

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

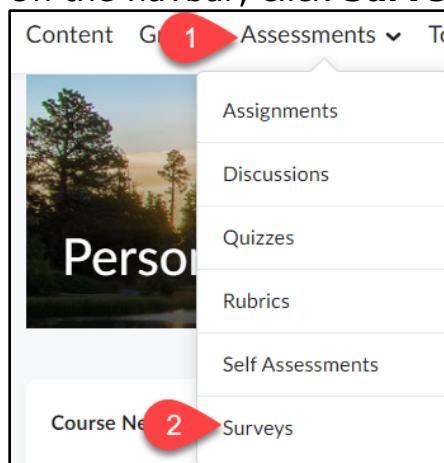
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Tutorial Video

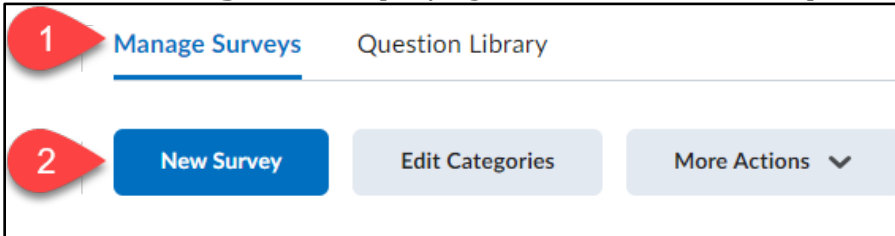
- [Create a Survey](#)

Set up a Survey

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



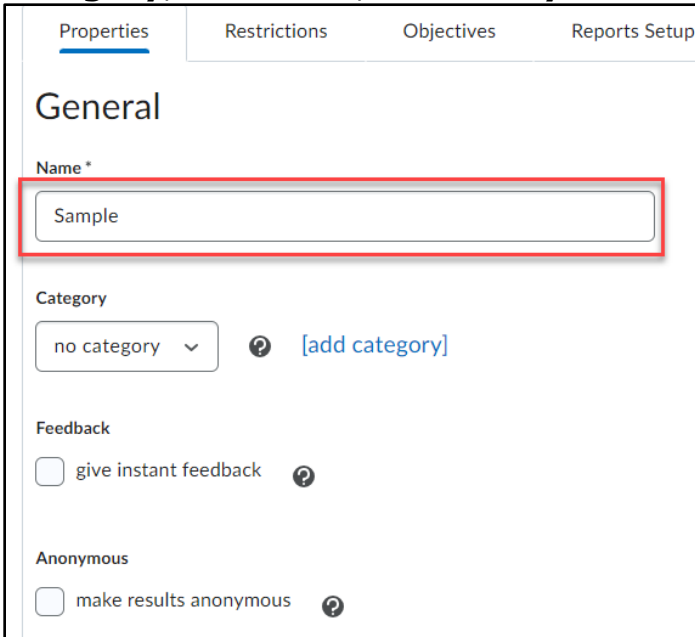
2. On the **Manage Surveys** page, click **New Survey**.



1 Manage Surveys Question Library

2 New Survey Edit Categories More Actions ▼

3. Enter a **Name** and define additional/optional settings for your survey: **Survey Category**, **Feedback**, and **Anonymous**.



Properties Restrictions Objectives Reports Setup

General

Name *

Sample

Category

no category ▼ ? [add category]

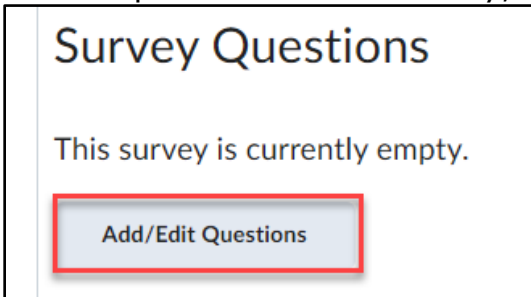
Feedback

☐ give instant feedback ?

Anonymous

☐ make results anonymous ?

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



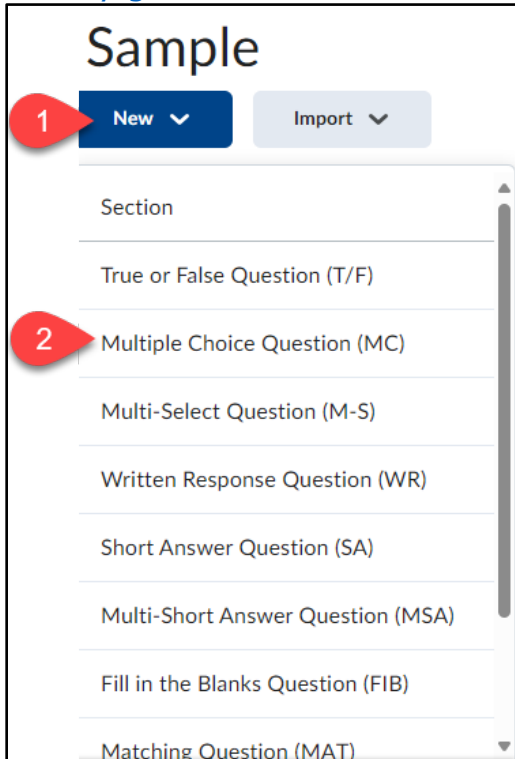
Survey Questions

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, refer to the [Question Library guide](#).



