The Survey Manager allows you to create anonymous non-graded surveys using the same question types that are used with the Test Manager. Surveys allow you to get feedback from your students on any topic. Survey questions are anonymous, so your students can feel free to respond honestly to the survey questions. You can get statistical analysis of the answers provided by your students as a whole but you cannot see how a student answered a particular question. Some examples of the types of uses for surveys are: seeking feedback on the effectiveness of certain types of class exercises, the need for clarification of course material, and/or seeking suggestions for course improvement.

Making surveys available to your students is a two step process. You have to create the survey first and then deploy it. The first 10 pages of this document explain how to create and deploy a survey. The remaining pages give step by step instructions on analyzing and downloading survey results.

### Create Survey

1. To create a survey, go to the Control Panel and then select Survey Manager.

2. Click Add Survey on the menu bar. The survey information screen will be displayed.
3. Enter a Name for the survey in the Name field. You can enter a description and instructions for the survey. Both, description and instructions are optional.

4. Click **Submit**. You should see the Survey Canvas screen after you click submit.

5. Once in the Survey Canvas, you should click the **Creation Settings** button.
6. Select the creation settings you want to be available to you. The creation settings will establish which default options are available when you are creating the questions. Click on the **Submit** button when done.

    ![Survey Creation Settings](image1)

    ![Survey Creation Settings](image2)

7. Click **OK** to confirm the survey creation settings. You will be returned to the survey canvas.
8. Choose a question type from the drop down menu. The example below shows how to create a true/false question. A description of the question types is available.

![Survey Canvas](image)

9. The question type you selected should be shown in the Add field. Click the GO button.

![Add/Modify True/False Question](image)

10. Follow the instructions for adding the question. Click Submit when done.
11. You will be returned to the survey canvas where you can add more questions by selecting the question type and clicking GO. You can also add questions between other questions by clicking on the [Add Question Here] link. You can reorder the questions by changing the question number in the pull down list. Click OK when you are done adding questions.

Note: Unlike a test, you cannot assign points to survey questions. There are no correct answers in a survey. You cannot provide feedback to survey questions. Surveys cannot include random blocks of questions. Surveys cannot be graded.

12. You will be returned to the Survey Manager. You should see your survey the list. At this point the survey is not deployed.

13. Click OK to be returned to the Control Panel where you can deploy your survey.
Once the survey is created you have to deploy the survey and make it available to your students.

1. In order to make a survey available it has to be placed in a content area. In the Control Panel, select the content area where you want the survey to be made available.

   ![Content Areas]

   Note: If the content area you would like to add the survey to does not exist, you can create it by following the instructions for customizing the course menu.

2. Once in the content area where you want the survey to be available, select Survey from the drop down menu and then click on the GO button.

   ![Select: Survey]
3. Select your survey from the list and click **Submit**.

4. You should get a message that the survey was added successfully. Click **OK**. You should see the Modify Survey screen after you click **OK**.

5. From the Modify Survey screen you can modify the survey in the survey canvas or modify survey options such as availability and feedback. Click on the **Modify the Survey options** link.
6. You can modify the name and description of your survey in survey information section. You can choose a color for the survey name by clicking on the pick button and selecting a color from the color palette. You have the option of having the survey open in a new window.

7. You should select the survey availability options in section 2.

- **Make the link available** – Choose Yes to make the survey available to students.
- **Add a new announcement for this Survey** – Choose Yes to add an announcement to the Announcements page of your course.
- **Multiple Attempts** – Select multiple attempts if you want to allow the students to have unlimited or a specific number of attempts to take the survey.
- **Force Completion** – Use this option if you want the survey to be completed the first time the student accesses it.
- **Set timer** – Use this option to set the amount of time the students have to complete the survey.
- **Display After and Display Until** – Use the display after and display until to set date and time restrictions.
- **Password** – Use this option to require a password to access the survey.
8. Checking the option to include this test in the Grade Center score calculations has no affect the student’s grade.

9. You can choose to show the students the status and/or submitted answers upon completion of the survey.

10. You have the option to choose how the survey is presented.

11. Click **Submit** when done.

12. You should get an acknowledgment that the survey options were modified successfully. Click **OK**.
13. You will be returned to the Modify Survey screen. Click **OK**.

14. You should see your survey listed in the content area.
Once students have completed the survey, you can view/analyze the results in the Grade Center.

1. To view/analyze the survey results you should get into the **Control Panel** and select **Grade Center** from the Assessment area.

2. Locate the survey column. Surveys that students have completed will have a check mark in the column for the student. Click on the arrows on the right side of the column heading and select **Attempts Statistics** from the drop down menu.
3. You should see the Assessment Statistics page. This page shows how students responded to questions on the survey by percentage. You can copy and/or print the results.

4. Click **OK**. You will be returned to the Grade Center.
**Download Survey Results**

1. To download the survey results you should get into the **Control Panel** and select **Grade Center** from the Assessment area.

2. Locate the survey column. Surveys that students have completed will have a check mark in the column for the student. Click on the arrows on the right side of the column heading and select **Download Results** from the drop down menu.
3. You will see the download results screen. You should choose a delimiter type for your downloaded results file. Select **Tab** as the delimiter type if you would like to be able to open the file directly in Microsoft Excel. Also, choose the format for the results and which survey attempts you want to download and then click on the **Click to download results** link.

![Download Results](image)

Choose to open or save the file.

4. Click **OK** when done. You will be returned to the Grade Center.