Login  Add Questionnaire  Edit a Questionnaire  Apply Questionnaire to Program  Use Available Questions  Activate Updated Questionnaire (for application cycle)  Cascading Updates

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.
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.

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).
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

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

2. 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.

3. 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.

4. To manage the sequence of the questions, use the up and down arrows.

5. 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 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>. 