

Creating a Survey

Create a Folder for the Survey

1. In the course or group that the survey is being created for go to the Lessons tab.
2. On the Lessons tab choose Add Content under the Lessons title
3. Choose Folder
4. On the Content tab name the folder
5. On the Access tab set the Viewable By to Course Editor
6. Press Save. This will open the folder

Create the Survey

1. Under the folder name click on Add Content
2. Click on the Survey Link
3. Content Tab
 - a. Add a Title and Subtitle if necessary
4. Access Tab
 - a. User Tracking: select Disabled
 - b. In the Viewable By window choose
 - i. Everyone if it for an outside survey
 - ii. Student or Member if it is for a class
 - c. Password: Create a password to add security to the survey
 - d. Team: If the survey is for a specific team choose the team from the drop down menu
 - e. Start/End Dates: If the survey should only be available at certain times enter those times
5. Submission Tab
 - a. Max Attempts: Change the setting to Unlimited.
6. Press Save

To Add Directions for Outside Users

1. With the Survey open click on Add a Question under the heading
2. Choose Section Heading
3. Type in any directions for the survey in the Text window
4. Press Save

Adding a Question

1. Press Add Question under the survey title
2. Choose the type of question that will be created. (See Question Descriptions for help choosing and setting up each Question Type)

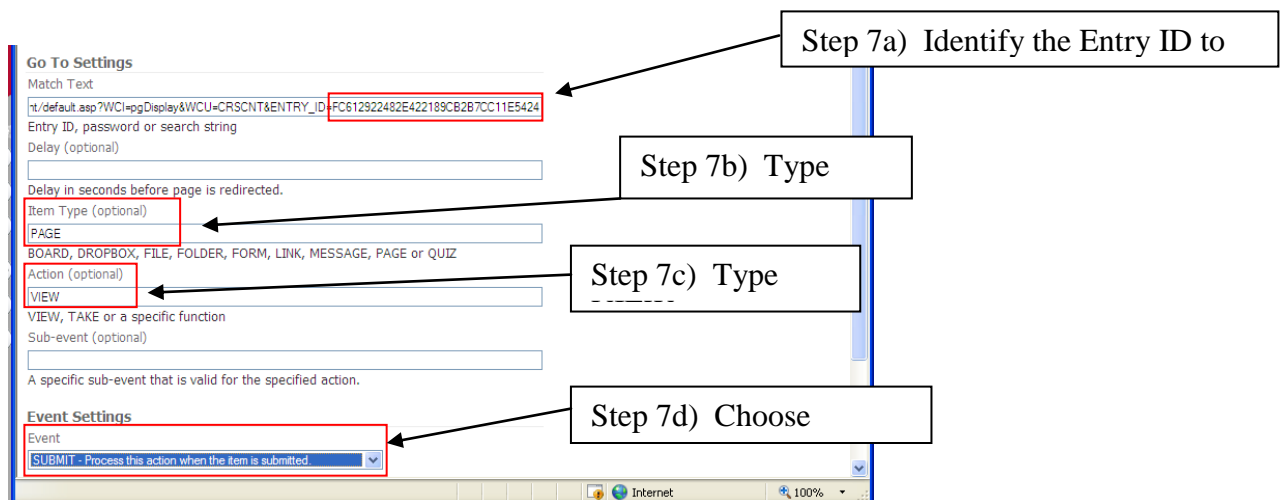
Adding a Thank You Page

When users are finished with the survey this page will let them know that the survey has been completed. It can also give them contact information and/or directions.

1. To create the page open the Survey folder
2. Under the survey name click Add Content
3. Choose Page
4. Add a title, subtitle and text based on what you would like the page to say
5. On the Access tab change the Viewable By option to Everyone
6. Press Save

Link the Survey to the Thank You Page

1. In the survey folder right click over the thank you page item choose Copy Shortcut
2. Under the survey name choose Settings
3. Choose the Automate Tab
4. Under the text window click the Action Editors link
5. This will open a new window. In the new window click the New button
6. Click the Go To link
7. There are four fields to fill in for this window
 - a. Match Text: paste the shortcut that was copied into this field.
 - i. Find in the item pasted where it says ENTRY_ID=
 - ii. After the equal sign there is a string of 32 characters. Delete everything except the 32 characters
 - b. In the Item Type field type PAGE
 - c. In the Action field type VIEW
 - d. In the Event menu choose SUBMIT



8. Press Save
9. This will return you to the previous window, press Save again.
10. This returns you to the survey window, press Save again

To Create a Link to the Survey

This will create a link that can be e-mailed to survey participants or posted on a webpage.

1. Click on the survey
2. At the top of the page right click on the link that says "Begin" and then your survey name
3. Choose the Copy Shortcut option
 - a. If the link says Resume instead of Begin you must first clear the Pending Survey before copying the link
 - i. To clear Pending Surveys, click Utilities under the survey name
 - ii. Choose delete next to each pending survey.
 - iii. After all the pending surveys are deleted, press Done.
4. Paste this link into the e-mail or webpage that is to be used by the participants

To Shorten the Address for the Survey

1. Go to www.tinyurl.com This is a free program that will create shorter address.
2. At the top of the page, paste the copied shortcut from the survey into the field that says Enter a Long URL to Make Tiny.
3. Press MakeTinyURL
4. Record the URL that is created for you. This can be e-mailed or posted on a webpage and will direct the participants directly to the survey.