

Surveys

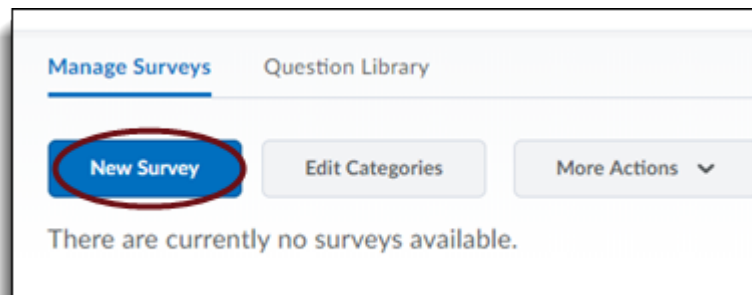
[Accessing Surveys](#) | [Editing Surveys](#) | [Reordering Surveys](#) | [Deleting Surveys](#) | [Viewing Survey Results](#)

Accessing Surveys

1. In the navbar at the top of the page, click the **Surveys** link under the drop down menu in the Resources link.



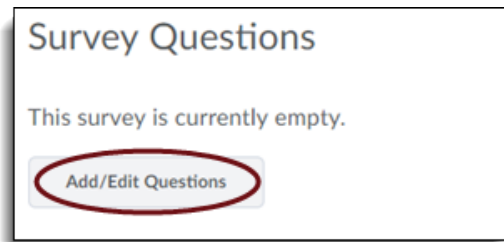
2. On the **Manage Surveys** page, all surveys in your course will be displayed. Click New Survey to Create a new one.



3. After you name a survey, you can define its general properties, restrictions, assessments, learning objectives, and reports.

[Back to Top](#)

- On the **Properties** tab, click the **Add/Edit Questions** button to begin adding questions to your survey.



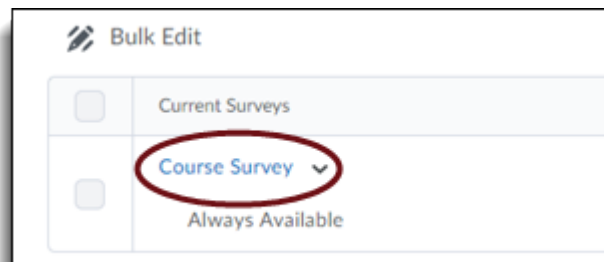
- From the drop-down menu, select the **type** of question you want to create (e.g. multiple choice, true/false, likert scale, etc.)
- Follow the instructions on the page to fill in the necessary information to create your survey question. Note that you can **Preview**, **Save**, or **Save and Copy** your question by using the buttons at the top of the page. You can also save your question and go on to create a new question of the same type by clicking **Save and New**.



- On the **Restrictions** tab, set the survey **availability**. You can also set **date/time restrictions** and whether or not you want this survey listed in the course's **Schedule** (optional). You also have the option of specifying how many times a student may take or edit their survey. When you are finished on this tab, click **Save Survey**.

Editing Surveys

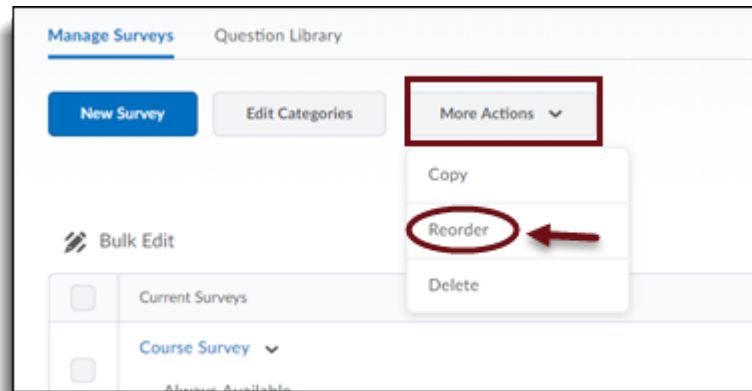
- On the Manage Surveys page, all surveys in your course will be displayed. Click the **name of a survey** to edit its settings, options, and/or questions.



