

## Zoom Post Meeting Surveys

Post meeting surveys may be used for feedback or even quick assessments at the end of scheduled meetings. Participants are prompted to complete the survey once they leave the meeting or the meeting is ended by the host. Multiple question types are available, and responses may be anonymous or not, required or not. Hosts may download and view a report of the results after the meeting.

For more details, check out Zoom's guide for [Post-meeting survey and reporting](#).

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## Adjust Settings to Enable Meeting Surveys

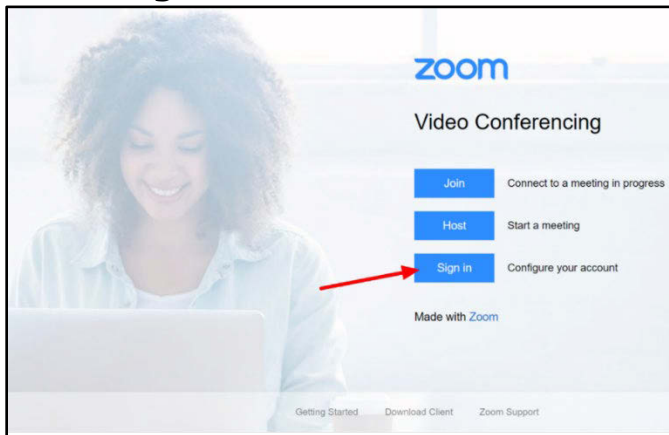
1. Go to **CMU's website**: <https://www.coloradomesa.edu/>
2. Log in to **MAVZone**.



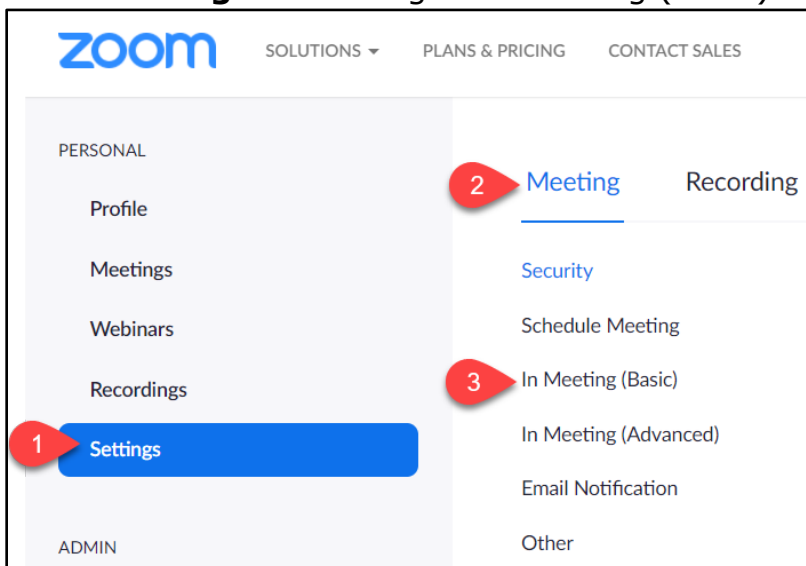
3. In **Applications**, click on **Zoom**.



4. On the **Zoom Video Conferencing** screen (<https://coloradomesa.zoom.us/>), click on the **Sign in** button.



5. Go to **Settings** > Meeting > In Meeting (Basic).



6. Scroll down to **Meeting Survey** and toggle the option on.

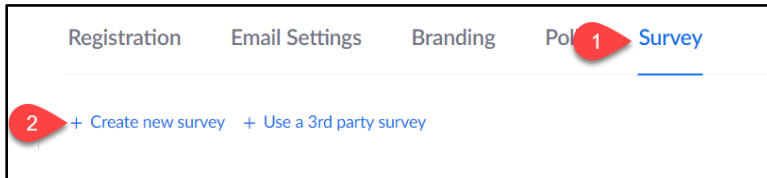


A screenshot of a settings panel. On the left, there are links for 'Security', 'Schedule Meeting', and 'In Meeting (Basic)'. On the right, there is a section for 'Meeting Survey' with a checkbox labeled 'Allow host to present survey to participants once a meeting has ended' which is checked. To the right of this checkbox is a toggle switch that is currently turned on (blue), with a red arrow pointing to it.

## Add a Survey to a Scheduled Meeting

Post meeting surveys may only be added to **scheduled** meetings. Be sure to use the **automatic meeting ID (NOT your personal meeting ID)**.

1. Go to a scheduled meeting (Meetings > Upcoming > select your applicable meeting).
2. Scroll to the bottom of the scheduled meeting details and click the **Survey** option.
3. Select **Create new survey**.

