**Checklist of Steps for Creating a Survey Rating Scale 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 **Rating Scale**
* Type in **Main Question / Statement**
* **Type in Statements / Questions to be rated**
* Fill in Rating Scale – 4 or 5 options. (Example Strongly Agree, Agree etc.
* Click boxes – Require an Answer and Allow only one response
* 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)