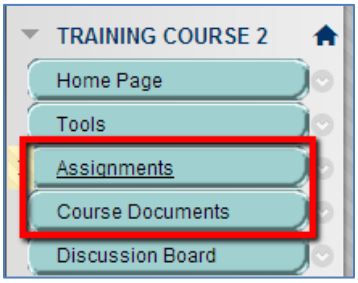
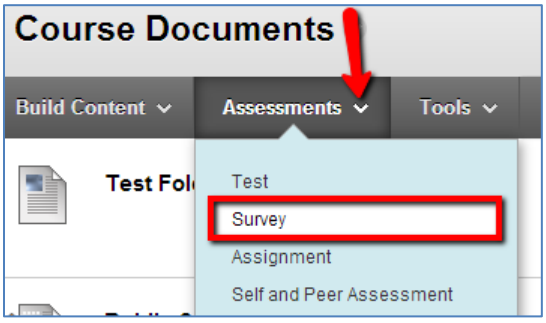
Making a Survey Available

You can add a survey to any content area and make it available to students either immediately or for a specified time frame.

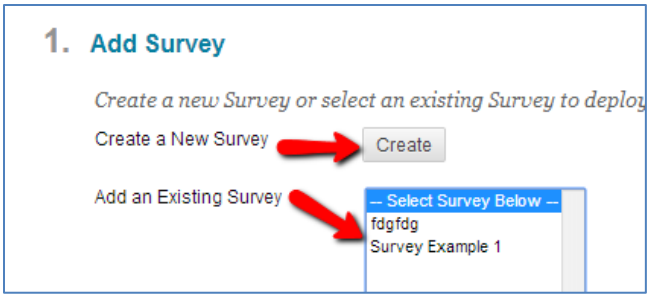
1. On the Course Menu, click the desired link under Content Areas (Assignments, Course Documents, etc.) where you want the Survey to be deployed.



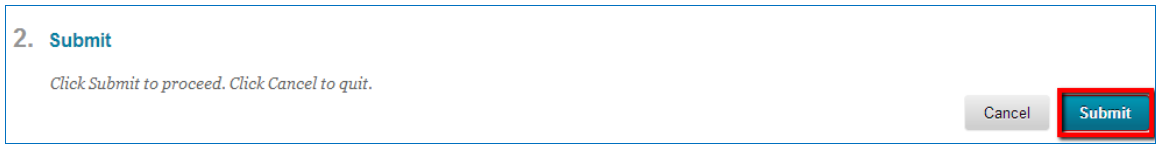
2. Point to the **Assessments** action bar button, and select **Survey**.



3. You have two options: deploy a Survey that you have already created by clicking on it from the Add Survey list, or click the **Create** button to create a new Survey. In this example, we will use an existing Survey.