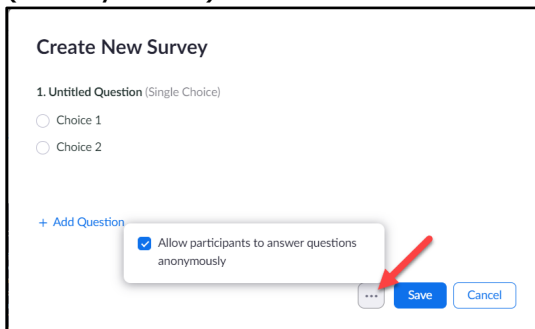


A screenshot of a meeting details page with tabs for 'Registration', 'Email Settings', 'Branding', 'Polls', and 'Survey'. The 'Survey' tab is selected and highlighted with a red circle and the number '1'. Below the tabs, there are two options: '+ Create new survey' (highlighted with a red circle and the number '2') and '+ Use a 3rd party survey'.

4. In the **Create New Survey** dialog, use the dropdown menu to select the type of question(s) you wish to use: **Single Choice**, **Multiple Choice**, **Rating Scale**, or **Long Answer**. Click **Add Question** to add additional questions. (You can use a combination as you add additional questions.)

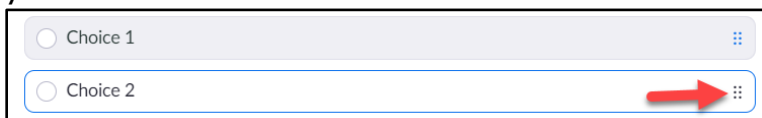
### Notes:

- In each question type, you have the option for participants to answer anonymously or not. Click on the **3-dot** icon to adjust the default setting (anonymous).



A screenshot of the 'Create New Survey' dialog. It shows a question type of '1. Untitled Question (Single Choice)' with two radio button choices: 'Choice 1' and 'Choice 2'. Below the choices is a '+ Add Question' link. A dropdown menu is open, showing the option 'Allow participants to answer questions anonymously' which is checked. A red arrow points to the 3-dot menu icon that opened this dropdown. At the bottom are 'Save' and 'Cancel' buttons.

- If you wish to reorder your questions (or your answer choices), click on the **6 dots** at the top of the question box to drag and drop the question/choice to the order you wish.



A screenshot showing two choice items: 'Choice 1' and 'Choice 2'. Each item has a 6-dot icon to its right. A red arrow points to the 6-dot icon for 'Choice 2', indicating that clicking it allows for reordering.

## Single Choice

For single choice, add your question, answer choices, whether the question is required, and if you want to answers to be displayed as a dropdown.

### Create New Survey

Single Choice

☐ Choice 1

☐ Choice 2

+ Add choice

☐ Required ☐ Show as dropdown

+ Add Question

...

Save

Cancel

## Multiple Choice

For multiple choice, add your question, answer choices, and whether the question is required.

### Create New Survey

Multiple Choi...

☐ Choice 1

☐ Choice 2

+ Add choice

☐ Required

+ Add Question

...

Save

Cancel

## Rating Scale

For rating scale, add your question, score from (default 0-10), low score and high score labels, and whether the question is required.

### Create New Survey

Rating Scale

Score from  To

Low score label

High score label

☐ Required

+ Add Question

...

Save

Cancel

## Long Answer

For long answer, add your question, minimum characters (default 1), maximum characters (default 200), and whether the question is required.

### Create New Survey

Long Answer

Min Character

Max Character

☐ Required

+ Add Question

...

Save

Cancel

Once you've saved your survey you may **Preview**, **Edit**, or **Delete** your survey



Polls Survey

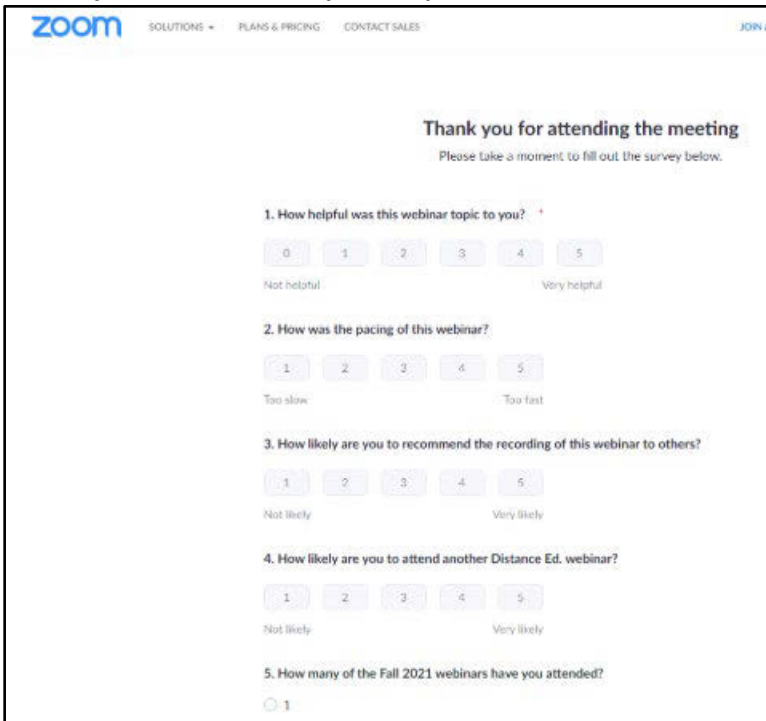
The survey includes 8 questions (Anonymous)

Survey Options [Edit](#)

✓ Show in the browser when the meeting ends

[Preview](#) [Edit](#) [Delete](#)

Once the meeting ends or a participant leaves the meeting, this is an example of the survey view for the participant:



zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A

Thank you for attending the meeting  
Please take a moment to fill out the survey below.

