



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.

Contents

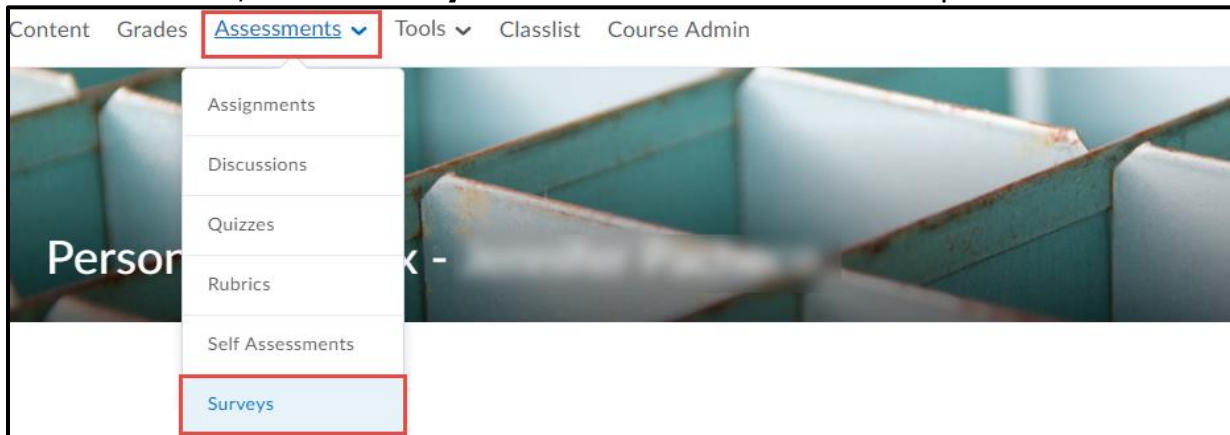
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Video Tutorial

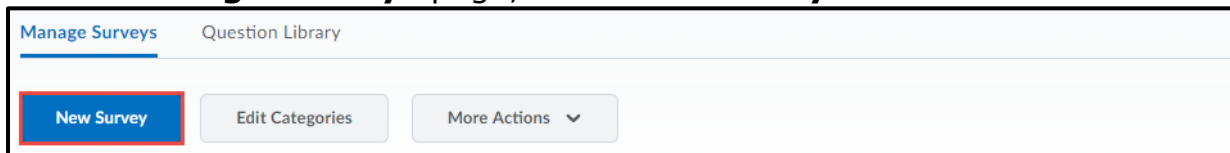
[Create a Survey](#)

Set up a Survey

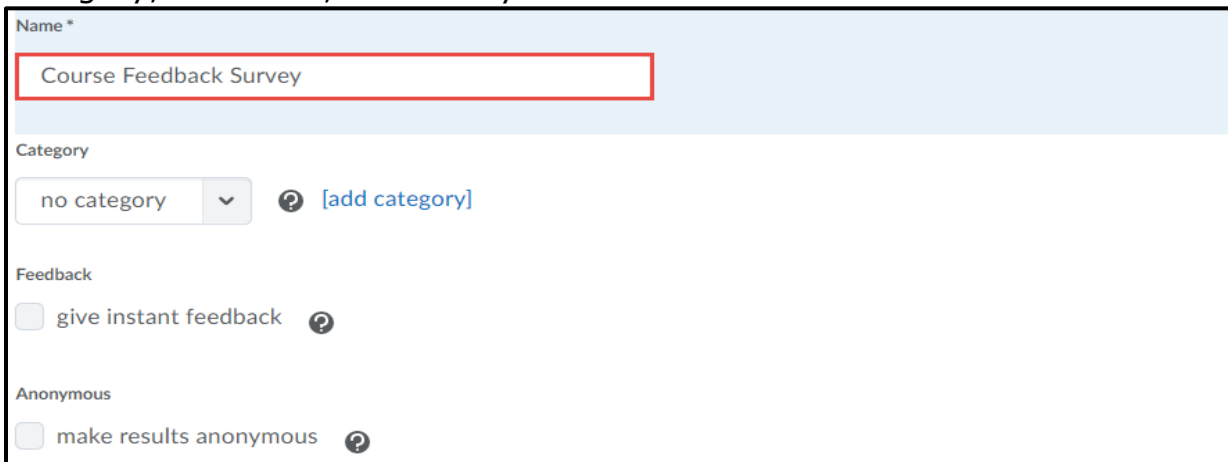
1. On the navbar, click **Surveys** from the **Assessments** drop down menu.