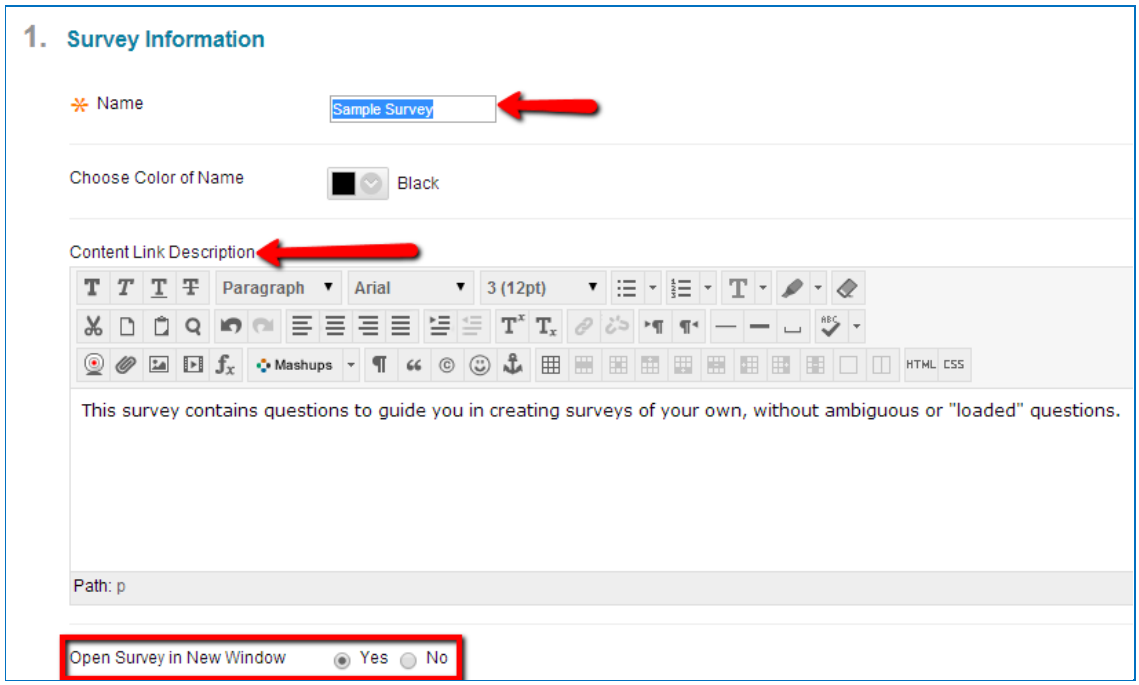


4. Click **Submit**.

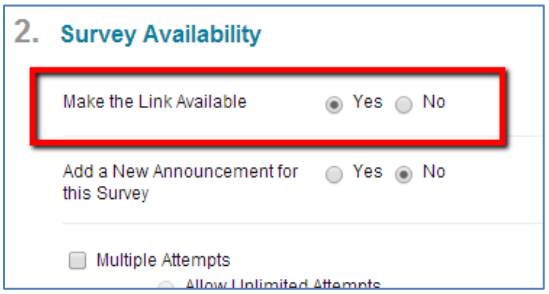


NOTE: *The survey will be placed under the selected Content Area. (If you click* ***Create*** *in the previous step, you will be taken to the survey creation area, where you can follow the instructions given earlier in this chapter.)*

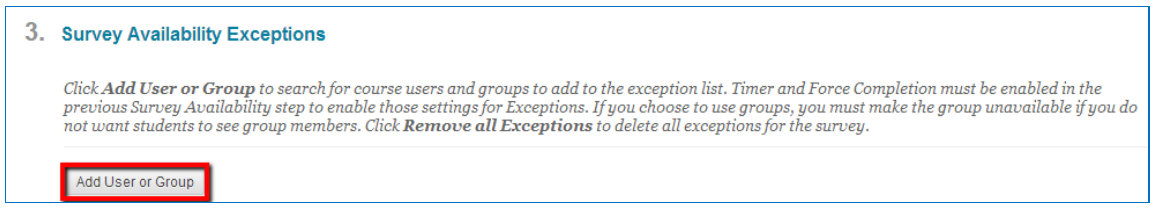
5. After submitting, you will be automatically redirected to the Survey Options page. In the Survey Information section, you can add a description for the link to the Survey, not the Survey itself; you can also choose a different name for the link. You can also choose whether clicking the link will open the Survey in a new window or tab.



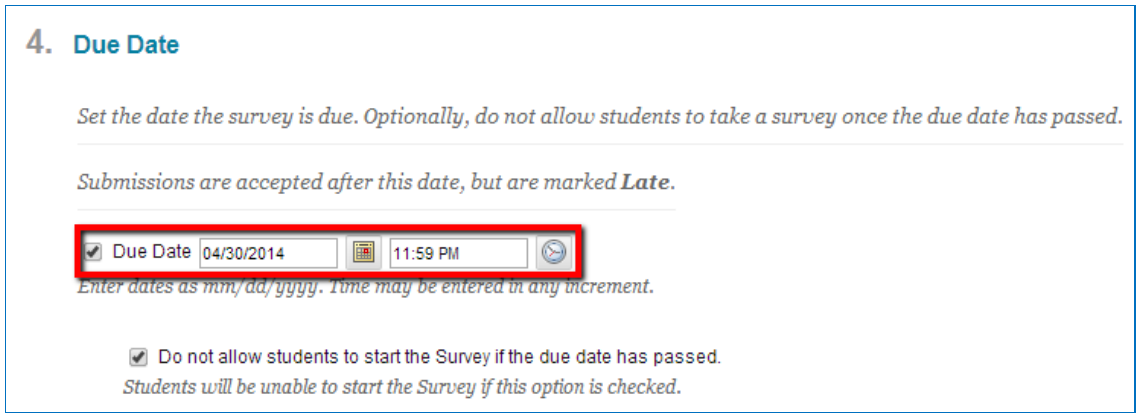
6. In the Survey Availability section, click the **Yes** option button next to **Make the Link Available**. Choose any other options you need (these options are similar to the Test Options).



