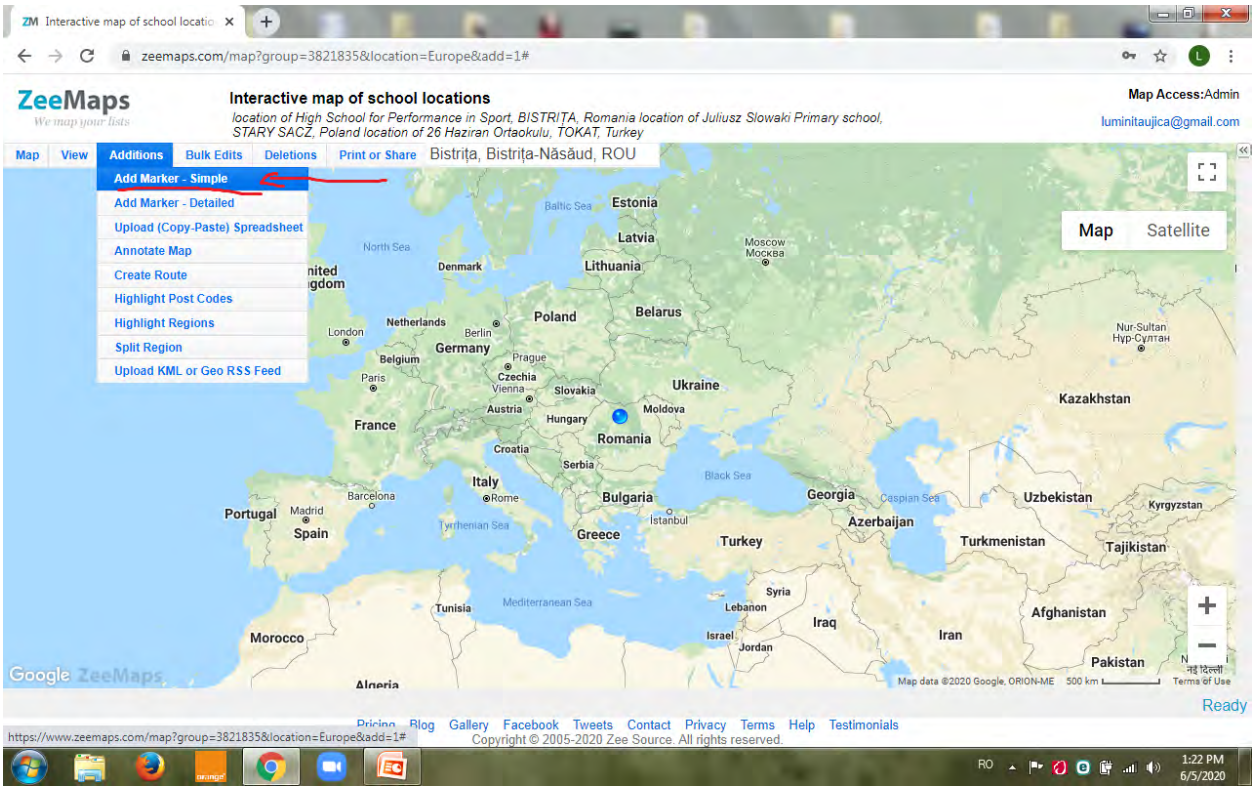
Step 6 –In order to zoom out, go to the lower right corner, look for the minus (“-“) button as the blue arrow shows. You`ll zoom out so you can go right over there and see the location that you just chose.



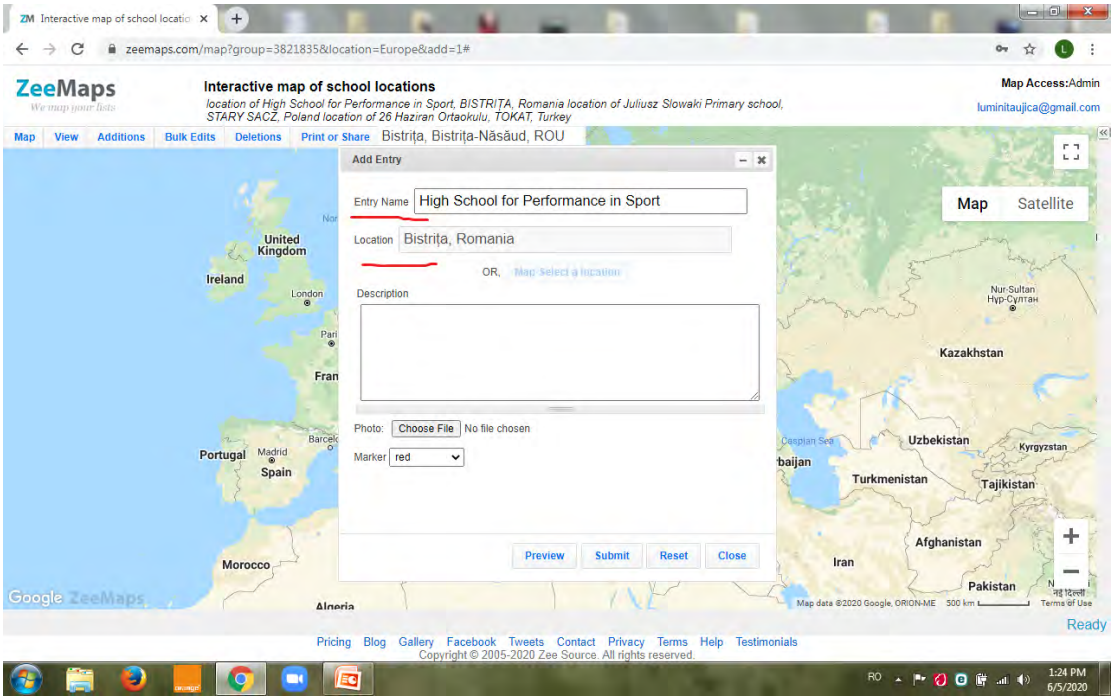


Step 7 - Go to "Additions" and click "Add Marker-Simple", to add your first marker.

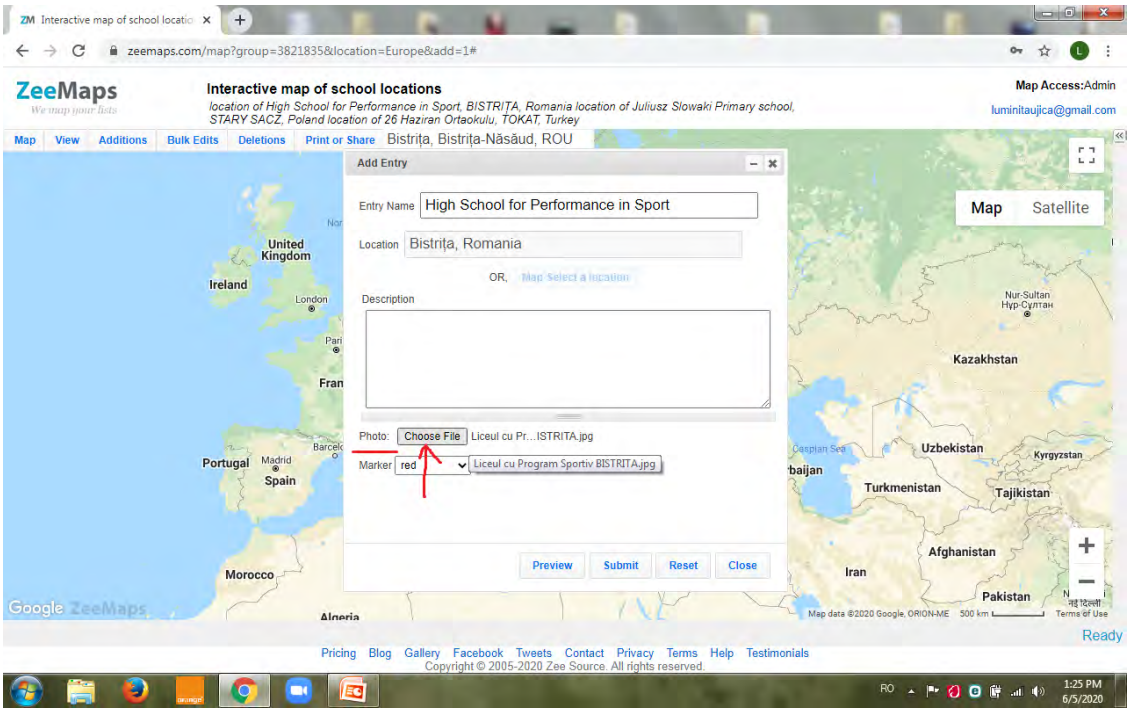




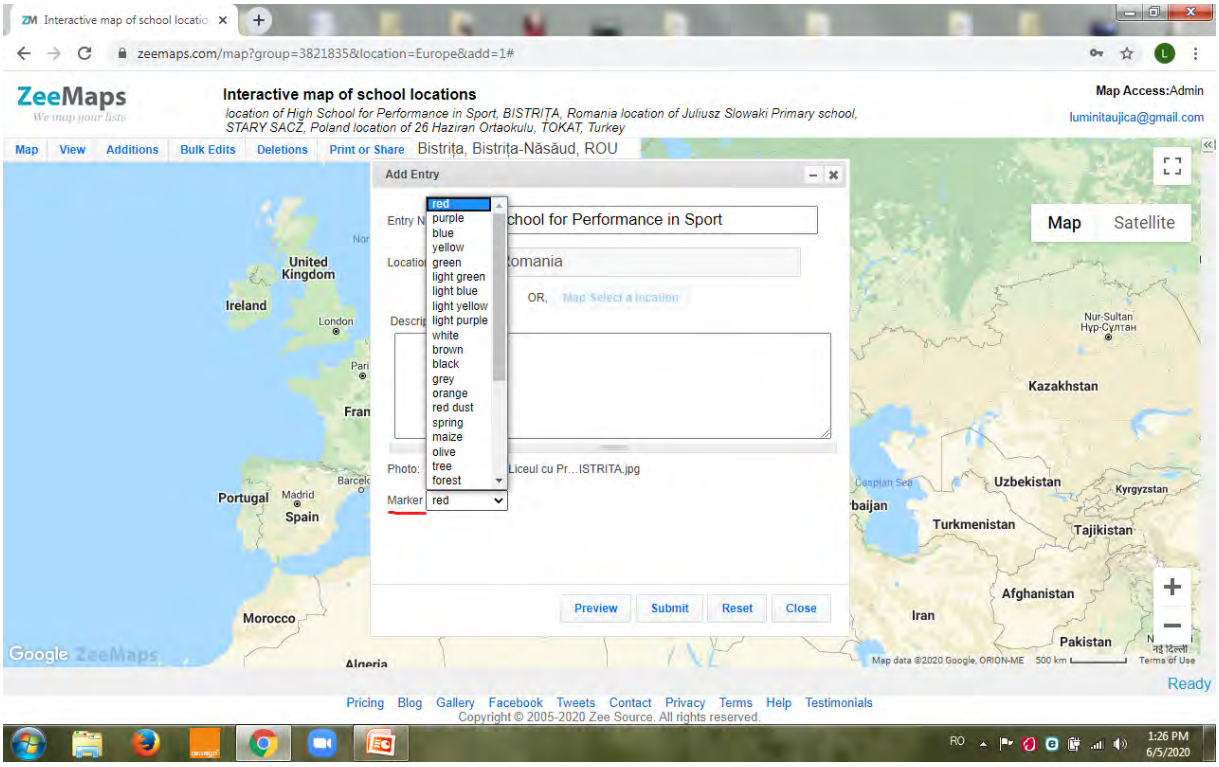
Step 8 – Entry the name and the location of the objective chosen. You can also type several facts about the objective chosen, at the "Descripton" section.

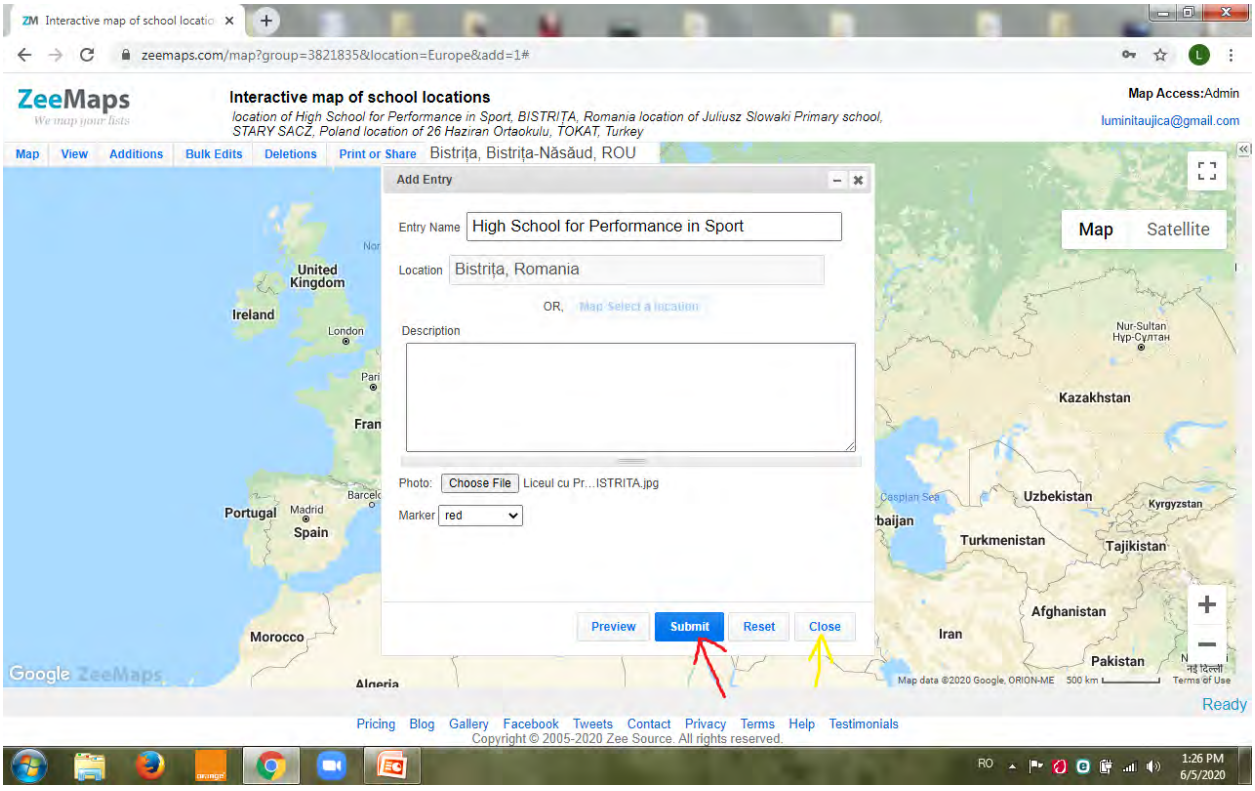


Step 9 –You can add a photo of the objective chosen, by clicking "Choose files" and browse a picture that you have already saved.

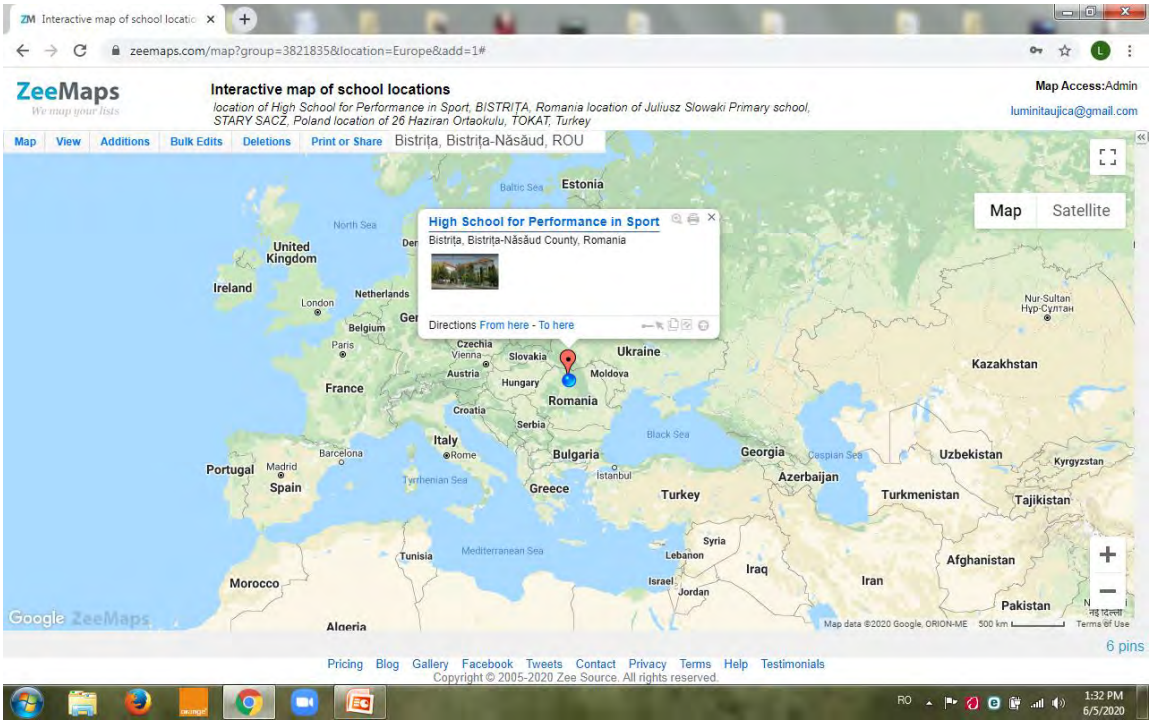


Step 10 –You can choose a color for your marker, and then just click "Submit" and "Close"

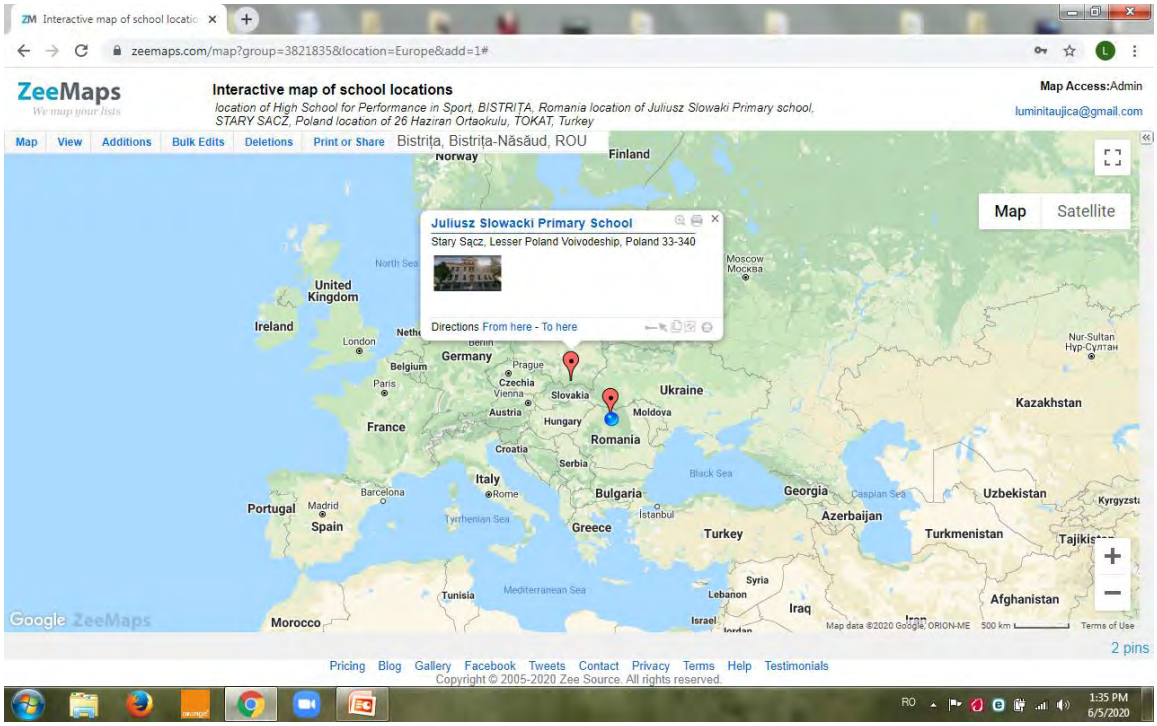


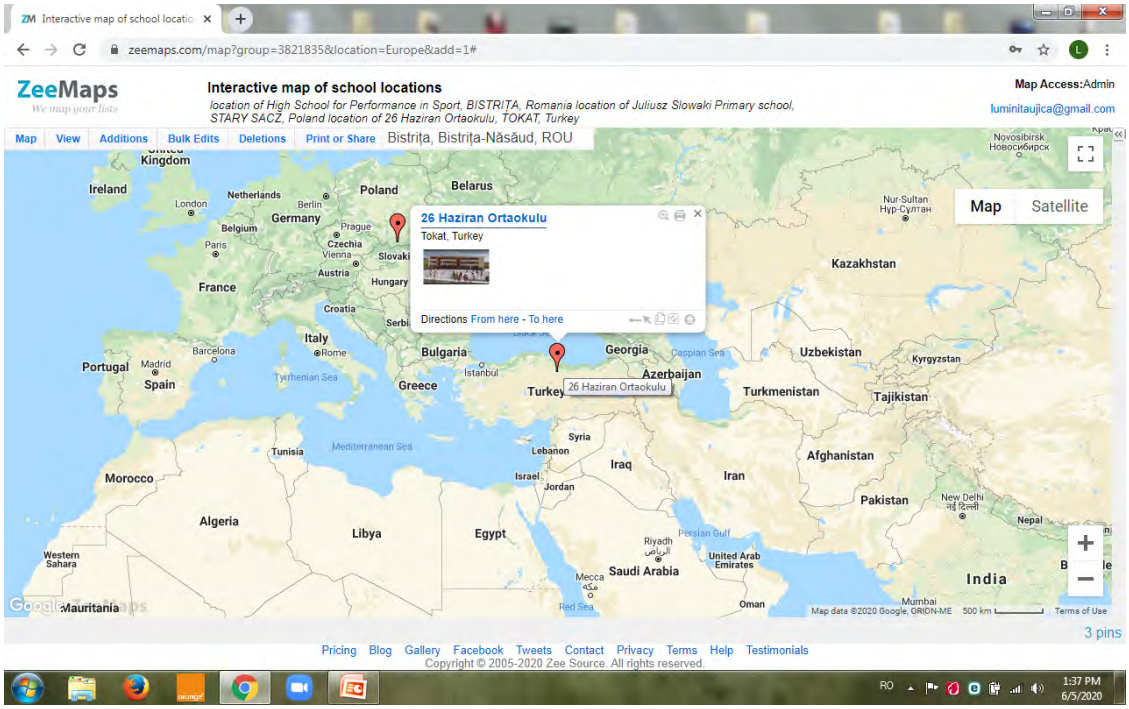


Step 11 – Now you can see the marker that you just created.

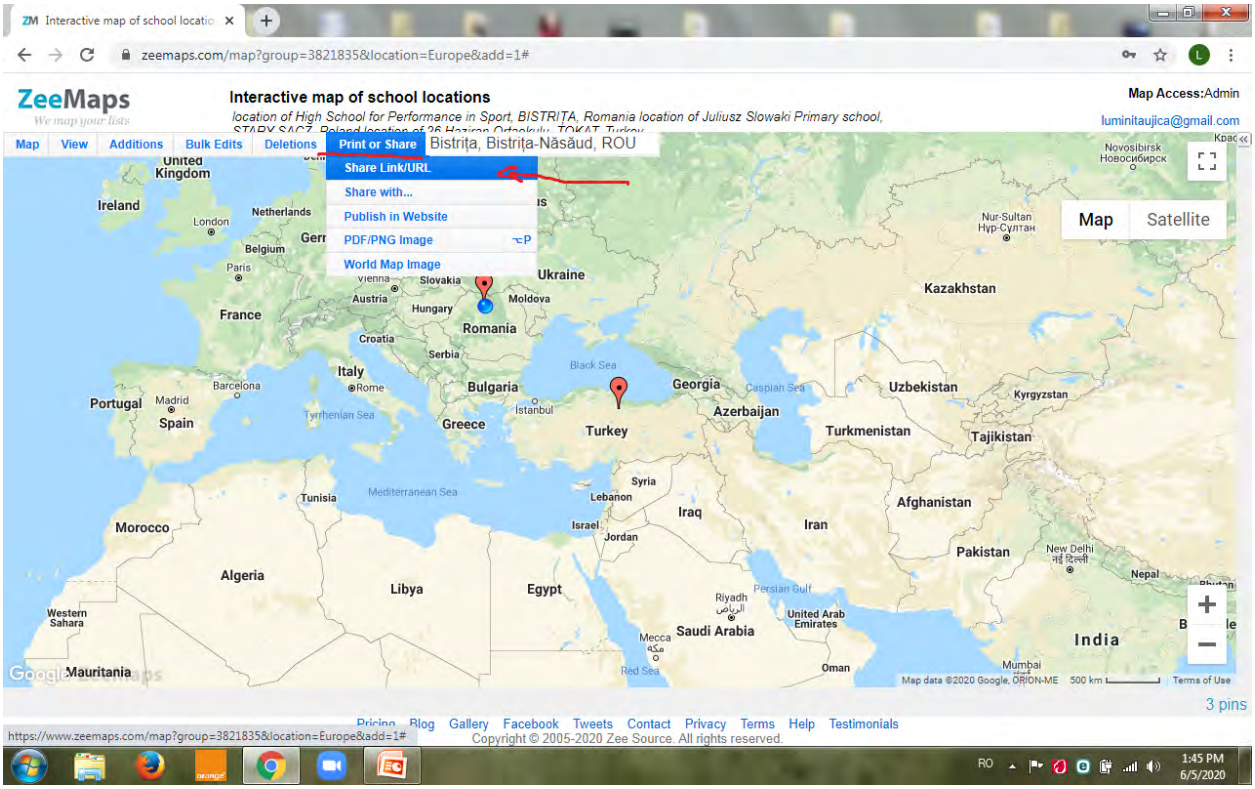


Step 12 – Follow the same steps to create your other markers on the interactive map .

