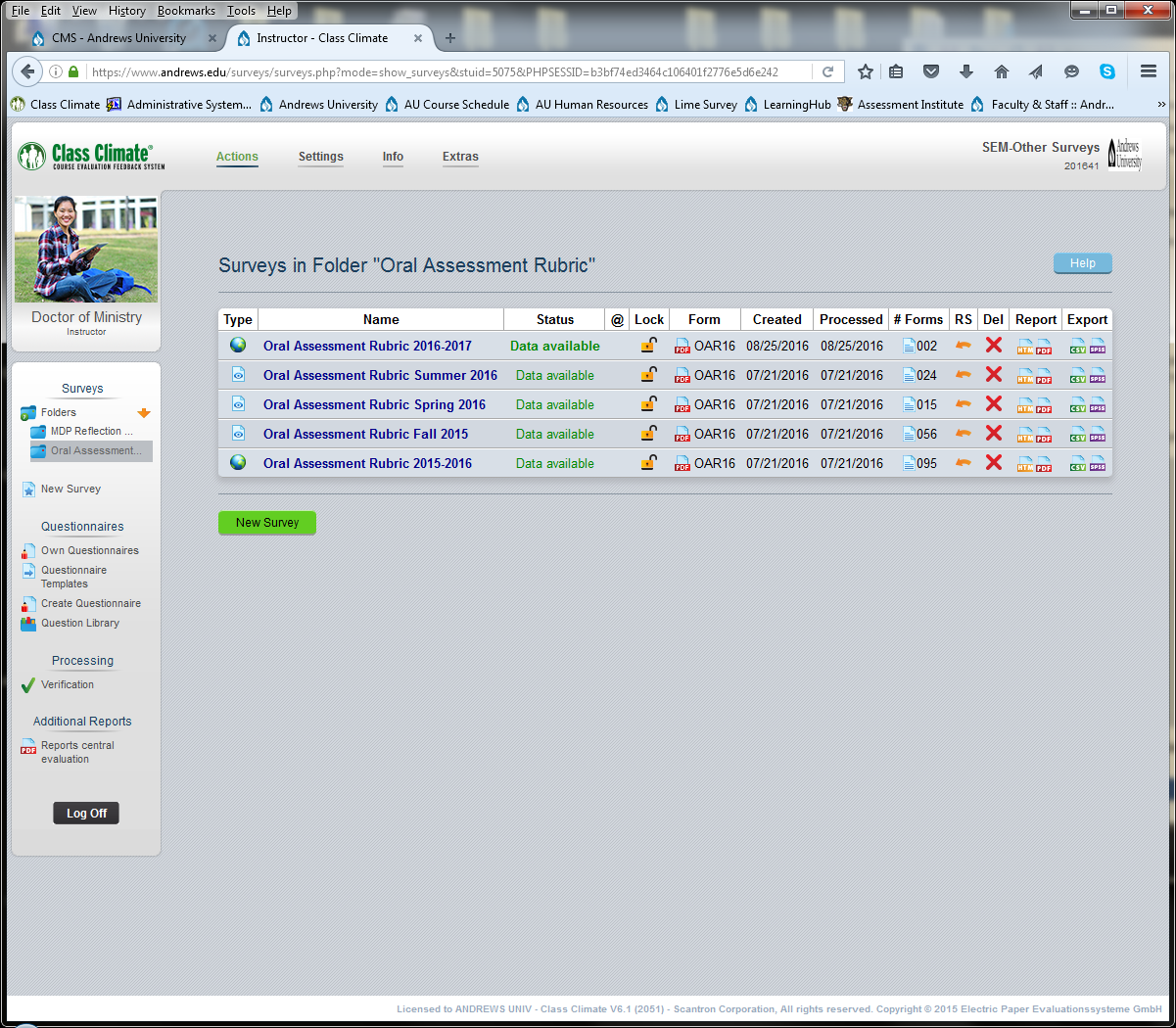
**How to Create a General Survey Link (Single Password Based) Survey**

