**Checklist of Steps for Creating a Multiple Choice Survey with Survey Monkey**

***Part A:***

* Log in
* Click on **Create Survey**
* Fill in the **Title of Your Survey**
* **Select Category**: Education / Just for Fun
* Click **Continue**

***Part B:***

* **Change the theme** if you want to.
* Click on **+ Add Question**
* Type in **your Question**
* Select **Multiple Choice (only one answer)**
* Type in **Answer Choices**
* Click box – Require an Answer
* Click **Save & Add Next Question**
* **Repeat Above Steps**
* When finished adding questions, **click Save & Close**

***Part C:***

* **Preview Survey**
* If you are satisfied – click **Send Survey**
* If you need to, go back and edit a question
* Use Webcode or email.
* Or Website Embed Code (for Kid Blog, Website)