

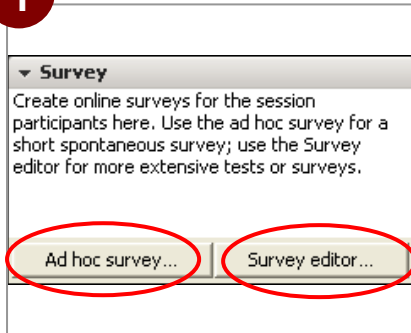
Survey manager

As Moderator spontaneously create and send to session participants brief surveys or extensive questionnaires.



Survey manager ist not accessible for the co-moderator.

1



Click on *ad hoc survey* in the Application selection tray to create an ad hoc survey or click on *Survey editor* to create a more extensive questionnaire.

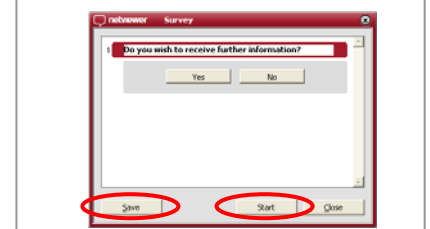
2



Select the desired question type for your questions and possible answers to add the question to your survey.

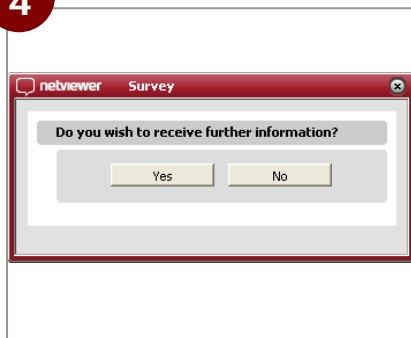
3

Conducting an ad hoc survey



Click on *Save* to save the ad hoc survey in the tray to start it at a later time or click on *Start* to start the *ad hoc survey* immediately.

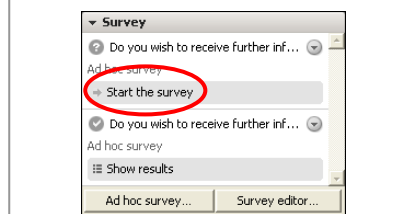
4



Once you have started the ad hoc survey, it will appear for the participants as a separate window. The window will remain in the foreground until the participant has answered the question or closes the window.

3

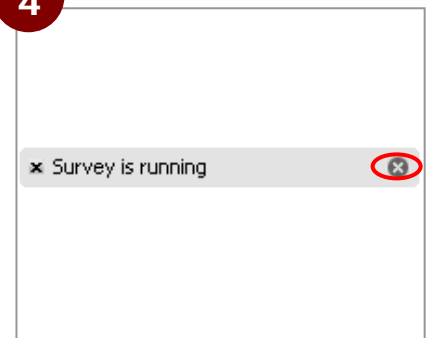
Conducting a survey with extensive questionnaire



Click on *OK* in order to save the survey and close the *Survey editor*.

When you are ready to start the survey during the session, click on *Start the survey* in the *Survey* tray.

4



The survey will be over when all participants have provided answers or you end the survey by clicking on the X next to the survey in the *Survey* tray.