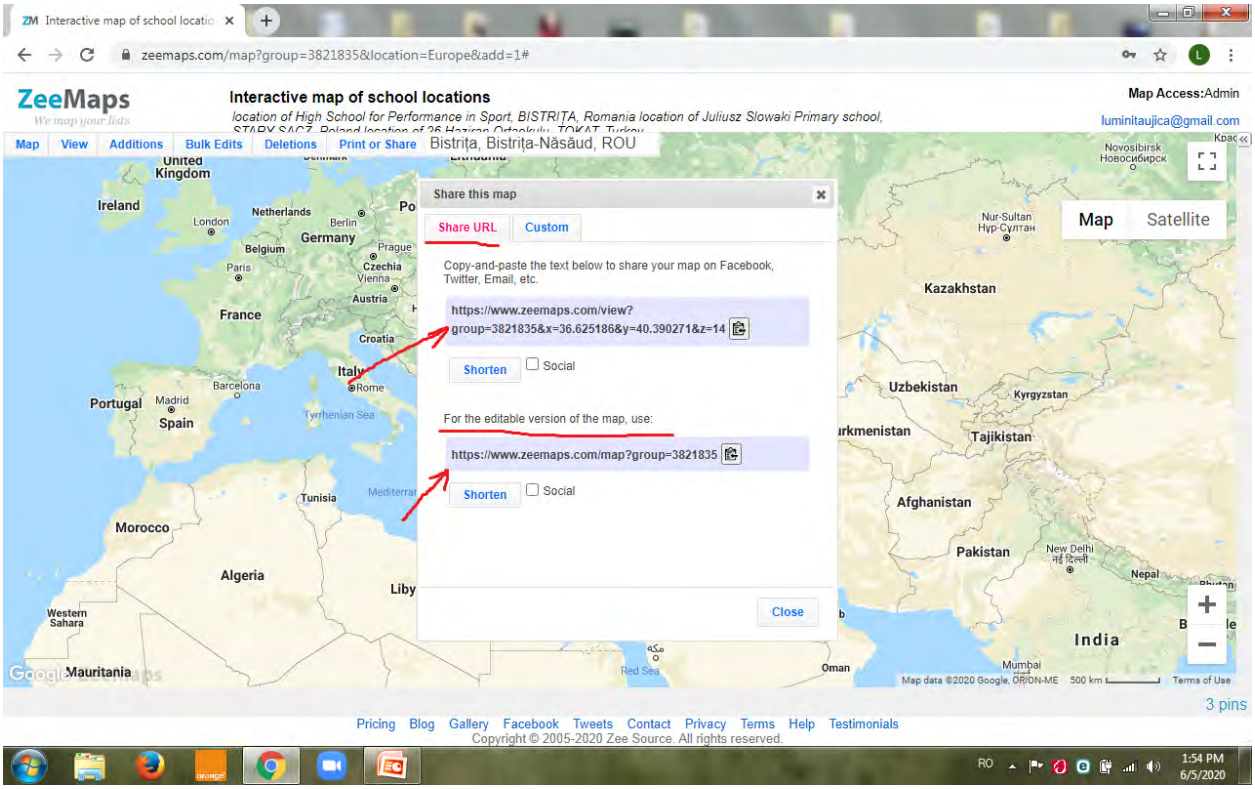


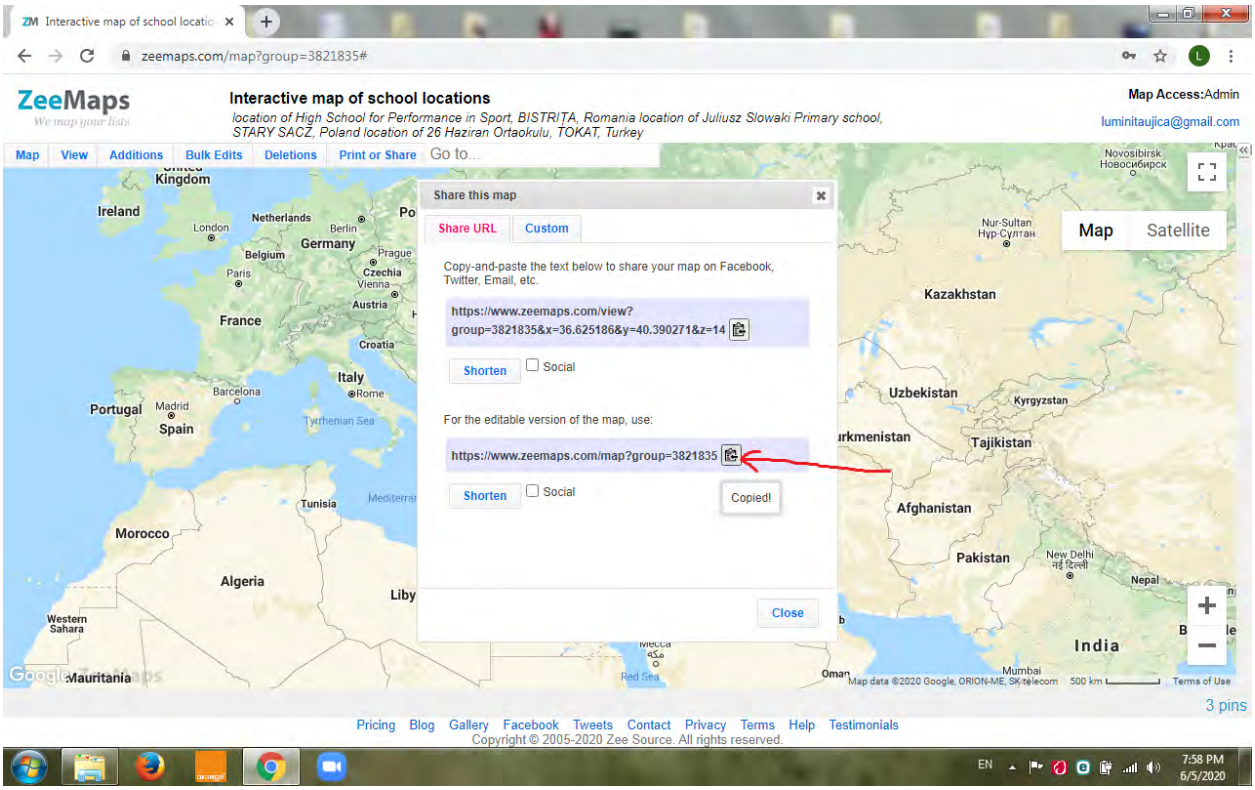


You can also change the views of the map, print the image of the map as well, you can go to “Print and share”, go to the share link URL and thea, if you created a complete map with all of your locations on it, then you will share it using this resource, this URL.

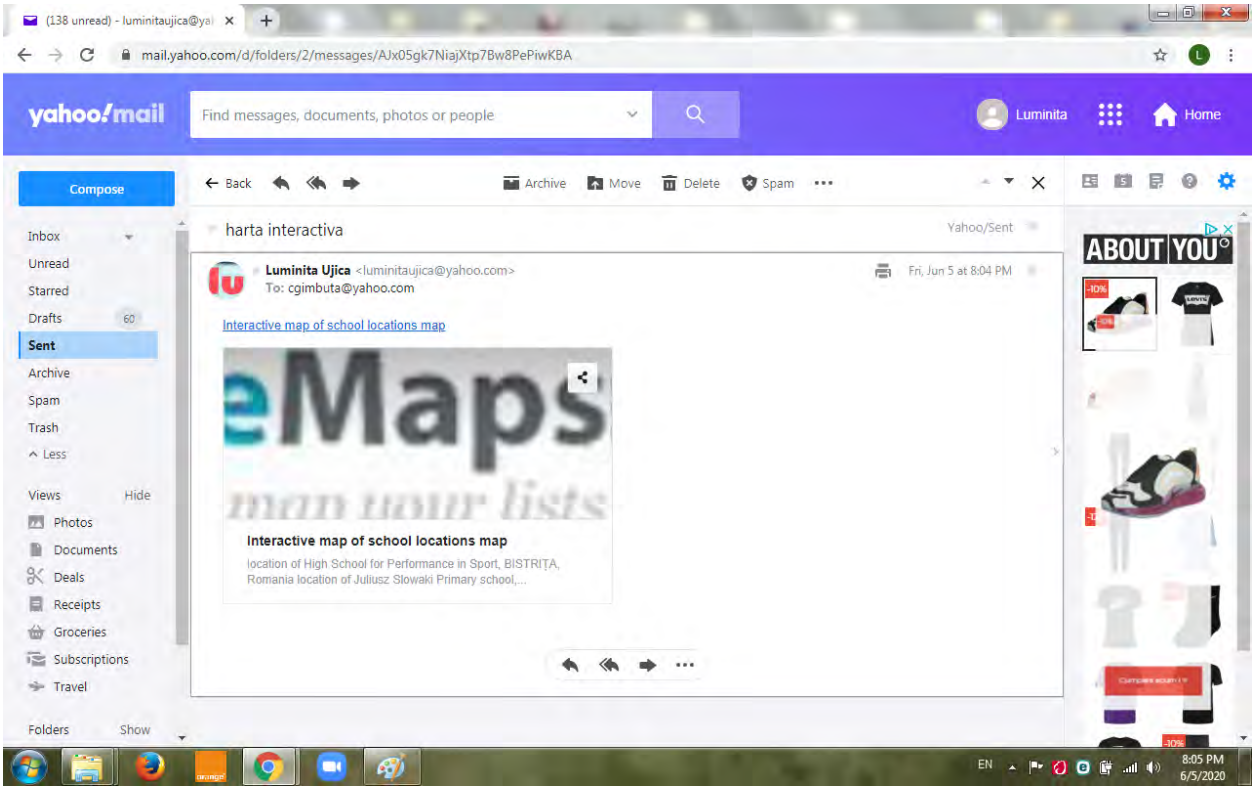


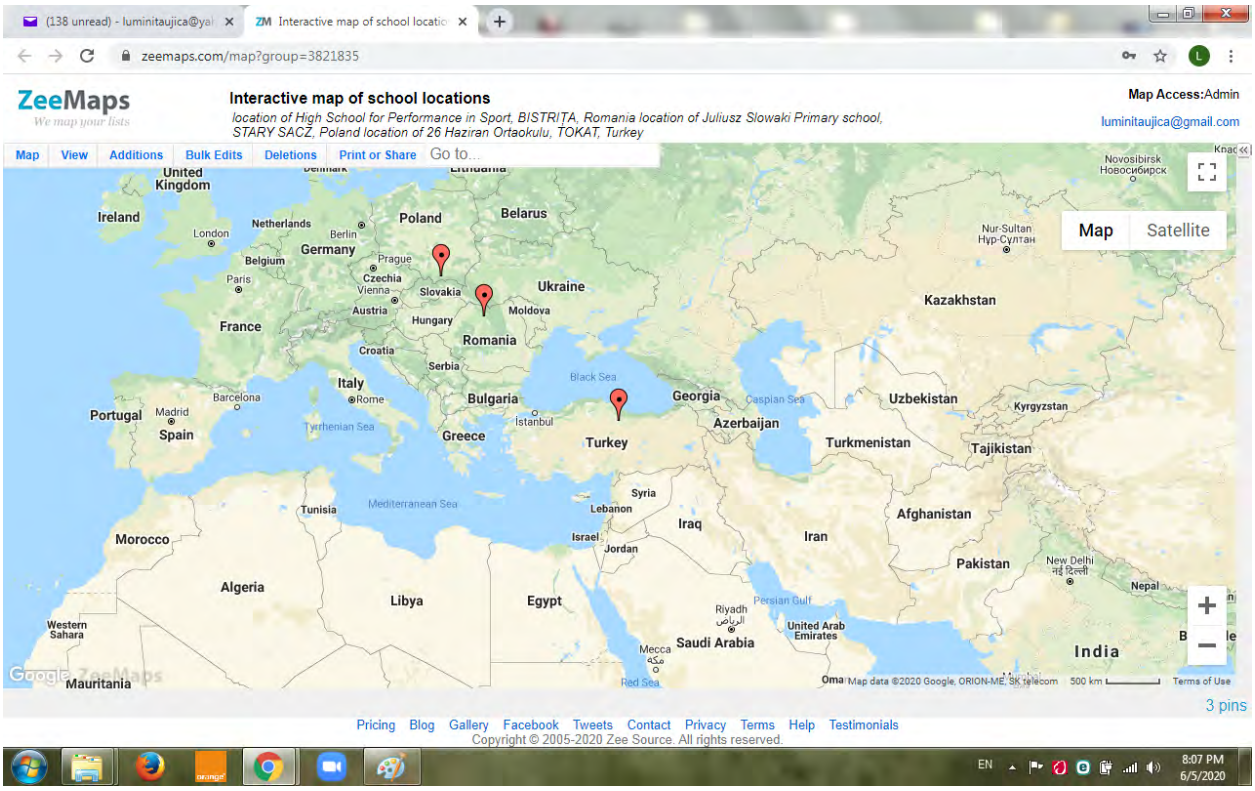
If you want to share the editable version, then you will go to the bottom, which is the editable version.





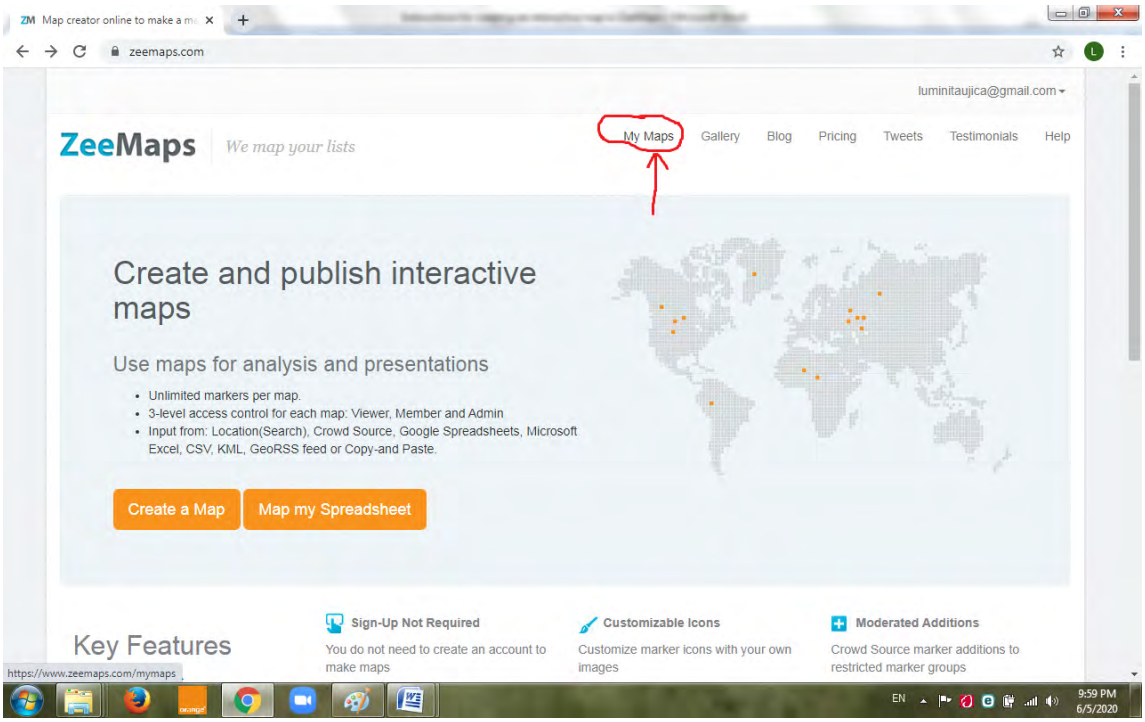
The final product can be uploaded to Google Classroom, on a FB page, on WhatsApp, Messenger, you can e-mail it etc.

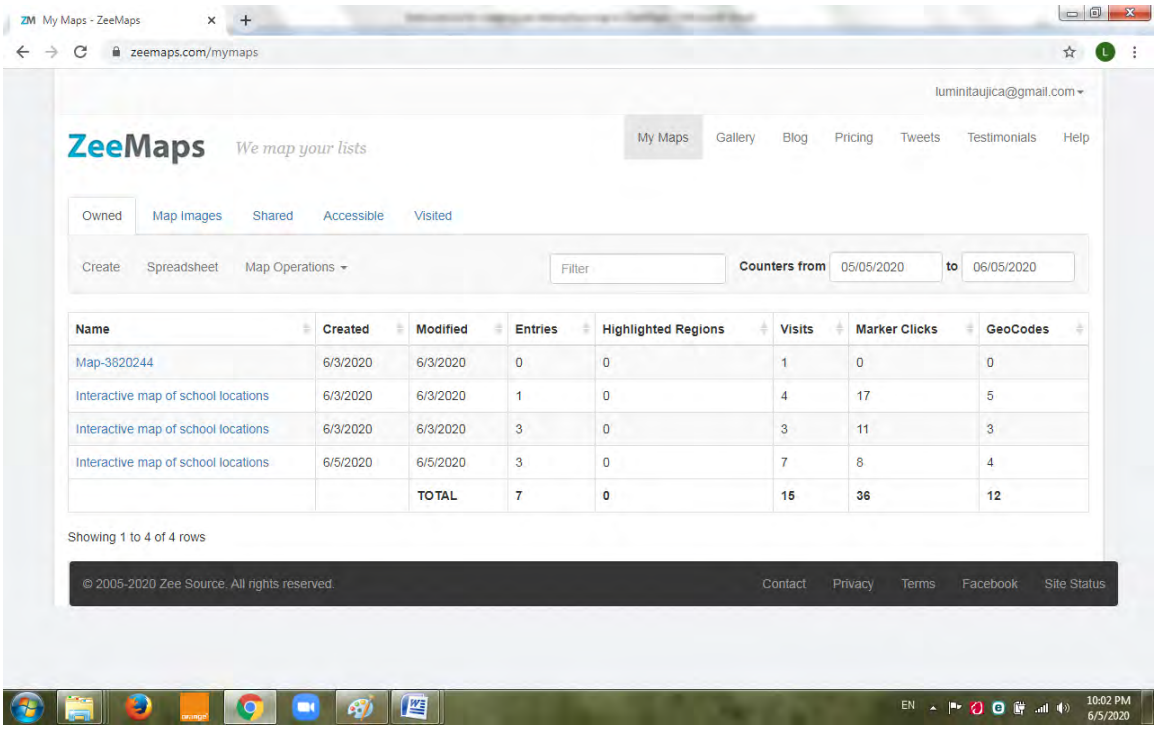




After you create the maps and you want to see them, then you can just go to “My maps”, click on it, and it shows you all the maps that you created, how many markers have been placed on the maps,

how many visits have been given to this map and then how many times the markers have been clicked to look at them.





!!!Mention- photos source is Google Earth.

How To Make a Survey using Tricider

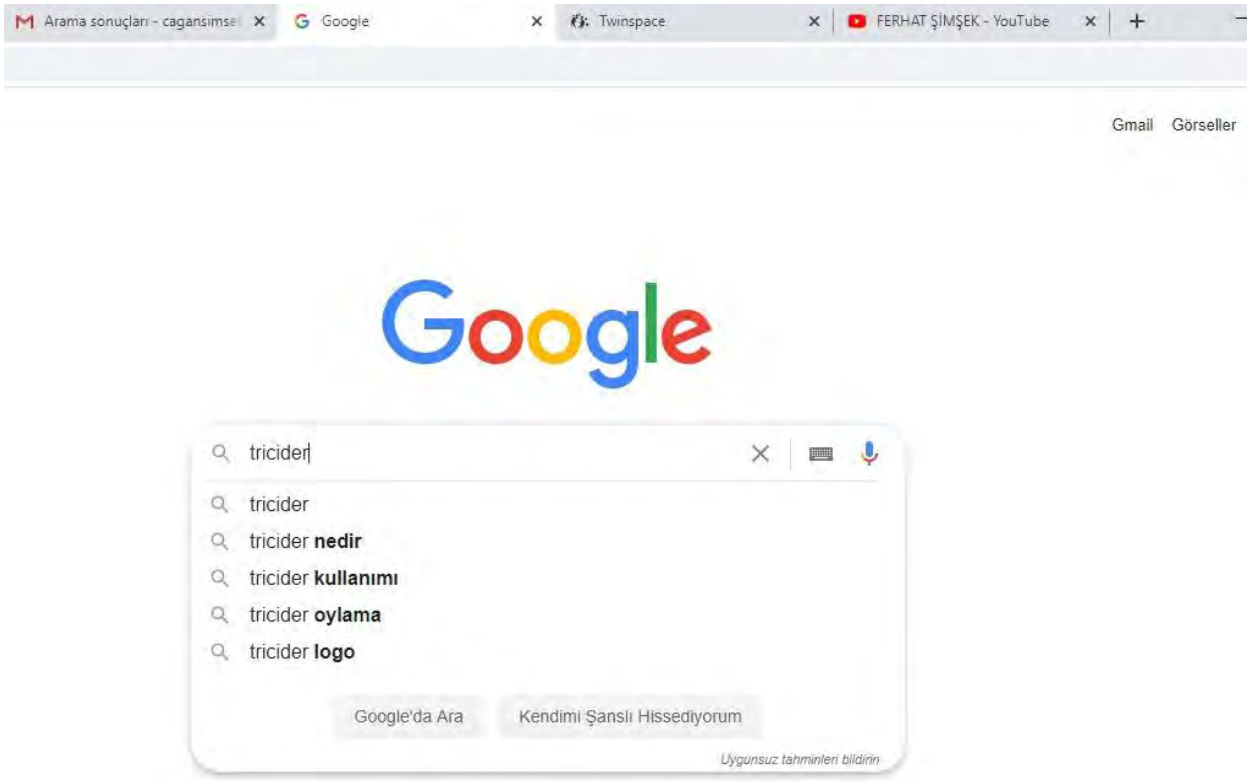
Tricider is a free brainstorming tool to make easy decisions with your friends or work mates. It offers a platform on which people can brainstorm together and find solutions even if they're scattered around the world. Everyone can propose ideas either anonymously or with his/her name.

In order to use Tricider effectively, you can follow these steps:

Step 1:

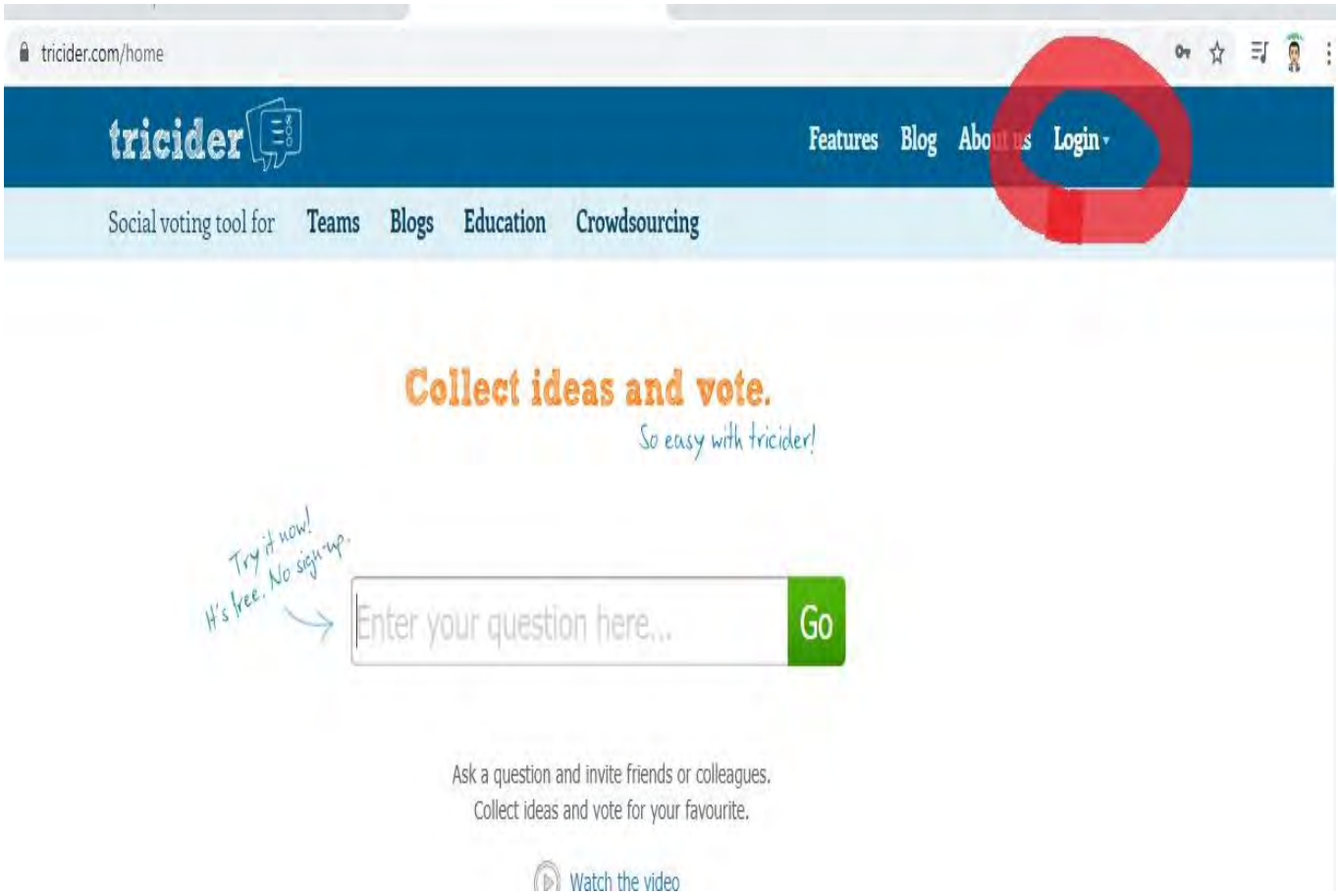
Click on ; **www.tricider.com** or,

Write '**Tricider**' on your internet browser and click on the first search button.



Step 2:

To sign up tricider,you must click on login as shown in the image.

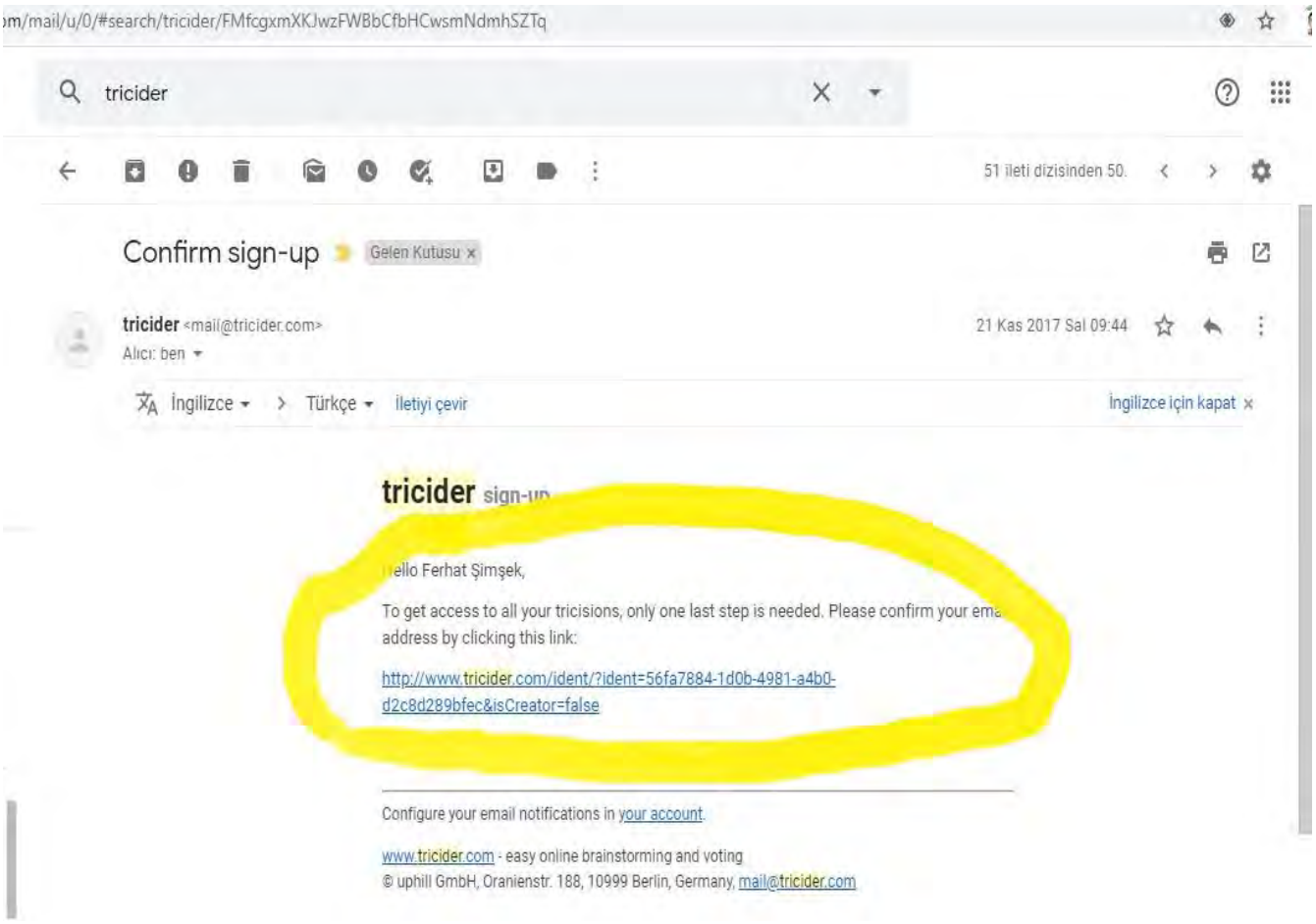


Step 3:

Then, write your name, your email adress and your password into the blanks in order and now you can click on “SIGN UP”. But if you have a Google or Facebook account, you can start to work on Tricider directly.

