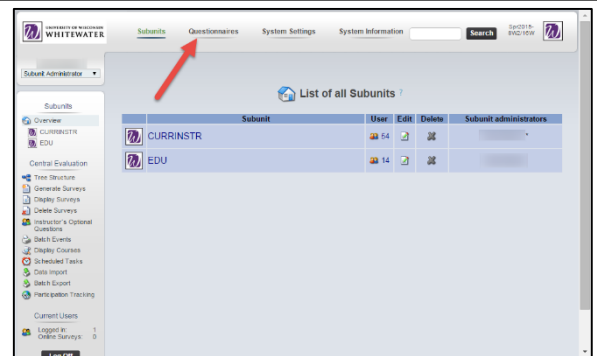# Class Climate: Editing Questionnaires

OVERVIEW

This guide will walk you through the steps to make basic changes to a Class Climate questionnaire/survey.
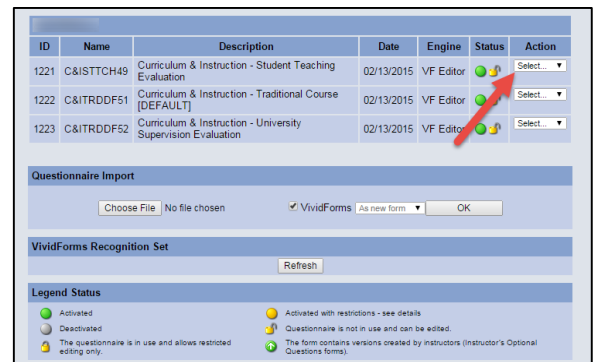
Edit Existing Questions

Step 1. From the Class Climate webpage, click the "Questionnaire" link at the top of the page.
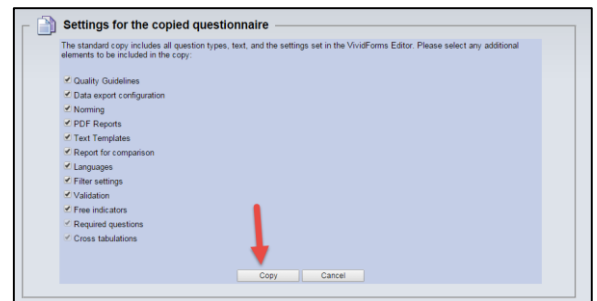

Step 2. Locate the questionnaire you wish to edit.

Step 3. From the "Action" column, use the dropdown to select "Copy".

NOTE: The system will not allow you to make edits to a questionnaire that has been sent previously. You must copy an existing questionnaire, then edit the copy to make changes.

Step 4. Make sure all options are selected, then press the **Copy** button.

Step 5. Locate your new "copied" survey, then select "Edit" from the "Action" dropdown box.

Step 6. Double-click the question you wish to edit.

Step 7. Make changes to your question.

Step 8. Click the **Apply** button to save your changes.

Step 9. Make any additional changes necessary to modify your questionnaire.

Step 10. When done, click the **Save and Exit** button from in the top left corner of the page.

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Edit Questionnaire Name

Step 1. Open up your questionnaire with the form editor.

Step 2. Click the **Form Properties** button from the top menu.
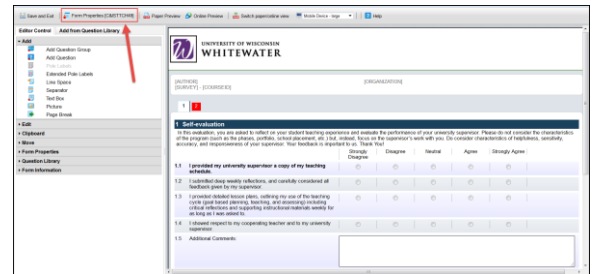
Step 3. Change the for "Abbreviation" name. Cannot be longer than 10 characters.

Step 4. Change the form "Title".

Step 5. Click the **Apply** button to save your changes.
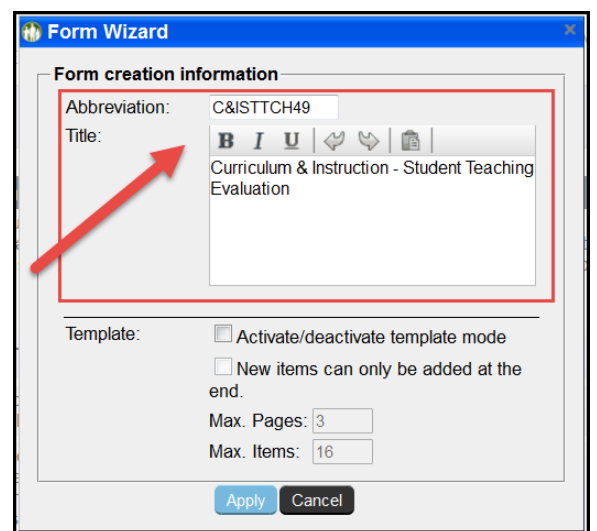
Step 6. Make any additional changes necessary to modify your questionnaire.

Step 7. When done, click the **Save and Exit** button from in the top left corner of the page to exit the form editor.
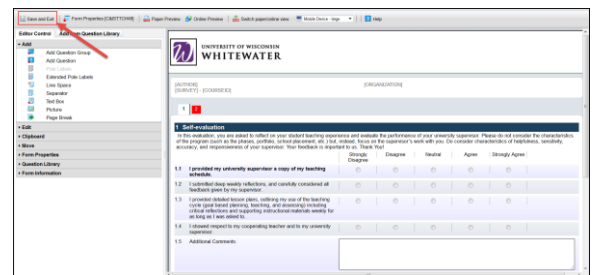
Add a Question

Step 1. Open up your questionnaire with the form editor.

Step 2. Locate, then select an existing question where you would like to place your new question. **Note:** New questions will go below your current selected question.

Step 3. Click the **Add Question** button from the left-side menu.

Step 4. Select the type of question you wish to insert, then click **Next.**

Note: Typically the question choice is "Scaled Question" or "Open Question".

Step 5. Enter your question in the available text box.

Step 6. Click the **Apply** button to save your new question.

Step 7. Make any additional changes necessary to modify your questionnaire.

When done, click the **Save and Exit** button from in the top left corner of the page to exit the form editor.

Delete a Question

Step 1. Open up your questionnaire with the form editor.

Step 2. Locate, then select the question you wish to delete. Once selected, the question will be **Bold** in color.

Step 3. Select "Clipboard" from the left-side menu.

Step 4. Click the **Delete** button.

Once the page has refreshed your selected question should be gone.

Step 8. Make any additional changes necessary to modify your questionnaire.

When done, click the **Save and Exit** button from in the top left corner of the page to exit the form editor.

Need Additional Help?
Email training@uww.edu