1. How helpful was this webinar topic to you? +

0 1 2 3 4 5  
Not helpful Very helpful

2. How was the pacing of this webinar?

1 2 3 4 5  
Too slow Too fast

3. How likely are you to recommend the recording of this webinar to others?

1 2 3 4 5  
Not likely Very likely

4. How likely are you to attend another Distance Ed. webinar?

1 2 3 4 5  
Not likely Very likely

5. How many of the Fall 2021 webinars have you attended?

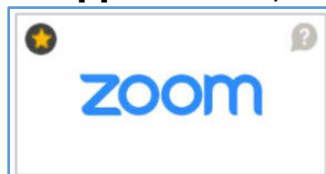
☐ 1

## Download a Report from Your Survey

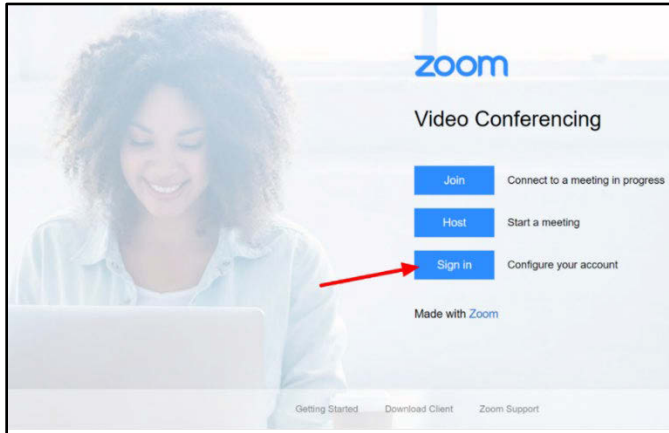
1. Go to **CMU's website**: <https://www.coloradomesa.edu/>
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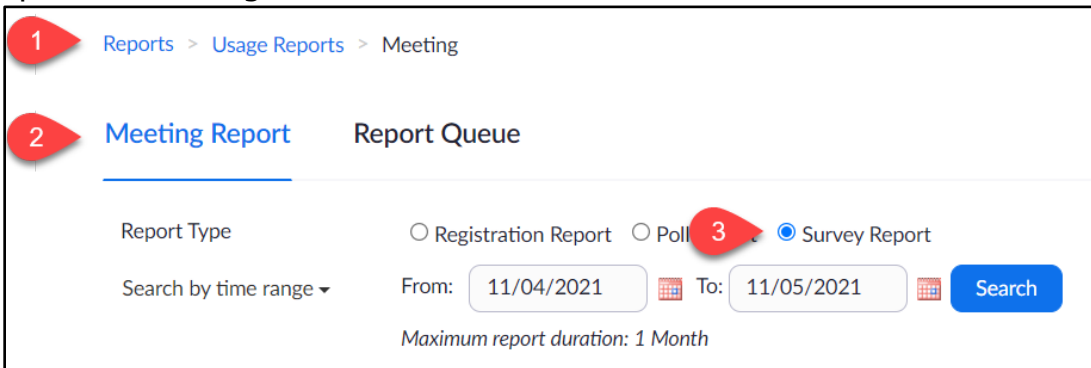
3. In **Applications**, click on **Zoom**.



4. On the **Zoom Video Conferencing** screen (<https://coloradomesa.zoom.us/>), click on the **Sign in** button.



5. Go to **Account Management > Reports > Usage Reports**.  
 6. Click the **Meeting** Option.  
 7. For **Report Type**, select **Survey Report**.  
 8. If you have a lot of meetings, you may need to filter your search by dates or specific meeting ID.



1 Reports > Usage Reports > Meeting

2 Meeting Report Report Queue

Report Type ☐ Registration Report ☐ Poll ☒ Survey Report

Search by time range ▼ From: 11/04/2021 To: 11/05/2021 Search

Maximum report duration: 1 Month

9. Check the box for the meeting you for which you wish to generate a report.  
 10. Click **Generate**.

1	<input checked="" type="checkbox"/>	11/05/2021 10:00:00 AM	11/05/2021 09:29:11 AM	Survey Test	927 6979 8726	2	2 Generate
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11. Click **Download**.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Survey Report	Nov 5, 2021 10:00:00 AM	Nov 5, 2021 09:29:11 AM	Survey Test	927 6979 8726	Nov 5, 2021 10:01:48 AM	Download

12. **Save** the .csv file to your device.  
 13. **Open** the file to view the survey responses.

Note: If you didn't create an anonymous survey, the report will include names and email addresses along with each participant's responses.