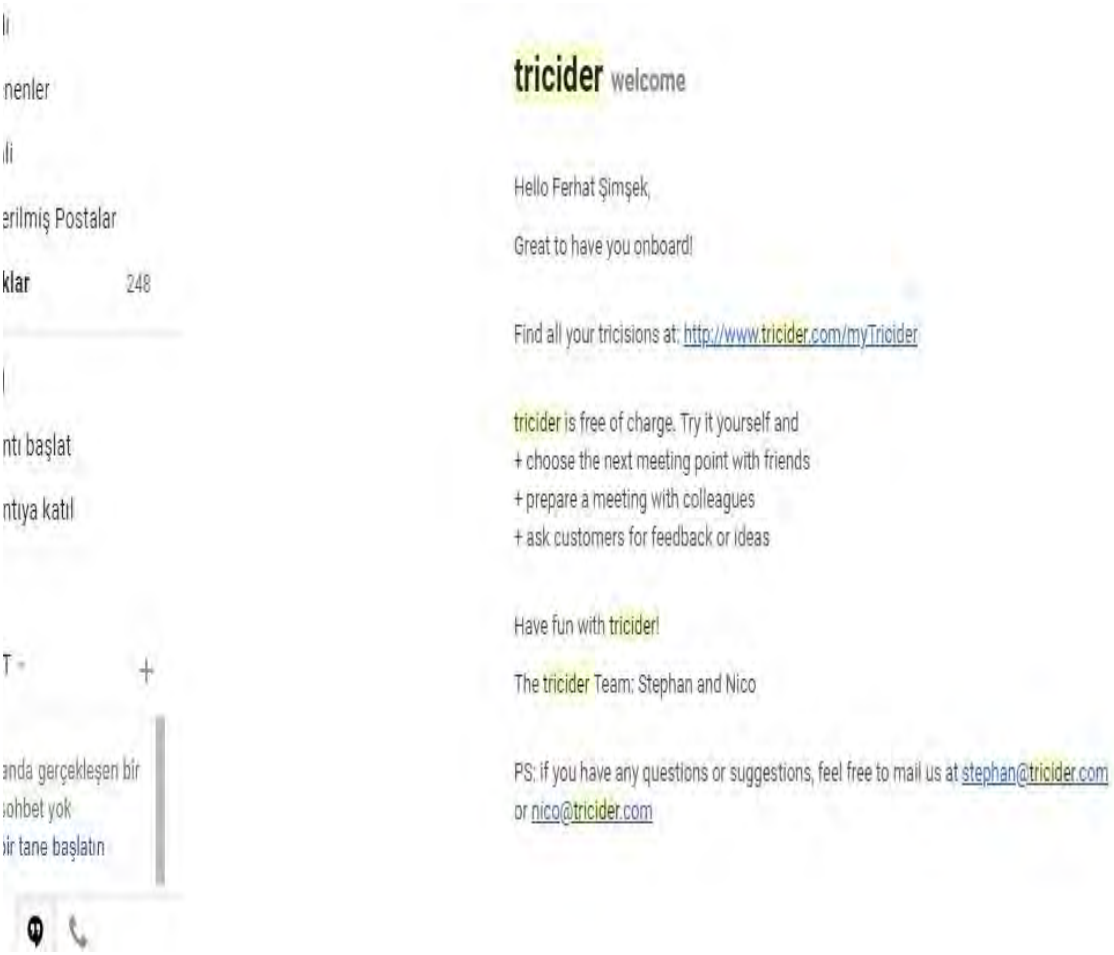
Step 4:

After signing up, you will get an email to confirm your account. Click on the link that will help you confirm your account.



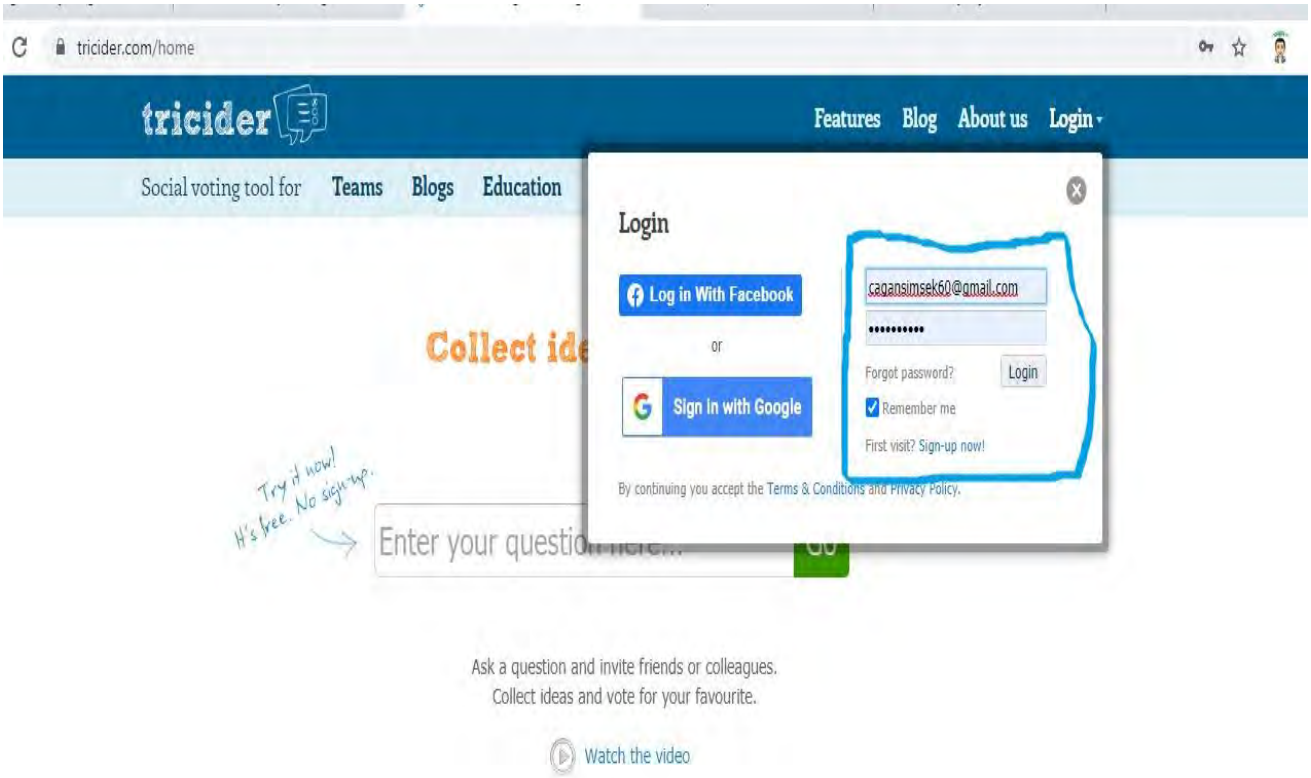
Step 5:

After that, you will get another mail from tricider saying that you can start working on tricider now.



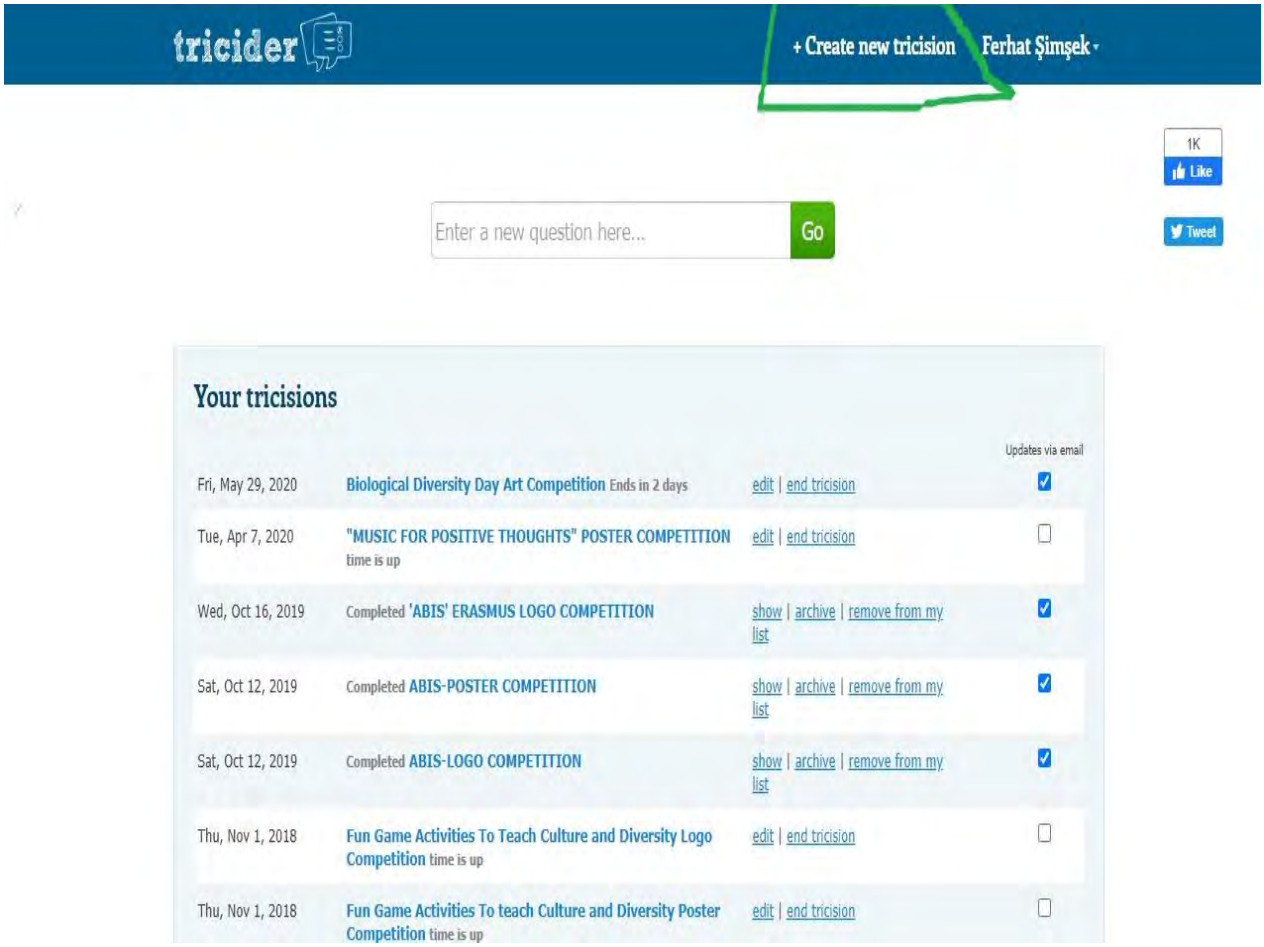
Step 6:

Now, you can enter your tricider account using your email and your password. If you forget your password , you can click on “Forgot password” and demand on a new one .



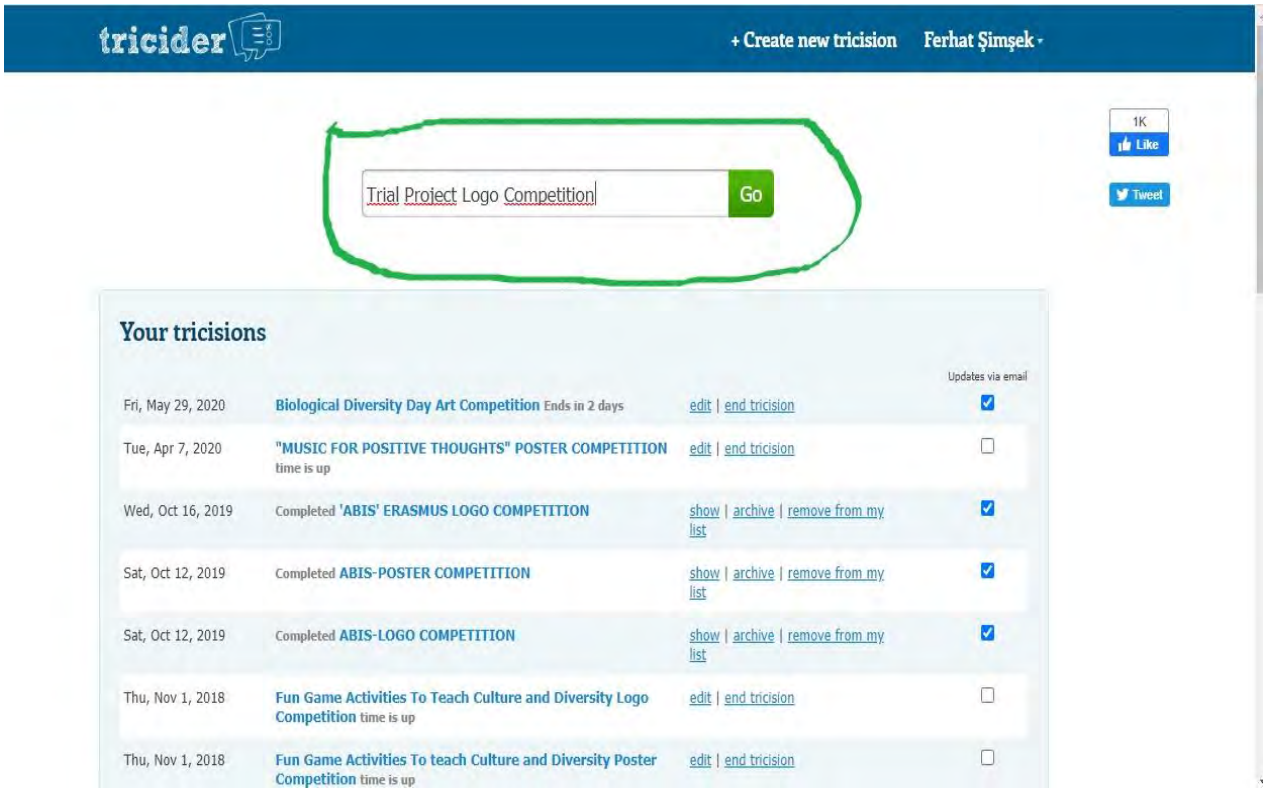
Step 7:

To create a new discussion or to start a new competition , you must click on “CREATE NEW TRICISION”.



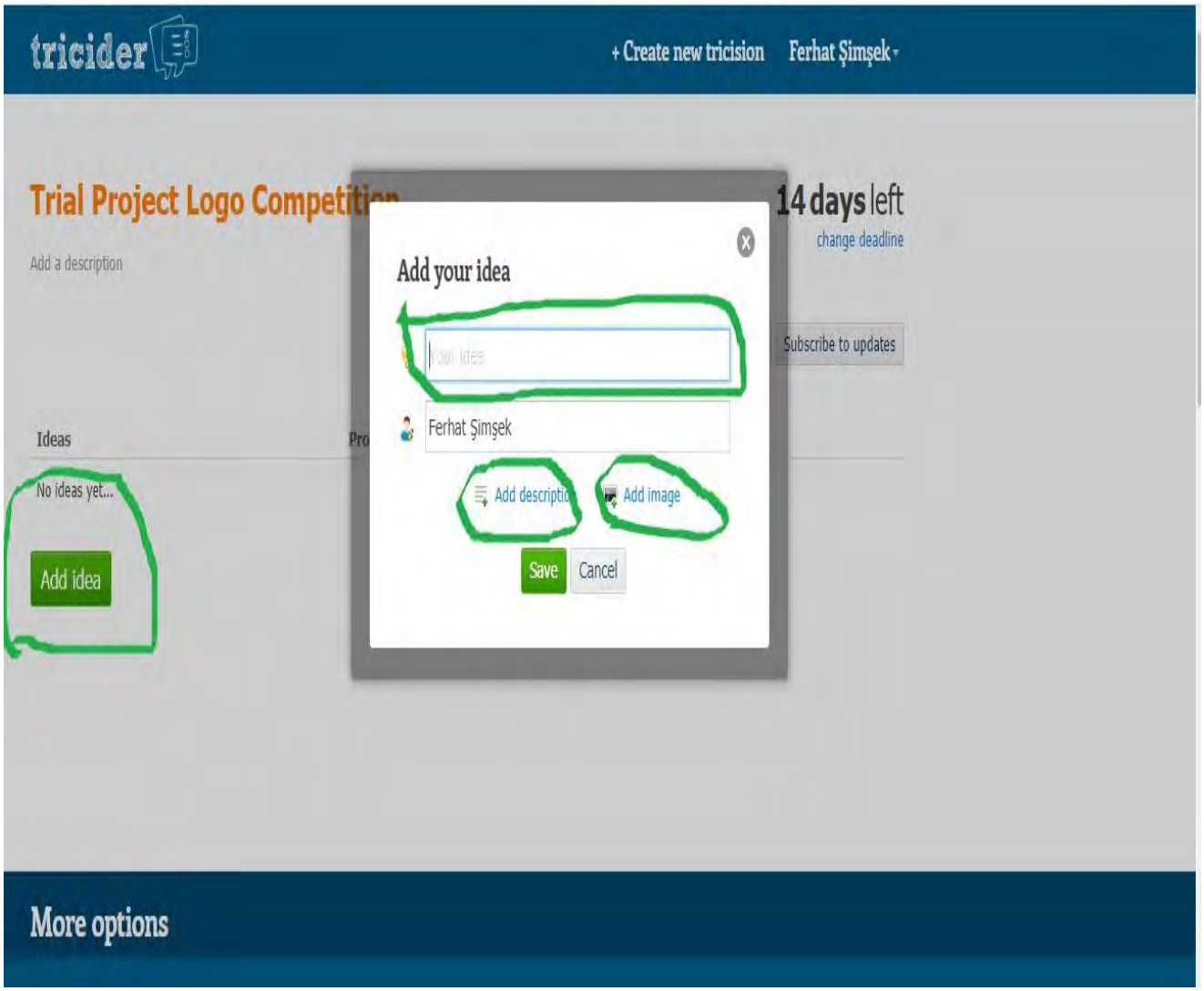
Step 8:

After, You must write your headline for discussion or poster-logo competition at the coloured part in the image. Write it and click on “GO” button.



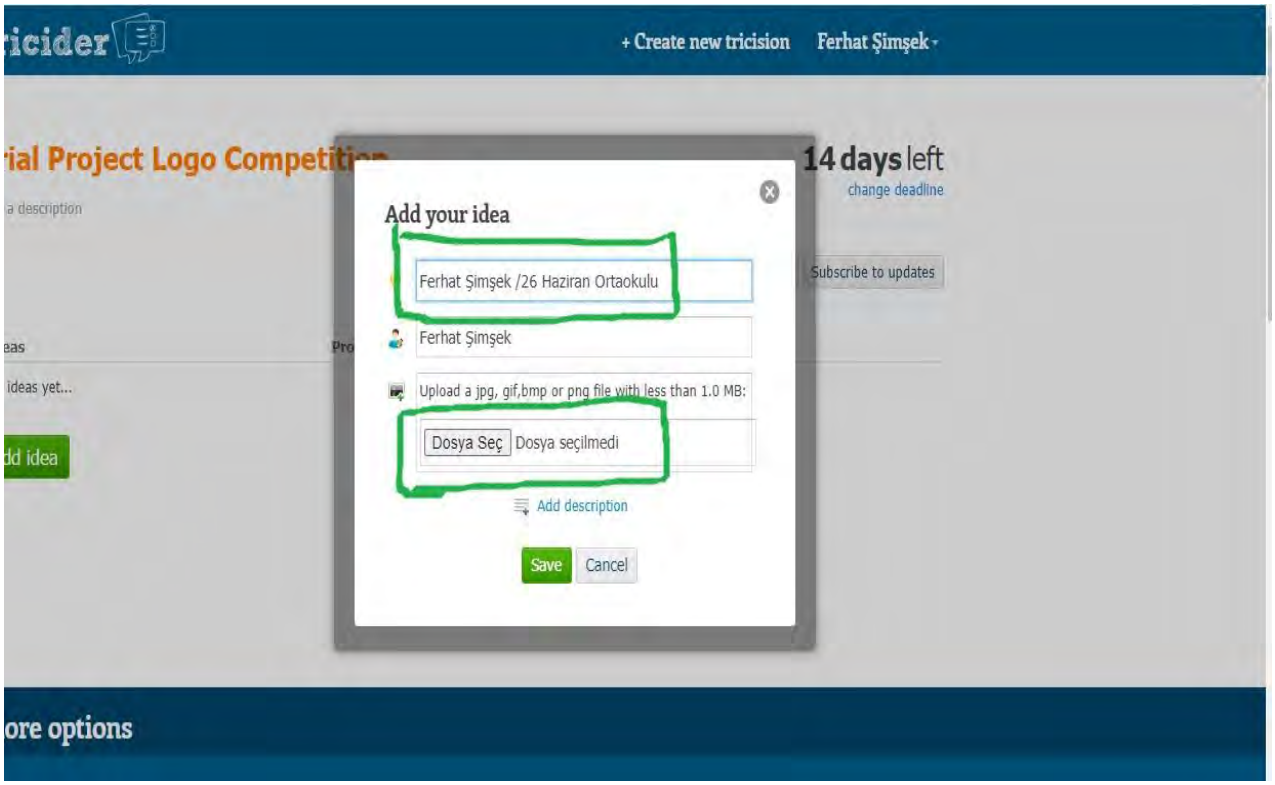
Step 9:

After starting new discussion, you can start to add your opinion about discussion or to upload photos related to competition. First, write your name or make a description about your opinion or you can add an image clicking on “ADD IMAGE”. Finally click on “SAVE” button.

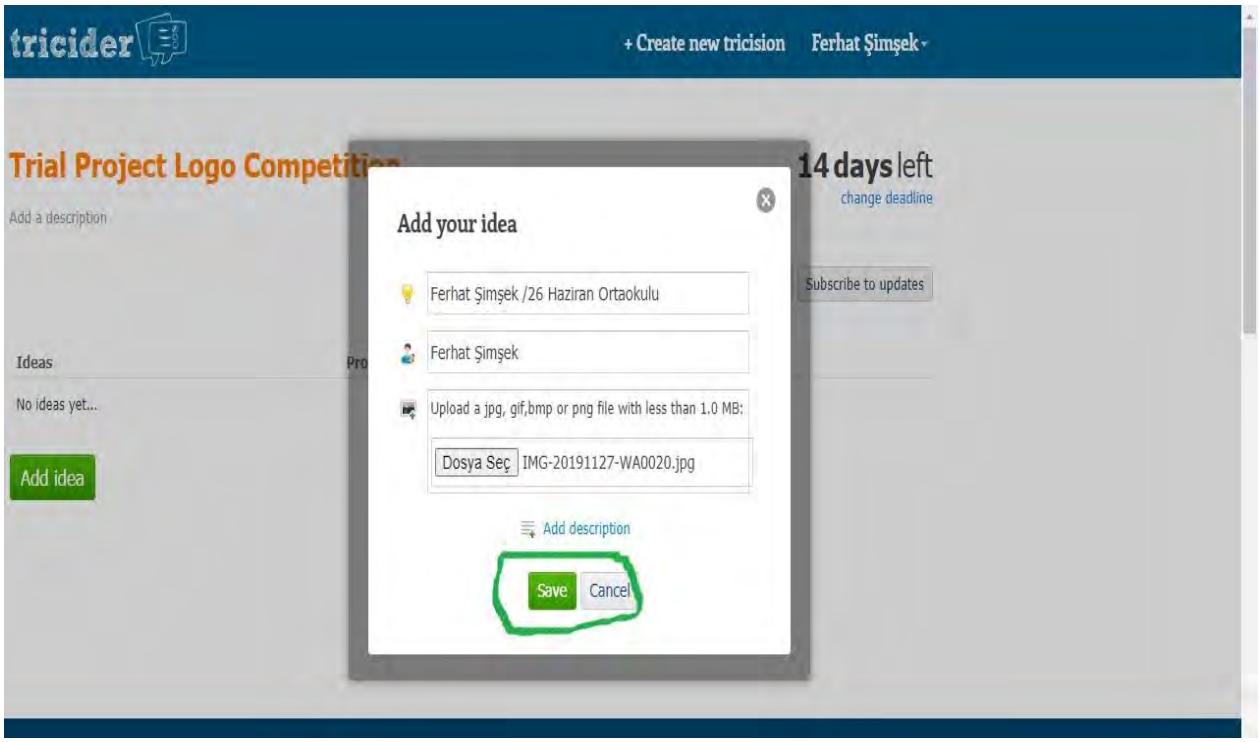


Step 10

To add an image or a file, you should click on “Choose a file” and decide which document you will share from your device.

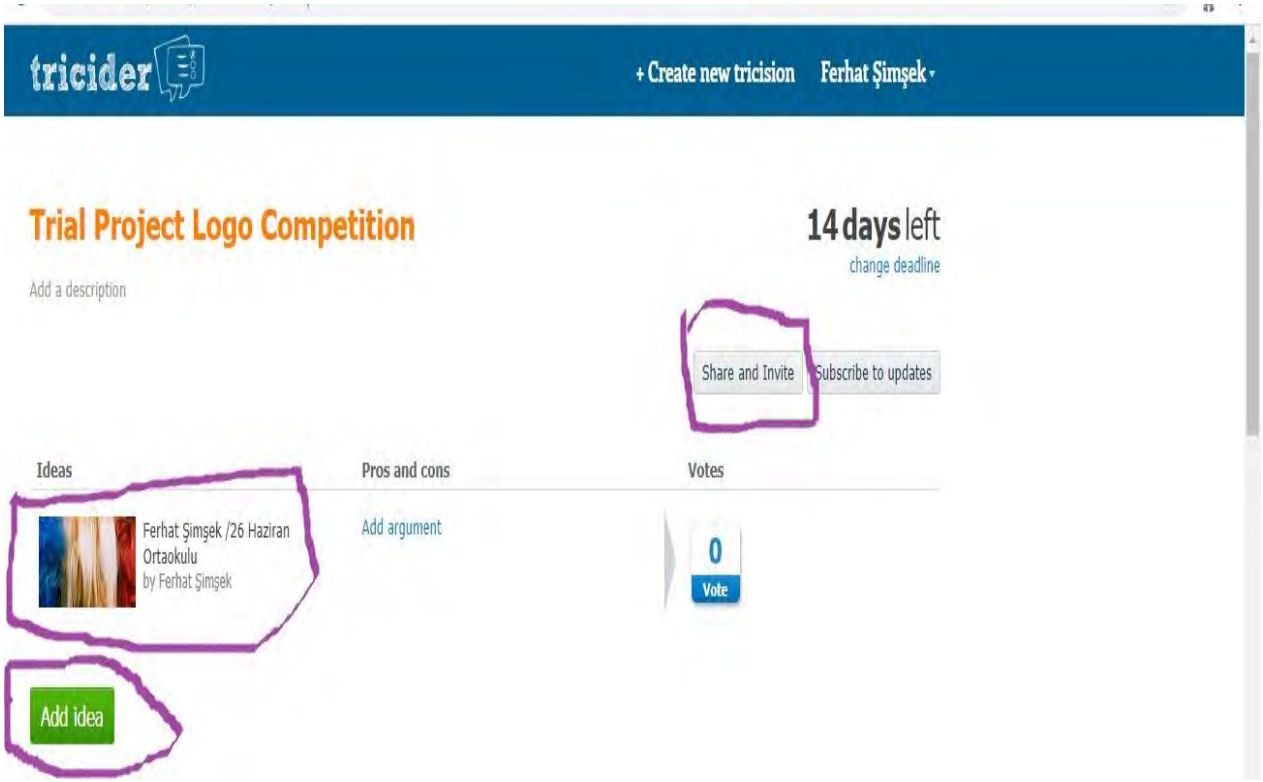


Step 11:
And then click on “SAVE” button to make your photo be visible by the participants.



