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/](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/](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.

**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**.

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).

- 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.
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.

Multiple Choice

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

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.

Long Answer

For long answer, add your question, minimum characters (default 1), maximum characters (default 200), and whether the question is required.
Once you’ve saved your survey you may **Preview, Edit, or Delete** your survey.

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

Download a Report from Your Survey

1. Go to **CMU’s website**: [https://www.coloradomesa.edu/](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/](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.

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