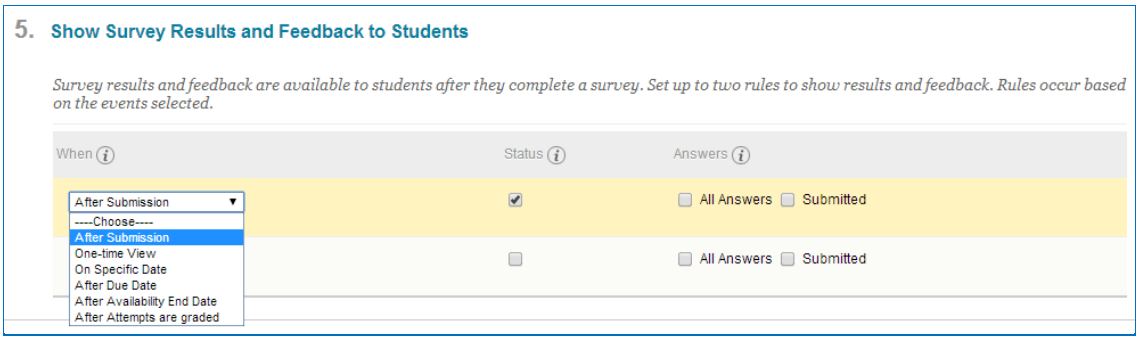
7. You can exempt certain users or groups from taking the survey, such as students designated as Teaching Assistants. Click the **Add User or Group** button to start this process. As indicated in the instructions, some complicated conditions apply.



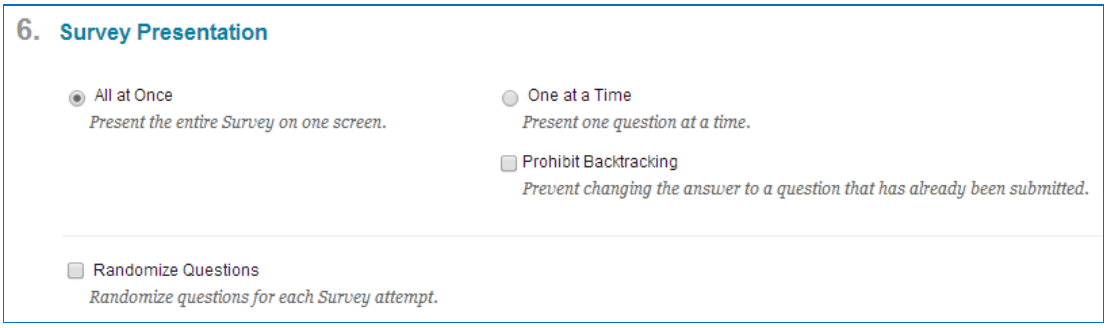
8. Optionally, add a Due Date and Time, especially for Surveys for which participation is graded, and decide whether to allow late submissions.



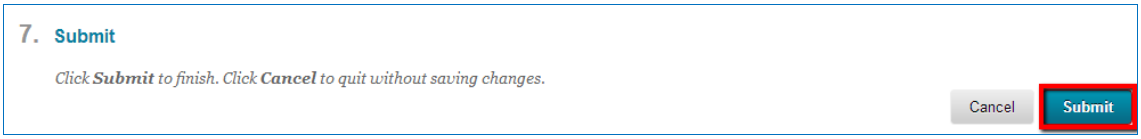
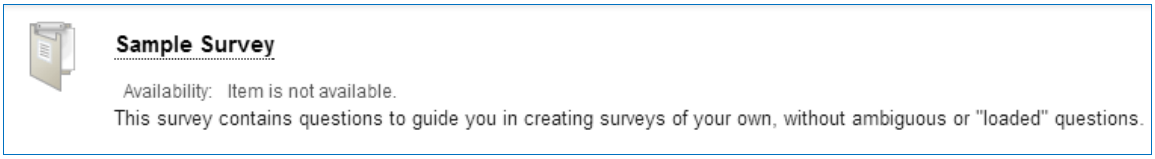
9. Determine whether and when to display feedback to the users. Unlike Tests, Surveys do not have correct answers, the feedback can show either all answer choices for the questions or only the answers submitted.



10. Choose whether to display questions one at a time or on one continuous page. If one at a time, decide whether to prohibit returning to previous questions.



11. Click **Submit**.



12. The Survey is now active and deployed for the users.