**Help for Google Docs for Natural Hazards Survey**

On the Map Your Hazards! page, you will find a Word file with the “Natural Hazards Survey.” This file contains all of the survey questions discussed in the materials for analysis in Unit 2. There is also an optional “Introduction to Social Survey Methodology” PowerPoint file for Unit 2 that you can use to teach your students about survey research and how to construct questions if it is relevant to your course.

*Note: Please check with your campus Internal Review Board in advance as you may need an exemption to conduct survey research on campus (e.g. do not survey individuals under the age of 18).*

There are several options for how to conduct online surveys. You can use the Word file as a template and enter the survey questions in a web survey, but keep in mind that some of these formats are not available for free or are rather limited in how you can use them: SurveyMonkey <https://www.surveymonkey.com/> or Qualtrics <http://www.qualtrics.com/> (your university or college may already have an account with Qualtrics, so please check with your IT department).

How to create a Google survey:

For our module, we chose to utilize Google docs as it is free and under your control (you will want to open a Google account). You can use the Word file as a template to create your own survey: <https://docs.google.com/forms/create>. *Note*: Assignments and instructions posted for Unit 2 correspond with the survey questions as posted in the Word document. If you change the questions you should take care to note the new number scheme for Unit 2 assessment.

How to request the survey from the module authors:

You are also welcome to contact one of the authors (Pamela McMullin-Messier at mcmullin@cwu.edu; Brittany Brand at brittanybrand@boisestate.edu) to request a copy of the survey (a link to a Google form will be sent to you). Please promptly rename the file to save to your Google drive so as not to change the original file on the author’s drive.

How to edit the form:

This survey form is a template and corresponds with the materials posted for Unit 2. You are welcome (and encouraged!) to examine the questions and categories to tailor them and make more specific to your region or add more questions. Edit the form to make changes — select the specific question(s) to edit, delete, or duplicate (you can “view live form” to see what it would look like to a survey-taker): <https://support.google.com/docs/answer/87809?hl=en>. Google will save the file automatically. *Note:* However, with any changes made, adjustments will need to be made to the various instructions and materials posted for the Unit 2 survey analysis (please check both instructor and student materials for further detail).

How to create the survey web link:

These steps are to create the web link that you will give to students to disseminate the survey to their social networks:

1. Go to docs.google.com.
2. Click on the survey form under the file name that you renamed.
3. Click on “Go to live form.”
4. Copy and paste the URL and share this link with students.
5. The survey results will be saved automatically as a spreadsheet (this file will show up as “Responses” on your Google drive).

How to see your survey results in frequency format:

1. Go to docs.google.com.
2. Click on the file name for the survey form.
3. Click on “View responses.”
4. Click on “Form” and “show summary of responses.”
5. You will see a colorful “view analytics” file with frequencies and various graphs (print out for students).
6. Save as a .txt file (or .htm file) and create a .pdf to share with students for their analysis.
7. You can also create pivot tables to analyze research questions: <https://support.google.com/docs/answer/1272900?hl=en>

How to download data to Excel for analysis:

1. Go to docs.google.com.
2. Click on the file name for the survey responses.
3. Click on “File” and “download as” and select either Excel comma selected values (.csv) and open as an Excel file.
4. Save file under Excel.
5. For instructors, we have posted an “Excel Template for Research Questions” file to walk through the analysis.
6. For students, we have posted two PowerPoint files to help instruct students about Excel analysis on Unit 2: “Help for Excel” or “Coding for Excel Analysis” (if you want to teach about coding and changing text values to data).