

Name(s): _____

Survey Checklist

I have completed, and submitted, the Pre-Survey Reflection.	
I have created my survey online.	
I have included an opening page where participants must acknowledge that they have read the cover letter and agree to participate in my survey.	
I have included questions that ask for age and gender.	
Mr. Gilbert has verified that my survey has been shared with him.	
At least two of my classmates have gone through my survey and provided me with feedback.	
I have handed in the peer feedback sheets to Mr. Gilbert.	
I have reset the data collection spreadsheet. *IMPORTANT*	

Once you have completed the items above, you are ready to collect some data!

You need to inform Mr. Gilbert that you are ready to go.

He will post your survey on his website and give you a link that you can give to others.

In addition, you can email your survey to potential participants.

(Click **File** → **Send Form** → then enter email addresses)

***Be sure to **UNcheck** the "Include form in email" box.

You must have at least 25 participants.

No participant can complete the survey more than once!

Be sure to try and get a mix of age and gender (unless your survey is, for example, about male attitudes about...)