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.

A screenshot of the survey creation form. The form has several sections: 'Name *', 'Category', 'Feedback', and 'Anonymous'. The 'Name *' section has a text input field containing 'Course Feedback Survey', which is highlighted with a red box. The 'Category' section has a dropdown menu set to 'no category' and a link '[add category]'. The 'Feedback' section has a checkbox labeled 'give instant feedback'. The 'Anonymous' section has a checkbox labeled 'make results anonymous'.

4. To add questions to the survey, click **Add/Edit Questions**.

This survey is currently empty.

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.**

New ▾

Import ▾

Section

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

Written Response Question (WR)

Short Answer Question (SA)

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

New ▾

Import ▾

Done Editing Questions

📁 Move 🗑️ Delete ↕️ Order 🔗 Edit Values

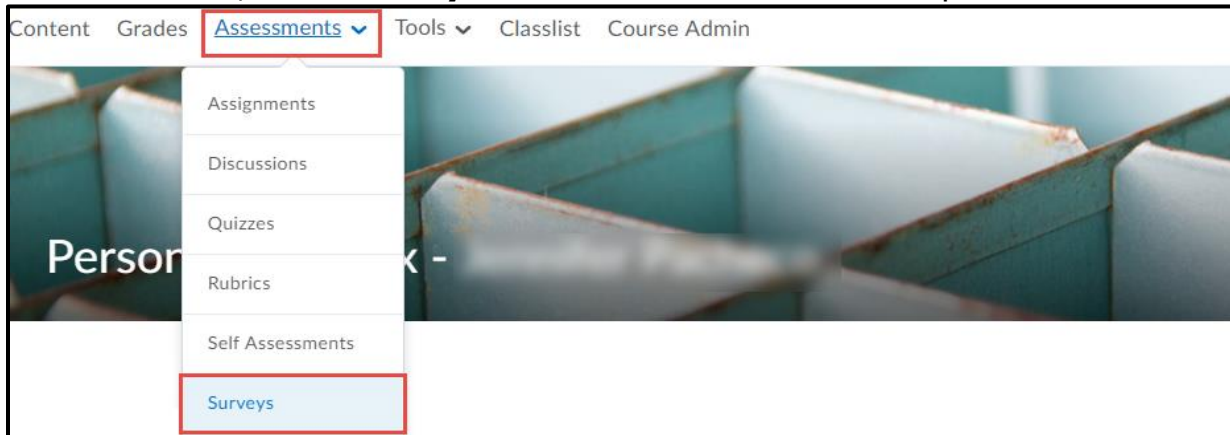
	Name (click question name to edit)	Type	Mandatory	Last Modified
<input type="checkbox"/>	🔗 What was your favorite course project? ▾	M-S		Feb 7, 2018 11:45 AM
Total: 1 Question				

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.

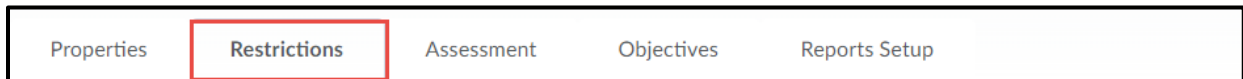
1. On the navbar, click **Surveys** from the **Assessments** drop down menu.



