

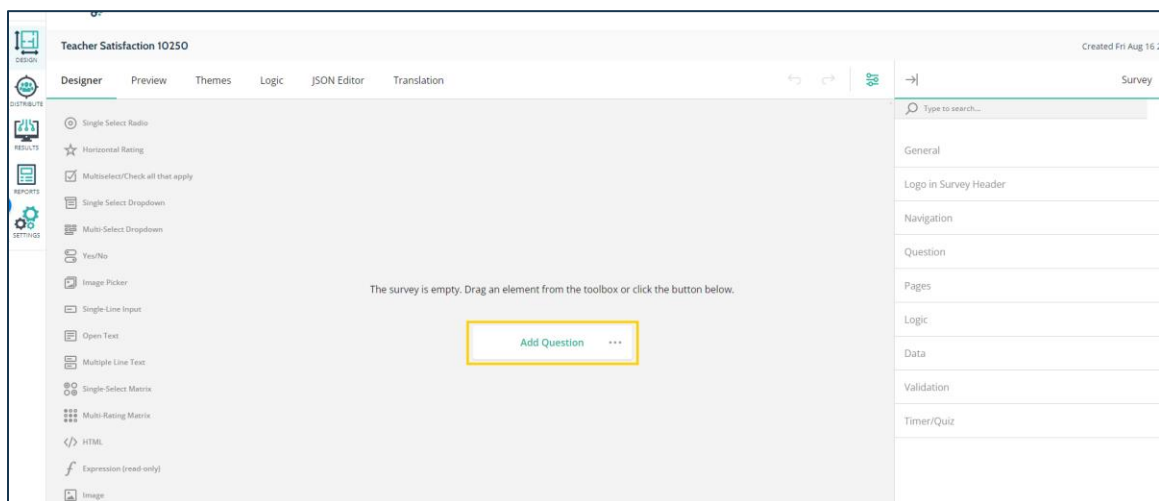
# Adding and Editing Survey Questions

## Adding Questions

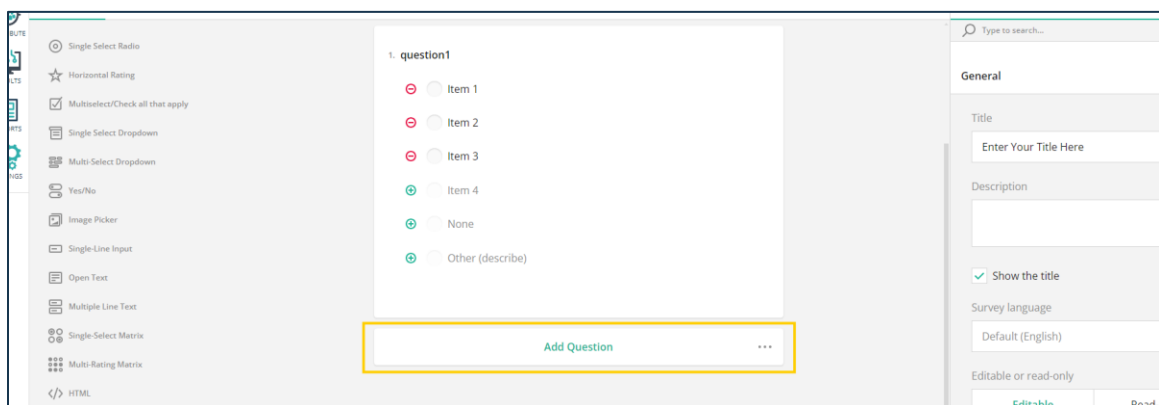
There are three ways to add questions to the survey. Each operated similarly, but requires slightly different actions or appears in a slightly different way. Each are included below.

### ADD A QUESTION: “Add Question” Button

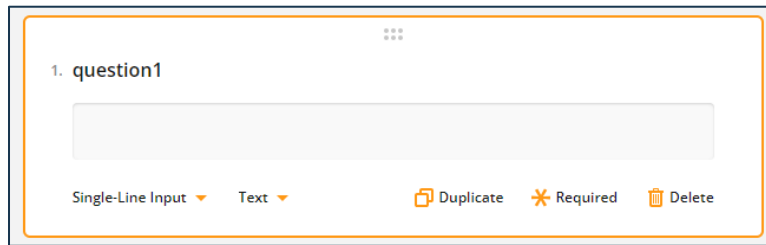
If you are adding the first question to your survey, the “Add Question” button will appear as pictured below.