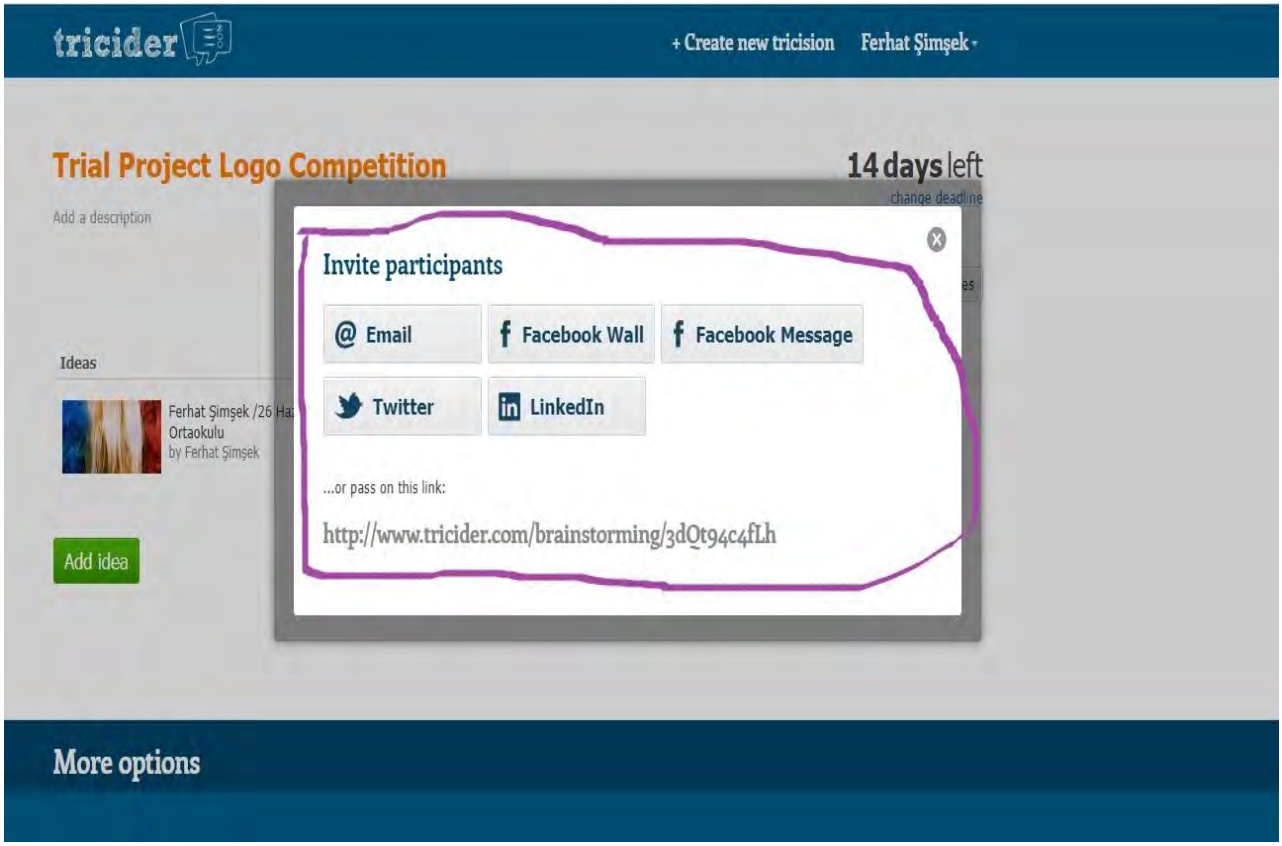
Step 12:

As you see below, you can add new ideas for your project. You can share and invite people to contribute into your tricider. You can subscribe to updates.



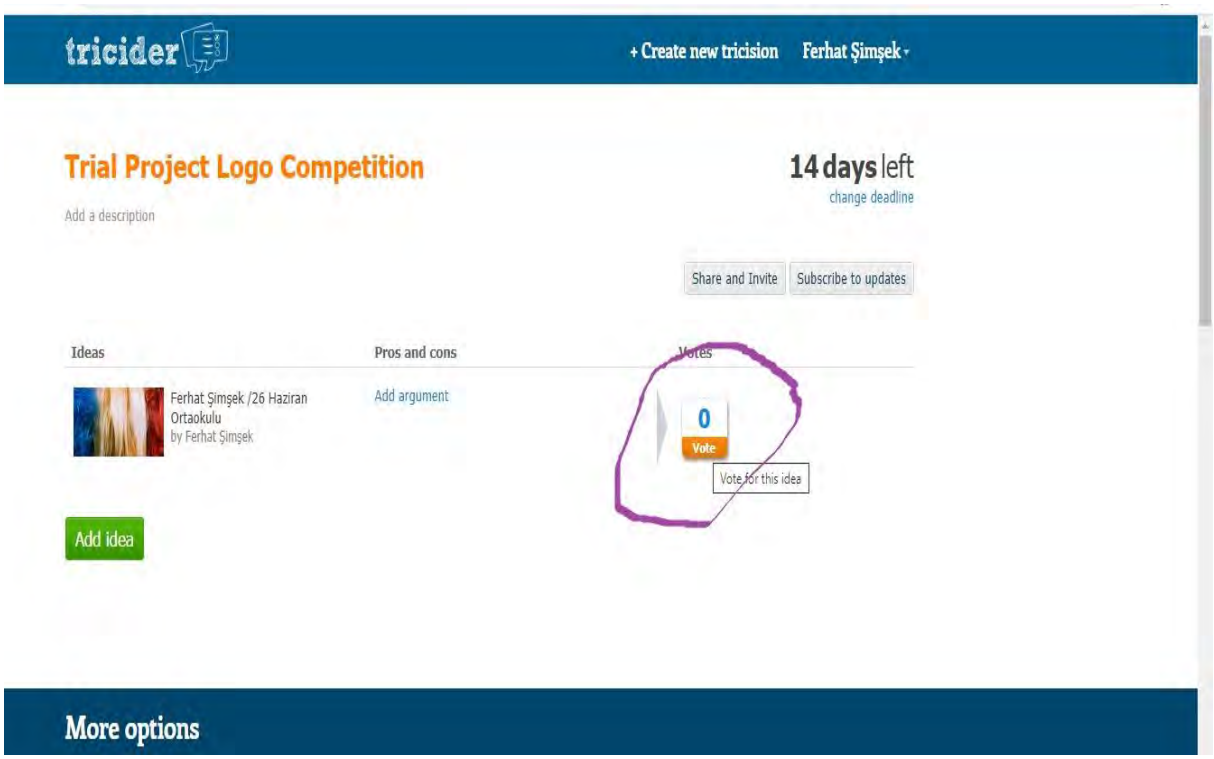
Step 13:

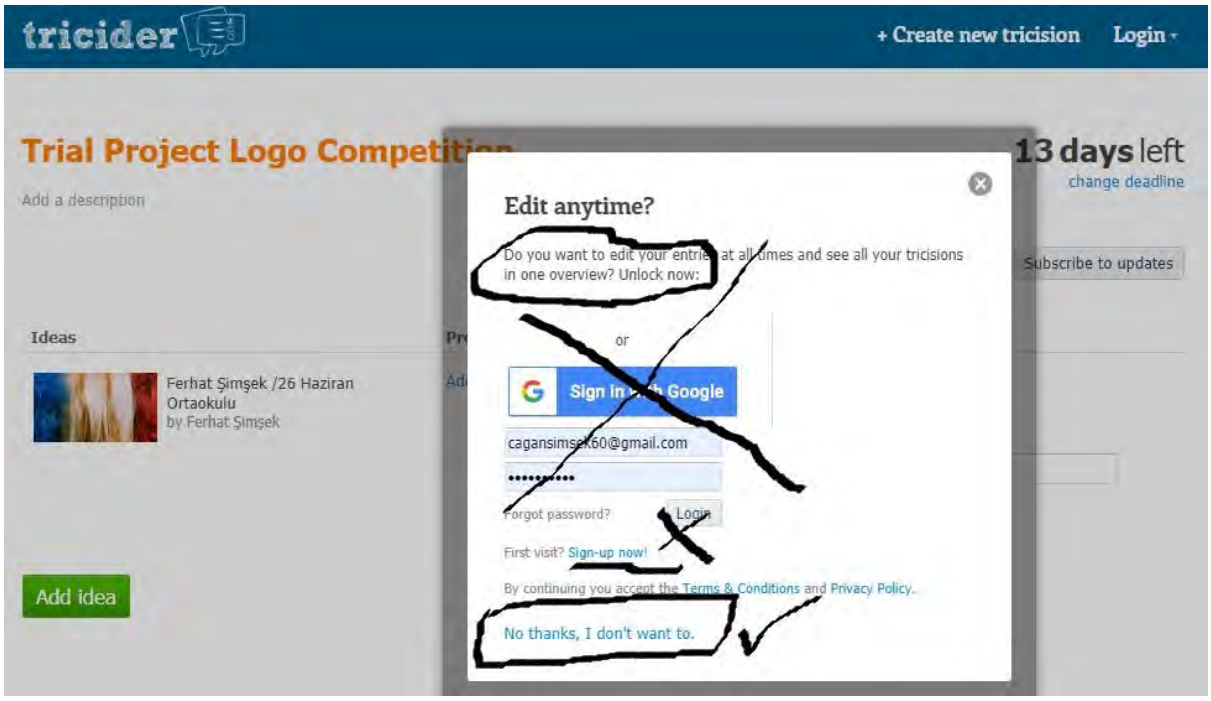
In this image, you see how you can spread the link .You can post an email , you can share your idea in FB Wall, You can send it via Twitter, LinkedIn message systems or you can copy the link directly and share it with people.



Step 14:

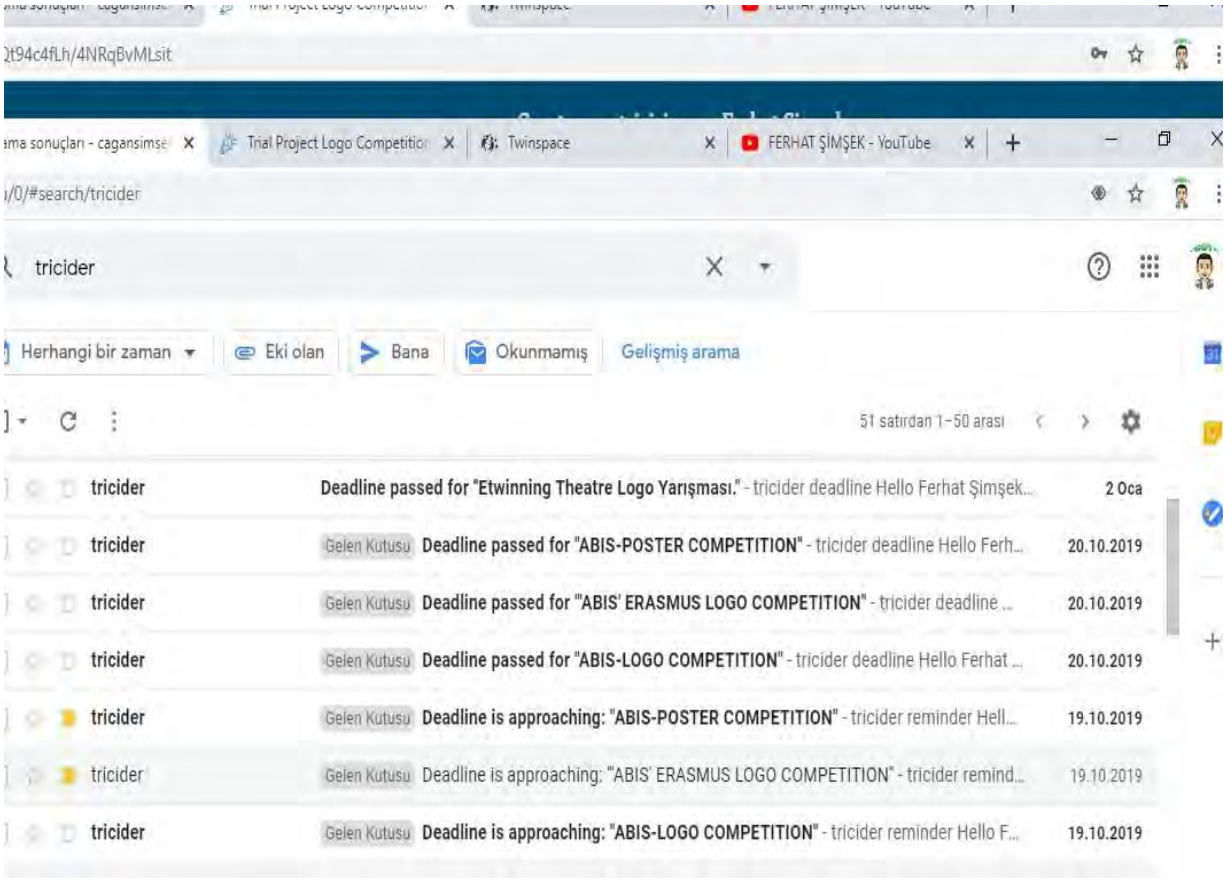
When people access tricider, they will see a button “VOTE”. After they click this button; if they have an account in “Tricider” before,their decission will be approved instantly. Nevertheless if they dont have an account, they will be asked to have an account after voting. If they click on “No, thanks. I dont want” , after that their decision will be approved.





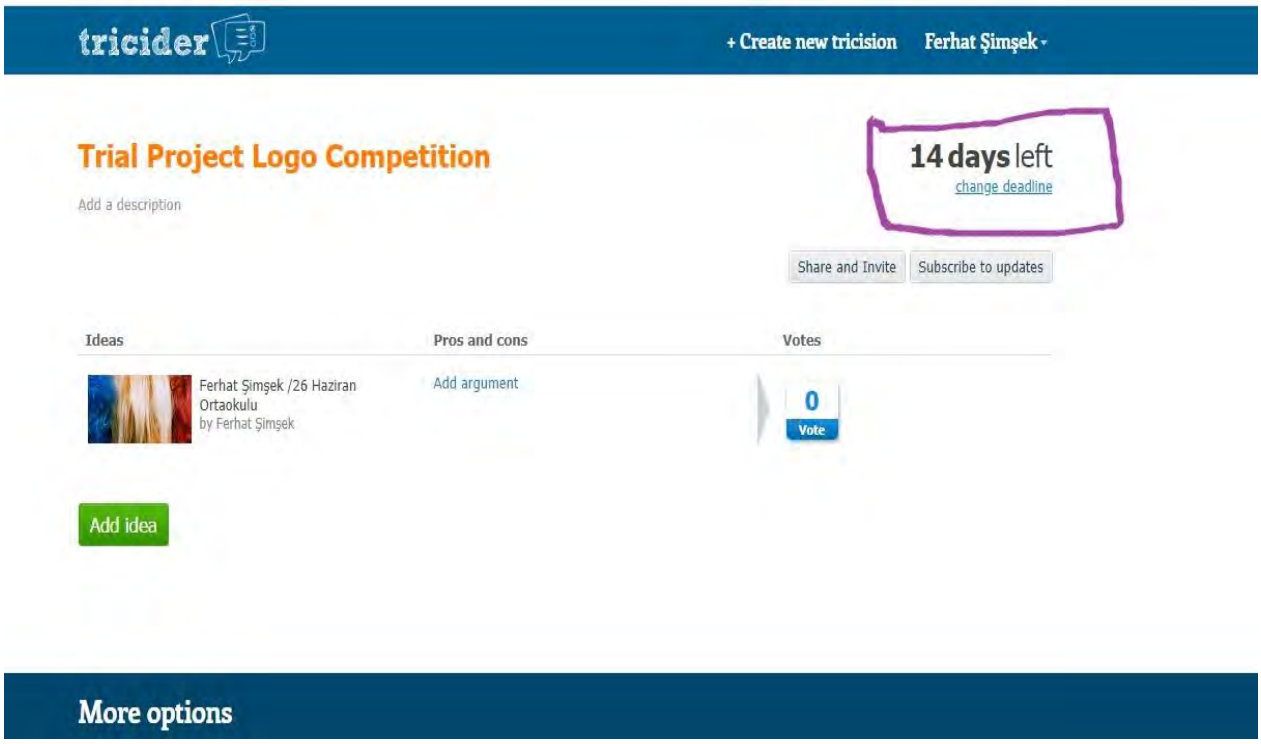
Step 15:

If your tricision'deadline is approaching or if the deadline passed , you will get an email by Tricider Mail System. Thus you will be able to follow when your trcision will be over without getting anxious through brainstorming process.



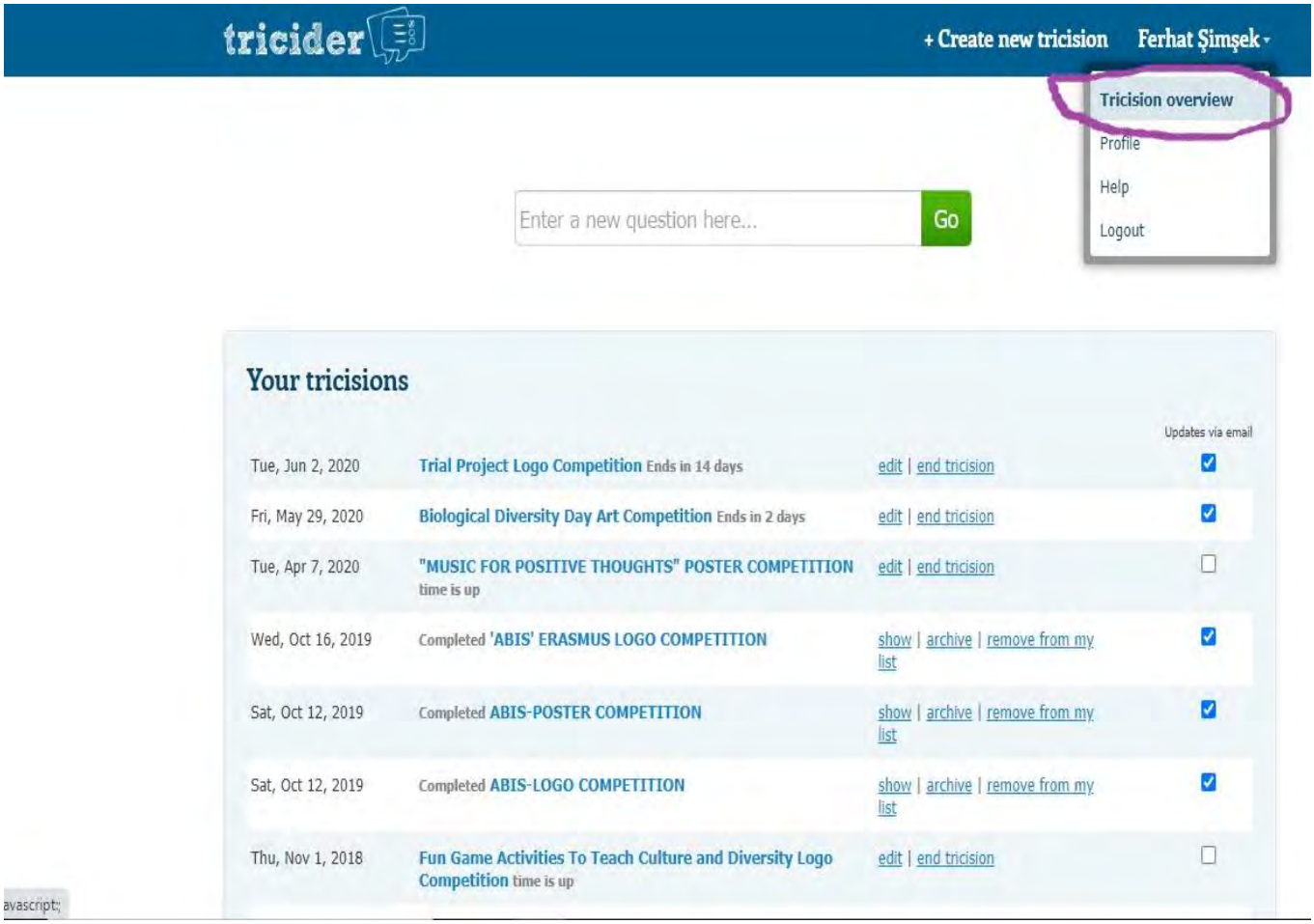
Step 16:

When you Access your tricision , you will see how many days are left fort he deadline. If you want you can click on “CHANGE DEADLINE” and shorten or prolong the deadline of it.



Step 17:

Click on your name then click on “Tricision Overview”. Then you will see all of tricision created by you so far.



TUTORIALS ABOUT TRICIDER

If you want to get more information about Tricider, you can check the Teams,Blogs, Education and Crowdsourcing pages of Tricider. According to the ambition of your discussion, you can choose one of four section.

tricider
Features
Blog
About us
Login
Social voting tool for
Teams
Blogs
Education
Crowdsourcing
Collect ideas and vote.
So easy with tricider!
Try it now!
It's free. No sign-up.
Enter your question here...
Go
Ask a question and invite friends or colleagues.
Collect ideas and vote for your favourite.
Watch the video
"really useful"
killerstartups.com
"impresses via its simplicity"
dailywebapps.com
"cool service"
makeuseof.com
"genial servicio"
enlazando.com

Surveymonkey

SurveyMonkey is online survey software that helps you to create and run professional online surveys. It is very powerful and a well known online application. The basic plan(free version) allows you to have only 10 questions per survey with a maximum of 100 responses per survey (you can have unlimited questions and responses per survey in the premium plans).

The questions you can add to your survey span three categories – close-ended, open-ended, and descriptive.

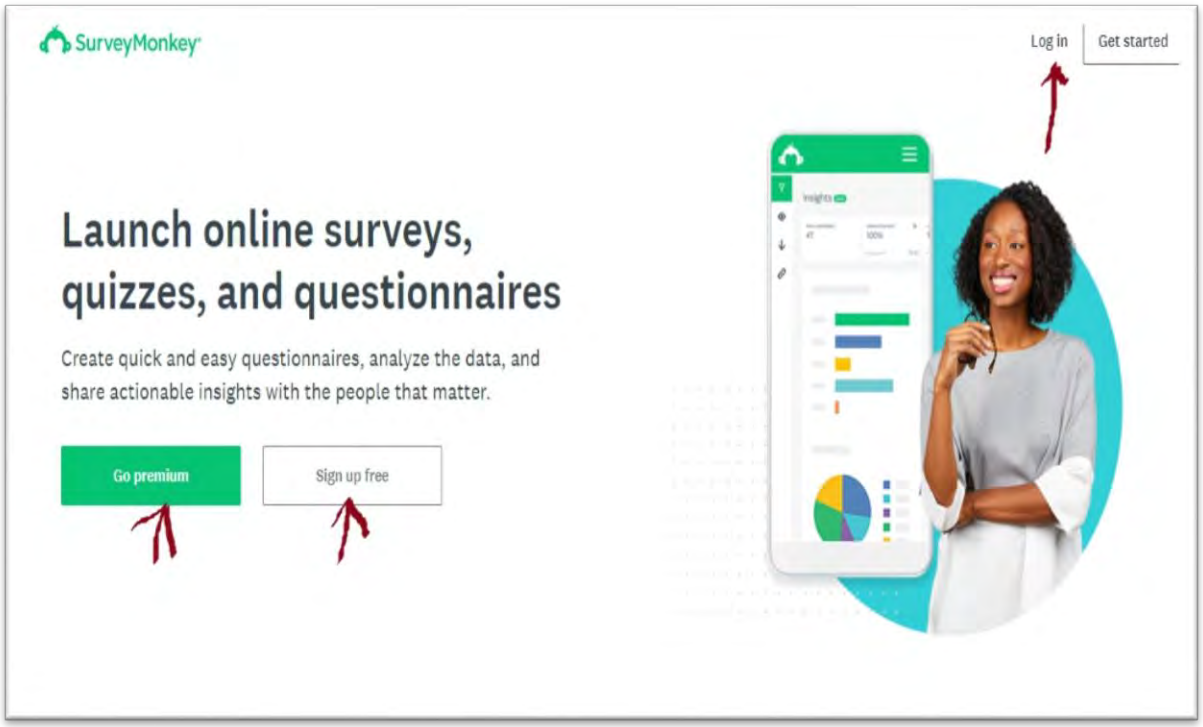
You can have single answer, multiple choice with multiple answers, rating scale, and 3 matrix type questions in the close-ended category. Single textbox, multiple textboxes, essay box, numerical textboxes, demographic details, and date/time box options can be chosen from the open-ended questions. This is more than sufficient to create high-quality professional surveys for your users.

The tool also allows you to set answer choice randomization, present a survey completion bar, add auto numbered pages, provide options to make questions require answers to proceed and control data input by validation (users cannot enter text in a numbers only box).

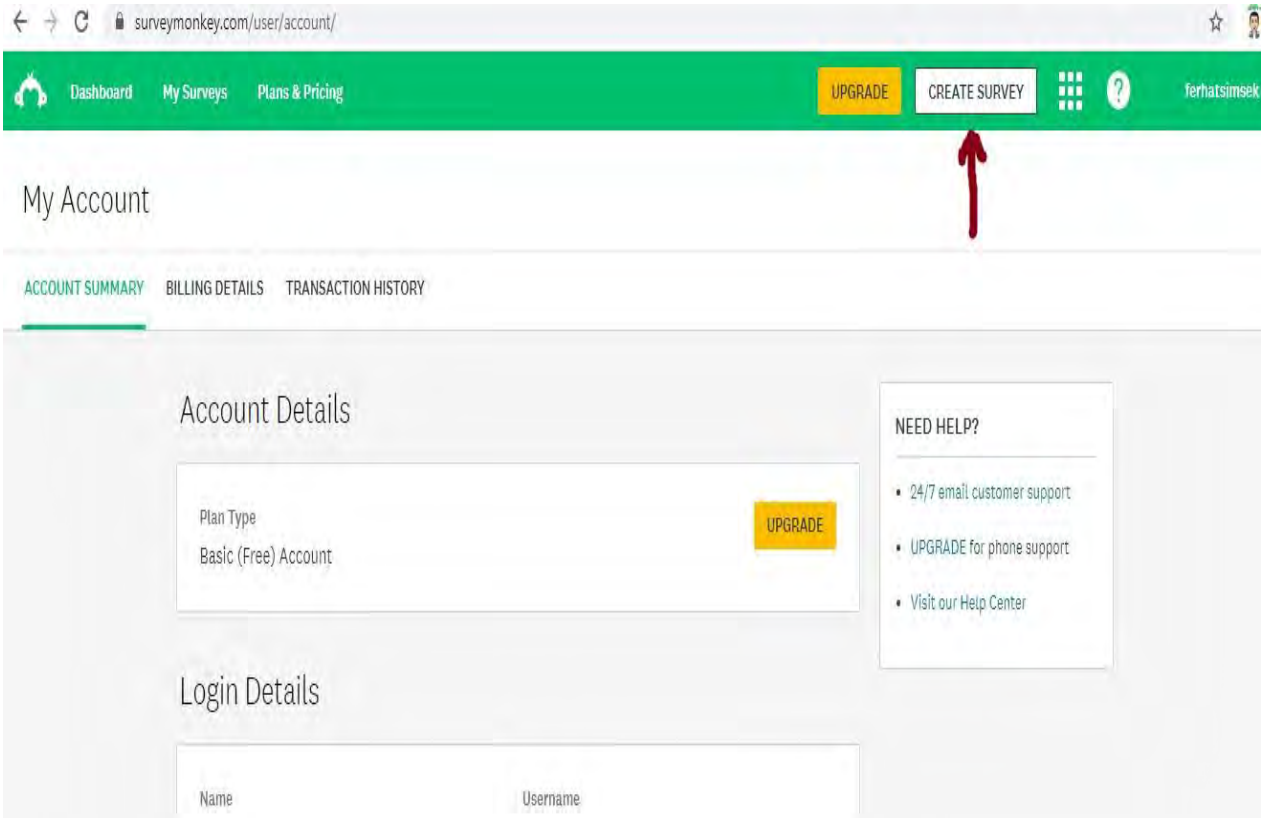
Here are some tips to use SurveyMonkey:

Step 1:

Click on ; www.surveymonkey.com on internet browser. If you have an account before, you can click on **"Log In".** Or if you arent registered yet, you must sign up first. If you want to have a Premium account, you can click on **"Go Premium"** as shown following image. But if you want to have a free account with limited features and opportunities, you had better click on **"Sign up free".** After signing up, you will get an email to confirm your account. Once you confirm your account, you can start to create your survey,analyze the datas and share and present the results with people.



