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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.

- If you do **not** see **System Settings** on the left navigation panel, please email [globalps@princeton.edu](mailto:globalps@princeton.edu) to get access to the GPS System Settings section.
- **PLEASE NOTE:** Available questions in questionnaires can be found in existing question bank folders.  
**CAUTION:** If you decide to use available questions, **DO NOT MOVE** a selected available question to your group or program folder.
- **See also GPS Reference Guide: Build a Questionnaire** to learn about questionnaire actions (Add Questionnaire, Apply Question to Program, Use Available Questions from a Questionnaire, Apply Questionnaire to Programs) and version actions (Apply Updated Questionnaire by Application Cycle).

### Step 1: Login to GPS

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

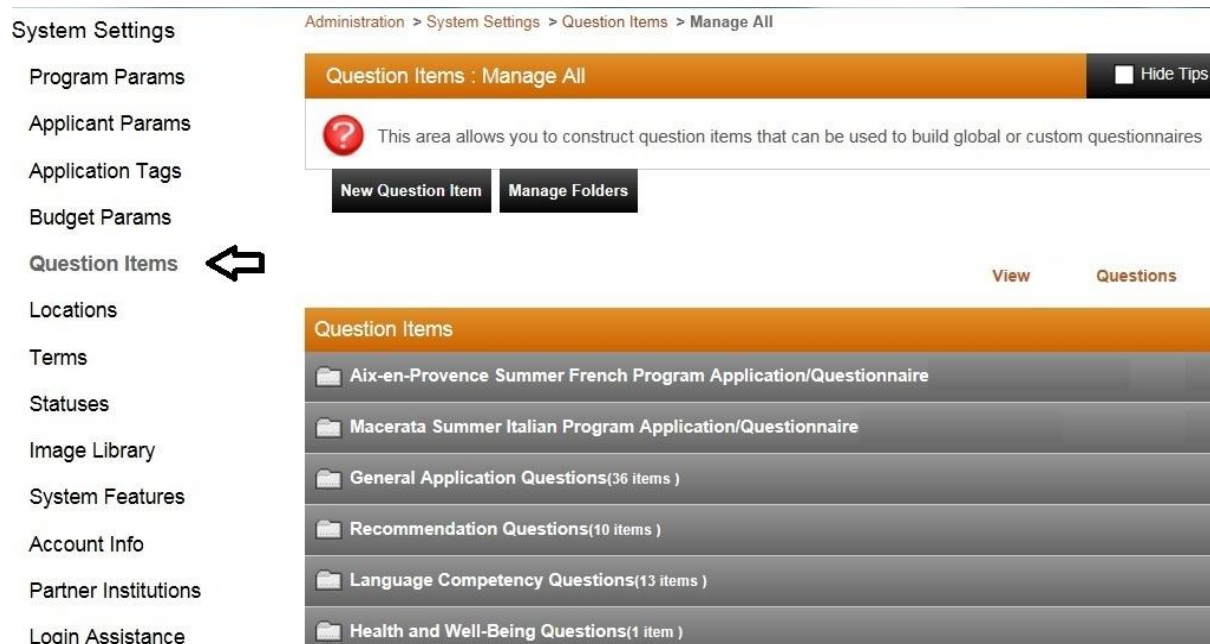
If you have a problem with your NetID or password, call OIT Help - 609-258-4357.



### Step 2: View Question Items


Once you have successfully logged in, click on the **System Settings** and **Question Items**

The **Question Items: Manage All** page opens, with the list of Question Item folders.









System Settings Administration > System Settings > Question Items > Manage All

Question Items : Manage All  Hide Tips


 This area allows you to construct question items that can be used to build global or custom questionnaires

[New Question Item](#) [Manage Folders](#)

[View](#) [Questions](#)


Question Items	
	Aix-en-Provence Summer French Program Application/Questionnaire
	Macerata Summer Italian Program Application/Questionnaire
	General Application Questions(36 items )
	Recommendation Questions(10 items )
	Language Competency Questions(13 items )
	Health and Well-Being Questions(1 item )

### Review Existing Questions

To view available question items for possible use in your questionnaire, select the folder  that contains questions for your review. The list of question items for that folder open for viewing only.








Administration > System Settings > Question Items > Manage All

Question Items : Manage All
 Hide Tips


 This area allows you to construct question items that can be used to build global or custom questionnaires.

New Question Item
Manage Folders

[View Retired Questions](#)

Question Items					
General Application Questions (37 items)					
#	<input type="checkbox"/>	Question Item	Type	Required?	Actions
Move marked items to: <span style="border: 1px solid #ccc; padding: 2px;">- Choose Folder -</span>					
1	<input type="checkbox"/>	What are the top three goals you want to achieve while abroad and how will you pursue these?	Essay	Yes	
2	<input type="checkbox"/>	Why do you wish to study in this program location?	Essay	Yes	
3	<input type="checkbox"/>	Essay	Essay	Yes	
4	<input type="checkbox"/>	Distribution Requirements	Yes or No with explanation for No	Yes	
5	<input type="checkbox"/>	Please indicate your housing preference	Multiple Selection	Yes	
6	<input type="checkbox"/>	How does this program meet your academic and other study abroad goals?	Essay	Yes	
7	<input type="checkbox"/>	Transcript	Essay	Yes	



❖ **CAUTION:** Do **not** use any of the Actions for items in the folder , unless they are in your own folder. Other departments may be using questions that you are viewing.


### Step 3: Create a New Question Item

1. To create a new question item, click the **New Question Item** tab (at the top of the listing). The **Question Items: Add** page opens.

You will see a place for question name and you can also view the **Question Types**.