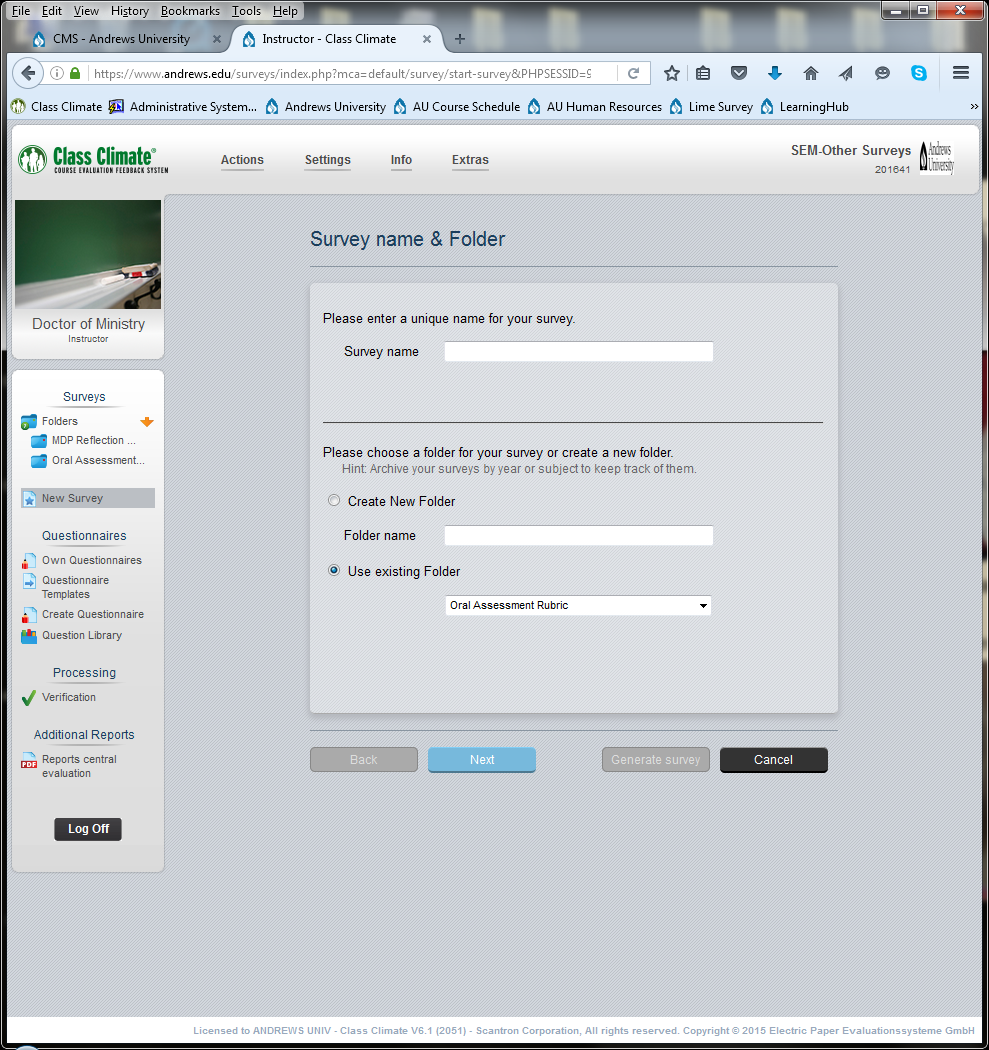
(Instructor Side)

Login at [www.andrews.edu/surveys/indexeva.php](http://www.andrews.edu/surveys/indexeva.php)

Select New Survey



Name Survey is space provided.

