

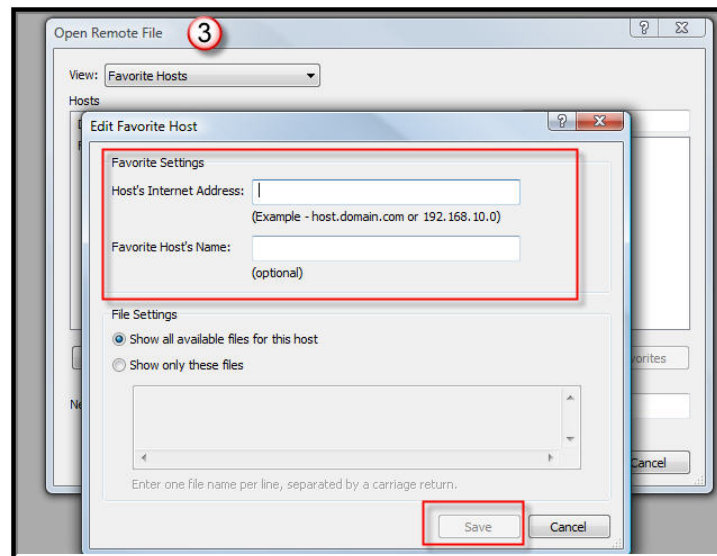
## Creating Web Surveys with Dragon 8.4

### I. What is Dragon Web Surveys?

Dragon Web Surveys is an Internet-based survey delivery tool that allows you to create Web surveys with no programming involved.

Before you begin to use Dragon 8.4, you must add the server to Favorite Hosts. Instructions for Accessing the Dragon Web Surveys Database in Filemaker Pro Version 9

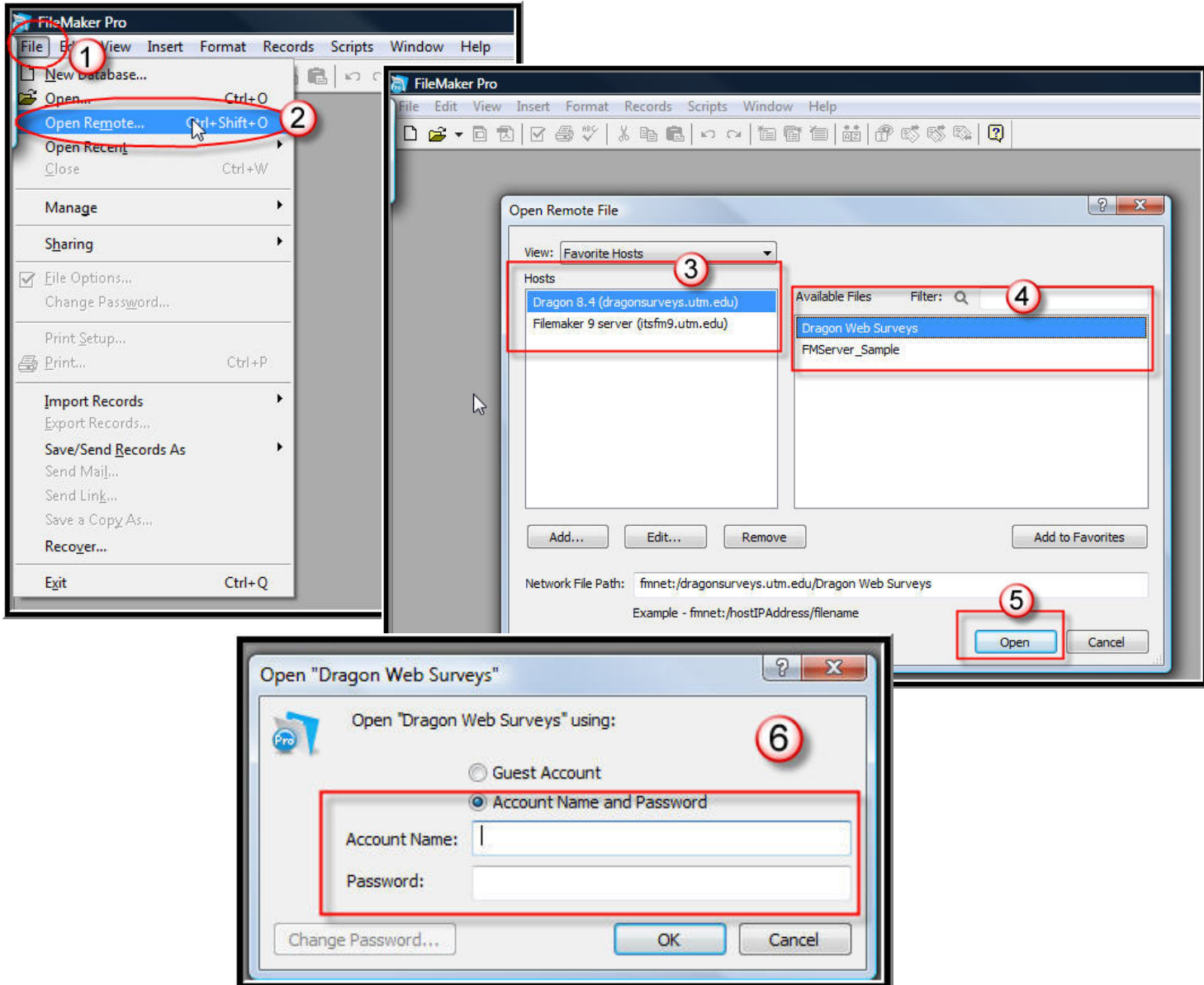
1. Open Filemaker Pro version 9.
2. Under the File menu, choose Open Remote, or choose Open and then choose Remote in the Open dialog box.
3. In the Open Remote File dialog box, you must add the Dragon server to the Favorite Hosts.
  - a. In the View box (upper left-hand corner) choose Favorite Hosts.
  - b. Click Add
  - c. In the Edit Favorite Host dialog box
    - i. Enter the Host Internet Address as Dragonsurveys.utm.edu
    - ii. Enter a Host name description – Dragon Survey
    - iii. In the File Settings, choose Show all files available for this host.
    - iv. Click Save



