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Under System Settings, you can add new questions. Your group also might wish to read the available/existing questions found in other questionnaire folders to add relevant questions.

- **PLEASE NOTE:** Available questions in questionnaires can be found in existing question bank folders. See [Use Available Questions](#) for instructions about how to include available questions in a new questionnaire. **CAUTION:** If you decide to use available questions, **DO NOT MOVE** a selected available question to your group or program folder.
- Each question in your questionnaire must be applied to a program; also versions of both updated questions and questionnaire must be applied to one or more programs. See [Apply Questionnaire to Programs](#).

### Step 1: Login to GPS

1. Select **LOGIN/REGISTER**.
2. Enter your **NetID**, select **Continue** and enter your password.

If you have a problem with your NetID or password, call OIT Help - 609-258-4357.



### Step 2: Add and Build a Questionnaire


1. To add a questionnaire, select **Process Admin**.
2. Select **Questionnaires**.
3. Click **Add**.



[Logout](#) | [Admin Home](#) | User: Jeanne McCarthy

Administration > Process Admin > Questionnaires > Add

Questionnaires : Add Hide Tips

 Use the form below to create your questionnaire

**Questionnaire Settings:**

Questionnaire Name:


Applies To:

<input checked="" type="radio"/> Outgoing <input type="radio"/> Incoming <input type="radio"/> Scholarship <input type="radio"/> Risk Management <input type="radio"/> Recommendations <input type="radio"/> Testimonials	<input type="radio"/> Princeton applicants only <input type="radio"/> Non-Princeton applicants only <input checked="" type="radio"/> All applicants
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### Step 3: Apply Questionnaire to Programs

Under **Questionnaire Settings**, you must apply your questionnaire to one or more selected Programs.

1. Go to the question **“Does this apply to all programs?”**
2. You **MUST select NO**.
3. Then, select the program(s) to which the questionnaire applies.
4. Select applicable groups, so that the questionnaire will appear in all programs in that group.
5. Click **Update**.

Does this apply to all programs?	<input type="radio"/> Yes <input checked="" type="radio"/> No	 <span style="border: 1px solid red; padding: 2px;">Answer this question No</span>
Apply student parameter filters?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Allow applicants to copy responses?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Allow applicants to edit responses after submission?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Instructions:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> 4000 characters left	

**Select Applicable Programs:** Select applicable Program(s) to which the questionnaire applies

This can be applied to specific programs and/or specific program groups. Please choose the available program(s) and/or program group(s) to which it applies:

Available Programs	↓	Selected Programs
<div style="border: 1px solid #ccc; padding: 5px;">           *            Academic Programs Abroad            Aix-en-Provence Program for French Studies, Department of Fre            Alliance for Global Education            Alliance for Global Education (Contemporary India: Development            American University in Cairo         </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 50px; margin: 0 auto;">             &gt;&gt;              All &gt;&gt;              &lt;&lt; All              &lt;&lt;           </div>	

### Step 4: Use Available Questions

Scroll down to see available questions folders.

The folders for Available Questions contain questions including generic and program-specific items, as well as questions that may be relevant to your program options/requirements.

#### Review Available Questions

Each listing in Available Questions (at the bottom of the page) has a **folder** icon.

When you click on that icon, you can see all of the questions under that folder.

- ❖ **CAUTION:** If you decide to use existing questions, **DO NOT MOVE** that question to your group folder.  
**NOTE:** Moving a question will delete it from the original folder (and also from questionnaires that use that question).

Available Questions:
General Application Questions (37 items)
Recommendation Questions (10 items)
Language Competency Questions (13 items)
Health and Well-Being Questions (1 item)
Advising/Interest Questions (10 items)
Pre-Departure Questions (2 items)
Evaluation Questions (72 items)
Aix-en-Provence Summer French Program Application/Questionnaire, Dept. of French and Italian (10 items)
Macerata Summer Italian Program Application/Questionnaire, Dept. of French and Italian (13 items)
International Internships (70 items)

### Include Available Questions


1. From a program folder, click the checkbox to the left of the desired question.
2. When you have finished the questionnaire and select **Add**, the checked questions from the list(s) of available questions are included in your questionnaire.
3. For new questions to be viewable, you **MUST** apply the version you save to an application cycle – See [Apply Updated Questionnaire](#)

<input checked="" type="checkbox"/>	Describe in your own words what it means to be social entrepreneur.	Essay	Yes
<input checked="" type="checkbox"/>	Describe a situation in which you have been innovative and/or entrepreneurial.	Essay	No
<input type="checkbox"/>	Please indicate your preferred start and end dates for the internship.	Essay	No
<input type="checkbox"/>	Upload testimonial here	Essay	No
PIIRS Global Seminars (5 items)			
International Internships Placement Questions (1 item)			
Financial Aid for Academic Year Study Abroad (25 items)			
OIP Fellowships (2 items)			
Streicker International Fellows Fund (3 items)			
Global Health Program questions (10 items)			
Risk Management TEST (3 items)			
EEB Question Items (8 items)			
SAP programs OIP (6 items)			
Test (1 item)			

### Edit a Questionnaire

Please only edit a questionnaire if it is your department's questionnaire. Do not edit other department questionnaires.

To edit an existing questionnaire, perform the following steps.