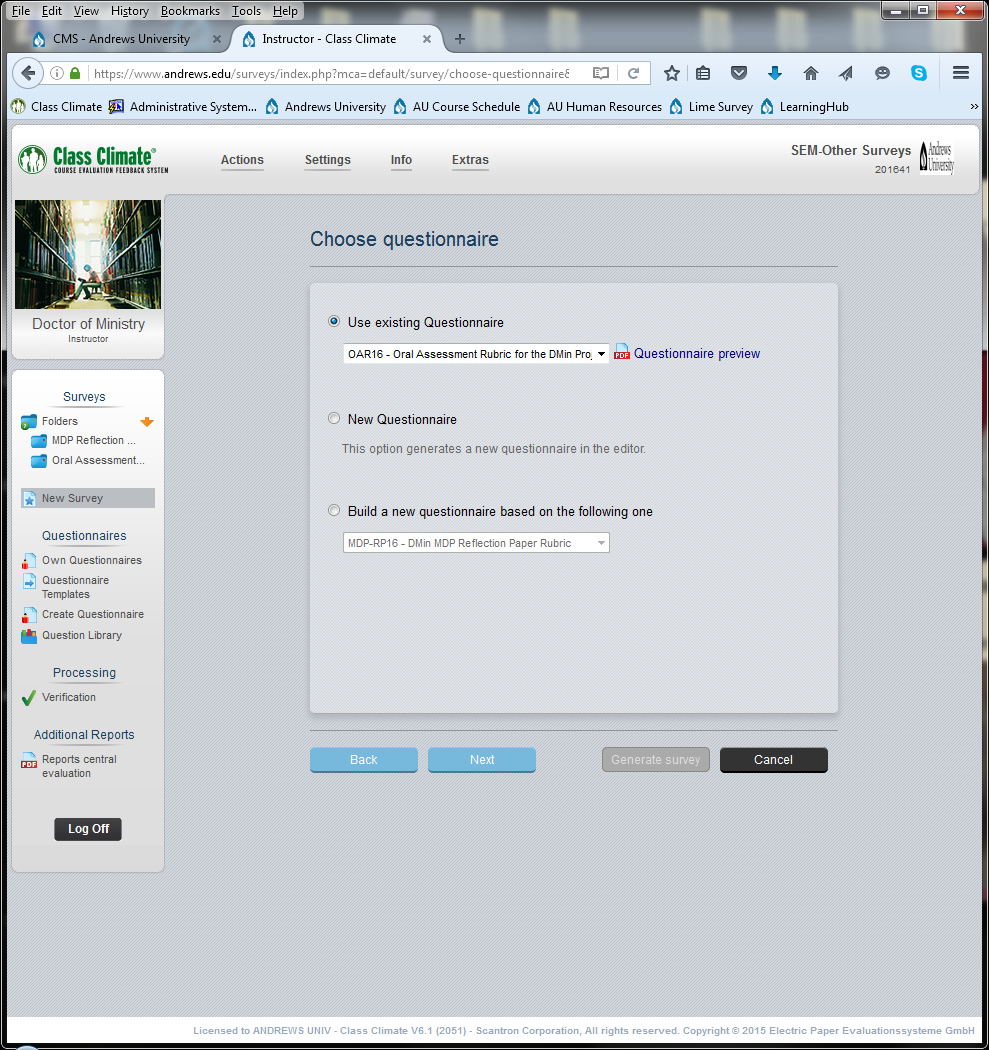


Select either Use Existing Folder or Create New Folder for your results to be placed.

When using an existing folder, use drop down and select your folder.