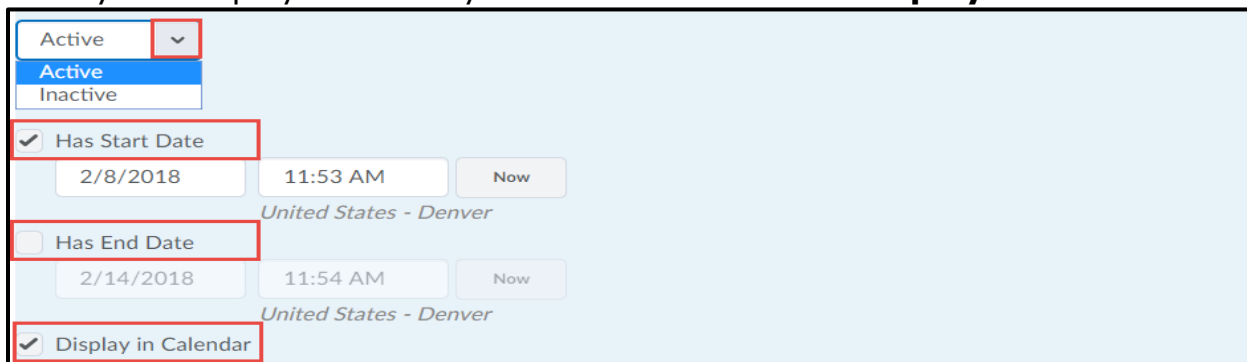
2. On the **Manage Surveys** page, click on the title of the appropriate survey.



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.



User Responses

Attempts Allowed

Unlimited

Unlimited

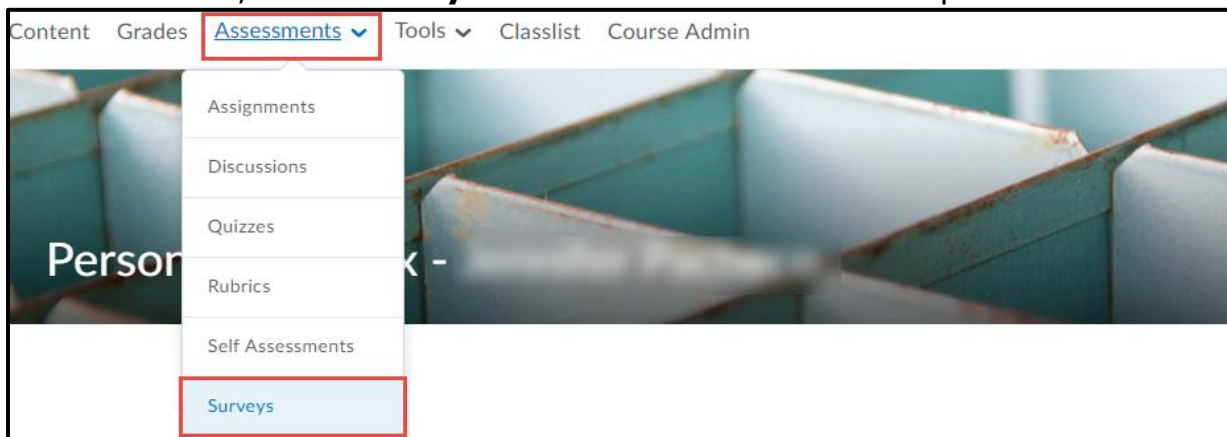
Single attempt that is editable

Limited

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.

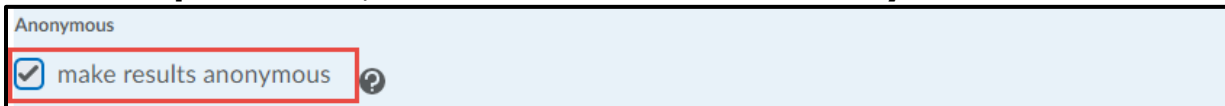


Current Surveys

Course Feedback Survey (inactive)