Now, you have successfully added the Dragon Server as a Favorite Host in Filemaker Pro. and may begin using the tool by following the instructions below:

## II. Login to Dragon

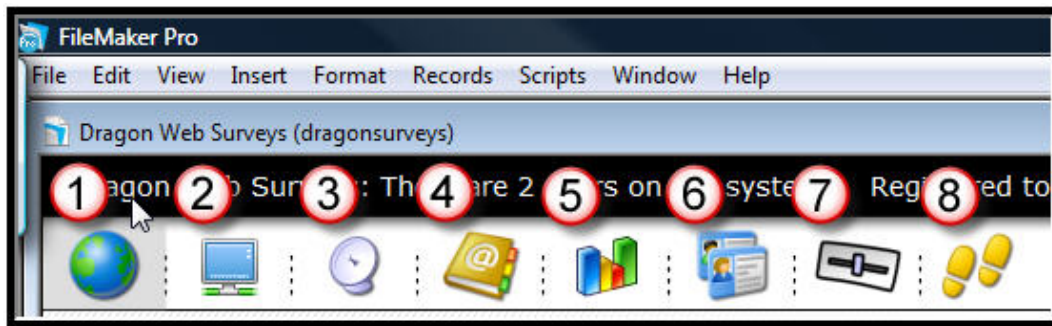
1. Open FileMaker Pro (Vs. 9 suggested).
2. Select File...Open Remote
3. Under Hosts, choose **Dragon 8.4 (dragonsurveys.utm.edu)**.
4. Under available files, choose **Dragon Web Surveys**.
5. Click open.
6. Enter username and password when prompted (passwords may be obtained through the Instructional Technology Center (ITC) on campus).





