

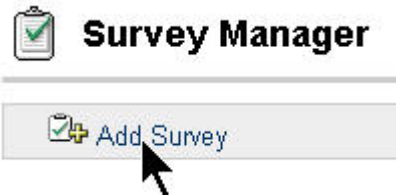
## Creating a Survey

This tutorial will show you how to make a survey for your course. A survey consists of the same type of questions as a test, but has no point value. It is not graded, submitted anonymously, and does not allow feed back. The Gradebook will show which students have submitted the survey. Once the survey is done look at the tutorial "Deploy Your Survey", which will show you how to make your survey available.

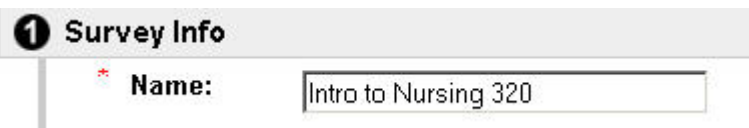
- 1 To add a survey to your course, click **Survey Manager** under **Assessment**.



- 2 Then click **Add Survey**.





- 3 You must enter a **Name** under **Survey Info**.





4. Then enter a **Description** and **Instructions** for your survey; however, this is optional.

**Description:**

Smart Text  Plain Text  HTML  

**Instructions:**

Smart Text  Plain Text  HTML  

5. Once you have entered the text, scroll down and click **Submit**.

6. Click on the drop down menu to select the type of question you want.

**Add Question:**

**Name:**

**Description:**

**Instructions:**

Choose a question type:

- Multiple Choice
- True/False
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay**
- From a Question Pool or Assessment
- Upload Questions

7. Then click **GO**.

**Add Question:**

8. Enter the text needed for your question.

**1 Essay Question**

**Question Text:**

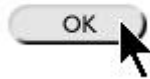
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9. Then click on **Submit**.



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10. To add another question, click on **Add Question Here**. Or, go to the drop down menu to choose a different format for your question.



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11. Once all of the questions have been added, click **OK**.



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12. Once your survey has been added, click **OK** to return to the **Control Panel**.