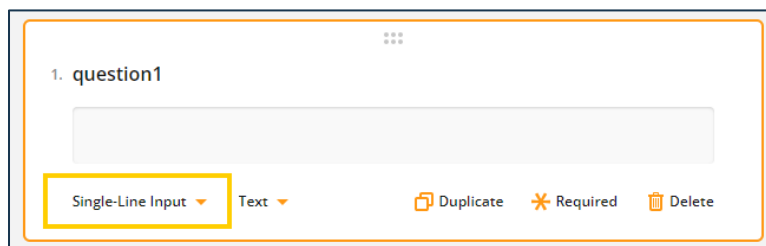
However, if you already have questions and you are adding additional questions, the “Add Questions” button will appear as pictured below.



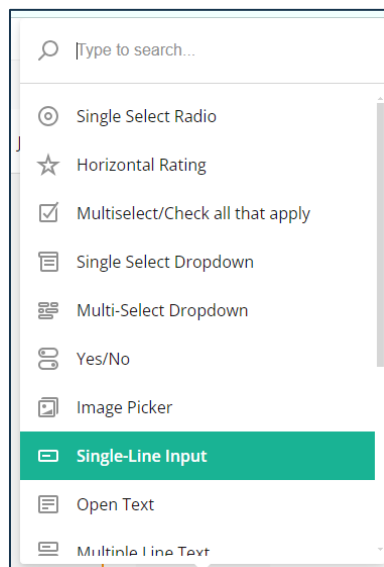
Once you've clicked the "Add Question" button, you will see a question added to the survey, pictured below.



The question type will automatically be set as "Single-Line Input," indicated in the lower left-hand corner of the question area, pictured below.



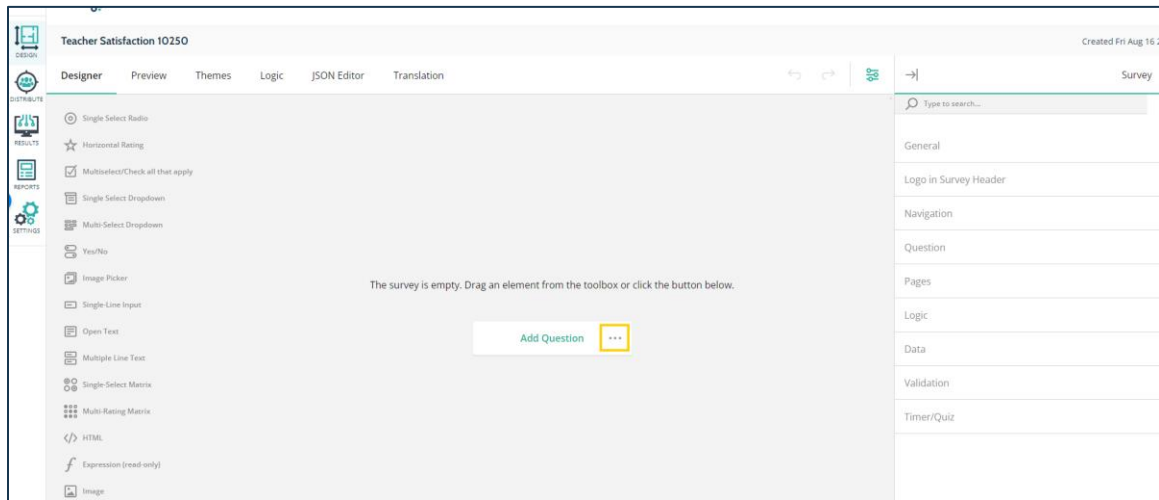
If you need to change the question type, click on the question type, this would be the words "Single-Line Input" in the picture above. The actual words will differ depending on what type of question it is currently set as. Once, clicked, a dropdown menu will appear that includes a list of the question types.



