Name: _____   Date: _____

Campaign Authoring Instructions

Go to the **Mobilize Home Page** found at https://tools.idsucla.org and click on **Campaign Manager**. Then, click on the **Create New Campaign** button on the top right hand side of the page. Finally, follow the steps below:

    a. **Campaign Editor:**

        i. **Campaign Name:** Give your campaign a name. A name related to the topic is recommended.
        ii. **Select your class/period.**
        iii. **Description:** Provide a one-sentence description of your campaign.
        iv. **Data Sharing:** Select Disabled in order to monitor for improper responses.
        v. **Campaign Status:** Select Stopped
        vi. **Data Sharing:** Select Disabled.
        vii. **Click the** **+Add Survey** **button.**

    b. **Survey Window:**

        i. **Title:** Give the survey a title (again, it may or may not be the same as the campaign name). Users see the title and the all the prompts that follow.
        ii. **ID:** Give the survey a name (it may or may not be the same as the campaign name). Users do not see the survey ID.
        iii. **Description:** Provide a short description of the survey for display.
        iv. **Submission Message:** Provide a brief message to be displayed after survey submission.
        v. **Click the** **+Add Prompt** **button and select the prompt type for your first survey question. Note:** You should only select from the following choices: Single choice, number, photo, and text. Multiple-choice does not mean select one choice; it means select many choices. It is not recommended that multiple-choice be used.

    c. **Prompt Information:**

        i. **Click the add prompt bar.**
        ii. **ID:** This will be your first variable. A short one-word name or short two-word name separated by an underscore is recommended.
        iii. **Prompt Label:** This is the variable name that will be displayed (it may be the same as the prompt ID without the underscore, if used).
        iv. **Question Text:** Type the survey question about which you want to collect data.
        v. **Additional Prompt Information:** Depending on the prompt type, you will be asked to enter additional information. For example, if your prompt is Text, you will be asked a minimum and a maximum value for the number of characters the participant can enter.
        vi. **Skippable:** Select the checkbox if you would like the prompt to be skipped. It is recommended that photo prompts be skippable, since some users will submit their responses via a browser.

    d. **Repeat step c for the remaining survey questions by clicking the** **+Add Prompt** **button.**

    e. **XML Code:** As you create the campaign, the code that creates it will be displayed. You may select the checkbox titled **Highlight XML** so that you can keep track of where the information you are adding is embedded in the code. You learned about XML syntax in Unit 3.

    f. **Click the** **Submit Campaign** **button on the top, right hand side of the page once all prompts have been added.** This action will send the campaign to the server, but users will see it only after you are running the campaign.