

# PsyToolkit - Creating a Survey

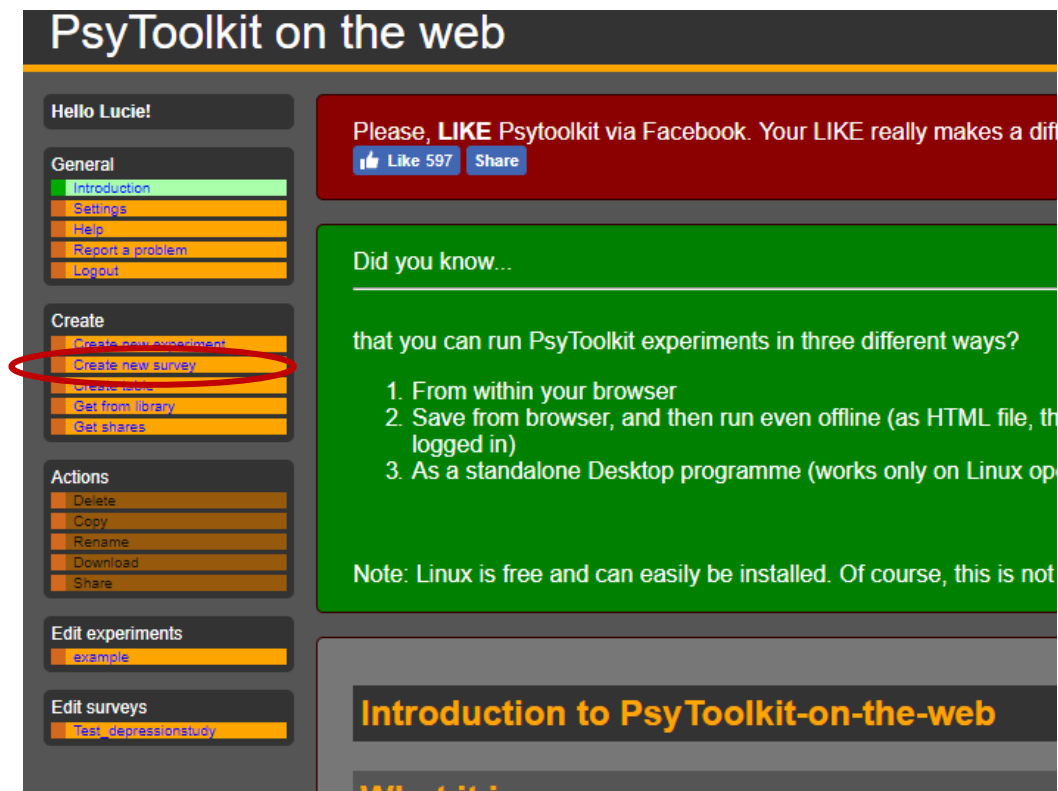
Example survey: Measuring people's satisfaction with life.

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## Setting up your Survey

Once you have logged in to your PsyToolkit online, select the **Create new survey** option from the menu bar to the left of the screen.



Enter a name for your survey e.g. *Depression\_Survey*, and click **Create completely new online survey**.

This will take you to a text box with an example script. This example script can be deleted as we will replace it with our own content later.

The screenshot shows the 'Online survey Depression\_Survey' interface. At the top, there's a title bar. Below it, a text input field contains an example script. The script starts with a comment: '# check the large survey-library for ready-to-run examples you can # cut and paste here'. It then defines two example questions. The first is 'examplequestion1' with a radio button type, asking 'Which of the following foods do you like best?' with options: Rice, Noodles, Bread, and Potatoes. The second is 'examplequestion2' with a check type, asking 'Select all of the following drinks did you had today?' with options: Water, Orange juice, Tea, and Coffee. At the top right, there are links for '[scripting help tab]' and '[survey library tab]'. A question mark icon is next to the 'Enter/edit in the box below:' label.

Scroll down to the section entitled **Survey intro screen and special options**.

The screenshot shows the 'Survey intro screen and special options' section. It has a title bar. Below the title, there's a note: 'Note: Changes made to this section need to be saved with the save button at the bottom of this section. Follow the ▼ symbol. If you change a large text field in this section, the background and save button color will change color so that you won't forget to save.' At the bottom, there's a red bar with a white downward arrow icon and the text '(do not forget to save before you compile)'.

From here you can select your preferred language and colour scheme.

When you start to make changes, the box surrounding your text will go red. This is to remind you to save. Once you have saved your changes, the box will return to grey.

The screenshot shows the 'Survey color scheme' selection interface. It has a title bar. Below the title, there's a text input field with the label 'Choose the colors of the web page the participants will see'. Below this, there's a list of color options: Orange, Blue, Green, Yellow, White, and Cool (this is best for mobile phones, but also for normal screens). At the bottom, there's a red bar with a white downward arrow icon and the text '(do not forget to save before you compile)'.