Step 2: As shown in the image below, click on **"CREATE SURVEY"** if you decide to make a survey for your project. You can see your account detail if you click on your username.



Step 3:

To create a new survey, click **Create Survey** in the upper-right corner of your account and choose one of the following options on the left slidebar:

Start from scratch

- Get started with a blank page. You'll need to add questions by using the tools in the left sidebar to build your survey.
- If you have questions ready to go and want to copy and paste them to your survey, select **My questions are already written**.

Copy a past survey

- You can create a copy of a survey that's in your account. This way you don't have to start from scratch or change past surveys that have already collected responses.

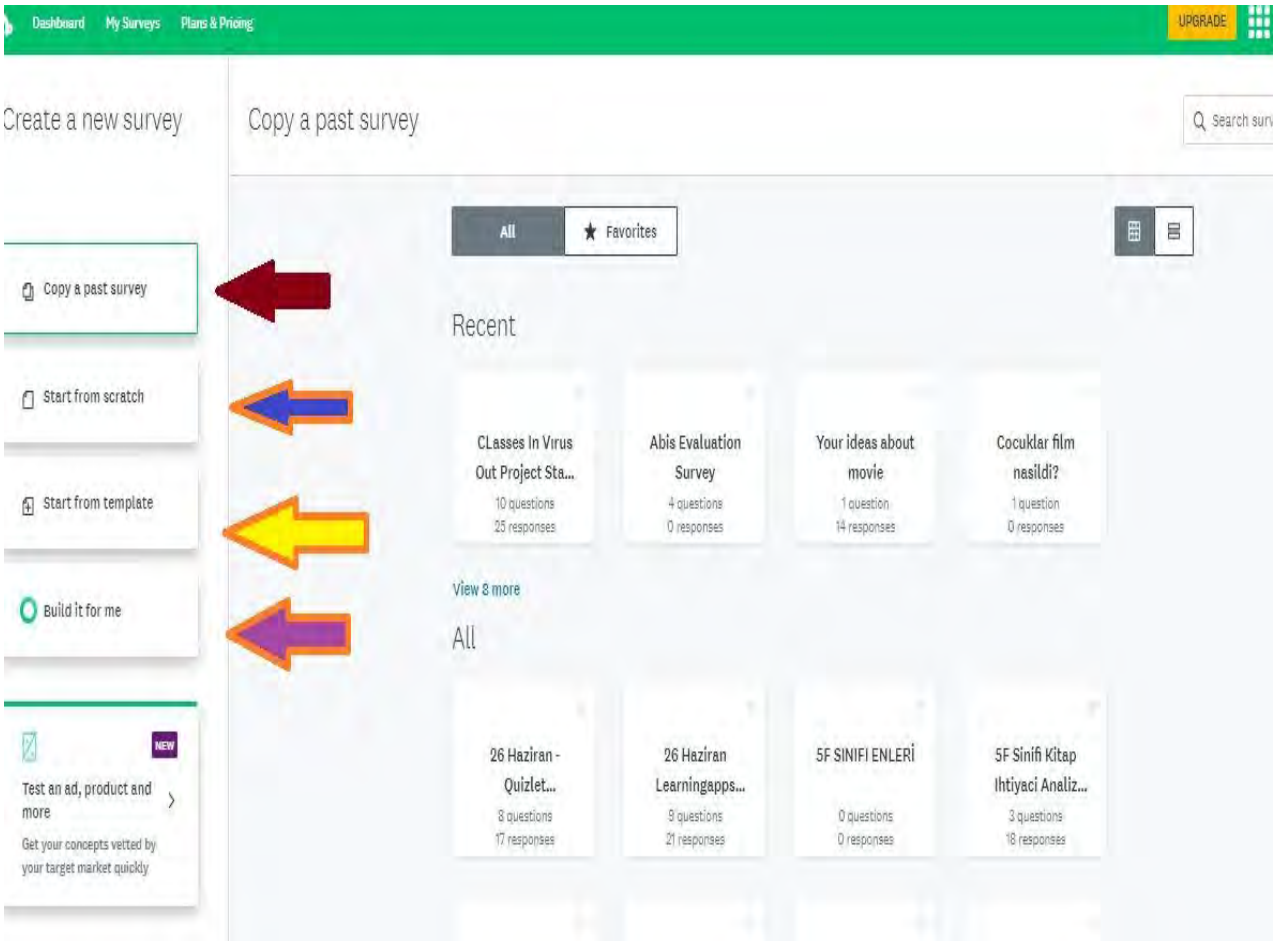
Start from a template

- Get a head start by using a template designed by SurveyMonkey. Use the dropdown menu to browse templates by type to find the right survey for you.
- Click on any template to learn more about it and preview the survey questions.

Build it for me

- **ENGLISH ONLY:** Build it for me is only available in English language accounts.

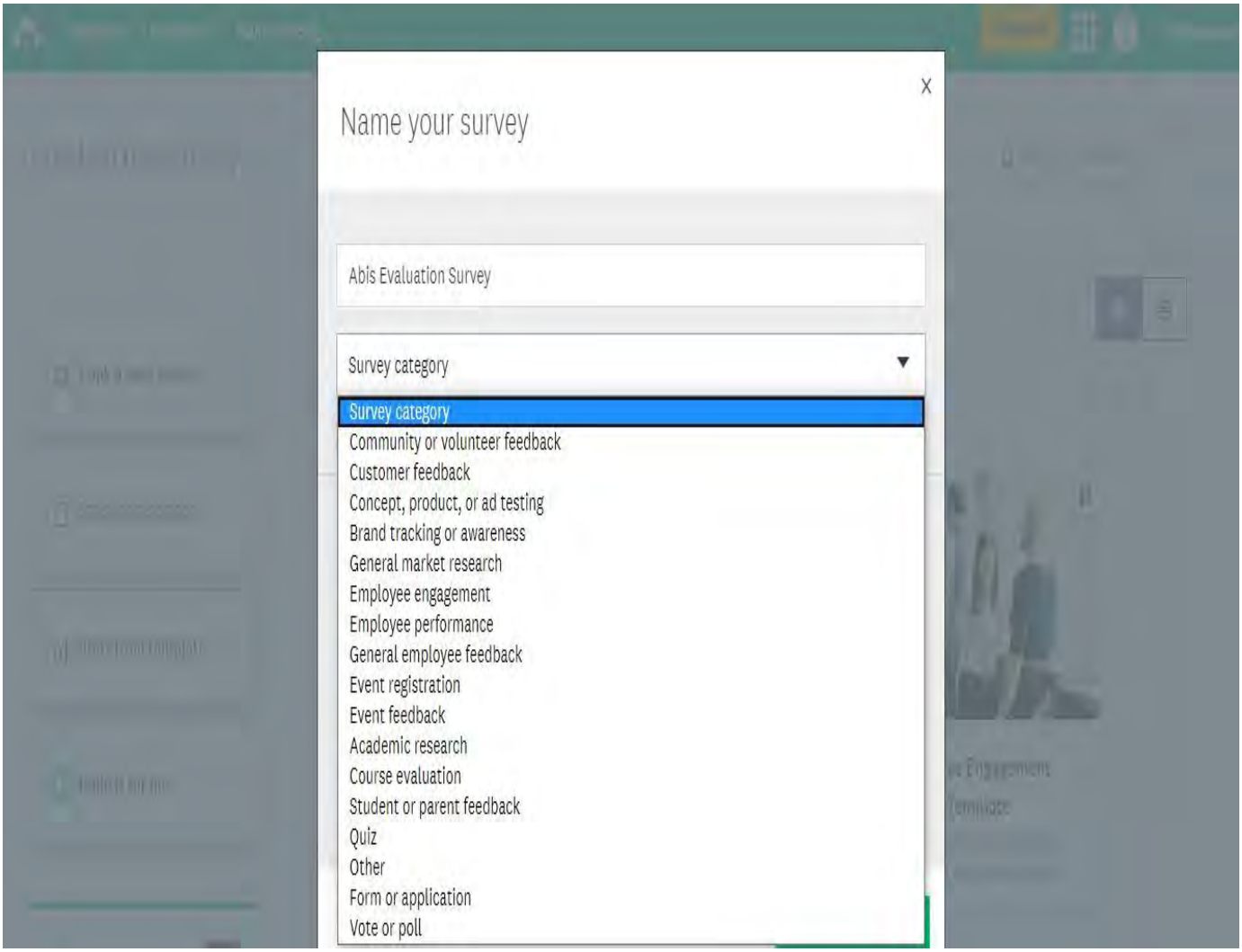
- Build it for me helps you create a survey designed to meet your goals. To get started, answer a few simple questions about you and your survey goals. Then, you will have recommendations to finish personalizing your survey questions and design.



Step 4:

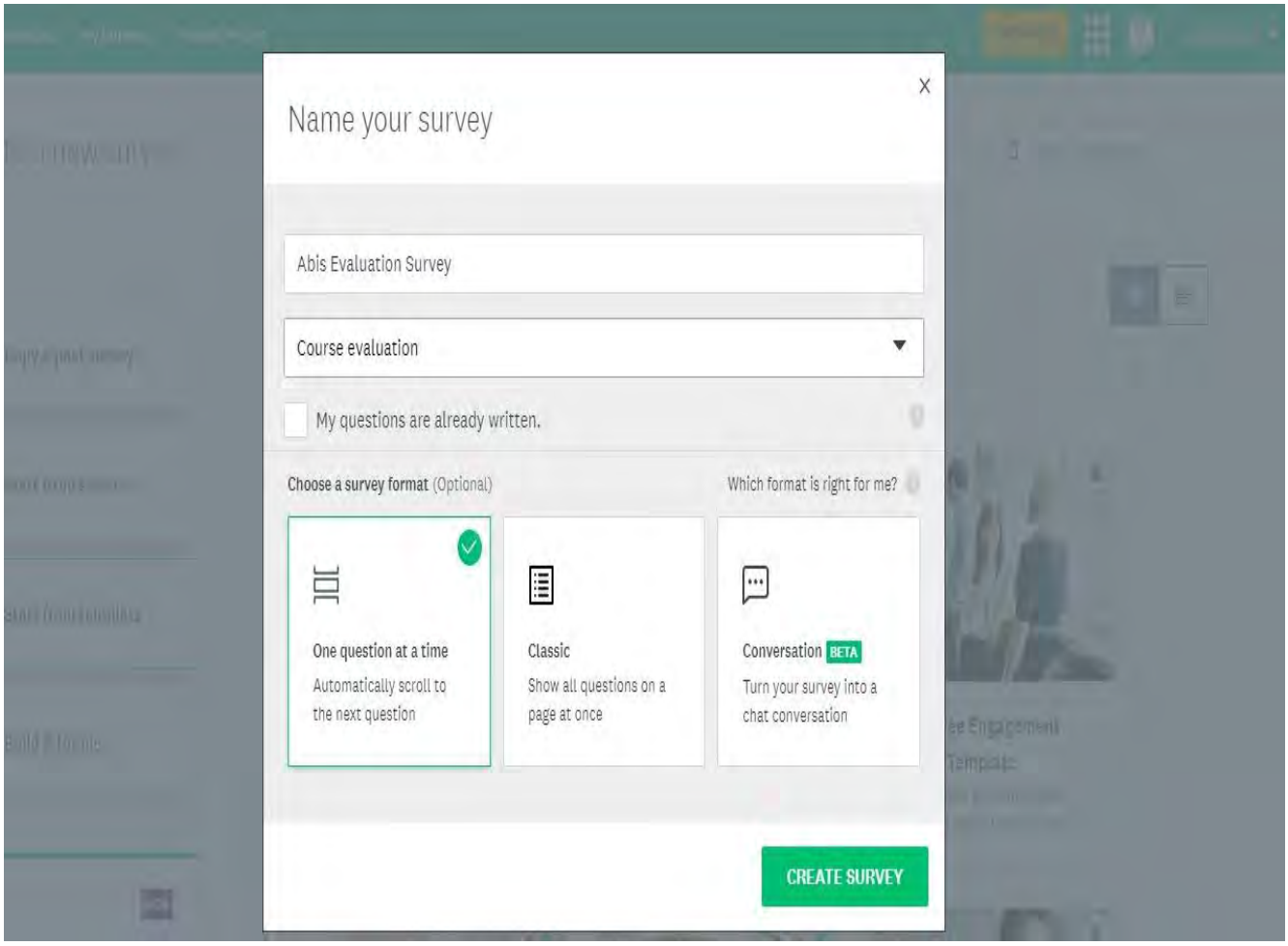
I ll show how to create your own survey with the option "**Start from scratch**". But if you want, you can use other options. After clicking on "Start from scratch", write your survey's name. Then choose the suitable category for your survey. This category consists of:

- Community or volunteer feedback
- Customer Feedback
- Concept,product or advertisement testing
- Brand tracking or awareness
- General market Research
- Em+ployee engagement
- Employee performance
- General Employee Feedback
- Event registration
- Event feedback
- Academic Research
- Course Evaluation
- Student or Parents Feedback
- Quiz
- Form or Application
- Vote or Poll



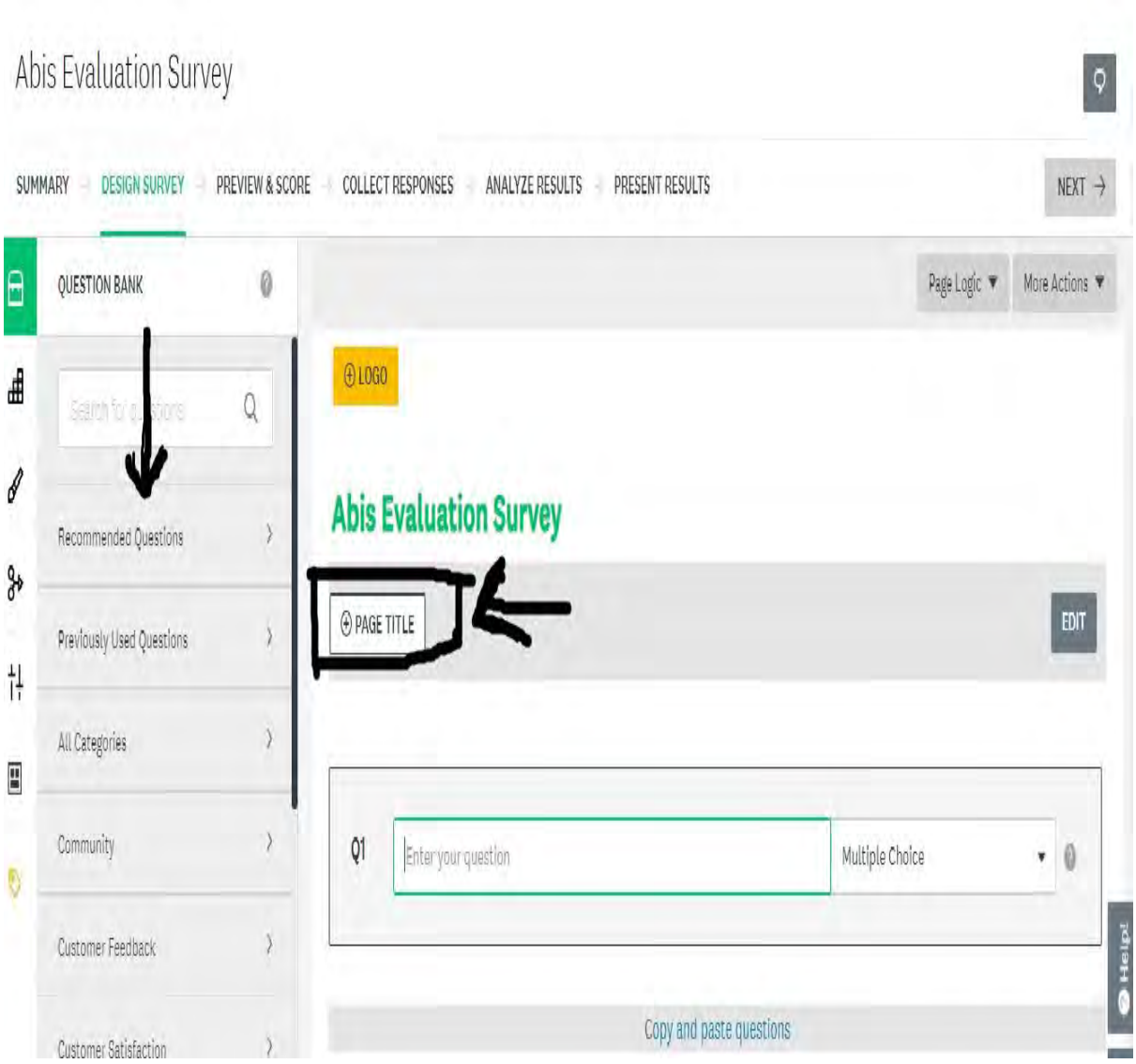
Step 5:

In projects, as teachers, we generally **use "Course Evaluation", "Vote or Poll", "Quiz"** or **"Student-Teacher Feedback"** for their surveys. will go on my presentation with "Course Evaluation" option. Thus I chose it and we will check a sample question about it. Then decide on the type of survey. If you want to let your survey participants see the questions one at a time choose "**one question at a time"**. Another type, you can choose "**Classic**" if you want to let them see the questions on a page at once. If you want to turn your survey into a chat conversation , in other words, if you want to conduct your survey in an interactive way, you must use "BETA" version .



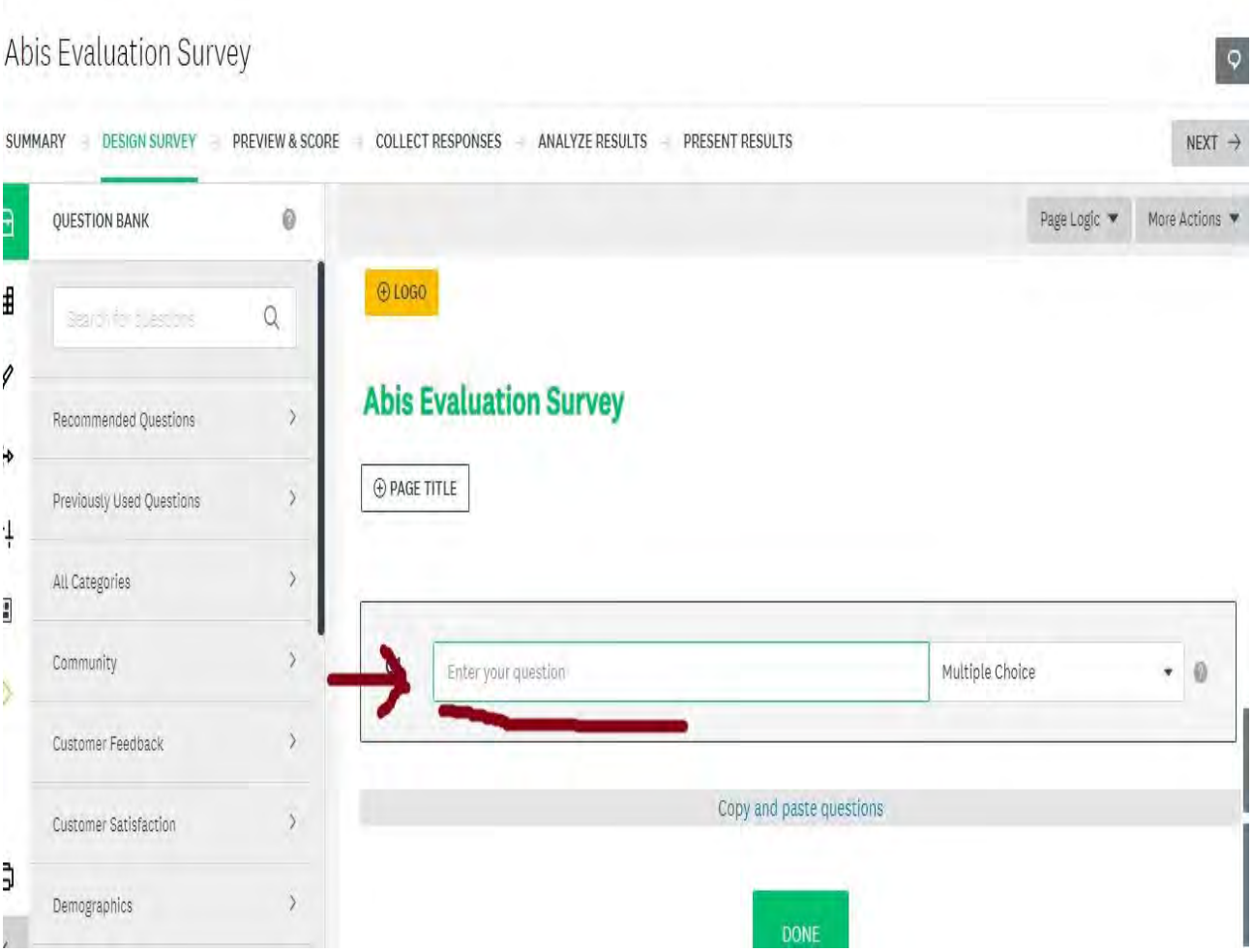
Step 6:

In order to create the first question, you can benefit Question Bank (Recommended Questions, Previously Used Questions on the left side of screen. And then for each question type or category in your survey, you can create subtitles.



Step 7:

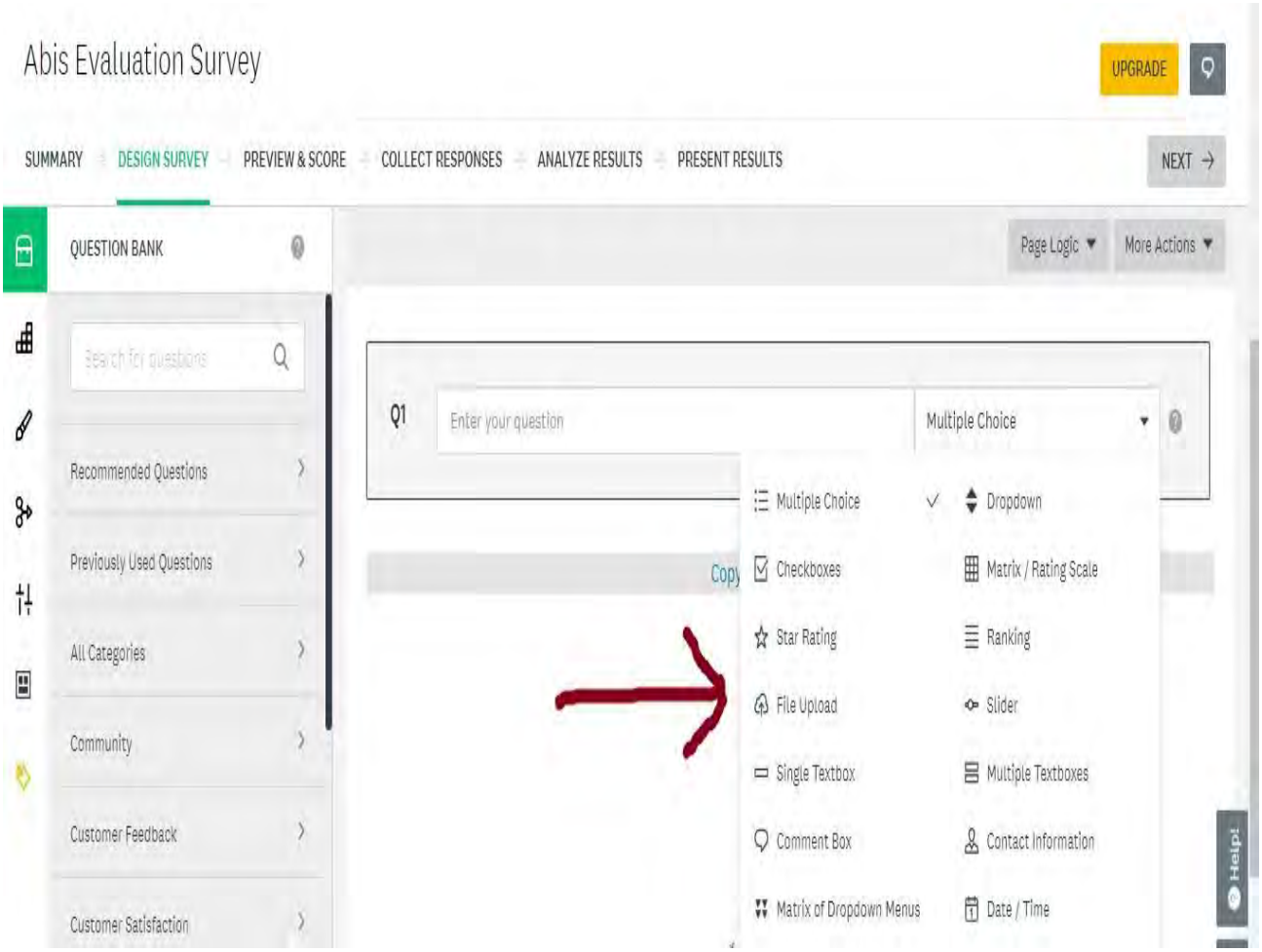
If you want to create your own question,write your own question in the first blank on the screen.



