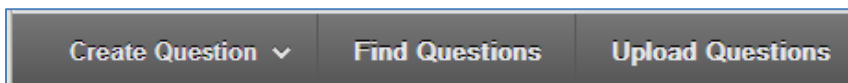


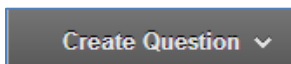
Adding Questions to Surveys

There are three ways to add questions to a Survey:

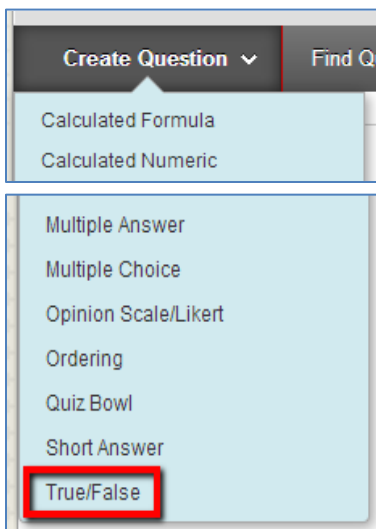
- Creating questions in the same manner you create a test using Test Manager.
- Find questions from an already existing pool or assessment.
- Upload questions from a text file.



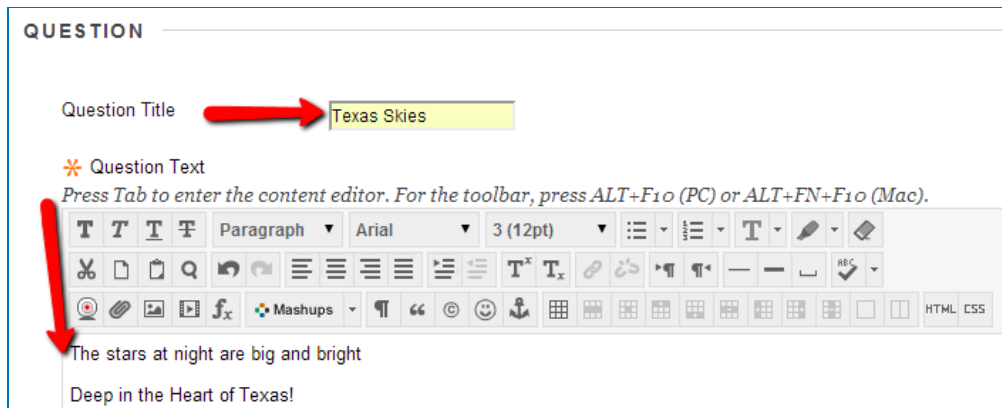
Creating Questions



1. To add a question to the survey, point to the **Create Question** button, and select a question type from the menu. The types of questions that can be used in surveys are listed below. A True/False question will be created for demonstration purposes.



2. Type a Question Title, and then type the Question Text in the space provided.



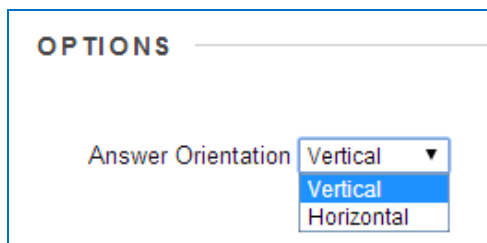
QUESTION

Question Title **Texas Skies**

* Question Text
Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The stars at night are big and bright
Deep in the Heart of Texas!

3. Under Options, you can specify the orientation of the answers as the students will see them. For True-False questions, or multiple-choice questions with short answer choices, the Horizontal orientation usually works best; use vertical with the answer choices are longer.

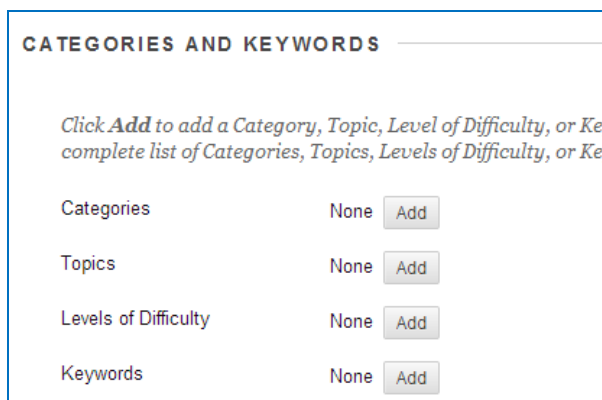


OPTIONS

Answer Orientation **Vertical**

Vertical
Horizontal

4. You can click **Add** to add a Category, Topic, Level of Difficulty, or Keyword for a question.

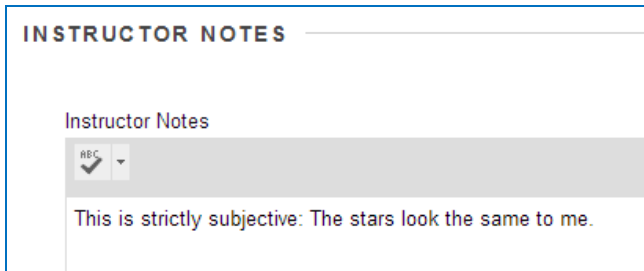


CATEGORIES AND KEYWORDS

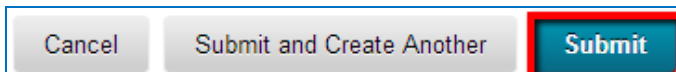
*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

