

Grouping (Closed Card Sort) Question Type

The Grouping (Card Sort) question type is interactive and allows respondents to categorize options by clicking and dragging **Items** into **Groups**. In the Closed version of this question, the items and groups are determined by you as the survey builder.

Alchemer offers three versions of the Grouping (Card Sort) question:

1. Grouping (Closed Card Sort) -

Respondents categorize items that you have specified into groups (categories that you have created) in this version of the question. This tutorial covers this version of the question.

2. [Grouping \(Open Card Sort\)](#) - Respondents create their own groups in order to categorize items you provide.

3. [Quick Sort](#) - Respondents categorize items that you have specified into predetermined groups. After being placed into a group, items are no longer available to be rearranged.

When to use it

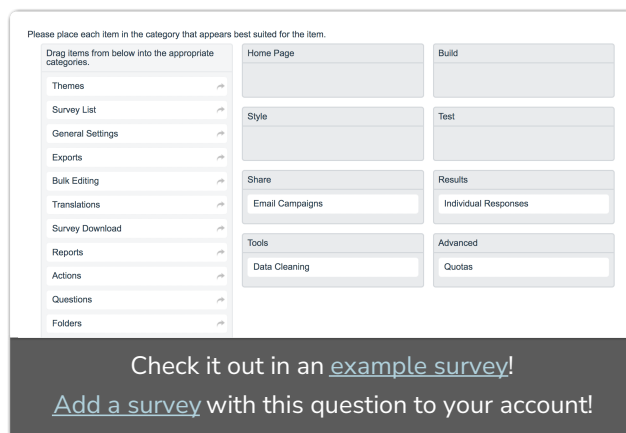
Use the Closed Grouping (Card Sort) question when asking your respondents to place options into categories of your choosing.

Compatibility

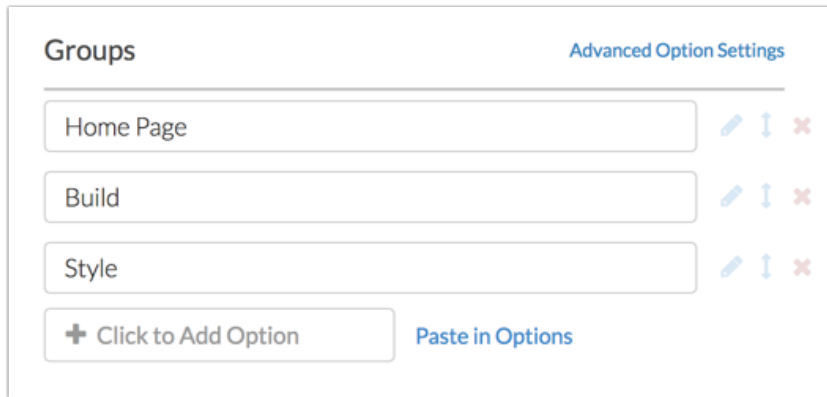
- This question is not compatible with Internet Explorer 8 and below. Use the [Ranking Grid](#) question as an alternate accessible version.
- This question is not screen reader accessible. Use the [Ranking Grid](#) question as an alternate accessible version.

Setup

1. Click the **Question** link on the page where you would like to add the Grouping (Closed Card Sort) question.
2. Select **Grouping (Closed Card Sort)** from the **Question Type** dropdown and enter your overall question text.
3. Enter your **Group** names, these are the categories into which respondents will be placing your items. There will be 2 default group fields. You can delete these or customize them to get



started.



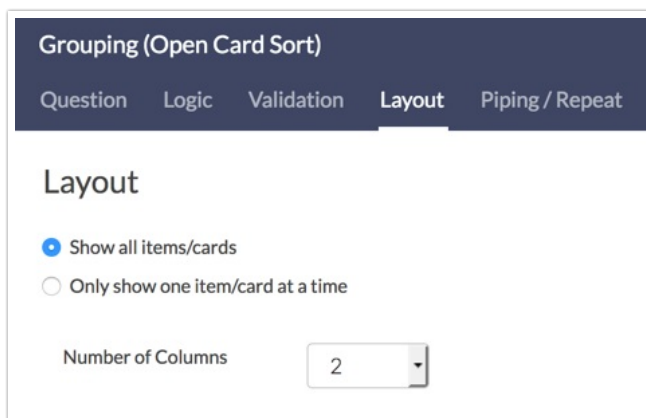
4. Next, enter your **Item** names. These are the options that your respondents will be dragging/placing into the groups that you created in the previous step. There will be 2 default item fields. You can delete these or customize them to get started.