1. Click the edit pencil icon  to the right of the questionnaire name that you want to edit. The **Questionnaire: Edit** page opens with the current details.

Administration > Process Admin > Questionnaires > Manage All (Outgoing)

Questionnaires : Manage All (Outgoing) Hide Tips

 This area allows you to construct questionnaires for applicant types and each cycle of the application process. In addition, you can build your recommendation questionnaires here as well (if enabled).

[New Questionnaire](#) [Browse TDCL](#)

Questionnaire Type: Outgoing Filter:  [View Retired Questionnaires](#)

Advising					
Name	Applies To	Program Specific?	Term Specific?	Active?	Actions
Study Abroad Advising <small>(Last modified on 07/01/2015)</small> <small>(internal-use)</small>	Internal	n/a	n/a	Yes	  
Pre-decision (Application)					
Name	Applies To	Program Specific?	Term Specific?	Active?	Actions
Aix-en-Provence Summer French Program Application/Questionnaire, Dept. of French and Italian <small>(Version: #1 - Created on 05/08/2015)</small>	Internal	Yes	Yes	Yes	  

You can edit information in the page sections for: Questionnaire Settings, Applicable Programs, Selected Questions and Available Questions.

- To add a new question, click the name of the folder the question item is housed in. As shown, just place a check mark next to the question item and select **Update**.

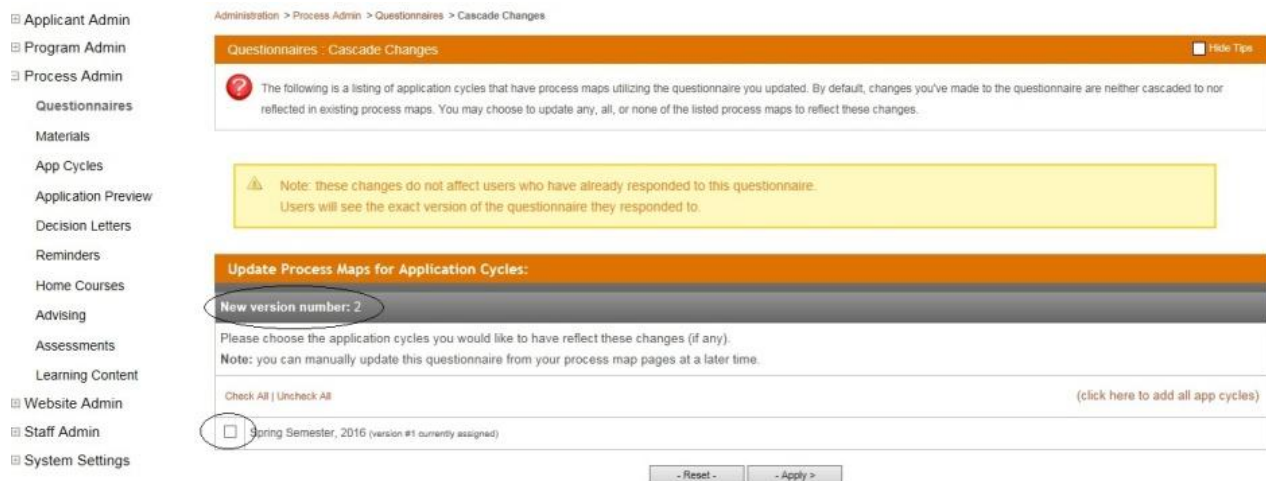
EEB Question Items (8 items)			
<input type="checkbox"/>	Question Item	Type	Required?
<input type="checkbox"/>	Write an essay explaining why this program is important to your intellectual growth and future plans	Essay	Yes
<input type="checkbox"/>	Please provide your Transcript	Essay	Yes
<input checked="" type="checkbox"/>	Why do you want to participate in this program at this location	Essay	Yes
<input type="checkbox"/>	Have you reviewed this program's Budget information	Yes or No	Yes
SAP programs OIP (6 items)			

- To **remove** a question, click the name of the folder the question item is housed in. Remove the check mark next to the question item and select **Update**.
- To **manage the sequence of the questions**, use the up and down arrows.
- Click **Update** to save the changes made. Click **Cancel** to ignore the action or **Reset** to make fresh changes.

## Activate Updated Questionnaire for Application Cycles

Each questionnaire update creates a new version. You **MUST** apply the new version of the questionnaire to existing application cycles.

1. After you select **Update**, a page appears for cascading your changes.
2. Under the **Update Process Maps for Application Cycles**, click on the application cycle(s) for which that questionnaire version should be active.  
See also **Notes** below.
3. Click on **Apply**.



- ❖ **Cascading:** Questions may be used in other questionnaire(s) - you will be asked about applying changes within questionnaires.
- If you check the box and then click the **Apply** button, the updated question item will **cascade** to the questionnaires you indicated.
- If you do **not** check the boxes to apply the change, the old question item will continue to be used in the questionnaire(s).

View prior questionnaire versions by clicking the link 'click here to view previous versions.'

## Additional Information

Contact [globalps@princeton.edu](mailto:globalps@princeton.edu) if you need help with:

- More details about the building questionnaires
- How to address issues you have with questionnaires.

To review a Video on this process: click on [<LINK>](#).