

Alchemer Basic Training is a live, five-hour, virtual training session that is custom-fit to your needs.

ALCHEMER BASIC TRAINING SAMPLE AGENDA

While the course is customizable, we do recommend the following agenda to ensure foundational concepts are covered.

HOURL ONE

Platform Tour and Feature Synopsis

- Help Documentation
- Alchemer University
- Customer Support
- Build and Share a Basic Survey
- Introduction to Logic
- Introduction to Results
- Build a Send Email Action

HOURL TWO

Build, Style, Testing, Tools, and Logic

Learn to customize the look and feel of your surveys, best practices for testing to feel confident before you launch, more logic options, and some of our most popular features under the Tools tab.

- Customize Text and Colors
- Testing Options Under the Test Tab
- Skip/Disqualify Logic
- Answer Option Logic
- Translations
- Quotas

HOURL THREE

Distribution

Learn to share your survey with respondents.

- Primary Link
- Send Your Survey via the Alchemer Email Campaign Tool
- Using Multiple Survey Share Links to Track and Segment Responses
- Other Methods: Survey Audience, QR Code, Embed on Website, and SMS

Data Preparation

Learn how to prepare data for your final reports.

- Customize Reporting Values
- Customize Question Aliases
- Analyze Open Text Answers

Results

Learn about the capabilities of Individual Responses, Standard Reports, and Exports.

- Customize Your Reports and Exports
- Filter and Compare Data Within Your Reports
- How to Share Your Reports and Exports
- Customize Individual Response Grid

HOURL FOUR

Intermediate & Advanced Question Types and Enhancing Survey Questions

Learn about popular intermediate and advanced question types. Learn the ways to customize the look and functionality of your survey questions.

- Intermediate and Advanced Questions
- Autocomplete Text Fields
- Answer Option Special Settings
- Resizing Open Text Fields
- Randomization
- Default Answers

Libraries

Learn how to save questions and pages to be reused in later surveys. Learn now to create and reuse template surveys, styled themes, and styled reports.

- Create Question Library Elements
- Add Question Library Elements to Your Survey
- Understand How Global Question Library Elements are Linked
- View and Report on Data Collected from Linked Global Question Library Elements
- Create a Custom Survey Template

HOURL FIVE

Actions

Learn some of our most popular actions.

- Send Email Action
- URL Redirect Action
- Quiz Score Action
- Hidden Value Action

Piping and Repeating

Learn how piping and repeating works.

- Merge Codes
- Simple Piping
- Pipe Into Rows and Columns
- Repeat Questions and Pages Dynamically

Using URL Variables in Your Survey

Learn what URL variables are and the benefits of using them in your surveys.

- Pre-populate a Textbox Question
- Capture URL Variables in a Hidden Value Action
- Show URL Variables in Reports and Exports
- Use URL Variables to Drive Logic

Learn the fundamentals to ramp up fast. Schedule your Basic Training class today. Call your customer success manager or 800.609.6480.

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