

# Survey & Infographic

## Part I: Choose a topic and create a survey

1. What is your main idea? What information are you trying to gather?  
Who will the information be presented to?
2. Once your topic has been approved, create a Google Document that has at least five (5) questions designed to gather data. Once your questions have been approved, you will create a survey.

*Tips on creating survey questions:*

- ★ Start with what the answers might be and build your question from there
- ★ Keep it simple
- ★ Ask one question at a time and be specific
- ★ Don't make assumptions - be sure anyone can answer your questions and that you are not trying to influence them
- ★ Be sure there is an option for each possible answer, for example: what if only yes or no are not enough? Should there be a 'sometime' or "neutral" option included?
- ★ Include an open response at the end to gather feedback on your survey - see if anyone taking the survey has some suggestions to improve the design

3. Completed survey will include a theme, and at least 3 different styles of questions. It is best to choose styles that will help you demonstrate the results such as yes/no, true/false, selecting a from a checklist, multiple choice, choosing from a range or scale, etc.

Be sure to allow anyone with the link to access the form (in the settings)  
- you can also use Google URL shortener to make the link more compact - then either post on your blog, email, or text to people so they can complete it for you.

4. Try to have at least 15 people (more would be even better) respond to your survey. These can be classmates, family and/or friends. The more answers you have the better able you will be build a graphical representation of the results.

- From your form, you can choose to view the responses in a spreadsheet - which might make it easier to see your results.