

Quick Reference Guide
Class Climate
Online Survey (Password-based)

How do I.....?	Procedure
Start (Page 1-3)	Log into Class Climate at http://climate360.dcc.edu/classclimate Enter your username and password. Click on Create new Folder . Enter a new folder name that will hold your surveys.
Create/Designing a new Survey (Page 4)	Use the Create Questionnaires (left column) to design/create your new survey. Instructions for creating a survey can be found on pages 4 – 49.
Edit an existing Survey (Page 4-6)	If you need to edit an existing survey, click Questionnaires (left column). Click Edit to open appropriate survey. Make your changes and save Save form and exit editor at the bottom of the left column.
Save a Survey (Page 49)	If you need to step away or when you are finished editing your survey, click the Save form and exit editor at the bottom of the left column.
Add new question group (Page 11 & 25)	Adding a new question groups will change your numbering sequence. Click on Add Question Group and enter in the title of the new question group. Click Apply .
Add single choice question (Page 12 - 14)	Choose Add Question . Choose Single Choice . Click Next . Enter in the question. Click Next . Enter in an option and click Add option . Continue to enter all options. Choose option of Check box list or Drop-down list option. Click Apply .
Add multiple choice question (Page 23)	Choose Add Question . Choose Multiple Choice . Click Next . Enter in the question. Click Next . Enter in an option and click Add option . Continue to enter all options. Click Apply .
Add an open question (Page 19 - 20)	Use for comments and other. Choose Add Question . Choose Open Question . Click Next . Enter in the question. Click Next . Choose Box Size . If for example you are asking for a telephone number your box size would be one with maximum number of characters 12. For comments you might have a box size of 5. Click Apply .
Add a Extended Pole Labels for Scaled question (Page 28)	Use Scaled Question when you have numerous questions with the same options. Choose Extended Pole Labels . Enter in label options. Start with your most negative label and work up to your most positive label. Click [+]. Continue to enter in each label clicking the [+] each time. Click Apply .

<p>Add a scaled question (Page 30 - 34)</p>	<p>Click on Add Question and choose Scaled Question. Enter question and choose other options that pertain to the scaled question. Click Apply.</p>
<p>Use copy & paste option (Page 24)</p>	<p>Click on the question you would like to copy. It will be highlighted. Click the Clipboard blind option in the left hand column. Click Copy. Click on the question above where you want the pasted question to appear. Click Paste.</p>
<p>Add a line space (Page 46)</p>	<p>Choose Line Space. Added space will be highlighted.</p>
<p>Add a text box (Page 47)</p>	<p>Choose Text Box. Enter in text and choose alignment position.</p>
<p>Edit a question</p>	<p>If at anytime you would like to edit a specific question, click the appropriate question and make the necessary changes.</p>
<p>Deploy a Survey (Page 51 - 53)</p>	<p>Click on the folder where the survey resides. Click Create new Survey, choose your survey, choose Online Survey Password-based. Enter in a unique "Password" and send survey participants the link along with the unique password.</p>
<p>Check Survey Status & View/Print Survey Data (Page 59)</p>	<p>Click on the Name of the survey folder.</p>