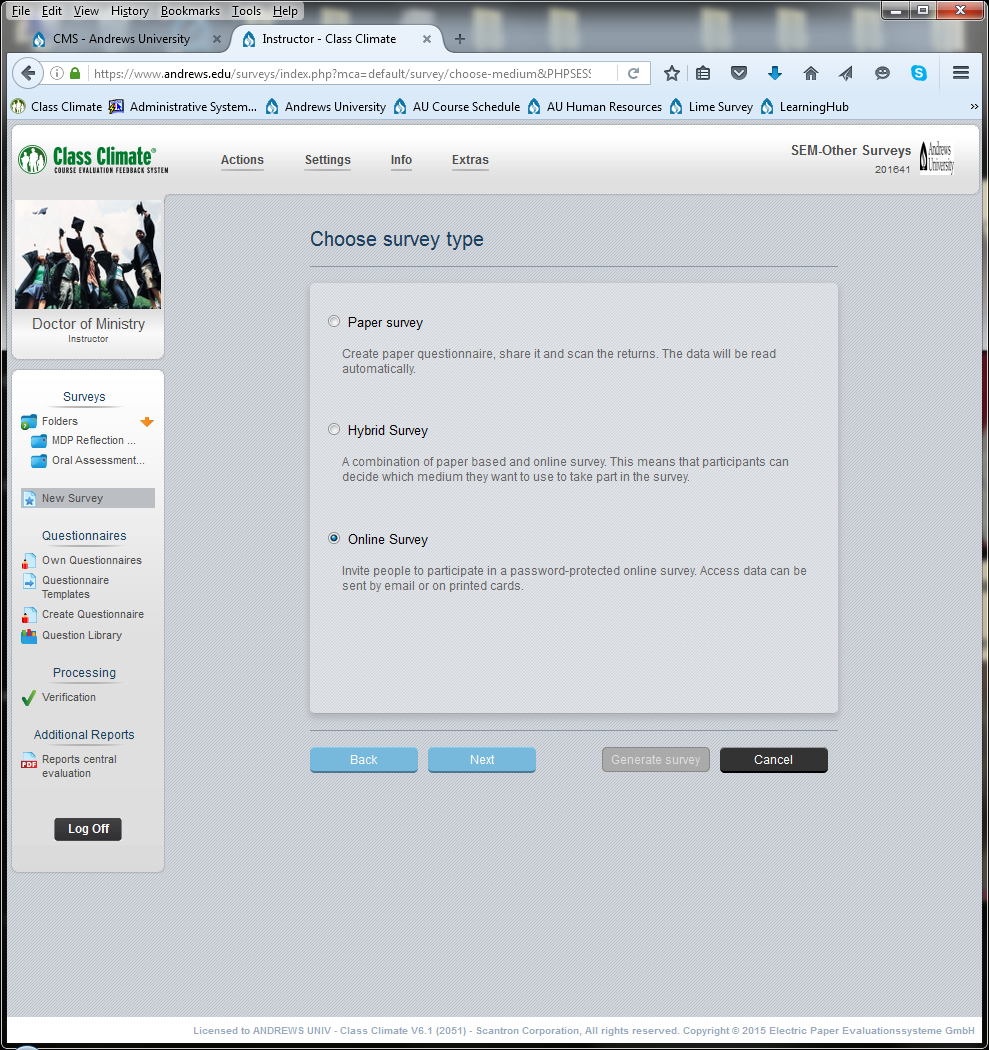
Press Next

Select Questionnaire using the dropdown



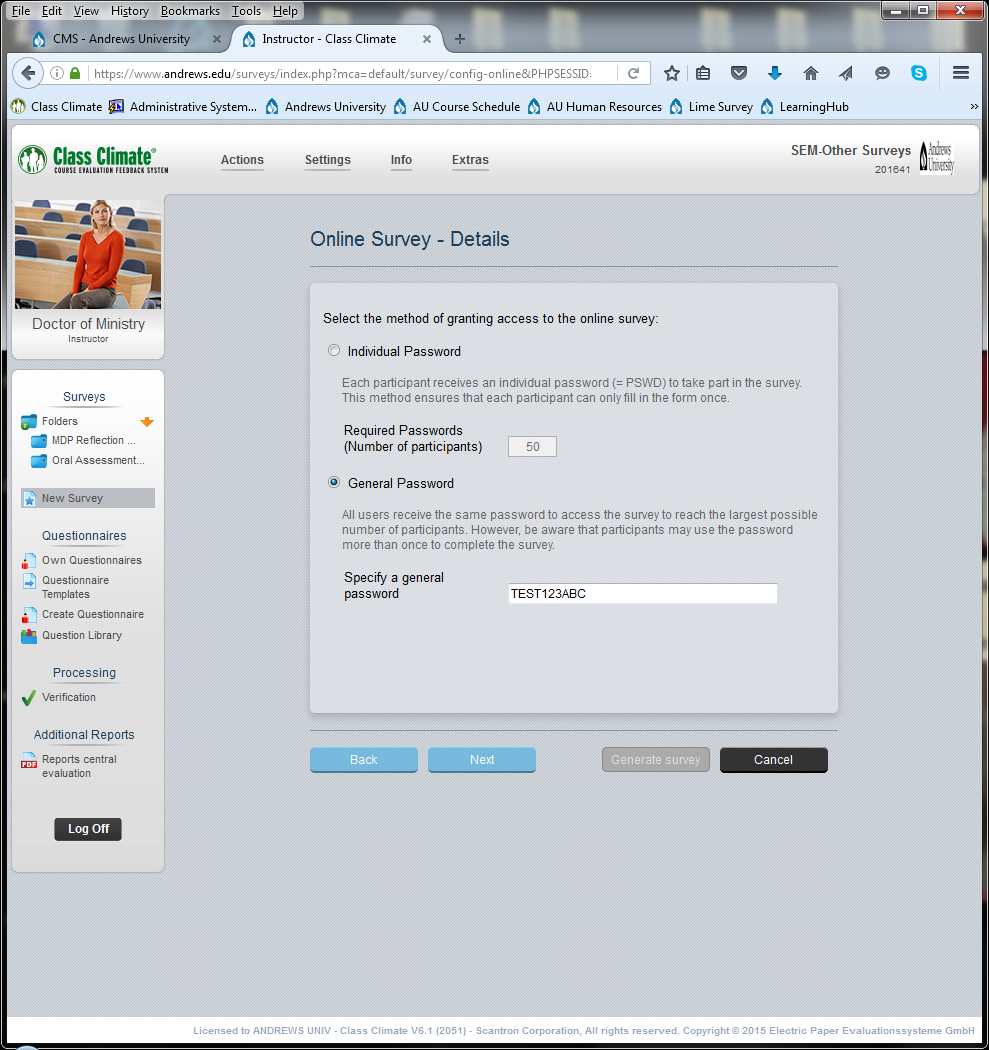
Then Select Next