Enter a brief description of your survey to appear on the introduction screen. You will need to format your text using basic HTML script (i.e. line breaks will be required if you wish to move text to the below line). If you are unfamiliar with HTML, tutorials are available online.

- For this example, you can copy and paste the below text into the text field:  
*Thank you for agreeing to take part in my survey.<br><br>*  
*You will be presented with a series of statements and asked to rate how strongly you agree with each one.<br><br>*  
*You will be able to withdraw from the experiment at any time.*

You will also need to enter your contact information and email address for participants to see.

**About this survey:**

Enter the appropriate text here for your welcome screen. Tips on what to include below.

- What is the name of the study?
- What is the study about?
- How long does it take?
- Who should or can participate?
- This can be the information from your 'plain language statement'/'information sheet'
- You can even enter an image link to a logo file which is stored at your institution.
- **Keep this SHORT, people do not read long introductions**

Thank you for agreeing to take part in my survey.<br><br>  
You will be presented with a series of statements and asked to rate how strongly you agree with each one.<br><br>  
You will be able to withdraw from the experiment at any time.

**Contact information:** (such as name of researcher, institution):

Lucie Thomas<br>  
Psychology Technician<br>  
Arden University<br>

Continue to scroll down and enter your **Consent and ethics information**.

You can then enter your **Survey name** – this is the name of the survey that participants will see. It is NOT the same as the internal title that you have already given the project.

If you would NOT like participants to see how far through the survey they are, check the box saying **Do not show a progress report**.

**Information shown to the participant in the header of the survey** ?

Survey name in header: Satisfaction with Life Survey

Do **not** show a progress report ☐

You can continue to fill out the text that participants will see upon completion of the survey.

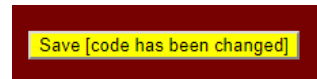
For example:

*Thank you for taking part in this study.<br><br>  
Please let the researcher know that you have completed the survey.*

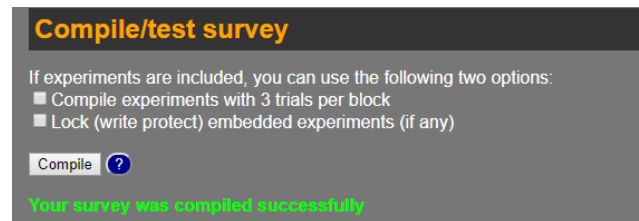
You can also choose a webpage to direct participants to upon completion of the study.

Continue to scroll through, checking any boxes to add appropriate limitations (such as if your participant will need a keyboard to complete the survey rather than being able to do it on their phone/tablet).

Once you have made all the necessary changes, save your work:



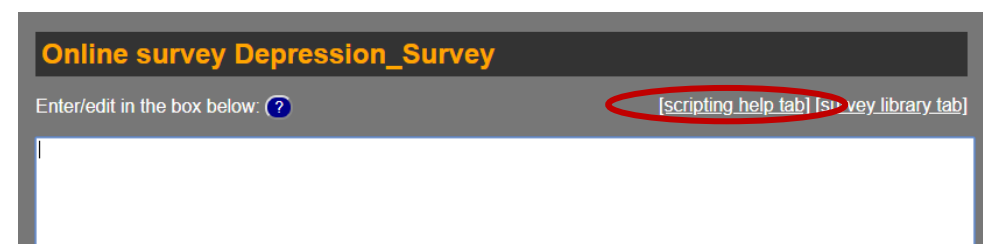
To apply these changes to your survey, scroll back up to the **Compile/test survey section** and click on the **Compile button**. This will check that your code error-free.



## Setting up questions and scales

To enter the main body of your survey, you will need to scroll back up to the free text box at the top of the page.

All survey questions will need to be entered in code. Details of how to code survey questions in PsyToolkit can be found by clicking on the **[scripting help tab]** button above the text box.

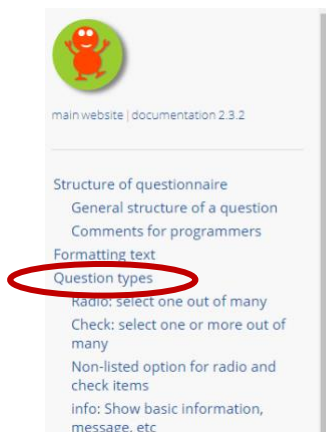


This will show you how to structure a question:

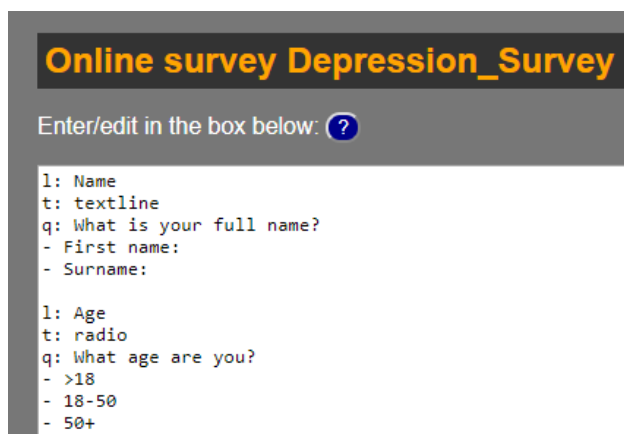
*Example of structure of question. The arrow <-- is for explanation only*

```
l: MyQuestion1          <-- this is the label
t: radio                <-- this is the type of question
q: What is your favourite movie? <-- this is text of the question the participant sees
- Toy Story              <-- answer 1
- Spirited Away          <-- answer 2
- Babe                   <-- answer 3
- Ratatouille            <-- answer 4
                        <-- the empty line separating this question from the next
```

You can click on **Question types** in the navigation bar on the left, for more information about the different types of questions that you can create, and how to code them correctly.

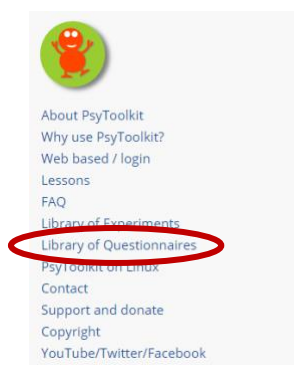


For this example, try creating a free text question asking for a participant's name, followed by a multiple choice (radio button) question, asking for their age. The correct text can be seen below:



As this survey is aimed at asking about people's satisfaction with life, we might want to use a standardised test such as the '*Satisfaction with life scale*'.

Standardised tests can be accessed by going to the main PsyToolkit website (<https://www.psytoolkit.org/>) and clicking on **Library of Questionnaires** in the navigation bar and opening the survey library.



## Library of Questionnaires



[Click here to enter](#) the collection of scales that can be used in the survey presenter.

- You can try the scales and see your own score
- No passwords or hassle to start
- If you like the scale, you can copy and paste the code into your own PsyToolkit project
- Numerous scales of personality traits and more

From here, you can scroll down to find the scale that you want to use:

<a href="#">Subjective Happiness Scale (SHS)</a>	😊
<a href="#">Oxford Happiness Questionnaire (OHQ)</a>	😊
<a href="#">Satisfaction with life scale (SWLS)</a>	😊
<a href="#">Gratitude scale (GQ-6)</a>	😊
<a href="#">Buss-Perry Aggression Questionnaire (BPAQ)</a>	😡
<a href="#">Satisfaction with love life scale (SWLLS)</a>	❤️

This will take you to a page briefly describing the questionnaire and outlining the code you will need to use.

From here you can simply copy and paste the code into your survey.

## The survey code for PsyToolkit

*Copy and paste this code to your PsyToolkit account if you want to use the scale in your own online research project*

```
scale: agree
- {score=7} Strongly agree
- {score=6} Agree
- {score=5} Slightly agree
- {score=4} Neither agree nor disagree
- {score=3} Slightly disagree
- {score=2} Disagree
- {score=1} Strongly disagree

l: swls
t: scale agree
q: Below are five statements that you may agree or disagree<br>
with. Using the scale below, indicate your agreement with each<br>
item by clicking the appropriate selection.<br>
Please be open and honest in your responding.<br>
- In most ways my life is close to my ideal.
- The conditions of my life are excellent.
- I am satisfied with my life.
- So far I have gotten the important things I want in life.
- If I could live my life over, I would change almost nothing.

l: swlsscore
t: set
- sum $swls

l: feedback
t: info
q: Your satisfaction with life score is {$swlsscore}.<br>
The score ranges from 5 to 35<br>
```

The survey library contains a feedback question at the end of the code. As we will not need this for our experiment, it can be deleted from the code:

## Online survey Depression\_Survey

Enter/edit in the box below: ?

```
l: swls
q: What age are you?
- >18
- 18-50
- 50+

scale: agree
- {score=7} Strongly agree
- {score=6} Agree
- {score=5} Slightly agree
- {score=4} Neither agree nor disagree
- {score=3} Slightly disagree
- {score=2} Disagree
- {score=1} Strongly disagree

l: swls
t: scale agree
q: Below are five statements that you may agree or disagree<br>
with. Using the scale below, indicate your agreement with each<br>
item by clicking the appropriate selection.<br>
Please be open and honest in your responding.<br>
- In most ways my life is close to my ideal.
- The conditions of my life are excellent.
- I am satisfied with my life.
- So far I have gotten the important things I want in life.
- If I could live my life over, I would change almost nothing.

l: swlsscore
t: set
- sum $swls

l: feedback
t: info
q: Your satisfaction with life score is {$swlsscore}.<br>
The score ranges from 5 to 35<br>
<ul>
<li>31-35 Extremely satisfied
<li>26-30 Satisfied
<li>21-25 Slightly satisfied
<li>20 Neutral
<li>15-19 Slightly dissatisfied
<li>10-14 Dissatisfied
<li>5-9 Extremely dissatisfied
</ul>
```

You have now entered your questions. Make sure to **save** the survey.