### III. Navigation

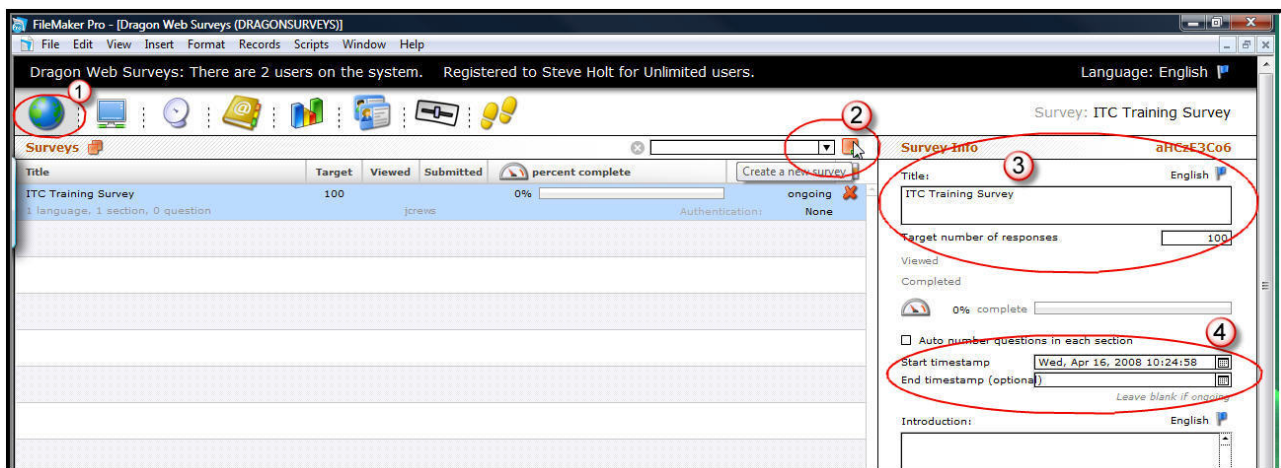
The header bar at the top of your screen contains icons in order to navigate within Dragon. Those icons are shown below:

1. Manage Surveys
2. Author Surveys
3. Invitations
4. Responses
5. Reporting
6. Users (Admin use only)
7. Preferences
8. Tutorials