Step 8:

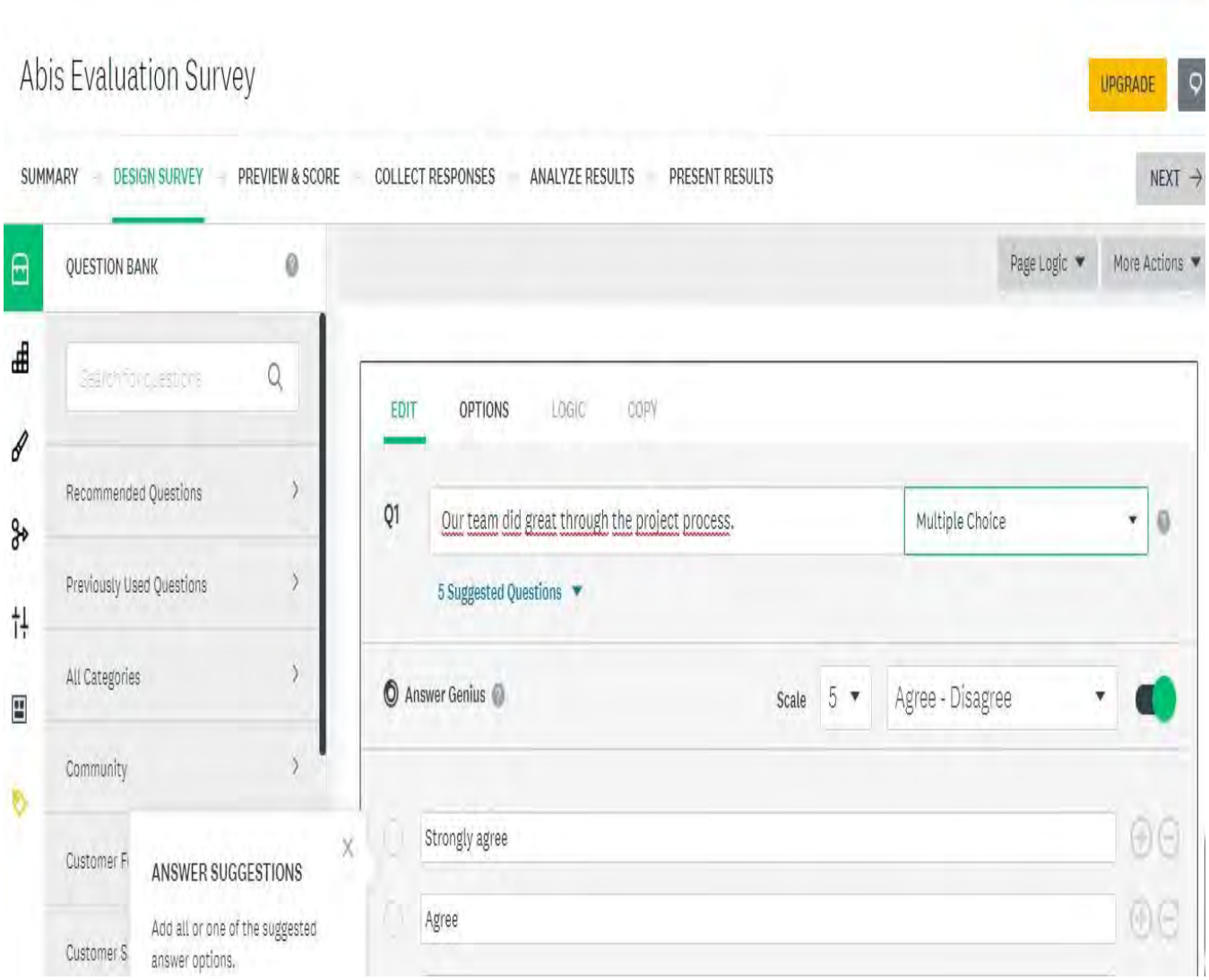
Next, you must choose the type of question. Here are the list of question types:

- Multiple Choice
- Star Racing
- File upload
- Single textbox
- Comment Box
- Dropdown
- Matrix/Raiting Scale
- Ranking
- Slider
- Multiple Textboxes
- Contact Information
- Date/Time



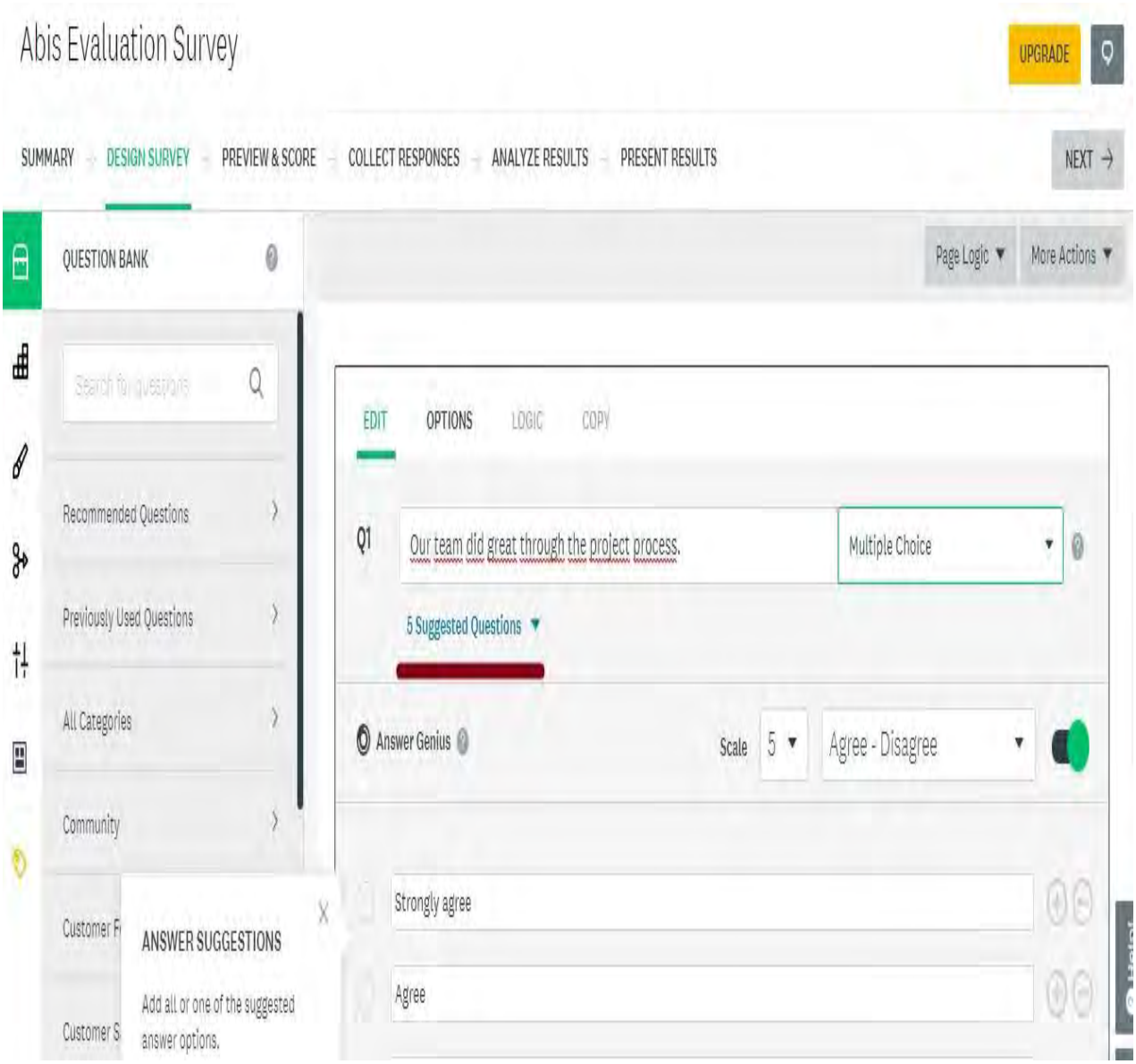
Step 9:

Among the most used types, I chose “Multiple Choice” for you . First of all write your question.



Step 10:

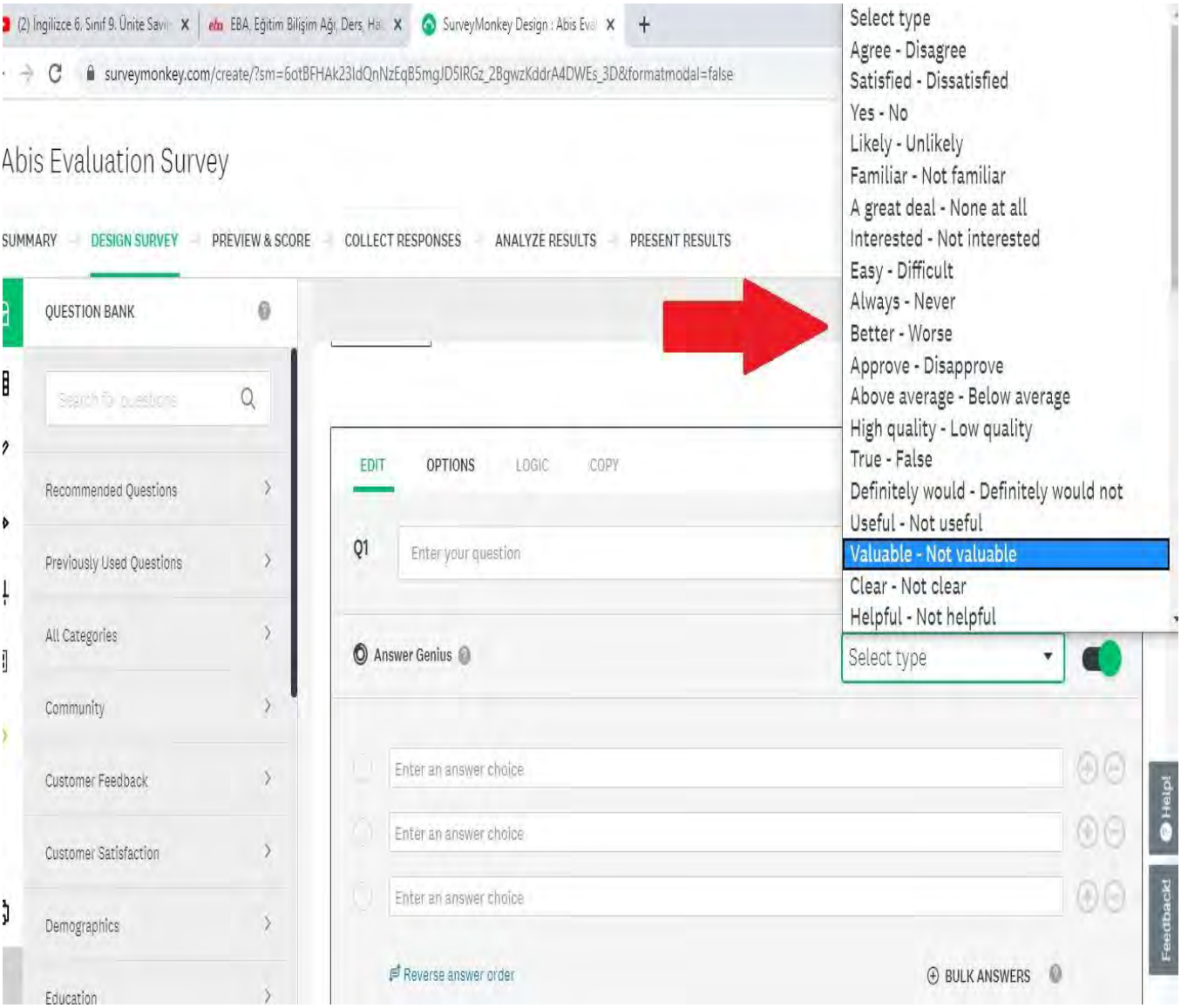
You can also check and benefit suggested questions under your question. If they are useful for you, you can use them.



Step 11:

And then, it is time to decide on answer options. If you want ready answers, Surveymonkey will offer you automatical answers or you can check the answer types at the right side of the

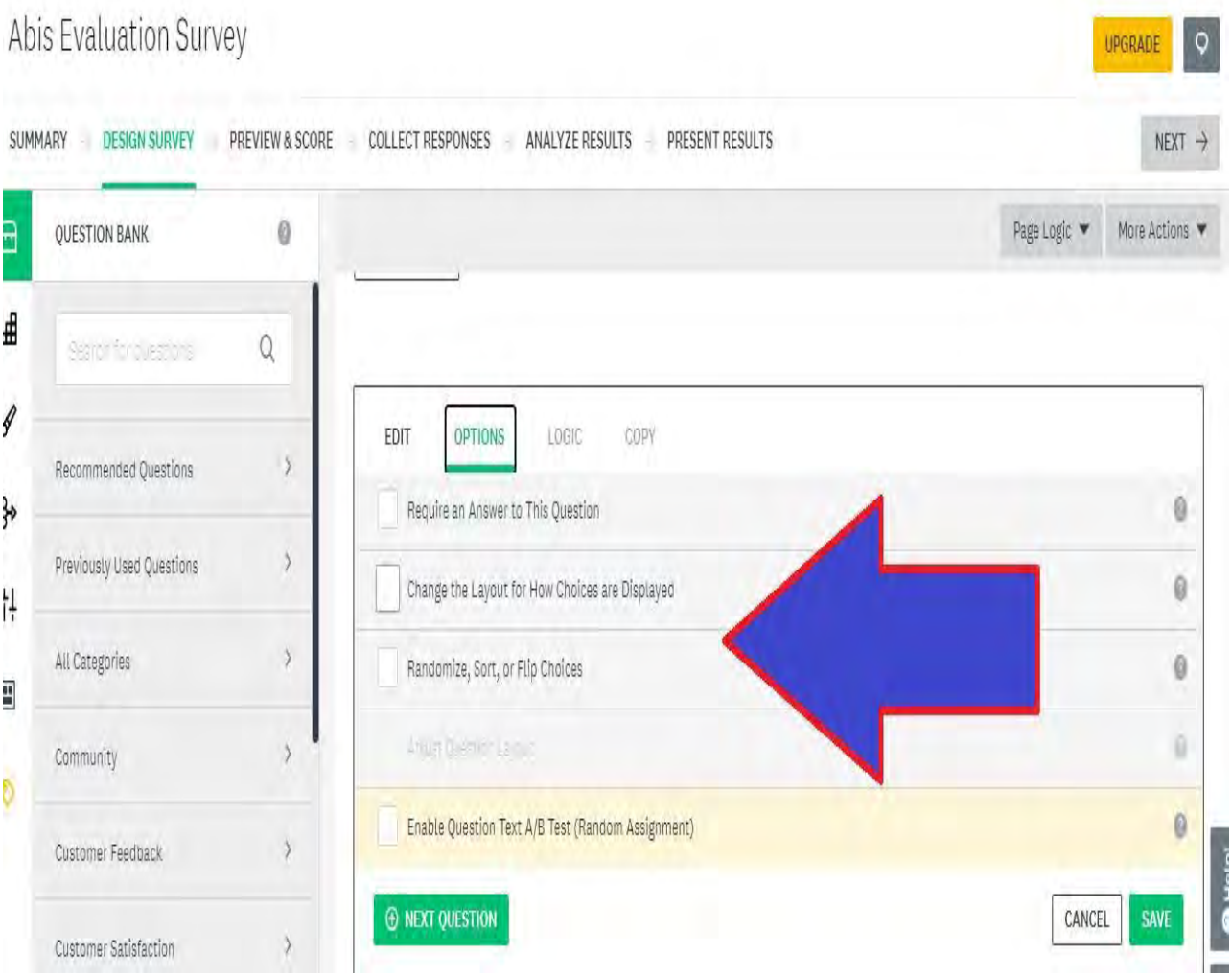
screen. (Agree-Disagree,Yes-No,Familiar-Not Familiar,True-False etc). And you can also choose about the scales how many answer choices you want to fill.



Step 12:

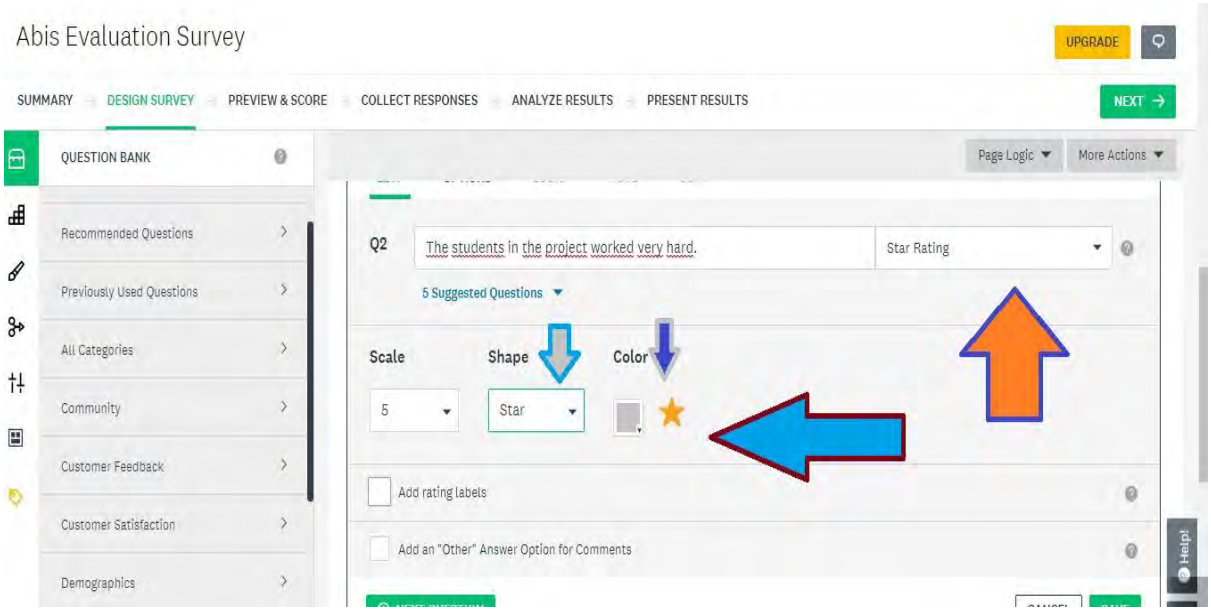
In option section, you can edit necessary settings into your survey. You can require an answer

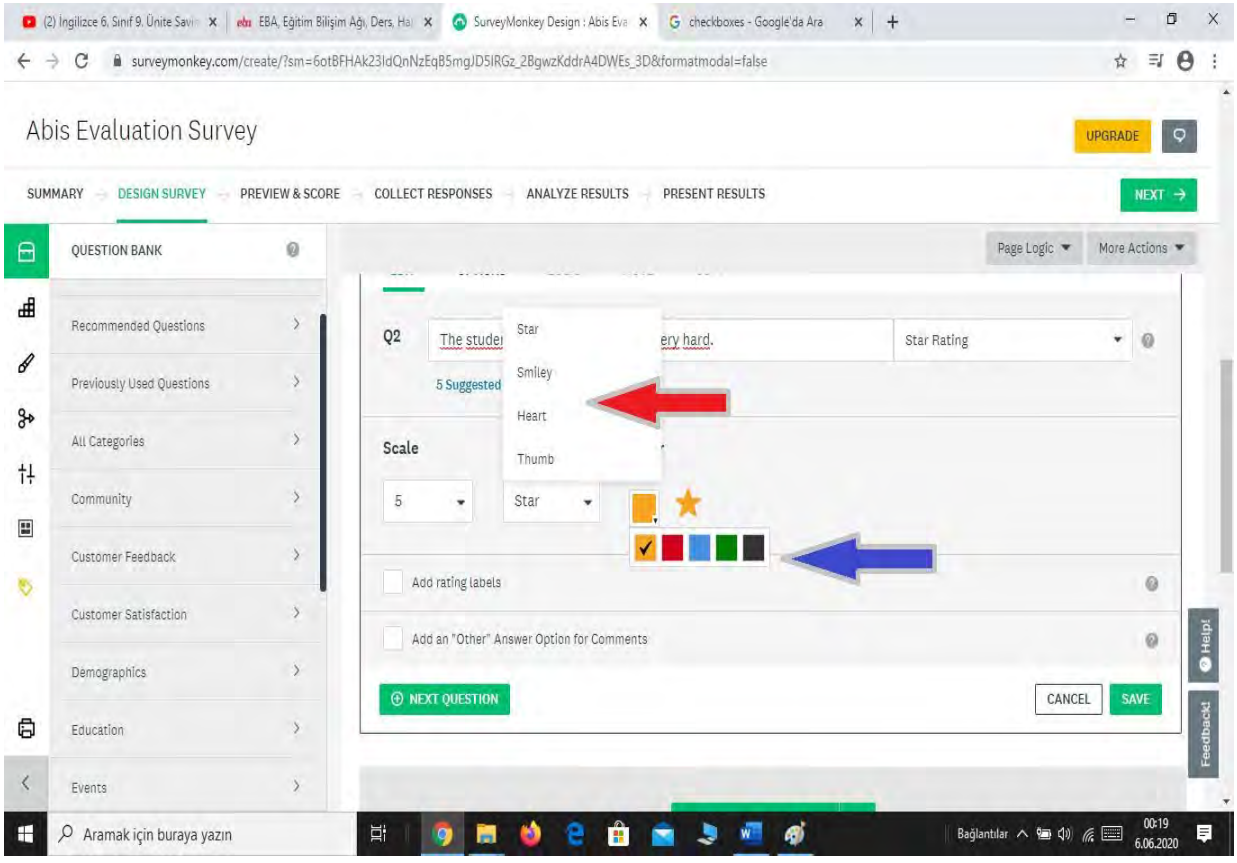
to question,change the layout or you can randomize, sort or flip the choices. That is your decision.



Step 13:

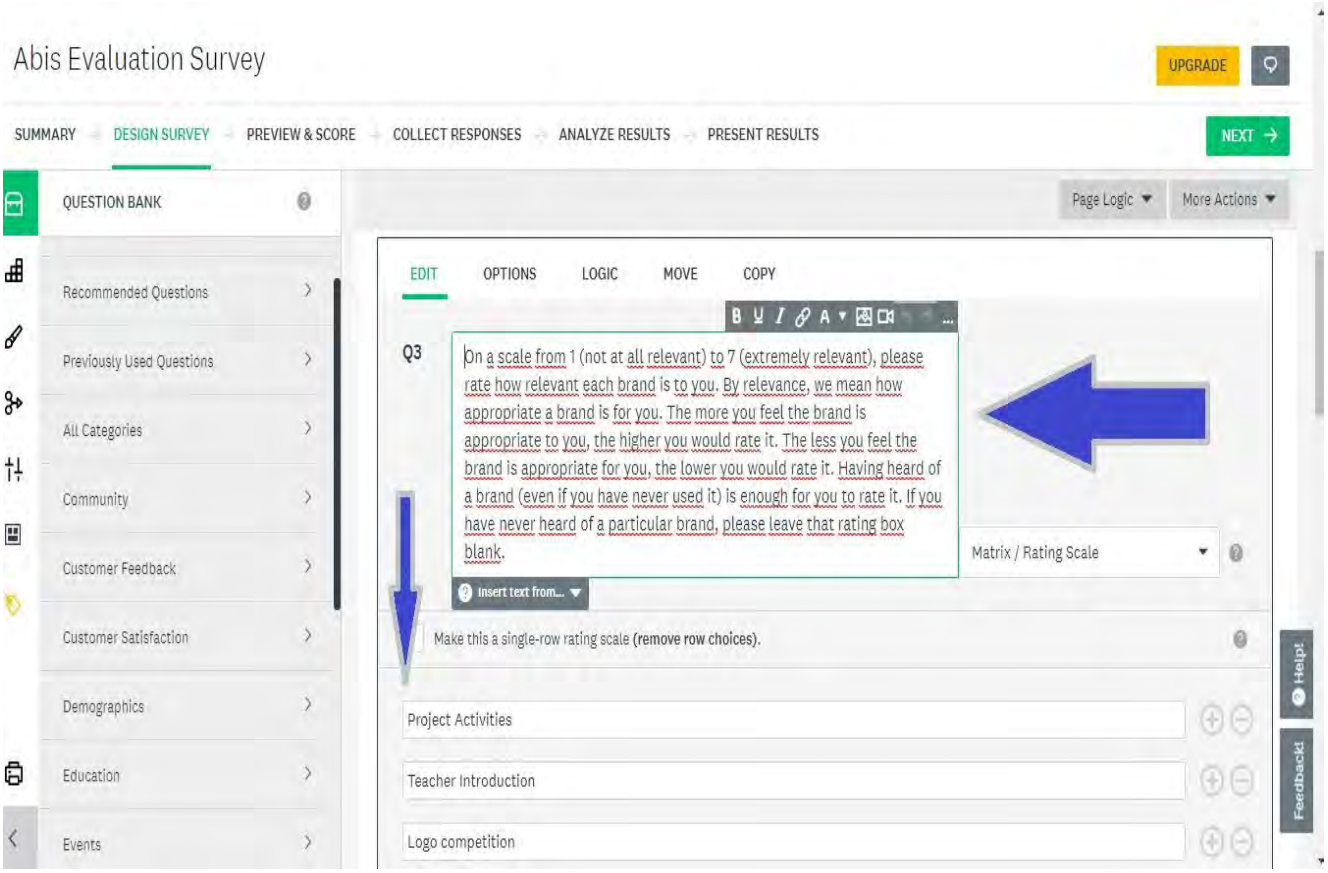
For Star Rating-another answer type, you can use different shapes (Heart, Smiley, Star,Thumb). It is possible to shift the colours of shapes.





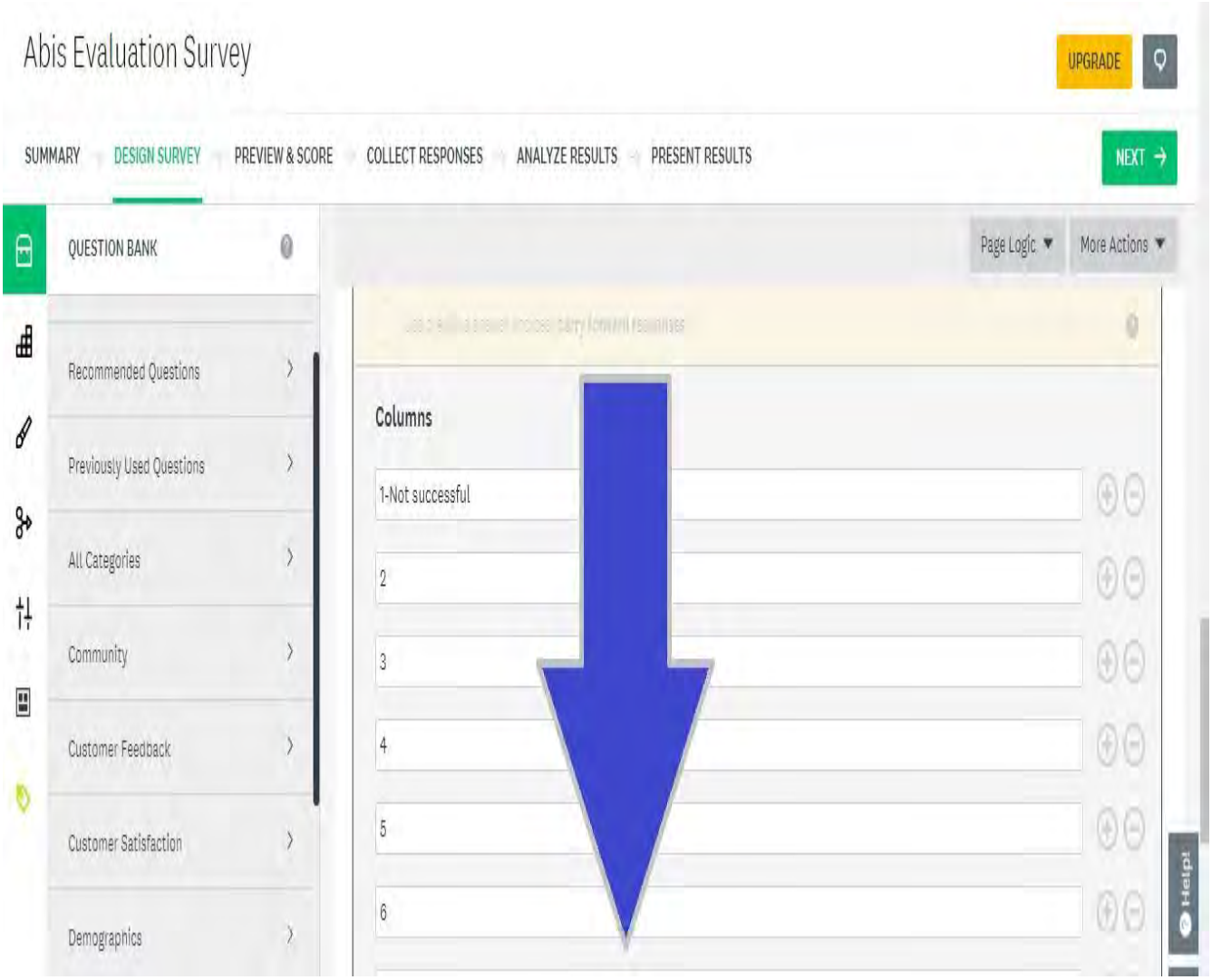
Step 14:

Matrix/Rating Scale: In order to make a question using this feature , you must have a lot of items to be graded by the respondents.At the first part(Rows field) under the question , enter the items you want respondents to evaluate.