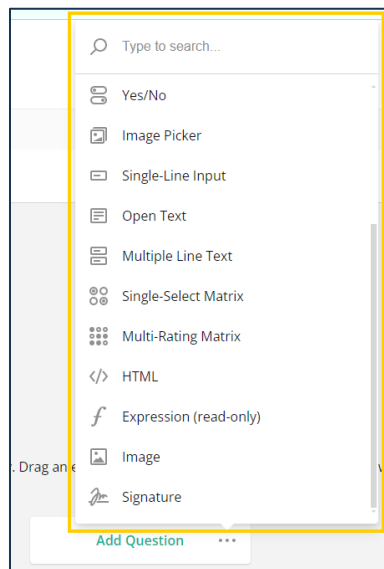
Select your desired question type from the list and the question will change to reflect your choice.

## ADD A QUESTION: Three Dots

Click the three dots next to the “Add Question” button in the middle of the screen.

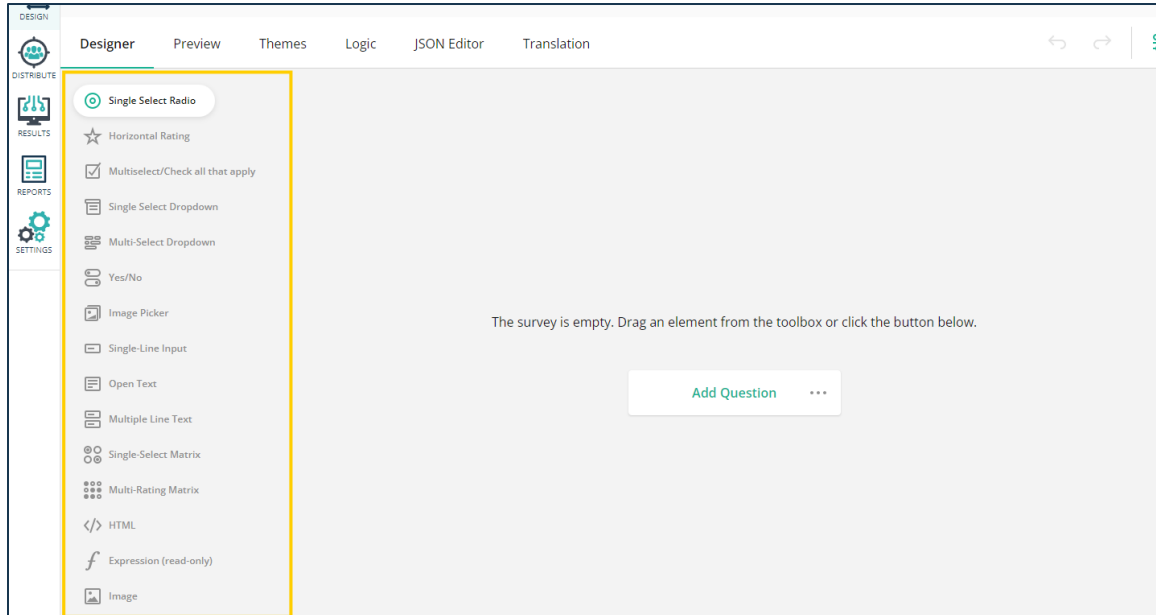


A dropdown menu will appear that includes a list of the question types.



Select your desired question type from the list and the question will change to reflect your choice.

## ADD A QUESTION: Question Type Menu



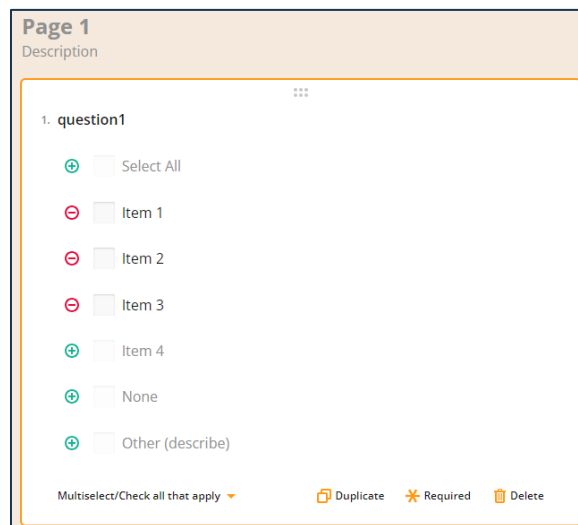
You can also select your desired question type in the menu to the left of the screen, indicated above.