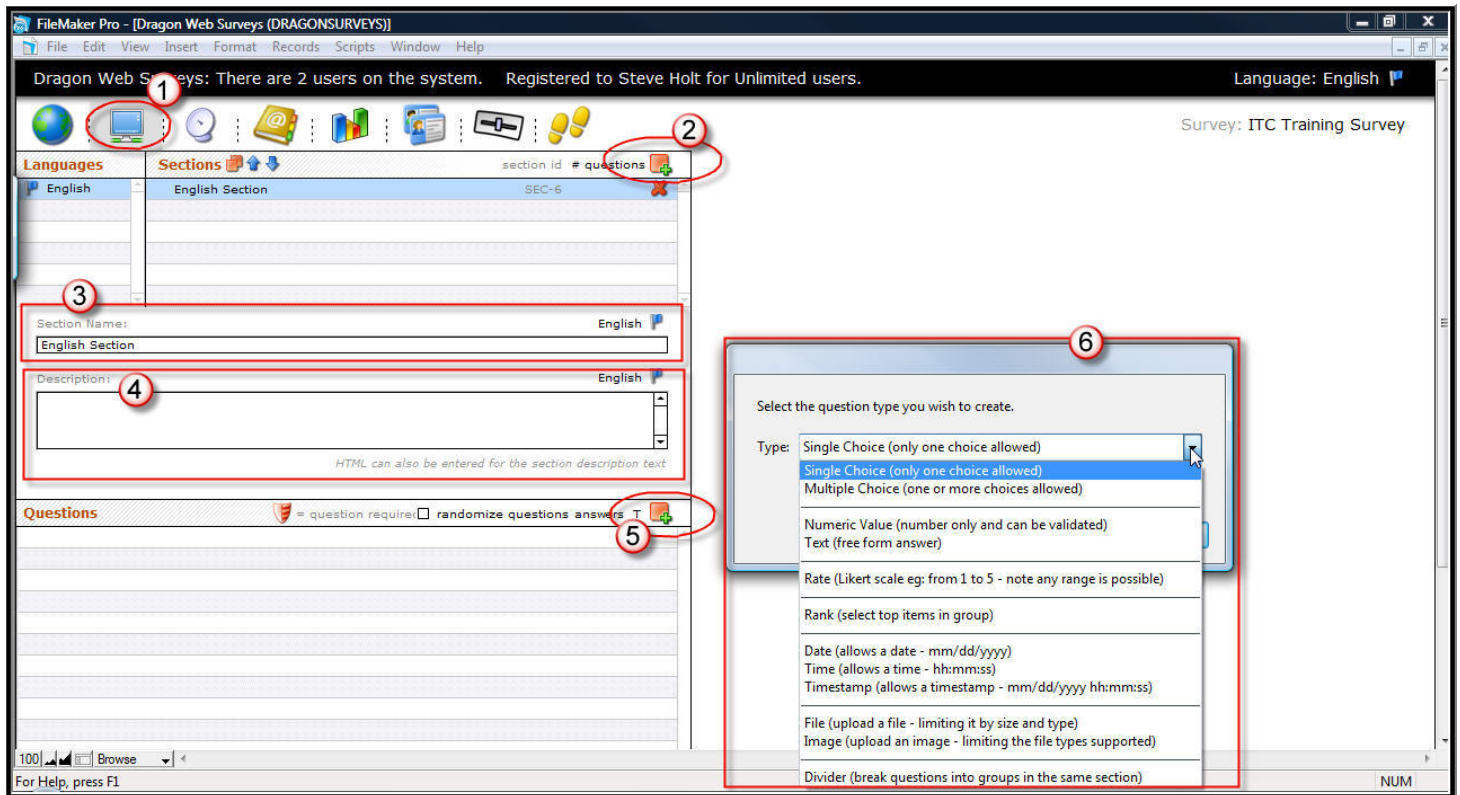
### IV. Creating a Survey

1. Click the Surveys tab (Globe) .
2. Click the "Create New Survey"  button.
3. Give your survey a title and if desired enter estimated responses.
4. The survey you just created should now be highlighted, if not, click on the survey name to select it. You may enter availability dates, or leave the end stamp blank for an ongoing survey.



## V. Adding Questions



1. Click the “Author Surveys” tab (Computer Monitor) .
2. Click on “New Section”  to highlight then rename your first or only section of your survey in the textbox provided (every survey will have a least one section). If you would like to add multiple sections, click the “New Section” button again to add another section.
3. Enter Section Name.
4. Enter Section Description.
5. To add a question to the first section, make sure that section is highlighted, then choose the “New Question”  button.
6. When you select the “New Question”  button, you will be prompted to select the type of question you want to create. Choose the type of question from the drop down menu.

