

Printing Record Review Forms

1. Go to www.surveymonkey.com
2. Click on **Sign-In**.
3. Enter in the Username and Password and click on **Sign-In**
4. Click on **My Surveys** in the upper left hand corner
5. Click on the **Arrow** next to the heading **All Surveys**
6. Move the cursor to the **Record Review** folder
7. Find the appropriate **Tool** and click on the icon that looks like a **Column Chart**
8. Three headings will appear. Click on the heading that says **Individual Responses**
9. Under the heading for **Individual Responses** there will be a **Respondent #** and **Arrows** to scroll between the different responses that have been entered.
10. Once you find the Individual Response that you want to Print, click the **Export** button that is in the gray shaded area. **Do not click Export All.**
11. The PDF option will already be highlighted (it is the default).
12. Click on the blue **Export** button at the bottom right hand corner.
13. A green box will appear that says your Export has been completed. Click on the **Download** button.
14. Internet Explorer will pop up automatically at the bottom and ask if you want to Open or Save the form. Click on **Open**. It will open in Adobe. You can either print from Adobe, Save, or Send in an Email.
 - a. If the Internet Explorer pop-up does not appear, your Export is visible on the left hand side of the screen. Find your response #, move your cursor to the little arrow, click, and select download file. It will then pop-up and you can then **Open** the file in Adobe.

Editing Record Review Forms

1. Go to www.surveymonkey.com
2. Click on **Sign-In**.
3. Enter in the Username and Password and click on **Sign-In**
4. Click on **My Surveys** in the upper left hand corner
5. Click on the **Arrow** next to the heading **All Surveys**
6. Move the cursor to the **Record Review** folder
7. Find the appropriate **Record Review Tool** and click on the icon that looks like a **Column Chart**
8. Three headings will appear. Click on the heading that says **Individual Responses**
9. Under the heading for **Individual Responses** there will be a **Respondent #** and **Right and Left Arrows** to scroll between the different responses that have been entered.
10. Once you find the Individual Response that you want to edit, click the **Edit** button that is in the gray shaded area.
11. A new window will open that takes you back to the original form.
12. Scroll to the question(s) that need to be changed and make any changes.
13. You will need to click through all the pages of the Form and click **Done** for the Edits to be saved.