Do this by clicking the desired question type or by clicking and dragging your selection to the survey area in the center of the screen.

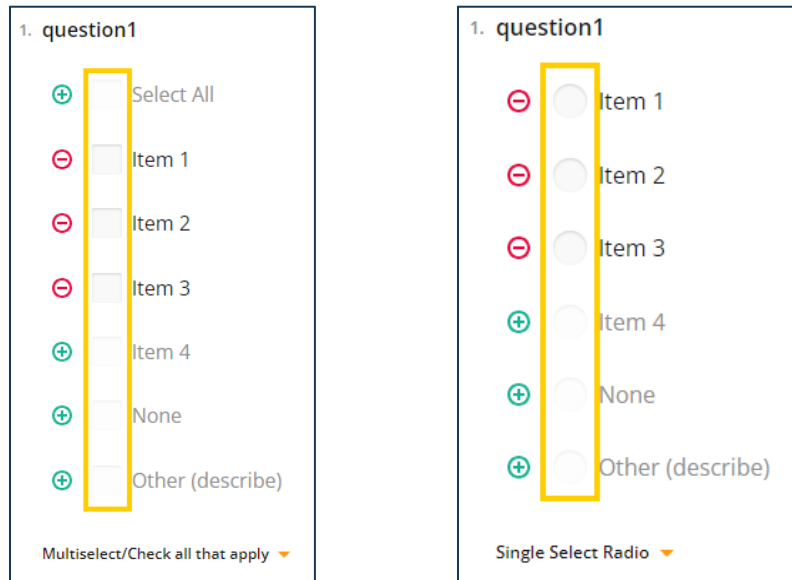
Either way, the question will be added to the survey and will appear in the survey area in the center of the screen.

The question that appears will correspond with the type you selected, reflected in its layout and its question type indicator in the lower left-hand corner of the question area.

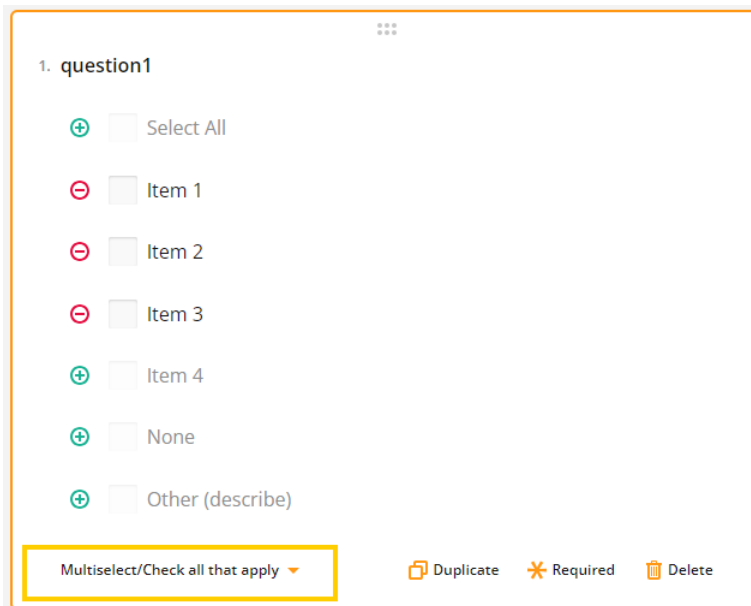
For example, the question below is a “Multiselect/Check All That Apply.”



A “Multiselect/Check All That Apply” question will have checkboxes, rather than radials (which appear in Single Select Radio Questions), next to each answer option.



The question type indicator in the lower left-hand corner of the question area, pictured below, can be used to identify the question type.



