



This is a product of Project BRIDGE, Building Research Initiatives by Developing Group Effort, which was funded through a Patient-Centered Outcomes Research Institute (PCORI) Eugene Washington PCORI Engagement Award (17449-NSU).

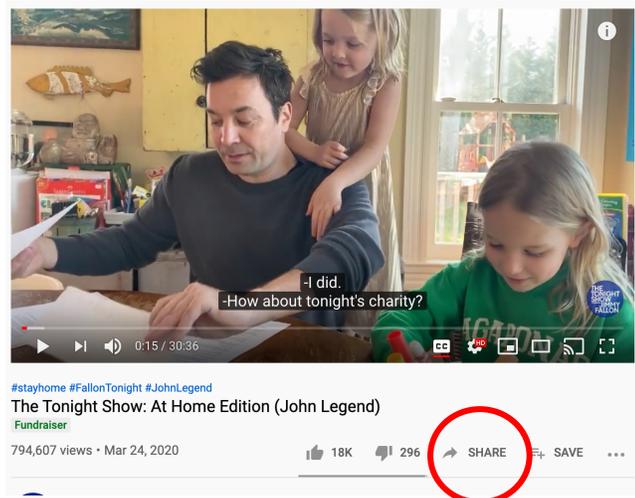
How to Make Surveys More Aphasia-Friendly

In this document, you will learn how to:

- Embed videos into Survey Monkey questions
- Add subtitles to YouTube videos
- Add answer options.

→ Embedding videos to Survey Monkey:

1. Go to YouTube and click on a video you want to embed. At the bottom of the video, you will find a share button. Click on it.



2. Click on the embed icon:

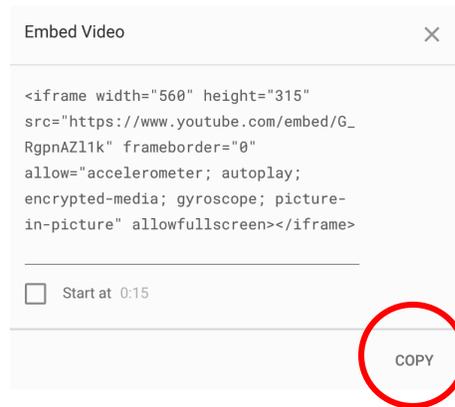


Embed

I allow adaptations of my work to be shared.
I do NOT allow commercial use of my work.

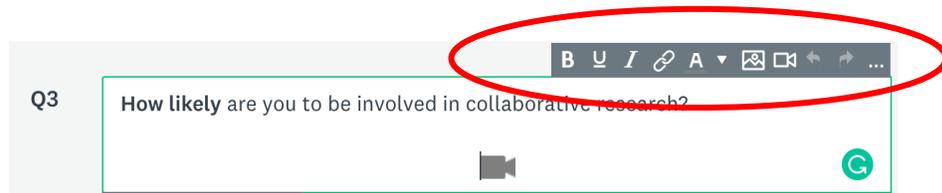


3. Copy the embed code:



4. Go to Survey Monkey and click on the question you would like to embed the video in.

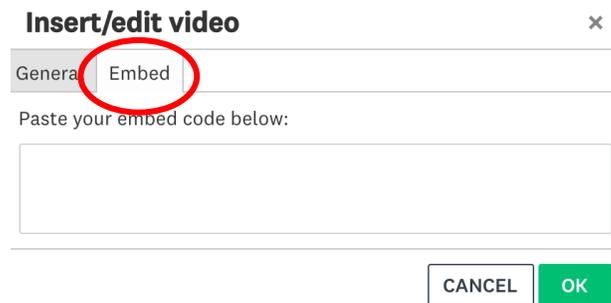
5. On the top of the question box, you will see a gray toolbar:



6. Click on the video camera icon:



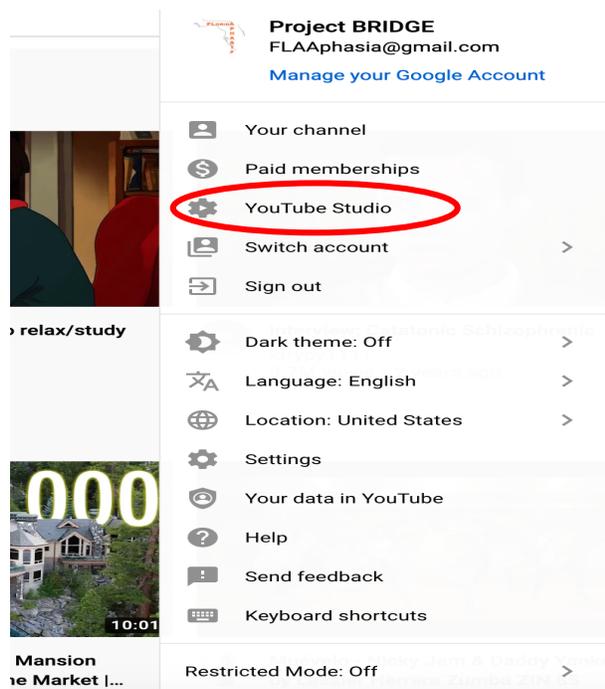
7. A screen will pop-up with two tabs. Click on the 'embed' tab.



8. Paste the embed code and click 'OK'.

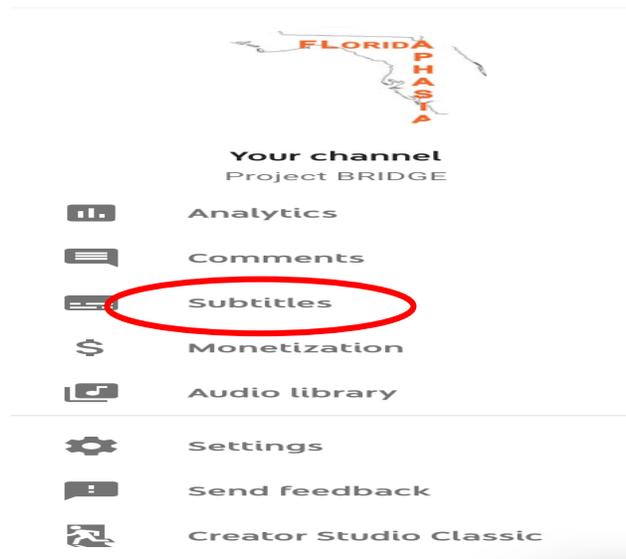
- **Adding Closed Captioning to videos:**

1. Go to Youtube.com
2. Sign-in by clicking on the upper right-hand corner.
3. Click on "YouTube Studio" in the drop-down bar:



4. On your channel dashboard, go to your left-hand side and you will find a toolbar.

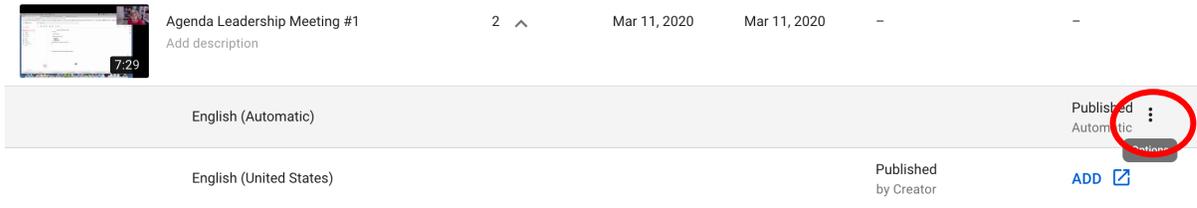
5. Scroll down on the toolbar until you find “**subtitles**”. Click on “**subtitles**”.



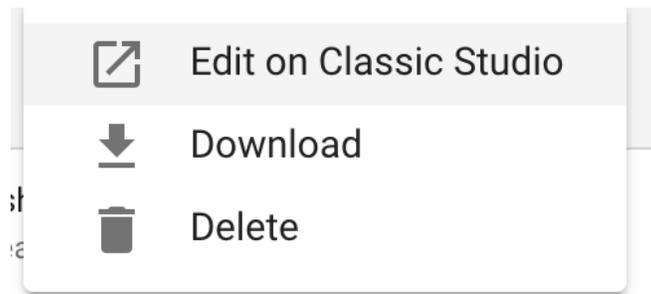
6. Under languages, click on the arrow pointing down:

Video	Languages	Upload date	Modified on	Title & description	Subtitles
					
	2 v	Mar 11, 2020	Mar 11, 2020	-	-

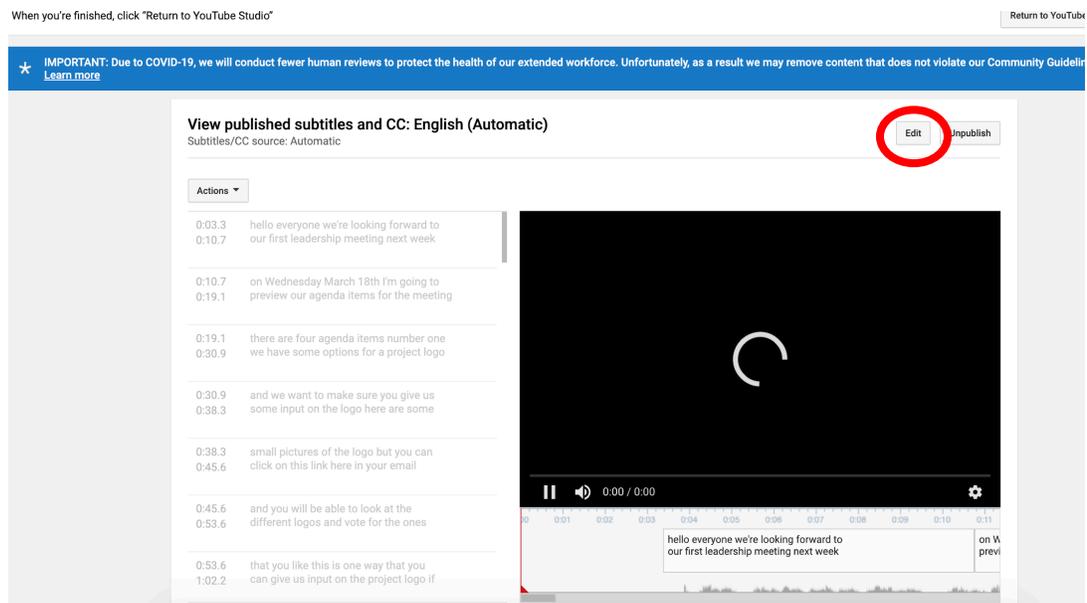
7. Next to published, click on “options”:



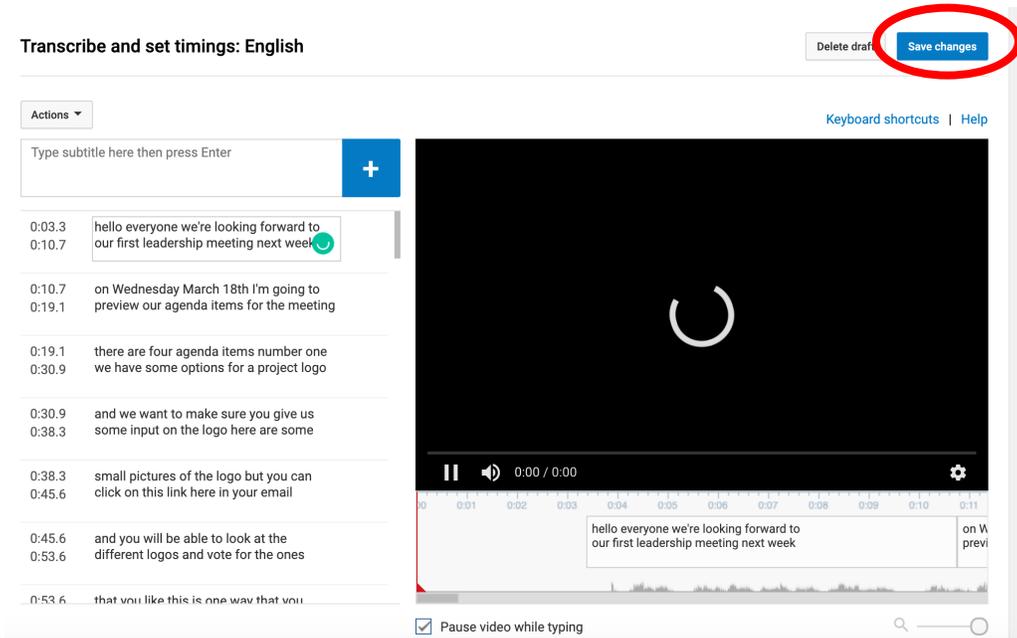
8. Click on “Edit on Classic Studio”:



9. Click on “Edit” found in the upper-right hand corner:

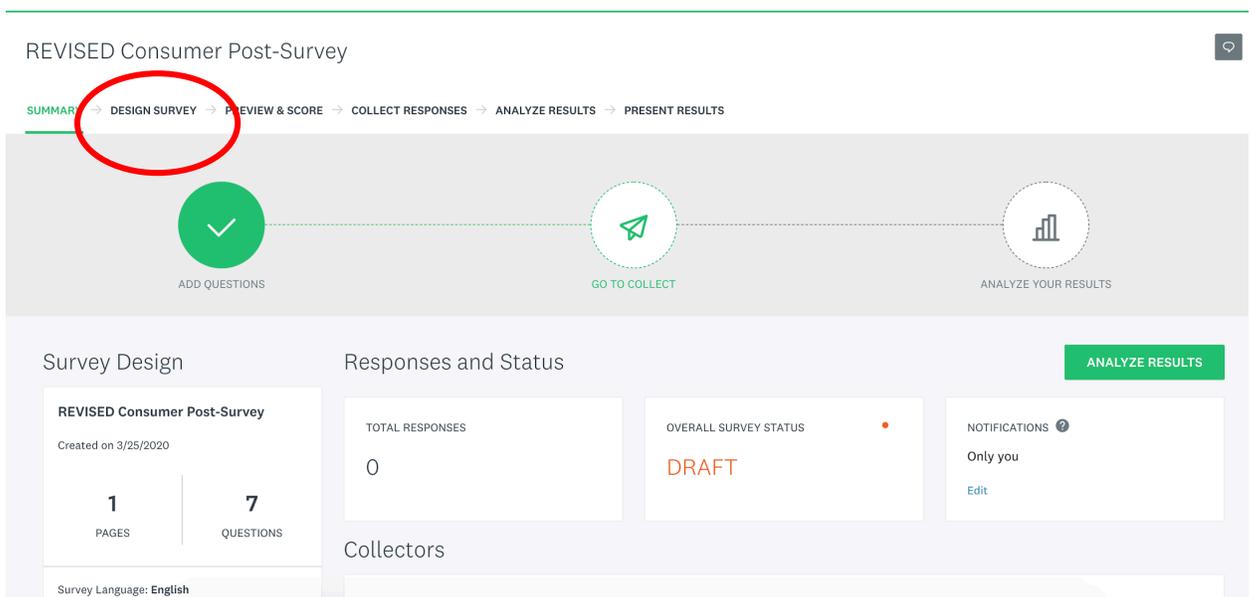


10. After editing the subtitles, click on **“Save Changes”** in the upper-right hand corner.



- **Adding Answer Options:**

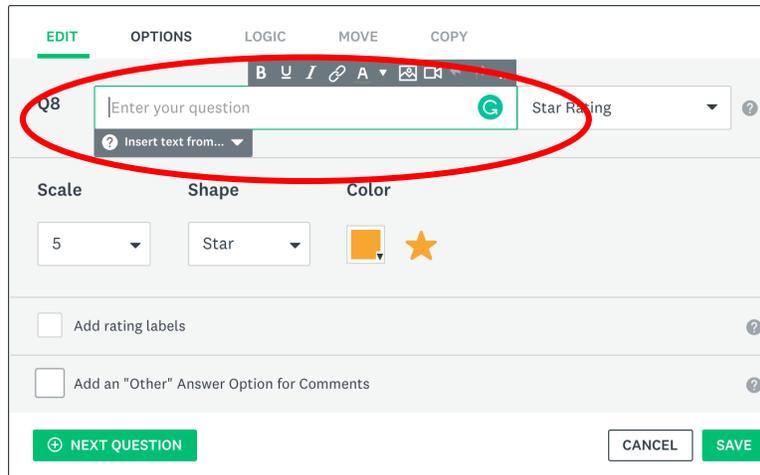
1. In Survey Monkey, click on the survey you want to edit.
2. Click on **“Design Survey”**:



3. Scroll down and click on:



4. On the empty box, write your question.



5. Next to your question, you will find a drop-down bar:



6. Click on “**star-rating**”:

 Multiple Choice	✓	 Dropdown
 Checkboxes		 Matrix / Rating Scale
 Star Rating		 Ranking
 File Upload		 Slider
 Single Textbox		 Multiple Textboxes
 Comment Box		 Contact Information
 Matrix of Dropdown Menus		 Date / Time
 Heatmap	LEARN MORE	

7. You can also write labels below your rating symbol.

8. Click “**SAVE**” when you finish.