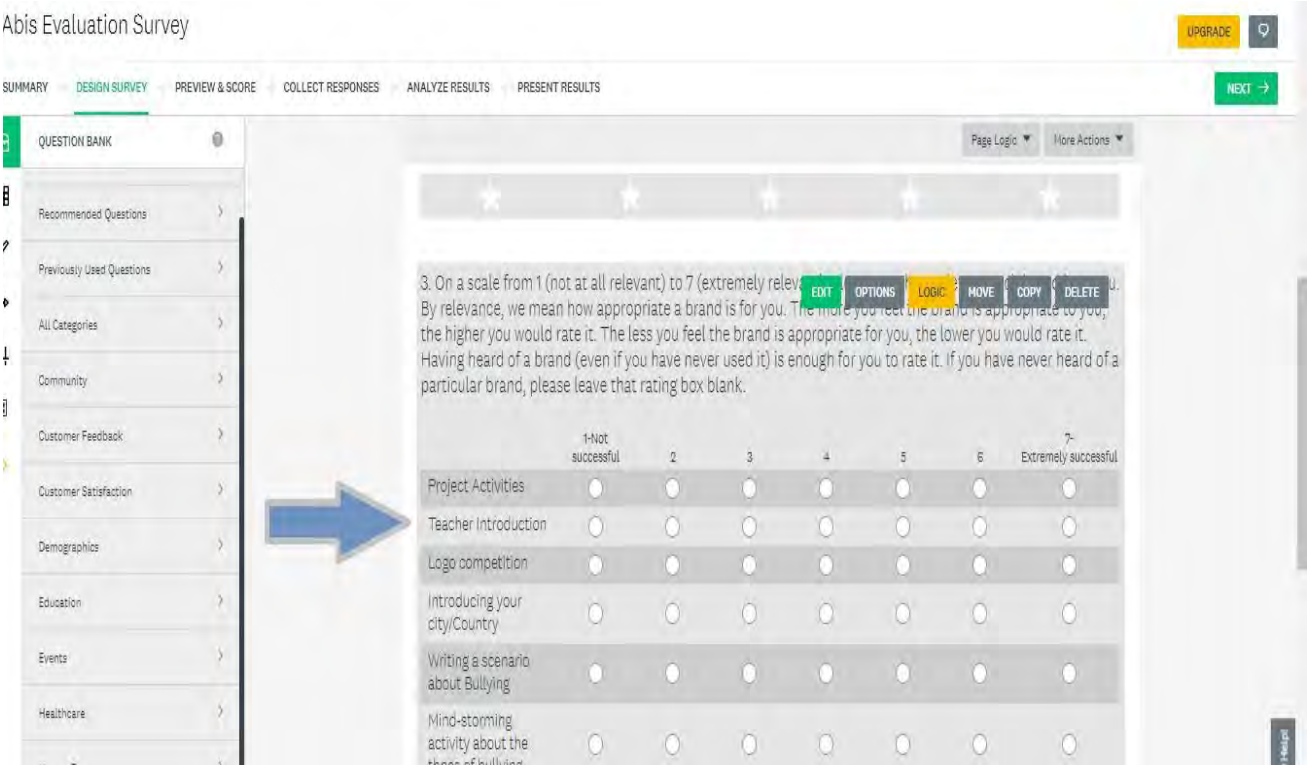
Step 15:

In the Columns fields, enter the measurements you want respondents to use to evaluate the row items. Column choices should be applicable to every row item. Configure any additional options. Click **Save**.



Step 16:

After saving Matrix evaluation, your question will appear like that.



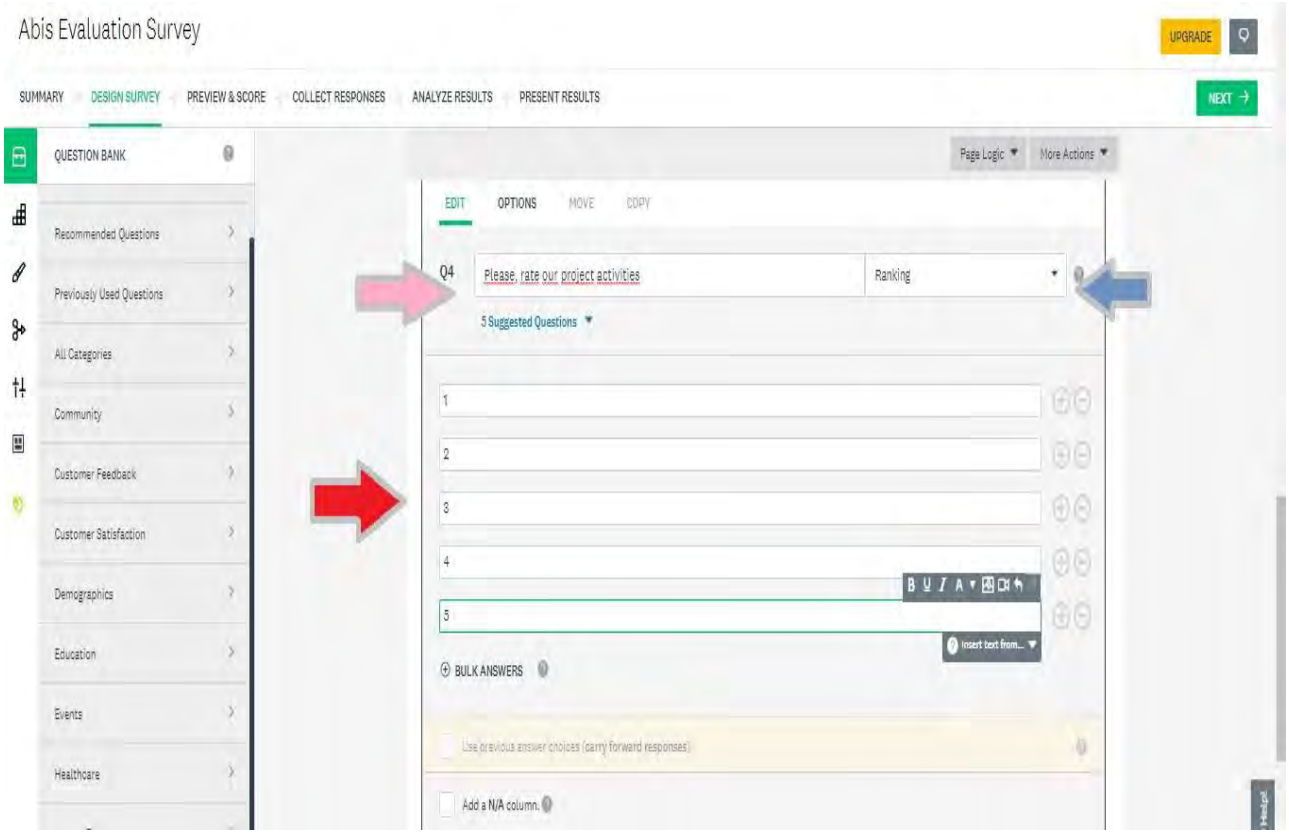
Ranking Question

The **Ranking** question asks respondents to compare items to each other by placing them in order of preference. In the Analyze Results section, an average ranking is calculated for each answer choice, allowing you to quickly evaluate the most preferred answer choice.

Creating a Ranking Question

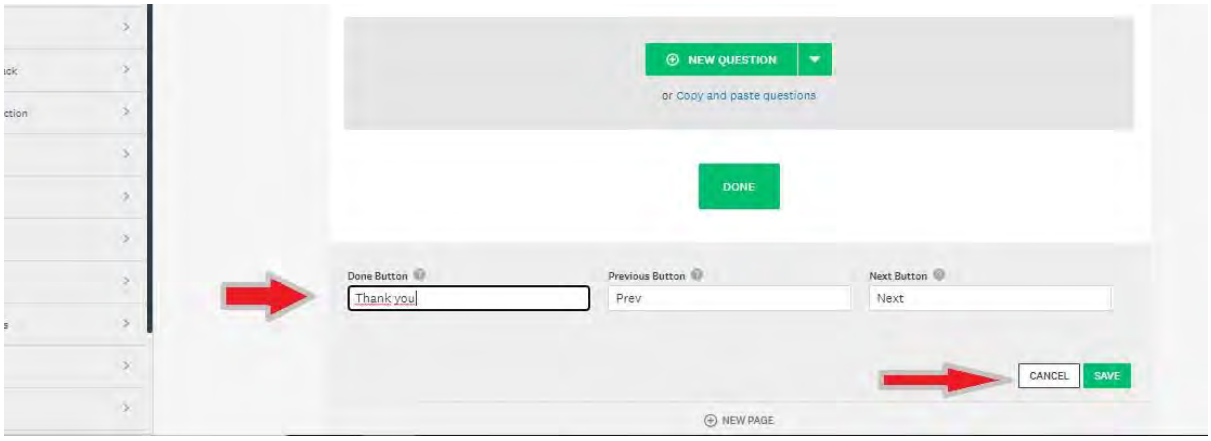
To add this question type:

1. Drag and drop Ranking into your survey from the BUILDER section.
2. In the question text field, write instructions that ask respondents to rank the answer choices in order of preference, 1 being the highest. It may also help to include what all the choices have in common. For instance, "Rank the following ice cream flavors in order of preference, 1 being your most preferred flavor."
3. In the Ranking Choices fields, enter the answer options you want respondents to rank. You can add up to 250 answer options.
4. Configure any additional options.
5. Click Save.



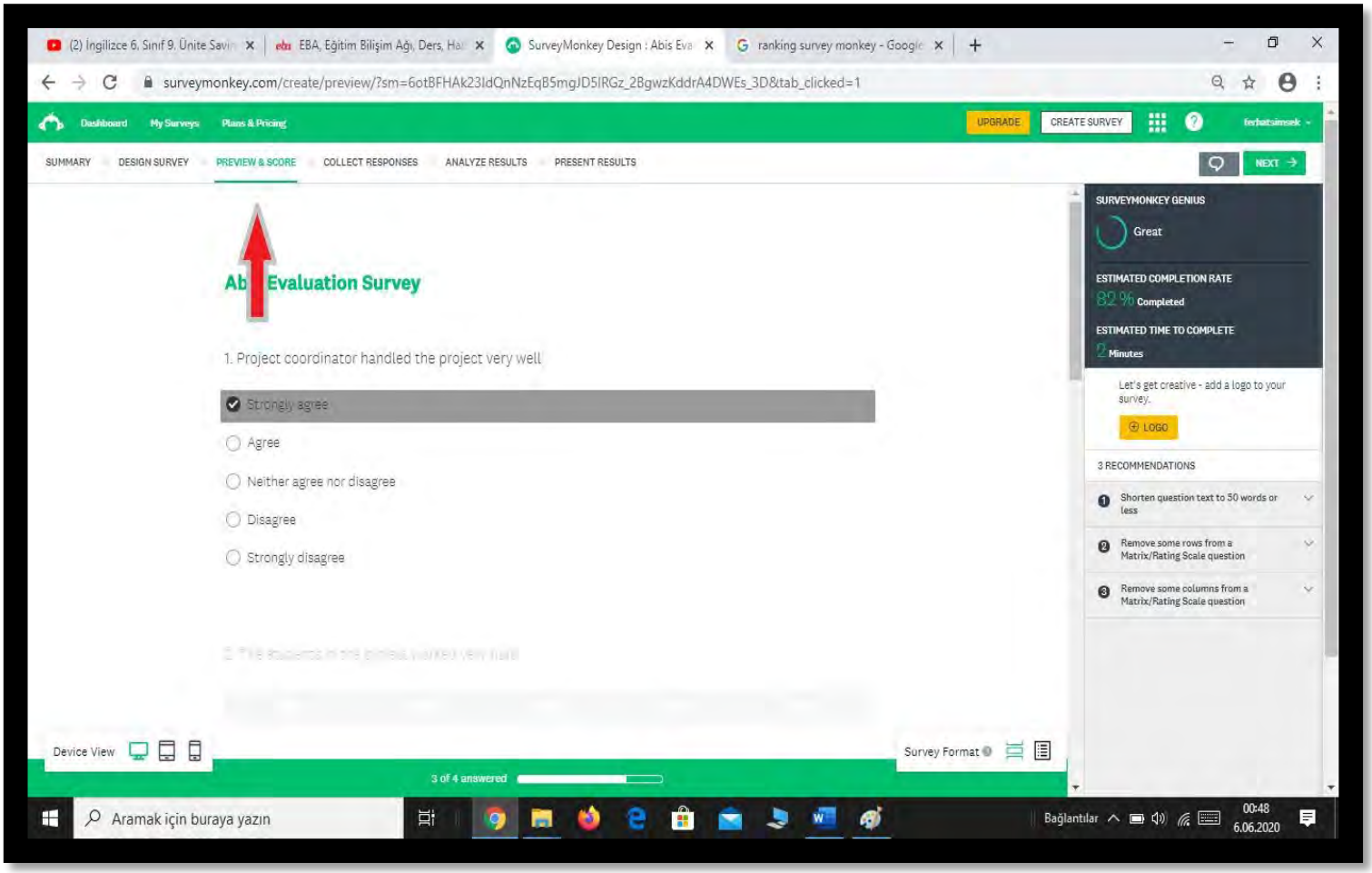
Step 17:

To complete your survey, write your gratitude at the first blank at the bottom of the page. Then click on “SAVE”.



Step 18:

To **preview** your survey design: Go to the **Preview** & **Score** section of your survey. Use the live survey **preview** to test your survey and view your survey design. Check that any features like answer validation or required questions that you may have in your survey design are functioningproperly



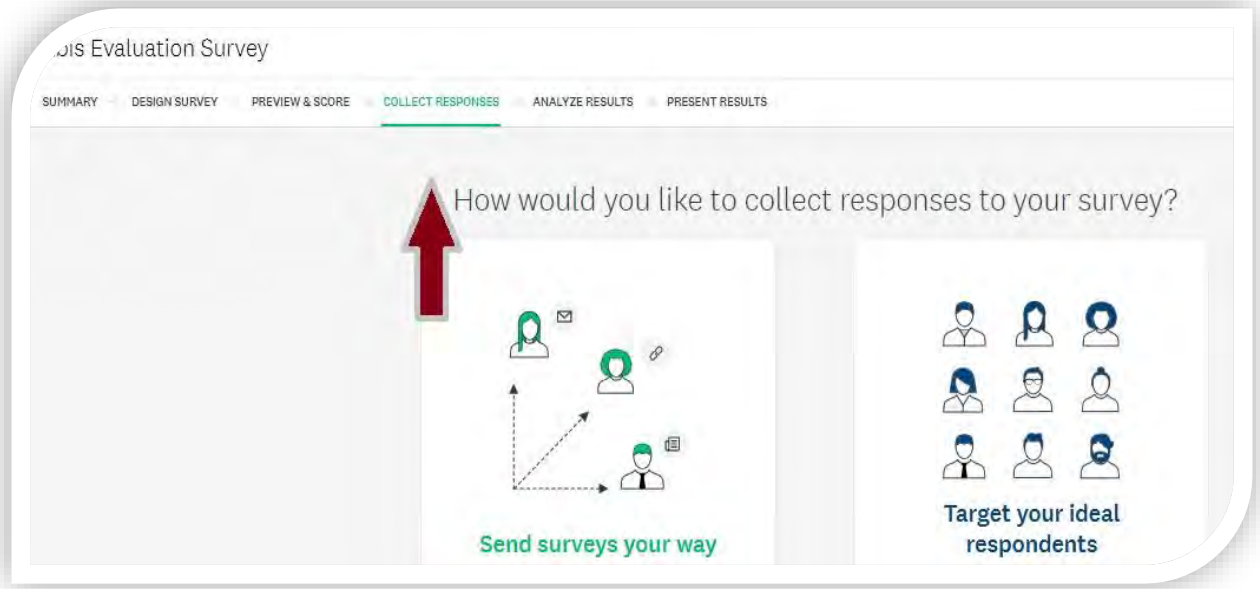
Step 19

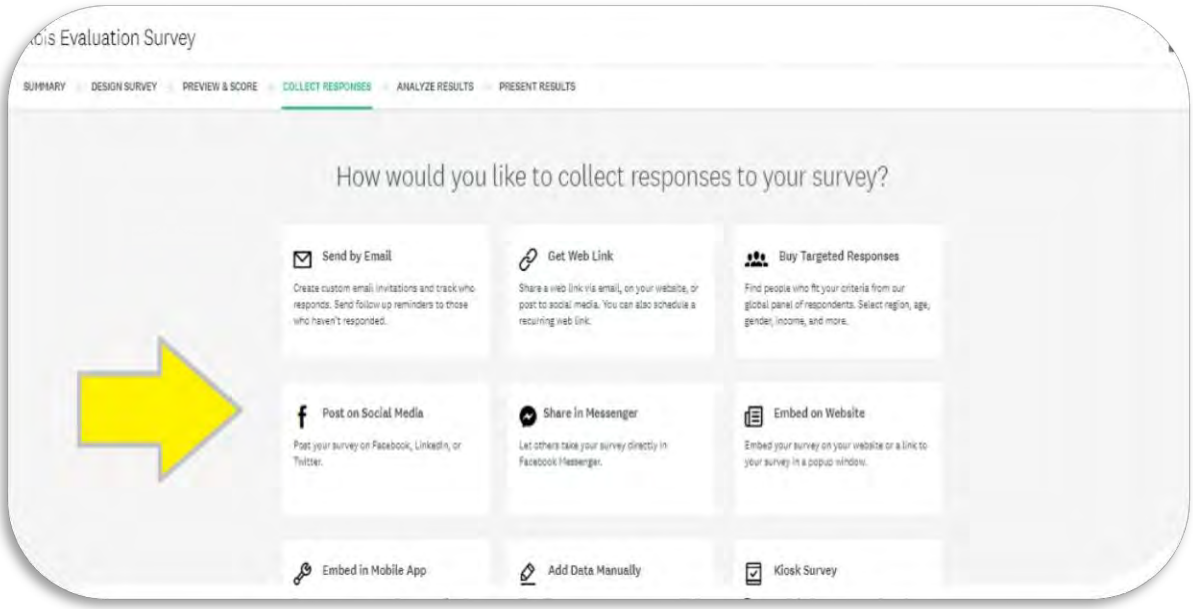
How to collect responses

Your questions are written, your answer selections are formulated, and you're ready to start receiving survey responses. What's the best invitation tool to send out your survey? Is it better to send in an email, embed it in a website, or link through your Facebook, Twitter or other social media page? You can try whatever you want.

- **Web link.** Create a custom URL for your survey, then get responses by emailing the link through your own email list, or by posting the link on your website

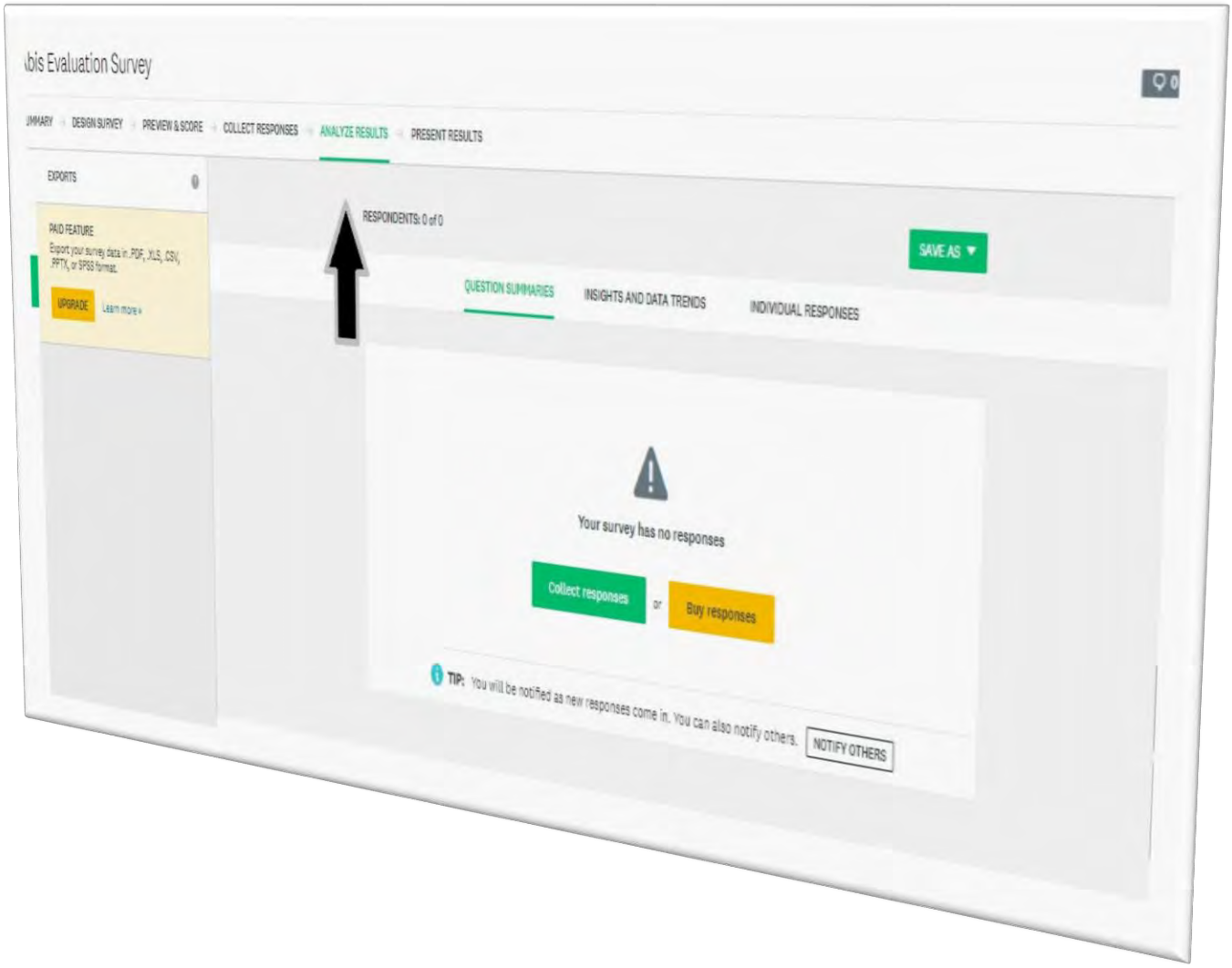
- **Email.** Once you upload your contacts into SurveyMonkey Contacts, you can create your own email lists and custom email invitations, then send your surveys with email. **Website.** Embed a survey on your website, or display it in a popup window when visitors arrive at your site.
- **Social media.** If you have a Twitter account, you can publicly tweet a link to your survey. On Facebook, you can post a survey on your wall and on your friends' walls.
- **Buy a Targeted Audience.** If you want to use this feature , you must register in BETA version.





Step 20:

You can view and analyze your results at any time during the collection process in the Analyze section of the survey. Here you can see a summary view of your data; browse individual responses; create and export dynamic charts; use filter, compare, and show rules to analyze specific data views and segments; view and categorize open-ended responses, and download your results in multiple formats.



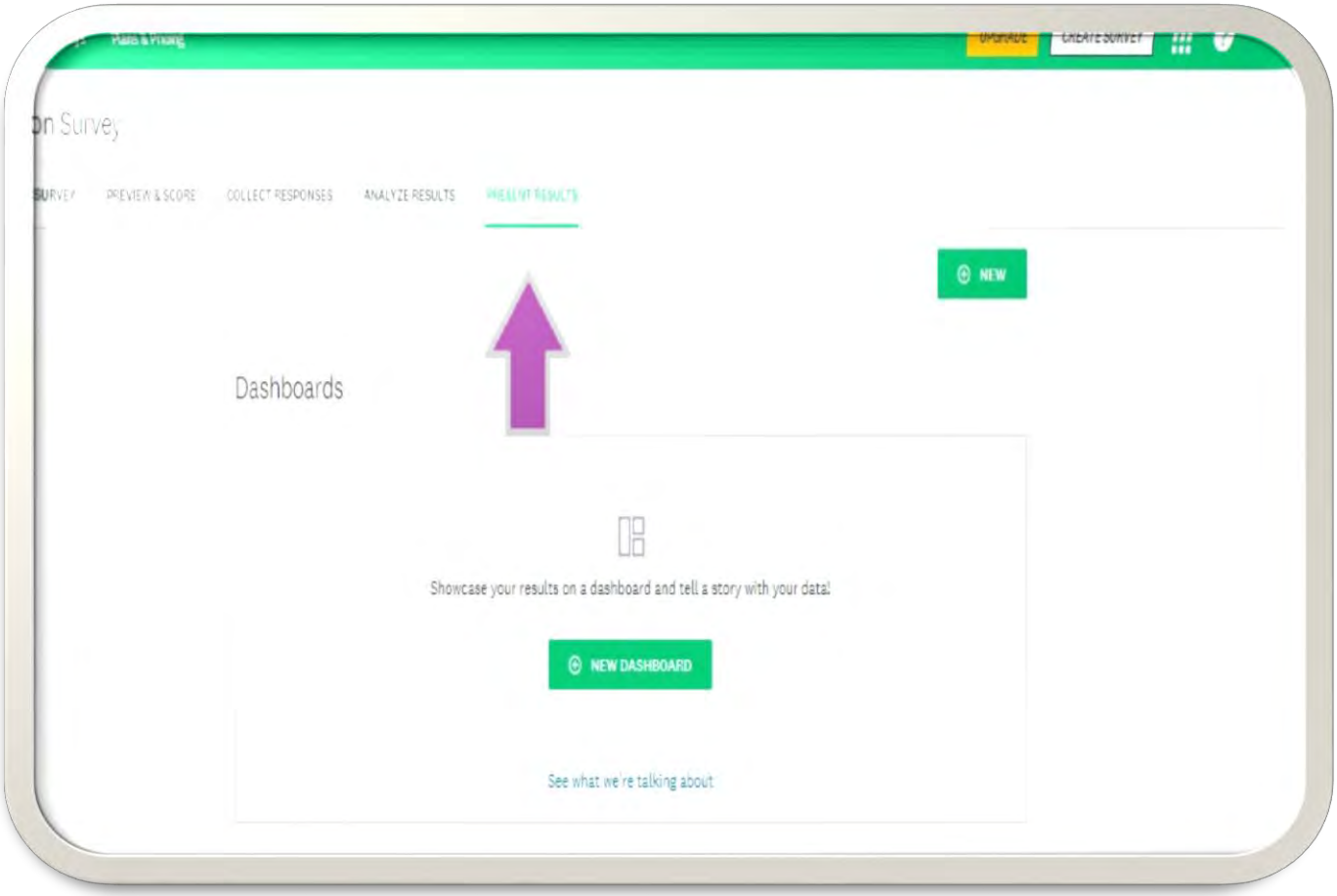
Step 21:

Present Results

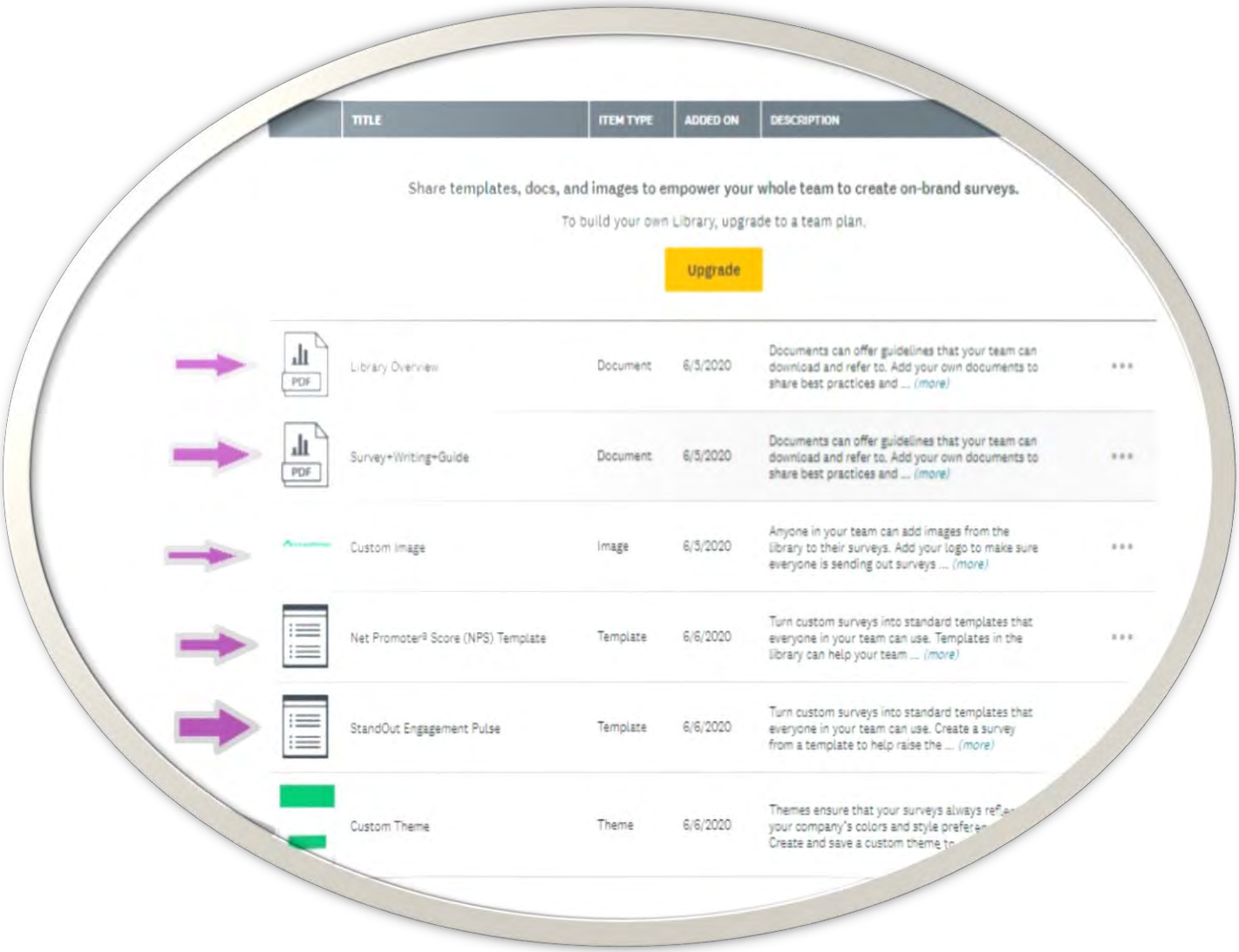
When you're ready to share your results with people, publish and share your dashboard. If your survey is still open and collecting responses, the dashboard will update automatically as more people answer your survey.

