Adding Questions to Surveys

A newly created survey is "empty" — there are no questions for visitors to answer. After creating a new survey, you need to add questions to it.

1. From the Admin: Surveys page, select Actions > Questions for the survey you created.

2. Let's add our first question to the survey: a multiple answer question.

   Click Add a new question.

3. On the Edit Survey Questions page, enter the following information in each field in the Add a New Question to this Survey area:

   - **Question**: The survey question that users will see and respond to. For example: What social networks do you use?
   - **Position**: The order in which the questions are displayed. By default, Tiki will add the question into the next available position.
   - **Type**: Select Multiple Choices. This will present the possible answers as checkboxes and allow users to select multiple answers.
   - **Options**: Enter Facebook, Twitter, LinkedIn, Instagram

   Leave the other fields as their defaults.

4. Click Save. Tiki saves the information and reloads the page.

   Your first survey question is now listed in the Questions area of the page.

Adding Additional Question Types

Repeat this procedure to add additional questions to the survey.
To create a radio button selection (where the user select a single response from a list):
- Change the Type to One Choice
- In the Options field, type the possible responses, separated by a comma. For example, to have the user select one of the following selects for the question How often do you visit social networking sites?, type:
  
multiple times a day, once a day, a few times a week, less than once a week

To create a text box (where the user can type a short response):
- Change the Type to Short text
  This allows the user to answer a question such as What other social networking sites do you visit?.
To create a text area that allows multiple lines for a response, use the Wiki textarea type.

To create a rating (where the user can use a scale to rate their agreement with a statement)
- Change the Type to Rate (1..5).
  This allows the user to answer a question such as Please rate how much you enjoy (where 1=I hate them/never visit to 5=I love them/visit all the time) visiting social networking sites.

NOTE:
To create a 10 point scale, use the Rate (1..10) type.
To create a custom scale, use the Rate type. In the Options field, enter the maximum value (Tiki will automatically start the scale at 1.)

Your survey should now have several questions:

<table>
<thead>
<tr>
<th>ID</th>
<th>Position</th>
<th>Question</th>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>What social networking sites do you use?</td>
<td>Multiple choices</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>How often do you visit social networking sites?</td>
<td>One choice</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>What other social networking sites do you visit?</td>
<td>Short text</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Please rate how much you enjoy (where 1=I hate them/never visit to 5=I love them/visit all the time) visiting social networking sites</td>
<td>Rate 1 to 5</td>
<td>0</td>
</tr>
</tbody>
</table>

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