Select Online survey



Then Select Next

Select- General Password

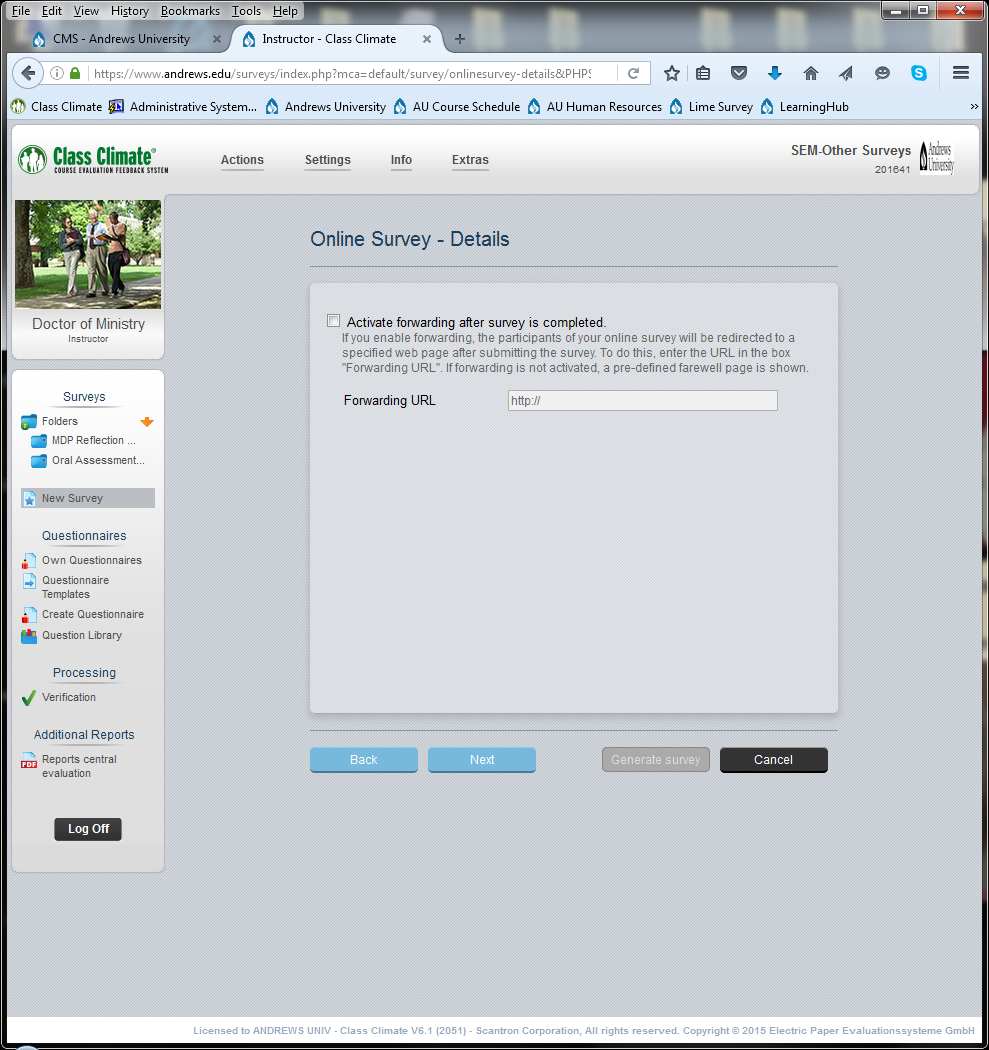


Type a 6 to 25 digit password (Passwords can