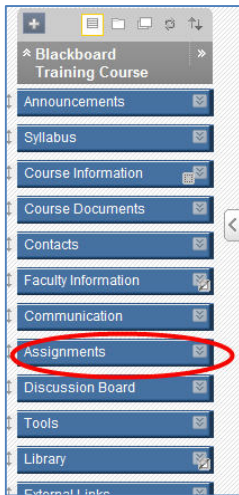


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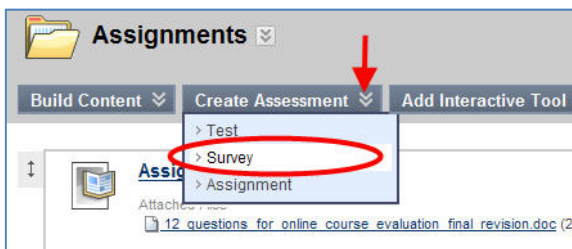
Setting Options for a Survey

You can add a survey to any content area.

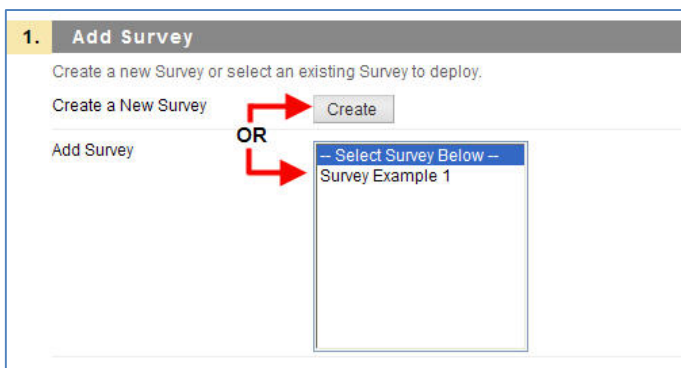
1. In the **Control Panel**, click the desired link under **Content Areas** (Assignments, Course Documents, etc.) where you want the survey to be deployed.



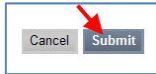
2. Click on **Create Assessment | Survey**.



3. You have two options: You can deploy a survey that you have already created by clicking on it from the **Add Survey** list. OR you can click the **Create** button to create a new survey.

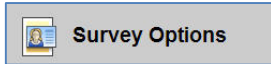


4. Click **Submit**.

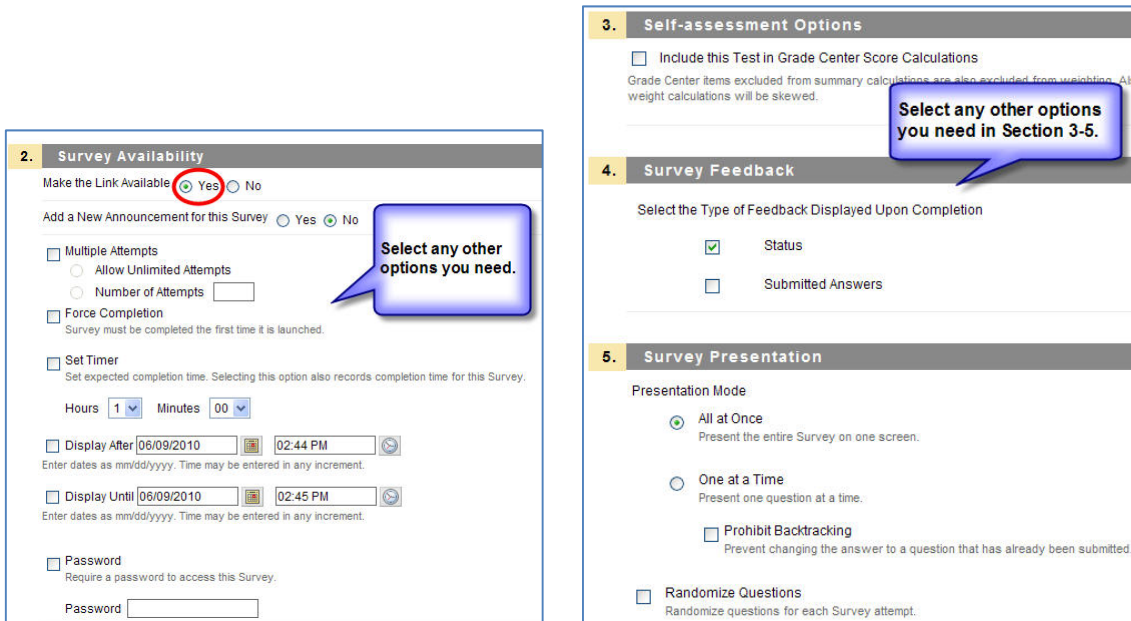


Note: The survey will be placed under the selected **Content Area. (If you click **Create** in the previous step, you will be taken to the survey creation area)*

5. After submitting, you will be automatically redirected to the **Survey Options**.



6. Under #2, **Survey Availability**, find "Do you want to make the link visible?" and check off **Yes**. Choose any other options you need (these options are similar to the **Test Options**).



2. Survey Availability

Make the Link Available Yes No

Add a New Announcement for this Survey Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion
Survey must be completed the first time it is launched.

Set Timer
Set expected completion time. Selecting this option also records completion time for this Survey.

Hours Minutes

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this Survey.

Password

3. Self-assessment Options

Include this Test in Grade Center Score Calculations
Grade Center items excluded from summary calculations are also excluded from weighting. As weight calculations will be skewed.

4. Survey Feedback

Select the Type of Feedback Displayed Upon Completion

Status

Submitted Answers

5. Survey Presentation

Presentation Mode

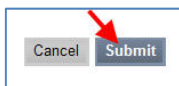
All at Once
Present the entire Survey on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each Survey attempt.

7. Click **Submit**.



8. The survey is now active and deployed for the users.

