

Campaign Authoring Instructions

Follow the instructions below to create your campaign. If you would like a video tutorial to accompany the written instructions, it can be found here: <https://youtu.be/PzwMCHOghnl>

Go to the **IDS Home Page** found at <https://portal.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 Info:**
 - 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. **Campaign Status:** Select Running.
 - v. **Data Sharing:** Select Disabled in order to monitor for improper responses.
 - vi. **Editable Responses:** 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 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 (optional – may be the same as the **Description in Campaign Info**).
 - iv. **Submission Message:** Provide a brief message to be displayed after survey submission. *Note: it is helpful to include a reminder to click the green button to submit the survey.*
 - v. **Click the **+Add Prompt** button and select the prompt type for your first survey question.**
- c. **Prompt Information:**
 - i. **ID:** This will be your first variable. A short one-word name or short two-word name separated by an underscore is recommended.
 - ii. **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).
 - iii. **Question Text:** Type the survey question about which you want to collect data.
 - iv. **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.
 - v. **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. Users will now be able to submit surveys.