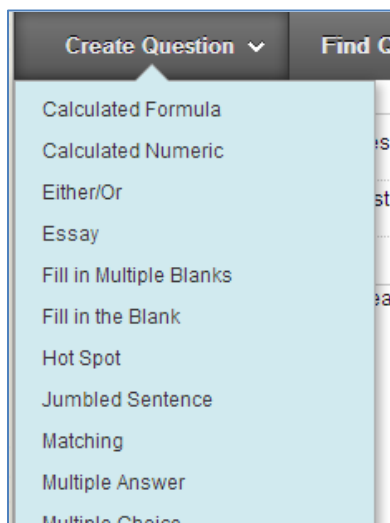
5. You can make notes in the text box under Instructor Notes. Students will not see this information.



6. Click **Submit** to add the question and return to the Survey Canvas, or **Submit and Create Another** to proceed to the next question.

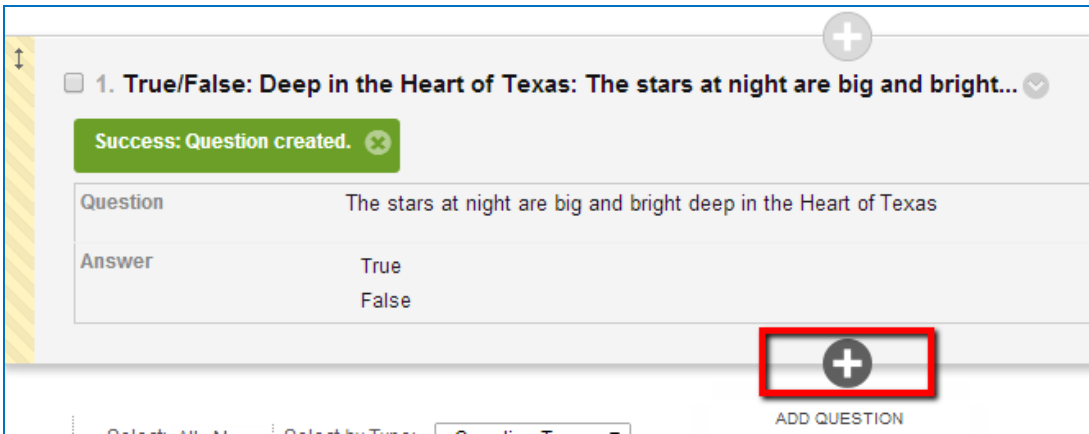


7. To continue adding more questions, select a question type from the drop-down menu of the **Create Question** action bar button.

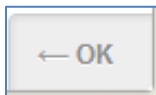


-OR-

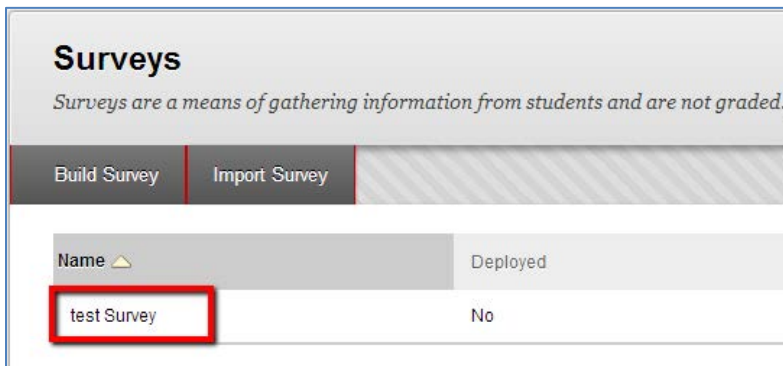
The Survey Canvas has **Add Questions** icons that appear above and below a question when you point the mouse at the question.



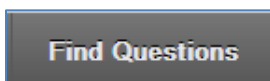
8. Once you have entered all questions, scroll to the bottom of the Survey Canvas, and click the **OK** button.



9. The newly created survey is displayed in your list of surveys. When you are ready for students to take the survey, you will need to make it available just as you would a test.