be letter and number combinations but be sure not to put the same password twice over time.)

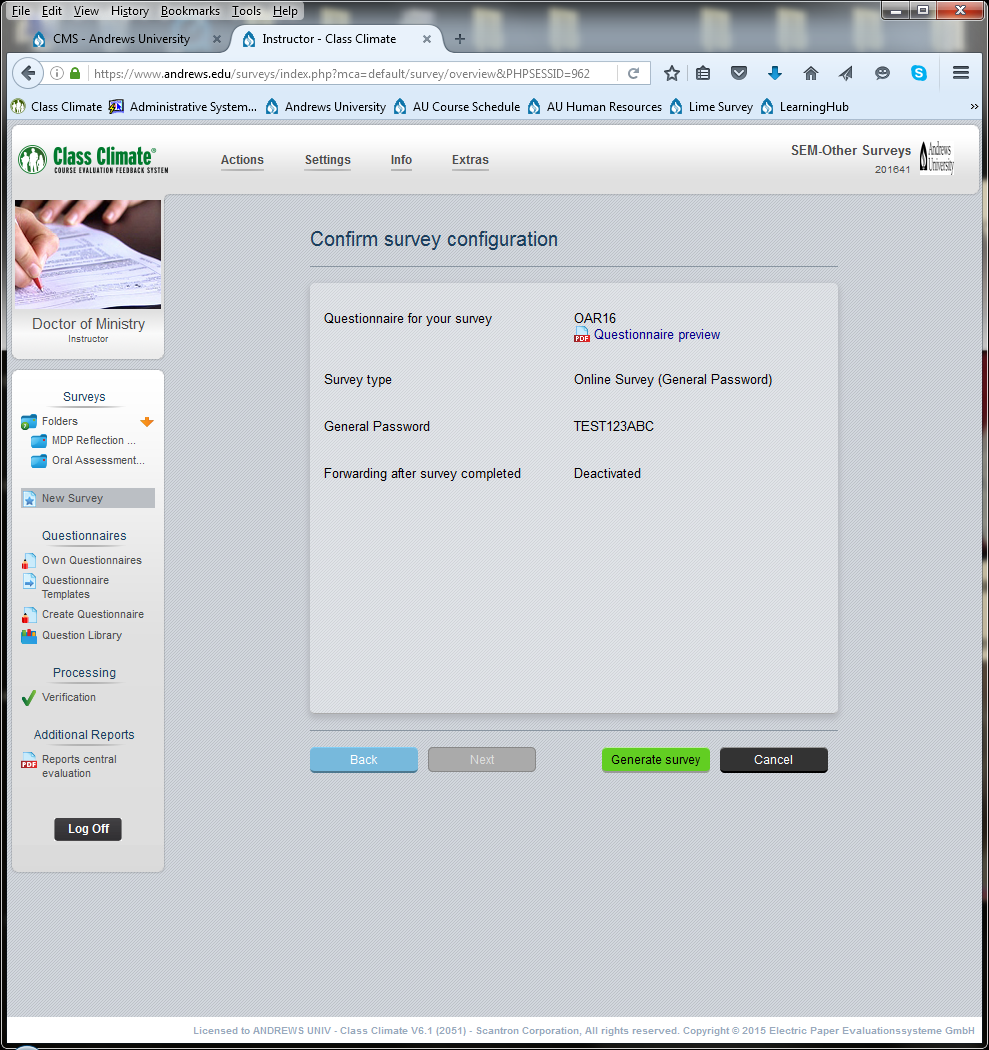
Then click Next.

