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

Surveys ........................................................................................................................................ 1
Tutorial Video ............................................................................................................................. 1
Set up a Survey ......................................................................................................................... 1
Set Survey Dates and Restrictions ........................................................................................ 4
Allow Anonymous Participation ............................................................................................. 6
View Survey Progress and Results .......................................................................................... 6

Tutorial Video

- 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**.

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, refer to the *Question Library guide*.

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

7. Click **Save and Close**.
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 **Availability** area, 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. If you wish, add additional **Release Conditions**.
   Note: Refer to the [Release Conditions](#) guide.

6. In the **User Responses** area, click the **Attempts Allowed** drop-down menu to restrict how many attempts are allowed.

7. If you wish, add **Special Access**.
   Note: Refer to the Special Access section of the [Quizzes](#) guide.
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.