Always Available

3. In the **Properties** tab, select the **make results anonymous** check box.



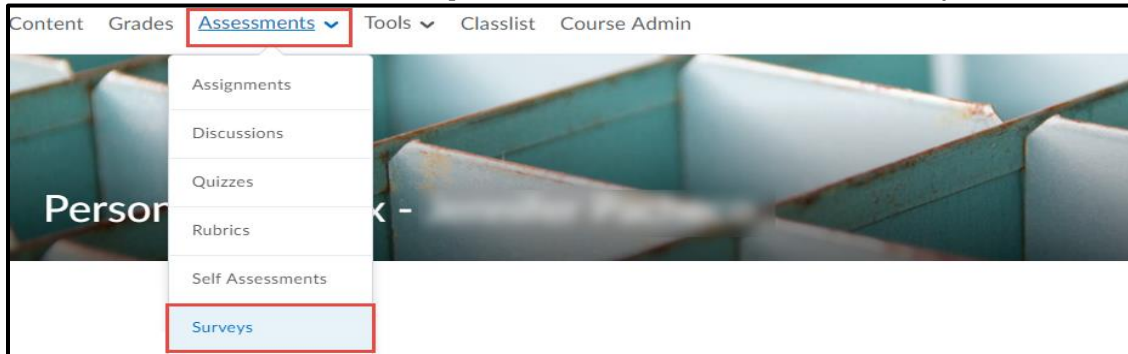
Anonymous

make results anonymous

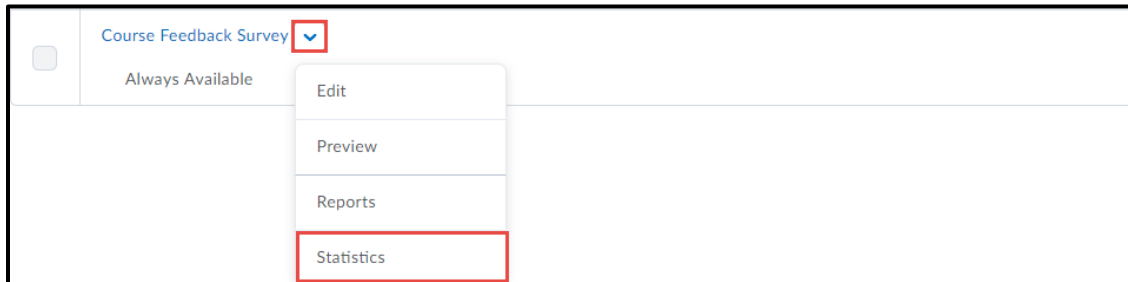
View Survey Progress and Results

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.

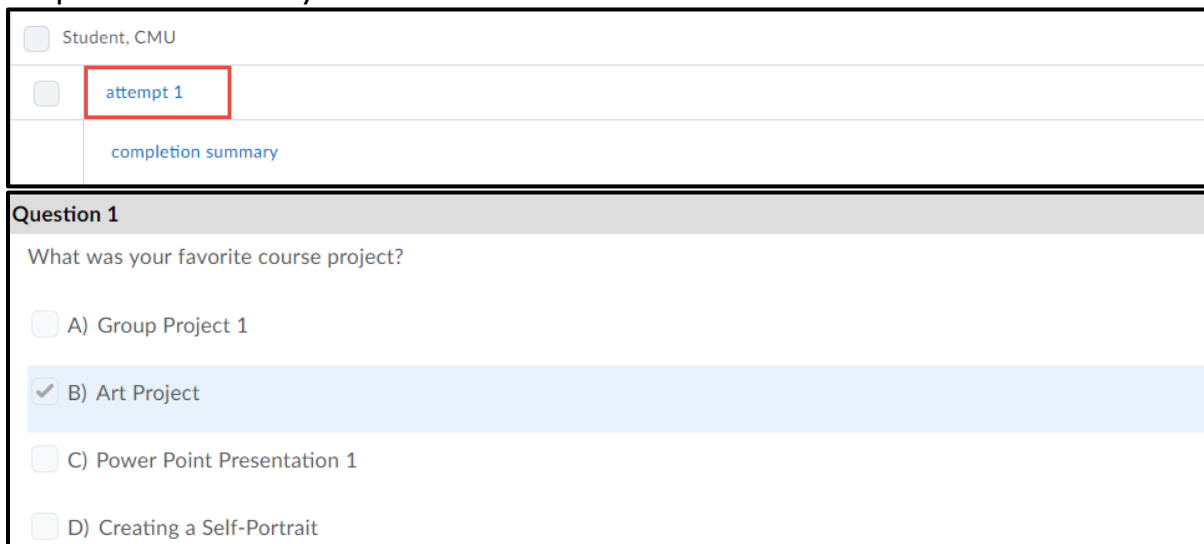
1. On the navbar, click **Surveys** from the **Assessments** drop down menu.



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.