Items can be text or images. Images can be added via the add image icon highlighted below.



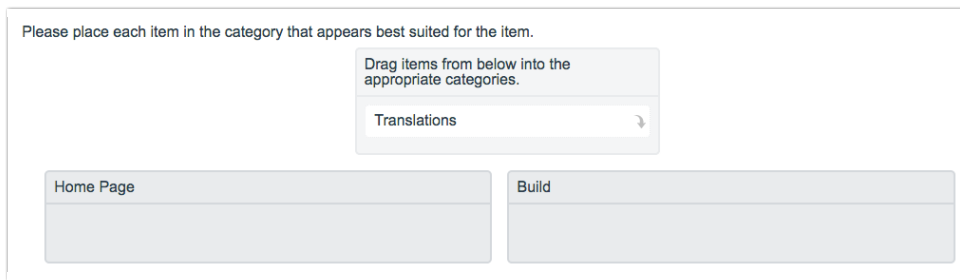
Layout Options

On the **Layout** tab, you can adjust how your **Items** are initially presented to your survey respondents.



By default, all available **Items** are displayed to the survey respondent. If you prefer to show only one item to your respondents at a time, select **Only show one item/card at a time**. This will result in

the following configuration:



Number of Columns

Depending on the number of groups that you have created, you may choose to adjust how many groups are displayed per row. Adjust the **Number of Columns** option to select the number that best suits your display needs.

Customize Question Instructions

Alchemer provides the following default instructions for the Grouping (Closed Card Sort) question: "Drag items from the list below into the appropriate categories."

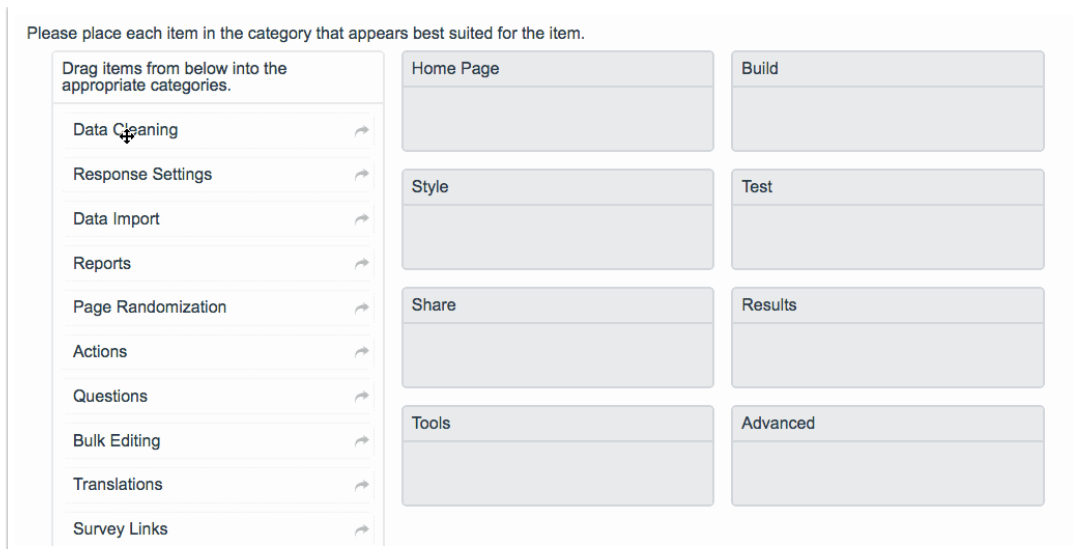
1. If you prefer to provide your own custom instructions, the default text can be edited. Go to **Tools > Text & Translations**. Select the language where you want to make this text change and select the **Messages** section.
2. Locate the item labeled **Card Sort Instructions** and edit the item to provide your own custom instructions. You can also update the text seen by respondents when there are no more available items to categorize. **Empty** is the default text provided by Alchemer.