## Bringing the survey online and testing

Before bringing your survey online for testing, make sure that you have saved the code and compiled the survey.

Once your survey has been successfully compiled, scroll down to the **Survey Status** section on your screen.

Check the box next to **Should this survey be online accessible?**

And select the option **Study is being designed**.

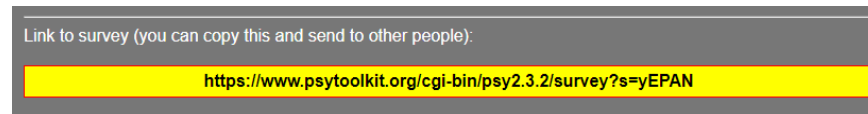
## Survey status

Should this survey be online accessible (check, even if you just want to test it)? ☒

If it has to be online, you need to check one of the following two modes ?  
(make sure you have ticked the box above the horizontal line as well)

- ☐ Study is being designed  
☒ Real data collection going on

You can now click the option to **change survey status**. This will provide you with a URL to test your survey.



Copy and paste this URL into your browser to test your survey.

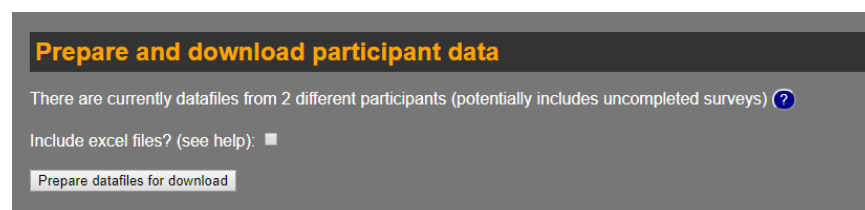
You will see the introduction information that you entered earlier, along with your chosen colour scheme (in this case, blue).



You can now work through your questions, checking that they all appear correctly. All questions on a page will need to be responded to before the continue button becomes available.

## Checking collected test data

To check the data that you have collected (whether testing or running your survey for real), navigate back the survey editor tab, and scroll down to **Prepare and download participant data**.










You will be able to see how many participants have completed this study so far.

Check the box to **include excel files** (these will be easier to import into SPSS for analysis), then click **Prepare datafiles for download**.

Refresh the webpage then click the button to **Download data in zip file**.



You can then open the downloaded file, and open the **Excel Worksheet (.xlsx)** entitled **Data**. (Not the Comma Separated Value (.csv) file of the same name).

Name	Type	Compres:
 data	Microsoft Excel Comma S...	
 data	Microsoft Excel Worksheet	
 data_times	Microsoft Excel Comma S...	
 data_times	Microsoft Excel Worksheet	
 s.2a9ebfec-9501-4eac-9516-129533...	Text Document	
 s.f3a2bbf4-190a-4d4e-b7d5-29ac93...	Text Document	
 survey	Text Document	

This will open an Excel spreadsheet with the responses for each participant who has completed the survey.


## Switching to “Real” mode and collecting participant data

Once you are happy with your survey testing, you will need to switch your survey mode to online data collection.

Before editing your survey status, scroll down to the **Delete data** section. From here you can delete all test data, to ensure that this does not influence your analysis of results. To do this, check the box and click the button **Deleted participant data files**.

**Delete data**

Delete all participant data files. This is necessary in order to be able to re-compile your survey. Confirm here that you really want to delete all data after download. You cannot delete your data unless you have downloaded it first, or when you are running in data collection mode. Confirm here that you agree to delete these data. ☒

Deleted participant data files 

You can now scroll back up to **Survey status** and select the option **Real data collection going on**.

Click **Change survey status**. This will generate a new URL that you can send out to your participants to take part in the study

N.B. Once you have changed the survey’s status, you will not be able to compile your survey again. This means no changes to the study can be made once the survey has been moved to “Real” mode.

## Closing your survey

When you have finished collecting data for your study, you will need to take it offline to avoid any further participant responses.

To do this, scroll down to **Survey status** and uncheck the box **Should this survey be online accessible?**

Then click **Change survey status**.

Should this survey be online accessible (check, even if you just want to test it)? ☐

You can then download your participant data the same way that you did with the test data.