This screen is usually left deactivated. But can be used to redirect the participate to a website that you choose by selected the check box and entering the web address.

If you choose to leave it deactivated just click Next.

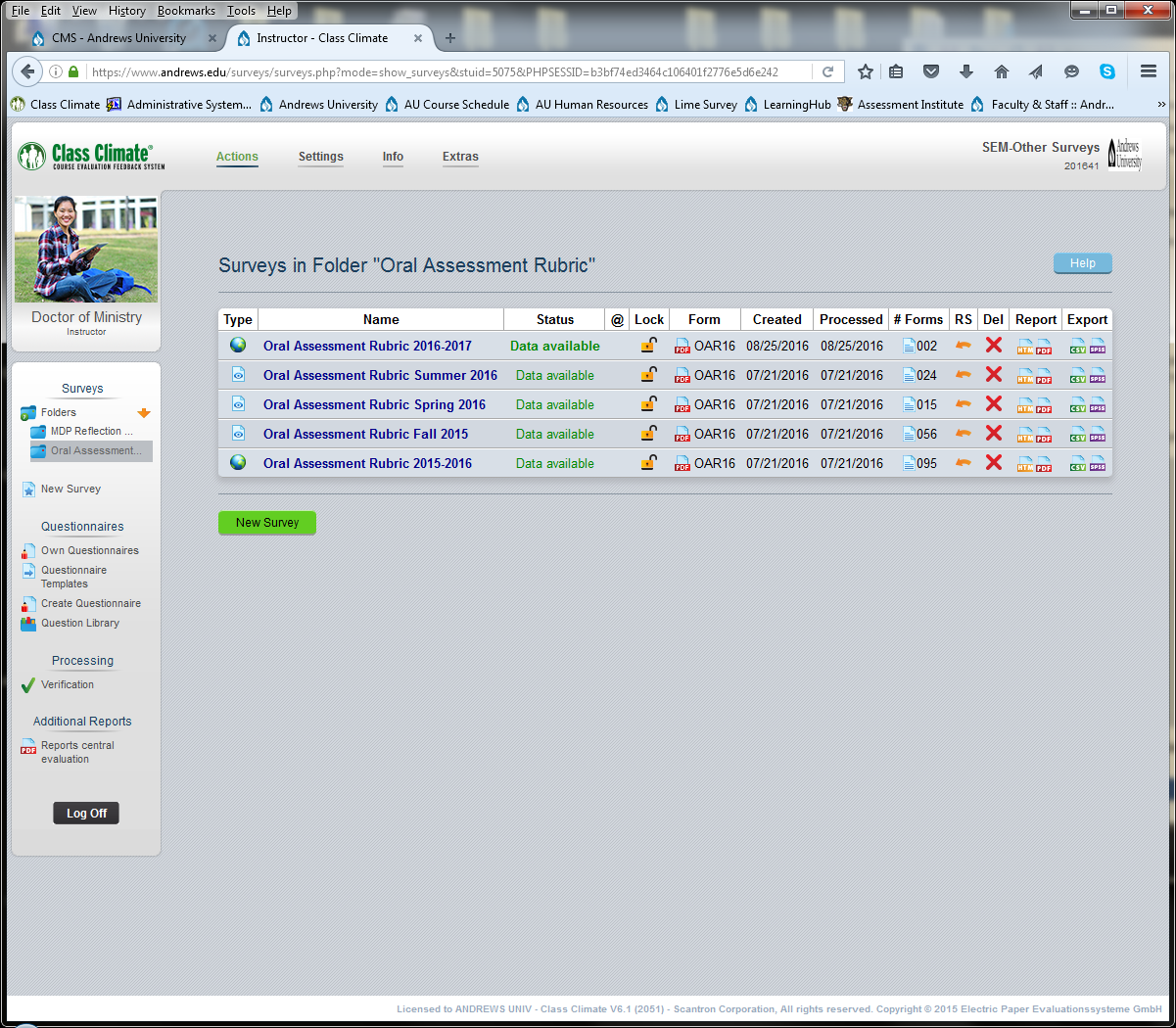


The click Generate Survey.