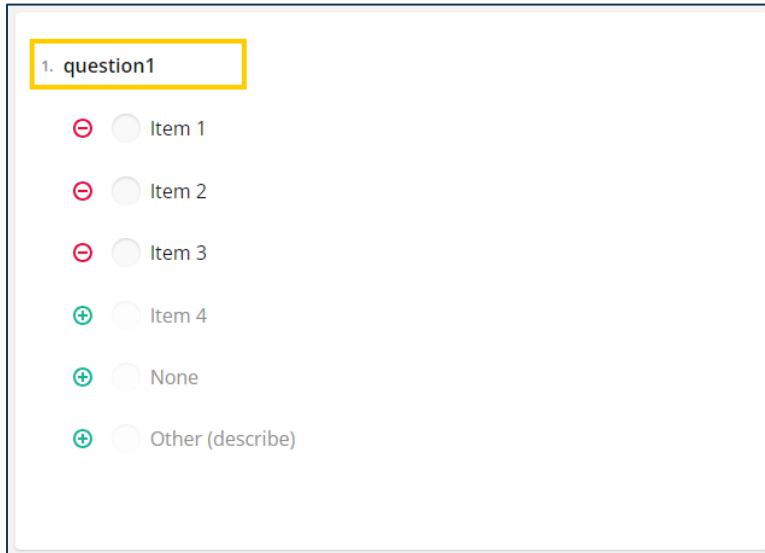
## Programming Questions

Each question is made up of its own set of elements.

A majority of them are made up of the “Question” and the “Answer Options.”

For the example below, the question type to “Single Select Radio,” which requires you enter only the question and the answer options.

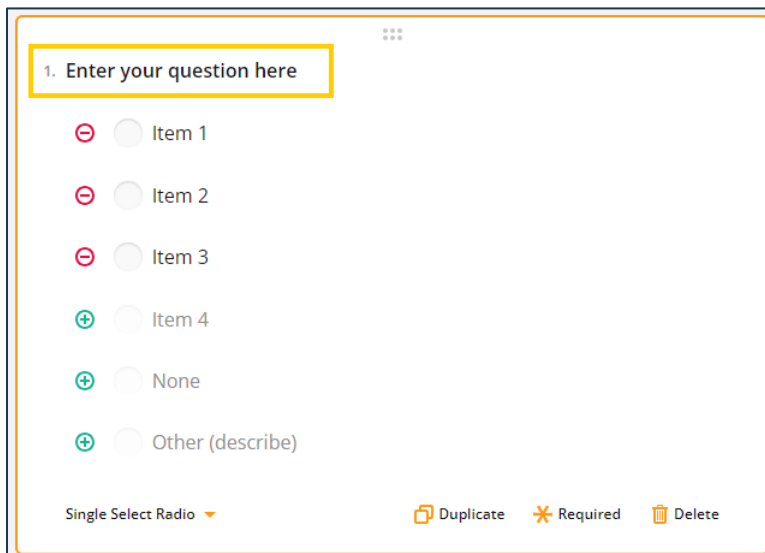
To enter a question, click in the question field, indicated below.



1. question1

- Item 1
- Item 2
- Item 3
- Item 4
- None
- Other (describe)

Enter your question in the field.



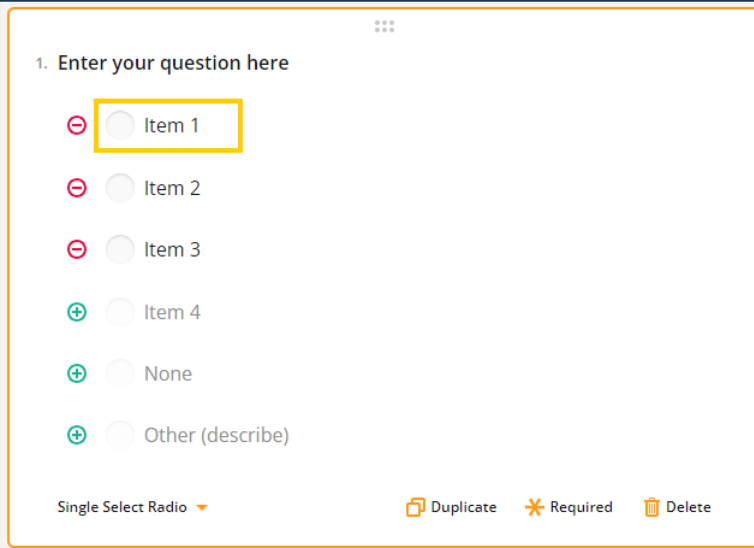
1. Enter your question here

- Item 1
- Item 2
- Item 3
- Item 4
- None
- Other (describe)

Single Select Radio ▾    Duplicate    Required    Delete

Click anywhere outside of the field to save your changes.