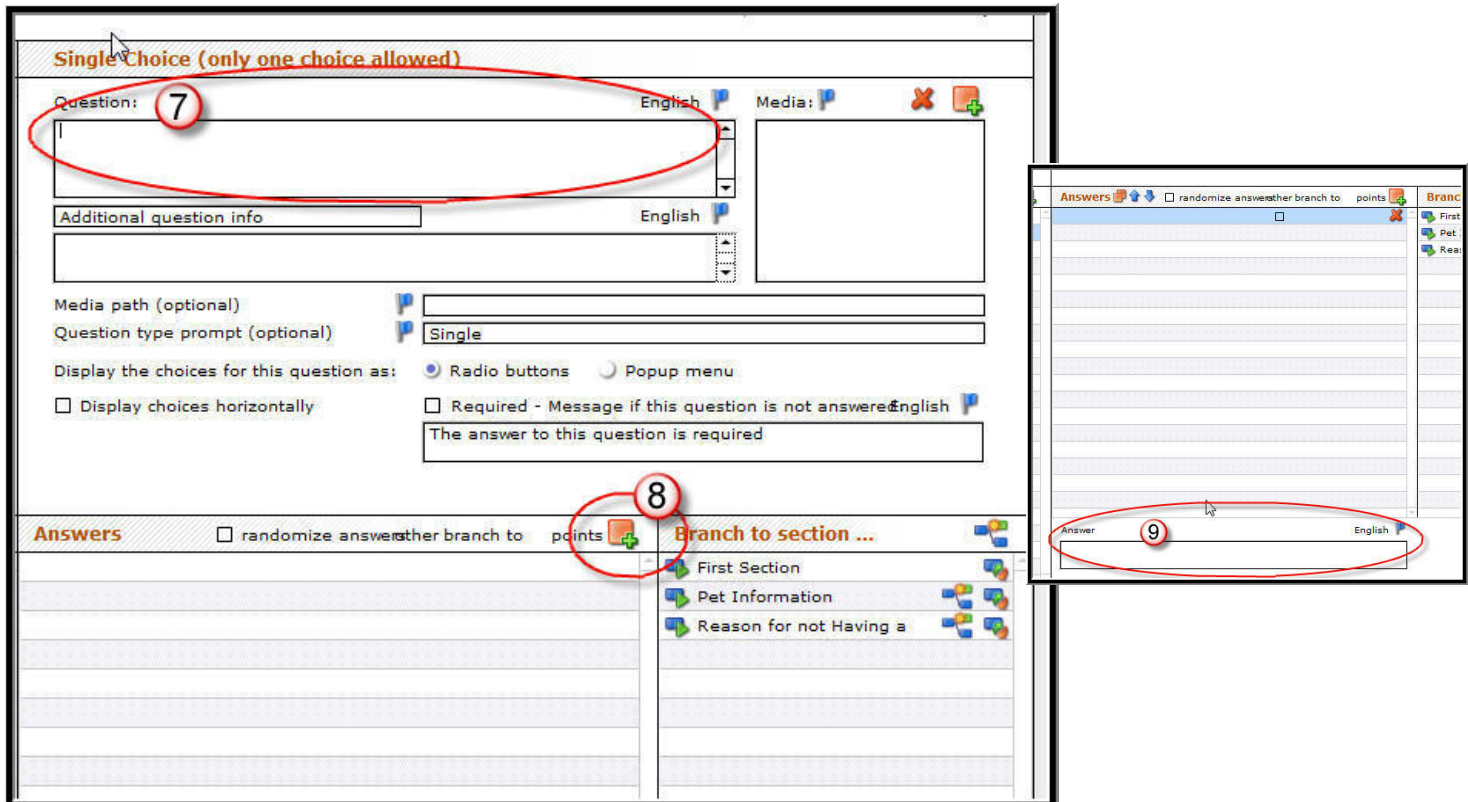


The following questions types may be created:

- Single Choice- create questions with radio buttons or pop-up menus (only one answer is allowed)
- Multiple Choice - multiple answers are allowed
- Numeric Value - create questions validated by a range (i.e. How many hours do you spend on your studies per week?)
- Text - create questions with textboxes and scroll-boxes
- Rate – (Likert Scale) create questions based upon scale rating (i.e. Strongly Agree, Agree, Disagree, Strongly Disagree)
- Rank – select top items in group
- Date – allows a date – mm/dd/yyyy
- Time – allows a time hh:mm:ss
- Timestamp – allows a timestamp –mm/dd/yyyy hh:mm:ss
- File – upload a file – limiting it by size and type
- Image – upload an image – limiting the file types supported
- Divider – break questions into groups in the same section

The following example is a single choice question:

7. Enter question in question textbox (If you would like to make a question required, click the checkbox next to required).
8. Click the “Add Answer Choice Button”  .
9. Enter individual answers in the answer section. To add additional answers continue to choose the “Add Answer Choice Button”  until all answers have been entered.



## VI. Branching Questions

Branching questions requires your survey be broken into multiple sections. It is a good idea to create each section before you begin branching. In the following example, questions pertain to pet ownership. In the example, the question states, “Do you own a pet?” If the participant does own a pet, then more questions will be asked. When they choose yes, they will be branched to another section in order to inquire about the pet. If they chose no, the same would happen only they would be branched to a different section asking “why not”.

1. Click on the question you would like to branch (“Do you own a pet?”).
2. Select the answer to be branched; here it will be “yes”.
3. Select the section that the participant will be directed to if they select yes. In this example, when they select “yes” we will branch that answer to the “Pet Information” section (click the blue and green arrow icon to the left of the section name)

**Note: You may only branch to a single section one time.**

Dragon Web Surveys: jmcrews, you are the only user on the system. Registered to Steve Holt for Unlimited users. Language: English

Survey: JC Test - Pet Survey

**Sections**

Section Name	Section ID	# questions
First Section	SEC-10	1
Pet Information	SEC-11	4
Reason for not Having a pet	SEC-12	1

**Questions**

Question	Answers
Do you own a pet?	Yes, No

**Single Choice (only one choice allowed)**

Question: Do you own a pet?

Additional question info:

Media path (optional):

Question type prompt (optional): Single

Display the choices for this question as:  Radio buttons  Popup menu

Display choices horizontally

Required - Message if this question is not answered: The answer to this question is required

**Answers**

Answer	Branch to
Yes	SEC-11 (Pet Information)
No	SEC-12 (Reason for not Having a pet)


