Previewing & Editing your questionnaire / survey (Preview | Theme | Send form)
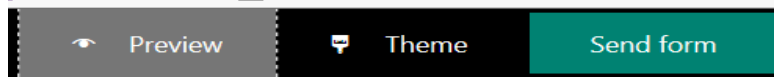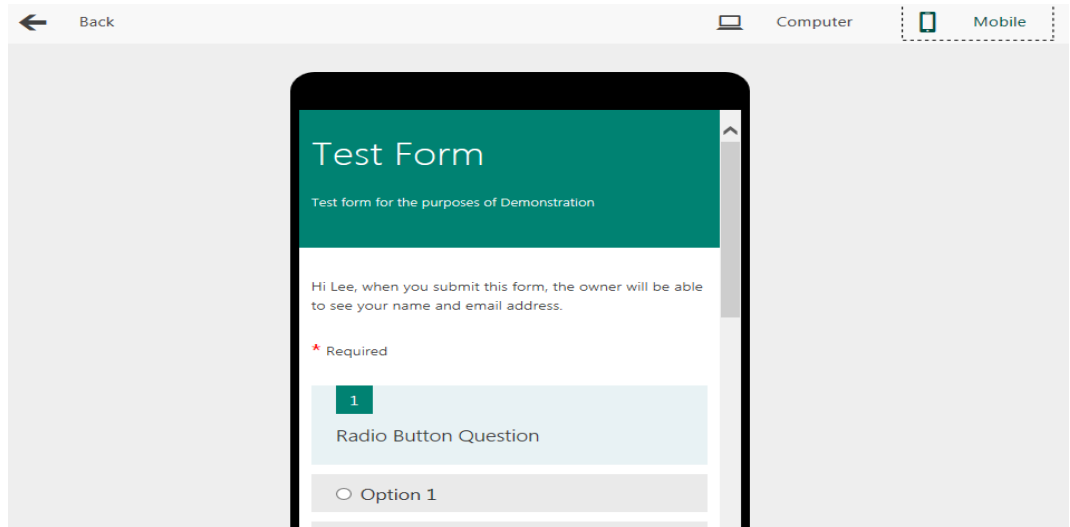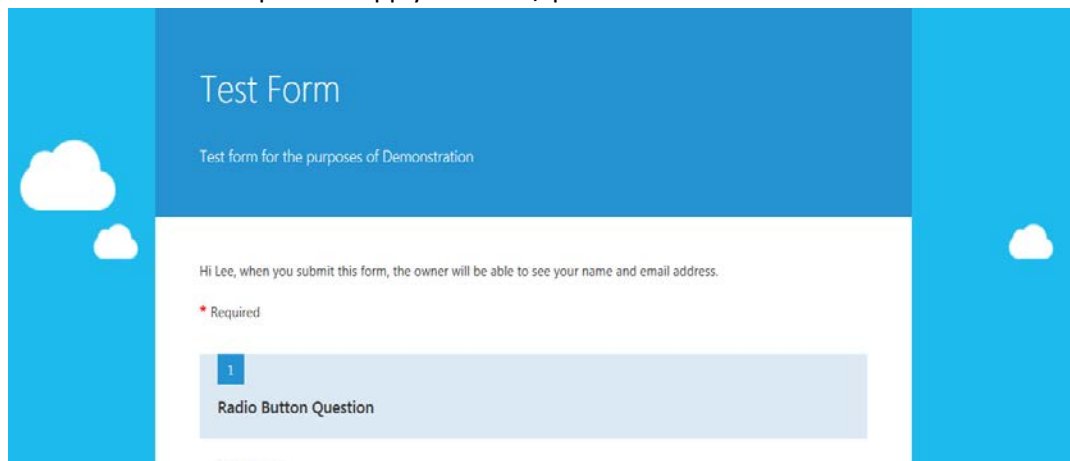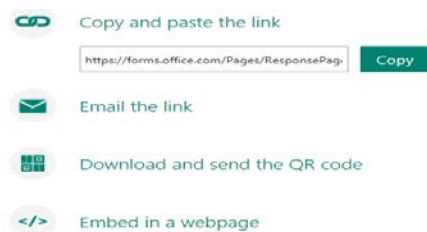

A. Preview mode enables the survey author to view the form as the end user will eventually view it either from a desktop computer or mobile device

B. Theme enables the option to apply a colour / pictorial theme to the form

C. Send Form provides four different methods to distribute the completed form

- Copy and paste the link
- Email the link
- Download and send a QR code
  - *A QR code being a collection of black and white squares which typically stores URLs which is read by smart devices*
- Embed into a webpage

➢At the bottom of the 'send form' section is an option to 'See all settings'

See all settings

Who can fill out this form
⦿ Only people in my organization
　☑ Record the names of responders
　☐ One response per person
◯ Anyone with a link (sign-in not required)

- The survey author can enforce that only those within the organisation can complete the form including enforcing only one response per end user or the survey author can allow any end user who has been sent the link to complete the form

Options for responses
☑ Accept responses
☐ Start date
☐ End date
☐ Shuffle questions

- Options for the responses are as follows
  - o Accept responses
  - o Setting a start date
  - o Setting an end date
  - o Shuffle the questions

Options for quiz
☑ Display the correct answers after responders submit the form
☐ Show question points to responders

- For quiz related questions:
  - o Display the correct answers of each question when the form has been submitted
  - o Display the question cumulative points to the end users