Learn more about updating standard survey messaging [here](#).

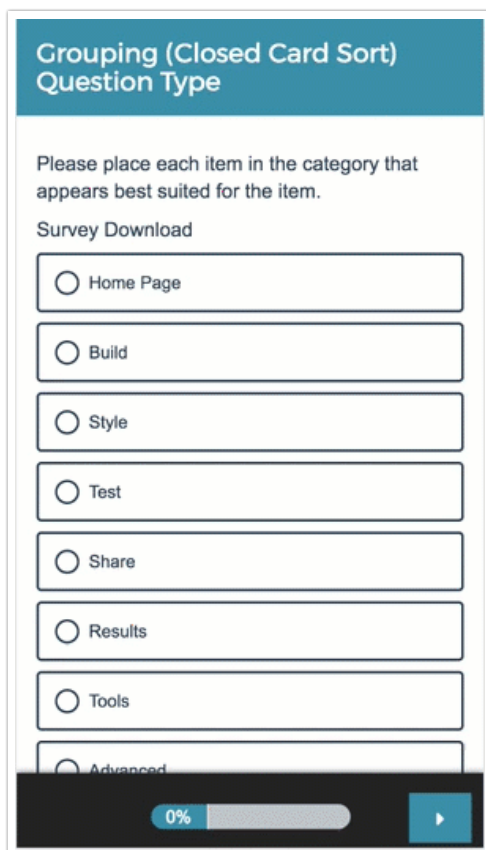
Messages			
Survey Closed Message	This survey is not accepting additional responses at this time. Thank You!	This survey is not accepting additional responses at this time. Thank You!	Edit
Dropdown Menu Intro	-- Please Select --	-- Please Select --	Edit
Drag & Drop Intro	Drag items from the left-hand list into the right-hand list to order them.	Drag items from the left-hand list into the right-hand list to order them.	Edit
Card Sort Instructions	Drag items from below into the appropriate categories.	Drag items from below into the appropriate categories.	Edit
Open Card Sort Instructions (Mobile)	Select a group from below for this item.	Select a group from below for this item.	Edit
Open Card Sort Button (Mobile)	Add a New Group	Add a New Group	Edit
Empty State	Empty	Empty	Edit
Delete category message	Click here to delete	Click here to delete	Edit
Add category message	Drop an item here to create a new category	Drop an item here to create a new category	Edit
Placeholder text for open card sort category	Type a name for group	Type a name for group	Edit

Survey Taking

The Closed Card Sort question displays like so on a desktop or laptop:



The display of the Closed Card Sort question is quite different on mobile as mobile screens are much smaller and dragging and dropping is more difficult. As you can see each item is displayed one at a time and the groups that you can "sort" into are displayed as answer options.



Reporting

Grouping (Closed Card Sort) questions report as a Grid with a count and frequency for each Item and Group combination.

	Home Page	Build	Style	Test	Share	Results	Tools	Advanced
Questions	2 20.0%	2 20.0%	0 0.0%	0 0.0%	2 20.0%	2 20.0%	2 20.0%	0 0.0%
Actions	1 10.0%	2 20.0%	1 10.0%	0 0.0%	1 10.0%	0 0.0%	3 30.0%	2 20.0%
Themes	0 0.0%	1 10.0%	3 30.0%	2 20.0%	0 0.0%	1 10.0%	1 10.0%	2 20.0%
Individual Responses	1 11.1%	1 11.1%	0 0.0%	1 11.1%	1 11.1%	3 33.3%	2 22.2%	0 0.0%

- ⊕ See additional compatible chart types
- ⊕ See what other report types are compatible
- ⊕ Learn how to report on Card Sort Rows/Items separately

Exporting

The [CSV/Excel](#) export will display a column for each item, displaying the reporting value of the group into which the respondent placed the item.

V	W	X	Y	Z
Questions:Please p	Actions:Please plac	Themes:Please pl	Individual Respons	Reports:Plea
Build	Build	Style	Results	Results
Build	Build	Style	Results	Results
Results	Advanced	Tools	Tools	
Home Page	Share	Results	Share	Style
Share	Advanced	Style	Results	Build
Share	Tools	Test	Tools	Advanced
Results	Tools	Advanced	Build	Share

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