Branch to: Pet Information

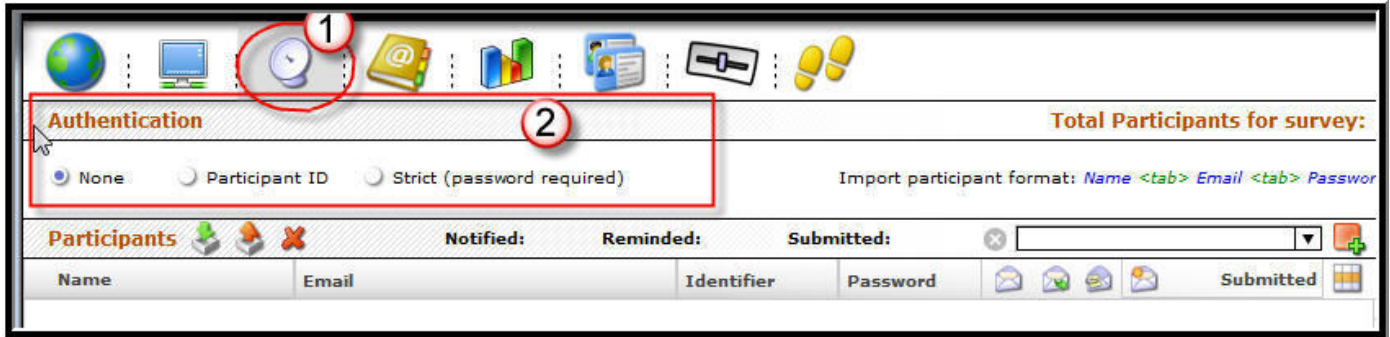
## VII. Authentication

There are three levels of authentication available in Dragon. The three types are as follows:

- None - respondent has the ability to take survey multiple times if desired.
- Participant ID.
- Strict (password required).  
Strict should only be used when list of possible respondents is known; Dragon will generate an e-mail to possible respondents with a password. This password can be generated by Dragon or can be determined by the survey creator and imported with the list of names and e-mail addresses.


To set authentication follow steps below:

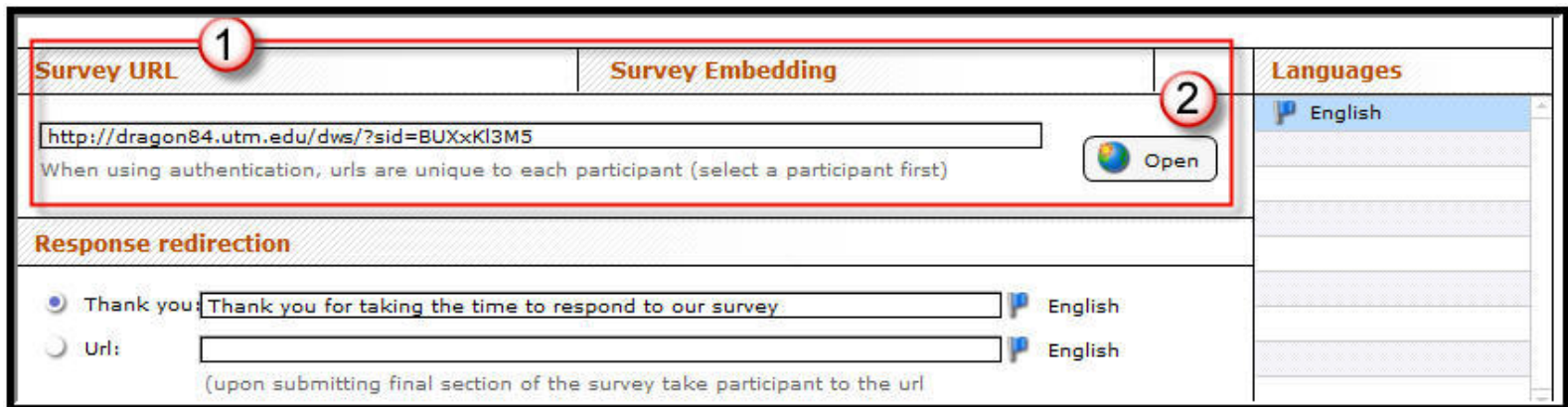
1. Click the "Invitation tab" (satellite) 
2. Click the radio button next to the authentication option you desire (the default is set to none).



### VIII. Publishing

You may choose to import participant lists into Dragon, or simply copy and paste the survey URL into a Webpage or other means of distribution.

1. To copy and paste the survey URL, click the Invitations tab  then scroll down the page until you see the survey URL.
2. Click the open button to the right of the URL box. Preview your survey and make sure there are no further changes to be made (use this link on your website). Note: It may be necessary to copy and paste the Survey URL into a new browser in order to preview the entire survey.
3. Determine where you would like respondents to end up once the survey has been submitted. To view thank you on response form, click the radio button next to "View thank you message on the response form". Type thank you message in the textbox. To send respondent to a web page, click the radio button next to Url and enter full web page address in the textbox.



Training Videos for Dragon are available at:  
<http://movielibrary.lynda.com/html/modPage.asp?ID=403>  
or are accessible once you are logged into Dragon.