To publish your dashboard:

1. In the **Present Results** section of your survey, find the the dashboard you want to share.
2. Click **More Options**.
3. Select **Turn share link ON**.
4. Click E **View** to open the dashboard in another window.
5. Copy the link and share your dashboard anywhere.



If you want to find more detailed information and to learn more, you can visit “Library”. You will find there Library Overview and Survey Writing guide .



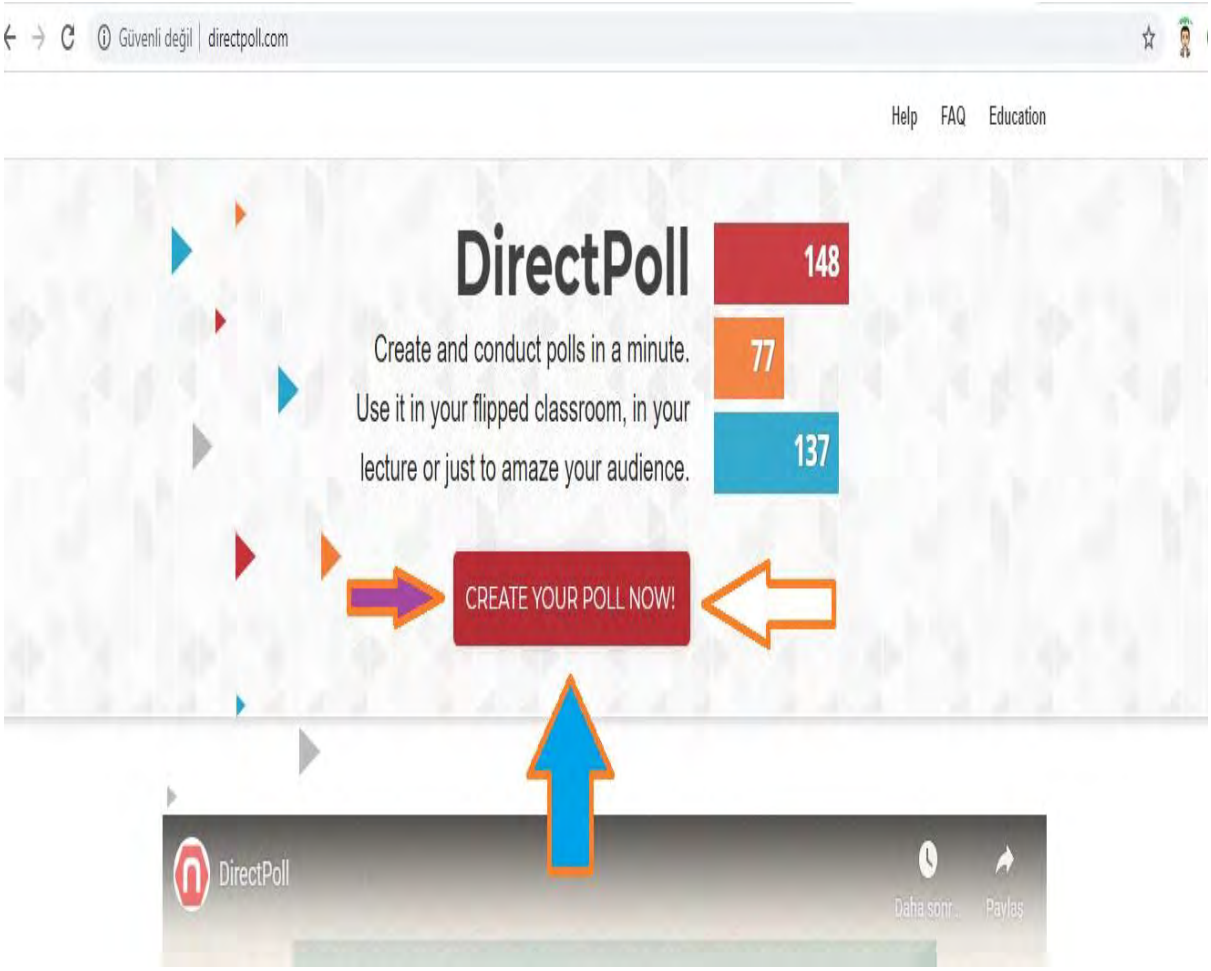
Directpoll

DirectPoll offers you a real-time responsive element on stage.You can ask questions, visualize the answers as they come in, right here. You can make your respondents into an online poll activity.

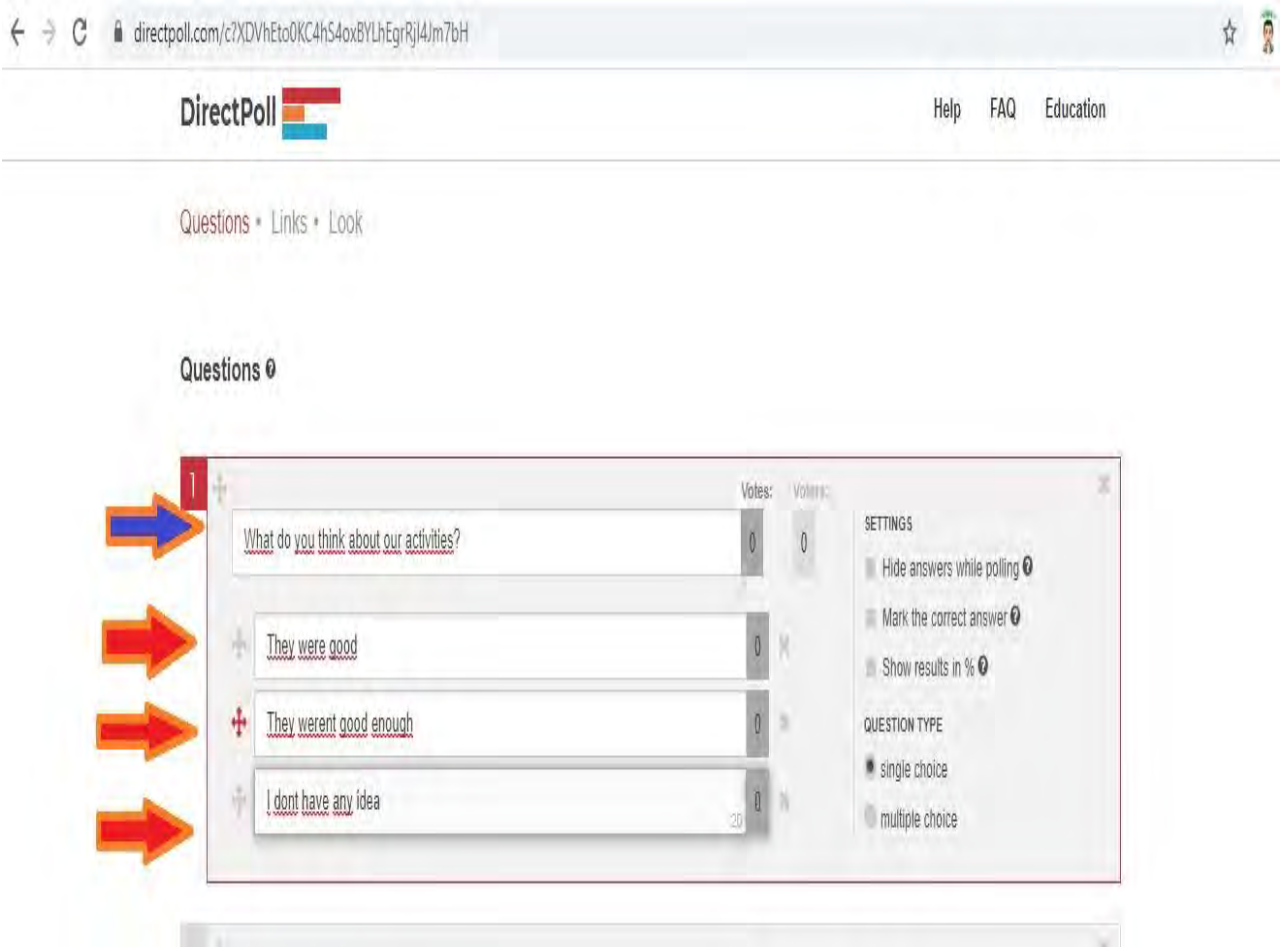
In directpoll, there are three parts entirely, these parts:

Step 1:

In DirectPoll, you dont have to register or have an acoount. Just click on **“CREATE YOUR POLL NOW”** and go on!

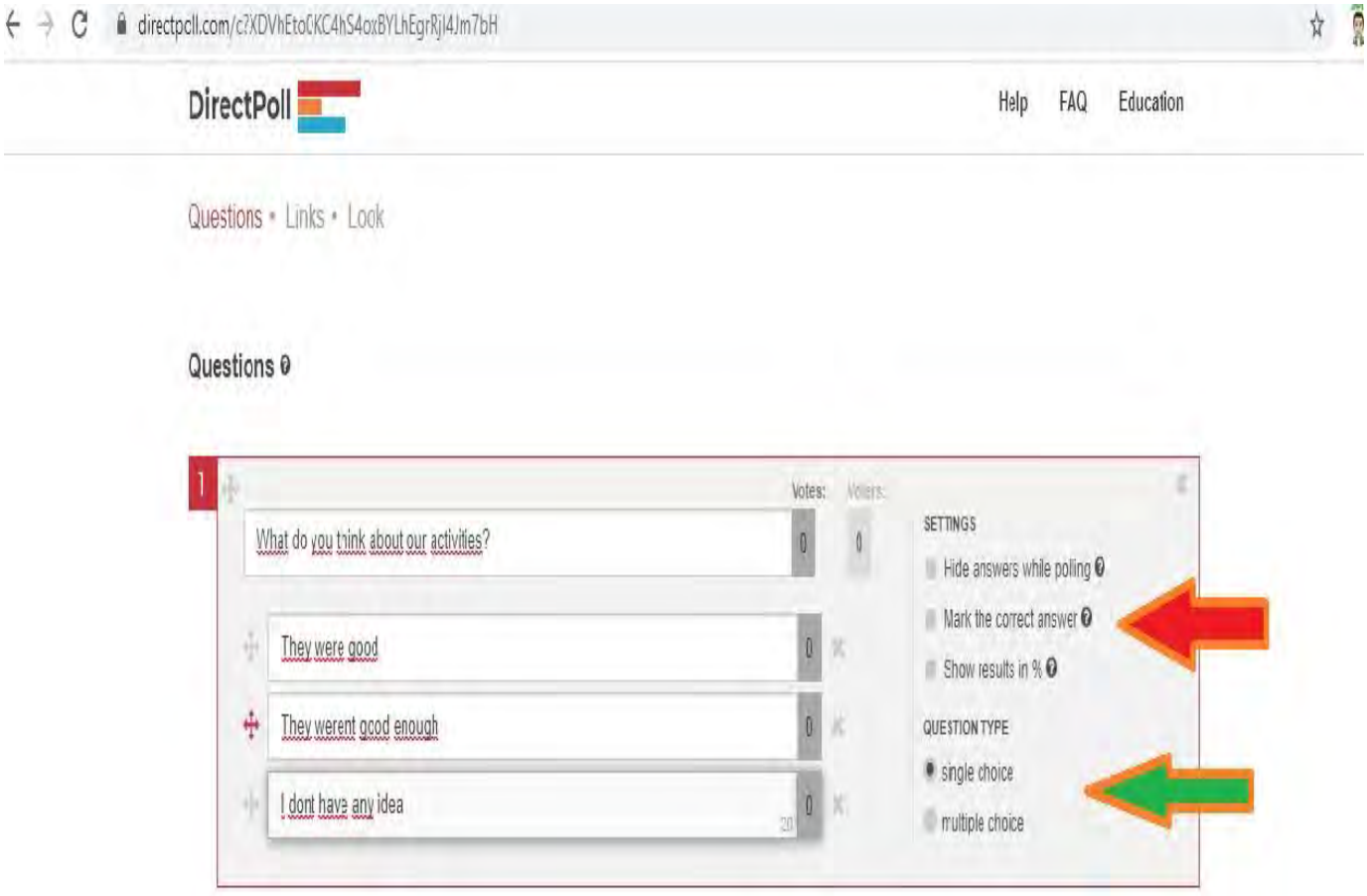


Step 2: As shown in the image below, Write your question in the question part and add the answers.



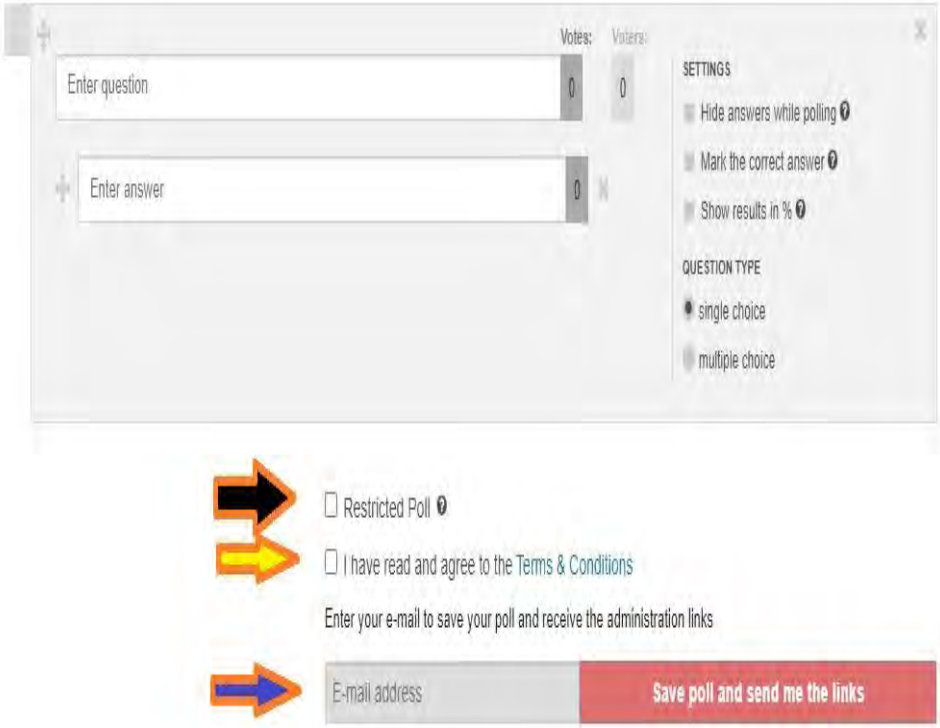
Step 3:

At the right side , you can arrange the settings of the question. You can hide answers while polling , you can mark the correct answer and show the results with percent. In addition to that, you can choose your question type whether it is single or multiple choice. However you must arrange the settings one by one for each question.



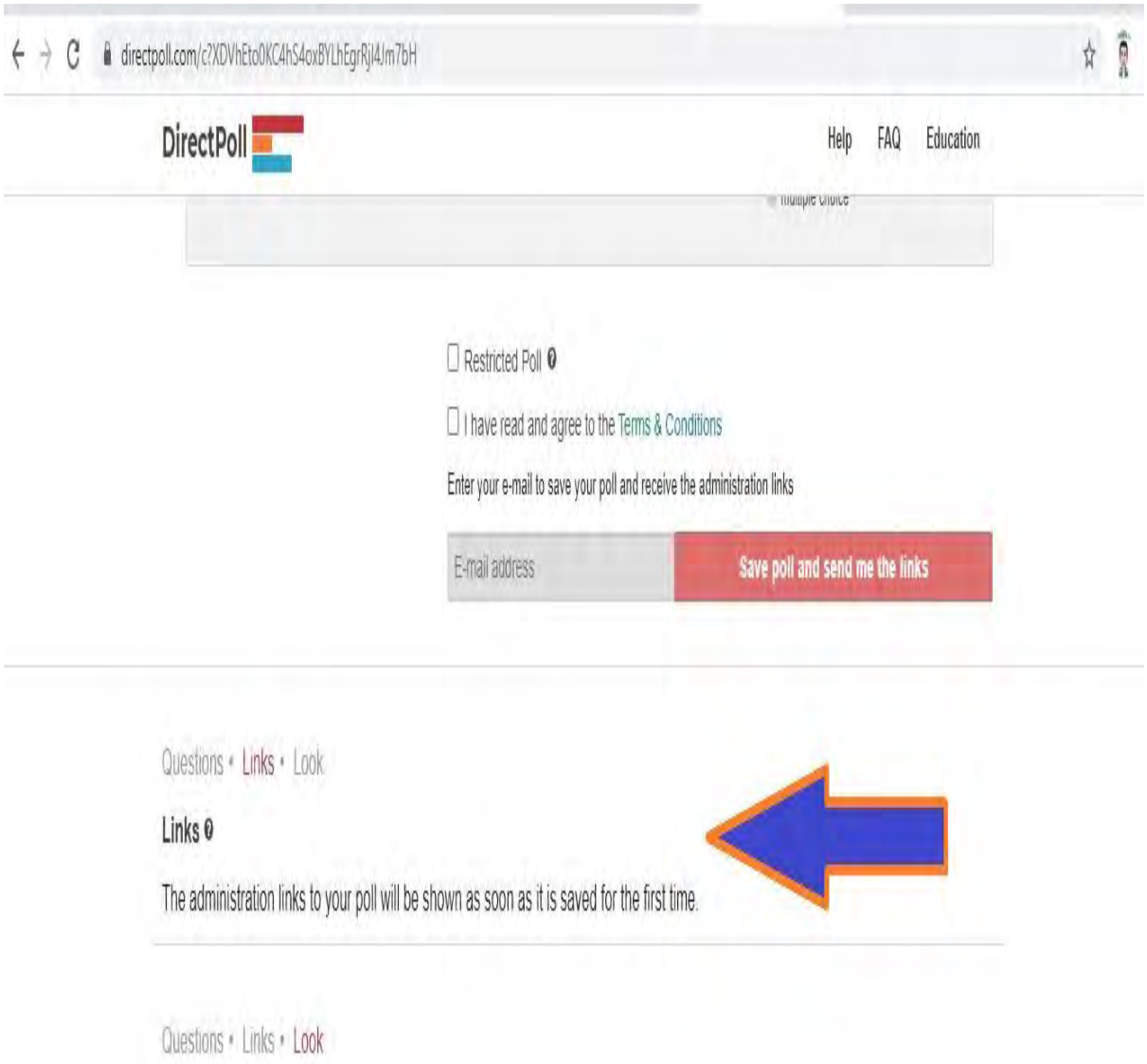
Step 4:

After you complete your survey questions and answers, you can restrict access to your poll in order to prevent multiple voting and system abuse. Any poll can easily be restricted by checking “Restricted Poll” box. Then Click on “I have read and agree to the Terms&Conditions. Finally write your email adress. Save the poll and the links will be sent into your email adress.



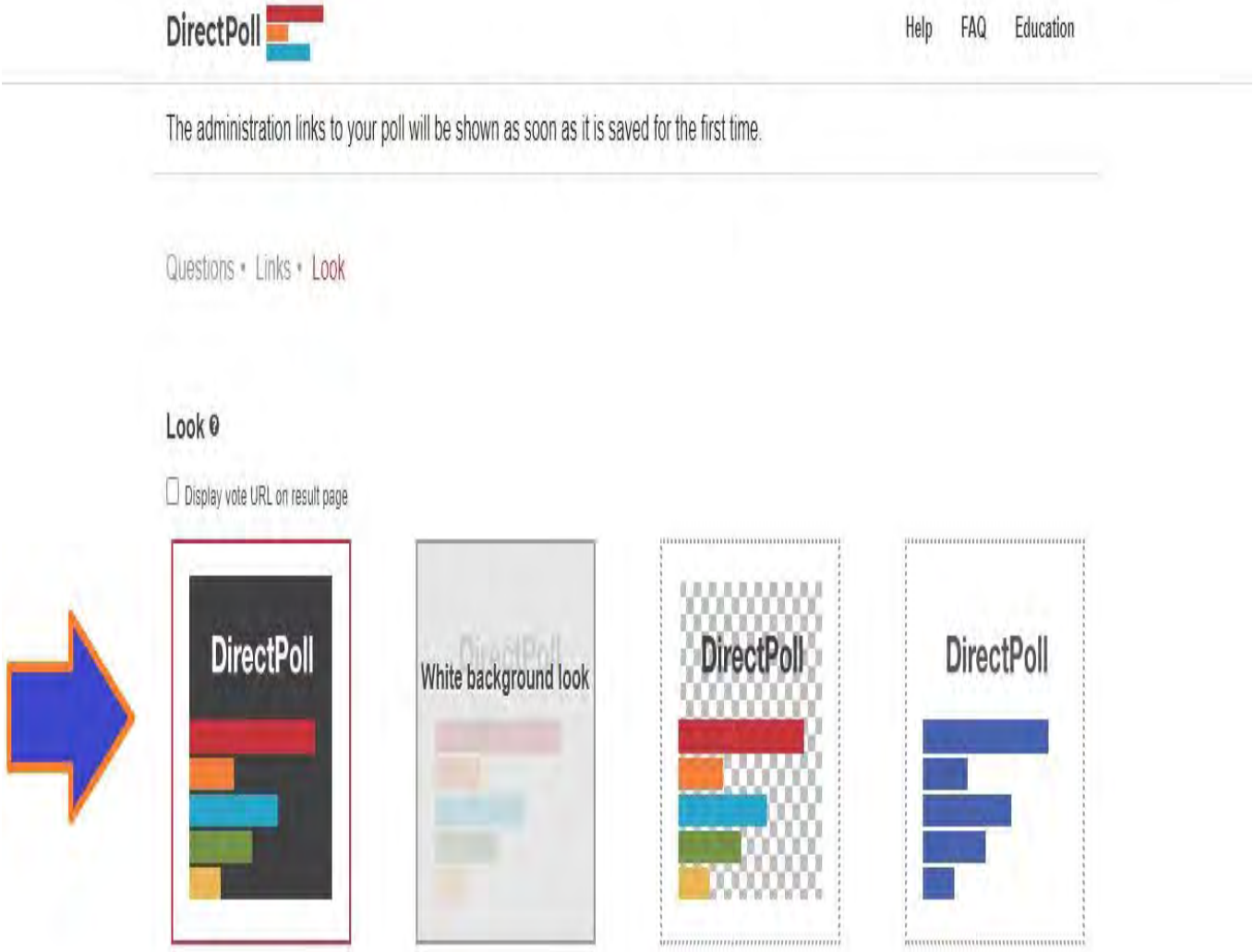
Step 5:

You can check your email account in order to check the links of survey or you can take them at the bottom of the page.



Step 6:

As in the image you can choose one of the themes in order to decide on how you want your survey be visible by participants.



Step 7:

When you open email by DirectPoll, you will see 4 links to work your DirectPoll Survey;

Cockpit Controls

You're going to steer your poll with the same interface. A control unit will be shown in the upper part of the page if you have more than one question in your poll. The control unit is named "cockpit"

Start your poll

The poll is ready to receive votes after clicking "START" on the cockpit

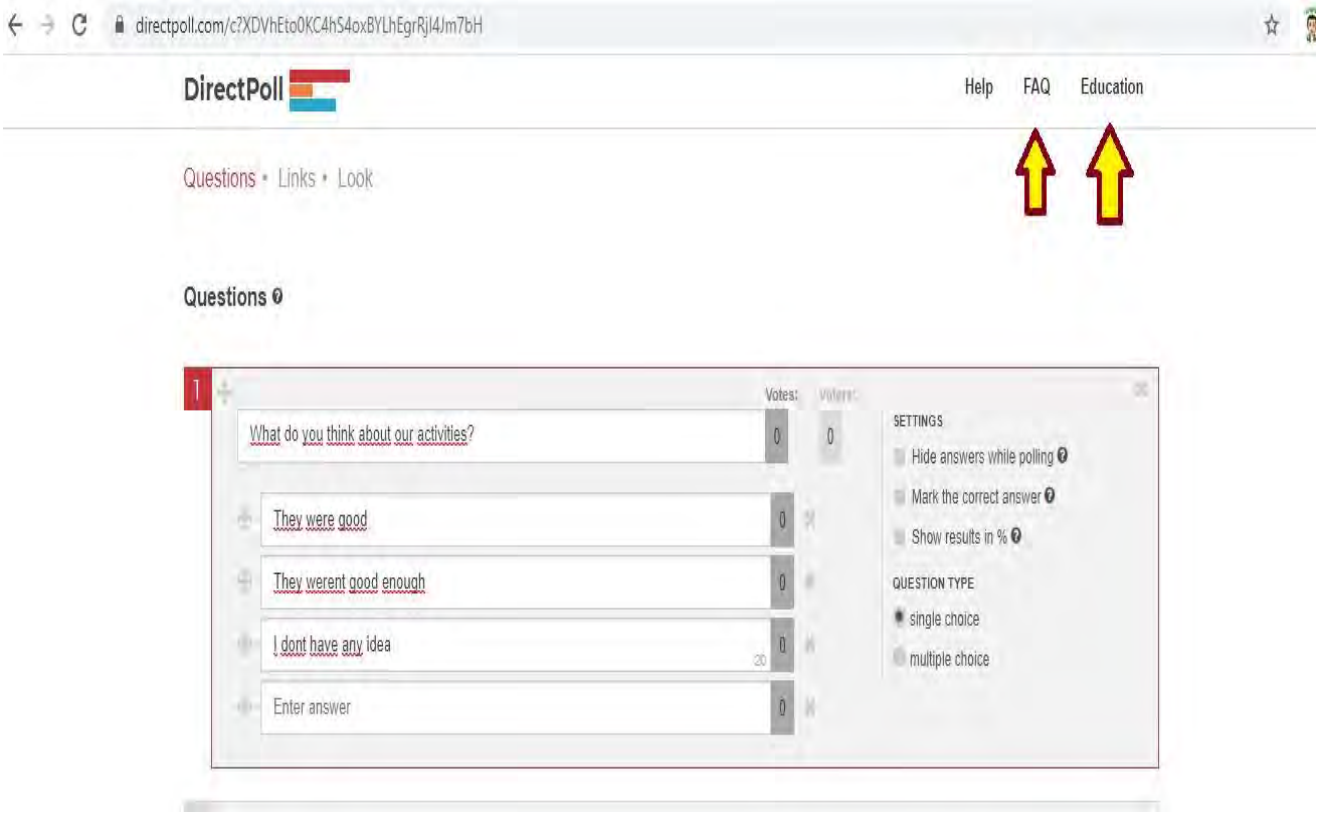
The result-page switches to the first question and displays the current answers for the active question. The voting-page displays a submission form to the audience.

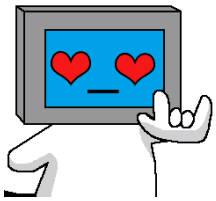
Pause/resume poll

You may pause your poll at any time by clicking "PAUSE"

Step 8:

If you want to learn detailed information about DirectPoll, you can visit the page and join Tutorials as in the following image.





Thank you