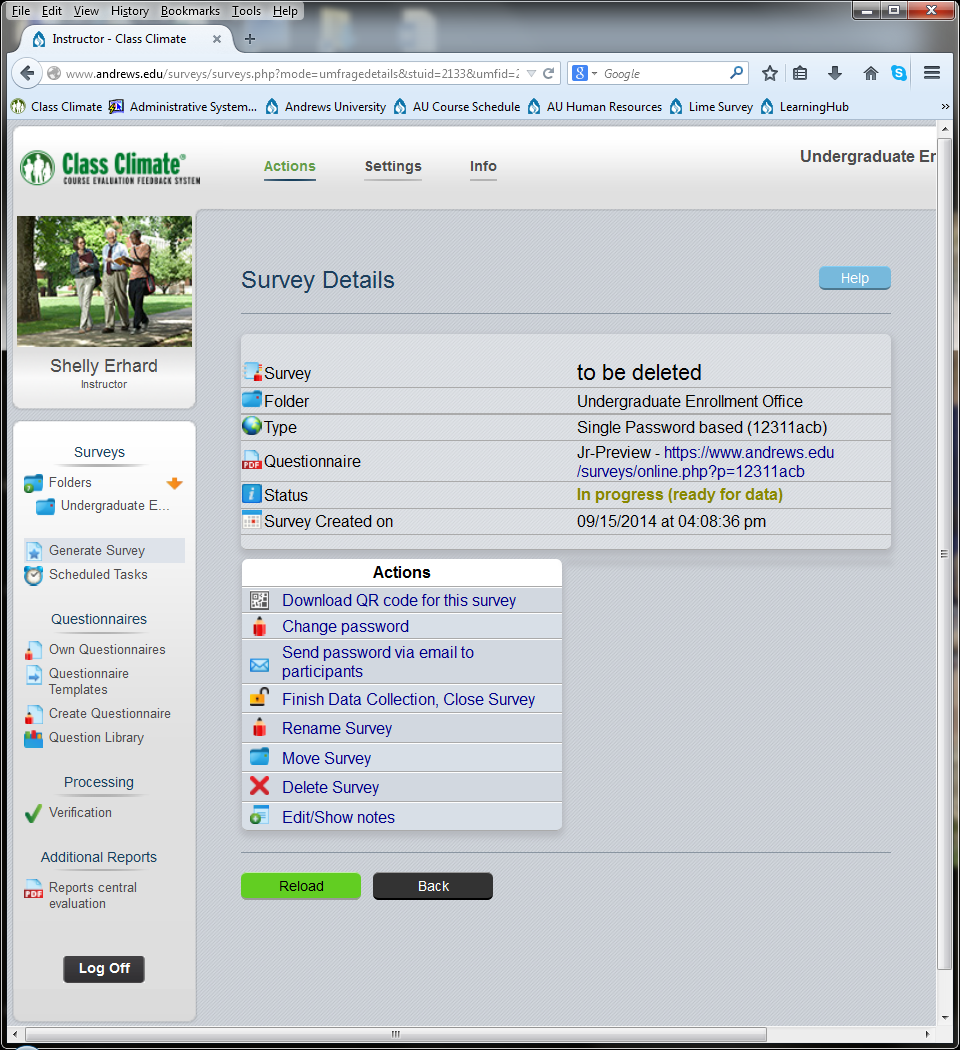


You will be taken to the folder that the survey was placed.

Click on the survey you just created. It will have the world symbol in front of the name you gave it.



The web link is on the top right of the screen. Copy and paste to share link.



You can change your password if you misspelled or want to edit it. This needs to be done before you give the link out.