Sample

1 New Import

Section

True or False Question (T/F)

2 Multiple Choice Question (MC)

Multi-Select Question (M-S)

Written Response Question (WR)


Short Answer Question (SA)

Multi-Short Answer Question (MSA)

Fill in the Blanks Question (FIB)

Matching Question (MAT)

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



Sample Settings Help

New Import

Done Editing Questions

Move Delete Order Edit Values

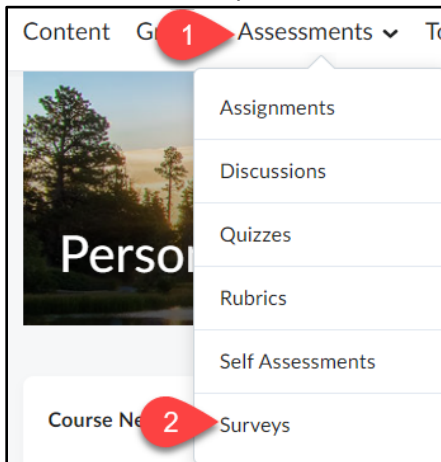
<input type="checkbox"/>	Name	Type	Mandatory	Last Modified
<input type="checkbox"/>	The moon is made of cheese. ▾	T/F		Jun 17, 2019 1:49 PM

7. Click **Save and Close**.

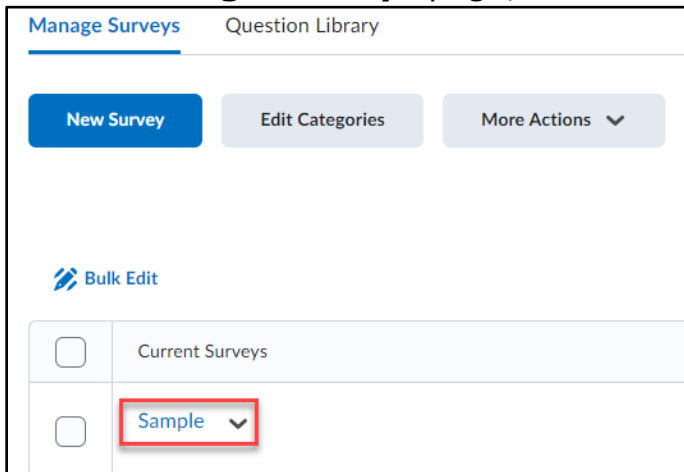
Set Survey Dates and Restrictions

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.

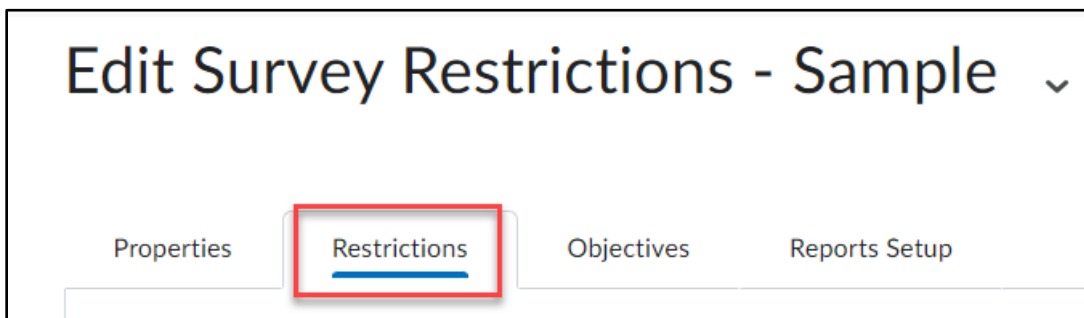
1. On the navbar, click **Surveys** from the **Assessments** drop down menu.