Administration > System Settings > Question Items > Add

**Question Items : Add**

 Create a new question using the form provided below. The selection of the question type may change the available options.

**Manage Questions**

**Question Detail**


Question Name:	<input type="text" value="SAP Sample"/>
Question Type:	<div style="border: 1px solid black; padding: 5px;"> <p>Select One</p> <p>Single Selection</p> <p>Multiple Selection</p> <p>Short Description</p> <p>Field</p> <p>Essay</p> <p>Yes or No</p> <p>Yes or No with explanation for Yes</p> <p>Yes or No with explanation for No</p> <p>Date</p> <p>Rating</p> <p>Data Lookup</p> <p>Data Lookup w/Search</p> </div>
Folder:	
Instructions: (optional)	

2. Type the name in the Question Item Name field. For longer questions, use the Instructions field.
3. Select a **Question Type**. Depending on selected question type, you may need to fill in additional options
4. **Select a Folder**  
From the **Folder** drop-down list, select the folder in which you want to include the item. In this example, the **SAP programs OIP** was the folder selected.

If you do not select a folder, your question will be placed in the **Uncategorized** folder.

If a folder for your program does NOT exist, you can **Add a new Question Item** folder.

**Question Detail**

Question Name:	<input type="text" value="SAP Sample"/>
Question Type:	<input type="text" value="Select One"/>
Folder:	<input type="text" value="SAP programs OIP"/> 
Instructions: (optional)	<input type="text"/>
	4000 characters left
Response Required:	<input type="radio"/> Yes <input checked="" type="radio"/> No

5. Provide instructions related to the question item in the space provided.
6. Click **Add**.

**Question Detail**

Question Name:	<input type="text" value="SAP Sample"/>
Question Type:	<input type="text" value="Yes or No"/>
Folder:	<input type="text" value="SAP programs OIP"/>
Instructions: (optional)	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> 4000 characters left
Response Required:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Question Options**

i A choice of 'Yes' or 'No' without requiring an explanation.

### Add a New Question Item Folder

1. Go to **Systems Settings**, then **Question Items** and **Manage Folders**.
2. Select **New Folders**.
3. Enter a Folder name.

Administration > System Settings > Question Items > Manage Folders

**Question Items : Manage Folders** Hide Tips

? This area allows you to manage question item folders that can be used to organize your question items.

**Question Item Folders**

#	Folder Name	Actions
<input type="text" value="1"/>	General Application Questions	
<input type="text" value="2"/>	Recommendation Questions	

### Step 4: Edit a Question Item

1. To edit a question item, click on the edit (pencil) icon (to the right of the question item's name). The **Question Items: Edit** page appears.  
**Note:** Please only edit question items in your department folder.

Question Items				
Uncategorized (4 items)				
#	Question Item	Type	Required?	Actions
1	Sabbatical Essay	Essay	Yes	
2	What is your current religious preference?	Single Selection	No	
3	Please provide your foreign contact information.	Field: Text	Yes	
4	Test: Question xyz	Single Selection	No	

2. Make the necessary changes.
3. Click **Update** to save changes.

Administration > System Settings > Question Items > Edit

Hide Tips

You can edit the question using the form provided below. You can change the type of question, available options, and whether a response to this question is required.

Manage Questions

Hide Tips

**Question Detail**

Question Name:	Write an essay explaining <small>(click here to view questionnaires using this question item)</small>
Question Type:	Essay
Folder:	EEB Question Items
Instructions: (optional)	Please enter or attach your Essay  4000 characters left
Response Required:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Hide Tips

**Question Options**

A rich-text editor will be provided for large amounts of content.

### About a Updating Question Used in an Existing Questionnaire

Since a question item may be used in other questionnaire(s), you will be asked if you want to update the question within those 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).

### Option: Retire an Existing Question Item

- ❖ **CAUTION:** It is generally not recommended to **retire** any questions, as it may be that other departments are using these question items. For those questions within your department, you may retire them only after verifying that no other programs use those questions.

**Notes:** Retiring a question item:

- Removes it **only from** the list of available question items that appears when building new questionnaires or editing existing questionnaires
- Does **not** remove it from other questionnaires that already include that same question. To remove a question from another existing questionnaire, you must **edit that questionnaire** and remove the question.

If you still chose to remove a question, use the following steps:

1. Open the folder for the existing questionnaire
2. Click the **Retire Question** icon (to the right of the question name). This question is now retired.  
To view all retired questions, click the **View Retired Questions** link (upper right corner of the page). If you decide that you want a question to be available again, click the **Reinstate Question** icon (next to the retired question).

#	Question Item	Type	Required?	Actions
Move marked items to: <input type="text" value="- Choose Folder -"/>				
1	<input type="checkbox"/> Write an essay explaining why this program is important to your intellectual growth and future plans	Essay	Yes	
2	<input type="checkbox"/> Please provide your Transcript	Essay	Yes	
3	<input type="checkbox"/> Why do you want to participate in this program at this location	Essay	Yes	
4	<input type="checkbox"/> Have you reviewed this program's Budget information	Yes or No	Yes	
5	<input type="checkbox"/> Have your parents read the material describing the program and the off-campus travel checklist	Yes or No	Yes	
6	<input type="checkbox"/> If you are a member of a club, has it agreed to release your fees?	Yes or No	Yes	
7	<input type="checkbox"/> Parent's Email Address #1:	Field: Text	Yes	
8	<input type="checkbox"/> Parent's Email Address #2:	Field: Text	No	
<input type="button" value="Re-order"/>				

### Additional Information

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

- More details about question information
- How to address issues you have with the question process.

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