

Creating a Survey

Create a 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. Click on the Survey Link
 - a. Content Tab
 - i. Add a Title (Mandatory) and Subtitle (if necessary)
 - b. Access Tab
 - i. In the User Tracking drop down menu select Disabled
 - ii. In the Viewable By window choose
 1. Everyone if it for an outside survey
 2. Student or Member is it is for a class
 - iii. Team: If the survey is for a specific team choose the team from the drop down menu
 - iv. Start/End Dates: Set these dates for when you would like the link to the survey to be available. Later you will set the Date Enabled and Date Disabled settings for when the survey can be taken.
 - c. Interaction Tab
 - i. Set the Date Enabled and Date Disabled to match the dates that the survey will be available
 - ii. Select how you want the questions to appear in the Display Settings section
 - iii. Under the Submission Settings
 1. Set the Attempts Allowed to 1 so that each student can only submit the survey once.
 - iv. In the Validation drop down menu select one of the following
 1. Do not allow: This will not allow the survey to be submitted without completing all questions
 2. Allow, but issue warning: ANGEL will accept incomplete surveys but will warn the user that some questions were left blank
 3. Allow without warning: ANGEL will accept incomplete surveys without warning the user.
 - v. If you would like the user to save the survey to return to complete it later, select that option, otherwise uncheck it.
 - vi. For anonymous surveys, checkmark "Make submissions anonymous."
4. Press Save