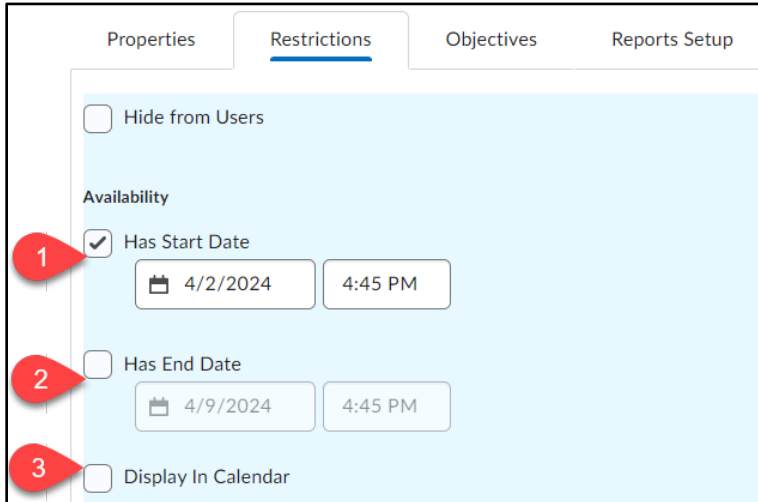
2. On the **Manage Surveys** page, click on the title of the appropriate survey.



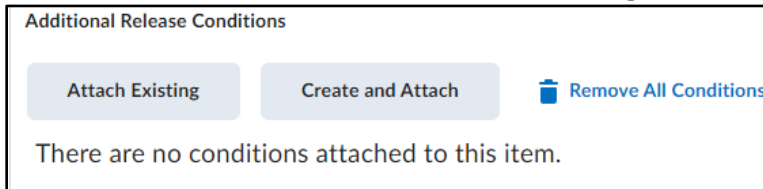
3. Click the **Restrictions** tab.



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**.



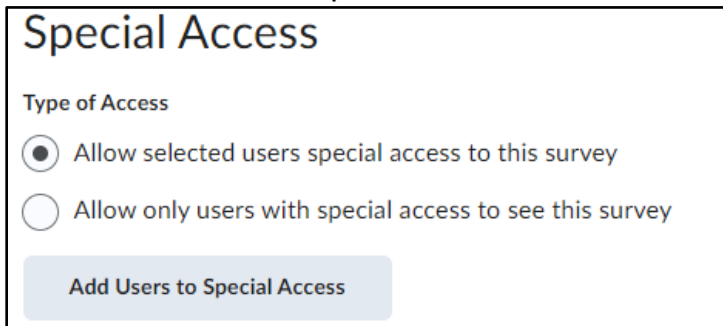
5. If you wish, add additional **Release Conditions**.
Note: Refer to the [Release Conditions](#) guide.



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



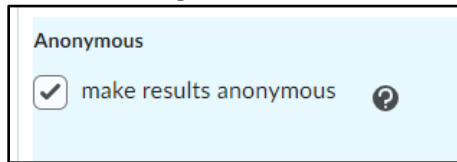
7. If you wish, add **Special Access**.
Note: Refer to the Special Access section of the [Quizzes](#) guide.



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.

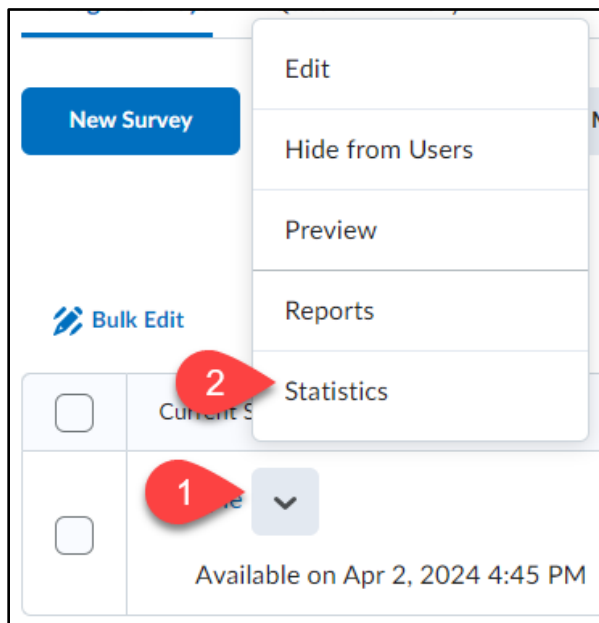
1. On the navbar, click **Surveys** from the **Assessments** drop down menu.
2. On the **Manage Surveys** page, click on the title of the appropriate survey.
3. In the **Properties** tab, select the **make results anonymous** check box.



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.

<input type="checkbox"/>	Last Name ▲ , First Name, Id	Completed
<input type="checkbox"/>		
<input type="checkbox"/>	attempt 1	Apr 3, 2024 11:43 AM
	completion summary	

Question 1
 The moon is made of cheese.
☐ True
☒ False

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

Results

☐ Has Start Date

☐ Has End Date

Search

Completion Summary

1 attempts have been completed

Question 1
 The moon is made of cheese.

True	<div></div>	0	(0 %)
False	<div></div>	1	(100 %)