[Back to Top](#)

Reordering Surveys

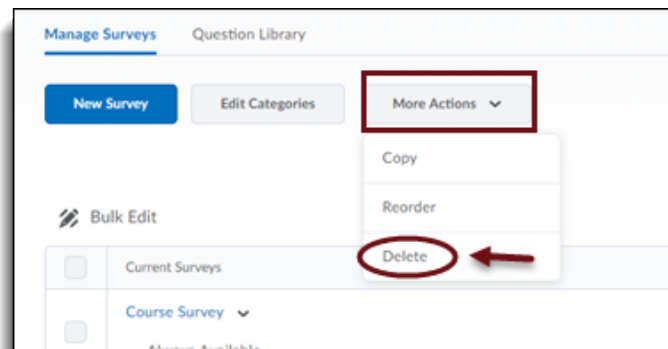
1. On the Manage Surveys page, click the **Re-Order** button from the **More Actions** drop-down menu.



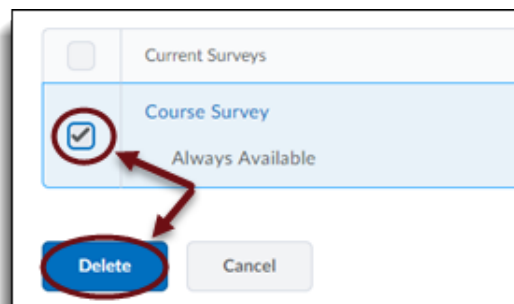
2. Select the survey you want to move by clicking the checkbox next to it, then use the blue **up/down arrows** on the right to move the survey in the list

Deleting Surveys

1. On the Manage Surveys page, click the **Delete** option from the More Actions drop down at the top of the page

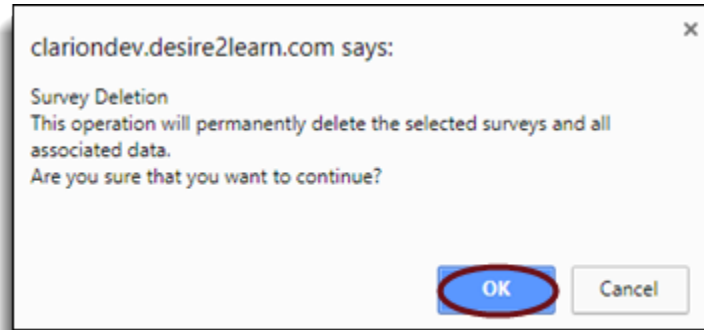


2. **Select the checkbox(es)** next to the survey(s) you want to delete, then click the **Delete Selected** button.



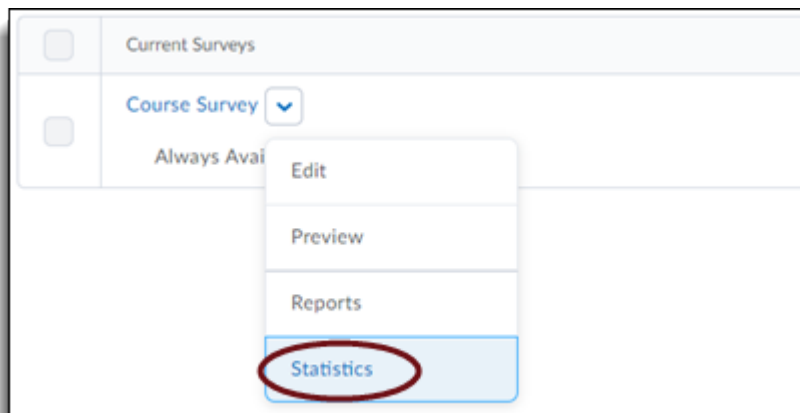
[Back to Top](#)

3. A dialog box will appear. Click **Okay** to confirm the deletion.



Viewing Survey Results

1. On the Manage Surveys page, click the **Statistics** button next to the survey for which you want to view the result



[Back to Top](#)