To add your answer options, click on the answer field you wish to enter.



1. Enter your question here

Item 1

Item 2

Item 3

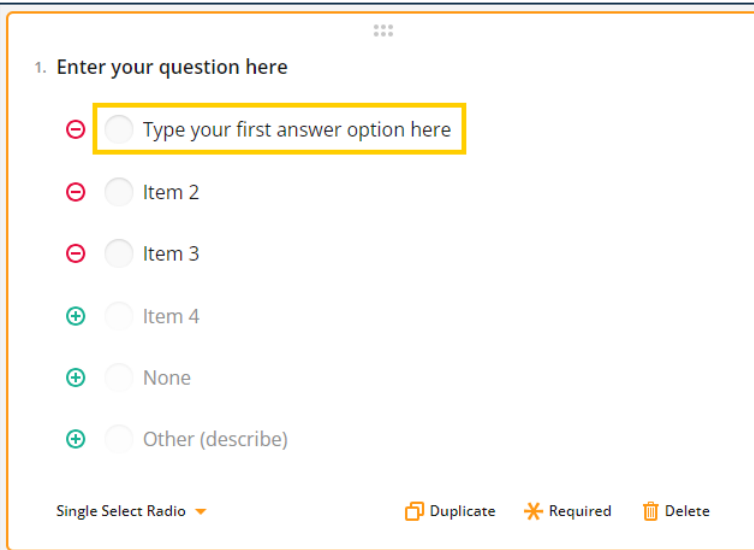
Item 4

None

Other (describe)

Single Select Radio ▾ Duplicate Required Delete

Enter your answer choice in the field.



1. Enter your question here

Type your first answer option here

Item 2

Item 3

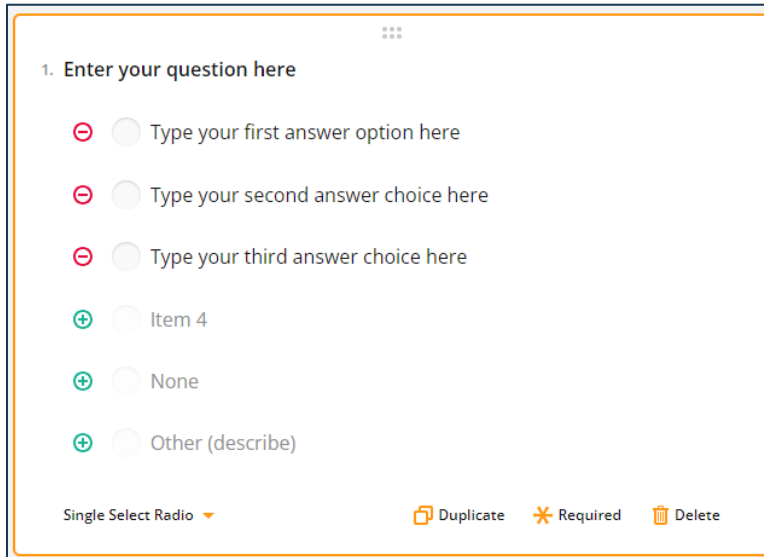
Item 4

None

Other (describe)

Single Select Radio ▾ Duplicate Required Delete

Do the same for all of your answer choices. When you are done, it should look something like the example below.



The screenshot shows a question editor interface. At the top, there is a title "1. Enter your question here" and a three-dot menu icon. Below the title, there are six radio button options, each with a red minus icon to its left. The options are: "Type your first answer option here", "Type your second answer choice here", "Type your third answer choice here", "Item 4", "None", and "Other (describe)". At the bottom left, there is a dropdown menu labeled "Single Select Radio". At the bottom right, there are three icons: a duplicate icon, a required icon (marked with an asterisk), and a delete icon.

Visit our [Question Types Manual](#) for a general understanding of each question type and how to make basic edits to each type of question.