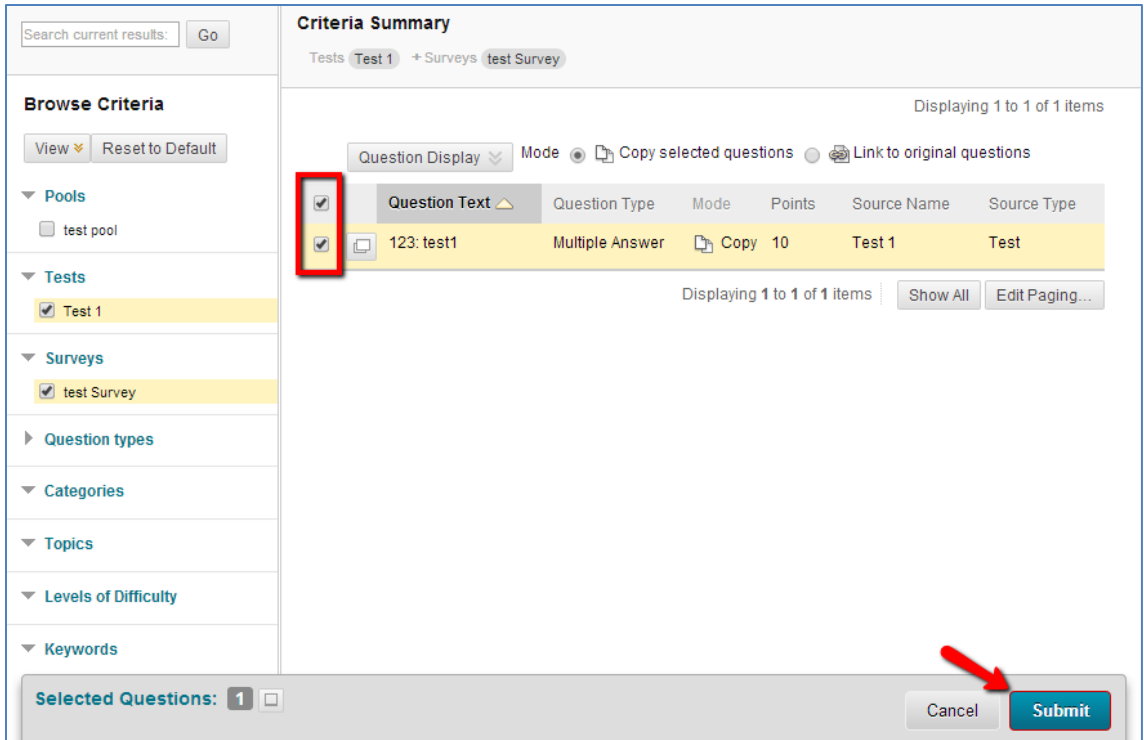


Finding Questions

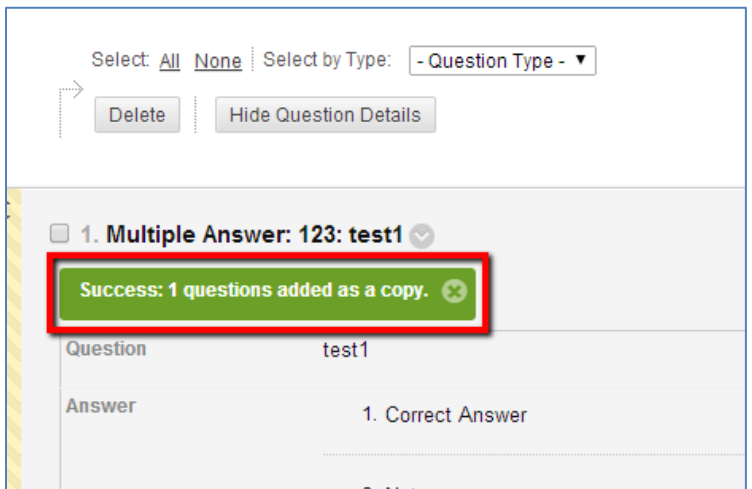


When editing the Survey, you can click the **Find Questions** button to add questions from an existing pool. You can also retrieve questions from tests, though without a point value attached, and browse questions by topics, keywords, etc.

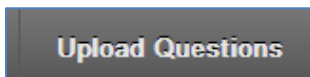
The list of existing surveys, assessments, and pools is displayed in a separate browser window; you can select the ones from which you would like to add the questions.



The questions appear on the Survey Canvas page. Here you can change the order of the questions using drag & drop or the Reorder button, and you can modify individual questions to fit the needs of the survey.



Uploading Questions from a Text File



Clicking the **Upload Questions** button will open a window for you to click on the **Browse** button and find the text file containing your survey. As with tests, these questions should be in the Comma-Separated Values file format (.csv), with very specific data entry requirements. Once you have uploaded your questions, click **Submit**.

Upload Questions

Questions can be authored offline in a specially formatted text file and uploaded into Tests, Surveys, and Question Pools. Once uploaded, questions can be edited and used like questions that have been authored in the system. [More Help](#)

Cancel **Submit**

1. Upload Questions

Click **Browse** to locate a file to import.

File containing questions to import

Points per question Enter the points possible per question. The default value is assigned from Question Settings. If no value is defined in Question Settings, 0 is used. Changing the value here does not affect Question Settings.