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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:





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:





7. Next to published, click on "options":

7:29	Agenda Leadership Meeting #1 Add description	2 🔨	Mar 11, 2020	Mar 11, 2020	-	-
	English (Automatic)					Published Automatic
	English (United States)				Published by Creator	ADD

8. Click on "Edit on Classic Studio":



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

IMPORTANT: Due to COV Learn more	ID-19, we will c	onduct fewer human reviews to protect the health o	of our extended workforce. Unfortur	ately, as a result we may remove content that does not vio	late our Comm
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	Actions *				
	0:03.3 0:10.7	hello everyone we're looking forward to our first leadership meeting next week			
	0:10.7 0:19.1	on Wednesday March 18th I'm going to preview our agenda items for the meeting			
	0:19.1 0:30.9	there are four agenda items number one we have some options for a project logo		\bigcirc	
	0:30.9 0:38.3	and we want to make sure you give us some input on the logo here are some			
	0:38.3 0:45.6	small pictures of the logo but you can click on this link here in your email			
	0:45.6 0:53.6	and you will be able to look at the different logos and vote for the ones	0:00 / 0:00	0:04 0:05 0:08 0:07 0:08 0:09 0:10	0 0:11
	0:53.6	that you like this is one way that you		hello everyone we're looking forward to our first leadership meeting next week	on W previ



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

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30.9 38.3	and we want to make sure you give us some input on the logo here are some		
38.3 45.6	small pictures of the logo but you can click on this link here in your email	I ▲) 0:00 / 0:00 10 0:01 0:02 0:03 0:04 0:05 0:06 0:07 0:08 0:09 0:10	0:11
15.6 53.6	and you will be able to look at the different logos and vote for the ones	hello everyone we're looking forward to our first leadership meeting next week	on pre
53.6	that you like this is one way that you	1. Maria ata, akitu ku Maria manka maka Mata Maria Mata	

• Adding Answer Options:

- 1. In Survey Monkey, click on the survey you want to edit.
- 2. Click on "Design Survey":

REVISED Consu	mer Post-Surv	vey			Ø
SUMMARY $ ightarrow { m design surv}$	YEY $ ightarrow$ PLEVIEW & SCORI	E $ ightarrow$ Collect responses $ ightarrow$ Analyze results $ ightarrow$ PF	RESENT RESULTS		
	ADD QUESTIONS	So to c	DLLECT		ANALYZE YOUR RESULTS
Survey Design	I	Responses and Status			ANALYZE RESULTS
REVISED Consumer Created on 3/25/2020	Post-Survey	TOTAL RESPONSES	OVERALL SURVEY STATUS	•	NOTIFICATIONS @ Only you Edit
PAGES Survey Language: Englis	QUESTIONS	Collectors			

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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:

28	Enter your question	C Multiple Choice	•



6. Click on "star-rating":



- 7. You can also write labels below your rating symbol.
- 8. Click "SAVE" when you finish.

