Surveys

Surveys are an excellent way to solicit feedback from participants regarding any aspect of a course. You can gather anonymous or non-anonymous opinions and information from users. Unlike Quizzes, survey questions do not have to have right or wrong answers.

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Set up a Survey

1. On the navbar, click **Surveys** from the **Assessments** drop down menu.

2. On the **Manage Surveys** page, click **New Survey**.

3. Enter a **Name** and define additional/optional settings for your survey: Survey Category, Feedback, and Anonymous.
4. To add questions to the survey, click **Add/Edit Questions**.

5. Click **New** and select the question type or information item you want to create. Or click **Import** to use questions from your question library. **Note: For specific information on question types and settings see the Question Library QuickGuide.**

6. When you are done adding questions, click **Done Editing Questions**.

7. Click **Save**.
Set Survey Dates and Restrictions

You can specify a date range that your survey becomes available to users. You can also add Surveys associated with a date to your course calendar.

1. On the navbar, click **Surveys** from the **Assessments** drop down menu.

2. On the **Manage Surveys** page, click on the title of the appropriate survey.

3. Click the **Restrictions** tab.

4. In the **Dates and Restrictions** area, select Active from the drop down menu. Click **Has Start Date** and/or **Has End Date**, and specify when users can see the survey. To display the survey in the Calendar select **Display in Calendar**.
5. In the **User Responses** area, click the **Attempts Allowed** drop-down menu to restrict how many attempts are allowed.

**Allow Anonymous Participation**

If a survey is anonymous, the responses to survey questions are available for all users, but the system does not report who made which response.

1. On the navbar, click **Surveys** from the **Assessments** drop down menu.

2. On the **Manage Surveys** page, click on the title of the appropriate survey.

3. In the **Properties** tab, select the **make results anonymous** check box.
View Survey Progress and Results

Based on how you have set up the survey, you might see a list of all users or just the overall survey results with anonymous responses.

1. On the navbar, click **Surveys** from the **Assessments** drop down menu.

2. On the **Manage Surveys** page, from the appropriate survey's drop down menu, click **Statistics**.

3. To view a specific user's results, click on an individual attempt. This will show the responses made by the individual user.
4. To view the total responses per question within a survey, click **View Overall Results** at the bottom of the Results page.

![View Overall Results](image-url)

**Question 1**

What was your favorite course project?

- Group Project 1: 1 (33.33 %)
- Art Project: 1 (33.33 %)
- Power Point Presentation 1: 0 (0 %)
- Creating a Self-Portrait: 1 (33.33 %)